**UNIVERSITY OF HAWAII COMMUNITY COLLEGES**

**PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE**

**CCC# 6100**

(July 26, 1979)

<table>
<thead>
<tr>
<th>TYPE OF ACTION (circle appropriate)</th>
<th>C. Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Addition</td>
<td>1. in credits</td>
</tr>
<tr>
<td>1. Regular</td>
<td>2. in title</td>
</tr>
<tr>
<td>2. Experimental</td>
<td>3. in number or alpha</td>
</tr>
<tr>
<td>3. Other (specify)</td>
<td>4. in prerequisites</td>
</tr>
<tr>
<td>B. DELETION</td>
<td>5. Other Description (specify)</td>
</tr>
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**NEW ALPHA, NUMBER AND TITLE**

<table>
<thead>
<tr>
<th>OLD ALPHA, NUMBER AND TITLE</th>
<th>3. CREDITS</th>
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<tbody>
<tr>
<td>ENG 100 EXPOSITORY WRITING</td>
<td>3</td>
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**NEW DESCRIPTION**

A composition course including the processes of writing, description, narration, exposition, and argument. Unity, development, organization, continuity, and other basic writing skills necessary for college writing are stressed.

**PREREQUISITES OR RECOMMENDED**

<table>
<thead>
<tr>
<th>B. STUDENT CONTACT HOURS PER WEEK</th>
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<tr>
<td>Lecture Lab Other (specify)</td>
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<tr>
<td>3. CREDITS</td>
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**PROPOSED DATE OF FIRST OFFERING**

**THIS COURSE IS (REQUIRED) (ELECTIVE) FOR THE**

<table>
<thead>
<tr>
<th>AA PROGRAM</th>
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**THIS COURSE (INCREASES) (DECREASES) (MAKES NO CHANGE) IN THE NUMBER OF CREDITS REQUIRED FOR THE PROGRAM.**

**SIMILAR COURSES OFFERED ELSEWHERE**

<table>
<thead>
<tr>
<th>College(s)</th>
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<tbody>
<tr>
<td>Alpha, Number, Title:</td>
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</tbody>
</table>

**THIS COURSE IS (ALREADY ARTICULATED) (APPROPRIATE FOR ARTICULATION) (NOT APPROPRIATE FOR ARTICULATION)**

**PROVIDE DETAILS OF EXISTING OR DESIRED ARTICULATION** (Date, college(s), purposes, pre-major or major, etc.):  

**REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR PERTINENT COMMENT:**

To reflect course content more accurately

**REQUESTED BY**

Language Arts Department

**APPROVED BY**

Curriculum Committee

Dean of Instruction

Provost
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<td></td>
<td>5. Other (Specify)</td>
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**H. DELETION**

**NEW ALPHA, NUMBER AND TITLE**  
[Blank]

**OLD ALPHA, NUMBER AND TITLE**  
[Blank]

**NEW DESCRIPTION**  
[Blank]

**PREREQUISITES OR RECOMMENDED PREPARATION**  
English 022 or 153 on the Nelson-Denny Reading Test

**STUDENT CONTACT HOURS PER WEEK**  
Lecture Lab Other (Specify)

**PROPOSED DATE OF FIRST OFFERING**  
[Blank]

**1. THIS COURSE IS REQUIRED (ELECTIVE) FOR THE A.S. COMMUNICATION PROGRAM**  
[Blank]

**2. SIMILAR COURSES OFFERED ELSEWHERE**  
College(s): Alpha, Number, Title:

**3. THIS COURSE IS ALREADY ARTICULATED (APPROPRIATE FOR ARTICULATION) (NOT APPROPRIATE FOR ARTICULATION)**  
Provide details of existing or desired articulation (Date, college(s), purposes, pre-major or major, etc.):  
Articulated with UH-H 1979

**4. REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:**  
To make permanent the basis on which counseling has been taking place 1979–80.  
To assure proper placement of students into classes where they are able to complete the work.

**REQUESTED BY**  
Communications/English

**APPROVED BY**  
Beck Tabuchi  
Curriculum Committee

**DEAN OR INSTRUCTION**  
[Signature]

**Date**  
3–6–80

**Date**  
5/23/80

**Date**  
5/23/80

**Date**  
5/23/80
WCC CURR. FORM 1

PROPOSAL FOR NEW COURSE

Course
Transfer  Nontransfer
Submitted by
Date

1. COURSE OBJECTIVES:

2. COURSE RELATION TO EDP:

3. PROGRAM COURSE IN:

4. STUDENT HOURS:

5. INDEPENDENT WORK BY STUDENT:

6. ADDITIONAL SUPPORTS NEEDED:

7. SIMILAR COURSES IN SYSTEM:
GENERAL OUTLINE FOR PROPOSED COURSE

Course ____________________________ Transfer ______ Nontransfer ______ New ______ Modified ______
Submitted by __________________________________________ Date ___________

1. COURSE DESCRIPTION:

2. HOURS PER WEEK: LEC ______ LAB ______ OTHER ______ TOT AL ______

3. PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:

4. SPECIFIC COURSE OBJECTIVES:

5. TEXTBOOK AND MATERIALS:

6. REFERENCE MATERIAL SAMPLES:

7. AUXILIARY MATERIALS:
WCC CURR. FORM 4
TRANSFER COURSE CRITERIA

Course ____________________________
New ______ Modified ______
Submitted by __________________________ Date______

