ENG 22 Introduction to Expository Writing
3 Credits
TTH 8:30-9:45 a.m. Akoakoa, Room 113

INSTRUCTOR: Carol Cunha
OFFICE: Hale Na'auao 124
OFFICE HOURS: T 10:00-11:00 a.m.
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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

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, 2 to 3 developed paragraphs, two summary and reaction papers, an argument essay, and a 5 page research paper using the MLA method. Students will also submit essays and the research paper to turnitin.com. This is mandatory.

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

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

**II. Research Paper:** A 5 page research paper with citations will be required. Students must have a minimum of 5 sources, one must be a book. The final grade for this paper will be based on the following: 25% for the MLA format including in-text citations, the works cited page, the outline, and the highlighted articles, 25% for grammar and language usage, and 50% for content and organization (C/O). All highlighted copies of the articles used in the research paper, note cards, drafts, and peer reviews must be submitted or 10 points will be deducted for each missing item.

**III. In-Class Writing Assignments (Writing Tests):** Students will write no more than 3 timed in-class essays. These will be graded 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 will include the following:
   a. Journal writing will be done the first 5 minutes of class. I will choose the topic. Be on time or you will not get the point.
   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. Two conferences (worth 10 pts. each).

2. The next third of your homework grade will be comprised of paragraph, content/organization (C/O) peer review work, and a presentation. All drafts with accompanying peer feedback and other forms must be submitted or 10 points will be deducted for each missing item. Your paragraph will be graded on organization/content (50%) and grammar/language usage (50%). The peer reviews will be graded on the completion of the forms and the advice given.

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 the class.**

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

**V. 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 or articles
given in class. Again, your grade will be evaluated for content and organization (50%) and mechanics, MLA format, and grammar/language usage (50%).

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

VII. Portfolio: All papers with all drafts must be submitted at the end of the term. All homework, quizzes, paragraphs, journals, and other written work must be turned in. Students must have a table of contents. (To organize the table of contents, look at how you are graded.) Do not submit handouts given in class.

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%
   - Class Participation & Homework (incl. journals and gram/lang. exercises, paragraphs & library exercises): 15%
   - Final in-class essay/exam: 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.

4. Students are required to keep track of their own grades.

LEARNING RESOURCES

Textbook:

Required Tools:
Portfolio with gussets, assignment book, a stapler, blue or black ink pens, college ruled paper, 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 – Spring 2012

Homework – Jan. 10 – May 3: Homework is due the next class period.

Jan. 10 (due 1/12)  
EW pp. 4-17, act. 1, 4, & 5

Jan. 12 (due 1/17)  
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.}

Jan. 17 (due 1/19)  
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.

Jan. 19 Draft 2, Paragraph 1: Staple draft 2 on top of draft 1 and freewrite
EW, pp. 42-48, do review act. 5, 8
EW, pp. 52-70 (TS), act. 3,4,6,7,10
EW (S-V), pp. 387-391, act. 1,2, review test
EW (description), pp. 167-173

Jan. 24 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
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

Jan. 26 Get your C/O checked. It is mandatory that you see me or go to the Ka Puko Writing Center at Hale Akoakoa, Rm. 132. Get your c/o checked only. Do not work on grammar.
Draft 2, Paragraph 2
EW (coherence), pp. 84-98, act. 3,4,5,6,7,8 (on paper)
EW (cause & effect), pp. 188-193 & review H/O Cause & Effect
EW (frags), pp. 395-401, act. 1,2,3,4 (on paper)
Go straight to the library on Jan. 31. We will go to class afterwards.

Jan. 31 Final Draft (draft 3), Paragraph 2: Staple all drafts, peer feedback forms, learning log, etc. (Put together in the correct order.)
Find an article for your summary/reaction paper, annotate the article, & do a vocabulary log (5 words)
Feb. 2  Finish H/O on paraphrasing and summarizing
Bring annotated article to class for summary/reaction 1 paper
EW (frags): pp. 401-405, act 5,6,7, review test 1
Quiz frags

Feb. 7  Draft 1: Summary/Reaction Paper #1 (title, a summary paragraph + 2 points of view paragraphs) This is ONE continuous paper. Do not put paragraphs on separate pages.

Feb. 9  Get your C/O checked. You must see me or go to the Writing Center. The tutor must sign your paper. Check your C/O only. No grammar.
Draft 2: Summary/Reaction Paper #1  Make sure draft numbers are on all drafts.
CONFERENCE 1 will be on Feb. 14. This is mandatory and will be held in our classroom.

