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

ENG 22 Introduction to Expository Writing (3): A refresher course focusing on grammatical form and writing well-formed sentences and paragraphs. Use of reference materials and dictionaries is stressed. Prerequisite: Placement into ENG 22 or higher, or grade of “C” or better in ENG 21 and a grade of “C” or better in ENG 97B or ENG 19, or consent of instructor.

Activities Required at Scheduled Times Other Than Class Times:

1. Three Library Research Unit (LRU) tests to be taken online. You must pass all three LRU tests with a score of 10/15 in order to receive credit for English 22.

2. Grammar Quizzes

3. At least two conferences

STUDENT LEARNING OUTCOMES

Students will:

1. Use a writing process to produce organized and grammatically correct papers and summaries.

2. Apply analytical study and life skills to course tasks.

3. Apply strategies that include finding, evaluating, and documenting information from various sources.

LEARNING RESOURCES

Required text: Exploring Writing, second edition (2E)
Recommended resources: 1) American Heritage College Dictionary or other college-level dictionary, 2) a thesaurus, 3) http://m-w.com (online dictionary and thesaurus), 4) google.com. Use google.com as a dictionary by searching for define:word. Google will give you a range of definitions and examples of the word that follows the colon.

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

Skills or Competencies—Students will:

- Distinguish between general and specific items.
- Write direct statements of main idea (topic sentence) and central thought (thesis statement).
- Provide major and minor details to support the main thought.
- Use techniques to ensure coherence in writing: key words, synonyms, pronouns, and transition words.
- Use the linear outline or another form of outlining as part of the writing process.
- Use basic elements in various methods of writing.
- Distinguish among statements of fact, opinion, or both.
- Use appropriate writing style for academic writing.
- Use the steps in writing a research paper.
- Create note cards, a working bibliography, and an outline for a research paper.
- Cite material appropriately and effectively in MLA style.
- Use the writing process techniques.

COURSE TASKS*

*Because this section of English 22 is a special, “accelerated” section, I reserve the right to make adjustments to the following list of course tasks as necessary. Changes will be discussed in class.

You must complete ALL writing assignments and receive credit for ALL library research units to pass this course. Work that is late or incomplete will receive partial or no credit.

<table>
<thead>
<tr>
<th>Writing Assignments</th>
<th>350</th>
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<tbody>
<tr>
<td>Reading Quizzes</td>
<td>50</td>
</tr>
<tr>
<td>Grammar Quizzes</td>
<td>25</td>
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<tr>
<td>Group Work Assignments</td>
<td>25</td>
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<tr>
<td>Commonplace Book</td>
<td>25</td>
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<tr>
<td>Presentation</td>
<td>25</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>500</strong></td>
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</tbody>
</table>

Grades Available

A = 450 or above
B = 400-449
C = 350-399
D = 300-349
F = 299 or below

CR/NC Option: You must have the official CR/NC form signed by the instructor. You must receive a C or higher to receive credit for the course.

COURSE POLICIES

In General, please:

1. Read this syllabus and all handouts and assignment sheets carefully.
2. Study writing models provided in the textbook and in class.
3. Come to class ready with questions.
4. Email or call me (lkuyeda@hawaii.edu; 236-9229) if you have a question that you feel cannot be addressed to the class.
5. See me in person.

In-Class:

This class involves daily discussions, group work, and other forms of participation in and out of
class. Full participation in all activities will significantly benefit your writing performance and progress.

You may lose up to five points per class period for non-participation in activities or for distracting or rude behavior, which includes but is not limited to: 1) leaving your cell phone ringer on, 2) answering your cell phone, 3) text messaging, 4) surfing the net or checking email, 5) talking while a classmate or the instructor presents information, and 6) making disparaging or inappropriate remarks. If you have one or both hands under the table and spend time in class gazing longingly at your pants, I will assume that you are texting or checking your email and will subtract points accordingly.

