

Writing to Communicate Syllabus

ENGL-1153 English Composition: Exposition and Argument

Course Overview

ENGL-1153 English Composition: Exposition and Argument

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.

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			
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

95-100 A (Excellent)	75-78 C (Satisfactory)
92-94 A-	72-74 C-
89-91 B+	69-71 D+
85-88 B (Good)	65-68 D (Passing)
82-84 B-	62-64 D-
79-81 C+	Below 62 F (Below Min. Standards)

Policy/Procedures

The following are the academic policies and procedures for Oklahoma 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 in the office of the chief academic officer. More information concerning this policy can be found in OBU's Student Handbook located at: <https://www.okbu.edu/student-life/documents/student-handbook.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. An Incomplete Grade must be made up before the seventh week of the next fall or spring semester whether or not the

student is subsequently enrolled at OBU. 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 in OBU's Academic Catalog at: <http://catalog.okbu.edu/>

DISABILITY STATEMENT

Oklahoma Baptist University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need accommodations must self-identify and submit acceptable documentation to the Office of Disability Services. Additional information is available at <https://www.okbu.edu/student-life/student-services/disability-services.html>

CLASS ATTENDANCE

Students are expected to be faithful in class attendance for in-person, hybrid, and online classes. Persistent failure to attend class will be reported by instructors to the Registrar at academic.center@okbu.edu and the student may be requested to withdraw from the University. When a student fails to attend class for any reason (including University-sponsored activities or illness) for as much as 25 percent of the total number of class meetings, the student may be given a grade of FX in the course regardless of the quality of his/her work. The grade of FX is computed in the GPA as an "F." Other penalties for class absences may be assessed at the discretion of the instructor.

If a student offers illness or absence due to participation in an official University activity as an excuse for absence from class, the instructor may elect to require additional work to compensate for class absences. The illness or absence due to participation in an official University activity must be properly attested by a licensed medical professional (for illness) or a faculty sponsor or University officer (for an official University activity). The student is responsible for assuming the initiative to ensure that course work is not adversely affected by absence, for whatever cause.

Students experiencing medical circumstances that require prolonged absences beyond the 25 percent minimum attendance expectation, are encouraged to communicate with faculty and determine if successful continuation of the course is possible. Faculty may, but are not required to, accommodate delivery method of instruction and timeline of completion (see Incomplete Grade section of this attachment). In some cases, withdrawing from the course for medical reasons may be deemed most appropriate.

More information regarding class attendance can be found in OBU's Student Handbook located at: <https://www.okbu.edu/student-life/documents/student-handbook.pdf>

LIBRARY RESOURCES

Library information is available at <https://okbu.libguides.com/main>

CREDIT HOUR POLICY - EXPECTATION OF WORK

In compliance with federal regulations (34CFR 600.2), Oklahoma 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 grade for a course has been adversely affected due to certain actions by a faculty member. A grade appeal shall be initiated within ten (10) working days after receipt of the grade or after the beginning of the next academic semester. This period may be extended by the chief academic officer on petition from the student(s) involved.

More information concerning this policy and the steps for resolution can be found in OBU's Student Handbook located at: <https://www.okbu.edu/student-life/documents/student-handbook.pdf>

UNIVERSITY DIRECTORY

<https://www.okbu.edu/directory/index.html>

CAMPUS EDU PRIVACY POLICY

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