

Writing to Communicate Syllabus

COM-1111 Writing for Communication

Course Overview

COM-1111 Writing for Communication

Credit Hours: 3 hrs

Course Description

This course focuses on improving your written communication skills. You will learn how to read critically, develop research skills, and apply the principles of effective writing to create thesis-centered expository and argumentative prose.

Learning Outcomes

By the end of this course, you will be able to:

1. Explain the benefits of clear and concise writing.
 2. Identify the critical components of effective writing, including tone, structure, and style.
 3. Apply writing strategies to create thesis-centered expository and argumentative prose.
 4. Collaborate effectively with others on written projects, including editing the work of others.
 5. Write a coherent, basic essay with a thesis.
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Instructor Information

Name: Michelle Hawk

Contact Information: mhawk@campusedu.com

Bio:

Resources

1. Writing to Communicate (course materials)
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Course Outline

MODULE ONE: ELEMENTS OF EFFECTIVE WRITING			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Suggest Improvement	Submission	2 hrs	15
Regular Discussion	Discussion	2 hrs	25
Q & A Session	Discussion	1 hr	10
2 Reading Quizzes	Quiz	2 hr	20
Your Writing Process	Submission	5 hrs	20
	Totals	15 hrs	100

MODULE TWO: UNDERSTANDING THE RHETORICAL CONTEXT			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Analyze Writing	Reading	4 hrs	30
Regular Discussion	Discussion	2 hrs	25
Q & A Session	Discussion	1 hr	10
Adapt a Writing	Submission	4 hrs	25

Grammar Quiz	Quiz	1 hr	10
Totals		15 hrs	100

MODULE THREE: PROFESSIONAL WRITING: THE WORKPLACE			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Regular Discussion	Discussion	2 hrs	25
Q & A Session	Discussion	1 hr	10
Get the Memo	Submission	4 hrs	30
Report on Class	Submission	5 hrs	35
Totals		15 hrs	100

MODULE FOUR: WRITING IN TEAMS AND COLLABORATIVE WRITING			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Group Discussion	Discussion	4 hrs	25
Q & A Session	Discussion	1 hr	10
Team Position Paper	Submission	6 hrs	75
Grammar Quiz	Quiz	1 hrs	10
Totals		15 hrs	120

MODULE FIVE: ACADEMIC WRITING 1: ESSENTIAL ESSAY ELEMENTS			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Q & A Session	Discussion	1 hr	10

Thesis Statement	Submission	2 hrs	25
Topic Sentences	Submission	3 hrs	30
Regular Discussion	Discussion	2 hrs	25
Five Paragraph Essay	Submission	4 hrs	75
	Totals	15 hrs	165

MODULE SIX: CRITICAL READING SKILLS			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Regular Discussion	Discussion	2 hrs	25
Q & A Session	Discussion	1 hr	10
SQ3R Method	Submission	3 hrs	25
Critical Evaluation	Submission	5 hrs	30
Grammar Quiz	Quiz	1 hr	10
	Totals	15 hrs	100

MODULE SEVEN: HOW TO DO RESEARCH			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Research Topic	Submission	3 hrs	20
Regular Discussion	Discussion	2 hrs	25
Q & A Session	Discussion	1 hr	10
Note-Taking	Submission	6 hrs	50
	Totals	15 hrs	105

MODULE EIGHT: ACADEMIC WRITING 2: FLESH ON THE BONES			
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Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Q & A Session	Discussion	1 hr	10
Grammar Quiz	Quiz	1 hr	10
Final Paper	Paper	10 hrs	200
	Totals	15 hrs	210

Live Sessions

This course has live meetups for Q & A, typically one hour every other week. If you cannot attend, you can recoup the points for the session by watching the recording and submitting a 300-word summary/response. Since these sessions will be audio-visually recorded, those who participate with their camera engaged are agreeing to have their video, image, or voice recorded.

