English 100 Composition (CRN #60536)
3 Credits
M/W 11:30 am—12:45 pm
T 11:30 am—12:20 pm

Instructor: Jenny Webster
Office: Manaleo 104

Drop in Office Hours: M | 3 pm – 4 pm
T | 10 am – 11 am & some afternoons by appointment
W | 10 am – 11 am & 3 pm – 4 pm
Th | 10 am – 11 am & 12 pm – 2 pm
& by appointment

Google Voice number: Call or text: (202) 810-5932 (goes to my email)
Office number: (808) 236-9235
Email address: jennywebster.wcc@gmail.com
Semester: Fall 2015

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

A composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence, and other basic writing skills necessary for college writing. (3 hours lecture)

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

MATERIALS


2. Notebook just for English 100/197.
(70-100 pages should be sufficient. This will be collected periodically)

3. Binder or folder to hold assignments, readings, drafts and handouts
The Challenge (part 1)

STUDENT LEARNING OUTCOMES (SLOs)

1. Write complex and well-reasoned compositions in language, style, and structure appropriate to particular purposes and audiences.
2. 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.
3. Find, evaluate, integrate, and properly document information from libraries, the Internet, and other sources, with an eye for reliability, bias, and relevance.
4. 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.

The Challenge (part 2)

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.
This is the game; here are the rules.

1. In this course, you select the work you will complete with a few exceptions:
   - Complete a Final Persuasive Paper that successfully argues and proves you have met all of the course SLOs and Hallmarks. A Portfolio of your work will be due with the paper.
   - Conference with the instructor for at least one assignment.
   - Attain a score of 10 or better on all three LRU exams.
   - Keep a four-part English 100/197 Journal

2. At least 50% of the total points possible for any individual assignments must be earned; otherwise no points will be recorded for the assignment.

3. Students must collect at least 700 points during the semester to get a “C” and successfully pass the course.

4. Once the due date for an assignment has passed, that assignment cannot be completed.

THE MANDATORY ASSIGNMENTS

Final Persuasive Paper: Final paper of the semester

Portfolio: The portfolio is due with the final persuasive paper as physical evidence. The portfolio will be made up only of your work from this course, so please don’t throw anything away and keep digital copies.

Library Research Units (LRU): Students in all English 100 courses are required to complete the LRU. While we will have a presentation on tricks and tips for passing the LRU exams, you may start them at any time. Here are tips to get started:
   - The LRU can be accessed through the Library homepage or through Laulima (look for the WIN.Library_Research tab.)
   - There are three multiple-part study guides and 3 unit exams.
   - You need to use the study guides (in whatever way necessary) to pass these exams.
   - You get two tries for each exam before you get locked out and have to see the librarian for help. (Don’t worry; the librarians are cool and super helpful. Plus, they invented this part of the game. It’s their jam.)
   - The button at the bottom that says “Continue Later” is a liar. It does not work. Once you begin an exam, you have one hour to complete it. (Don’t believe the button.)
   - Students must score at least 10 points on each test to complete the LRU and pass English 100.
Conference with Instructor: Students in all English comp courses are required to meet with their instructor at least once; thus, please come see me about one of your writing assignments or projects. I can’t wait to help you. Let’s keep it 15-30 minutes (tops). Please. You’re absolutely welcome to come see me as often as you’d like, but you’ll only get points for it once.

ASSIGNMENT OPPORTUNITIES TO MAXIMIZE POINTS AND WIN THE GAME

Other Semi-formal and Formal Writing Assignments

Creative Project Opportunities

Process Assignments: Writing is a multi-step 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.

Brainfuse: This is an online writing center that our school pays a ton of money for you to use. There are real people with English degrees all over the country who will read your drafts and give you feedback. I highly recommend you practice using Brainfuse a few times. Even if you get lousy feedback now and again, the good feedback and the points you get for it is worth it. Here are some tips and tricks for getting connected:

- Sign in to myuh.hawaii.edu.
- Click on the "My Tools" tab.
- On the bottom-right side of the screen under “Brainfuse,” click the “Connect Now” button.
- Find the “Writing Lab” to submit your paragraph or essay.
- Answer all of the questions particularly those about the assignment instructions. I don’t know these people. You need to fill them in on the assignment instructions. Try copying and pasting the instructions from our Laulima Resources section.
- To get points for using Brainfuse, be sure to submit your draft early. After 24 hours, you should receive your feedback in the “Message Center.” Print out your feedback from the “Message Center,” use it to revise your paper, and turn it in with your final draft.

Writing Center Conference: Please use the Writing Center to work on your papers. You may receive points only if you fill out the Writing Center Conference Form, have the tutor sign it and turn it in to me. (You may only receive points once for Writing Center Conferences, but feel free to use the them as often as you like.)

Four-Part English Journal: This journal will be collected periodically to assess and grade your note-taking assignments, discussion journals and in-class writing activities.

