

G105 English Communication

Instructor: Ms. Stephenia Hill

Phone: 404-793-0830

Email: educationinspire2@gmail.com

Mondays, 6:30 pm – 9:15 pm

Zoom Meeting Link - Join Zoom Meeting

<https://us06web.zoom.us/j/84910399403?pwd=ZWtacUlnTHJNbHJYmIrbXYzQXB1UT09>

Meeting ID: 849 1039 9403

Passcode: 677823

English Communication Syllabus Course Description:

This course is designed to enhance students' ability to communicate effectively in English through various genres of writing, speech, emails, and other forms of communication. Students will develop critical thinking skills, analyze complex texts, and learn how to convey their ideas to a diverse audience.

Course Objectives:

G105 English Communication will focus on written and spoken communications. Students will write 3 different essays (narrative, informative, argumentative) using APA format. Additionally, students will be required to deliver two speeches related to 2 of 3 of the essays. Essays and presentations will be graded based on content, development of ideas, organization, style, conventions and format.

Required text:

Students will be required to log into the teacher's Moodle classroom to find documents and other supplemental materials needed to effectively complete this course. Students will **not** be required to purchase textbooks this semester. Students should use student allocated email accounts for corresponding to the teacher.

Learning Outcome of English Communication:

- Demonstrate proficient writing skills in three genres: argumentative, narrative, and academic writing
- Deliver effective speeches and Learning presentations using appropriate techniques
- Use professional email etiquette and format
- Analyze and synthesize information from complex texts
- Develop critical thinking skills

Grading: Assignments and assessments will be weighted as follows:

- Three writing assignments (25%)
- Two speeches/presentations (20%)
- Email etiquette quiz (15%)
- Midterm exam (20%)
- Final exam (20%)

Weekly Course Schedule:

- Week 1: Review Course Syllabus, Introduction to English Communication & Basic Writing Rules
- Week 2: Lesson - Plagiarism, APA Formatting, Credible Resources
- Week 3: Presentation of Narrative Writing
- Week 4: Writing, Revising & Editing Narrative Writing [Homework – Due before next class]
- Week 5: Lesson - Informative Writing
- Week 6: Writing, Revising & Editing Informative Writing [Homework – Due before next class]
- Week 7: Lesson - Persuasion and Rhetoric
- Week 8: Lesson - Argumentative Writing
- Week 9: Writing, Revising & Editing Argumentative Writing [Homework – Due before next class]
- Week 10: Lesson - Speech Writing
- Week 11: Speech Writing & Presentation [Presentation – Due beginning of next class]
- Week 12: Emails & Professional Communication
- Week 13: Responding to Internal & External Communications
- Week 14: Analysis of multiple genres of literature and communication
- Week 15: Review & Prep – Final Exam with Final (oral) Speech Presentation
- Week 16: 2nd Speech Presentation & Final Exam

Atlanta Bible College General Policies:

Instructional Technology. All ABC students must have a computer and internet connection. A computer is available in the student lounge for the use of students while on campus.

Educational Information. The Bible college operates on the semester system. A credit or semester hour represents a minimum of one hour of class work or two or more hours of laboratory work a week, together with the necessary preparation, for one semester of sixteen weeks. The value of each course of instruction is stated in terms of semester hours.

Grading System		Quality Points Per Credit			Quality Points Per Credit
A+	97.0-99.9	4.3	C	73.0-76.9	2.0
A	93.0-96.9	4.0	C-	70.0-72.9	1.7
A-	90.0-92.9	3.7	D+	67.0-69.9	1.3
B+	87.0-89.9	3.3	D	63.0-66.9	1.0
B	83.0-86.9	3.0	D-	60.0-62.9	0.7
B-	80.0-82.9	2.7	F	below 60, failing	0.0
C+	77.0-79.9	2.3			

W— Withdrawn — no grade established at time of withdrawal. Applies to any withdrawal after the normal drop date published in the college calendar

I— Work Incomplete

The add and drop dates for class changes are printed in the catalog calendar. Students dropping a course after the drop date may petition the Academic Dean to receive a grade of "I" (incomplete), especially in cases of physical illness, emergency, unforeseen travel or relocation, or family needs or job change(s). If approved, the student must (a) pay the incomplete fee, and (b)

complete the required work within the time period specified by the Academic Dean, generally eight weeks after the end of the term. Any incomplete not converted to credit within such time period automatically becomes an "F" (failed).

