

# Writing to Communicate Syllabus

GE-Cm 110 Writing to Communicate

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## Course Overview

**GE-Cm 110 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.
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## Instructor Information

Name: Michelle Hawk

Contact Information: [mhawk@campusedu.com](mailto:mhawk@campusedu.com)

Bio:

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## Resources

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
Flip Session	Discussion	1 hr	15
2 Reading Quizzes	Quiz	2 hr	20
Your Writing Process	Submission	5 hrs	30
	<b>Totals</b>	<b>15 hrs</b>	<b>105</b>

MODULE TWO: UNDERSTANDING THE RHETORICAL CONTEXT			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Analyze Writing	Submission	4 hrs	30
Regular Discussion	Discussion	2 hrs	25
Flip Session	Discussion	1 hr	15
Adapt a Writing	Submission	4 hrs	30
Grammar Quiz	Quiz	1 hr	10
	<b>Totals</b>	<b>15 hrs</b>	<b>110</b>

MODULE THREE: PROFESSIONAL WRITING: THE WORKPLACE			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--

Regular Discussion	Discussion	2 hrs	25
Flip Session	Discussion	1 hr	15
Get the Memo	Submission	4 hrs	35
Report on Class	Submission	5 hrs	40
	<b>Totals</b>	<b>15 hrs</b>	<b>115</b>

MODULE FOUR: WRITING IN TEAMS AND COLLABORATIVE WRITING			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Group Discussion	Discussion	4 hrs	40
Flip Session	Discussion	1 hr	15
Narrative Collaboration	Group Collaboration	6 hrs	85
Grammar Quiz	Quiz	1 hrs	10
	<b>Totals</b>	<b>15 hrs</b>	<b>150</b>

MODULE FIVE: ACADEMIC WRITING 1: ESSENTIAL ESSAY ELEMENTS			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Flip Session	Discussion	1 hr	15
Thesis Statement	Submission	2 hrs	25
Topic Sentences	Submission	3 hrs	30
Regular Discussion	Discussion	2 hrs	25
Five Paragraph Essay	Submission	4 hrs	90
	<b>Totals</b>	<b>15 hrs</b>	<b>185</b>

MODULE SIX: CRITICAL READING SKILLS			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Regular Discussion	Discussion	2 hrs	25
Flip Session	Discussion	1 hr	15
SQ3R Method	Submission	3 hrs	25
Critical Evaluation	Submission	5 hrs	30
Grammar Quiz	Quiz	1 hr	10
	<b>Totals</b>	<b>15 hrs</b>	<b>105</b>

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
Flip Session	Discussion	1 hr	15
Note-Taking	Submission	6 hrs	45
	<b>Totals</b>	<b>15 hrs</b>	<b>105</b>

MODULE EIGHT: ACADEMIC WRITING 2: FLESH ON THE BONES			
Title	Type	Duration	Points
Read and Watch	Input	3 hrs	--
Flip Session	Discussion	1 hr	15
Grammar Quiz	Quiz	1 hr	10
Final Paper	Paper	10 hrs	100
	<b>Totals</b>	<b>15 hrs</b>	<b>125</b>

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## Flip Sessions

This course utilizes Flip (AKA: Flipgrid). Flip is a free video discussion and sharing web and mobile app. You will use this platform to record and share video assignments. Flip is a Microsoft product and adheres to [safeguarding student privacy](#). Flip is also committed to accessibility. Read more about [Flip's accessibility features](#).

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## Grading

Discussions: 310 points

Quizzes: 60 points

Group Collaboration: 85 points

General Submissions: 355 points

Five Paragraph Essay: 90 points

Final Paper: 100 points

### Course Grading Scale

95-100 A (Excellent)

92-94 A-

89-91 B+

85-88 B (Good)

82-84 B-

79-81 C+

75-78 C (Satisfactory)

72-74 C-

69-71 D+

65-68 D (Passing)

62-64 D-

Below 62 F (Below Min. Standards)

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## Policy/Procedures

### ACADEMIC DISHONESTY STATEMENT

Campus courses maintain a strict policy concerning academic dishonesty, which includes cheating, plagiarism, assisting on an examination or paper when expressly forbidden by the instructor, and any other practices that demonstrate a lack of academic integrity. Cheating occurs whenever a student uses deception to avoid fulfilling the specific requirements of an assignment or course and/or to receive a higher grade than they might otherwise receive. Using artificial intelligence software (such as ChatGPT) to generate writing and pass 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 their own without providing proper documentation and/or without using quotation marks to indicate when they are directly quoting a source. It is the

student's responsibility to know and 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 participation in Campus courses. There may also be repercussions with the university transcribing your credit. Consult the Student Handbook of that college or university.

### **DROP PERIOD AND WITHDRAWAL**

The Drop period for Campus courses is five days after the student has enrolled and their designated term has begun. No refund will be available after this point.

Although many Campus classes are technically self-paced, students will be provided with a pacing guide (when relevant) to assist them in knowing how best to complete their courses on time. **Failure to log in during the first week after their course commences will result in automatic removal from the course.**

If a student is significantly behind pace two-thirds of the way through their term, they are encouraged to withdraw from the course with a W or equivalent appearing on their transcript. Beyond that point, they will no longer be eligible for a W on their transcript and thus are in danger of receiving a failing grade. Campus will report persistent failure to participate to the transcribing college or university. After the two-thirds point, a student will receive a letter grade for the course, including the possibility of a failing grade.

### **INCOMPLETE GRADE**

A temporary neutral mark "I" is given at the discretion of an instructor when, for a legitimate reason, a student cannot complete course requirements in a given semester. Apart from catastrophic circumstances, a student is not eligible for an incomplete if they have not completed at least 60% of their coursework for the semester. Typical instances might be an extended illness or an inability to complete the coursework because of extenuating circumstances. A contract between the instructor and the student will accompany this grade to indicate the nature of the work to be completed. An Incomplete Grade (I) should 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 term whether or not the student is subsequently enrolled with Campus or the university. If the grade is not made up by the deadline, it will be changed to the appropriate grade earned in the course at that point.

### **DISABILITY STATEMENT**

Campus-affiliated institutions comply 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 from the transcribing college or university.

### **LIBRARY RESOURCES**

Library information for the transcribing college or university will be made available.

### **CREDIT HOUR POLICY - EXPECTATION OF WORK**

In compliance with federal regulations (34CFR 600.2), Campus requires its courses to 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 of the transcribing college or university on petition from the student(s) involved. More information concerning this policy and the steps for resolution may be found in the Student Handbook of the transcribing college or university.

### **CAMPUS EDU PRIVACY POLICY**

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