

ENGLISH 22 – INTRODUCTION TO COMPOSITION
3 CREDITS | CRN: 60190, 60191

INSTRUCTOR: Susan St John
CLASS WEBSITE: stjohneng22.weebly.com
OFFICE: Hale Manaleo 109
DROP-IN HOURS: MTWRI 2:30-3:30 PM

R | Noon-1p.m.

I look forward to the individual meetings we will have this semester. See me at the above times/locations for a drop-in appointment, or call/email/speak to me to plan a meeting that fits your schedule.

TELEPHONE: 808-236-9226
EMAIL: susankcl@hawaii.edu
EFFECTIVE DATE: Fall 2015

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

ENG 22 Introduction to Composition (3): This course prepares students for college-level writing with practice in the writing process, instruction in grammar and mechanics, emphasis on effective paragraphs and essays, and introduction to research techniques. *Prerequisite: Placement into ENG 22 or higher, or grade of "C" or better in ENG 97B or ENG 19, or consent of instructor.*

Activities Required at Scheduled Times Other Than Class Times:

1. Consultations with writing tutors at the writing center in the library.
2. At least two conferences with the instructor.
3. At least nine hours per week of reading and writing outside of class.
4. Check your Hawaii.edu email daily.

STUDENT LEARNING OUTCOMES

Students will:

1. Use a writing process to produce organized and grammatically correct papers and summaries.
2. Apply analytical study and life skills to course tasks.
3. Apply strategies that include finding, evaluating, and documenting information from various sources.

LEARNING RESOURCES

Required texts: *The Power of Habit*, Charles Duhigg.

House on Mango Street, Sandra Cisneros.

Blue Book of Grammar and Punctuation, Jane Straus and Lester Kaufman

Ka 'Ohana: Windward Community College's Student Newspaper

Recommended resources: 1) American Heritage College Dictionary or other college-level dictionary, 2) a thesaurus, 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 the colon.

Please bring your textbooks to class, beginning with the third class meeting. You can buy these texts from the campus bookstore. In addition, these books are available through Amazon.

COURSE CONTENT

Concepts or Topics

- Main idea, Thesis Statement
- Purpose and Audience
- Organizational Structure and Patterns
- Techniques to Strengthen Coherence and Unity
- Development of Ideas
- Active Reading and Comprehension
- Connotation and Denotation of Words
- Precise Word Choice
- Summary and Response
- Essay Modes
- The Writing Process
- Maintaining a Writer's Notebook
- Collaboration
- MLA style
- Rules of Mechanics, grammar, punctuation
- Revision

METHOD OF INSTRUCTION

Students keep a writer's notebook, engage in weekly writing assignments such as Laulima posts, and write a series of papers. Prepared participation in discussions, peer response groups, conferences, regular attendance, and other class activities are also required.

ASSESSMENT TASKS AND GRADING

Task	Percentage of Final Grade
Writing Assignments Including prewriting activities and all drafts of papers	50%
Writer's Notebook; Laulima Posts	20%
Quizzes and Tests, and Notes for the Quizzes; Final Exam	20%
Attendance and Engagement	10% Note on Attendance: Perfect attendance (attending every class period for the full amount of time) allows you to skip the final.

Major Writing Assignments	Points	Minimum Word Count
Literary Letter 1 Final Draft	50	2 Pages
Literary Letter 2 Final Draft	50	2 Pages
Paper 1 Final Draft	100	2 pages + 1 page postscript
Paper 2 Final Draft	100	2 pages + 1 page postscript
Three Vignettes, Draft 2	100	3 pages + 1 page postscript
Vignette Project	100	6 pages + 1 page postscript
Writer's Notebook	75	
Midterm	50	
Final Exam	100	Perfect attendance (attending every class period for the full amount of time) allows you to skip the final. You should also have all of the major assignments completed and revised.

Writer's Notebook. Use a college-ruled composition book. It should have a title page, a table of contents, and the pages numbered. Please write in ink and write legibly. If you prefer, you can type the written entries and paste them into your notebook.

