ENG 22 Introduction to Composition
3 Credits
TTH 8:30-9:45 Hale Palanakila 117
TTH 1:00-2:15 Hale Manaleo 125

INSTRUCTOR: Carol Cunha
OFFICE: Hale Manaleo 121
OFFICE HOURS: TTH 7:45-8:30 a.m. in Palanakila 117 & T 10-10:30 or by appointment
TELEPHONE: ext.227
EMAIL: ccunha@pglg.com
EFFECTIVE DATE: Fall 2014

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.

ACTIVITIES REQUIRED OUTSIDE OF CLASS

Expect to spend at least 9 hours per week in this course outside of scheduled class times.
1. Library workshops
2. Extensive course work
3. Two conferences with instructor

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:
• 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.
<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies-Students will</th>
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<tbody>
<tr>
<td>Main point or central thought</td>
<td>1. Distinguish between general and specific items.</td>
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<td>Organizational structure and patterns</td>
<td>2. Have clear topic sentences and thesis statements.</td>
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<td>Techniques to strengthen coherence in writing</td>
<td>3. Provide major and minor details to support the main thought.</td>
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<td>Development of ideas</td>
<td>4. Use techniques to ensure unity and coherence in writing: key words, synonyms, pronouns, and transition words.</td>
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<td>Study skills</td>
<td>5. Use an outline as part of the writing process.</td>
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<td>Literal comprehension</td>
<td>6. Know the basic writing process and use basis elements in various methods of writing.</td>
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<td>Interpretative comprehension</td>
<td>7. Distinguish among statements of fact, opinion, or both.</td>
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<td>Critical reading skills</td>
<td>8. Use appropriate writing style for academic writing.</td>
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<td>Connotations and denotations</td>
<td>9. Use the beginning steps of the research process, including using library resources efficiently.</td>
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<td>General versus specific</td>
<td>10. Have more confidence in writing.</td>
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<td>Collaboration</td>
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<td>MLA style</td>
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<td>Rules of mechanics, grammar, punctuation</td>
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<td>Word choice</td>
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<td>Plagiarism</td>
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**COURSE TASKS AND GRADING**

This course will include textbook and grammar activities, quizzes and in-class writes, library skills, journal writing, 2 to 3 developed paragraphs, two summary and reaction papers, an argument essay, and a 4-5 page research paper using the MLA method. Students will also submit essays and the research paper to turnitin.com. This is mandatory.

**Course Requirements:**

**I. Take Home Essays:**

1. Out-of-Class/Take Home Essays/Papers: Students will write at least 3 papers that will include:
   a. The writing process in which the submission of drafts will reflect the writing stages of process writing
   b. revision and editing
   c. feedback and comments from the instructor, and/or peers and qualified tutors
   d. other required work connected with the paragraph or essay/paper assignment.
e. Two summary/reaction papers and an argument paper with citations will be required.

2. Learning Logs: Students will complete this grammatical form for designated writing assignments. These logs will:
   a. be maintained with the appropriate writing assignment
   b. reflect the grammatical error, its correction, and in certain cases, the rule, from a grammar textbook

3. The final drafts will be graded only, approximately 50% for content and organization and 50% for grammar and language usage. Students must have all drafts and other required forms attached or 10 points will be deducted from your total for each missing item.

II. Research Paper: A 4-5 page research paper with citations will be required. Students must have a minimum of 5 sources, one must be a book. The final grade for this paper will be based on the following: 25% for the MLA format including in-text citations, the works cited page, the outline, and the highlighted articles, 25% for grammar and language usage, and 50% for content and organization (C/O). All highlighted copies of the articles used in the research paper, note cards, drafts, and peer reviews must be submitted or 10 points will be deducted for each missing item.

III. In-Class Writing Assignments (Writing Tests): Students will write no more than 3 timed in-class essays. These will be graded for content and organization (50%) and mechanics, and grammar/language usage (50%).

IV. Class Participation and Homework:
Class participation is based on attendance, in-class work, and active participation.

Homework will be comprised of various activities from the text, the web, and handouts and class participation. Homework is divided into three parts. The first part (5% of your grade) will include the following:
   a. Journal writing which will be done the first 5 minutes of class. I will choose the topic. Be on time or you will not get the points.

2. The second part (10% of your grade) will include:
   a. Grammar Exercises. Various assignments will be made from your text or other materials.
   b. Other assignments will include exercises from the text, the web, and handouts, two conferences (conferences worth 10 pts. each), and peer review work. The peer reviews will be graded on the completion of the forms and the advice given.

