



G100 Writing for Academic Success 1

1 credit. Prerequisites: none.

👤 Mississauga Campus 'A' Live-Stream 📺 Video on Demand

September 16-December 20, 2024
Fall 2024
Tuesdays 2pm – 3:30pm (ET)

Rev. Hailey Armoogan, M.A.
harmoogan@wodistrict.org

“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 MCS-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 (Grammar and Style Level 1, see Appendix B in the [MCS-Horizon Format Guide](#), p. 24-29).
 - *Assessment:* All assignments.

Course Work

Required Reading

Appendix B of the [MCS-Horizon 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:** October 22, and November 26

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 11.

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 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:** Friday, November 22.

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 2.

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:** December 10.

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.
 - Quiz 1: due October 26 at 11:59PM
 - Quiz 2: due November 30 at 11:59PM
 - Editing Assignment I: due October 22 at 11:59PM
 - Editing Assignment II: due October 29 at 11:59PM
 - Editing Assignment III: due November 26 at 11:59PM
 - Group Editing Assignment: due December 3 at 11:59PM (*unchanged*)
 - Final Examination: due December 13 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.
 - September 25 Lecture and Report: due September 28 at 11:59PM
 - October 2 Lecture and Report: due October 5 at 11:59PM
 - October 9 Lecture and Report: due October 12 at 11:59PM
 - October 16 Lecture and Report: due October 19 at 11:59PM
 - October 23 Lecture and Report: due October 26 at 11:59PM
 - November 20 Lecture and Report: due November 23 at 11:59PM
 - November 27 Lecture and Report: due November 30 at 11:59PM
 - December 4 Lecture and Report: due December 7 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.
- 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 | 1 hr | October 22 | 10% |
| | | November 26 | 10% |
| 3. Editing Assignment I | 2 hr | October 11 | 5% |
| 4. Editing Assignment II | 2 hrs | October 25 | 10% |
| 5. Editing Assignment III | 3 hrs | November 22 | 15% |
| 5. Group Editing Assignment | 4 hrs | December 2 | 25% |

| | | | |
|----------------------|--------|-------------|------|
| 6. Final Examination | 3 hrs | December 10 | 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 17 – Exemption Exam

September 24 – Syllabus/Genre of Academic Writing

October 1 - Mechanics

Appendix B: 1.6, 1.7, 1.8, 1.9

October 8- Punctuation

Appendix B: 1.15 - 1.30

October 15 - Usage and Parts of Speech

Appendix B: 1.31, 1.32, 1.33

October 22 - Style

Appendix B: 1.7, 1.36, 1.37, 1.38

****October 28th-November 9th - No Classes – Reading Week/Module Week****

November 12- No Class

November 19 - Syntax and Structure Part I

Appendix B: 1.1, 1.2

November 26 - Syntax and Structure Part II

Appendix B: 1.3, 1.4 ,1.5.

Dec 3 - Format

Appendix B: 1.39 - 1.43

December 10 – Review/Exam

30 Minute Review + 1 Hour Exam

- *In Class Assignment: final examination.*

First submissions of assignments will not be accepted after December 13, 2024.

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 Dec 16 - December 20, 2024

- Group Editing Assignment resubmission– Due December 16th
- Final Examination resubmission – Due December 18th

No resubmission of assignments will be accepted after December 20, 2024.

Academic Policies

General Assignment Guidelines

Please see the [MCS-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 Associate Academic Dean (MCS) or Assistant Academic Dean (Horizon).

Late submissions will be tracked across each student's program. If a student incurs multiple instances of 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. If one assignment is submitted more than five days late, the student will fail the course.

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.

MCS-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.

| MCS-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 |
| | | | 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 MCS-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 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.

Accessible Learning Services Information

MCS-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. MCS-Horizon takes appropriate care to ensure confidentiality about any such disclosures. For more information, contact Wendy Holmes, MCS's Director of Academic Success (wendy.holmes@mcs.edu), or Richelle Bekkattla, Horizon's Library Technician and Academic Accommodations Coordinator (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 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

MCS-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 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.