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 college-level composition course promotes critical reading, the writing process, rhetorical principles, research strategies, and the documentation of sources.

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

REQUIRED TEXTBOOKS

Authors: Kennedy, Kennedy and Muth
Publisher: Bedford St. Martin’s

Title: Pearson Writer Standalone Access Card
ISBN: 9781269385466
Publisher: Pearson Learning Solutions
2013
Buy access card at the bookstore and follow the directions to download this resource.
Required tools:
Computer / Internet access (including access to laulima);
Blue or black ink, a notebook; USB/thumb flash drive

**STUDENT LEARNING OUTCOMES**

Upon successful completion of English 100, students should be able to complete the following as independent learners. The student learning outcomes are:

• Write complex and well-reasoned compositions in language, style, and structure appropriate to particular purposes and audiences.

• 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.

• Find, evaluate, integrate, and properly document information from libraries, the Internet, and other sources, with an eye for reliability, bias, and relevance.

• 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.

**ATTENDANCE**

Class attendance is mandatory. It is your responsibility to keep up with work you miss. Find out from your peer what was missed, such as announcements, assignments, handouts, etc., and be prepared by the following class.
Chronic absences, even if you have a good reason, will affect your grade. More than two absences will lower your grade. If you have six or more excused or unexcused absences, you may fail the course. Chronic lateness will also affect your grade in a negative way; three or more late arrivals will reduce your grade.

COURSE INFORMATION

“The desire to write grows with writing.” – Erasmus
Writing is a recursive process; it takes time and effort to develop good writing. It means taking risks and trying again and again. Think of yourselves as new writers rather than students merely getting a grade. Own your writing and don’t be afraid to make mistakes. My aim is to help you achieve your goals in becoming effective writers so that you may succeed in your academic careers and in life. By learning the moves to academic writing, you will learn how to craft your own writing. I hope to foster a positive and exciting learning environment where we can engage in interesting discussions. My goal is to stretch your mind getting you to think deeper about issues in our world, how ideas are written, and how we react to them. In that way, this course is as much about developing critical thinking skills as it is an expository writing class.

A course schedule appears on our laulima site. It will be your main source of information about assignment due dates. Below is information about the formal writing assignments and course work you will be expected to do.

ESSAYS:
• You will be writing four multiple-stage essays this semester (3-6 pages each). Good writing takes time and multiple revisions. By providing you with an opportunity to hand in a draft early in the process, you will be able to easily complete the assignment. This method helps you to understand the process it takes to turn in a good paper. It also provides you with ample time to complete and revise the assignment.
• Essays are to be posted to laulima for feedback and grading.
• You are required to bring in hard copies of drafts on peer review / instructor review days.
• For each essay, you must complete the outline, draft, revision and peer evaluation (when required) for full credit. Drafts (approximately one-half to three-fourths of the word count) and peer reviews are mandatory. Without these drafts and peer reviews, you will lose 20% or more of your grade on each assignment.
• The revisions of the position paper and proposal paper are mandatory and must be submitted to www.turnitin.com
• All students must write the proposal paper to be eligible to pass English 100.
• You will be writing a final essay exam (600-800 words each).
• All papers must be in MLA format. Please be sure your files are saved as a .doc or a .docx file.
LIBRARY RESEARCH UNITS (LRU’S)
Complete the Library Resource Unit with a passing grade by April 1st, 2014. You must have a UH account and password in order to access the Library Resource Unit units online. The exam will be available in laulima or through the WCC Library link. You must pass all three tests with a score of 10 or more to pass them. You may take the examination twice on your own. If you score less than a 72% (10 or more on each section), then you must be tutored by a librarian before taking the exam a third time. **If you do not take and pass these tests, you do not pass this class.**

QUIZZES
Five quizzes can be found in laulima under tests and quizzes. Each quiz will be available to take an unlimited amount of time by the due date specified. If you like the score on the first attempt, keep it! If you don’t like it, you will need to follow the study plan suggested by the quiz and refer to chapters 38-42 of the Bedford text. When you have reviewed each section, re-take the quiz. The highest score is the score you will receive.

