ENG 23 INTRODUCTION TO COLLEGE READING AND WRITING (4 CREDITS)
CRN: 64231
M-TH 8:30-9:45 a.m. Hale Manaleo 112

INSTRUCTOR: Carol Cunha
OFFICE: Hale Manaleo 121
OFFICE HOURS: M-TH 7:40-8:10 or by appointment
TELEPHONE: ext.227				EMAIL: ccunha@pogl.com
EFFECTIVE DATE: Spring 2017

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.

STUDENT LEARNING OUTCOMES
Students will:
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.
LEARNING RESOURCES


Required Tools:

A stapler, blue or black ink pens, college ruled paper, and a notebook or folder, access to a computer and the Internet

Recommended Resources: 1) American Heritage College Dictionary or another college level dictionary, 2) a USB/thumb flash drive, 3) http://m-w.com (online dictionary and thesaurus), 4) google.com. Use google.com as a dictionary by searching for define: word. Google will give you a range of definitions and examples of the word that follows a colon.

Activities Required at Scheduled Times Other Than Class Times: 1. Consultations with writing tutors online at http://manoa.hawaii.edu/ola/writing, the use of Brainfuse (see last page), consultations in person with a tutor at the writing center in the library, or see me, your instructor.

2. At least two conferences with the instructor.

COURSE CONTENT

Concepts or Topics

- Main point or central thought
- Organizational structure and patterns
- Techniques to strengthen coherence in writing
- Development of ideas
- Study skills
- Literal comprehension
- Interpretative comprehension
- Critical reading skills
- Connotations and denotations
- General versus specific
- MLA style
- Rules of mechanics, grammar, punctuation
- Word choice
- Plagiarism

Skills or Competencies-Students will

1. Distinguish between general and specific items.
2. Have clear topic sentences and thesis statements.
3. Provide major and minor details to support the main thought.
4. Use techniques to ensure unity and coherence in writing.
5. Use an outline as part of the writing process.
6. Know the basic writing process and use basis elements in various methods of writing.
7. Distinguish among statements of fact, opinion, or both.
8. Use appropriate writing style for academic writing.
9. Use the beginning steps of the research process, including using library resources efficiently.
COURSE TASKS AND GRADING
This course will include textbook and grammar activities, quizzes and in-class writes (writing tests), library skills, journal writing, 2 to 3 developed paragraphs, two summary and reaction papers, an argument essay, and a 3-4 page research paper using the MLA method. The research paper must have at least three (3) full pages. Students will also submit essays and the research paper to turnitin.com. This is mandatory. If this is not turned in, twenty (20) points will be deducted from your grade for that paper.

Course Requirements:

I. Take Home Essays:
   1. Out-of-Class/Take Home Essays/Papers: Students will write at least 3 papers that will include:
      a. The writing process in which the submission of drafts will reflect the writing stages of process writing including revision and editing, feedback and comments from the instructor, and/or peers and qualified tutors, and other required work connected with the paragraph or essay/paper assignment.
      b. Two summary/reaction papers and an argument paper with citations will be required.
   2. Learning (grammar) Logs: Students will complete this grammatical form for designated writing assignments. These logs will:
      a. Be maintained with the appropriate writing assignment
      b. Reflect the grammatical error, its correction, and in certain cases, the rule, from a grammar textbook
   3. The final drafts will be graded only, approximately 50% for content and organization and 50% for grammar and language usage. Students must have all drafts and other required forms attached or 10 points will be deducted from your total for each missing item.

II. Research Paper: A 3-4 page research paper with appropriate citations and works cited page will be required. Students must have a minimum of 5 sources, one must be a book. The final grade for this paper will be based on the following: 25% for the MLA format including in-text citations, the works cited page, the outline, and the highlighted articles, 25% for grammar and language usage, and 50% for content and organization (C/O). All highlighted copies of the articles used in the research paper, drafts, and peer reviews must be submitted or 10 points will be deducted for each missing item.

III. In-Class Writing Assignments (Writing Tests): Students will write no more than 3 timed in-class essays. These will be graded for content and organization (50%) and mechanics, and grammar/language usage (50%).

IV. Class Participation and Homework:
Class participation is based on attendance, in-class work, and active participation.

Homework will be comprised of various activities from the text, the web, and handouts and class participation. Homework is divided into three parts.

1. The first part (5% of your grade) will include the following:
   a. Journal writing which will be done the first 5 minutes of class. I will choose the topic from my list or you can propose a topic, and turn these topics in to me. I encourage you to do so. Be on time or you will not get the points.
2. The **second part of your homework grade (10% of your grade)** will include:
   a. Grammar Exercises. Various assignments will be made from your text or other materials.
   b. Other assignments will include exercises from the text, the web, and handouts, two conferences (conferences worth 10 pts. each), library workshops (10 pts. each) and peer review work. The peer reviews will be graded on the completion of the forms and the advice given.

