G100 Writing for Academic Success I

1 credit. Prerequisites: none.

👤 Saskatoon Campus 📡 Livestream 🎥 Video on Demand

September 15 – December 19, 2025
Fall 2025
Thursdays, 9:00am-10:30am SK
        11:00am-12:30pm ET (10:00am-11:30am ET after Nov 2)

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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 and MCS'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:* 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 (Grammar and Style Level 1, see Appendix B in the Horizon & MCS Format Guide, p. 23-29).
   - *Assessment*: All assignments.

Course Work

Required Reading

Appendix B of the Horizon & MCS Format Guide.

Course Assignments and Activities

1. *Quizzes - 20%.*
Students will demonstrate their grasp of functional grammar in two quizzes, taken on Populi. Quizzes will each be worth 10% of final grade.
- Related learning outcome: #3.
- **Assignment length:** n/a.
- **Due dates:** Thursday, October 23; Thursday, November 27

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 10.

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:** Friday, October 24.

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:** Friday, November 21.

5. *Group Editing Assignment - 25%.*
"As iron sharpens iron, so one person sharpens another" (Prov 27:17 NIV). Students will work together in groups of 2-3 to edit each other's 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:** Monday, December 1.

6. *Final Examination – 25%.*
On December 10, 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:** Thursday, December 11.

Video-on-Demand (VOD) Student Requirements

As indicated on the course schedule, this class is 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>Quiz 1</u>: due October 25 at 11:59PM
    - <u>Quiz 2</u>: due November 29 at 11:59PM
    - <u>Editing Assignment I</u>: due October 10 at 11:59PM
    - <u>Editing Assignment II</u>: due October 24 at 11:59PM
    - <u>Editing Assignment III</u>: due November 21 at 11:59PM
    - <u>Group Editing Assignment</u>: due December 1 at 11:59PM
    - <u>Final Examination</u>: due December 11 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 weekly report according to the following schedule.
    - <u>September 25 Lecture and Report</u>: due September 27 at 11:59PM
    - <u>October 2 Lecture and Report</u>: due October 4 at 11:59PM
    - <u>October 9 Lecture and Report</u>: due October 11 at 11:59PM
    - <u>October 16 Lecture and Report:</u> due October 18 at 11:59PM
    - <u>October 23 Lecture and Report:</u> due October 25 at 11:59PM
    - <u>November 13 Lecture and Report:</u> due November 15 at 11:59PM
    - <u>November 20 Lecture and Report:</u> due November 22 at 11:59PM
    - <u>November 27 Lecture and Report:</u> due November 29 at 11:59PM
    - <u>December 4 Lecture and Report</u>: due December 6 at 11:59PM
- To submit their report:
    - Record and submit a 1–2-minute video report that 1) affirms you have watched the content and completed the in-class assignments, and 2) summarizes one thing you learned from the week's lessons.
- In order to pass the course, VOD students must submit all of their VOD weekly submissions. These submissions are marked as pass/fail based on whether or not they demonstrate thoughtful engagement with the class material.
- The Extensions and Late Assignments policies apply to all VOD Report submissions.

Estimate of Time Investment (individual time investments may vary)

Class Attendance	13.5 hrs	weekly	n/a
1. Quizzes	1 hr	October 23	10%
		November 27	10%
3. Editing Assignment I	2 hrs	October 10	5%
4. Editing Assignment II	2 hrs	October 24	10%
5. Editing Assignment III	3 hrs	November 21	15%
5. Group Editing Assignment	4 hrs	December 1	25%
6. Final Examination	3 hrs	December 11	25%
Total =	28.5 hrs		100%

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

Course Outline
September 18 – Exemption Exam

September 25 – Syllabus, Genre of Academic Writing, Mechanics
Appendix B: 1.6, 1.7, 1.8, 1.9

October 2 – Mechanics
Appendix B: 1.7-1.14

October 9 – Punctuation Introduction
Appendix B: 1.15 - 1.30

October 16 – Punctuation Follow-up
Appendix B: 1.15 - 1.30

October 23 – Usage and Parts of Speech
Appendix B: 1.31, 1.32, 1.33

October 30 – NO CLASS (Reading Week)
November 6 – NO CLASS (Module Week)

November 13 – Style
Appendix B: 1.7, 1.36, 1.37, 1.38

November 20 – Syntax & Structure Part I
Appendix B: 1.1, 1.2

November 27 – Syntax & Structure Part II
Appendix B: 1.3, 1.4 ,1.5.

