Windward Community College
English 200: Composition II (WI) HYBRID
Course Syllabus
Fall 2017
Meeting Days/Times: Tues. 1:00-2:15 p.m.
Hale Manaleo 125
Section 61205 3 Credits

INSTRUCTOR: Jeannine J. Buckley, M.A.
OFFICE: Hale Manaleo 105
OFFICE HOURS: Tues. 9:00-11:00 a.m. and Thurs. 10:00-1:00 p.m.; by appt.
Skype hours – bluesurf999
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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

A writing-intensive composition course that furthers the study of rhetorical, conceptual, and stylistic demands of writing. Through a variety of assignments, each essay students write will build on the next one, culminating in a final argumentative research paper into which students will incorporate the knowledge they have gained through the writing and research performed during the semester. Prerequisite: “C” or better in ENG 100 or approval of designated Language Arts representative.

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIME

Since this is a hybrid course, students are expected to participate outside of class at least once a week. Please see the class schedule for assignments that are due outside of class time.

Additionally, students are required to conference with the instructor (face-to-face or via telephone) twice during the semester. If the conference is via telephone, be sure to have access to a computer and internet during that time.

REQUIRED TEXTBOOK

Title: The Cengage Guide to Research, 3rd edition
Authors: Miller-Cochran and Rodrigo
Publisher: Cengage
ISBN: 9781337377614
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

Students who successfully pass this course should be able to:

1. Describe the relationship between reading and writing, and how such a relationship not only enhances understanding, but also helps to create meaning.
2. Explain, interpret, and discuss opinions on various topics from their own point of view with ease – both written and oral.
3. Find, evaluate, integrate, and properly document information from libraries, the internet, and other sources, with an eye for reliability, bias, and relevance.
4. Construct complex and well-reasoned arguments in language, style, and structure appropriate to particular purposes and audiences.

WRITTEN COMMUNICATION HALLMARKS

This course is a Writing Intensive (WI) course. WI courses use writing as a means of learning. Hallmarks of WI courses include:

W1. The class uses writing to promote the learning of course materials.

Instructors assign formal and informal writing, both in class and out, to increase students' understanding of course material as well as to improve writing skills. Writing is considered a process in which multiple drafts are encouraged.

W2. The class provides interaction between the instructor and students while students do assigned writing.

In effect, the instructor acts as an expert and the student as an apprentice in a community of writers. Types of interaction will vary. For example, a professor who requires the completion of one long essay may review sections of the essay, write comments on drafts, and be available for conferences. The professor who requires several short papers may demonstrate techniques for drafting and revising in the classroom, give guidance during the composition of the papers, and consult with students after they complete their papers. Individual conferences are mandatory for WI courses at Windward CC.
W3. Written assignments contribute significantly to each student’s course grade.

Writing assignments must make up at least 40% of each student’s course grade. Only students who satisfactorily complete the writing assignments should be allowed to pass the course with a "D" or better.

W4. The class requires students to do a substantial amount of writing—a minimum of 4,000 words, or about 16 pages. The types of writing assigned will vary and may include formal and "informal" (writing that is not revised) writing. Depending on the course content, students may write analytic essays, critical reviews, journals, lab reports, research reports, reaction papers, etc. In-class exams and drafts are not counted toward the 4000-word minimum.

W5. To allow for meaningful professor-student interaction on each student’s writing, the class is restricted to 20 students.

ATTENDANCE

Class attendance is mandatory.

**Students are allowed up to two absences without penalty.**

It is your responsibility to keep up with work you miss. Find out from your peers or instructor 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 five or more excused or unexcused absences, you may fail the course. Chronic lateness or leaving a class early will also affect your grade in a negative way; three or more late arrivals will reduce your grade.

