ENGLISH 100, COMPOSITION I
3 Credits (CRN 64235, 64236)
Days and Time: Online

INSTRUCTOR: Jeannine Jameson Buckley, M.A.
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OFFICE HOURS: TBA
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EFFECTIVE DATE: Fall 2018

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 the Ko‘olau region of O‘ahu 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.

Prerequisites: Grade of “C” or better in ENG 22, OR placement into ENG 100, OR grade of “C” or better in ENG 23 and co-requisite enrollment in ENG 100X, OR approval of designated Language Arts representative.

Activities Required at Scheduled Times Other Than Class Times

Completion of the WCC Library Research Units.
At least one individual conference.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1) Write complex and well-reasoned compositions in language, style, and structure appropriate to particular purposes and audiences.
2) 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.
3) Find, evaluate, integrate, and properly document information from libraries, the Internet, and other sources, with an eye for reliability, bias, and relevance.
4) 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 FOUNDATION HALLMARKS

To satisfy the FW requirement, this course will:

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 5,000 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 courses, and effective selection of information for specific purposes and audiences, teach appropriate ways to incorporate such information, acknowledge sources and provide citations.
5) Help students read texts and make use of a variety of sources in expressing their own ideas, perspectives, and/or opinions in writing.

COURSE CONTENT

By the end of the course, students should be able to:

1) Understand and use the major steps in the writing process.
2) Have developed a sense of writing for an audience and understand how the audience, purpose, and language can influence the writer’s choices.
3) Understand and use college-level principles of composition such as unity, development, and organization.
4) Edit using standard principles of grammar, punctuation, mechanics, and usage of the English language.
5) Have written approximately twenty pages of prose using a variety of rhetorical strategies.
6) Know how to make effective use of writers’ resources such as handbooks, library materials, interviews, and databases.
7) Respond thoughtfully in writing to published and peer essays and to recognize features of a writer’s style and organization.
8) Use and document material from primary and secondary sources without plagiarizing.
9) Develop confidence as writers and have an awareness of their strengths and weaknesses.

METHOD OF INSTRUCTION

Students write a series of papers, totaling about 5,000 words or 20 pages of finished work, plus other informal writing assignments such as free writes. Students will also work in peer groups, and participate in discussions, conferences, regular attendance, the library units, and other class activities are also required.

COURSE TASKS

- Write discussion posts to the laulima weekly threads that respond to textbook readings and

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current events, and contribute to online class discussions.

- Students are required to conference with the instructor (face-to-face or via SKYPE) at least once during the semester. If the conference is via SKYPE, be sure to have access to a computer and internet during that time.
- Students are required to use Google docs to share papers with instructor and peers.
- Read the assigned chapters from the textbook.
- Complete writing assignments and peer reviews on time.
- 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 account and have access to both a computer and the Internet, which is a "must" for this class.

**ASSESSMENT TASKS AND GRADING**

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<th>ASSIGNMENTS</th>
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<td>Essay 3 – Position Paper (1,000 words minimum)</td>
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<td>Essay 4 – Final Proposal Paper (1,500 words minimum)</td>
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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

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.

**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 for grading.

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• For each essay, you must complete the outline, draft, revision and peer evaluation (when required) for full credit. **You are required to use Google docs to share papers.**
• You are required to use **Brainfuse** feedback or a scanned copy of the writing center feedback sheet to be submitted with the final paper draft. Brainfuse can be accessed only through the MyUH portal. To make an appointment with the writing center, go to MySuccess.
• **To get feedback on the first drafts from the instructor, schedule a conference. Students are strongly encouraged to schedule these conferences to discuss their drafts with the instructor.**
• Drafts and peer reviews are mandatory. Without these drafts and peer reviews, **you will lose 20% or more of your grade on each assignment.**
• All students must write the final 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 a .docx file. **Files in pages software will not earn a grade.**

**LIBRARY RESEARCH UNITS (LRU’S)**

You are required to complete the Library Resource Unit with a passing grade by **October 8th, 2018.** You will earn 5 points if you take and pass these exams by the due date. After that, you will not earn points, but you must still pass and complete them. 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.

**QUIZZES**

Five grammar quizzes can be found in laulima under tests and quizzes that cover grammar concepts. Review the grammar links in the laulima resources tab before taking each quiz. 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 review the concepts in the learning modules. When you have reviewed each section, re-take the quiz. The highest score is the score you will receive.

**DISCUSSION QUESTION REPLIES - 15 POINTS (15%) – 1/2 point per posting**

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. **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 the last day of each week (Sunday).

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

DEADLINES

- Essays and other assignments submitted are accepted only via the assignments tool in laulima. Assignments sent via email or through google docs will not be graded.
- Assignments are due by 11:55 p.m. (HST) in laulima for a grade, 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. 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 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.

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. Always have a back-up plan to be able to get online.

As with any credit course, you can expect to spend between 3-6 hours a week on this course. 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 begins on day one of the semester. 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.

**LEARNING RESOURCES**

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

**COURSE WEBSITE:**
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

**ADDITIONAL INFORMATION**

*Windward Community College is an equal opportunity, affirmative action institution.*
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.

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
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 CENTER
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

CONFERENCES
All conferences must be scheduled through the MySuccess tab in laulima and are by appointment only.
Students may also be referred for extra help or advising through MySuccess. Students can also explore resources at MySuccess.Hawaii.edu and windward.hawaii.edu/MySuccess

DISABILITIES ACCOMMODATIONS
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 ‘Ākoakoa 213 for more information.

**TITLE IX**

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: [https://windward.hawaii.edu/Title_IX/](https://windward.hawaii.edu/Title_IX/).

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, Windward CC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

**ACADEMIC INTEGRITY**

Work submitted by a student must be the student’s own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

Students can upload papers to [http://www.TurnItIn.com](http://www.TurnItIn.com) to have papers checked for authenticity, highlighting where the paper potentially fails to appropriately reference sources. If plagiarism is suspected, the instructor may also upload the paper to check it.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

- Students will receive a failing grade for plagiarized assignments.
- Plagiarism may also cause a student to fail the class.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

**ALTERNATE CONTACT INFORMATION**

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakai 121
- Phone: 808-235-7422
- Email: wccaa@hawaii.edu

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