Grading

Discussions: 255 points
 Quizzes: 60 points
 Group Collaboration: 75 points
 General Submissions: 335 points
 Five Paragraph Essay: 75 points
 Final Paper: 200 points

Course Grading Scale

90-100 A
 80-89 B
 70-79 C
 60-69 D
 Below 60 F

Policy/Procedures

The following are the academic policies and procedures for Southwest Baptist University, the university providing academic credit for this course:

ACADEMIC DISHONESTY STATEMENT

The University maintains a strict policy concerning academic dishonesty, which includes cheating, plagiarism, giving assistance on an examination or paper when expressly forbidden by the instructor, and any other practices which demonstrate a lack of academic integrity. Cheating occurs any time a student uses deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he/she might otherwise receive. Using artificial intelligence software (such as ChatGPT) to generate writing and passing it off as one's own is also considered cheating. Plagiarism occurs when a student appropriates passages or ideas from someone else's writing into his/her own without providing proper documentation and/or without using quotation marks to indicate when he/she is directly quoting from a source. It is the responsibility of the student to know and to adhere to principles of academic honesty. A student found guilty of academic dishonesty will be subject to academic sanctions ranging from failure on the assignment to failure in the course to, in cases of repeated or flagrant violation, suspension or dismissal from the University. Records of academic dishonesty cases will be kept in a confidential file with the VP for Student Life. More information concerning this policy can be found on pages 61-63 in the 2023-24 SBU Undergraduate Catalog located at: https://www.sbuniv.edu/_resources/documents/catalog/undergrad-catalog-23-24.pdf.

INCOMPLETE GRADE

A temporary neutral mark "I" is given at the discretion of an instructor when, for a legitimate reason, a student is unable to complete course requirements in a given semester. Typical instances might be absence from a final examination due to illness or inability to complete a term project because of extenuating circumstances. A contract signed by the instructor and the student must accompany this grade to indicate the nature of the work to be completed. An Incomplete Grade (I) may not be used as an alternative to a grade of F. The student is responsible for completing satisfactorily all of the course requirements within 120 days of the posting of the incomplete grade. If the grade is not made up by the deadline, it will be changed to a failing grade (F) on the transcript. More information concerning this policy can be found on pages 54-55 in the 2023-24 SBU Undergraduate Catalog at:

https://www.sbuniv.edu/_resources/documents/catalog/undergrad-catalog-23-24.pdf.

DISABILITY STATEMENT

Southwest Baptist University is committed to equal educational opportunities for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended (ADA). Students requesting academic accommodations must submit a Disclosure of Disability form (located on the SBU website or directly from the Special Services Coordinator). The Special Services Coordinator will

then communicate with the student regarding the process of obtaining academic accommodations. Please note that academic accommodations are not retroactive and require advance notice to implement. For further details, contact the Special Services Coordinator (Office: Success Center; Phone: 417-328-1741; Email: disabilityservices@sbuniv.edu). For additional information visit <https://www.sbuniv.edu/academics/academic-resources/disability-services.php>

COURSE WITHDRAWAL

There may be instances when a student considers withdrawing from a course. Information related to withdrawals can be found on pages 59-60 of the 2023-24 SBU Undergraduate Catalog at: https://www.sbuniv.edu/_resources/documents/catalog/undergrad-catalog-23-24.pdf.

LIBRARY RESOURCES

Library information is available at <https://library.sbuniv.edu/>

CREDIT HOUR POLICY - EXPECTATION OF WORK

In compliance with federal regulations (34CFR 600.2), Southwest Baptist University requires all courses in all formats including, but not limited to, traditional classroom courses, online courses, internships, practica, and independent studies require a total workload of at least 2250 minutes per credit hour for the typical student. This workload may be comprised of time allocated to direct faculty-student interaction, assigned readings, independent or group assignments, expected study time, or other course related activities as appropriate to the specific course and determined by the faculty of record.

GRADE APPEALS

In the case of a grade appeal, the student shall be considered to have an authentic grievance when he/she can demonstrate his/her course grade has been adversely affected due to certain actions by a faculty member. A grade appeal must be initiated within six weeks of the start of the succeeding regular academic semester (fall or spring) from the end of the course that is being appealed.

More information concerning this policy and the steps for resolution can be found on pages 63-64 in the 2023-24 SBU Undergraduate Catalog at: https://www.sbuniv.edu/_resources/documents/catalog/undergrad-catalog-23-24.pdf

UNIVERSITY DIRECTORY

<https://www.sbuniv.edu/about/employee-directory/>

CAMPUS EDU PRIVACY POLICY

<https://www.campusedu.com/privacy-policy>

