Windward Community College
English 100: Composition I
Course Syllabus
Summer Session I – May 26th – July 2nd, 2015
3 Credits
Meeting Days/Times: Online
Section 64051
INSTRUCTOR: Jeannine J. Buckley, M.A.
OFFICE: Hale Manaleo 105
OFFICE HOURS: by appt.
EMAIL: buckley7@hawaii.edu
PHONE: 236-9224

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 TEXTBOOK
Title: “They Say I Say” with Readings
Authors: Graff, Birkenstein & Durst
ISBN: 978-0393012753 Edition: 2nd
Publisher: Norton

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 100 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

Hours of Operation
Mon-Thurs: 8:00am – 7:00pm
Fri: 8:00am-4:30pm
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.

ONLINE ATTENDANCE

Students are not required to be online at a certain time for this course and have the flexibility to access the course at any time via laulima.hawaii.edu. However, all assignments must be completed by the due date and time specified. Computers are available for use at the Kaneohe Campus. Not having access to the Internet is not an excuse for missing assignments.

As with any credit course, you can expect to spend at least 3-6 hours a week on this course. This is an accelerated course, so it is important that you plan to devote a regular block of time to this course each week. (I wouldn't recommend trying to squeeze this class in during the weekend.) Additionally, assignments are due often -- sometimes you will have one or more assignments due every day during the week. Also, I will post announcements and send email quite often as well. So, plan on checking in daily Monday through Friday.

Attendance cannot be made up. If you stop attending class and miss more than 20% of the class, you will fail the course. The last day of attendance will be recorded with the final grade.
Alternate Technology Access Plan:
In registering for a Distance Education course (Cable or Web) the student is responsible for finding immediate alternate access to a computer with Internet connectivity or cable television should that student experience technical difficulties. Technical difficulties can include but are not limited to problems with a student's computer hardware/software; inoperability of a student's VCR or DVR; or lack of service by a student's Internet Service Provider (ISP) or Cable Provider. Technical issues do not constitute the extension of an assignment, project, quiz or exam deadline unless agreed upon by the instructor.

An Alternate Technology Access Plan will be made by the student prior to the start of the semester and should be implemented immediately upon encountering technical difficulties. The student is required to continue course work as a result of having an alternate plan of access while independently resolving any technical issues with hardware/software, VCR/DVD, ISP, or Cable Provider.

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

ESSAYS:
\- You will be writing a biography, summary, and three multiple-stage essays this semester. 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.
\- 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 essays are mandatory and drafts must also be submitted to www.turnitin.com
\- 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 6/30/15. 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.

If you have any questions, contact a Librarian at 808-235-7338
M-Thu 8 am-8pm, Fri 8 am – 4pm
**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.

**COURSE TASKS**

- Write discussion posts to the laulima weekly threads that respond to Ebook readings and current events, and contribute to online class discussions.
- Read the assigned chapters from the textbook.
- Complete writing assignments and peer reviews on time.
- Take all essay assignments to the writing center to get feedback for improvement.
- 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 other homework that may be noted in the weekly schedule.
- Check email and laulima frequently.
- Check-in (labeled thread) every Monday.
- 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)**

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<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<td>F</td>
<td>59 and below</td>
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**COURSE ASSIGNMENTS**

<table>
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<tr>
<th>ASSIGNMENT</th>
<th>VALUE</th>
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<tbody>
<tr>
<td>Discussion Question Posts / Participation</td>
<td>20</td>
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<tr>
<td>Five Grammar Quizzes (2 points each)</td>
<td>10</td>
</tr>
<tr>
<td>Biography</td>
<td>10</td>
</tr>
<tr>
<td>Summary</td>
<td>10</td>
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<tr>
<td>Narrative essay</td>
<td>15</td>
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<tr>
<td>Comparison essay</td>
<td>15</td>
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<tr>
<td>Argument essay</td>
<td>20</td>
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CLASS POLICIES

RESPECT IN THE VIRTUAL CLASSROOM
It is expected that you will demonstrate respect toward both the instructor and your fellow classmates. This is part of our shared responsibilities in a learning context. Given that cultural issues—such as ethnicity, race, gender, class, sexual identity, and relationship to land and place—can be controversial in ways that affect us personally, you must agree to put aside your differences for the duration of this class and demonstrate respect towards other people’s opinions. This respect is not merely “your” responsibility—as a member of the Windward Community College faculty, I have a responsibility to each of you to ensure that learning takes place in an intellectually safe and hostility-free environment. Put aside your differences and consider other people’s feelings in this class.

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.

PARTICIPATION
Each week there will be a discussion question to post replies to.

A minimum of four posts per week is required: one post should be your own reply to the weekly discussion question; three additional posts should be replies to your classmates’ posts and me.

To earn full credit per week, each of your posts should be 100 or more words. Each post is worth one point so you can earn three points each week by posting three substantial messages per week. Participation is worth 20% of your grade.

NOTE: Posts can be made at any time. However, all weekly posts are due by midnight (HST) on the last day of each week (Sunday). Participation points cannot be made up after each week’s due date.
**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. All students must write the proposal paper to be eligible to pass English 100.
- 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.*

**EMAIL**

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.

**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 - 4:00pm to 7:00pm
- Tuesday - 8:30am to 12:30pm
- Wednesday - 11:00am to 2:00pm; 4:00pm to 7:00pm
- Thursday - 8:30am to 12:30pm
- Friday - 8:30am to 10:30am

**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.