Communications 110- Course Syllabus

Course Title: *Effective Communication (3 Credits)*

Course Description: This course is designed to equip students to effectively communicate ideas and information, particularly regarding articulating their faith. It will provide opportunities for enhancing writing and speaking skills appropriate to purpose, situation, and audience. Students will develop logical argumentation skills for creating speeches and essays with clarity. Students will support written and spoken communication with information that they evaluate for relevance and authority and that they use effectively and ethically. The course will be structured with weekly lectures and discussions and personal discipleship. Evaluation will take place via class assignments which include: three oral presentations (including a personal testimony), two outlines, and two papers. Students will read and analyze portions of the Bible with a particular emphasis on communication and people whom God empowered to spread His Good News. In addition, students will read two books and watch assigned videos.

Prerequisites: None

Instructor: Karen Rittle
- Email: **therittles@gmail.com** or **karen.rittle@anchorbiblecollege.org**
- Phone: 920-737-5221

Course Materials:
- The Holy Bible
- Joseph and the Gospel of Many Colors: Reading an Old Story in a New Way, Voddie Baucham Jr., ISBN: 978-1433523731
- War of Words, Paul David Tripp, ISBN: 978-0875526041
- Selected Videos

Class Time: Class will meet once weekly on Thursdays, 7pm-10pm. Class will take place in Room 105 at Hope Community Church, 2100 Ellsworth Rd. Ypsilanti, MI, 48197.

General Schedule (Approximate):
- Prayer and Questions/comments from last week's reading materials/class (7:00-7:10)
- Lecture (7:10 - 8:20)
- Break (8:20 - 8:25)
- Lecture (8:25 - 9:25)
- Break (9:25 - 9:30)
- Discussion (9:30 - 10:00)

General Outline for Class Material:
- Pray
- Questions/comments
- What does the Bible say about effective communication?
- Course Reading Material/ Content
- Names of God/Who is God?
- Class Discussion: Thinking about the Bible
- Effective writing
- Effective speaking
- What does the Bible say about prayer?
- Discussion Groups

Assignments:
- ***Weekly Homework -***
  Reading and viewing videos. Students are required to read all of the assigned course materials and view the videos. It is recommended (not required) that students take notes. Assignments are dispersed throughout the semester, and include brainstorms, outlines, rough drafts, final drafts, speeches including visual aids (for the 2nd and 3rd), and reflection papers.
- ***Attestation of Reading -*** At the end of the semester, each student will be required to sign an attestation of the percentage of reading that was completed for the course.
- ***Attestation of Attendance/Participation -*** At the end of the semester, each student will be required to sign an attestation of attendance/participation. Participation in this course may look different for different students. Participation includes: asking questions (in class, discussion, or during breaks/outside of class, making a comment regarding course materials (in or out of class), answering questions, volunteering to read Bible verses, reaching out to the instructor and/or other students to encourage them in integrating course material into oral/written communication, and being an engaged learner.
- ***Extra Credit -*** There are two possible extra credit assignments with details posted in Canvas.

Assessment: Assignments will have the following grade weights:

Assignment	Grade Weight	Notes
1st Project: Brainstorm	2%	Due Monday after first class
1st Project: Outline	4%	Due class 2
First Project Speech: Testimony	10%	Due class 3

First Project Reflection	2%	Due class 4
2nd Project: Brainstorm	2%	Due class 5
2nd Project: Outline	4%	Due class 6
2nd Project: Rough Draft	5%	Due class 7
2nd Project: Paper	10%	Due class 8 Paper: 3-4 pages, typed, double spaced.
2nd Project: Speech	10%	Due class 9
3rd Project: Brainstorm	2%	Due class 10
3rd Project: Outline	4%	Due class 11
3rd Project: Rough Draft	5%	Due class 12
3rd Project: Paper	10%	Due class 13 Paper: 3-4 pages, typed, double spaced.
3rd Project: Speech	10%	Due class 14
Personal Reflection	3%	Due class 15
Attestation of Regular attendance/Participation	7%	Due week 15 Attendance will be taken weekly. Students will sign an attestation of

			attendance and class participation.
Attestation of Reading/Viewing Videos	10%	Due 12/18/2023. Students will sign an attestation of reading of course material and viewing videos.
Extra Credit: if all other assignments completed.	1%	Psalm 91 Line by line analysis of Psalm 91 Due week 15
Extra Credit: if all other assignments completed.	1%	Memorize a bible passage of your choice 7 verses or more Due week 15