Extra Credit. If you notice any typos or grammatical or spelling errors in any of the class materials or on the class website, please let me know. The first student to notify me of an error receives an extra credit point.

Final Course Grade will be based on the following:

A -90% or better

B -80% or better

C -70% or better

D -60% or better

F -fails to achieve 60%

N –measurable progress and regular attendance, but doesn't meet course SLOs

W –official withdrawal through the registrar by deadline

CR/NC Option: You must have the official CR/NC form signed by the instructor. You must receive a C or higher to receive credit for the course.

DRAFTING AND REVISION PROCESS

First draft. The first draft is scored primarily on the completion of the minimum requirements (length and attention to the prompt). Write to the best of your ability, so that you receive meaningful feedback. Here are some tips:

1. Turn in a hard copy for peer review.
2. Upload it to Laulima assignments.
3. Be sure to write "First Draft" in the heading.

Second Draft. Turn in a second draft in the class following the peer review. Some tips are:

1. Use your peer review comments to write a one-page postscript.
2. Use your peer review comments to make any changes.
3. Upload the second draft to Laulima assignments.

4. Be sure to write “Second Draft” in the heading.
5. Paperclip the first draft to the back.

Third Draft. This is your final draft and the one that will be scored.

1. Use my feedback to make changes, and highlight these changes.
2. Paperclip the first and second drafts to the back.
3. Be sure to write “Third Draft” in the heading.
4. Upload this draft to Laulima assignments and to turnitin.com.

How to submit to turnitin.com. The third drafts of your major writing assignments need to be turned in to turnitin.com, as well as to Laulima and as a print copy. Once you create an account, you enter the class I.D. and the enrollment code. Then select the assignment you are turning in, and upload your file.

Class Title	Enrollment Password	Class I.D.
English 22: MW_10am	MW10am	10284586

LAULIMA

Laulima is the course management system for all UH campuses. Through Laulima you can ask questions about the assignments, post to an online discussion, and monitor your grades.

The login page is at: <http://www.laulima.hawaii.edu> Log in using your UH username and password. Once you log in, you’ll see all of your UH classes listed. Click on the tab for English 22. If you can’t find a tab for our course, contact:

ITS Help Desk

Phone: (808) 956-8883

Email: <mailto:help@hawaii.edu>

Tip: For Laulima Blog and Forum posts, I suggest that you compose on your computer, and then cut and paste your work into Laulima. This way you won’t lose any work if Laulima boots you off before you save.

COURSE WEBSITE

Our course website is: stjohneng22.weebly.com

Here you can find handouts, schedules, and links to resources.

LEARNING RESOURCES

Writing Resource Center. Tutoring is also available in Windward’s own writing resource center, which is in the campus library. Please check the door for hours.

Supplemental Instruction. The supplemental instruction leader is a student who has successfully taken a college level English course. The SI leader may have additional sessions that you can attend, or you may schedule a conference for individual help. Some classes will have an SI attend and assist our regular class sessions.

WCC data has shown that students who attend SI sessions are 20% more likely to receive A, B, or C grades than non-attendees and are less likely to withdraw from their courses. This data has also shown that the more sessions students attend, the more likely they are to pass.

COURSE TASKS

In General, please:

1. Read this syllabus and all handouts and assignment sheets carefully.
2. Check the class website, your Hawaii.edu and the Laulima site daily.
3. Study writing models provided in the textbook and in class.
4. Come to class ready with questions.
5. Email or call me (susankcl@hawaii.edu; 236-9226) if you have a question that you feel cannot be addressed to the class.
6. See me in person.

Conferences. One out-of-class conference, by the eighth week, is required. Drop by in my office hours, or make an appointment. Of course you are welcome to conference more than once. A second conference will be scheduled during class. Conferences are most effective when we have a piece of your writing to discuss. Conferences run about 15-20 minutes.

