English 23: Introduction to College Reading and Writing
4 Credits
MTWR 10:00 a.m.-11:15 a.m. (CRN 62475 & 62476)

INSTRUCTOR: Jenny Webster
OFFICE: Manaleo 106
OFFICE HOURS: MW 1 p.m. – 3 p.m.
T 2:30 p.m. – 5 p.m.
Th 11:30 – 5 pm & by appointment
TELEPHONE: office: 236-9235
Straight to email (call or text) (202) 810-5932
EMAIL: jennywebster.wcc@gmail.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 reading and writing with practice in the writing process, instruction in grammar and mechanics, emphasis on effective paragraphs and essays, introduction to research techniques, and practice in vocabulary development and reading comprehension. (3 hours lecture, 3 hours laboratory)

Pre-Requisite(s): Compass placement in ENG 23, grade of C or better in ENG 18 or ENG 20, or grade of C or better in ENG 19 and reading score of 56-78.

Activities Required at Scheduled Times Other Than Class Times

1. Students will submit all first drafts to Brainfuse online tutors for feedback
2. Students will take at least one draft to the WCC Writing Center for live tutoring
3. Students will meet with instructor at least two times throughout the semester for one-on-one writing assistance and feedback
STUDENT LEARNING OUTCOMES

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

1. Effectively use a multi-step **writing process** that includes drafting, revising, and editing; respond constructively to written and oral feedback.
2. Write compositions that have a **main point** and **supporting ideas** developed with specific, logically organized **details**.
3. **Integrate source material** according to academic conventions.
4. Proofread for effective **grammar**, word choice, punctuation, and spelling.
5. Effectively use entry-level college **vocabulary**.
6. Comprehend various types of entry-level **written and visual** college materials.
7. Demonstrate application of **varied reading strategies** to entry-level college texts.

COURSE TASKS

1. Read, discuss and respond to various college-level texts.
2. Write a series of formal and informal writing assignments they are likely to encounter across the curriculum.
3. Practice different types of note-taking and learning strategies
4. Engage in a writing process that consists of brainstorming, prewriting, drafting, peer editing, tutoring and revising.
5. Incorporate sources into their writing assignments.
6. Engage in grammar activities and practice proofreading their own work and others for correct grammar, spelling, vocabulary and punctuation.
7. Create a portfolio of their work and the note-taking strategies and writing activities that led to the finished assignment.

ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>4 Papers (1st and Final Drafts + peer editing + Brainfuse)</td>
<td>650</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>300</td>
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<tr>
<td>Portfolio with Reflection</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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</tbody>
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*Student are required to conference two times with the instructor and at least once with the tutors at the WCC Writing Center. Each missed conference will result in a loss of 20 points from the total grade.

*Students are allowed three free absences with no penalties. Each absence thereafter will result in a loss of 20 points from the total grade. Any student who misses a total of six classes will be probably not pass and will certainly be counseled to drop the course.*
GRADING SCALE


LEARNING RESOURCES

While no textbook is required for this course, the instructor will provide a number of readings and handouts for the students.

Students are responsible for bring paper and a pen or pencil to class every day for in-class writing assignments, quizzes, pre-writing activities and group work.

Students should also get a binder for their assignments, for a portfolio of your work will be due at the end of the course. DO NOT THROW ANYTHING AWAY.

All class readings will also be available on the class Laulima page. See “Assignments.”

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 25 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.

Mandatory Conferences with Instructor (2) and Writing Tutor (1): The purpose of these conferences is to get you comfortable talking to your instructor. Also, it is to help you gain the benefit of using another person to revise your essay. You should practice taking advantage of your resources. Thus, these three mandatory conferences are worth 25 points each and missed conferences will cause there to be a deduction from the final grade.

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, unless you’ve got a really good reason, you will be marked absent.

Group Work: Your participation in group activities is going to be very important in this class. While working with others is not the easiest thing to do, it’s a most important life skill. Therefore, we get to practice. This practice should lead to a deeper understanding of important concepts as well as a deeper understanding of others and, in turn, ourselves. Please have fun, practice listening and be kind.

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.

DUE DATES

Assignments are due on the dates posted in the schedule. Late assignments will lose 10 points for every calendar day that they are late. Any assignment that is more than seven calendar days late will not be accepted.

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.

PLAGIARISM ISSUES

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.

ADDITIONAL INFORMATION

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.
CAMPUS MAP

My Office!

WCC Writing Center (In the library by The Hub Coffee Shop)

Revised August 22nd 2014