ENG 22 Introduction to Composition
Classroom: Alakai 129
TTH 10:00-11:15 a.m.

INSTRUCTOR: Carol Cunha
OFFICE: Hale Na'auao 143
OFFICE HOURS: T 8:15-9:45 a.m.
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EFFECTIVE DATE: Fall 2012

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 Ko’olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

This course prepares students for college-level writing with practice in the writing process, instruction in grammar and mechanics, emphasis on effective paragraphs and essays, and introduction to research techniques.

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 two articles given in class. Again, your grade will be evaluated for content and organization (50%) and mechanics, appropriate citations, 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 may 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 OR YOU WILL NOT PASS ENG. 22.

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 errors.

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
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 (incl. journals and gram/lang. exercises, paragraphs & library exercises): 15%
   - 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
Student Tentative Class Schedule – English 22

HOMEWORK DUE DATES

Week 1:
Aug. 23  EW pp. 4-17, act. 1, 4, & 5

Week 2:
Aug. 28  Work on Authority List
         Writing assignment: Draft 1 - Paragraph #1 (Mom)
         EW pp. 19-28 (Prewriting Techniques), do act. 1 (write for 5 min.) {YOU CAN WRITE ON MOM}

Aug. 30  EW, pp. 28-36, act. 6, 8, & 9 & pp. 36-42 review act. 1,2,3,4
         Handout (H/O) Making Sentences More Specific
         Work on authority list
         Read model paragraphs – note topic sentences, etc.

Week 3
Sept. 4  Draft 2, Paragraph 1 – Staple draft 2 on top of 1 and freewrite
         EW, pp. 42-48, do review act. 5, 8
         EW, pp. 52-70, act. 3,4,6,7,10
         EW (S-V), pp. 387-391, act. 1,2, review test & EW (description), pp. 167-173

Sept. 6  Final Draft (draft 3), Paragraph 1: Staple all drafts & peer feedback forms together. Make sure these are in the correct order. Newest item is on top.
         Draft 1, Paragraph 2 (pick one topic from your authority list)
         EW, pp. 64-65, act. 8; pp. 71-80 (specific details), act. 12, 13, 14, 15
         EW, (comparison), pp. 197-204 & Review H/O Comparison

Week 4
Sept. 11 Draft 2, Paragraph 2 – Mandatory: Take draft 1 to the Writing Center at Hale Akoakoa, Rm. 132 or see me. Get your content & organization (c/o) checked only! The tutor MUST sign your paper. Do not work on grammar.
         EW (coherence, pp. 84-98), act. 1 - 8
         EW (frags) pp. 395-401, act. 1,2,3,4
         EW (cause & effect), pp. 188-193 & review H/O Cause & Effect
         Go straight to the library on Sept. 11.

Sept. 13 Final Draft (draft 3), Paragraph 2: Staple all drafts, peer feedback forms, learning log, etc. together in the correct order. You can go to the tutoring center and get help.
         EW (summarizing), pp. 345-354
         EW (frags), pp. 401-405, act. 5,6,7, review test 1
         Quiz frags
Find a substantial article, annotate the article, & do a vocabulary log (5 words, write personal sentences). Bring all to class.

**Week 5**

**Sept. 18** Draft 1 Summary/Reaction Paper #1 (a summary paragraph + 2 points of view paragraphs = 3 paragraphs total)

**Sept. 20** Take Draft 1 to the Writing Center or see me. You must get your paper signed.
Draft 2, Summary/Reaction Paper
Work on your portfolios.

**Week 6**

**Sept. 25** Final Draft, Summary/Reaction Paper #1— make sure all papers, peer reviews, etc. are in the correct order with the final draft on top.
Review: EW (run-ons), pp. 408-416, act. 1,2,4,5,6
Google and watch the film Toxic Brew (It’s on YouTube.)
Get an article on household toxic chemicals & annotate it. Do NOT get an article that simply lists chemicals. Get a substantial article & do a vocabulary log.
Remember Conference times. This is MANDATORY.
Reminder: All library Units are due Sept. 27.

