ENGLISH 19   WRITING ESSENTIALS  
3 credits  
MWF 10:00 – 10:50 in Mana’opono 115 / CRN 64478

INSTRUCTOR: Desi Poteet   E-MAIL: poteetd@hawaii.edu
OFFICE: Pālanakila 119   PHONE: 429-4020
OFFICE HOURS: MWF 9:00 - 9:45; TTH 10:00 – 11:00 and by appointment
EFFECTIVE DATE: Spring 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 focuses on sentence structure and paragraph development with emphasis on unity, organization, and support. Grammar, mechanics, and punctuation will be covered.

Activities Required Outside of Class:
In addition to regular assignments, students must meet with the instructor for one conference before week eight and a second conference before week fifteen. Students are encouraged to visit The Writing Center for additional support. One test will take place at The Testing Center.

Expect to dedicate at least nine hours doing reading and writing homework for this course per week. In most cases, students should expect to spend MORE than nine hours a week on homework. Students must have access to the Internet to complete REQUIRED online grammar activities. All students should be familiar with the computer lab and library hours if they are using computers on campus.

STUDENT LEARNING OUTCOMES (SLO)

At the completion of this course, you should be able to:

1. Use a writing process to produce clear, concise, credible, and grammatically correct paragraphs in various organizational patterns.
2. Write sentences free of errors in grammar, mechanics, and punctuation.
3. Apply various study skills, such as time management, textbook reading and notetaking skills, and lecture notetaking.
Welcome to English 19!

Acquiring new skills is a life-long activity and is not limited to the classroom experience. Writing and reading are foundational skills that will support and serve you in achieving your personal and professional goals, no matter what your academic or professional intentions may be. Through a variety of activities, this course will add to your existing literacy toolbox and help you improve your skills.

This semester we will be focusing our attention on the process of learning, what motivates us, and other issues related to our educational journey – past, present, and future. We will read, watch videos, discuss ideas, and share our own experiences. And in the process, we will discover that reading and writing are not only necessary skills, but can also take us on amazing and rewarding adventures.

*Mutual respect – at all times. No exceptions.*

**LEARNING RESOURCES**

Required Texts:
My Writing Lab Access Code (purchased online)
*Drive* by Daniel Pink
*Think on These Things* by Krishnamurti

Required Tools: A notebook (for notes and journaling), a 3-ring binder with dividers, paper, black or blue pens (*no pencils, please*), highlighters, a manila folder with your name printed on the tab, paperclips (*no staples*), and access to a computer and the Internet at WCC or home.

Students should have an English binder with the following organized sections:
- Syllabus and Active Learning and Participation Schedules (ALPS)
- Rough Drafts and Peer Review Sheets
- Final Drafts with Grading Rubrics
- Handouts
- Reading and Class Notes

The bookstore often runs out of books. Students must inform the bookstore that they need a book if the shelf is empty. Students may also choose to order from Amazon.com or a local bookstore. In any case, it is your responsibility to have the book on the day it is used in class.
COURSE TASKS AND GRADING

Students must achieve writing proficiency as demonstrated by writing assignments, tests, and the final exam. Completing all assignments does not guarantee proficiency. If students do not demonstrate the ability to write grammatically correct, unified, and coherent paragraphs, they will be asked to repeat this course.

<table>
<thead>
<tr>
<th>Grading Categories</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>5@5 Daily Quiz</td>
<td>10%</td>
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<tr>
<td>During the first five minutes of class, we will have a short quiz covering recent material or readings for the day. These points cannot be made up if students are absent or tardy.</td>
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<tr>
<td>Informal Writing Assignments</td>
<td>5%</td>
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<tr>
<td>Students will have two informal writing assignments.</td>
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<tr>
<td>Formal Paragraphs</td>
<td>15%</td>
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<tr>
<td>Students will write three formal paragraphs. In addition, students will take turns writing and posting Class Minutes during the semester.</td>
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<tr>
<td>Formal Essay</td>
<td>15%</td>
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<tr>
<td>Students will write one formal essay.</td>
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<tr>
<td>Posting Final Drafts on Laulima</td>
<td>15%</td>
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<tr>
<td>Students will receive points for posting revised final drafts on Laulima. Drafts posted within one week of receiving a grade and comments from me will receive points. Drafts posted late or without corrections will not receive any points.</td>
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<tr>
<td>Dictionary Logs, Dictionary Dialogues and Journals</td>
<td>10%</td>
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<tr>
<td>Students will look up unknown words and post on Laulima Forums. Also, students will maintain a writing journal.</td>
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<tr>
<td>My Writing Lab, Grammar Activities, and Extensive Reading</td>
<td>10%</td>
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<tr>
<td>Students will complete online grammar activities through My Writing Lab. Students who do not complete My Writing Lab will NOT pass this class regardless of completing all other work. Students will also do a variety of grammar games and activities in and out of class for points. Students will read books of their own choosing for at least one hour every week to receive points for Extensive Reading.</td>
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<tr>
<td>Test and Final</td>
<td>20%</td>
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<tr>
<td>One test will be administered in The Testing Center. Students will also have a Final during Exam Week.</td>
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Important Note: All writing assignments will be made available for the class to read on Laulima. Every document is a public document for the class because we are practicing writing for an audience.

A – 90%+; B – 80%+; C – 70%+; D – 60%+; F – 59% and below
An “N” grade indicates that the student has worked conscientiously, attended regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies.

I am here to support you in your educational journey, but ultimately you are responsible for the grade you earn in this class. Please feel free to see me if you have any questions along the way.
ATTENDANCE AND LATE WORK POLICIES

Attendance is MANDATORY. Late arrivals disrupt the class, so please be on time. If you do miss a class, it is YOUR responsibility to read the Class Minutes and contact your classmates to find out what you missed and what you need to do for the next class. Three (3) late arrivals or early departures equal one absence. Missing more than five (5) classes will lower your grade, and you may be asked to repeat this course. A total of nine or more (9+) absences/late days will result in failure to pass the course.

STUDENT CONDUCT

“The University of Hawai‘i Windward Community College has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH Windward Community College the student has placed herself/ himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct. Copies of the Student Conduct Code are available in the Office of the Vice Chancellor of Student Affairs.” WCC Catalog 2011-13.

Academic dishonesty, such as cheating or plagiarism will not be tolerated. Cases will be referred to the Vice Chancellor of Student Services. All sources used in your papers must be properly cited according to MLA format. If in doubt, see me prior to turning in your paper.

ADDITIONAL INFORMATION

Student Services counselors are available to assist students with personal and academic challenges. Please ask for help by calling 235-7413 to make an appointment with a counselor.

If you are a first generation college student, receive Pell grants, or have a documented disability, I encourage you to contact TRiO Student Support Services in Na‘auao 146 to receive additional services.

Classroom Etiquette

Our classroom is a collaborative learning community. We each bring to this classroom a unique and valuable set of life experiences. We can learn from one another and in the process discover who we are… who we are still becoming. In order for us to take advantage of this exciting opportunity to discover, learn, and evolve, we must create an environment in which we respect, celebrate, and support our differences.

To minimize distractions, please turn off and put away your cell phones and other electronic devices. Also, please no eating or drinking 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 ‘Ākoakoa 213 for more information.
I have read through and reviewed the entire English 19 syllabus. 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)

QUESTIONSNAIRE

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?