

ENGLISH 100 Composition I
3 CREDITS
CRN: 61216, 61349, 61242, 61315

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EFFECTIVE DATE: Spring, 2016

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 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 approval of designated Language Arts representative.

STUDENT LEARNING OUTCOMES

By the end of the semester, you should be able to:

- 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

- 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 TASKS

Writing and Revision. Students write a series of papers, as well as informal writing assignments such as Lailima posts.

Class Discussion. Prepare for discussions by preparing reading notes.

Reading Quizzes and Tests. Quizzes are usually short, 5-minute, paragraph answer questions given at the beginning of class. Prepare a sheet of notes, which you can use during the quiz—there is a note-taking template in your packet. Turn in your notes at the end of the quiz. Tests generally follow the same format, but cover more material.

Writers Groups. It's important to have an audience for your writing—readers help us clarify and hone our work. You will be sharing drafts with others and responding constructively to the work of others. Avoid writing anything that you are unwilling to share.

Conferences. At least two conferences with the instructor are required; one of the conferences is out-of-class. Drop by in my office hours, or make an appointment. Of course you are welcome to conference more than once. 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%.

Other Required Out of Class Activities: Completion of the WCC Library Instruction Units and either a conference at the WCC Writing Resource Center, with our SI (Austin Wehmiller), or Brainfuse feedback.

Maintain Communication: Please check your hawaii.edu email daily, as this is how I send reminders and communicate with each of you.

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. Absences and tardies will reduce your engagement points.

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 at the beginning of class.

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

You show engagement and a growth mindset (see the reading by Dweck) by preparing for class discussion, taking notes, staying on task during class activities. You also demonstrate engagement by listening actively and contributing insights or appropriate comments to the online and face to face discussion.

Read the assigned materials before class. The literature and background material we read provides us with the common ground to anchor our conversations. Without that common ground, our conversations will lose its richness.

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, puzzlements, 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.

Minimize Classroom Distractions. Let's use our class time to interact and engage with each other. *Please turn off and put away your cell phone before class begins.* If we do work on the computer, stay on task.

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.

Any distracting behavior—including texting, off-task Internet surfing, walking in and out of the classroom, side conversations—will result in lost engagement points.

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

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. 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; if you want to turn in something more than a week late, please come in during my office hours—I won't accept it during class. First drafts of summaries and responses, and first and second drafts of major papers will *only* receive points if turned in on time.

Demonstrate your best writing ability on all of your assignments. As this is a writing course, all of your writing—including Laulima 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.

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.

Drafting and Revision Process for Summaries and Responses

First draft. The first draft is scored primarily on timely submission and the completion of the minimum requirements (length and attention to the prompt). You receive points only if it is turned in on time.

1. Upload it to Laulima assignments.
2. Attach the yellow cover sheet to the front.
3. Make an appointment for a conference with me, our SI, the Writing Lab, or turn it in to Brainfuse.

Second Draft. This is the draft that I score for quality.

1. Make changes based on the feedback you received during conferences or through Brainfuse.
2. Upload the second draft to Laulima assignments.
3. Turn in a hard copy with the green coversheet attached to the front.
4. If I returned your first draft to you, paperclip it to the back.

Drafting and Revision Process for Major Essays

First draft. The first draft is scored primarily on timely submission and 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. Attach the yellow cover sheet to the front.

Second Draft. Turn in a second draft in the class following the peer review. This draft also will receive points only if you turn it in on time.

1. Use your peer review comments to make any changes.
2. Upload the second draft to Laulima assignments.
3. Turn in a hard copy with the green coversheet attached to the front.
4. Paperclip the first draft to the back.
5. Make an appointment for a conference with me, our SI, the Writing Lab, or turn it in to Brainfuse.

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

1. Use conference feedback to make changes, and highlight these changes.
2. Attach the purple coversheet to the front.
3. Paperclip the first and second drafts to the back.
4. Upload this draft to Laulima assignments and to turnitin.com.

ADDITIONAL COURSE EXPECTATIONS

Schedule at least nine hours outside of class for the course work. Expect to spend substantial studying and writing time outside of class – a minimum of nine hours a week. In most cases, students should expect to spend more than nine hours per week on homework.

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

Maintain a Class Binder. Make dividers for each of these sections:

1. Assignment Schedules
2. Handouts
3. Summaries and Responses
4. Recall Essay
5. Synthesis Essay
6. Process Essay

Save all of your notes and drafts that are done for this class. This material may be used for practice in revision, for conference discussion, and to note your progress.