We will use the following thresholds to convert raw scores in the course into letter grades:

- A+: >= 98%
- A: >= 92%
- A-: >= 90%
- B+: >= 88%
- B: >= 82%
- B-: >= 80%
- C+: >= 78%
- C: >= 72%
- C-: >= 70%
- D+: >= 68%
- D: >= 62%
- D-: >= 60%
- F: < 60%

Depending on the distribution of raw scores at the end of the semester, these thresholds may change; however, the final thresholds will be no stricter than the current thresholds. For example, if you receive a raw score of 85% in the course, you will be guaranteed a letter grade of at least B; however, it may happen that you receive a higher letter grade depending on the overall distribution of raw scores.

Class Schedule:

Date	Topics	Assignments Due	Study Material
Week 1 8/26/24	Introduction. Glorifying God in Communication. Writing a Thesis and an Outline. Writing a Testimony	1st project brainstorm in class (due Monday, September 2).	*Joseph and the Gospel of Many Colors* Introduction and chapters 1-2 Read Genesis 37, 38, 39, 40 Video: Voddie Baucham What does the Story of Joseph Teach Us? https://www.youtube.com/watch?v=nXgPnEXbLiE (Watch over weeks 1 and 2)
9/2/24	Labor Day	No class, but brainstorm is due!	
Week 2 9/9/24	The Joseph Story. Transition Words in Writing. Writing Paragraphs. Writing a Rough Draft. Speaking a Testimony.	1st Project Outline	*Joseph and the Gospel of Many Colors* Chapters 3, 4, 5 Read Genesis 41, 42, 43, 44 Video: Finish Voddie Baucham video Paul Washer, The Gospel https://www.youtube.com/watch?v=t1BWSOVNm4A Video: John Piper, The Gospel https://www.youtube.com/watch?v=JaFRMaqHAdY Video: John MacArthur: The Gospel (1 min) https://www.youtube.com/watch?v=LCP9UcC7BzE Video: Steve Lawson, The Gospel https://youtu.be/4exu-7RDdKE
Week 3 9/16/24	First Project Speech: Testimony	1st Project Speech Testimony	*Joseph and the Gospel of Many Colors* Chapters 6, 7, 8 Genesis 45, 46, 47, 48 Video: Kevin Phipps: University Reformed Church Genesis 37 (Sermon is from 38:00 to 1:27:20) https://www.youtube.com/watch?v=lcZTgR-08IY (Watch over weeks 3 and 4)

