

ENGLISH 23 – INTRODUCTION TO COLLEGE READING AND WRITING (4 CREDITS | CRN: 63430)

INSTRUCTOR: Lance Uyeda
OFFICE: Hale Manaleo 104
DROP-IN HOURS: M,T,W, R | 11:30 AM-12:30 PM
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. If you prefer, you may reserve an appointment time here: <http://bit.ly/letsmeetlance>.

TELEPHONE: 808-236-9229
EMAIL: LKUYEDA@hawaii.edu (lowercase OK)
EFFECTIVE DATE: Spring 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

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.*

Activities Required at Scheduled Times Other Than Class Times:

1. Consultations with writing tutors online at <http://manoa.hawaii.edu/ola/writing> or in person at the writing center in the library.
2. At least two conferences with the instructor.

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 text: In Concert, Kathleen T. McWhorter.

Required text: The Power of Habit, Charles Duhigg.

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.

COURSE CONTENT

Concepts or Topics

- Main point or central thought
- Organizational structure and patterns
- Techniques to strengthen coherence in writing.
- Idea development
- Study skills
- Literal comprehension
- Interpretative comprehension
- Critical reading skills
- General versus specific
- MLA style
- Mechanics, grammar, punctuation

Skills or Competencies—Students will:

- Write direct statements of main idea (topic sentence) and central thought (thesis statement).
- Support thesis statements/topic sentences with reasons and evidence.
- Organize writing with direct (or indirect) arrangement patterns, and transitions.
- Use academic writing style.
- Create note cards, a working bibliography, and a research project.
- Cite material using MLA style.

COURSE TASKS

You must complete all formal writing assignments to pass this course. Work that is late or incomplete will receive partial or no credit.

Assignments/Tasks

Grades Available

Formal Writing Assignments	175	A = 630 or above
Commonplace Book	75	B = 560-629
Discussion Postings	75	C = 490-559
“Grammarama!” Logs	75	D = 420-489
Revision Process/Tutoring	75	F = 419 or below
Homework/Participation	65	
Research Letters	60	<i>CR/NC Option:</i> You must have the official
Reading Quizzes	50	CR/NC form signed by the instructor. You must
Oral Presentation	25	receive a C or higher to receive credit for the
<u>Presentation Slides/Poster</u>	<u>25</u>	course.
TOTAL POINTS	700	

I might change these point totals during the semester as needed to facilitate your achievement of the course learning outcomes.

COURSE POLICIES

In General, please:

1. Read this syllabus and all handouts and assignment sheets carefully.
2. Study writing models provided in the textbook and in class.

3. Come to class ready with questions.
4. Email or call me (Ikuyeda@hawaii.edu; 236-9229) if you have a question that you feel cannot be addressed to the class.
5. See me in person.

Helpful Resources:

Please ask for help even if you are not sure you need it. Schedule your required conferences as soon as possible, especially if you are having difficulty. I am available to help you during my office hours, especially, but also throughout the day.

One of the best resources on campus is the **TRiO Student Support Services (SSS)** office, which provides tutoring and a range of other opportunities to eligible students (see me for details). The contact number for TRiO SSS is 235-7487.

Around eight percent of your semester grade depends on the frequency and quality of your interactions with online or on-campus tutors.

Registration with the University of Hawai‘i at Mānoa’s **Online Learning Academy (OLA)** is required. OLA tutors are primarily UH Mānoa students who understand how challenging writing can be and who are trained and ready to help you improve. You can reach them at <http://manoa.hawaii.edu/ola/writing> from 8AM-10PM, Monday to Saturday (hours subject to change).

The **Writing Center**, located in the WCC Library and Learning Commons, provides in-person consultations during school hours and email feedback as needed. Contact writing center staff by email at wccwrite@hawaii.edu. The center’s current hours are posted at <http://www.wcc.hawaii.edu/Writing/>.

In-Class:

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.

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. If you have one or both hands under the table and spend time in class gazing longingly at your pants, I will assume that you are texting or checking your email and will subtract points accordingly.

Absences/Tardiness:

Absence #	Points Lost	
1	0	There are two reasons why no absences will be excused this semester, except in extreme circumstances. 1) This class will not work unless everyone attends reliably. 2) State taxpayers heavily subsidize your tuition expenses, and their money should not be wasted. Your third absence and every absence thereafter will result in a reduction to your semester point total (see columns at left).
2	0	
3	10	
4	10 (20 total)	
5	10 (30 total)	
6	10 (40 total)	
n	10n – 20 (total)	

- Be on time. You will lose ten points for every three times you arrive late to class.
- It is your responsibility to keep up with work you miss. Ask your classmates for copies of their notes, for homework and other assignments, and for what other preparation you need for class.

Required Conferences:

You must meet with me in conference at least twice this semester. You can see me individually, in pairs, or in groups of three or four. Non-participation in conferences will be penalized as follows:

Conferences Attended	Points Lost
0	20
1	10
2 or more	0

You can maximize the utility of your conference time by meeting with me about your formal writing assignments, but I'm happy to spend as much time as you'd like discussing other questions or concerns.

Homework:

A completed assignment will decrease in value by 10% (of its initial point total) for each day it is late (weekends count as one day). A 100 point assignment, for example, will be worth 90 points on the first late day, 80 points on the second late day, and so on. Assignments that are late by seven calendar days or longer will not be accepted.

Writing Standards:

The work you turn in for grading should be typed and properly formatted. For all work in this course, please:

- Use 1-inch margins and 12 point Times New Roman font
- Remove extra spacing between your double spaced paragraphs
- Feel free to ask me about how to format/manipulate your word-processed documents.

Emails/Calls:

Communicating with students is my top priority. If I have not responded to your message in twenty-four hours, please email me again.

Please email me from one address only. This will help me to sort and manage my emails effectively.

Please check your hawaii.edu account on a regular basis. I will send email announcements to that account only. Instructions on forwarding your hawaii.edu account are here:
http://windward.hawaii.edu/technology/Forwarding_UH_GMail.pdf.

In a school or work setting, please always write grammatically correct emails, using complete words and full sentences (no shorthand, such as "where r u now"). Start with a greeting (Aloha Bob, Dear Mr. Smith, or Hi Lance), and end with a signature (Thank you, Sincerely, or just your name). If you have any problems or last minute emergencies, email me or leave a voice mail on my office phone.

ACADEMIC INTEGRITY

According to the Windward Community College Catalog, “Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the University.

“Plagiarism includes but is not limited to submitting any document to satisfy an academic requirement that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved.”

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, Ann Lemke, at 235-7448, at lemke@hawaii.edu, or in Hale ‘Ākoakoa 213.

LATE ASSIGNMENT TICKET

Cut out and use this ticket to submit one assignment up to four calendar days late without penalty.

Please decrease or waive the late penalty for the following assignment.

Assignment name: _____

Original due date: _____

Date I turned it in: _____

This ticket may not be used for the oral presentation, or on/after the last day of class.

