ENG 008 Reading and Writing Essentials

4 Credits
M-TH 8:30-9:20 a.m. Alakai, Room 101

INSTRUCTOR: Carol Cunha
OFFICE: Hale Na'auao 143
OFFICE HOURS: MTW 8:00-8:30 or by appt.
TELEPHONE: 236-9243, ext. 243
EMAIL: ccunha@pplg.com

EFFECTIVE DATE: Spring 2013

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 building basic reading, writing, and life skills for college or employment success. Individualized instruction will supplement regular classroom instruction to provide the necessary practice of reading and writing skills. Prerequisite: Placement into ENG 008 or higher, or consent of instructor.

ACTIVITIES REQUIRED OUTSIDE OF CLASS

Students should schedule at least eight to nine hours per week to keep up with the assignments and to study for this course.

STUDENT LEARNING OUTCOMES

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

1. Incorporate newly-learned vocabulary into reading, writing, and oral communication activities.
2. Apply literal, interpretive, and critical reading skills to comprehend and analyze various types of reading material.
3. Produce clear, concise, and grammatical sentences.
4. Apply appropriate study and learning strategies to support learning and success.
LEARNING RESOURCES
1. Access to a computer
2. Textbook: TBA
3. Required Tools: Portfolio (3 ring binder) with organizing tabs, a stapler, blue or black ink pens, and college ruled paper.
4. Recommended: American Heritage College Dictionary or another college level dictionary and access to a computer and the Internet

COURSE CONTENT

Concepts or Topics

- Active versus passive reading and thinking
- Main point or central thought
- Organizational structure and patterns
- Study skills
- Literal comprehension
- Interpretative comprehension
- Critical reading skills
- Connotations and denotations
- General versus specific
- Collaboration
- Rules of mechanics, grammar, punctuation
- Vocabulary strategies
- Write clear and comprehensive sentences

Skills or Competencies-Students will

1. Distinguish between general and specific items.
2. Apply context/linguistic clues to define words in sentences and short essays.
3. Distinguish between direct and indirect statements of main thought.
4. Identify/locate main idea statement.
5. Communicate orally and in writing the main thought, major/minor details of material.
6. Use outline format.
7. Recognize connotative and denotative language; identify bias, tone, purpose.
8. Distinguish between statements of fact/opinion.
9. Use language mechanics to enhance comprehension.
10. Discuss(review readings from career/academic/personal interest areas).

COURSE TASKS AND GRADING

This course will include textbook, reading, and grammar activities, quizzes and in-class writes, journal writing, and developed paragraphs and an introduction to essay writing.

1. Write sentences/paragraphs using selected vocabulary words from class discussions.
3. Complete all vocabulary and writing skill-building exercises, quizzes, and tests.
4. Complete all reading selections and comprehension exercises assigned.
5. Write sentences/paragraphs/essays on selected purposes/topics focusing on specific skills criteria due each week and participate in peer-review and final editing activities.
6. Read independently and share an annotated bibliography and the book of your choice (based on ability and interest level) each month.
Other Tasks:
• Maintain portfolio of writing pieces for self-assessment activities.
• Maintain portfolio of reading selections related to academic/career/personal interests.

Course Requirements: Grades will be assigned upon the successful completion of all course student learning outcomes, positive class participation, and the reading level achieved by the end of this semester. You must show proficiency at approximately the 8.0 reading level in class work, on the Nelson-Denny post-test. If you do not complete the requirements, you will be asked to repeat the course in order to reach the necessary proficiency level required for the next appropriate English course. Five or more absences before the official withdrawal date, excused or unexcused, may also result in an N grade for this course. You will be advised to withdraw from the course.

Grades available:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>90% or better</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70-79%</td>
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<tr>
<td>N</td>
<td>Given only if a student has made a great effort until the end of the semester but needs more work to achieve proficiency.</td>
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Grades will tentatively be based on the following:

- Paragraphs and other papers: 20%
- Homework: 20%
- Book Sharing/Annotated Bibliography: 10%
- Journals: 5%
- Portfolio: 5%
- Quizzes: 15%
- Tests: 15%
- Final Exam: 10%
- Total: 100%

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.

**Submit 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!)

You will be required to read and write independently throughout the course and to put in time and effort to do your best. You can be in control of your own learning. Be an active learner. My goal for you is to be successful in this course and show great gains in reading and writing. Please seek my assistance and ask questions any time. You can come into class at 8:00 a.m. Monday through Wednesday/

**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.*