At the end of the course, you will write a reflection about your journey as a writer. Since you need to refer to your own writing and the revisions you made, keep all of your work so you can review them.

ASSESSMENT TASKS AND GRADING

Task	Percentage of Final Grade
Writing Assignments	50%
Quizzes and Tests, and Notes for the Quizzes	15%
Laulima Posts and Writer's Notebook	15%
Library Units	5%
Attendance, Engagement and Participation, In-class assignments	15%

Major Writing Assignments	Points	Minimum Page Count
Four Summaries and Responses	50 each	First page = summary; Second page response (2 pages each)
Recall Essay	100	3 pages
Research Exercise	75	2 pages + Works Cited Page
Synthesis Essay with Sources	100	3 pages + Works Cited page
Final Essay	100	4 pages
Laulima Forum and Blog Posts	10 each	Each entry should address all aspects of the prompt
Library Instruction Units, completed by February 20, 2016	30	Note: You must pass each of the three library units (a minimum of 10 points on each exam) in order to pass this course.
Midterm	50	
Final Exam TR 10a.m. Class: May 10 th , 10a.m. to noon MW 8:30a.m. Class: May 11 th , 8:30a.m. to 10:30a.m. MW 11:30a.m. Class: May 11 th , 11:30a.m. to 1:30p.m. TR 8:30a.m. Class: May 12 th , 8:30a.m. to 10:30a.m.	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.

Course grades 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

Here are general guidelines for graded assignments:

A – This paper has a clear, original thesis, is well organized, has very few grammar/spelling/punctuation errors, has varied sentence structure, and—very important—is interesting to read.

B – This paper also has a clear thesis and is fairly well organized but is not as original as an A paper, has a few grammar/spelling/punctuation errors, and is fairly interesting to read.

C – Although this paper has a thesis, its use of supporting evidence and organization makes it difficult to understand. It includes unrelated ideas and has significant grammar/ spelling/ punctuation errors, although it still holds a reader's attention.

D – This paper has a weak or unclear thesis and lacks supporting evidence and organization. It has many errors in grammar/ spelling/ punctuation, and word usage, and doesn't hold the reader's attention.

F – An F paper is often a very rough draft, which needs to be reworked into a more polished form.

REQUIRED TEXTBOOKS AND READINGS

Rosa, Alfred and Eschholz, Paul. *Models for Writers*. 11th ed. New York: Bedford St. Martin's Press, 2012. Print or eBook.

English 100 Class Packet.

Please bring your textbook and packet to class, beginning with the second class meeting. You can buy both of these texts from the campus bookstore. In addition, *Models for Writers* is available through Amazon or through the publisher's site at: www.bedfordstmartins.com/Catalog/.

COURSE SUPPLIES

College-Ruled Composition Book for Journal
 Three-Ring binder with tabs
 Folder paper
 Pens (black or blue, and one red)
 Highlighter
 Paperclips

LAULIMA

Laulima is the course management system for all UH campuses. Through Laulima you can ask email your instructor, the SI and your classmates, post to an online discussion, and monitor your grades. You'll also use Laulima to turn digital copies of your assignments.

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 100. 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 the Laulima 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.

CLASS WEBSITE

Weekly assignment schedules and other resources such as handouts or resource links can be found on our class website at:

stjohneng100.weebly.com

LEARNING RESOURCES

Brainfuse. Brainfuse is Windward's online tutoring service. You access your account through your MyUH portal. Instructions for accessing Brainfuse are posted at: <http://windward.hawaii.edu/brainfuse/> Upload your rough draft to the Brainfuse writing lab, and within 24 hours they will send you written feedback.

Writing Resource Center. Tutoring is also available in Windward's own writing resource center, which is in the

campus library. Schedule appointments through MySuccess tab through your MyUH portal.

WCC Librarians. You can schedule a conference with a librarian, and she can help you with refining your research topic as well as with research.

ADDITIONAL INFORMATION

Academic Honesty. The work you submit for this course must be your own. In some of your essays, you need to cite your sources, and synthesize ideas into something that is new and your own. If you have any questions about collaborative work, plagiarism, or any other issues related to academic honesty, please ask me.

Dropping a Class. The last day to withdraw without a “W” grade is February 1, 2016. The last day to withdraw from class with a “W” grade is March 29, 2016. As Eng 100 is a required class, you cannot take it for CR/NC. 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.