ENG 22 Introduction to Expository Writing
3 Credits
TTH 8:00-9:15 a.m.

INSTRUCTOR: Carol Cunha
OFFICE: Hale Na'auao 124
OFFICE HOURS: T 9:15-10:15 a.m.
TELEPHONE: 236-9224, ext. 224
EMAIL: ccunha@pglg.com

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

English 22 is a refresher course focusing on grammatical form and writing well-formed sentences and paragraphs. Use of reference materials and dictionaries is stressed. (3 hrs. lect.) Prerequisite: Completion of ENG 21 or placement into ENG 22, or consent of the instructor.

ACTIVITIES REQUIRED OUTSIDE OF CLASS

Expect to spend at least 9 hours per week in this course outside of scheduled class times.
1. Library sections completed outside of class
2. Extensive course work
3. Two conferences with instructor

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:
• Use a writing process to produce organized and grammatically correct papers and summaries.
• Apply analytical, study, and life skills to course tasks.
• Apply strategies that include finding, evaluating, and documenting information from various sources.
COURSE CONTENT

Concepts or Topics

• Main point or central thought
• Organizational structure and patterns
• Techniques to strengthen coherence in writing
• Development of ideas
• Study skills
• Literal comprehension
• Interpretative comprehension
• Critical reading skills
• Connotations and denotations
• General versus specific
• Collaboration
• MLA style
• Rules of mechanics, grammar, punctuation
• Word choice
• Plagiarism

Skills or Competencies - Students will

1. Distinguish between general and specific items.
2. Have clear topic sentences and thesis statements.
3. Provide major and minor details to support the main thought.
4. Use techniques to ensure unity and coherence in writing: key words, synonyms, pronouns, and transition words.
5. Use an outline as part of the writing process.
6. Know the basic writing process and use basis elements in various methods of writing.
7. Distinguish among statements of fact, opinion, or both.
8. Use appropriate writing style for academic writing.
9. Use the beginning steps of the research process, including using library resources efficiently.
10. Have more confidence in writing.

COURSE TASKS AND GRADING

This course will include textbook and grammar activities, quizzes and in-class writes, library skills, journal writing, 3 to 4 developed paragraphs, two summary and reaction papers, an argument essay, and a 5 page research paper using the MLA method. You will also submit your essay and research paper to turnitin.com.

Course Requirements:
I. Take Home Essays:
   1. Out-of-Class/Take Home Essays/Papers: Students will write at least 3 papers that will include:
      a. The writing process in which the submission of drafts will reflect the writing stages of process writing
      b. revision and editing
      c. feedback and comments from the instructor, and/or peers and qualified tutors
      d. other required work connected with the paragraph or essay/paper assignment.
e. Two summary/reaction papers, an argument paper with citations, and a 5 page research paper with citations will be required.

2. Learning Logs: the student will complete this form for designated writing assignments. These logs will:
   a. be maintained with the appropriate writing assignment
   b. reflect the error, its correction, and in certain cases, the rule, from a grammar textbook

3. The final drafts will only be graded, approximately 50% for content and organization and 50% for grammar and language usage. You must have drafts and other required forms attached or 10 points will be deducted from your total for each missing item.

II. In-Class Writing Assignments: Students will write no more than 3 timed in-class paragraphs and essays. These will be graded for content and organization (50%) and mechanics, and grammar/language usage (50%).

III. Final In-Class Essay: Students will be required to complete a final in-class essay during the school’s scheduled time and date. This will be an argument paper based on an article given in class. Again, your grade will be evaluated for content and organization (50%) and mechanics, and grammar/language usage (50%).

IV. Class Participation and Homework:
Class participation is based on attendance, in-class work, and active participation.

Homework will be comprised of various activities from the text, the web, and handouts and class participation. Homework is divided into thirds. The first third of your homework grade will include the following:
   a. Journal writing will be done the first 5 minutes of class. I will generally choose the topic. Occasionally, you will do this at home.
   b. Grammar Exercises. Various assignments will be made from your text or other materials.
   c. Other assignments will include exercises from the text, the web, and handouts.

2. The next third of your homework grade will be comprised of paragraph work. This will include multiple drafts with accompanying peer feedback and other forms. This is graded on organization, content, and grammar/language usage.

3. The final third of your homework grade will be library research unit activities. You must pass all three units with a score of 10 or better.

4. All your assignments will be posted on the web.

V. Quizzes: Grammar quizzes are from your text or other materials and will be comprised mainly of editing or multiple choice items.

VI. Portfolio: All your papers with all drafts must be submitted at the end of the term. You must have a table of contents.

Evaluation and Grading: The course grade will depend on the student’s performance on assignments both inside and outside of class.

1. The following standard grading scale will be used:
   100-90 = A
   89-80  = B
   79-70  = C
69-60 = D  
Below 60 = F  

2. Final grades will be calculated according to the following percentages for the following course work:
   - Full-length, take-home essays/papers 15%
   - Research Paper 15%
   - In-class essays and papers 25%
   - Final in-class essay/exam 15%
   - Class Participation & Homework 15%
     (incl. journals and gram/lang. exercises, paragraphs & library exercises)
   - Grammar Quizzes 10%
   - Portfolio 5%

3. Students who receive a D or F will not be permitted to advance to ENG100. They will repeat ENG 22.

LEARNING RESOURCES

Textbook:

Required Tools:
Portfolio with gussets, assignment book, a stapler, blue or black ink pens, and a notebook or folder

Recommended: American Heritage College Dictionary or another college level dictionary, a USB/thumb flash drive, access to a computer and the Internet

Additional Information

Class Policies:
Attendance and Missed Work:  
1. Come to every class, be on time, and stay in class until the end of the period. If you have five or more excused or unexcused absences, you may be counseled to repeat the course and it will affect your grade. **If you miss 9 days of class, you will fail this class.**
2. All students are responsible for everything done in class and for all assignments made, whether they are present or not. Students who are absent should talk to me or another student to find out what happened in class and prepare for any assignments missed.