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**

- Submit all essays to laulima for grading.
- For each essay, you must complete the outline, draft, and peer evaluation for full credit.
- Peer reviews are mandatory. Without these peer reviews, you will lose 20% or more of your grade on each assignment. Students will use peer reviews to improve their writing. You will be required to use Google docs to share papers with peers and instructor.
- You are required to bring in hard copies of drafts on peer review days. Brainfuse feedback or a scanned copy of the writing center feedback sheet will be submitted with
the final draft. Brainfuse can be access only through the MyUH portal. To make an appointment with the writing center, go to MySuccess. Students will not receive feedback on the first drafts from the instructor unless they schedule a conference to discuss it. Students are strongly encouraged to schedule conferences to discuss their drafts with the instructor.

- All students must write the argumentative research paper to be eligible to pass English 200.
- You will incorporate your knowledge from the afore-mentioned assignments and write a detailed argument on the topic you choose at the beginning of the semester. Because each assignment builds off the previous one, students may NOT change their minds regarding their research topic.
- Students will submit a two-page reflection paper discussing what they have learned about the argumentative writing process, and the importance of being able to persuade some one to change his or her way of thinking.
- All papers must be in MLA format. Please be sure your files are saved as a .doc or a .docx file. I cannot read files in pages software.

**DISCUSSION QUESTIONS**

In order to become great writers, practice is required. To that end, we will be employing the use of discussion board postings in this class. Students are required to respond with substantial replies to the questions at the end of selected readings assigned from the textbook. Be prepared to share responses in groups or with the entire class. Post these responses to the discussion question forums in laulima each week; this is a required online activity.

A minimum of two posts per week is required: one post should be your own reply to the weekly discussion question; one additional post should be a reply to your classmates' posts. There should be no concern for grammar, punctuation, paragraphs, etc., as the purpose of these entries is to provide you with practice writing and debating with your fellow classmates.

The most important part of an entry is the content. When you respond to another student’s posting, you must be respectful when responding. There is no tolerance for name-calling, degradation, or any other form of slander against another student. In other words, attack the issue or argument, not the person.

*To earn full credit per week, each of your posts should be 50 or more words.*

*Each post is worth \( \frac{1}{2} \) point so you can earn a point each week by posting twice per week for a total of 15 points.*

**NOTE:** Posts can be made at any time. However, all weekly posts are due by midnight (HST) on Saturday of each week.

There are no required posts in the final week of class.

**COURSE TASKS**

- Students will develop critical thinking skills and academic writing skills by reading, analyzing, and understanding complex texts from different culture and communities. Students will refine their writing process, develop an awareness of their audience and
rhetorical context, learn to use source material effectively and properly, and expand their repertoires of rhetorical strategies and organizational techniques.

- Write discussion posts to the laulima weekly threads that respond to textbook readings and current events, and contribute to class discussions.
- Read the assigned chapters from the textbook.
- Complete writing assignments and peer reviews on time.
- Use Academic Search Premier database and WCC for scholarly research.
- Do other writing tasks that may be noted in the weekly schedule.
- Check email and laulima frequently.
- 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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<thead>
<tr>
<th>ASSIGNMENT</th>
<th>VALUE</th>
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<tbody>
<tr>
<td>Discussion Question Posts</td>
<td>15</td>
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<tr>
<td>Compare / Contrast (2 pages)</td>
<td>10</td>
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<tr>
<td>Summary (3-4 pages)</td>
<td>10</td>
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<tr>
<td>Analysis (3-4 pages)</td>
<td>10</td>
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<tr>
<td>Synthesis (5-6 pages)</td>
<td>15</td>
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<tr>
<td>Annotated Bibliography (4 pages)</td>
<td>15</td>
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<tr>
<td>Research Paper (8-10 pages)</td>
<td>20</td>
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<td>Reflection Paper (2 pages)</td>
<td>5</td>
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<td>100 points</td>
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CLASS POLICIES

RESPECT IN THE 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.

To check your papers for plagiarism, use an add-on in google drive. If plagiarism is suspected, the instructor will upload paper to a plagiarism checker. *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.
- 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.
- Requests for extensions must be made BEFORE the due date, and extensions are granted at the instructor’s discretion.
- 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**

Please email me using 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**
[http://windward.hawaii.edu/Brainfuse/](http://windward.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**
[http://windward.hawaii.edu/Writing/](http://windward.hawaii.edu/Writing/)
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.