Week 4 9/23/24	Joseph Story. Using Rhetoric for God's Glory. Ethos, Logos, and Pathos in the Bible.	1st Project: Reflection	*Joseph and the Gospel of Many Colors* Chapter 9, 10 Genesis 49, 50, Jonah 1-4 Read: The Art of One Anothering by Scott Hubbard:https://www.desiringgod.org/articles/the-art-of-one-anothering Video: Finish Kevin Phipps Gen. 37
Week 5 9/30/24	The Joseph Story. Grammar Agreement. Having God's mind, welcome, words, love, and grace. Jonah as a Communicator.	2nd Project: Brainstorm	*War of Words:* Preface *War of Words:* chapter 1, 2, 3 Ruth 1-4 Video: Paul Washer On Prayer: Matthew 6:9-11 https://www.youtube.com/watch?v=NKaIFf_nhJc&t=2292s (Watch over week 5 and 6. This will be a topic of lecture in week 11)
Week 6 10/7/24	War of Words. Paying Attention to Detail in Writing and Speaking for God's Glory. Ruth as a Communicator.	2nd Project: Outline	*War of Words* Chapter 4, 5, 6 Read James 1-5 Video: Finish Paul Washer Video: On Prayer
Week 7 10/14/24	War of Words. Revising, Editing, and Proofreading for God's Glory. Improving Public Speaking. James on Communication.	2nd Project: Rough Draft	*War of Words* Chapter 7, 8, 9 Read Esther 1-5 Video: John MacArthur: Prayer: The Believer's Constant Conversation https://www.youtube.com/watch?v=KGOBpD3WVU0 (Watch over week 7 and 8).
Week 8 10/21/24	War of Words. Using Language Effectively in Writing and Speaking.	2nd Project: Paper The final paper needs to be: 1. Uploaded to Canvas 2. Emailed to instructor	*War of Words* Chapter 10, 11 Read Esther 6-10 and Job 1-4 Video: Finish John MacArthur Video on Prayer

	Handling Nerves in Public Speaking. Esther on Communication.	3. Emailed to judge(s)	
Week 9 10/28/ 24	2nd Project Speech	2nd Project: Speech	*War of Words* Chapter 12, 13 Read Job 5-12 and Psalm 19 Videos: Costi Hinn: Speaking the Truth in Love https://youtu.be/GcQBYR-8m9E John Piper How Jesus's Glory Drives Creative Communication https://www.youtube.com/watch?v=1N5kFYqb1sk John Piper We Can Do Nothing https://www.youtube.com/watch?v=XuIgESOTRbw&t=8s
Week 10 11/4/24	War of Words. Many Aspects of Godly Listening Skills.	3rd Project: Brainstorm	Read Job 13-22 and Psalm 33 Video: John Piper: Is There Christian Eloquence? https://www.youtube.com/watch?app=desktop&v=u0E9WYMdEhE (Begin at 45:00 and watch to the end. Or watch the entire video.)
Week 11 11/11/2 4	Persuasive Communicating. The Psalms on Communication. Prayer.	3rd Project: Outline	Read Job 23-32 and Psalm 34 Video: Voddie Baucham Why I Believe the Bible https://www.youtube.com/watch?v=nMfKlqMNnw0
Week 12 11/11/1 8/24	Why the Bible is Believable. Job on Communication	3rd Project: Rough Draft	Read Job 33-42 and Psalm 141 Video: Tim Challies Principles for Conduct in Communication (online communication) https://youtu.be/4sUBna0NMTU
11/25/ 24	Thanksgiving		He is SO GOOD!

Week 13 12/2/24	Praying the Bible. Job on Communication, continued.	3rd Project: Paper The final paper needs to be: 1. Uploaded to Canvas 2. Emailed to instructor 3. Emailed to judge(s)	Read Exodus 1-10 and Psalm 150 Video: J.I. Packer In His Own Words https://m.youtube.com/watch?v=uMo14MIOkyQ
Week 14 12/9/24	Third Project Speech	3rd Project: Speech	Read Exodus 11-20 Psalm 42 Video: R.C. Sproul Be Holy as I am Holy https://m.youtube.com/watch?v=VzZ1KQRetKg&pp=ygUJcmMgc3Byb3Vs
Week 15 12/16/24	Summary: What We have Learned about communicating with God and with others. Moses as a Communicator	Personal reflection from the course. Extra credit assignments: if all other assignments are completed Attestation of Attendance and Participation (due 12/17/2023)	

Late Policy:

Assignments are expected to be submitted prior to the due date. If there are extraordinary circumstances outside of the student's control, they may request an extension from the teaching staff.

