

Writing to Communicate Syllabus

PD 310 Contextual Project I

Course Overview

PD 310 Contextual Project I

Credit Hours: 3hrs

Course Description

This course explores the theoretical frameworks for contextualized theological thought in the context of everyday life. Contrasts between diachronic and synchronic analysis, as well as abstracted and concrete situations will be addressed. Focus will be on the appropriate integration of Scripture and theology to everyday life. 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 Objectives

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

Writing to Communicate (course materials)

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
	Totals	15 hrs	105

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
Totals		15 hrs	110

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
Totals		15 hrs	115

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
Totals		15 hrs	150

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
	Totals	15 hrs	185

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
	Totals	15 hrs	105

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
	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	--
Flip Session	Discussion	1 hr	15
Grammar Quiz	Quiz	1 hr	10
Final Paper	Paper	10 hrs	100
	Totals	15 hrs	125

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](#).

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)	73-76 C (Fair)
90-94 A-	70-72 C-
87-89 B+	67-69 D+
83-86 B (Good)	63-66 D (Poor/Min. Standards)
80-82 B-	60-62 D-
77-79 C+	Below 60 F (Below Min. Standards)

Policy/Procedures

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

Academic Honesty

Kairos University takes seriously the problems of academic dishonesty and cheating, since they reflect directly on one's character. In the case of suspected academic dishonesty on assignments or coursework, the professor or mentor team shall be responsible to decide whether there is a case of carelessness in acknowledging sources or actual academic dishonesty. If there is academic dishonesty, he/she will report to the Chief Academic Officer and Dean. The consequences may range from rejection of the assignment all the way to dismissal. Subsequent proven or admitted cases of academic dishonesty in the same or other classes/coursework will be considered grounds for dismissal from the university with the decision being made by the Chief Academic Officer. Copying, cribbing, or otherwise cheating on examinations shall be treated in the same manner and with the same consequences as academic dishonesty. Submitting the same research paper in two different courses is also not acceptable except by special arrangements with the professors involved. Academic dishonesty on a thesis or degree project report shall be considered grounds for rejection of the thesis or expulsion from the university.

A definition of plagiarism is the use of another author's research, ideas, or language without proper attribution. Plagiarism is intellectual theft. There are many shades of accidental or intentional plagiarism that color the whole picture. Students should avoid any hint of dishonesty by maintaining good research habits and by

paying attention to basic rules of writing and documentation. Carefully distinguish between your ideas and the ideas of others. Give credit where credit is due.

Incomplete Course Work

Students enrolled in class are expected to submit all work by the dates set by the professors and complete all course requirements on or before the last day of the term. In rare situations, professors may grant extensions in the form of incomplete grades with the approval of the Office of Enrollment Management no later than the last Monday of the term. "Rare situations" are just that: the death of an immediate family member or sudden severe illness (usually requiring hospitalization) of the student or his/her immediate family member. Ministry related emergencies (funerals, church conflicts, etc.) are not considered "rare." The date for completion of the work will be arranged with the professor, but cannot extend beyond six weeks after the close of the term. If the work is not completed by the specified date, the grade indicated on the Request for Incomplete form will be entered on the student's record. If the professor is out of the city when an incomplete is due, the student will deliver the assignment to the Office of Enrollment Management and the time of receipt will be recorded. Students may not take additional courses until they have finished incompletes from the previous semester.

Accommodations for Disabilities

Kairos University is committed to providing equal access and reasonable accommodations for students with physical, psychological, and learning disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), KU does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in university programs and activities.

Students with disabilities seeking reasonable accommodations must identify their needs to the Registrar. To fully evaluate requests for accommodations, the Office of Enrollment Management requests documentation to verify a student's disability. Details on the submitted documentation needed are outlined in the Kairos University student handbook at kairos.edu/studenthandbook.

Class Attendance

Attendance is expected for all classes in which a student is enrolled for credit. The professor will state the attendance policy for each class, and students are held responsible for adhering to the stated policy. Absences should be arranged with the professor.

A student who finds it necessary to be absent from a class, and who has made arrangements with the professor, may ask a fellow student for lecture notes and handouts.

Because of the nature of short-term intensives, no absences are permitted. If circumstances beyond the control of the student make an absence unavoidable, prior arrangement with the professor is required if a student is to receive a passing grade for the course.

Students participating in scheduled learning experiences at a not-for-credit level should visit with the professor individually about his or her expectations for participation.

Zoom etiquette guidelines are available in the Kairos University student handbook at kairos.edu/studenthandbook.

Petitions for Exceptions

Petitions for Exceptions Student petitions for exceptions to academic policies may be submitted to the faculty. Such petitions should be submitted well in advance of the particular requirement or deadline. Any oral arrangements made with a professor must be included in the written petition. The report of the action on such petitions will be given to the student with a copy in the student's file in the Office of Enrollment Management.

Credit Expectations

Students are strongly encouraged to think about their school, work, and family obligations when planning out their coursework any given semester. Students should expect to spend a total of three hours per week for 14 weeks for each credit hour or unit of work attempted. Students should also keep in mind that some

courses require more than the average amount of time, and that workload will vary throughout the semester. Total hours per credit hour or unit are: 240-260 total hours for 6 credits; 120-130 total hours = 3 credits or units; 80-90 total hours for 2 credits or units; and 38-48 for 1 credit or unit.

Library Resources

Kairos University is a member of The Digital Theological Library (DTL), which is a digital library of religious and theological studies. In addition to an embedded version of the catalog search, the DTL also includes other resources like libguides, an A-Z list, and more. Details on how to access the Kairos DTL are available from your Kairos advisor.