Windward Community College
Language Arts Division
Course Syllabus
Fall 2015

COURSE: English 22 - Introduction to Composition
(3 credits)
SECTION: 60189 and 60193
LOCATION: Manaleo 112
TIME: TR 10:00-11:15 a.m.
INSTRUCTOR: Jeannine J. Buckley, M.A.
OFFICE: Hale Manaleo 105
OFFICE HOURS: T/TH 9:00-10:00 a.m. MW 11:15-12:15 p.m.
TELEPHONE: 236-9224
EMAIL: buckley7@hawaii.edu

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.

Prerequisite: Placement into ENG 22 or higher, or grade of “C” or better in ENG 21 and a grade of “C” or better in ENG 97B or ENG 19, or consent of 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.

REQUIRED TEXTBOOK AND SUPPLIES

Textbook:

Required tools:
   Notebook, blue or black ink, a folder, and access to a computer and the internet
Recommended:
   USB/thumb flash drive
COURSE WEB

The course website is 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 22 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
Email: help@hawaii.edu

COURSE CONTENT

Concepts or Topics

• Main point or central thought / Thesis
• Organizational structure and patterns
• Techniques to strengthen coherence in writing
• Development of ideas
• Study skills
• Literal comprehension vs. Interpretative comprehension
• Critical reading skills
• Connotations and denotations
• General versus specific
• Collaboration
• MLA style
• Rules of mechanics, grammar, and punctuation
• Word choice
• Plagiarism

Upon satisfactory completion of this course, you should:

A. Be able to find a topic for prewriting, outlining, ordering, drafting, revising, and editing; be able to use techniques to improve your writing process.

B. Understand and practice the accepted principles of grammar, punctuation, and usage of the English language effectively.

C. Apply the basic principles of composition and writing process (unity, development, and organization) in writing paragraphs and essays that have subjects that are not too narrow, or generalizations that are too broad; that have clear topic sentences and thesis statements; that provide specific examples and details to support generalizations; and that progress logically and in an organized manner.

D. Use the beginning steps of the research process, including writing notes, summaries, outlines, and bibliographies; use library resources efficiently.

E. Have a basic understanding of how to cite material appropriately and effectively in MLA format.
**COURSE TASKS**

**Quizzes**
You must take these grammar quizzes on laulima. Show a basic understanding of sentence skills by correcting errors in sentence structure, grammar, punctuation, and usage by scoring at least at 80% on **seven quizzes**. These skills will be practiced in class. Students may take quizzes as many times as they want **until the due date** and only the highest score is recorded.

**Writing Assignments:** You must demonstrate the ability to apply basic principles of unity, development, and organization. You are required to write **four paragraphs:** description, exemplification, narration and comparison. You are also required to write **two short essays:** a narrative and process analysis. Also, you will be required to develop a short **research report** on a given topic.

You must turn in an outline, draft and a revision of all writing assignments to earn full credit. Any returned assignment marked with a "revise" must be revised until a satisfactory grade is assigned. Details of writing assignments will be distributed during class and in the assignments tab in laulima.

Peer reviews and collaborative work are important to gain constructive criticism and improve your writing. You will be performing peer reviews with each draft assignment during class; **on these days you will be required to bring a printed draft to class.**

**Journals:**
These journals must be posted to laulima each week. **Keep a journal** and make one entry per week for weeks 1-15. Journal topics will be both assigned and free choice. Each entry should be one page long in MLA format and attached as an MS Word file.

**Laulima:**
All assignments, including journals, paragraphs, essays and quizzes are to be submitted to laulima; I will show you how to do this at the start of class.

You must submit both the draft and revision of papers by the due date in the proper file format for full credit. **Note:** You must use MS Word software or save your files as .doc or .docx.

**Activities Required at Scheduled Times Other Than Class Times**
At least three conferences with the instructor are required.

**ASSESSMENT TASKS AND GRADING**

You must do all assignments and take all quizzes to pass this course. You must demonstrate critical thinking and writing proficiency that qualifies you for English 100 level work.

<table>
<thead>
<tr>
<th>Writing Assignments</th>
<th>20%</th>
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<tbody>
<tr>
<td>------Four paragraphs (5% each)</td>
<td>15%</td>
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<tr>
<td>------Two expository essays</td>
<td>15%</td>
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<tr>
<td>Journals (1 pt each / 15 total)</td>
<td>15%</td>
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<tr>
<td>Research report</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>15%</td>
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<tr>
<td>Attendance and conferences</td>
<td>10%</td>
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<tr>
<td>Final Grammar and Short Essay Exam</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
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Grade Scale:

A = 90% or above
B = 80%-89%
C = 70%-79%
D = 60%-69% (You must earn at least a C to enroll in ENG 100)
F = 59% and below

CLASS POLICIES

Attendance

Class attendance is mandatory. Please notify me if you are going to be absent. It is your responsibility to keep up with work you miss. Find out from your peers 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.

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

- Assignments should be submitted and will be accepted only via the assignments tool in laulima. Emailed assignments are not accepted. Being absent from class is not a reason to turn in late work; if an assignment is due and you are absent please post it to laulima.
- Assignments are due in class on due dates found on the course schedule, unless otherwise noted.
- 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 assignment within the allowed time, you will receive a zero for that assignment.
- All students must write the research report and take the final exam to be eligible to pass English 22.
- 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.

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.

Cell phones and 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 Facebook or other websites, not related to course material during classroom time, you may be asked to leave and get a zero on a given assignment.

Expectations
You are responsible for your own learning. See me about any concern that may interfere with your meeting the objectives of this course. Expect to spend at least two hours of preparation out of class for every hour spent in class; this amounts to six or more hours per week.

Correspondence
Please email me at my <hawaii.edu> address. 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.

ADDITIONAL 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/

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
**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.