Preparedness and participation: You need to participate in class discussions, group work, and other class activities. In addition, be prepared to take notes during every class. This is standard in U.S. college classes. You must also have your homework done BEFORE class and make sure you bring your text and other supplemental materials.

Submitting Late Work: Papers are due on the dates they are scheduled to be handed in. Late papers will be marked down one letter grade and they will **not be accepted** after one week from the due date. In specific cases, such as a family emergency or an illness requiring a doctor's care, extensions may be given. Please contact me as soon as possible should an emergency arise.
**Make-up Exams and Quizzes:** Quizzes cannot be made up. As for in-class writes and final exams, you are expected to take careful note of the dates and to be there. Students are expected to attend final exams on the dates scheduled. In **extreme** cases of real family emergency or student illness, it may be possible to reschedule an exam.

**Discipline, Decorum, and Academic Freedom:** Students are expected to conduct themselves as adults, showing respect to other students and to the teacher. Students can **not use cellular telephones or pagers** (beepers). Students who use electronic dictionaries should be certain that the sound is turned off.

**Academic Honesty:** Students are expected to behave honestly and with integrity. A student must not copy any assignment from a book or another person or from an assignment done for another class without the proper citation. Any student who cheats on an academic exercise (any work submitted for points, grades, or credit), lends assistance to others, or who hands in, as a completed assignment, work that is not his or her own, will be penalized. Should any of these practices occur, the student will receive a zero for the assignment and may receive an F for the course. In addition, the matter will be referred to the Department Chair. If you are not sure whether you are plagiarizing in dishonest activity, see ME.

**DISABILITIES ACCOMMODATION STATEMENT**

*If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.*

Revised May 25, 2011
Tentative Class Schedule – English 22

Week 1:
Aug. 23  Course introduction - syllabus
        Plagiarism
        The importance of writing, Exploring Writing (EW), p. 3
        Purpose & Audience, pp. 8-11
        General to Specific
Homework: EW pp. 4-17, act. 1, 4, & 5

Aug. 25  Review activities 1, 4, & 5
        Writing Diagnostic (50 min.)
        Explanation of Writing Assignment #1
        General to Specific
Homework: Work on authority list
        Writing assignment: Paragraph #1
        EW pp. 19-28 (Prewriting Techniques), do act. 1 (write for 5 min.)

Week 2:
Aug. 30  Hand in EW, Act. 1 & Paragraph 1
        Journal 1 (in class)
        Review prewriting & the writing process
        General to Specific
        Narrowing the Topic
Homework: EW, pp. 28-36, act. 6, 8, & 9
        Handout (H/O) Making Sentences More Specific
        Work on authority list

MORE DETAILED SCHEDULE TO FOLLOW.

Sept. 1  Journal 2
        Review Making Sentences More Specific
        Selected Activities from EW
        Narrowing the topic
        Components of a Paragraph
        Paragraph Writing

Week 3
Sept. 6 & 8  Journal 3 & 4
            Rhetorical Styles
            Selected activities EW
            Paraphrasing/Summarizing
            Paragraph Writing

Week 4
Sept. 13 & 15  Journal 5 & 6
Rhetorical Styles
Paragraph Writing
Editing Strategies - Selected activities from EW
Summarizing
Summary/Reaction Paper #1

Week 5
Sept. 20 & 22  Common Grammatical Errors
Summarizing
Summary/Reaction Paper #1
Selected Exercises from EW
Conference 1

Week 6
Sept. 27 & 29  Summary/Reaction Paper #2
From Paragraphs to the Essay
Thesis statements
Selected Exercises from EW

Week 7
Oct. 4 & 6  Summary/Reaction Paper 2
Introductions and Conclusions
Outlining an Essay
Summary/Reaction In-Class Write
Selected exercises from EW

Week 8
Oct. 11 & 13  Introducing the Argument Essay
Reading a Model Argument Essay and Writing the Essay
Citing Sources, etc.
Selected exercises from EW

Week 9
Oct. 18 & 20  Continue with the Argument Essay
Citations - MLA
Grammar Exercises
Conference 2

Week 10
Oct. 25 & 27  Grammar Exercises
Introducing the Research Paper
Hand in Argument Essay

Week 11
Nov. 1 & 3  Argument In-Class Write
Continue with the Research Paper Format
Gathering Information
Selected Exercises from EW

Week 12
Nov. 8 & 10  Continue with the Research Paper & Grammar Exercises
Week 13
Nov. 15 & 17  Continue with the Research Paper & Grammar Exercises

Week 14
Nov. 22  Continue with the Research Paper & Grammar Exercises
Nov. 24  THANKSGIVING HOLIDAY

Week 15
Nov. 29, Dec. 1  Wrap up Research Paper
                 Selected Activities from EW
                 Research Paper Due

Week 16
Dec. 6 & 8  Sharing Research Papers
           Portfolios Due
           Wrap Up with General Writing Problems Related to Grammar
           Preparing for the Final Argument Exam Essay

FINAL EXAM  DECEMBER 13 at 8:30 to 10:30 a.m.