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 prepares students for college-level writing with practice in the writing process, instruction in grammar and mechanics, emphasis on effective paragraphs and essays, and introduction to research techniques. (3 hours lecture).

Pre-Requisite(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.

STUDENT LEARNING OUTCOMES

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

- 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

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. Details of writing assignments will be given at a later date.

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 1-10. Journal topics will be both assigned and free choice. Each entry should be one page long.

Library Research Unit: Students must 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. If you do not complete the three sections of the Library Research Unit with passing scores, you will not pass the course. These tests are taken online through the WCC library tab or the LRU tab in laulima; 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. You must demonstrate critical thinking and writing proficiency that qualifies you for English 100.

<table>
<thead>
<tr>
<th>Writing Assignments</th>
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<tbody>
<tr>
<td>Four paragraphs (5% each)</td>
<td>20%</td>
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<tr>
<td>Two expository essays</td>
<td>15%</td>
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<tr>
<td>Journals (1 pt each / 10 total)</td>
<td>10%</td>
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<tr>
<td>Research report</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>15%</td>
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<tr>
<td>LRU exam</td>
<td>5%</td>
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<tr>
<td>Attendance and conferences</td>
<td>10%</td>
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<tr>
<td>Final Grammar and Short Essay Exam</td>
<td>10%</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
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**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 earn at least a C to qualify for ENG 100.

**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.
**Brainfuse:**
The University of Hawaii Community College is pleased to announce the online tutoring program called Brainfuse. Brainfuse is a support program that offers tutorial services in such subjects as English, ESL writing, math (basic math to Calculus II), statistics, anatomy and physiology, economics, accounting, finance, Spanish, biology, general chemistry, organic chemistry, nursing, and physics. Brainfuse is Windward CC’s online tutorial system. Students access Brainfuse through the MyUH portal.

**The Writing Resource Center:**
The Writing Resource Center is located in Hale La’akea, Room 222
Telephone: 235-7473
All WCC students are invited to consult with our Writing Resource Center staff to assist with their writing needs at any stage of the writing process (brainstorming, drafting, revising, etc.).
Students can get help with:
- Pre-writing – understanding and analyzing the assignment
- Planning – gathering and organizing information, structuring the report
- Feedback – on drafts for organization, idea development and grammar/punctuation/format

**COURSE POLICIES**

**Plagiarism**
Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

If you are caught plagiarizing in any manner, it may result in a zero on the assignment to my reporting your infraction to the Dean of Students, who may choose to impose an expulsion from the class or university. A plagiarized assignment cannot be made-up. If a second occurrence of plagiarism occurs, the student will be expected to conference with me, producing every single piece of documentation used in the assignment, and to orally defend his/her paper. If concern is still raised, or if the student requests independent assessment, then the student shall be expected to appear before a panel with all evidence of documented sources and orally defend his/her paper. At this juncture, I will make a determination of failing you for the class.
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.

Extra Credit

If you are interested in earning extra credit, you must meet with the instructor during office hours to discuss this option. Extra credit is given only on a case-by-case basis and must be approved by the instructor.

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 social networks sites 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.