**Sept. 27** All 3 Library Units must be completed.
GRAM QUIZ – Run-Ons

**Week 7**

**Oct. 2** Draft 1, Summary/Reaction Paper #2 (Intro, summary paragraph, 2 body paragraphs, & concl.)

**Oct. 4** Take draft 1 to the Writing Center or see me. Mandatory: Have the tutor sign your paper. Then write Draft 2, Summary/Reaction Paper #2
In-Class Write – Summary/Reaction Paper

**Week 8**

**Oct. 9** Final Draft, Summary/Reaction Paper 2: Hand in all paperwork in the correct order including your learning log, peer reviews, etc. The final draft is on top.
EW (pron), pp. 437-440, act.1,2,3
GRAM QUIZ – tense/pronoun consistency (agreement)

**Oct. 11** EW (argument paragraph), pp. 232-245, do ques. on pp. 236-237 on paper
EW (argument essay), pp. 334-337, do ques. on pp. 334-336 on paper
Come up with possible environmental or social problem topics for your paper. Write these on paper and start gathering materials. Copy all articles.

**Week 9**
Oct. 16: **Draft 1, Argument Essay** (Topic outline, intro, 2-3 body paragraphs, & concl.) + citation page. **Highlight** areas in the articles that you cited in your paper.

Oct. 18 **Draft 2, Argument Paper** – Keep working on content & organization. Make sure you have a citations page. Watch your sources. **Submit paper to turnitin.com after writing draft 2.** This is **mandatory** or you will NOT get a grade.

**Week 10**

Oct. 23 Take draft 2 to the writing center or see me and get it checked for C/O ONLY! Have the tutor sign your paper. NO GRAMMAR!

**Draft 3 Argument**

**CONFERENCE 2 (Mandatory) – in class**
Finish H/O Paraphrasing, Summarizing if not done.

Oct. 25 **Final Draft, Argument Essay.** Hand in all paperwork in the proper order with the final draft on top.
Start thinking about possible topics for your research paper.

**Quiz - Parallelism**

**Week 11**

Oct. 30 **H/O Research Tasks, topic choice, etc. pp. 33-40, do pp. 33,35**
Come up with a topic for your research paper & bring to class.
**EW (research) pp. 359-370. Do act. 1 & 2 on paper. Hand in.**

**In-Class Write – Argument**

Nov. 1 **H/O Research Tasks, review pp. 41-50**
**EW (Research), pp. 371-380**
You can start gathering appropriate sources. Copy all articles.
**We will meet at the library on Thursday, Nov. 1. Don’t be late.** We will spend most of the time looking for sources after a short presentation.

**Week 12**

Nov. 6 Gather information & work on notecards. You may want to make a scratch outline for your paper. Bring articles to class. Remember: You need to obtain different sources. You must have one book as a source.

Nov. 8 **H/O Research Tasks, pp. 51-58, do p. 51 #2 & p. 57**
Make a topic outline. **Write the Introduction for draft 1.**
Continue working on note cards. (Warning: No note cards, no points)

**Week 13**

Nov. 13 **Write three body paragraphs for draft 1 + start working on a citations page**
**H/O Research Tasks (concl. & plagiarism) pp. 59-62**

Nov. 15 **Draft 1 - Research Paper** (Make sure you highlight the articles for your in-text citations.)
Week 14
Nov. 20  Draft 2 – Research Paper
Submit paper to turnitin.com. This is mandatory.

Nov. 22  THANKSGIVING HOLIDAY

Week 15
Nov. 27  Go to the Writing Center or see me and get your paper checked. The tutor must sign your paper. Make sure your citations (in-text & works cited page) are correct.
H/O Research Tasks, pp. 76-80
EW (Misplaced/Dangling Modifiers) pp. 453-461, all act. + gen. editing 1&2
EW (Commas) pp. 492-499, do all act. + review test 1
QUIZ: Misplaced/Dangling Modifiers & Commas

Nov. 29  Final draft – Research Paper is due. Make sure that you have all articles, notecards, outline, drafts, etc. in the proper order. The final draft is on top.
H/O Research Tasks, do p. 81
Bring all materials for portfolios. We may work on this in class. You will need a table of contents.

Week 16
Dec. 4  Portfolio due.
Work on presentation. You must take notes. Use note cards. DO NOT READ YOUR NOTES. This is boring.
Portfolios Due
Sharing research papers in groups of 4. ASK questions.
Wrap Up with General Writing Problems Related to Grammar


Dec. 11  Review argument paper format and citations. You can use your MLA handout during the exam.

Dec. 11  FINAL EXAM  11:00 to 1:00