**English 22     Introduction to Expository Writing**

3 Credits

Section 64024  TTH 10:00-11:15 a.m.  Palanakila 212
Section 64406  TTH 11:30-1245 p.m.  Palanakila 212

**INSTRUCTOR:**  Jeannine J. Buckley (buckley7@hawaii.edu)

**OFFICE:**  Na’auao 124

**OFFICE HOURS:**  T/TH 8:45-9:45  TH 1:00-2:00 and by appointment

**TELEPHONE:**  236-9224

**EFFECTIVE DATE:**  Spring 2012

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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.*

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**CATALOG DESCRIPTION**

A refresher course focusing on grammatical form and writing well-formed sentences and paragraphs. Use of reference materials and dictionaries is stressed. (3 hours lecture).

*Prerequisite(s): 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**

Library Sections will be completed outside of class.

At least three conferences with the instructor are required.

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**STUDENT LEARNING OUTCOMES**

The student learning outcomes for the course are:

- Use a writing process to produce organized and grammatically correct paragraphs and essays.
- 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 / Thesis
- Organizational structure and patterns
- Techniques to strengthen coherence in writing
- Development of ideas
- Study skills
- Literal comprehension vs. Interpretative comprehension
- Critical reading skills
- Connotations and denotations
- General versus specific
- Collaboration
- MLA style
- Rules of mechanics, grammar, punctuation
- Word choice
- Plagiarism

Upon satisfactory completion of this course, you should:

A. Be able to find a topic for prewriting, outlining, ordering, drafting, revising, and editing; be able to use techniques to improve your writing process.

B. Understand and practice the accepted principles of grammar, punctuation, and usage of the English language effectively.

C. Apply the basic principles of composition and writing process (unity, development, and organization) in writing paragraphs and essays that have subjects that are not too narrow, or generalizations that are too broad; that have clear topic sentences and thesis statements; that provide specific examples and details to support generalizations; and that progress logically and in an organized manner.

D. Use the beginning steps of the research process, including writing notes, summaries, outlines, and bibliographies; use library resources efficiently.

E. Cite material appropriately and effectively in MLA writing style.
COURSE TASKS

Grammar Quizzes: Show a basic understanding of sentence skills by correcting errors in sentence structure, grammar, punctuation, and usage by scoring at least at the 80% level on seven quizzes. You must take these quizzes on laulima. They may be taken as many times as you want with only the highest score recorded.

Writing Assignments: You must demonstrate the ability to apply basic principles of unity, development, and organization. You are required to write effective topic sentences, four paragraphs, and two short essays. Also, you will be required to develop a short research report on a given topic. You must turn in a draft and a revision of all writing assignments to earn full credit. Any returned assignment marked with a "revise" must be revised until a satisfactory grade is assigned.

Peer reviews and collaborative work are important to gain constructive criticism and improve your writing. You will be performing peer reviews with each draft assignment during class; on these days you will be required to bring a printed draft to class.

Journal: Keep a journal and make one entry per week for weeks 1-15. Journal topics will be both assigned and free choice. Each entry should be one page long.

Library Research Unit: Pass the LRU tests (three sections) with a satisfactory score of 10 or more and submit, on schedule, assignments that are parts of the research paper process. These tests are taken online through the WCC library tab; an orientation will be given at the start of the course.

Laulima: All assignments, including journals, paragraphs, essays and quizzes are to be submitted to laulima; I will show you how to do this at the start of class. You must submit both the draft and revision of papers by the due date in the proper file format for full credit. Note: You must use MS Word software or save your files as .doc or .docx.

ASSESSMENT TASKS AND GRADING

You must do all assignments and take all quizzes to pass this course. If you do not complete the three sections of the Library Research Unit with passing scores, you will not pass the course. You must demonstrate critical thinking and writing proficiency that qualifies you for English 100 level work.

Writing Assignments
Four paragraphs (5% each)................. 20%
Two expository essays 15%
Journals (1 pt each / 15 total).................. 15%
Research report.................................. 15%
Quizzes............................................. 15%
Attendance and conferences........................ 10%
Final Grammar and Short Essay Exam............. 10%

Total: 100%
Grades Available:

A = 90% or above  
B = 80%-89%  
C = 70%-79%  
D = 60%-69% (You must earn at least a C to enroll in ENG 100)  
F = 59% and below  

CR/NC option available: Please see me before the withdrawal date. You must have the official CR/NC form signed by your instructor before the withdrawal deadline. You must have at least a C to receive credit for the course.

LEARNING RESOURCES

Textbook:  

Required tools:  
notebook, blue or black ink, a folder, and access to a computer and the Internet

Recommended:  
*American Heritage College Dictionary* or another college-level dictionary, a USB/thumb flash drive.

Additional Information

Attendance  
*Class attendance* is mandatory. Please notify me if you are going to be absent. It is your responsibility to keep up with work you miss. Find out from your peers what was missed, such as announcements, assignments, handouts, etc., and be prepared by the following class.

Chronic absences, even if you have a good reason, will affect your grade. More than two absences will lower your grade. *If you have six or more excused or unexcused absences, you may fail the course.* Chronic lateness will also affect your grade in a negative way; three or more late arrivals will reduce your grade.

Late Work  
Being absent from class is not a reason to turn in late work; if an assignment is due and you are absent, please email me a copy of it showing me that work was done on time. Except for compelling reasons, late work will not be accepted. *If allowed*, late work will receive a reduced grade.

Cell phones and Electronic Devices  
Please turn off and put away cell phones and all electronic devices in your bag prior to the start of each class; if you text or use Facebook during classroom time, you may be asked to leave and get a zero on a given assignment.
Expectations
You are responsible for your own learning. See me about any concern that may interfere with your meeting the objectives of this course. Expect to spend at least two hours of preparation out of class for every hour spent in class.

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.