Advancing God's Kingdom by Preparing Competent Christian
Leaders for Spirit-Empowered Life and Ministry

G100 Writing for Academic Success 1

1 credit. Prerequisites: none.

👤 On Campus 🔊 Live-Stream 🎥 Video on Demand

September 11-December 15, 2023
Fall 2023
Wednesdays / 1:15-2:45pm

Nicholas Inder, BA, MA (in-progress)
nicholas@avalonalliance.ca

"The single biggest problem with communication is the illusion that it has taken place."
George Bernard Shaw

Course Goals

Course Description
This course introduces students to the basics of academic writing with the aim of helping them express themselves clearly in academic and ministry settings. Students will learn the importance of clear writing as they practice basic grammatical principles, organizing their writing, and revising and editing their work.

Relationship to Horizon's Mission
The story of God's interaction with his creation is one of revelation and communication. In turn, he invites us to clearly communicate the Good News of Jesus to the world. Competent Christian leaders strive to do that in all their communication.

Core Competencies and Learning Outcomes
To demonstrate competency in *Skilled Communication*, students will

1. Edit and revise written work that is structured coherently.
    * *Assessment:* Quiz 4, Editing Assignment III, Group Editing Assignment, Final Examination
2. Organize thoughts persuasively for academic or ministry writing.
    * *Assessment:* Editing Assignment II, Editing Assignment III, Group Editing Assignment, Final Examination
3. Employ correct English grammar (HCS Grammar and Style Level 1, see Appendix B in the Horizon Format Guide, p. 26-29).

- *Assessment*: All assignments.

Course Work

Required Reading

Appendix B of the [Horizon Format Guide](#).

Course Assignments and Activities

1. *Quizzes - 25%.*
Students will demonstrate their grasp of functional grammar in five in-class quizzes, taken on Populi. Individual quizzes will each be worth 5% of final grade.
   - Related learning outcome: #1 (Quiz 4 only), 3.
   - **Assignment length:** n/a.
   - **Due dates:** September 27, October 11, October 18, November 15, and November 22.

2. *Editing Assignment I - 5%.*
Students will edit an assigned paragraph for spelling, punctuation, and grammar.
   - Related learning outcome: #3.
   - **Assignment length:** one paragraph.
   - **Due date:** Friday, October 13.

3. *Editing Assignment II - 10%.*
Students will edit a one-page document for spelling, punctuation, grammar, and style.
   - Related learning outcomes: #2, 3.
   - **Assignment length:** one page.
   - **Due date:** Wednesday, October 25.

4. *Editing Assignment III - 15%.*
Students will edit a one-page document for spelling, punctuation, grammar, style, and structure.
   - Related learning outcome: #1, 2, 3.
   - **Assignment length:** one page.
   - **Due date:** Wednesday, November 22.

5. *Group Editing Assignment - 20%.*
"As iron sharpens iron, so one person sharpens another" (Prov 27:17 NIV). Students will work together in groups of 2-3 to edit their own assignments. Students will go through two rounds of edits on an assignment they have submitted or will be submitting for another class. Papers will be 2-3 pages in length or a 2–3-page portion of a longer paper (*Essay: The Message of the Old Testament* from **Intro to Old Testament**, or *Value of Theology Reflection* from **Intro to Theology** would be great options). Twice, students will read and edit another student's paper, and twice students will revise their own paper based on fellow student feedback.
   - To complete this assignment, students will follow these guidelines:

          o Hand in the original copies of the work they are editing for the instructor's reference (i.e., your partner's original paper and your original paper, twice)
- Related learning outcome(s): #1, 2, 3.
- **Due dates:** November 14, November 28.

6. *Final Examination – 25%.*
On December 6, an in-class final examination will be administered assessing student learning and application of course content.
- Related learning outcome(s): #1, 2, 3.
- **Assignment length:** 1 hour in class + 2 hours of study.
- **Due date:** December 6.

Video-on-Demand (VOD) Student Requirements
As indicated on the course schedule, this class is being offered by VOD. Students taking the course through VOD are required to indicate this during their course registration. While VOD recordings are available for any student who be absent from class, non-VOD students are expected to attend class live following the class attendance policy.
- For VOD students, all assignments are due on the dates indicated below.
  - o Quiz 1: due October 2 at 11:59PM
  - o Quiz 2: due October 16 at 11:59PM
  - o Quiz 3: due October 23 at 11:59PM
  - o Quiz 4: due November 20 at 11:59PM
  - o Quiz 5: due November 27 at 11:59PM
  - o Editing Assignment I: due October 16 at 11:59PM
  - o Editing Assignment II: due October 25 at 11:59PM (*unchanged*)
  - o Editing Assignment III: due November 27 at 11:59PM
  - o Group Editing Assignment (First Paper): due November 14 at 11:59PM (*unchanged*)
  - o Group Editing Assignment (Second Paper): due November 28 at 11:59PM (*unchanged*)
  - o Final Examination: due December 8 at 11:59PM
- Each week, VOD students are required to watch and engage with all lecture content and in-class activities from that week's classes and submit a monthly report according to the following schedule.
  - o September 13 Lecture and Report: due September 18 at 11:59PM
  - o September 20 Lecture and Report: due September 25 at 11:59PM
  - o September 27 Lecture and Report: due October 2 at 11:59PM
  - o October 11 Lecture and Report: due October 16 at 11:59PM
  - o October 18 Lecture and Report: due October 23 at 11:59PM
  - o November 8 Lecture and Report: due November 13 at 11:59PM
  - o November 15 Lecture and Report: due November 20 at 11:59PM
  - o November 22 Lecture and Report: due November 27 at 11:59PM
  - o November 29 Lecture and Report: due December 4 at 11:59PM
  - o December 6 Lecture and Report: due December 8 at 11:59PM
- To submit their report:

- o Log into Populi and in 50 words, state an affirmation of watching the content and completing the in-class assignments and summarize one thing the student learned from the week's lessons.
- These submissions are subject to the late assignment policy and are marked as pass/fail based on whether or not they demonstrate engagement with the lecture content and in-class activities.

Estimate of Time Investment (individual time investments may vary)

Class Attendance	15 hrs	weekly	n/a
1. Quizzes	In class	September 27	5%
		October 11	5%
		October 18	5%
		November 15	5%
		November 22	5%
3. Editing Assignment I	1 hr	October 13	5%
4. Editing Assignment II	3 hrs	October 25	10%
5. Editing Assignment III	3 hrs	November 22	15%
5. Group Editing Assignment	5 hrs	November 14	5%
		November 28	15%
6. Final Examination	3 hrs	December 6	25%
Total =	30 hrs		100%

Assessment Rubrics
Assignment rubrics are found on Populi. Select the name of the assignment to access the rubric.

Course Outline
September 13 – Genre of Academic Writing
Intro to the Course (& write due dates in calendar)

- *In Class Assignment: Exemption Test*

September 20 - Mechanics
Appendix B: 1.6, 1.7, 1.8, 1.9

- *In Class Assignment: identify common spelling and grammatical errors and correct them.*

September 27 - Punctuation
Appendix B: 1.15 - 1.30

- *In Class Assignment: quiz 1; identify presented errors and correct them.*

October 4th - No Class

October 11- Usage and Parts of Speech
Appendix B: 1.31, 1.32, 1.33

- *In Class Assignment: quiz 2; identify the errors and correct them.*

October 18 - Style
Appendix B: 1.7, 1.36, 1.37, 1.38

- *In Class Assignment: quiz 3; write the same content for both an informal and formal setting.*

October 25th/November 1st - No Classes – Reading Week/Module Week

November 8 - Syntax and Structure Part I
Appendix B: 1.1, 1.2

- *In Class Assignment: groups work identification and correction of common sentence errors.*

November 15 - Syntax and Structure Part II
Appendix B: 1.3, 1.4 ,1.5

- *In Class Assignment: quiz 4; rewrite paragraphs for coherent structure and persuasion.*

November 22 - Format
Appendix B: 1.39 - 1.43

- *In Class Assignment: quiz 5; identify the errors and correct them.*

November 29th - Editing

- *In Class Assignment: students' work will be reviewed, identifying errors, and suggesting improvements.*

December 6th – Review
30 Minute Review + 1 Hour Exam

- *In Class Assignment: final examination.*

- First submissions of assignments will not be accepted after December 8, 2023.

Revision Schedule
- Quizzes – Revisions due 48 hours after receiving your rubric. The Adjunct Faculty Advisor will reopen the quizzes for you.
- Editing Assignments – Revisions due 72 hours after receiving your rubric.
- Group Editing Assignment – Due December 11
- Final Examination – Retake December 13

- No resubmission of assignments will be accepted after December 15, 2023.

Academic Policies

General Assignment Guidelines
Please see the Horizon Format Guide for assignment submission, grammar, and formatting guidelines.

Late Assignments and Extensions

Students are expected to submit work by the assigned due dates, as part of their development of the Leadership and Administration competency. To submit extension requests, students must submit the *Assignment Extension Request Form* on Populi and *before the due date*. Professors may grant extensions in the case of extenuating circumstances, such as significant illness or a family emergency. Furthermore, no extensions will be granted beyond the final day of a term or semester unless approval is granted by the Dean of the College.

Unexcused late submissions will be tracked across each student's program. If one assignment is submitted more than five days late or if a student incurs multiple instances of unexcused late submissions, it will result in academic discipline, such as required tutoring, academic probation, failure of the course, or failure to qualify for graduation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline.

Assignment Completion

Professors usually will not accept assignments that have not been completed according to the instructions given in the syllabus. If a professor informs a student that a submitted assignment is incomplete, the student will be given the opportunity to complete and resubmit the assignment quickly. If this is not possible, the assignment will be regarded as submitted late.

Assignment Revisions

Students can generally submit up to two revisions for each assignment, although a professor may accept more revisions if the professor determines the student is addressing all of the professor's instructions and making significant progress toward achieving competency.