Absences/Tardiness:

Absences will count against your semester point total at the following rate:

<table>
<thead>
<tr>
<th>Absence #</th>
<th>Points Lost</th>
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<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>10 (20 total)</td>
</tr>
<tr>
<td>4</td>
<td>10 (30 total)</td>
</tr>
<tr>
<td>5</td>
<td>10 (40 total)</td>
</tr>
<tr>
<td>n</td>
<td>10n – 20</td>
</tr>
</tbody>
</table>

There are two reasons why no absences will be excused this semester, except in extreme circumstances. 1) This class will not work unless everyone attends reliably. 2) State taxpayers heavily subsidize your tuition expenses, and their money should not be wasted. Three or more absences will result in a substantial reduction to your semester point total (see columns at left).

• Be on time. You will lose ten points for every three times you arrive late to class.
• It is your responsibility to keep up with work you miss. Ask your classmates for copies of their notes, for homework and other assignments, and for what other preparation you need for class.

Required Conferences:

You must meet with me in conference at least twice this summer. You can see me individually, in pairs, or in groups of three or four. Non-participation in conferences will be penalized as follows:

<table>
<thead>
<tr>
<th>Conferences Attended</th>
<th>Points Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2 or more</td>
<td>0</td>
</tr>
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</table>

You can maximize the utility of your conference time by meeting with me about your formal writing assignments, but I’m happy to spend as much time as you’d like discussing other questions or concerns.

Homework:

A completed assignment will decrease in value by 10% (of its initial point total) for each day it is late (weekends count as one day). A 100 point assignment, for example, will be worth 90 points on the first late day, 80 points on the second late day, and so on. Assignments that are late by seven calendar days or longer will not be accepted.

Writing Standards:

The work you turn in for grading should be typed and properly formatted. For all work in this course, please:

• Use 1-inch margins and 12 point Times New Roman font
• Remove extra spacing between your double spaced paragraphs
• Feel free to ask me about how to format/manipulate your word-processed documents.
**Emails/Calls:**

Please type grammatically correct emails, using complete words and full sentences (no shorthand, as in “where r u now”). Emails must contain a greeting (Aloha Bob, Dear Mr. Smith, or Hi Lance,) and a signature (Thank you, Sincerely, or your name only). This is a professional correspondence, and you must get in the habit of writing professionally.

If you have any problems or last minute emergencies, email me immediately or leave a voice mail on my office phone. For important requests, you should allow for a 24 hour turn-around time on emails. (If you have a question regarding a paper due on Thursday morning, please email me no later than Wednesday morning.)

**Extra Help:**

Please ask for help even if you are not sure you need it. Schedule your required conferences as soon as possible, especially if you are having difficulty. I am available to help you during my office hours, especially, but also throughout the day.

One of the best resources on campus is the TRiO Student Support Services (SSS) office, which provides tutoring and a range of other opportunities to eligible students (see me for details). The contact number for TRiO SSS is 235-7487.

The Ka Piko Writing Center, located in Hale ‘Ākoakoa 132, provides in-person and email consultations. Contact writing center staff by email at wccwrite@hawaii.edu. The center’s current hours are posted at [http://www.wcc.hawaii.edu/Writing/](http://www.wcc.hawaii.edu/Writing/).

As a WCC student, you may receive five free hours of online tutoring in a variety of subjects, including writing, from mainland-based company Smarthinking. Find out more at [http://windward.hawaii.edu/smarthinking/](http://windward.hawaii.edu/smarthinking/)
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, Ann Lemke, at 235-7448, at lemke@hawaii.edu, or in Hale ‘Ākoakoa 213.

COURSE POLICIES CONTRACT

I have read and reviewed my English 22 syllabus and course policies. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies.

Signed: ________________________________ (signature) __________________________ (date)

______________________________ (print name)

QUESTIONNAIRE

Preferred Name _______________________________________
Preferred E-Mail Address ________________________________
Preferred Phone ________________________________

1. What do you hope this course will teach you? What are your goals in this class?

2. How can I help you meet these goals?

3. What do you intend to do to meet them?

4. What grade would you be satisfied with in this course? Why?

5. What else would you like me to know about you?