3. The last part (5% of your grade) will be comprised of paragraphs, content/organization (C/O). All drafts with accompanying peer feedback and other forms must be submitted or 10 points will be deducted for each missing item. Your paragraph will be graded on organization/content (50%) and grammar/language usage (50%). The peer reviews will be graded on the completion of the forms and the advice given.

All your assignments are attached and will be posted on the web.
V. Final In-Class Essay: Students will be required to complete a final in-class essay during the school’s scheduled time and date. This will be an argument paper based on an article or articles given in class. Again, your grade will be evaluated for content and organization (50%) and mechanics, MLA format, and grammar/language usage (50%).

VI. Quizzes: Grammar quizzes are from your text or other materials and will be comprised mainly of editing or multiple choice items.

Evaluation and Grading: The course grade will depend on the student’s performance on assignments both inside and outside of class.

1. The following standard grading scale will be used:
   100-90 =A
   89-80  =B
   79-70  =C
   69-60  =D
   Below 60  = F

2. Final grades will be calculated according to the following percentages for the following course work:
   - Full-length, take-home essays/papers 15%
   - Research Paper 15%
   - In-class essays and papers 20%
   - Class Participation & Homework (Gram. /writing activities, peer reviews) 10%
   - Paragraphs 5%
   - Journals 5%
   - Final in-class essay/exam 20%
   - Grammar Quizzes 10%

3. Students who receive a D or F will not be permitted to advance to ENG100. They will repeat ENG 22.

4. Students are required to keep track of their own grades. You are welcomed to look at your grades at any time.

LEARNING RESOURCES

Textbook:

Required Tools:
A stapler, blue or black ink pens, college ruled paper, and a notebook or folder

Recommended: American Heritage College Dictionary or another college level dictionary, a USB/thumb flash drive, access to a computer and the Internet
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.

Submitting 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. Cursing is not allowed in class. Students cannot use cellular telephones during class time. THIS MEANS NO TEXTING.

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!)

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.
Tentative Homework Schedule – English 22 – Fall 2014
Homework is due on the following dates:

Aug. 28
EW pp. 4-17, acts. 1, 4, & 5

Sept. 2
Work on Authority List
Writing assignment: Draft 1 - Paragraph #1 (Mom)
EW pp. 19-28 (Prewriting Techniques), do act. 1 or YOU CAN WRITE ON MOM. (Write for 5 min.)

Sept. 4
EW, pp. 28-36, act. 6, 8, & 9 & pp. 36-42 review acts. 1,2,3,4
Handout (H/O) Making Sentences More Specific
Work on authority list
Read model paragraphs – note topic sentences, etc.

Sept. 9
Draft 2, Paragraph 1 - Mom: Staple draft 2 on top of draft 1 and freewrite
EW, pp. 42-48, do review act. 5, 8 on paper – hand in
EW, pp. 52-70 (TS), act. 3, 4, 6,7,10
EW (S-V), pp. 387-391, act. 1, 2, review test

Sept. 11
Final Draft (draft 3) Paragraph 1 - Mom: Staple all drafts & peer feedback forms together. Make sure these are in the correct order. Newest item is on top.
Free write & Draft 1, Paragraph 2 (pick a topic from your authority list)
EW, pp. 64-65, act. 8; pp. 71-80 (specific details), act. 12, 13, 14, 15
Sept. 15 is the last day to drop courses without a “w.”

Sept. 16
Draft 2, Paragraph 2 – Mandatory: Take draft 1 to the Writing Center or Trio or me. Get your content & organization (c/o) checked only! The tutor MUST sign your paper. Do not work on grammar. Then write draft 2.
EW (coherence, pp. 84-98), act. 3 - 8
EW (frags) pp. 395-401, act. 1,2,3,4 (on paper)
Sept. 15 is the last day to drop classes without a “w”

Sept. 18
Final Draft (draft 3), Paragraph 2: Staple all drafts, peer feedback forms, learning log, etc. together in the correct order. Optional: You can go to the tutoring center and get help.
EW (summarizing), pp. 345-354
EW (frags), pp. 401-405, act. 5, 6, 7, review test 1
Quiz frags
Find a substantial article, annotate the article

Sept. 23
Draft 1 Summary/Reaction Paper #1 (title, a summary paragraph + 2 points of view paragraphs = 3 paragraphs total) Do not overlap ideas in your reaction paragraphs. This is ONE continuous paper. Do not put paragraphs on separate pages.
Sept. 25  Take Draft 1 to the Writing Center, Trio, or see me. You must get your paper signed. Then write Draft 2, Summary/Reaction Paper #1. Remember Conferences. This is MANDATORY.