Readings and Reading Quizzes: There will be a number of assigned readings and timed reading quizzes. Any assigned text other than the textbook will be provided in class in hard copy and also on Laulima in Resources.
### ASSESSMENT TASKS AND GRADING (KEEP TRACK OF YOUR GRADE)

**MANDATORY TASKS:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Final Persuasive Essay</td>
<td>100</td>
<td>____</td>
</tr>
<tr>
<td>*With Portfolio</td>
<td>50</td>
<td>____</td>
</tr>
<tr>
<td>B. LRU</td>
<td></td>
<td>____</td>
</tr>
<tr>
<td>*If LRU is completed by</td>
<td></td>
<td>____</td>
</tr>
<tr>
<td>C. One conference with Instructor</td>
<td>20</td>
<td>____</td>
</tr>
</tbody>
</table>

**ALL THE OTHER TASKS:**

**Formal Writing Assignments**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Email to Instructor</td>
<td>40</td>
<td>____</td>
</tr>
<tr>
<td>Summary &amp; Response #1</td>
<td>50</td>
<td>____</td>
</tr>
<tr>
<td>Summary &amp; Response #2</td>
<td>50</td>
<td>____</td>
</tr>
<tr>
<td>Informative Essay</td>
<td>100</td>
<td>____</td>
</tr>
<tr>
<td>Persuasive Essay</td>
<td>100</td>
<td>____</td>
</tr>
<tr>
<td>Format assignment</td>
<td>50</td>
<td>____</td>
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**Creative Assignments**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literary challenge</td>
<td>30</td>
<td>____</td>
</tr>
<tr>
<td>PechaKucha 20X20 Presentation</td>
<td>30</td>
<td>____</td>
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</table>

**Process Assignments**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Journals (4+)</td>
<td>10 each</td>
<td>____</td>
</tr>
<tr>
<td>Exploratory Assignments (5)</td>
<td>20 each</td>
<td>____</td>
</tr>
<tr>
<td>1st drafts (5)</td>
<td>20 each</td>
<td>____</td>
</tr>
<tr>
<td>Peer Editing Days (5)</td>
<td>20 each</td>
<td>____</td>
</tr>
<tr>
<td>Brainfuse Feedback (4)</td>
<td>10 each</td>
<td>____</td>
</tr>
<tr>
<td>Writing Center Conference (1 max for points)</td>
<td>25</td>
<td>____</td>
</tr>
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</table>

**Skills Assignments**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework &amp; Note-taking Assignments (10?)</td>
<td>20 each</td>
<td>____</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>10 each</td>
<td>____</td>
</tr>
</tbody>
</table>

**Logistics**

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error Game</td>
<td>2 each</td>
<td>____</td>
</tr>
<tr>
<td>Attendance (See policy below)</td>
<td>+ or -</td>
<td>____</td>
</tr>
</tbody>
</table>

**TOTAL**

1250+

### Grading Scale

- **A** – 900 points or more
- **B** – 800-899 points
- **C** – 700-799 points
- **D** – 600-699 points
- **F** – 500 or fewer points / Unsatisfactory completion of mandatory assignments.
Attendance Grade and Policy

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Grade</th>
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<tbody>
<tr>
<td>missed 3 or fewer classes</td>
<td>30</td>
</tr>
<tr>
<td>missed 4 or fewer classes</td>
<td>20</td>
</tr>
<tr>
<td>missed 5 or fewer classes</td>
<td>10</td>
</tr>
<tr>
<td>missed 6</td>
<td>-30</td>
</tr>
<tr>
<td>missed 7</td>
<td>-60</td>
</tr>
<tr>
<td>missed 8</td>
<td>-100</td>
</tr>
<tr>
<td>missed 9</td>
<td>-130</td>
</tr>
<tr>
<td>missed 10</td>
<td></td>
</tr>
</tbody>
</table>

People Who Can Help You

If you have any problems with Laulima, please contact the ITS Help Desk

**ITS Help Desk**
Phone: (808) 956-8883
Toll Free (neighbor isles): (800) 558-2669

**Library Spring semester hours**
Help Desk 235-7338
Circulation 235-7436

**The Hub**
M-Th 7:30-6, F 7:30-2:30

**Writing Center (Room 222 in the Library)**
Phone for appointment: 235-7473
Email for appointment: priesman@hawaii.edu

Tardies and Other Things

**I'll be starting class on time.** If you're late, please just come in quietly and try not to disturb the class. If you need to leave early, please let me know in advance; otherwise, I'll think I did something to offend you and I'll feel terrible. If a student misses a significant amount of class, it will likely count as an absence.

**Cell Phones and Other Disturbing Conduct:** If we are not using our cell phones for an in-class activity, please turn your phone off and put it 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 any student is disturbing the class by talking on the phone, texting, sleeping (because that's noticeable), he or she may be counseled to drop the course.

**Plagiarism and 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.

**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.

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**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.*

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**CAMPUS MAP**

- Counselors
- My Office!
- WCC Writing Center (In the library, room 222 near the math and speech labs)