READING QUESTIONS
Students are required to respond with substantial replies (at least one full page) to the questions at the end of selected readings assigned from the Bedford textbook. Be prepared to share responses in groups or with the entire class.

COURSE TASKS

- Attend three or more required conferences to get feedback on drafts.
- Read the assigned chapters from the textbook.
- Take and pass final essay exam.
- Complete writing assignments and peer reviews on time.
- Pass five grammar quizzes.
- Pass the Library Research Unit tests and spend time at WCC Library as needed to perform this task.
- Use Academic Search Premier database and WCC for scholarly research.
- Do reading question replies and other homework that may be noted in the course schedule.
- Obtain an active hawaii.edu and turnitin.com account and have **access to** both a computer and the Internet, *which is a "must" for this class.*

Grade Scale (in points)
A = 90 points or above
B = 80-89 points
C = 70-79 points
D = 60-69 points
F = 59 points and below
COURSE ASSIGNMENTS

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CLASS POLICIES

PLAGIARISM
Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

If you are caught plagiarizing in any manner, it may result in a zero on the assignment. A plagiarized assignment cannot be made-up. Plagiarism may also cause a student to fail the class. This infraction is reported to the Vice Chancellor of Student Affairs, who may choose to impose an expulsion from the class or university.

DEADLINES

- Essays and other assignments are submitted and accepted only via the assignments tool in laulima. Emailed assignments are not accepted.
- Assignments are due by 11:55 p.m. (HST) unless otherwise noted on the schedule.
- Late Papers do not receive full credit and are only accepted 48 hours after the due date. After that point, late papers will not receive credit. If for some reason you are unable to turn in an essay within the allowed time, you will receive a zero for that assignment.
- You may possibly receive partial credit for discussion forum/assignments that are posted less than 24 hours after the original due date.
- You may not take quizzes after the deadline.
• 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.
• An Incomplete for this course is only considered when less than 10% of all coursework is left to complete and only under extreme circumstances.

**ELECTRONIC DEVICES**

Please turn off and put away cell phones and all electronic devices in your bag prior to the start of each class; if you text or use computers for personal activities during classroom time, you may be asked to leave and get a zero on a given assignment.

**EMAIL**

I will respond to email as quickly as possible. You can expect a response within 24 hours, except weekends and holidays when it may take up to 48 hours.

**EXTRA CREDIT**

If you are interested in earning extra credit, you must meet with the instructor during office hours to discuss this option. Extra credit is given only on a case-by-case basis and must be approved by the instructor.

**OTHER INFORMATION**

**Library Learning Commons**

The Library Learning Commons (LLC) offers many free services for students. Content tutors can help with course concepts and study strategies for many subjects. Writing consultants can help with writing and reading assignments for any class. In addition, the writing center is available for one-on-one tutoring.

[http://library.wcc.hawaii.edu/](http://library.wcc.hawaii.edu/)

**Brainfuse**

The University of Hawaii Community College is pleased to announce the online tutoring program called Brainfuse. Brainfuse is a support program that offers tutorial services in such subjects as English, ESL writing, math (basic math to Calculus II), statistics, anatomy and physiology, economics, accounting, finance, Spanish, biology, general chemistry, organic chemistry, nursing, and physics. Brainfuse is Windward CC’s online tutorial system. Students access Brainfuse through the MyUH portal.
The Writing Resource Center

The Writing Resource Center is located in Hale La’akea, Room 222
Telephone: 235-7473
All WCC students are invited to consult with our Writing Resource Center staff to assist with their writing needs at any stage of the writing process (brainstorming, drafting, revising, etc.).
Students can get help with:
• Pre-writing – understanding and analyzing the assignment
• Planning – gathering and organizing information, structuring the report
• Feedback – on drafts for organization, idea development and grammar/punctuation/format

HOURS
Monday - 10:00am to 12:30pm
Tuesday - 10:00am to 2:00pm
Wednesday - 8:30am to 2:30pm
Thursday - 10:00am to 12:30pm
Friday - 10:30am to 2:30pm

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.