If you do not come for conferencing, your final Writing Assignment score drops 5%.

ATTENDANCE POLICY

This is a discussion class, and relies on everyone's attendance and participation. You will receive a grade at the end of the semester for participation and attendance. Plan to remain in the classroom for the full period.

You are allowed up to two absences without penalty (both excused or unexcused) during the semester. Beginning with your third absence, your attendance grade will drop by a letter grade. Missing 6 or more classes is an automatic F.

It is your responsibility to keep up with work that you have missed. Ask your classmates for copies of notes or handouts that you missed.

If you are absent on a day that an assignment is due, the assignment will be considered late, unless you turn it in online AND have someone drop off the hard copy to me before or during class.

Quizzes cannot be made up.

Be on time and stay for the full amount of time. Missing more than 15 minutes of class counts as an absence. The time you arrive late or leave early is cumulative: for example, two 10-minute tardies count as an absence.

CLASS PARTICIPATION POLICY

This class involves daily discussions, group work, and other forms of participation in and out of class. Full participation in all activities will significantly benefit your writing performance and progress.

Read the assigned materials before class. I'll call on everyone sometime—so be prepared. Some things you might share: definitions to words you looked up, personal experience that illustrate the reading, questions, or insights.

We will have weekly in-class writing exercises or quizzes to ensure that you are keeping up with the reading, and to help stimulate class discussion.

Come to class prepared. Bring to every class your textbooks and supplies, and do the daily assignments.

You may lose up to five points per class period for non-participation in activities or for distracting or rude behavior, which includes but is not limited to: 1) leaving your cell phone ringer on, 2) answering your cell phone, 3) text messaging, 4) surfing the net or checking email, 5) talking while a classmate or the instructor presents information, and 6) making disparaging or inappropriate remarks.

Please no eating in class, UNLESS you brought enough to share with everyone.

Avoid walking in and out of the classroom, particularly during discussion and presentations.

PAPER AND ASSIGNMENT POLICY

Complete your assignments on time. Growth as a writer requires steady and consistent effort. Turning your work in late undermines the feedback and revision schedule. If you turn your essay in late, you still need to turn in your next draft on time, even if you did not get feedback on it. Don't risk getting behind.

Late work will receive reduced points if turned in within a week. Late work will not be accepted after one week unless a prior arrangement has been made.

Demonstrate your best writing ability on all of your assignments. As this is a writing course, all of your writing—including Lulima posts, peer reviews, and emails—should demonstrate your best writing ability. Proofread for typos and grammatical errors, and please avoid abbreviations or texting codes.

Put Papers in MLA Format. Please type and format your papers according to MLA standards. Double-space and 12 point, Times New Roman font is the standard. No double-double space between paragraphs.

Printing. Whenever a hard copy is required, print it before class, and turn it in at the beginning of class. Papers printed during class will be considered late.

Maintain a few dollars in your printing account, as occasionally we will have in-class assignments that I will ask you to print and turn in.

Plan for the Unexpected. The Internet will fail, your computer will crash, or Lulima will be down the hour before an assignment is due. Count on it, and allow time for delays and tech problems.

COURSE SUPPLIES

Class Materials and Supplies. Bring to every class:

1. textbook
2. Marble Composition Book, College-Ruled, for your Writer's Notebook
3. 3-Ringed binder with dividers or tabs
4. Folder paper
5. Pens—black or blue, and 1 red
6. Highlighters (3 different colors—blue, pink, yellow)
7. Calendar or Assignment book

ADDITIONAL INFORMATION

Academic Honesty. The work you submit for this course must be your own. If you have any questions about collaborative work, plagiarism, or other issues related to academic honesty, please ask me.

Dropping a Class. The last day to withdraw without a “W” grade is February 2, 2015. The last day to withdraw from class with a “W” grade, or to switch to CR/NC, is March 31, 2015. If you stop participating in class and neglect to officially drop it, you will receive a failing grade.

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.