CRN: 60102 (ENG 100 Composition I)  
3 credits  
M/W 11:30 am – 12:45 pm  
Manaleo 126

INSTRUCTOR: Annette Priesman  
OFFICE: Manaleo 110  
OFFICE HOURS (times students may drop in for help): TBA  
TELEPHONE: 808-236-9291  
EMAIL: priesman@hawaii.edu  
EFFECTIVE DATE: Spring semester, 2019

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

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. Prerequisite: “C” or better in ENG 23 or placement in ENG 100 or approval of designated Language Arts representative.

Activities Required at Scheduled Times Other Than Class Times

Completion of Windward Community College’s Library Research Unit (a requirement for passing the course), at least one conference with the instructor, and approximately four hours per week of reading and writing. Please make daily checks with your hawaii.edu e-mail account because that is how I shall communicate with class members.

STUDENT LEARNING OUTCOMES

As a result of taking this course, students can expect to attain the following outcomes:

1. Write complex and well-reasoned compositions in language, style, and structure appropriate for a purpose and audience.

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, so that they may integrate that knowledge into their writing.

**COURSE CONTENT**

**Concepts or Topics**
- Paraphrase
- Summarize
- Analyze
- Thesis
- Transitions
- Organization
- MLA and APA citation

**Skills or Competencies**

Students will develop critical thinking skills and academic writing skills by reading, analyzing and understanding complex texts from different cultures and communities. To learn how to write college level arguments, 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.

**COURSE TASKS**

Students will write six (6) graded out-of-class essays: Compare-and-Contrast (CC), Summary of an Argument (SA), Analysis of an Argument (AA), an Annotated Bibliography (AB), a Persuasive Research Paper (RP), and a Reflection of the Course (RC) essay.

Students will also take multiple quizzes on their textbook readings, complete a Library Research Unit (LRU), and lead class discussion (DL) once during the semester.

Note: Students **MUST** complete all course tasks (writing and oral) to pass this course.

**ASSESSMENT TASKS AND GRADING**

Grades for assignments turned in up to one week late will be reduced by 10%; assignments for grade turned in up to two weeks late will be reduced by 20%. After that, no late work will be accepted. Requests for extensions must be made BEFORE the due date, and extensions are granted at the instructor’s discretion. ASSIGNMENTS FOR GRADE ARE NOT ACCEPTED BY EMAIL. If you know you are going to be absent the day an assignment is due, ask your study-buddy or another classmate to turn in your work for you.

**Grading Scale**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Compare-and-Contrast (CC; 2 pages)</td>
<td>10%</td>
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<tr>
<td>Summary (SA; 3-4 pages)</td>
<td>10%</td>
</tr>
<tr>
<td>Discussion Leading (DL)</td>
<td>10%</td>
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<tr>
<td>Analysis (AA; 4-5 pages)</td>
<td>10%</td>
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Annotated Bibliography (AB; 5-6 pages)  15%
Persuasive Research Paper (PR; 8-10 pages)  20%
Reflection of the Course (RC; 2 pages)  5%
Library Research Unit  10%

100-90    A
89-80     B
79-70     C
69-60     D
<60     F

LEARNING RESOURCES

Required:
Access to a computer.
A composition notebook or white, lined loose-leaf paper and a writing implement.

All textbook information (pricing, ISBN #, ebooks) for this course can be found on the WCC Bookstore website: <wcc.edu/bookstore>.

Students can also visit the Writing Center (Library, room 222) for additional tutoring in comprehension and writing.

The Speech Lab (Library, room 221) will help students prepare for and practice class presentations and leading a class discussion.

Students can also seek online help in writing by visiting Tutor.com. The URL for WCC is: https://windward.hawaii.edu/tutor.com/

ADDITIONAL INFORMATION

I understand that you are all adults with numerous other responsibilities and obligations beyond the realm of the classroom. I do not need to hear excuses for not attending class, being late for class, not turning in assignments, etc. etc. But in fairness to students in the class, I shall enforce the following policies regarding attendance and assignments:

Attendance: regular attendance is necessary for successful completion of this course and absences cannot be made up. Missing class, being late, and engaging in non-class related activities during class will affect your overall grade. I do not differentiate between excused and unexcused absences: if you miss more than five (5) classes, you will lose half a letter off your final grade for each additional absence. If you miss more than eight (8) classes, you will automatically receive an F for the course. Missing a mandatory conference and/or three tardies counts as an absence. However, being physically present is not enough to meet attendance and participation criteria. To ensure optimum learning, you should be awake and alert, have the appropriate texts and assignments with you, and actively participate in class. Sleeping or engaging in non-class related activities (texting, browsing the internet, wearing earphones, etc.), as well as not coming to class prepared, will not be tolerated, and you will be marked absent.

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Please note: coming to class without a hard-copy, paper draft for the peer feedback workshops means you are not prepared for class, and you will be marked absent.

- Peer Feedback Workshops: all assignments will be work-shopped in groups by your peers. Participation in these workshops (bringing your hard-copy draft to class and the feedback you provide to others) will prove beneficial to all students. A peer feedback workshop is your chance to improve your writing; missed workshops cannot be made up.

- Drafts: Writing is a process, and all essays must go through several drafts. I do not grade drafts, but instead offer suggestions for revision. We will also workshop all assignments, in class, and offer suggestions for improvement.

- Revisions: There are no revisions for this course.

- MySuccess: Students may 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/.

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/paraphrasing with reference to the original author.

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Students can upload papers to http://www.TurnItIn.com to have papers checked for authenticity, highlighting where the paper potentially fails to appropriately reference sources. The class ID number for this course is: 19916709. The enrollment key is: 60102.

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. Additionally, the instructor reserves the right to give a failing grade for the course.

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