ENGLISH 100  COMPOSITION I (3 Credits)  Summer 2011

ENG 100 (Section 62004)  Bldg. Palana/Rm 124  MTuWTh 10:00 – 11:35 a.m.
2011 May 23rd to July 1st

Course Syllabus

Office Hours by Appointment during the Instructional Period prior to Final Exam Week
Mondays thru Thursdays 11:35 a.m. – 12:35 p.m. by Appointment
Office Location:  Hale Palanakila, Classroom 124  Direct Contact Tel/Voice: (808) 381-5492

University of Hawaii Email Address:  tcubero@hcc.hawaii.edu
E-mail only at the above UH address + Text Messages phoned-in will not be read.

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT
Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION
A composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence and other basic writing skills necessary for college writing. Prerequisite: “C” or better in ENG 22 or Placement in ENG 100 or approval of designated Language Arts representative.

Activities Required at Scheduled Times Other Than Class Times
Completion of Windward Community College’s Library Research Unit (a requirement for passing the course), at least three conferences over rough drafts with the instructor, and approximately six hours per week of reading and writing. Make frequent checks with your hawaii.edu e-mail account and our Laulima Web site for important information periodically sent to you.

STUDENT LEARNING OUTCOMES
The student learning outcomes for the course are:

1 Write complex and well-reasoned compositions in language, style, and structure appropriate to particular purposes and audiences.

2 Engage in a writing process that includes exploring ideas, considering multiple points of view, developing and supporting a thesis, revising with the help of peer and instructor feedback, editing, and proofreading.

3 Find, evaluate, integrate, and properly document information from libraries, the Internet, and other sources, with an eye for reliability, bias, and relevance.

4 Read for main points, perspective, and purpose, and analyze the effectiveness of a variety of rhetorical strategies in order to integrate that knowledge into their writing.
ATTENDANCE
Your continued registration/enrollment in this course acknowledges your understanding and agreement of course requirements.

Rough Drafts: *E-mailed rough drafts and final copies of assignments will not be accepted! You must print and submit!*

COURSE CONTENT
**Course Goals:** By the end of the course, students should be able to

1. Understand and use the major steps in the writing process.

2. Have developed a sense of writing for an audience and understand how the audience, purpose, and language can influence the writer’s choices.

3. Understand and use college-level principles of composition such as unity, development, and organization.

4. Edit using standard principles of grammar, punctuation, mechanics, and usage of the English language.

5. Have written approximately twenty pages of prose using a variety of rhetorical strategies.

6. Know how to make effective use of writers’ resources such as handbooks, library materials, interview, and databases.

7. Respond thoughtfully in writing to published and peer essays and to recognize features of the writers’ styles and organization.

8. Use and document material from primary and secondary sources without plagiarizing.

9. Develop confidence as writers, and have an awareness of their strengths and weaknesses.

**Learning Resources**
Recommended tools: A loose-leaf binder to hold class notes, handouts, and drafts, a good, recent college-level desk dictionary, a USB thumb/flash drive.

**Method of Instruction:** Class sessions will include lecture and whole-class and small-group discussions augmented by in-class writing and peer grouping. Peer groups members will share and respond to each other’s writing and discuss and evaluate assigned readings.

**PLAGIARISM**
All student work must be generated and written authentically. All submitted work must be free of plagiarism. Offenses include grade reduction, failure of the course, and other administrative action.
COURSE TASKS

Strategies to reach the course goals: Students will

1. Write a series of essays using the stages of the writing process for each one, turn in notes and drafts if required, continue to rework papers as necessary to reach a satisfactory level.

   The stages should demonstrate the ability to
   • use a variety of techniques to generate ideas
   • develop a focus, thesis, and an effective organization
   • discuss drafts with other to improve work
   • revise successive drafts for clarity and effectiveness
   • edit and proofread using standard principles of grammar, mechanics, and usage

2. Complete satisfactorily all sections of the WCC Library Research Unit.

3. Keep a Learning Log throughout the semester. This will contain exercises, responses to assigned essays, and informal discussion.

4. Do assigned units on grammar, punctuation, mechanics, and style and demonstrate editing skill and understanding of these topics in quizzes at the 80% level.

5. Write at least one in-class essay to demonstrate mastery of skills.

6. Read, discuss, a write about a variety of assigned readings.

7. Cooperate with classmates, sharing writing in progress, responding to peer work in small groups, and be able to discuss their own writing in these groups and in periodic (at least two) conferences with the instructor.

8. Submit a portfolio of revised work and commentary at the end of the course.

ACCESS TO THE INTERNET FOR RESEARCH, WRITTEN EXERCISES, SUBMITTING OF WRITINGS

College-Level, Unabridged Dictionary and Thesaurus, Internet-Access and Email Address w/ Attachment Capability
Lined, white folder Paper not torn out of a spiral notebook, blue/black/red pens, number 2 pencils, erasers, correction fluid, typing paper, word processor, Floppy-Disks &/or Thumb Drive, with budget for possible photocopying of work

Online Grammar Instruction: For extended grammar and writing instruction, see your online Bedford/St. Martin’s Exercise Central software program:
www.bedfordstmartins.com/bedguide

Library Instruction Unit: Complete three sections and tests with a score of 10 or more points by the designated due date.

