G200 Writing for Academic Success II

1 credit. Prerequisite: G100 Writing for Academic Success I.

👤 On Campus 〔A〕 Live-Stream 📹 Video on Demand

January 15 – April 18, 2024	Nicholas Inder, BA, MA (in progress)
Winter 2024	nicholas@avalonalliance.ca
Wednesdays / 1:15-2:45pm	

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

Course Goals

Course Description
In this course students will continue to develop their skill in academic writing so they can communicate effectively in academic and other settings. Students will learn and practice intermediate grammatical principles and continue to improve their writing style.

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, revise, and organize written work using Grammar and Style Level 2.
   - *Assessment:* Editing Assignment I, Editing Assignment II, Group Editing Assignment, Final Examination
2. Organize an essay according to a thesis statement that is clear, complex, and provides a blueprint for supporting the thesis.
   - *Assessment:* Thesis Editing Assignment, Editing Assignment II, Group Editing Assignment, Final Examination
3. Employ correct English grammar (HCS Grammar and Style Levels 1-2, see Appendix B in the Horizon Format Guide, p. 26-29).
   - *Assessment*: All assignments

Course Work

Course Assignments and Activities

1. *Thesis Editing Assignment - 5%.*
Students will identify weaknesses in given theses and revise the theses appropriately.
- Related learning outcome: 2, 3.
- **Due date:** Friday, February 16.

2. *Quizzes - 20%.*
Students will demonstrate their grasp of functional grammar by writing two quizzes. Each quiz will each be worth 10% of the final grade.
  - o Students must achieve 70% or more on first attempts or complete revisions.
- Related learning outcome: 3.
- **Due dates:** Wednesday, March 13, and Wednesday, April 3 in class.

3. *Editing Assignment I - 10%.*
Students will edit a one-page document for spelling, punctuation, grammar, structure, and style.
- Related learning outcome: 1, 3.
- **Assignment length:** one page.
- **Due date:** Friday, March 15.

4. *Editing Assignment II - 15%.*
Students will edit a two-page document for spelling, punctuation, grammar, structure, style, and develop a thesis for the paper.
- Related learning outcomes: 1, 2, 3.
- **Assignment length:** two pages.
- **Due date:** Thursday, March 21.

5. *Group Editing Assignment - 25%.*
Students will work together in groups of 2-3 to edit their own assignments. Students will edit an assignment that another student has 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. Students will read and edit another student's paper and provide helpful feedback on common grammar mistakes and ways the writer's paper can be clearer.
- Related learning outcome(s): 1, 2, 3.
- **Due dates:** Thursday, March 28.

6. *Final Examination – 25%.*
- Related learning outcome(s): 1, 2, 3.
- **Assignment length:** 1 hour in class + 2 hours of study.
- **Due date:** Wednesday, April 10 in class.

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.
  - <u>Thesis Editing Assignment</u>: due February 19 at 11:59PM.
  - <u>Quiz 1</u>: due March 18 at 11:59PM.
  - <u>Editing Assignment I</u>: due March 20 at 11:59PM.
  - <u>Editing Assignment II</u>: due March 26 at 11:59PM.
  - <u>Quiz 2</u>: due April 8 at 11:59PM.
  - <u>Group Editing Assignment</u>: due March 28 at 11:59PM (*unchanged*).
  - <u>Final Examination</u>: due Friday, April 12 at 11:59PM.
  - <u>**Important:**</u> For the quizzes and final examination, VOD students must complete these tests through Populi, affirming that they practiced academic integrity.
- 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 weekly report according to the following schedule. When an assignment, quiz, or exam is due the same day as the lecture and report, VOD students are encouraged to view the lecture before completing the assignment, quiz, or exam.
  - <u>February 14 Lecture and Report</u>: due February 19 at 11:59PM.
  - <u>February 21 Lecture and Report</u>: due February 26 at 11:59PM.
  - <u>March 13 Lecture and Report</u>: due March 18 at 11:59PM.
  - <u>March 20 Lecture and Report</u>: due March 25 at 11:59PM.
  - <u>March 27 Lecture and Report</u>: due April 1 at 11:59PM.
  - <u>April 3 Lecture and Report</u>: due April 8 at 11:59PM.
  - <u>April 10 Lecture and Report</u>: due April 12 at 11:59PM

  To submit their report: Log into Populi and in 25-50 words state an affirmation of watching of the content and completing the in-class assignments, summarize one thing the student learned.
- In order to pass the course, VOD students must submit all of their VOD weekly submissions. These submissions are subject to the late assignment policy and are marked as pass/fail based on their demonstration engagement with the lecture content.

Estimate of Time Investment (individual time investments may vary)

Class Attendance	13 hrs	weekly	n/a
1. Quizzes	1 hr	March 13	10%
		April 3	10%
3. Thesis Editing Assignment	2 hrs	February 16	5%
4. Editing Assignment I	2 hrs	March 15	10%
5. Editing Assignment II	3 hrs	March 21	15%
5. Group Editing Assignment	4 hrs	March 28	25%
6. Final Examination	3 hrs	April 10	25%
Total =	28 hrs		100%

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

Course Outline

February 14 – Syllabus/Thesis Writing Lab
In Class Assignment: Student will develop a thesis and work with a classmate for editing.

February 21 – Punctuation Part 1
Appendix B: 2.15-2.25

February 28/March 6 – No Classes – Reading Week/Module Week

March 13 – Punctuation Part 2
Appendix B: 2.26-2.29, 3.6-3.22
Assignment: Quiz 1

March 20 – Reflexive Pronoun + Style
Appendix B: 2.30-2.37, 3.27-3.33

March 27 - Syntax and Structure Part I
Appendix B: 2.1-2.9

April 3 - Syntax and Structure Part II
Appendix B: 2.10-2.14, 3.1-3.5
Assignment: Quiz 2

April 10 – Review + Exam
30 Minute Review + 1 Hour Final Examination

- First submissions of assignments will not be accepted after April 12, 2023.

Revision Schedule
    Quizzes – Revisions due 48 hours after original assignment
    Editing Assignments – Revisions due 72 hours after original assignment
    Group Editing Assignment – Due April 15
    Final Examination – Retake April 17

- No resubmission of assignments will be accepted after April 18, 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.

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.