English 23: Introduction to College Reading and Writing

4 Credits
M-Th 8:30 am – 9:45 am (CRN # 63394)

Instructor: Jenny Webster
Office: Manaleo 106

Drop in Office Hours: M I 11:30–2:00 pm
T I 10:00–11:30 am
W I 12:30–2:00 pm
Th I 10:00–11:00 am & 1:00–4:00 pm

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: Spring 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

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 consult Brainfuse tutors for feedback on all first drafts. To connect with Brainfuse, see the instructions on the final page or go to:
   http://windward.hawaii.edu/Brainfuse/.

2. Students will consult tutors in the WCC Writing Center at least once during the semester. The Writing Center is located in room 222 in the library. See attached campus map or go to: http://windward.hawaii.edu/About_WCC/Campus_Map.php.

3. Students will conference with the instructor at least two times during the semester as well.
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 students are likely to encounter in English 100 and 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. Properly incorporate sources into writing assignments.
6. Engage in grammar activities and practice proofreading one’s own work and the work of others for correct grammar, spelling, vocabulary and punctuation.
7. Create a portfolio of drafts and finished writing projects.

ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Assignment</td>
<td>400</td>
</tr>
<tr>
<td>Drafts, Brainfuse, Peer Editing, Participation</td>
<td>150</td>
</tr>
<tr>
<td>Reading Tests, Tasks, Quizzes</td>
<td>350</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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***Points will be deducted from the grade for the following:

- Each missed conference with the instructor will result in a loss of 25 points.
- Each missed conference with the WCC Writing Center will result in a loss of 25 points.
- Students are allowed up to six free absences with no penalties. Each absence thereafter will result in a loss of 25 points from the total grade. ***Any student who misses ten classes will not pass the course. ****
GRADING SCALE


LEARNING RESOURCES

CLASS TEXTS:

Weekly Academic Planner: Available in the bookstore for about $5. Please purchase a new planner and bring it to class every day.

Mindset: The New Psychology of Success by Carol Dweck: This book is not available in the bookstore; thus, you will need to purchase it online. It is available on Amazon.com, in paperback or hardcover, for $10-$15. If you have any problems purchasing books online (you will need a credit card), please see me. I will be happy to help you get the textbook.

OTHER MATERIALS:

Paper and Pens or Pencils: 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.

Portfolio Binder: 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 ANY DRAFTS AWAY.

Laulima: The class webpage will be available to access readings, assignment instructions and other resources.

ATTENDANCE AND PARTICIPATION

Attendance: Students are allowed six free absences with no penalties. Each absence thereafter will result in a loss of 20 points from the total grade. Any student who misses eight classes will be counseled by the instructor. Any student with ten absences will not pass the course.

Mandatory Conferences with Instructor (2) and Writing Tutor (2): The purpose of these conferences is to get you comfortable talking to your instructor and using tutors.

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.

Disruptive Behavior: 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. 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 two weeks 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.

REVISIONS & THE PORTFOLIO

Revisions: If an assignment is turned in on time and the student is unhappy with his or her final grade, the student is welcome to further revise his or her paper for a new grade. The student, however, must consult with the instructor or a tutor at the WCC Writing Center. No further revisions will be graded without proof that the student consulted the instructor or a tutor.

Portfolio: A student portfolio will be due prior to the final assignment. Instructions will follow.

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.

According to Plagiarism.org, plagiarism consists of the following:

- "turning in someone else’s work as your own"
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not."

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

![Campus Map Image]

BRAINFUSE

The University of Hawai‘i Community College is pleased to provide the online tutoring program 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.
Student Instructions:

1. Log in to MyUH

2. Click on “My Tools”

3. Look at right hand column for Brainfuse under “My Class Schedule”

4. Click on “Connect Now”

Brainfuse offers an unparalleled level of personalized attention by transforming online tutoring into an all-in-one learning experience.

We empower the student with a wide range of services that flow seamlessly together or can be used alone depending on the student’s learning style.


Resources

• Brainfuse Customer Support
• Hours of Service

Connect Now

Revised January 11, 2015