3. The **last part (5% of your grade)** will be comprised of paragraphs, content/organization (C/O). All drafts with accompanying peer feedback and other forms must be submitted or 10 points will be deducted for each missing item. Your paragraph will be graded on organization/content (50%) and grammar/language usage (50%). The peer reviews will be graded on the completion of the forms and the advice given.

V. **Final In-Class Essay:** Students will be required to complete a final in-class essay during the school’s scheduled time and date for final exams. This will be an argument paper based on an article or articles given in class. Again, your grade will be evaluated for content and organization (50%) and mechanics, MLA format, and grammar/language usage (50%).

VI. **Quizzes:** Grammar quizzes are from your text or other materials and will be comprised mainly of editing or multiple choice items. Reading quizzes may also be given.

**Evaluation and Grading:** The course grade will depend on the student’s performance on assignments both inside and outside of class.

1. The following standard grading scale will be used:
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

2. Final grades will be calculated according to the following percentages for the following course work:
   
<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-length, take-home essays/papers</td>
<td>15%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>15%</td>
</tr>
<tr>
<td>In-class essays and papers</td>
<td>20%</td>
</tr>
<tr>
<td>Class Participation &amp; Homework</td>
<td></td>
</tr>
<tr>
<td>Various activities, peer reviews</td>
<td>10%</td>
</tr>
<tr>
<td>Paragraphs</td>
<td>5%</td>
</tr>
<tr>
<td>Journals</td>
<td>5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Grammar/Reading Quizzes</td>
<td>10%</td>
</tr>
</tbody>
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3. Students who receive a D or F will not be permitted to advance to ENG100. They will repeat ENG 23.

4. **Students are required to keep track of their own grades. You are welcomed to look at your grades at any time.**
Additional Information

Class Policies:

Attendance and Missed Work:

1. Come to every class, be on time, and stay in class until the end of the period. If you have six or more excused or unexcused absences, you may be counseled to repeat the course as it will affect your grade. **If you miss 10 days of class, you will fail this class.**

2. All students are responsible for everything done in class and for all assignments, whether they are present or not. Students who are absent should talk to me or another student to find out what happened in class and prepare for any assignments missed. The assignments will also be posted on Laulima as well as some (not all) handouts.

Preparedness and participation: You need to participate in class discussions, group work, and other class activities. In addition, be prepared to take notes during every class. This is standard in U.S. college classes. You must also have your homework done BEFORE class and make sure you bring your text and other supplemental materials.

Submitting Late Work: Papers are due on the dates they are scheduled to be handed in. Late papers will be marked down one letter grade and they will **not be accepted** after two weeks from the due date. In specific cases, such as a family emergency or an illness requiring a doctor's care, extensions may be given. Please contact me as soon as possible should an emergency arise.

Make-up Exams and Quizzes: Quizzes **cannot** be made up. As for in-class writes and final exams, you are expected to take careful note of the dates and to be there. Students are expected to attend final exams on the dates scheduled. In **extreme** cases of real family emergency or student illness, it may be possible to reschedule an exam.

Discipline, Decorum, and Academic Freedom: Students are expected to conduct themselves as adults, showing respect to other students and to the teacher. Cursing is not allowed in class. Cell phones are to be turned off and put away during class time. If you are expecting an emergency 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.**

Academic Honesty: Students are expected to behave honestly and with integrity. A student must not copy any assignment from a book or another person or from an assignment done for another class without the proper citation. Any student who cheats on an academic exercise (any work submitted for points, grades, or credit), lends assistance to others, or who hands in, as a completed assignment, work that is not his or her own, will be penalized. Should any of these practices occur, the student will receive a zero for the assignment and may receive an F for this course. In addition, the matter will be referred to the Department Chair. **(If you are not sure whether you are plagiarizing in dishonest activity, see ME!)**
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.

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”

**IMPORTANT DATES:**

- Late registration begins: Jan. 9
- Holiday: Dr. Martin Luther King, Jr. Day: Jan. 16
- Last day to withdraw without a “W” Grade: Jan. 30
- Last Day for 50% Refund: Jan. 30
- Holiday: Presidents’ Day: Feb. 20
- Spring Break: Mar. 27-31
- Last day to withdraw with a “W” Grade: Apr. 3
- Holiday: Good Friday: Apr. 14
- Last Day of Fall Instruction: May 3
- Final Exam Period: May 8-11

**ENG 23 FINAL EXAM:** MAY 10, 2017 8:30-10:30 a.m.