Dec 4 – Format
Appendix B: 1.39 - 1.43

December 11 – Exam
1 Hour Exam
- *In Class Assignment: final examination.*

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.

- **Revision Week December 15-19, 2025.**
- Your instructor may also request revisions on some assignments before revision week
- **No assignments will be accepted after December 19, 2025.**

Academic Policies

General Assignment Guidelines
Please see the Horizon & MCS Format Guide for assignment submission, grammar, and formatting guidelines. The length of papers should fall within +/- 10% of the stated length. Papers that fall outside the length guidelines may not be graded. Assignments should be submitted via Populi under *Submissions* (not *Comments*). The resource at this link explains how to submit assignments on Populi.

Extensions
To submit extension requests, students must submit the *Request Extension Form* on the MCS or Horizon website and *before the due date*. Professors reserve the right to deny extensions. Generally, the sooner that a student asks for an extension, the more willing faculty tend to be in granting extensions. Furthermore, no extensions will be granted beyond the final day of a term or semester unless approval is granted by the Associate Academic Dean (MCS) or Assistant Academic Dean (Horizon).

Late Assignments
Students are expected to submit work by the assigned or extended due dates, as part of their development of the Leadership and Administration competency. Late submissions will be tracked across each student's program. Repeated late submissions, including late submissions of revisions, will result in academic discipline, such as warnings, required coaching, or academic probation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline.

If an assignment is submitted more than four calendar days late, the student will receive a failing grade (0%) for that assignment until it is submitted (students must demonstrate competency by submitting and passing all assignments to pass a course). Upon submission, the assignment may not be graded until revision week. In addition, the student will receive the grade for the assignment with minimal feedback (only a brief rationale for the assignment grade) and no opportunity to submit revisions.

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 and MCS's 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. Assignments that do not meet competency will receive a 0. 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 and MCS 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 all 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 and MCS. 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** one or more 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.

Horizon and MCS have a subscription to software that ensures the originality of academic writing, verifies the proper citation of all sources, and detects AI-generated content. When you submit an assignment, you will automatically receive a summary on Populi that includes your submitted files along with an originality score (a high originality score is positive).

Artificial Intelligence (AI) Usage
In keeping with the Academic Integrity policy above, students must disclose on the title page of all assignments whether or not they have used AI and how they have used it. If the assignment has no title page, the student must disclose this to the instructor by some other means, such as in a comment on Populi. Students are expected to follow the policy for acceptable use of AI that is published in the Horizon and MCS Student Handbooks.

Accessible Learning Services Information
Horizon and MCS are committed to provide safe and inclusive learning environments which equalize the opportunity for students with disabilities to meet the requirements of the institutions, programs, and courses. The application for Academic Accommodations begins with a student disclosing a medical diagnosis or professionally documented learning disability during the application process. Enrolled students may contact Accessibility services personnel (at MCS, the Director of Academic Success, Wendy Holmes at wendy.holmes@mcs.edu; at Horizon, the Academic Accommodations Coordinator, Richelle Bekkattla at rbekkattla@horizon.edu). All Academic Accommodations will adhere to the Guiding Principles listed in the Student Handbooks.

Class Attendance (On Campus or Livestreaming)
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 livestreaming 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 the equivalent of six hours of class (e.g., one day of a module course or two three-hours classes) without academic penalty. Students who are absent for more than this 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.

Livestreaming Etiquette
Students taking the course through livestreaming are required to indicate this during their course registration. While livestreaming 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 livestream, 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 and MCS encourage 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 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.