Additionally, it is often the case that due to any number of other circumstances, a student finds that they are unable to adequately complete a given assignment. In such cases, the student is welcome to submit the assignment after the due date, up to the end of the semester; however, a late penalty will be given for such a late assignment. The standard late penalty is a 20% flat reduction in grade for the given assignment. This late penalty is meant to penalize late submissions and encourage timeliness, while still allowing the student to still finish

the given assignment to the best of their ability even if they are unable to complete the assignment for some time due to any extended circumstances.

This late policy is subject to instructor discretion. The 20% late penalty policy is intended to allow for unique or difficult but not extraordinary circumstances. Any student who abuses this policy, per the instructor's discretion, is liable to have this policy revoked and the grade revert to either a zero or that based on any submission prior to the due date.

Appendix: How to Set up Your Canvas Account
This course will use the free version of Canvas. This means that you will be able to set up a Canvas account with your regular email and will be able to access the course on Canvas with a simple course invitation sent to your email. Please perform the following steps to set up your Canvas account:
- Check your email for a course invitation to Canvas.
- Click the "Get Started" button, which should redirect you to a Canvas page.
- Accept the course invitation. Upon accepting, it should redirect you to a page that will allow you to either set up a new Canvas account or link a current Canvas account.
- If you do not already have a free Canvas account, proceed to create a new account. To create a new account, it will set your login to be your email, you simply need to set your password and accurate time zone.

Your new account should be all set. To log in to Canvas in the future, go to the following URL: https://canvas.instructure.com/login/canvas
Use your email and password to log in. Then click on your course.

To use the mobile Canvas app, you'll want to download the Canvas app. Upon downloading and opening the app for the first time, it will prompt you to "Find my School." Select this option and put in "Free Canvas Accounts." Select this option and proceed to log in with your email and password associated with your free Canvas account.

Appendix: How to submit assignments on Canvas
From the course's Canvas home page, navigate to the assignments tab. Select the specific assignment from the list of assignments. Follow the instructions for the different cases of typed and handwritten submissions.

For typed documents:
- Click "Start Assignment" ("Submit Assignment" in the mobile app)
- Click "Upload File" ("Files" in the mobile app)
- Click "Choose File" (simply select the file in the mobile app)
- Navigate to the proper file and select it
- You may add any number of files by selecting "Add Another File"

For handwritten documents:
You may use a scanner, scanner app, or simply take photos of your work and submit the files by following the same steps outlined for typed documents. The best option may be to use the

Canvas mobile app to submit the assignment and use the scanner feature as an option after selecting "Submit Assignment."

Please note, you may submit as many times as you would like prior to the assignment deadline. The most recent submission will count as your graded submission.

Appendix: Academic Integrity

Students are expected to hold themselves to a Christian standard of ethics in all matters. This includes but is not limited to, refraining from any forms of plagiarism, cheating, sharing, or acquiring any materials that would give a student an unfair advantage, or any dishonest representation of one's work. Below are outlined the consequences for an infringement of academic integrity for a given assignment:

- First offense – A grade of zero is given for the assignment; the professor must notify the Registrar and Dean of Students. A statement goes into the student's file.
- Second offense – A grade of F is assigned for the course; the professor must notify the Registrar and Dean of Students. A statement goes into the student's file. The Dean of Students and/or Registrar will notify faculty of students who incur a second offense in this area.
- Third offense – The professor must notify the Registrar and Dean of Students. A statement goes into the student's file and the student may be suspended or dismissed from this institution.

Appendix: Policy on Use of Generative Language Models For Written Assignments

The use of generative language models, such as ChatGPT, is not strictly prohibited and in some cases is very much encouraged as a research and brainstorming tool. However, all written assignments submitted as your own work should reflect your own personal writing. This prohibits copy and paste use of such tools, however, you may feel free to quote such tools provided that you make clear it is a quotation.

In general, you should treat generative language models as equivalent to speaking to another person. You may gain insight from them and be able to improve your value and productivity, but you should not misrepresent someone else's work as your own. These tools may also be treated somewhat like calculators in a math class. You may use them when appropriate and assignments may even assume their use in some ways, but all submitted work must be your own unless specified otherwise.