Attendance and responses to daily reading assignments: Prompt, daily attendance is required and necessary to understand connected concepts. Attendance is graded. Provide written and signed explanation for class absences. Check our campus website for the last day to withdraw.
Portfolio of Selected Works: Criteria will be provided.

Final Exams: The final examination includes a grammar test and an in-class essay with outline. For the summer session, final exams will be given during the last two class meeting days.

Additional Information
1. Class attendance is required. Please be prompt. I expect you to notify me by email or voice mail if you cannot attend class. You are responsible for making up any work and finding out what the assignments are and must be prepared for the next class. Missing five classes will seriously affect your grade and you will be counseled to drop or repeat the course.

2. Assignments must be typed, using a standard 12-point font, double-spaced and with 1-inch margins on each side. Turn in work that is due during class. Late work, except in the case of compelling reasons, will receive no credit or lower grades.

3. Keep all writing that is done for this class, including notes and drafts. This material may be used for practice in revision, for conferences, and for the learning log. Save all work on your computer hard-drive or flash drive.

4. Turn off cell phones and other sound-making devices. Do not eat in class.

5. Take advantage of my office hours and timely email messages to discuss concerns or problems in understanding the assignments.

Use of the Internet for the Assistance of Learning
As a student registered/enrolled in this course and section, you must access the Internet to: (1) perform research for assignments, and (2) submit rough drafts for editorial review at the direction of your professor in this class. You are expected to use instructional feedback to independently re-author, revise, and/or edit identified course work in order to create the final version of particular assignments ready to be evaluated with a final grade.

Follow additional instruction throughout the semester that describes these conditions further. Remember that following directions becomes part of the learning process that may lead to the success of an assignment.

E-mailed rough drafts and final copies of assignments will not be accepted! You must print and submit.
ASSESSMENT TASKS AND GRADING
Assignments (possible maximum 100% each):

Mode of Evaluation ~ Assignments and Examinations

PROJECTED SEMESTER WRITING ASSIGNMENTS WHEN PRESCRIBED

AS A STUDENT REGISTERED IN THIS COURSE AND SECTION, YOU MUST PASS BOTH SEMESTER EXIT EXAMS IN GRAMMAR AND ESSAY / OUTLINE WRITING IN ADDITION TO ALL COURSE REQUIREMENTS WITH A REQUIRED MINIMUM C- % / 70% AVERAGE: A TOTAL MINIMUM 980 POINTS REQUIRED. YOUR CONTINUED ENROLLMENT/REGISTRATION IN THIS COURSE AND SECTION ACKNOWLEDGES YOUR UNDERSTANDING AND AGREEMENT OF ALL ACADEMIC CONDITIONS AND REQUIREMENTS.

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1. ATTENDANCE 70% C- ________
2. GRAMMAR REVIEW & EXERCISES 70% C- ________
3. NARRATIVE ESSAY 70% C- ________
4. COMPARISON & CONTRAST OUTLINE & ESSAY 70% C- ________
5. CAUSE & EFFECT OUTLINE & ESSAY 70% C- ________
6. LITERARY ANALYSIS OUTLINE & ESSAY 70% C- ________
7. SUMMARY & RESPONSE OUTLINE & ESSAY 70% C- ________
8. THE SEVEN (7) RHETORICAL COMPONENTS FOR ARGUMENT 70% C- ________
9. THE CLAIMS, SUPPORT, AND WARRANT COMPONENTS 70% C- ________
10. RESEARCH PAPER # 1: THE MLA INFORMATIVE PROJECT * 70% C- ________
11. MID-EXAMINATION 70% C- ________
12. RESEARCH PAPER # 2: THE APA ARGUMENTATIVE PROJECT * 70% C- ________
13. PARTICIPATION (ORAL PRESENTATIONS for the Research Projects) 70% C- ________
14. REQUIRED LIBRARY UNIT 70% C- ________
15. EXIT FINAL EXAMINATIONS (Minimum C- / 70% earned/required for each exam)
   PART 1: GRAMMAR INVENTORY TEST 70% C- ________
   PART 2: ESSAY IN-CLASS WRITING WITH OUTLINE 70% C- ________

THE CONTROVERSIAL INFORMATIVE & ARGUMENTATIVE RESEARCH ESSAYS # 1 and 2 *
All rough Drafts & Research Note Taking must be saved/submitted to your professor in order to earn full academic credit.

Save an emergency back-up copy of all printed work submitted. Do not submit your only printed copy!

PLAGIARISM
All student work must be generated and written authentically. All submitted work must be free of plagiarism. Offenses include grade reduction, failure of the course, and other administrative action.