Sept. 30  Final Draft, Summary/Reaction Paper #1 – make sure all papers, peer reviews, learning log, etc. are in the correct order with the final draft on top. Review: EW (run-ons), pp. 408-416, act. 1,2,4,5,6 Google and watch the film Toxic Brew (It’s on You Tube.) Get an article on household toxic chemicals & annotate it. Do NOT get an article that simply lists chemicals. Get a substantial article.

GRAM QUIZ – Run-Ons

Oct. 7  Draft 1, Summary/Reaction Essay (Title, Intro, summary paragraph, 2 body paragraphs, & concl.)

Oct. 9  Draft 2, Summary/Reaction Essay. Get your C/O checked. You must see me or a tutor for c/o work. The tutor MUST sign your paper. Go to your Turnitin.com account + submit summary/reaction paper, draft 2. This is mandatory. If you do not submit this paper, 20 points will be deducted from your score. In-Class Write - Test (1 hour)

Oct. 14  Final Draft, Summary/Reaction Paper 2: Hand in all paperwork in the correct order including your learning log, peer reviews, etc. The final draft is on top. EW (pron), pp. 437-440, act.1,2,3
GRAM QUIZ – tense/pronoun consistency (agreement)

Oct. 16  EW (argument paragraph), pp. 232-245, do ques. on pp. 236-237 EW (argument essay), pp. 334-337, do ques. on pp. 334-336 Come up with possible environmental or social problem topics for your paper. Write these on paper and choose one topic of interest. Then start gathering materials. Copy all articles.

Oct. 21  Draft 1, Argument Essay (Topic outline, title, intro, 2-3 body paragraphs, & concl.) + a citation page. Highlight areas in the articles that you cited in your paper.

Oct. 23  Draft 2, Argument Paper – Keep working on content & organization. Make sure you have a citations page. Watch your sources. Submit paper to turnitin.com after writing draft 2. This is mandatory or you will NOT get a grade.
Oct. 28  Draft 3 Argument  
Finish H/O Summarizing if not done.  
H/O Research Tasks – topic choice, etc. pp. 33-50, do pp. 33, 35  
EW (Research), pp. 359-362  
CONFERENCE 2: This is mandatory.

Oct. 30  Final Draft, Argument Essay. Hand in all paperwork in the proper order with the final draft on top.  
Submit possible topics for your research paper.  
Quiz - Parallelism  
Oct. 30 – Last day to withdraw from courses with a “w”

Nov. 6  H/O Research Tasks, topic choice, etc. pp. 33-40, do pp. 33, 35  
Come up with final topic for your research paper & bring to class.  
Argument in-class write (test)

Nov. 13  H/O Research Tasks, review pp. 41-50  
EW (Research), pp. 371-381  
You can start gathering appropriate sources. Copy all articles.  
We will meet at the library on Nov. 13. Don’t be late. We will spend most of the time looking for sources after a short presentation.

Nov. 18  Continue to gather information & work on notecards. Highlight sections that you use in your paper. You may want to make a scratch outline for your paper. Bring articles to class. Remember: You need to obtain different sources. You must have one book as a source

Nov. 20  H/O Research Tasks, pp. 51-58, do p. 51 #2 & p. 57  
Make a topic outline. Write the Introduction for draft 1.  
Continue working on note cards, etc. (Warning: No note cards, no points) and a formal outline.

Nov. 25  Write three body paragraphs for draft 1 + start working on a citations page  
H/O Research Tasks (concl. & plagiarism) pp. 59-62

Dec. 2  Draft 1 - Research Paper (Make sure you highlight the articles for your in-text citations.

Dec. 4  Draft 2 – Research Paper  
Submit paper to turnitin.com. This is mandatory.
Dec. 9  Go to the Writing Center, Trio, or see me and get your paper checked. The tutor must sign your paper. Make sure your citations (in-text & works cited page) are correct. **Write draft 3.**
H/O Research Tasks, pp. 76-80
EW (Misplaced/Dangling Modifiers) pp. 453-461, all act. + gen. editing 1&2
EW (Commas) pp. 492-499, do all act. + review test 1
**QUIZ: Misplaced/Dangling Modifiers & Commas**

Dec. 11  **Final draft – Research Paper** is due. Make sure that you have all articles, notecards, outline, drafts, etc. in the proper order. The final draft is on top.
H/O Research Tasks, do p. 81i
Two articles for the final exam will be distributed for notes and collected at the end of class.

**Final Exam Homework:** Review argument paper format and citations. You can use your MLA handout. Highlight your exam date.

**ENG22  8:30-10:15**  **DECEMBER 18**  **FINAL EXAM 8:30-10:30**
**ENG22  1:00-2:15**  **DECEMBER 16**  **FINAL EXAM 1:00-3:00**

**WATCH THE TIME AND DATE for the final!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!