Probation. Any full-time or part-time student who makes an average below 2.0 on all hours pursued during a semester will be placed on probation.

Removal from Probation. To be removed from probation a full-time or part-time student must make a C+ average (2.3) on all hours pursued during the next regular semester of enrollment.

Suspension. Any student except a first-semester freshman who makes less than a D average (1.0) on all hours pursued during a regular semester may be suspended for one semester. Any student on probation who fails to earn at least a C average (2.0) on all hours pursued may be suspended for one semester.

Repeating Courses. A student may repeat any course regardless of the previous grade; the most recent attempt counts in the Institutional GPA even if the most recent is lower. Regular tuition charges will be paid for the repeated courses.

Readmission. Any suspension for scholastic deficiency will be for one regular semester. Upon reentry after suspension for scholastic reasons, a student is placed on probation and will be suspended if he/she does not make a C average (2.0) on all hours pursued during his/her next semester of enrollment.

Credit for Extra-Institutional Learning. Atlanta Bible College has a policy of granting credit for learning that is attained outside authorized colleges and universities. Credit can be earned for learning acquired from work and life experiences, independent readings and study, and formal courses offered by associations, businesses, government, industry, etc. Documentation must be provided by the student and an assessment will be made by the Academic Dean. The student will be notified if the work is creditable and the number of credit hours that will be granted. The cost for life/learning credit is 50% of the regular tuition rate in effect at the time that the documentation is submitted. (See complete policy for more details.)

Attendance Policy

1. Class attendance is regarded as an obligation as well as a privilege, and all students are expected to know attendance regulations and to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the college. Students absent, tardy, or early departures for more than 20% of classes may not earn credit for the course. Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student files.
2. Each instructor keeps a permanent attendance record for each class. These records are subject to inspection by appropriate college officials.

3. Faculty members are required to state in writing and explain to the students their expectations in regard to class attendance prior to the close of the drop/add period.

Student Classification. Freshmen, 1-30 semester hours; sophomores, 31-60 semester hours; juniors, 61-90 semester hours; seniors, 91 or more semester hours.

Plagiarism. The Bible College expects students to be honorable in all their academic work. All students are responsible for performing their own work. Dishonesty in assignments, examinations, written papers, or any other academic work is contrary to scriptural principles of Christian living and is an affront to fellow students and the faculty.

Plagiarism is presenting another's words or ideas as your own. Even if this happens unintentionally, it is still plagiarism. It is equally unethical to assist another in plagiarism. The following are specific examples:

- The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (book article, another student's paper, podcast, published research, online video, sermon, etc.) without acknowledging the source.
- A student submits work done by another student (in part or whole) in place of his or her own work.
- A student submits assignments received from commercial firms, copied from the Internet or from any other person or group.

A specific process exists to deal with instances of plagiarism, as follows:

1. Students are asked to sign a policy statement confirming they have read and understand the plagiarism policy.
2. Plagiarism on an assignment will result in a failing grade for that assignment, as well as immediate placement into academic probation. The student must meet with the Academic Dean.
3. A second plagiarism offense will result in a failing grade for the course.
4. A third plagiarism offense while enrolled at ABC will result in suspension from the College. The suspended student may reapply for admission after one year.

Additional Policies

Please refer to the catalog or student handbook concerning our policies on 1. Smoking, Alcohol, and Illegal Drugs, 2. Personal Appearance, and 3. Dress Code. Students are expected to adhere to these policies in the classroom (physically or virtually) and on campus.

Accreditation. Because ABC is not accredited by a large regional accrediting agency, the government does not permit us to issue 1098-T (Tuition Statement) forms and therefore, tuition that you pay to ABC is not tax deductible. Credits are not guaranteed to be accepted by secular, state, or other programs. Students should contact graduate schools with whom they are working. Most recent students applying to graduate school who have a good GPA have been accepted, even if on a "provisional" basis for their first semester.

Incomplete. Students dropping a course after the drop date may petition the Academic Dean to receive a grade of "I" (Incomplete), especially in cases of physical illness, emergency, unforeseen travel or relocation, or family needs or job change(s). If approved, the student must

(a) pay the incomplete fee (\$25), and (b) complete the required work within the time period specified by the Academic Dean, generally eight weeks after the end of the term. Any incomplete not converted to credit within such time period automatically becomes an "F" (failed).