

ENG 19 Writing Essentials

3 Credits

TTH 10:00-11:15 a.m.

MW 11:30-12:45 p.m.

INSTRUCTOR: Carol Cunha

OFFICE: Laakea 210

OFFICE HOURS: M-Th 7:55-8:25 & TTH 11:20-12:20 or by appointment

CLASSROOM: Palanakila 117

TELEPHONE:

EMAIL: ccunha@pglg.com

EFFECTIVE DATE: Spring 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 focuses on sentence structure and paragraph development with emphasis on unity, organization, and support. Grammar, mechanics, and punctuation will be covered.

ACTIVITIES REQUIRED OUTSIDE OF CLASS

In addition to regular assignments, students must meet with the instructor for one conference. Students are encouraged to visit The Writing Center or TRIO for additional support.

Expect to dedicate at least nine hours doing reading and writing homework for this course per week. In most cases students should expect to spend MORE than nine hours a week on homework. All students should be familiar with the computer lab and library hours if they are using computers on the campus.

STUDENT LEARNING OUTCOMES

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

1. Use a writing process to produce clear, concise, credible, and grammatically correct paragraphs in various organizational patterns.
2. Write sentences free of errors in grammar, mechanics, and punctuation.

3. Apply various study skills, such as time management, textbook reading and notetaking skills, and lecture notetaking.

COURSE TASKS AND GRADING

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

1. Write sentences/paragraphs using selected vocabulary words from class readings.
2. Complete all vocabulary/dictionary exercises.
3. Complete all exercises assigned.
4. Type sentences/paragraphs/essays on selected purposes/topics focusing on specific skills criteria and participate in peer-review and final editing activities.

Grading Categories:

Journal Writing	5%
Notetaking (lecture and reading notes)	5%
Dictionary/Vocabulary Logs (fill out form)	5%
Homework: grammar/writing activities	15%
Formal Paragraphs/Essays (these will consist of 3-4 drafts and peer reviews)	30%
Quizzes (grammar, writing)	10%
Tests (In-class writes)	15%
Final Exam (An essay)	15%
Total	100%

LEARNING RESOURCES

1. Textbook: **Exploring Writing, Sentences and Paragraphs** 3rd ed by John Langan
2. Required Tools: Portfolio (3 ring binder) with organizing tabs, **a stapler**, blue or black ink pens, and college ruled paper.
3. Recommended: American Heritage College Dictionary or another college level dictionary and access to a computer and the Internet

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.

Grades available:

A	=	90% or better
B	=	80 – 89%
C	=	70-79%
D	=	60-69%
N	=	given only if a student has made a great effort until the end of the semester but needs more work to achieve proficiency.

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 miss 5 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 class period 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 should familiarize themselves with the Student Regulations section of the General Catalogue, particularly the Student Conduct Code and Disruptive Behavior Policy. Students **can not use cellular telephones or pagers** (beepers) and these should be out of sight or your phone will be confiscated. Students who use electronic dictionaries should be certain that the sound is turned off.

Additional Resources

Student Services counselors are available to assist students with personal and academic problems. Please ask for help by calling 235-7413 to make an appointment with a counselor. If you are a first generation college student, receive Pell grants, or have a documented disability, I encourage you to contact TRiO Student Support Services in Na'auao 146 to receive additional services.

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.

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.

Last Words:

Be accountable for your own learning. Ask yourself this question every class period:

How did I do today? _____

+ = I participated enthusiastically in class; I was prepared, and I arrived on time.

/ = I was present, prepared, and on time.

X = I arrived to class late; I did not complete the assignments due, or I was absent.