1. RATE OF STUDENT PROGRESS:

2. BASIC SKILLS NEEDED:

3. AMOUNT OF SKILLS AND INDEPENDENT WORK REQUIRED:

4. REASONING REQUIRED:

5. CONCEPTUAL COURSE LEVEL:

6. BACKGROUND KNOWLEDGE PREREQUISITE:

7. MASTERY LEVEL EXPECTED:

8. COUNTERPART IN 4 YEAR CAMPUS:

9. COURSE USE IN MAINLAND ACCREDITED SYSTEMS:
WINDWARD COMMUNITY COLLEGE

OUTLINE OF COURSE OBJECTIVES

COURSE NAME: Expository Writing
COURSE NUMBER: ENG 100
CREDIT HOURS: 03

CATALOG DESCRIPTION: A composition course including description, narration, exposition and argument. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

REQUIREMENTS COURSE SATISFIES:

AT WCC: Meets AA degree Communications requirements

AT UH MANOA:

PREREQUISITIES: None

RECOMMENDED SPECIAL PREPARATION:

RECOMMENDED BASIC SKILLS LEVELS:

READING LEVEL OF TEXT(S):

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIMES:

INSTRUCTOR: COOK, MITSUE
OFFICE: Lono 110
OFFICE PHONE: 235-0077, ext. 146
EFFECTIVE DATE: Fall 1979
A. **Goals of the Course**

1. Use writing as a tool for expressing ideas in a clear and concise manner.
2. Be able to write more easily and effectively.
3. Be able to write interesting as well as organized essays.
4. Be able to work effectively in a group of peers.

B. **Objectives of the Course**

1. The student will write freely and imaginatively, collecting writings and clippings, photos, etc. to provide stimuli for essays. These will be done in and out of class. 30 pages minimum.

   Free writings - write as fast as you can, putting down whatever comes to your mind. Let yourself wander to any subject, feeling or idea. Save all the writings and whatever else you include so you can go back to revise, combine or expand them into stronger works.

   The purpose of this objective is to provide a writing practice which is easy and natural. The on-going process of keeping free writings is important here. Bring the paper to classes with you. They must be evaluated as satisfactory by the instructor--something worth reading, something worth writing.

2. The student will write five out-of-class essays based on any of the free writings or materials related to discussions, lectures or health related interest. Each essay must show appropriate style, effective writing organization and sufficient development of ideas to achieve a satisfactory evaluation.

   Essays may be rewritten up until 1 week after papers have been returned. Any late papers are marked down one grade each class period.

3. The student will keep an inventory of his own writing abilities. This information will stem from discussions and comments based on the essays.

   From the information on the inventory, the instructor will assign exercises which the student must complete with 80% success level. He or she may do re-takes till that level is achieved.

4. The student will complete all in-class exercises at 80% success level. He or she may do re-takes for the assigned week till that level is achieved.

5. The student will complete a library project on an aspect of well-being and complete one of the following tasks:

   Task one: Complete the English mini-course on research and a research paper. Handouts with specifics will be given.

   Task two: Complete the English mini-course on research and a multimedia research project on a topic which has been agreed upon by both the student and the instructor.
6. The student will actively participate in group discussions and other class activities.

C. Mode of Instructions

Discussion, speakers, text and reprint hand-outs, group activities, and conferences.

To maximize learning opportunities, it is expected that you attend each class session. PLEASE LET THE INSTRUCTOR KNOW IF YOU ARE GOING TO BE ABSENT OR LATE BEFORE THE CLASS.

D. Method of Grading

To receive a passing grade for the course, all objectives must be met satisfactorily.

A  Satisfactory completion of all objectives
    Average of A on all out-of-class essays.

B  Satisfactory completion of all objectives
    Average of B on all out-of-class essays.

C  Satisfactory completion of all objectives
    Average of C on all out-of-class essays

D  Satisfactory completion of all objectives
    Average of D on all out-of-class essays

F(CUM) An "F(CUM)" grade will be assigned if you remain in the course but fail to successfully complete the Course Objectives of the minimum acceptable achievement levels. (A person who has not officially withdrawn from a class will be assigned an "F(CUM)" even if he/she is no longer attending the class.)

CR Satisfactory completion of all objectives. Minimum level of qualification is a D for essays and satisfactory for all other objectives (See me if you prefer to work for credit instead of a letter grade).

I Incomplete. Upon consultation with the instructor, this grade may be given to the student. The student will have one week prior to the end of the following term to complete and hand in all outstanding work, if it is not, the I will be changed to a letter grade.

W Formal withdrawal from the course

WF A "WF" grade will be assigned if you officially withdraw (at the Registrar's Office) from the course after the first week of instruction and are failing at the time of withdrawal. (If you withdraw officially from the course during the first week of the course, the course is erased entirely from your transcript.)

E. Texts

1. *Rhetoric 3* - Bell-Cohn
2. *High Level Wellness* - Don Ardell

F. Other Information

Meets AA DEGREE communications requirement