Horizon College Assessment of Student Work

The goal of courses is to help students develop their competency, not earn letter grades. Assignments are the means by which instructors evaluate development of competency by assessing learning outcomes as outlined in the syllabus and each assignment rubric. Once a student's assignment has met all competency requirements, the professor will assign a grade for that assignment. Likewise, a final course grade is not calculated until the end of the course. Students pass a course (with a B- or higher) only after they have demonstrated that they have *met or exceeded all competency requirements* for that course and, therefore, only after they have passed all assignments.

Horizon CBE Scale		Descriptor	Letter Grade	Grade Point	U of S Equivalency
E	Exceeding expectations	Student demonstrated **exceptional** achievement of the learning outcomes.	A+	4.0	90-100
		Student demonstrated **excellent** achievement of the learning outcomes.	A	4.0	85-89
			A-	3.7	80-84
M	Meeting expectations	Student demonstrated **good** achievement of the learning outcomes.	B+	3.3	77-79
			B	3.0	73-76
			B-	2.7	70-72

If the student does not meet all competency requirements in a course and, therefore, does not pass all the assignments in a course, the course will not be sufficient to fulfill their program requirements at Horizon. Nevertheless, for transferability purposes, the student will receive a letter grade of C+ or below according to the scale below.

BTM	Beginning to meet expectations	Student was **beginning to meet** learning outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
NYM	Not yet meeting expectations	Student made **insufficient progress** toward meeting learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
			F	0.0	0-49

Academic Integrity
Students learn best when practicing academic integrity. A lack of integrity is displayed in acts such as deception, abuse of confidentiality, cheating, inappropriate collaboration, or plagiarism. Plagiarism occurs when a student presents the words or ideas of another person or an artificial intelligence (AI) tool in such a way as to give others the impression that it is their own words or ideas. In academic writing, there should be no doubt which words or ideas are the student's and which are drawn from other sources or AI. Students are expected to submit their own original work and give due recognition to sources from which all substantial phrases, sentences or even ideas are drawn. Note also that you may not submit work done in one course to satisfy the requirements of another course (unless both instructors agree beforehand to accept such work). See here for examples of plagiarism and further guidelines in the Student Handbook.

Accessible Learning Services Information
Horizon aims to provide an accessible learning environment for all our students. If you would benefit from learning accommodations due to temporary or ongoing physical or mental health conditions or learning disabilities, please contact us as soon as possible to schedule a conversation. In all cases we ask that you provide current documentation of the disability or condition you wish to disclose. Horizon takes appropriate care to ensure confidentiality about any such disclosures. For more information, contact Richelle Bekkattla, Horizon's Library Technician, at library@horizon.edu.

Class Attendance
Students should attend all classes in order to facilitate competency development. Students are expected to be present through the delivery method that they registered for, either on campus or through live-streaming with their camera on. A student must be present for the full duration of a class period in order to be registered as present for the class. In the case of illness or other unforeseen circumstances, students may miss one day of a module course or three days of class in a term or semester course without academic penalty. Students who are absent for more than the number of classes stated above will automatically fail the course. Students wishing to be exempted from this policy due to extenuating circumstances may make an academic appeal, where they will need to document and verify those circumstances. Students who miss a class are responsible to get missed notes or handouts from another student, rather than from the professor.

Note: For this class, you may only miss 2 classes without academic penalty because there are less classes than a typical term or semester class.

Live-Streaming Etiquette
Students taking the course through live-streaming are required to indicate this during their course registration. While live-streaming access is available for on-campus students who are unable to attend class due to illness, on-campus students are expected to attend class in person following the class attendance policy.

If attending class online via live-stream, in order to be marked present for class, you must keep your camera on and stay present and attentive throughout the class session, extending the gift of engagement. Access your class with a computer (preferably) or tablet, not a cell phone. Arrive to class on time, and dress as you would if you were attending class on campus. Join the class from a quiet space with minimal background noise, and mute your microphone until you wish to speak to the class.

Use of Technology
Horizon encourages the use of electronic devices in the classroom to enhance learning. Careful consideration must be given to privacy issues, copyrighted materials, and the general care and concern for others. Please respect the following classroom policies:

- Please use online access for course learning only. This is a matter of respect for the instructor's teaching, your own learning, and fellow students who may be distracted by other uses.
- Students should secure permission from the instructor to record any teaching material. This includes PowerPoint slides, white board illustrations, notes, and any form of audio or video.
- Student feedback is a valuable input for course improvements. Please resolve any classroom grievance about the instructor or course with the instructor personally, through the Horizon College and Seminary grievance procedures, or the Populi-based course evaluations. It is inappropriate to air classroom grievances on a social media platform.
- When instructors use recording mechanisms in the classroom, recorded materials will be used for the sole purpose of instruction and cannot be released to any social media outlet without the written consent of the students whose images have been recorded.
- In general, it is not acceptable to share photographs or videos of students in the classroom setting without permission from those whose images appear in such media.