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 composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence, and other basic writing skills necessary for college writing. (3 hours lecture)
Prerequisite: Grade of “C” or better in ENG 22 or placement into ENG 100 or approval of designated Language Arts representative.

Activities Required at Scheduled Times Other Than Class Time

1. Students are required to conference with the instructor twice during the semester to discuss their writing. This may be done in person, over the phone or via video chat. Please schedule appointments via MySuccess.

2. Students are required to complete all three Library Research Unit (LRU) exams with a score of 10 or higher. See here for more information on the LRUs or click here for an orientation video.

Our Virtual Classroom

***Click here to sign into Laulima. Then click on the “ENG-100-0 [WIN.64238.FA18]” tab where you will find our virtual classroom. This is also where you will find all of our resources (including the gradebook), and that is where you will submit all of the course tasks and assignments.
## STUDENT LEARNING OUTCOMES (SLOs)

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 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.

## LEARNING MATERIALS


2. *The Immortal Life of Henrietta Lacks* by Rebecca Skloot

3. Word Processing Program like Microsoft Word.

Click the following link to find out how to get Free Office 365 for Windward CC Students. Currently registered Windward Community College students are eligible to run Microsoft Office for Windows, Mac, iOS, and Android. As a licensed user, you may install and run Office on up to 5 devices. (Virtual machines count as a device) The device you install Office on must have an Internet connection to initially download the software and occasionally verify the license. You can also access this online at www.windward.hawaii.edu and search “computing” or “Office 365.”
COURSE TASKS

Reading:

Students will read a variety of narrative essays, informative and argumentative magazine and news articles and one novel throughout the course. Students will also engage in online and library research for a number of assignments.

Class Discussions:

To promote deep engagement with course material and one another, students will respond to prompts in Laulima under “Class Discussions.” Students are encouraged to engage in these discussions meaningfully so that they may begin exploring ideas and learning from and about each other. The writing style for discussion posts can be more casual than in finished papers and assignments, but they should still maintain proper grammar, spelling, punctuation and sentence structure. After posting original Discussion Posts on Thursdays, students will then have until Sunday evening to respond to the posts of at least two peers.

Skills Challenges:

Students will have the opportunity to practice writing and research skills throughout the semester. Most of the skills challenges will be linked to lessons in They Say/ I Say, the course textbook. While online versions of the course text are available, I highly recommend purchasing a hard copy; many students tell me that the book is one of the highlights of the course and that they have found the book to be very helpful when writing essays for other courses. (See me if you have any problem purchasing the course text.)

Major Writing Assignments (1st drafts, final drafts, feedback, and further revisions)

1st drafts submitted on Laulima: Many writing assignments require students to turn in both a first and finished draft, though for a few, the early drafts are worked into Discussion Posts. Writing assignments which require a 1st draft will be identified in the course schedule and they should be posted on Laulima, under “1st drafts”. There, you will receive feedback and suggestions for improvement from your peers. Please use 1st drafts as an opportunity to find out how your prose is coming across to your audience. It’s a great opportunity to share ideas, rearrange ideas, and strengthen rhetorical strategies.

1st drafts submitted to Brainfuse: Besides seeking feedback from peers, students will submit 1st drafts to the online writing lab at Brainfuse. As a WCC student, you may access Brainfuse for free by using the MyUH portal. You should submit 1st drafts to their writing center as soon as possible because it may take up to 24 hours to receive feedback from your tutor. Seeking feedback from Brainfuse is a mandatory part of most major writing assignments, as I hope this not only leads to improved writing and higher grades, but I hope it helps you build a habit of seeking out feedback on all of your future college papers.

Access Brainfuse via the MyUH portal. To do so, type “Brainfuse” in the search bar at the top. Once inside the Brainfuse writing lab, you will be prompted with series of questions about the kind of help you want and the type of essay you are writing. Please, help your tutor help you by typing or copying and pasting pertinent assignment info into the questionnaire. Assignment information and instructions can all be found in Laulima.
Option: Seeking feedback on 1st (or any) drafts from Live Tutors: After the third week of school, another option for receiving feedback on drafts is to visit live tutors at the WCC Writing Center. Students can make an appointment by logging on to MYUH, clicking on the “MySuccess” tab, clicking on “Courses” tab, scrolling down to the Writing Center, and clicking the “schedule an appointment” button. You may then pick an appointment that best suits your availability. Receiving feedback from WCC Writing Center tutors can take the place of Brainfuse feedback, or it can count as extra credit on top of Brainfuse feedback. To receive credit for visiting the tutors in our Writing Center, please fill out the Writing Center Feedback form, have the tutor sign and date it, and then return it to me via email or hard copy. Each trip to the Writing Center is worth up to 5 extra credit points; students may earn up to 50 extra credit points total for the whole semester. You may find one Writing Center Feedback Form on the last page of this syllabus. You may also click here to access a link where you can download Writing Center Feedback forms, or you can download more forms from the homepage of our class Laulima site.

