Windward Community College
English 100: Composition I (HYBRID)
Course Syllabus Fall 2017
3 Credits
Meeting Days/Times:
Section 61328 – Tues. 11:30 - 12:45 p.m.
Hale Manaleo 112

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
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.

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: “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-Thu: 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.
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

“The desire to write grows with writing.” – Erasmus

Writing is a recursive process; it takes time and effort to develop good writing. It means taking risks and trying again and again. Think of yourselves as new writers rather than students merely getting a grade. Own your writing and don’t be afraid to make mistakes.

My aim is to help you achieve your goals in becoming effective writers so that you may succeed in your academic careers and in life. By learning the *moves* to academic writing, you will learn how to craft your own writing. I hope to foster a positive and exciting learning environment where we can engage in interesting discussions. My goal is to stretch your mind getting you to think deeper about issues in our world, how ideas are written, and how we react to them. In that way, this course helps to develop critical thinking skills as well as writing skills.

A course schedule appears on our laulima site. It will be your main source of information about assignment due dates.

Below is information about the formal writing assignments and course work you will be expected to do.

ESSAYS:

- You will be writing four 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.
- Essays are to be posted to laulima and www.turnitin.com for feedback and grading.
- 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.
- For each essay, you must complete the outline, draft, revision and peer evaluation (when required) for full credit. **You will be required to use Google docs to share papers.**
- 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.**
• Final drafts should be uploaded as attachments along with tutor feedback to laulima.
• *If you receive a B or lower on any major assignment, you may revise it, and I will take the higher grade into account. You have one week after the day you receive it to complete and return your revisions. All revisions must be accompanied by three paragraphs describing the revision choices you made, as well as any other parts of the experience of revising.*
• All students must write the proposal paper to be eligible to pass English 100.
• All papers must be in MLA format. Please be sure your files are saved as a .doc or as .docx file. (I cannot read pages or software files.)

LIBRARY RESEARCH UNITS (LRU’S)
You are encouraged to complete the Library Resource Unit with a passing grade by *October 15th, 2017.* You will earn 5 points if you take and pass these exams by the due date. After that, you will not earn credit.
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 and to receive full credit. You may take the exams twice on your own. If you score less than a 10 or more on each section, then you must be tutored by a librarian before taking the exam a third time.

DISCUSSION QUESTIONS
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 ½ point so you can earn one point each week by posting two substantial messages per week in the discussions thread 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

• Read the assigned readings and chapters from the textbook.
• Complete writing assignments and peer reviews on time using Google docs.
• Students are required to conference with the instructor (face-to-face or via telephone) twice during the semester. If the conference is via telephone or skype, be sure to have
access to a computer and internet during that time.

- 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 reading question replies and other reading and writing tasks that may be noted in the course schedule.
- Obtain an active hawaii.edu 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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CLASS POLICIES

RESPECT IN THE CLASSROOM

It is expected that you will demonstrate respect toward both the instructor and your fellow classmates in class and online. 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 a site called grammarly.com
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 FOR GRADING.
- 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 assignments that are posted less than 24 hours after the original due date.
- 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

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/

**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.