English 100: Expository Writing (3 credits)
Eight-Week Online Summer Course (CRN 63128)

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EFFECTIVE DATE: Summer 2013

www.turnitin.com ID #: 6527135 & password: online

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.

ACTIVITIES REQUIRED BESIDES WRITTEN ASSIGNMENTS
Three Library Research Unit (LRU) tests are to be taken online. You must pass all three LRU tests with a score of 10/15 in order to receive credit for English 100.

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.

Written Communication Hallmarks
1. Introduce students to different forms of college-level writing, including, but not limited to, academic discourse, and guide them in writing for different purposes and audiences.
2. Provide students with guided practice of writing processes - planning, drafting, critiquing, revising, and editing-making effective use of written and oral feedback from the faculty instructor and from peers.
3. Require at least 5000 words of finished prose- equivalent to approximately 20 typewritten/printed pages.
4. Help students develop information literacy by teaching search strategies, critical evaluation of information and sources, and effective selection of information for specific purposes and audiences; teach appropriate ways to incorporate such information, acknowledge sources and provide citation.
5. Help students read texts and make use of a variety of sources in expressing their own ideas, perspectives, and/or opinions in writing.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies – Students will:</th>
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<tbody>
<tr>
<td>1. Writing process</td>
<td>1. Read for understanding and analysis</td>
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<td>2. Academic Honesty</td>
<td>2. Engage in the writing process</td>
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<td>3. Organization</td>
<td>3. Attend to stylistic/grammatical clarity</td>
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<td>5. Argument</td>
<td>5. Write with sources by:</td>
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<td>6. Audience and Purpose</td>
<td>• Summarizing</td>
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<td>7. Rhetoric: Ethos, Pathos &amp; Logos</td>
<td>• Quoting</td>
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<td>8. Effective Research</td>
<td>• Paraphrasing</td>
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<tr>
<td>9. MLA style</td>
<td>• Responding</td>
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| 10. MLA style     | • Synthesizing                     |
Multiple-Stage Writing Assignments:

• **Journal and Discussion Logs (Early Stages):** Students will submit journal logs and discussion logs on Laulima, the class website (www.laulima.hawaii.edu). Logs are not graded on spelling, grammar or organization. They are graded on the level of engagement that students show in response to the prompts. This is a significant part of your grade. They are fun prewriting and brainstorming activities that are designed to help you become a better, more fluent and more comfortable writer. **Note:** Journal Logs and Discussion Logs for each assignment are always due on the same date.

• **Formal Assignment (Later Stage):** The formal part of each assignment is mandatory and must be submitted as a first and final draft through www.turnitin.com.
  - First drafts of formal assignments must be submitted to UH Manoa’s online writing lab at https://www.etutoring.org/login.cfm?institutionid=377&returnPage.
  - Tutor feedback is due with the final draft in the Drop Box tool on Laulima on the date the final assignment is due.

**Library Research Units (LRUs)**

• Students must 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.**

**Modules**

• Students will use Modules tool on Laulima (the class website: www.laulima.hawaii.edu) to access weekly readings, topics and terms as they are related to the assignment.

**Readings**

• Students will read and respond to a variety of texts

**Turnitin.com**

All first and second drafts of the formal assignments must be submitted through www.turnitin.com. Students should review their submission and examine whether they use sources correctly. The purpose of using this tool is to teach students how to correctly use sources in their assignments and to encourage academic honesty.

• Turnitin.com
• For students to enroll themselves in my class a www.turnitin.com, they will need both the enrollment password and the unique class ID.
• Class ID = 6527135
• Class password = online
Online Writer’s Lab through UH Manoa

Students will be required to submit first drafts to the online writing lab and submit the tutor’s feedback with the final draft along with a reflection on how the tutor’s feedback was helpful or not.

- **eWriting** is the primary way that you will be interacting with the tutors, but feel free to use them in other ways as well.
- **eChat** is live synchronous tutoring and will be dependent upon tutor schedules, which you can view from the main page.
- **eQuestions** allow students to submit questions unconnected to a particular paper, and can be used to get clarification on any work they might be doing in the class.
- Students will all be added automatically to the system, based on the class roster on the first day of the course (7/10).
- **To log in**, students will need to retrieve their initial password from Laulima via the Postem utility. If the students click on that tool they can click on the 'eTutor IDs' link to see their initial username and password. The username will be the same as their UH ID (minus the @hawaii.edu). Course faculty can see all of it and see if each student has viewed the username/password info for them or not. Students will be required to reset their password on first login.

### ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>Journal &amp; Discussion Logs</td>
<td>250</td>
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<tr>
<td>Tutor feedback on 1st drafts of Assignments #2-6</td>
<td>100</td>
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<tr>
<td>Assignment #1: Email Assignment (1 page)</td>
<td>50</td>
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<tr>
<td>Assignment #2: Informative Essay (3-4 pages)</td>
<td>100</td>
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<tr>
<td>Assignment #3: Summary and Response (1 page)</td>
<td>50</td>
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<td>Assignment #4: Short Argument Essay (4 pages)</td>
<td>125</td>
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<td>Assignment #5: Problem Solution Essay (6-7 pages)</td>
<td>200</td>
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<tr>
<td>Assignment #6: Literary Response (4 pages)</td>
<td>125</td>
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<td>Library Instruction Units (LRUs) completed by 6/23/2013</td>
<td>25 extra credit points</td>
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<tr>
<td>All assignments completed in time</td>
<td>25 extra credit points</td>
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<tr>
<td>Total</td>
<td>1000</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.
Deadlines & Extra Credit

- **Assignments are due on the dates posted.** This is for your benefit and mine. This class is too short to risk getting behind, and if I’ve already moved on to the next assignment, it can take me a while to get back to the old ones. Thus, in every effort to encourage you to get work in on time, students who turn in all assignments on due dates will receive **25 extra credit points** at the end of the semester. Assignments that are 2-3 days late will lose ½ a grade and assignments that are 4-6 days late will lose 1 full grade. After 6 days late, I’m not sure if you’ll be able to catch up. Stay on task, team. Also, contact me if you anticipate any scheduling issues.

- **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.**

Grading Scale

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

LEARNING RESOURCES

This is the required text for this course. The text is available new and used through multiple vendors including Amazon.com and Textbook.com. It will be required by the second week of class.


Course Web

The course website is [www.laulima.hawaii.edu](http://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](mailto:help@hawaii.edu)

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

Library Spring semester hours
Summer Semester Hours in Effect
The Library is open Monday through Friday, 8:00am-4:00pm.
Regular hours will resume August 26.

Additional Information

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 6/9/2013