G100 Writing for Academic Success I

1 credit. Prerequisites: none.

Online Video

January 11 – April 16, 2027
Winter 2027

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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

****Exemption Exam* (Optional Assignment)

Students can take the Exemption Exam on Populi between January 4 and January 15, 2027, in order to see if he or she may be exempt from G100 Writing for Academic Success I and/or G200 Writing for Academic Success II. Directions will be provided on Populi on January 4.

- **Due by**: January 15 at 8pm ***SK time.***

1. *Lectures and Video Reports.*

Students can access the lecture videos through Populi under the "Syllabus" tab, in the "Links" section.

Students are required to watch and engage with all lecture content and in-class activities as outlined in the schedule below. Students will also submit a 2–3-minute video report each week that 1) affirms you have watched the required recording, 2) summarizes one thing you learned that will help you reach the course learning outcomes, 3) explains at least one question you had after watching the class recording, and 4) Reply to at least one classmate's Padlet video submission.

<u>Day 1 Video – no report due</u>

- Day 2 Lecture and Report: due January 23 at 11:59PM
- Day 3 Lecture and Report: due January 30 at 11:59PM
- Day 4 Lecture and Report: due February 6 at 11:59PM
- Day 5 Lecture and Report: due February 13 at 11:59PM
- Day 6 Lecture and Report: due February 20 at 11:59PM
- Day 7 Lecture and Report: due March 13 at 11:59PM
- Day 8 Lecture and Report: due March 20 at 11:59PM
- Day 9 Lecture and Report: due March 27 at 11:59PM
- Day 10 Lecture and Report: due April 3 at 11:59PM

Students fulfill the course attendance requirements through these Padlet Report submissions. These reports must be submitted on time in order to be registered as "present" for "class."

- **Assignment length**: 16.5 hours
- **Due dates**: see above.

2. *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:** February 20; March 27 by 8pm ***SK time***

3. *Editing Assignment I - 10%.*
Students will edit an assigned paragraph for spelling, punctuation, and grammar.
- Related learning outcome: #3.
- **Assignment length:** one paragraph.
- **Due date:** February 6 by 8pm ***SK time***

4. *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:** February 20 by 8pm ***SK time***

5. *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:** March 20 by 8pm ***SK time***

6. *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 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:** March 30 by 8pm ***SK time***

7. *Final Examination* – 25%.
A 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:** April 9 by 8pm ***SK time***

Estimate of Time Investment (individual time investments may vary)

1. Lectures & Video Reports	16.5 hrs	weekly	n/a
1. Quizzes	1 hr	February 20	10%
		March 27	10%
3. Editing Assignment I	2 hrs	February 6	10%
4. Editing Assignment II	2 hrs	February 20	10%
5. Editing Assignment III	3 hrs	March 20	15%
5. Group Editing Assignment	4 hrs	March 30	20%
6. Final Examination	3 hrs	April 9	25%

Total =	31.5 hrs		100%

All assignments are due at 8pm ***SK time*** unless otherwise indicated.

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

Course Outline
Day 1 Lecture Videos – no need to watch – exemption exam session

Day 2 (September 24) Lecture Video – Syllabus, Genre of Academic Writing, Mechanics Appendix B: 1.6, 1.7, 1.8, 1.9

Day 3 (October 1) Lecture Video – Mechanics
Appendix B: 1.7-1.14

Day 4 (October 8) Lecture Video– Punctuation Introduction
Appendix B: 1.15 - 1.30

Day 5 (October 15) Lecture Video – Punctuation Follow-up
Appendix B: 1.15 - 1.30

Day 6 (October 22) Lecture Video– Usage and Parts of Speech
Appendix B: 1.31, 1.32, 1.33

Day 7 (November 12) Lecture Video – Style
Appendix B: 1.7, 1.36, 1.37, 1.38

Day 8 (November 19) Lecture Video – Syntax & Structure Part I
Appendix B: 1.1, 1.2

Day 9 (November 26) Lecture Video– Syntax & Structure Part II
Appendix B: 1.3, 1.4 ,1.5.

Day 10 (Dec 3) Lecture Video– Format
Appendix B: 1.39 - 1.43

- Revision week is April 12 – 16, 2027. Students are encouraged to submit revised assignments soon after they receive their marked assignments.
- No assignments will be accepted after the course end date: *April 16, 2027.*

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. A late penalty will be assessed for all overdue assignments: 1-3 calendar days late, penalty of 10%; 4-6 calendar days late, penalty of 20%; after 6 calendar days late, an assignment receives a grade of 0 and no opportunity for revision. Any late penalty incurred on a first submission will be applied regardless of if the student chooses to continue learning through the revision process.

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.

Competency Assignment Revisions

After each assignment has been marked, students have the opportunity to continue learning in response to feedback they receive on assignments. Students can submit one revision 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 demonstrating competency. Revised assignments may be submitted up to the course end date, although students are encouraged to submit them soon after they receive their marked assignments. Assignments submitted later than one week before the course end date are ineligible for revisions.

Horizon and MCS's College Assessment of Student Work

The goal of courses is to help students develop their competency, rather than solely 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. Once a student's assignment has met all assignment completion requirements, the professor will assign a grade for

that assignment. The opportunity for revisions exists according to the "Assignment Revisions" policy.

Horizon and MCS Competency 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
BTM	Beginning to meet expectations	Student demonstrated **satisfactory** progress in achieving the learning outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
		Student demonstrated **minimal progress** in achieving the learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
NYM	Not yet meeting expectations	Student made **insufficient progress** toward meeting learning outcomes.	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. Students with documented accommodations on file pertaining to accessing course readings in alternate formats are encouraged to contact the librarian for assistance with as much advanced notice as possible.

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. Students registered to attend on-campus or via livestream must be present for the full duration of a class period to be marked as present for the class. Students registered to attend by VOD must submit their VOD reports on time to be marked as present for class. In the case of illness or other unforeseen circumstances, students may miss up to twenty percent of the total class time (e.g., one day of a module course, two 3-hour classes, etc.) 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 (potentially including future online video courses) 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.

Library Support and Research Assistance

Library staff are available to meet with students (online or in person) who need assistance with

- citing sources and identifying credible resources;
- developing research and information literacy skills;
- searching DTL and other library resources.