English 100
Expository Writing

Three credits
MW 10:00 am - 11:15 am (CRN 62279)
MW 11:30 am - 12:45 pm (CRN 62363)
TR 11:30 am - 12:45 pm (CRN 62275)

INSTRUCTOR: Jenny Webster
OFFICE: Akoakoa 237
OFFICE HOURS: Monday 9:30 am - 10:00 am & 12:45 pm - 1:15 pm
TELEPHONE: ext. 188
EMAIL: jennyrw@hawaii.edu (This is the best way to contact me!)
EFFECTIVE DATE: Spring 2012

Classmate #1 Name and Contact Info:
Classmate #2 Name and Contact Info: ________________________________

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

A composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence, and other basic writing skills necessary for college writing. (3 hours lecture)

Prerequisite: Grade of “C” or better in ENG 22 or placement into ENG 100 or approval of designated Language Arts representative.

STUDENT LEARNING OUTCOMES

1. Write complex and well-reasoned compositions in language, style, and structure appropriate to particular purposes and audiences.
2. Engage in a writing process that includes exploring ideas, considering multiple points of view, developing and supporting a thesis, revising with the help of peer and instructor feedback, editing, and proofreading.
3. Find, evaluate, integrate, and properly document information from libraries, the internet, and other sources, with an eye for reliability, bias, and relevance.
4. Read for main points, perspective, and purpose, and analyze the effectiveness of a variety of rhetorical strategies in order to integrate that knowledge into their writing.
**COURSE TASKS**

**Readings:** Read and discuss a variety of texts.

**Laulima Logs:** On the class website (www.laulima.hawaii.edu) you will respond to writing prompts as practice writing and as brainstorm activities for your formal essay assignments. These logs are worth points simply for being completed with a minimum word count.

**Formal Essay Assignment:** Write a series of essays using the stages of the writing process for each one. This includes making a first draft, rewriting/revising, participating in peer editing, responding to instructor feedback, conferencing with the instructor and final editing. Each formal essay must be submitted in MLA format.

**Smarthinking Online Tutoring:** You have free access to www.smarthinking.com, an online writing lab. You will be required to submit some of your rough drafts to the Smarthinking writing lab. Give the writing lab at least two days to get back to you with recommendations for your second draft. A copy of your tutor’s recommendations will be due with the assignment.

**Library Research Units (LRUs):** Complete all of the sections of the WCC LRUs. There are three LRU tests. Students must score at least 10 points on each test to complete the LRUs. Any student who does not complete all three sections of the LRUs with a score of at least 10 points will not pass the class.

**Portfolio:** Compile a portfolio of all of your drafts and assignments for the semester and submit them to the instructor for a final grade.

**ASSESSMENT TASKS AND GRADING (KEEP A RECORD OF YOUR GRADES HERE)**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laulima Logs (10)</td>
<td>250</td>
<td>_______</td>
</tr>
<tr>
<td>Email to the Professor</td>
<td>25</td>
<td>_______</td>
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<tr>
<td>Summary and Opinion Assignment</td>
<td>50</td>
<td>_______</td>
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<tr>
<td>Short Argument Essay 2 sources</td>
<td>100</td>
<td>_______</td>
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<tr>
<td>Annotated Bibliography with 5 sources</td>
<td>150</td>
<td>_______</td>
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<tr>
<td>Problem Solution Paper</td>
<td>200</td>
<td>_______</td>
</tr>
<tr>
<td>Literary Analysis Paper</td>
<td>100</td>
<td>_______</td>
</tr>
<tr>
<td>Library Instruction Units (LRUs) completed by _______</td>
<td>25</td>
<td>points _______</td>
</tr>
<tr>
<td>Portfolio</td>
<td>50</td>
<td>_______</td>
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<tr>
<td>Attendance &amp; Participation</td>
<td>50</td>
<td>_______</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
<td>_______</td>
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**Guidelines for Grading Assignments**

A -- This paper has a clear, original thesis, is well-organized, has very few grammar/spelling/punctuation errors, has varied sentence structure, and — very important — is interesting to read.

B -- This paper also has a clear thesis and 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 -- Although this paper has a thesis, its use of supporting evidence and organization makes it difficult to understand. It includes unrelated ideas and has 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 which needs to be reworked into a more final form.

**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 50 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.

**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, 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.

**deadlines**

- **Assignments are due at the beginning of class on the day specified.** If you print out a paper during class, it will be considered late and lose half a grade.
- **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.
- **You are responsible for turning in work on the day it is due.** If you are absent on a date when work is due, that work will be considered late. You are likewise responsible for finding out what assignments. When and if you are absent, you still must be prepared for the next class.
- **For each class day that an assignment is late, it will lose half a grade point.** After two weeks, an assignment will receive 0 points and you will likely be counseled to drop the class.
- **Every assignment must be completed to pass this class.**
- **Submit assignments in hardcopy to the instructor unless specifically told to submit them electronically.**

**Grading Scale**
LEARNING RESOURCES

This is the required text for this course. It has not been ordered in the bookstore because I wanted you to be able to get it used and as inexpensively as possible. The text is available through Amazon.com and Textbook.com. This used edition is very cheap compared to new textbooks. Please order it as soon as possible. It will be required after the second week of class.


Course Web

The course website is www.laulima.hawaii.edu (log in using your UH username and password)

On this website, you will be able to locate all of your UH classes. Simply click on the tab for English 100 and on the left you will see a list of tools that we will be using for the course. If you cannot find a tab for this class or any others, contact:

ITS Help Desk
Phone: (808) 956-8883
Toll Free (neighbor isles): (800) 558-2669
E-mail: help@hawaii.edu

Hours of Operation
Fall and Spring Semester:
Mon - Thurs: 8:00am - 7:00pm
Fri: 8:00am - 4:30pm

There are eight buttons for the course site:

1. Home: Takes you back to the class home page.
2. Announcements: Includes updates and reminder will be sent to your UH email account, so check it regularly.
3. Discussion and Private Messages (for Laulima Logs): Provides a virtual discussion board where students will respond to prompt and each other. When you click on this button, you will see a heading titled “Class Discussions”. Click on Class Discussions and notice one or more topics. Periodically throughout the class, you will be required to respond to a new prompt that is listed in this section.
4. Resources: Offers websites and other information that will be helpful to student writers.
5. Assignments: Provides assignment information with instructions, due dates, and point values.
6. Syllabus: Gives instructor’s contact information and explains the course objectives, grading criteria, and student responsibilities.

A – 90%+
B – 80% - 89%
C – 70% - 79%
D – 60% - 69%
F – 59% and below
W – Official Withdrawal.

*Last day to drop and get 100% refund for classes is 1/28/14
*Last day to Withdraw and get a W is 3/21/13
More resources

Library Spring semester hours
The library has temporary restricted hours. They may be extended further into the semester.
Monday 7:45 am - 6 pm
Tuesday 7:45 am - 6 pm
Wednesday 7:45 am - 8 pm
Thursday 7:45 am - 8 pm
Friday 7:45 am - 4pm

WCC Writer’s Lab
   Days: _____________________
   Hours: ____________________

Additional Information

Conferences: Feel free to visit me during my office hours to discuss concerns or problems with your work or in understanding the assignments.

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 1/4/13