English 22: Introduction to Composition (Three credits)
CRN: 64214 / Tuesday & Thursday 4:00 pm – 5:15 pm

INSTRUCTOR: Jenny Webster
OFFICE: Palanakila 119
OFFICE HOURS: M & W 1:00 pm - 3:00 pm
T & Th 11:30 am – 1:00 pm & 2:30 pm – 4 pm
TELEPHONE: (202) 810-5932 or my office at (808) 236-9235
EMAIL: jennywebster.wcc@gmail.com
EFFECTIVE DATE: Fall 2013
Turnitin.com course code # 6838156 & password: Webster

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

Activities Required at Scheduled Times Other Than Class Times

1. Complete the LRUs (Library Research Unit exams) with a score of 10 or better to get credit for English 22.
2. Meet with the instructor for conferences two times during the semester to discuss writing.
3. Meet with a WCC Writing Lab tutor at least one time during the semester to revise an essay.

STUDENT LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

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.

COURSE TASKS

Readings: Read, annotated, summarize, discuss and respond to a variety of texts.

Exploration and Discussion Logs on Laulima: Respond to writing prompts on the Laulima. Logs are not graded on grammar since they are not formal assignments though practicing good grammar and spelling is encouraged. Incomplete logs or logs that don’t follow instructions may receive few or no points. Access logs under Discussions and Private Messages.

Homework & Peer Review: Homework activities are designed to prepare you for class activities. Peer Review exercises are to help you actively engage in the revision process by encouraging you to start thinking about how you can revise your own work to make it better.
**Formal Assignment:** Write a series of paragraphs and essays using the stages of the writing process. The writing process includes: brainstorming, prewriting, drafting, editing and revising.

**Turnitin.com:** Formal assignments will be submitted to Turnitin.com. For Class ID# and Password, see the top of the syllabus.

**WCC Writing Lab Conference (1 time):** Students are also required to conference with a WCC writing lab tutor for at least one assignment during the semester. This is worth 25 points.

**Conferences with Instructor (2 times):** Each student is required to conference with the instructor twice during the semester to discuss his or her drafts. Each conference is worth 25 points.

**“5@5” Quizzes:** Regular quizzes that focus on grammar, punctuation and mechanics will be given during the first five minutes of class on Thursdays.

**Library Research Units (LRUs):** Complete all three sections of the LRUs with a score of 10 or better. Any student who does not complete all three sections of the LRUs with a score of 10 or better will not pass the class.

To access the LRUs, look for the **WIN.Library_Research** tab on your Laulima page. If you do not see it in the visible tabs at the top, click on the **My Active Sites** tab and search for it there. If you do not have access to the LRUs, please let me know. If you have completed the LRUs in a previous semester, contact the librarian to have your scores transferred over. You may visit the reference desk or call the WCC reference desk at (808) 235-7338.

Note: you only have two tries to pass each exam. If you do not pass an exam on the second try, you must visit a librarian and ask for assistance with the LRUs. Please don’t wait until the last minute. Librarians get overwhelmed with work too, and they can’t always fit students in immediately. If you would like to make an appointment to meet with a librarian, call the reference desk number listed above.

*Extra Credit will be awarded to students who complete the LRUs by the beginning of class on October 3rd.*

### Assessment Tasks and Grading

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
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<tbody>
<tr>
<td>Formal Writing Assignments</td>
<td>400</td>
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<tr>
<td>Exploration and Discussion Journals</td>
<td>200</td>
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<tr>
<td>“5@5” daily quizzes</td>
<td>75</td>
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<tr>
<td>Homework &amp; Peer Review</td>
<td>150</td>
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<tr>
<td>Attendance and Participation</td>
<td>75</td>
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<tr>
<td>Conferences with Instructor and Writing Lab Tutor</td>
<td>75</td>
</tr>
<tr>
<td>*Extra Credit for Completing LRUs by 10/3</td>
<td>*25</td>
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<tr>
<td>Total</td>
<td>1000</td>
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**Grading Scale**