Finished drafts should be posted to Laulima for grading under the assignment tool “Finished Drafts”. There, I will access your finished work and return it to you via email with a grade and comments.

If a student receives a B or lower on any major writing assignment, they may revise it again, and I will take the higher grade into account. Students have one week after the day they receive the first grade to complete and return their draft with 2-3 robust paragraphs describing how the draft was revised.

Two Conferences with Instructor:

While students will be receiving peer and Brainfuse feedback throughout the semester, students are also required to meet with their instructor at least twice to discuss their writing and receive personal feedback. Feel free, also, to use your conferences to help develop assignment ideas or even clarify assignment instructions. I’m looking forward to working with each of you throughout the semester, so please take this opportunity to work with the most expensive, free tutor that you have access to (that’s me). You can use me for every paper if you wish, but you have to meet with me at least twice. Conferences may be done in person, over the phone or via video chat. If we are working over phone or video, you will need access to a computer with high-speed Internet.

To schedule conferences with your instructor, go to MySuccess, click on “Courses” and scroll down until you find my face. Click on the “Schedule an Appointment” button, and choose your preferred date and time. You can also see the MySuccess tutorial here.

If you cannot make any of my appointment times, please examine my schedule for times when we are both available to meet. Then, email me at jennyrw@hawaii.edu with at least three days and times when you are available for a conference. Missed conferences will lead to 15 points deducted from the total score.

Library Research Units (LRUs):

Students are required to complete all three Library Research Unit (LRU) quizzes with a score of 10 or higher. The due dates for LRU quizzes are identified in the class schedule. It will take a few weeks for the quizzes to be made available by our librarians, but once I receive word that they are open, you are free to begin. Click on this link to read more about the LRUs.

Final Project:
The final project for the semester is a self-analysis essay which must be completed in WCC’s testing center for the purpose of ensuring that the work you completed this semester is your own. Students will have the entirety of finals week to complete the final project. Those who neglect to complete the final project or any major writing assignment will not be able to pass the course.
Instructor reserves the right to adjust totals to assist in students achievement of course learning outcomes.

<table>
<thead>
<tr>
<th>ASSESSMENT TASKS AND GRADING</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion Posts (11)</strong></td>
<td>110</td>
</tr>
<tr>
<td>● 6 points per Discussion Post</td>
<td></td>
</tr>
<tr>
<td>● 2 points each for 2 peer responses</td>
<td></td>
</tr>
<tr>
<td>● Total = 10 points each</td>
<td></td>
</tr>
<tr>
<td><strong>Skill Challenges, LRU Quizzes (7)</strong></td>
<td>70</td>
</tr>
<tr>
<td>● 10 points each</td>
<td></td>
</tr>
<tr>
<td><strong>Writing Process Assignments (3)</strong></td>
<td>60</td>
</tr>
<tr>
<td>● 1st drafts (10 points)</td>
<td></td>
</tr>
<tr>
<td>● Peer feedback activities (5 points)</td>
<td></td>
</tr>
<tr>
<td>● Brainfuse or Writing Center feedback (5 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Mandatory Writing Assignments</strong> (250 words double-spaced/ 1 page)</td>
<td></td>
</tr>
<tr>
<td>Project #1:</td>
<td></td>
</tr>
<tr>
<td>● Introduction (2-3 pages)</td>
<td>30</td>
</tr>
<tr>
<td>● Letter (1-2 pages)</td>
<td>30</td>
</tr>
<tr>
<td>● Personal Narrative (2 pages)</td>
<td>100</td>
</tr>
<tr>
<td>Project #2:</td>
<td></td>
</tr>
<tr>
<td>● Summary (1 page)</td>
<td>30</td>
</tr>
<tr>
<td>● Reader Response (2-3 pages)</td>
<td>50</td>
</tr>
<tr>
<td>● Essay- <em>Themes from The Immortal Life of Henrietta Lacks</em> (3-4 pages)</td>
<td>100</td>
</tr>
<tr>
<td>Project #3:</td>
<td></td>
</tr>
<tr>
<td>● Film Review (2-3 pages)</td>
<td>50</td>
</tr>
<tr>
<td>● Research Proposal (1-2 pages)</td>
<td>30</td>
</tr>
<tr>
<td>● Annotated Bibliography (2-3 pages)</td>
<td>50</td>
</tr>
<tr>
<td>● Essay- Sustainability Informative Research (3-4 pages)</td>
<td>100</td>
</tr>
<tr>
<td>Final Project</td>
<td></td>
</tr>
<tr>
<td>● Self-Analysis (2-3 pages)</td>
<td>30</td>
</tr>
<tr>
<td><strong>Conferences with Instructor (2)</strong></td>
<td>30</td>
</tr>
<tr>
<td>● 15 points each</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>870</td>
</tr>
</tbody>
</table>