Feb. 14  Final Draft (Draft 3) Summary/Reaction Paper #1: Make sure all drafts, peer reviews, etc. are in the correct order with the final draft on top. All drafts must be numbered.
EW (run-ons), pp. 408-416, act. 1,2,4,5,6
Google and watch the film Toxic Brew (It’s on You Tube.)
Get an article on household toxic chemicals & annotate it – do vocabulary log

Feb. 16  All 3 Library Units must be completed with a score of 10 or more. If you do not have a score of 10, you will not pass this class.
Work on organizing your portfolio
GRAM QUIZ – Run-Ons

Feb. 21  Draft 1, Summary/Reaction Paper #2 (Title, intro, summary paragraph, 2 body paragraphs, & concl.)

Feb. 23  Draft 2, Summary/Reaction Paper 2. Get your C/O checked. You must see me or a tutor for c/o work. The tutor MUST sign your paper.
Set up your Turnitin.com account + submit summary/reaction paper, draft 2. This is mandatory. If you do not submit this paper, 20 points will be deducted from your score.
In-Class Write - Test (1 hour)

Feb. 28  Final Draft (draft 3): 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)
Mar. 1   EW (argument paragraph), pp. 232-245, do ques. on pp. 236-237
EW (argument essay), pp. 334-337, do ques. on pp. 334-336
Come up with possible environmental or social problem topics for your paper.
Write these on paper. Choose one topic and email me for approval. Then start
gathering materials. Copy all articles. (ccunha@pglg.com)

Mar. 6   Draft 1, Argument Essay (Topic outline, title, intro, 2-3 body paragraphs, &
concl.) + citation page. Highlight areas in the articles that you cited in your paper.

Mar. 8   Draft 2, Argument Essay – Keep working on content and organization only.
Make sure you have a citations page. Watch your sources. Submit paper to
turnitin.com after writing draft 2. This is mandatory if you want a grade.

Mar. 13  Take Draft 2 to the Writing Center or see me. The tutor MUST sign your draft.
Get your paper checked for C/O work only. NO GRAMMAR!
Draft 3: Argument Essay
CONFERENCE 2 will be on March 15. This is mandatory.

Mar. 15  Final draft (draft 4): 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

Mar. 20  Come up with a topic for your research paper & bring it to class
Review argument format for in-class write on Mar. 22
H/O Research Tasks – topic choice, etc. pp. 33-40, do pp. 33, 35

Mar. 22  H/O Research Tasks, review pp. 41-50
EW (research) pp. 371-380
You can also start gathering sources. Copy all articles.
We will meet at the library on Thursday, Apr 3. Don’t be late. You will spend
the entire class time looking for materials.

SPRING BREAK - MARCH 27 to MARCH 30

Apr. 3   Gather information & work on note cards. You may want to start a scratch outline for
your paper. Bring articles to class. We will have a workshop session for part of the
class time.
H/O Paraphrasing – Finish the first handout

Apr. 5   H/O Research Tasks, pp. 51-58, do p. 51 #2 & 57
Make a topic outline. Write the Introduction for draft 1.
Continue working on note cards (Warning: No note cards, no points)

Apr. 10  Write three body paragraphs for draft 1 + start working on citations page
H/O Research Tasks (concl. & plagiarism) pp. 59-62

Apr. 12 **Draft 1 – Research Paper** (Make sure you highlight the articles for your in-text citations.)

Apr. 17 **Draft 2 – Research Paper.** Submit paper to turnitin.com. **This is MANDATORY.**

Apr. 19 **Draft 3 – Research Paper:** Go to the writing center or see me and get your paper checked. The tutor **MUST** sign your draft. 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

Apr. 24 **Final draft – Research Paper:** Make sure that you have all highlighted articles, note cards, outline, drafts, etc. in the proper order. The final draft goes on top. Put all including notecards in a folder.
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.

Apr. 26 **Portfolios Due**
Work on presentations. You must use note cards. **DO NOT READ YOUR NOTES.** This is boring.
EW, pp. 564-571 “Shame:” Do reading comp, structure tech, & critical reading & discussion on paper.

May 1 **Review Annotation, Paraphrasing, and Summarization.** Review argument format and citations.

May 3 **Prepare for the final argument exam.** Review argument format and MLA citations (in-text and works cited page). You can use your MLA handout for the final exam.

**FINAL EXAM – MAY 8 – 8:30 TO 10:30**