Guidelines for Grading Assignments

A -- This assignment meets all assignment requirements. It’s topic statement or thesis is clear. It is well-organized, has very few grammar/ spelling/ punctuation errors, has varied sentence structure, and — very important — is interesting to read.
B -- This assignment also meets all assignment requirements, has a clear thesis or topic sentence, and it is fairly well-organized but is not as original as an A paper, has a few grammar/ spelling/ punctuation errors, and is fairly interesting to read.
C – This paper meets assignment requirements, and although this paper has a thesis, its use of supporting evidence and organization makes it difficult to understand at times. It includes unrelated ideas and may have significant grammar/ spelling/ punctuation errors, although it still holds a reader’s attention.
D -- This paper has a weak or unclear thesis and lacks supporting evidence and organization. It has many errors in grammar/ spelling/ punctuation, and word usage, and doesn’t hold the reader’s attention.
F -- An F paper is often a very rough draft that needs to be reworked into a more final form.

LEARNING RESOURCES

1. Class Textbook (available in the bookstore)

2. Bring a package of post-it notes (small size is fine) to class and use them to annotate your textbook. This is required for homework and classwork assignments.

3. Also bring a notebook to class every day along with a pen or pencil.

Attendance and Participation

Attendance: Students are allowed up to three absences with no penalties. I don’t need doctor’s notes or reasons why you missed class. Nevertheless, class discussion and class instruction are an important part of this course and each class you miss after your third absence will cost 25 attendance and participation points. I recommend you save your absences for emergencies. If you miss five classes, you may be counseled to drop the course. If you miss six classes, you will not pass this course.

Mandatory Conferences with Instructor (2) and Writing Tutor (1): The purpose of these conferences is to get you comfortable talking to your instructor. Also, it is to help you gain the benefit of using another person to revise your essay. You should practice taking advantage of your resources. Thus, these three mandatory conferences are worth 25 points each and missed conferences will cause there to be a deduction from the final grade.

Tardies: Please be prompt. It disrupts class when you walk in late. If you arrive after attendance has been taken, you will be marked as tardy. Three tardies are equivalent to one absence. However, if you miss more than 30 minutes of class, unless you’ve got a really good reason, you will be marked absent.

Participation: Your participation points will depend on whether you regularly engage in activities with your fellow students and in the class discussions.

Cell Phone Policy: Cell phones are to be turned off and put away during class time. If you are expecting an emergency or important call, please let me know before class and arrangements can be made. If you are talking on your phone, texting, or sleeping in class, you will be marked absent for the day. These
activities are distracting to me and to others. If this kind of behavior happens more than once, you may be counseled to drop the course.

**Additional Information**

**Assignments are due on the dates posted in the schedule.** This is for your benefit and mine. There are too many assignments to risk getting behind, and if I’ve already moved on to the next assignment, it’s easy to forget about the old ones. Thus, if you get behind on assignments, it is your responsibility to get it to me as soon as possible.

Assignments that are one class late will lose ½ a letter grade and assignments that are two classes late will lose 1 full grade. After two weeks, any assignment will be worth up to only half credit, which is a high “F,” tops! Nevertheless, all formal assignments must be turned in to pass this course. Thus, if a student is missing the final draft of any formal assignment, he or she will not pass the course.

**Plan ahead for the unexpected.** Students are accountable for staying on the semester schedule. Technological or other problems will arise. Students should immediately communicate with the instructor if an emergency may affect the ability to meet course deadlines.

**Academic Integrity:** Academic honesty is fundamental in a college environment. You are expected to fulfill your academic obligations through honest and independent effort. The work you submit for this course must be your own. Dishonesty, cheating, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Cases of dishonesty will result in a grade of "zero" for the assignment and may result in an "F" for the course. In flagrant cases, the penalty may be dismissal from the college after proper due-process proceedings. Please ask the instructor if you have any questions about collaborative work, plagiarism, or other issues related to academic honesty.

**Dropping a Class:** It is your responsibility to learn about and follow the official procedure for dropping classes. If you stop participating in this class but do not follow up to officially drop it, you will receive a failing grade.

**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 August 25th, 2013