**Extra Credit** up to 50 extra credit points for working with alaka‘i or tutors in Writing Lab
GRADE SCALE

(Passing) A – 90%–100%  B – 80%–89%  C – 70%–79%
(Not Passing) D – 60%–69%  F – 50% or less

DEADLINES

All assignments are due on the dates posted. Late Discussion Posts, Peer Responses, Skills Activities, and LRU quizzes will lose ½ of their points and any post made after I have graded these items will receive none.

Because each of the assignments identified in Projects 1-3 on your syllabus are mandatory to pass the course, I will accept late submissions of major assignments up to one week after their initial due dates. Nevertheless, all late assignments will lose 10 points. If any major writing assignments are more than 7 calendar days late, you must schedule a conference or the assignment will not be accepted.

If you do think you're going to be late with an assignment, I implore you to contact me as soon as possible and let me know what's going on. I want to help you succeed in this course and receive the highest grade possible. If you are having difficulties with an assignment or life stuff, let me know. There might be something I can do to help you; I am happy to make reasonable accommodations for emergencies.

Exceptions: I will not accept any late Informative Research Papers or Self-Analysis assignments. By those due dates, the semester is nearly over and grades are due. I simply cannot extend you this leniency.

Plan ahead for the unexpected. Students are accountable for staying on top of the semester schedule. Technological or other problems will arise. Students should immediately communicate with the instructor if an emergency may affect the ability to meet course deadlines.

Dropping a Class: 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. Here are some important dates:

- Last Day for 100% Refund * August 28
- Last Day for 50% Refund * September 11
- Last Day to Withdraw without a "W" Grade, * September 11
- Last Day to Withdraw with a "W" Grade, * October 29

PLAGIARISM AND ACADEMIC INTEGRITY

Academic honesty is fundamental in a college environment. You are expected to fulfill your academic obligations through honest and independent effort. The work you submit for this course must be your own. Dishonesty, cheating, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Cases of dishonesty will result in a grade of "zero" for the assignment and may result in an "F" for the course. In flagrant cases, the penalty may be dismissal from the college after proper due-process proceedings.
RESOURCES

ITS Help Desk
*For problems with Laulima, MyUh, and MySuccess
Phone: (808) 956-8883

Library hours
Help Desk 235-7338
Circulation 235-7436

Writing Center (Room 222 in the Library)
For questions: 235-7473
Click here for semester hours
For appointments: Go to MySuccess.

ITS Hours of Operation
Mon-Thurs: 8:00 am - 7:00 pm
Friday: 8:00 am - 4:30 pm

Library Hours of Operation
Mon-Thurs: 8:00 am - 8:00 pm
Friday: 8:00 am - 4:00 pm

The Hub
Mon -Thurs: 7:30-6
Friday: 7:30-2:30

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 ʻAkoakoa 213 for more information.

CAMPUS MAP

Counselors  My Office!

Revised August 2018
**WCC Writing Center Feedback Form**

Students can make an appointment at the Writing Center by doing the following:

- Click here to log into [MySuccess](#)
- click on “Courses”
- scroll down to the Writing Center
- click on “Schedule an appointment” (right side of screen)

The Writing Center staff can help with: pre-writing, planning, organization and revising.

**Instructions:**

- Use this form to create a record of your Writing Center Conference and turn it in with your assignment.

- **If you’re not in a face-to-face class, here are your options:**
  - after your tutor visit, you can **scan** this document and email it to me
  - you can fill out the document, **take a photo** of it and email it to me
  - you can fill it out and **slide it under my door** in Manaleo (Room 104)

Student’s Name: _______________________________________

Assignment: __________________________________________

Working Title: _________________________________________

Type of assistant received at Writing Center:

____________________________________________________________________________
____________________________________________________________________________

Evaluation of Writing Center feedback and assistance. Did you find this feedback helpful and were you able to improve your draft? _______________________________________

*Tutor’s Name: ________________________________

*Tutor’s Signature: ________________________________

*Need more feedback forms: [Click here and download blank forms](#) or find them on the homepage of our class website in Laulima.