

## ENGLISH 22 – INTRODUCTION TO COMPOSITION (3 credits)

MW 11:30-12:45 in Manaleo 112 (CRN 61363)

TTH: 11:30-12:45 in Manaleo 125 (CRN 61190)

|                        |  |                |                           |
|------------------------|--|----------------|---------------------------|
| <b>INSTRUCTOR:</b>     | <b>Desi Poteet</b>                           | <b>E-MAIL:</b> | <b>poteetd@hawaii.edu</b> |
| <b>OFFICE:</b>         | <b>'Ākoakoa 237</b>                          | <b>PHONE:</b>  | <b>236-9188</b>           |
| <b>OFFICE HOURS:</b>   | <b>M-TH 10:00 – 11:15 and by appointment</b> |                |                           |
| <b>EFFECTIVE DATE:</b> | <b>Spring 2016</b>                           |                |                           |

### 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 21 and a grade of “C” or better in ENG 97B or ENG 19, or consent of instructor.

### ACTIVITIES REQUIRED 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 (SLO)

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 Blue Book of Grammar and Punctuation* by Jane Straus and various handouts provided throughout the semester.

**Required Tools:** A composition notebook, a 3-ring binder with dividers, paper, pens (different ink colors), highlighters, stapler, hole puncher, and access to a computer and the Internet.

*“You must do the things you think you cannot do.”*

*Eleanor Roosevelt*



## Welcome to English 22!

### COURSE CONTENT

| Concepts or Topics   | Skills or Competencies—Students will:  |
|--|--|
| <ul style="list-style-type: none"> <li>· Main point or central thought</li> <li>· Organizational structure and patterns</li> <li>· Techniques to strengthen coherence in writing.</li> <li>· Development of ideas</li> <li>· Study skills</li> <li>· Literal comprehension</li> <li>· Interpretative comprehension</li> <li>· Critical reading skills</li> <li>· Connotations and denotations</li> <li>· General versus specific</li> <li>· Collaboration</li> <li>· MLA style</li> <li>· Rules of mechanics, grammar, punctuation</li> <li>· Word choice</li> </ul> | <ul style="list-style-type: none"> <li>· Distinguish between general and specific items.</li> <li>· Write direct statements of main idea (topic sentence) and central thought (thesis statement).</li> <li>· Provide major and minor details to support the main thought.</li> <li>· Use techniques to ensure coherence in writing: key words, synonyms, pronouns, and transition words.</li> <li>· Use the linear outline or another form of outlining as part of the writing process.</li> <li>· Use basic elements in various methods of writing.</li> <li>· Distinguish among statements of fact, opinion, or both.</li> <li>· Use appropriate writing style for academic writing.</li> <li>· Use the steps in writing a research paper.</li> <li>· Create note cards, a working bibliography, and an outline for a research paper.</li> <li>· Cite material appropriately and effectively in MLA style.</li> <li>· Use the writing process techniques.</li> </ul> |

*“Whether you're keeping a journal or writing as a meditation, it's the same thing.  
What's important is you're having a relationship with your mind.”*  
Natalie Goldberg

## COURSE TASKS AND GRADING

You are responsible for your final grade. It will be based on: the quality and timely completion of assignments, insightful work, and class attendance and participation. You must complete all formal writing assignments to pass this course. Work is due at the beginning of class. Work that is late or incomplete will receive partial or no credit.

***Required: Attendance and Participation and All Assignments Completed. Assignments that do not meet minimal proficiency must be redone to receive passing credit.***

| Assignments/Tasks              | Grades Available |
|--------------------------------|------------------|
| Formal Writing Assignments 150 | A = 450 or above |
| Writer's Log 75                | B = 400-449      |
| Grammar/Punctuation 100        | C = 350-399      |
| Revision Process/Tutoring 60   | D = 300-349      |
| Oral Presentation 40           | F = 299 or below |
| Library Research Project 25    |                  |
| Homework/Participation 50      | TOTAL POINTS 500 |

I reserve the right to make adjustments to these point totals as needed to facilitate your achievement of the course learning outcomes this semester.

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.

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 (MLA). For all work in this course, please:

- Use 1-inch margins, double space, 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.

## IMPORTANT INFORMATION

### ATTENDANCE

Late arrivals disrupt the class, so please be on time. Three (3) tardy arrivals (10 minutes or more) equal one absence. If you do miss a class, it is YOUR responsibility to contact your classmates to find out what you missed and what you need to do to prepare for the next class. A total of seven or more (7+) absences/tardy arrivals will result in failure to pass the course.

| <i>Absence</i> | <i>Points Lost</i> |
|----------------|--------------------|
| 1              | 0                  |
| 2              | 0                  |
| 3              | 10                 |
| 4              | 10 (20 total)      |
| 5              | 10 (30 total)      |
| 6              | 10 (40 total)      |

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).

### REQUIRED CONFERENCES

You are required to meet with me at least **two times** throughout the semester to discuss drafts of your writing assignments. Make an appointment with me or stop by during my office hours. Non-participation in conferences will be penalized as follows:

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

### CLASSROOM ETIQUETTE

Our classroom is a collaborative learning community. We each bring to this classroom a unique and valuable set of life experiences. We can learn from one another and in the process discover who we are... who we are still becoming. **In order for us to take advantage of this exciting opportunity to discover, learn, and evolve, we must create an environment in which we respect, celebrate, and support our differences.**

**To minimize distractions, please turn off and put away your cell phones and other electronic devices. Also, please no eating or drinking in class.**

The penalty for using cell phones in class (for other than class use) is:

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(to be determined by the class)

### ACADEMIC INTEGRITY

According to the Windward Community College Catalog, "Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (see examples 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."

**Plagiarism will not be tolerated. All sources used in your papers must be properly cited according to MLA format. If in doubt, see me prior to turning in your paper.**

## E-MAILS/CALLS

Communicating with students is a priority. If I have not responded to your message in twenty-four hours, please e-mail me again. Please e-mail me from one address only. This will help me to sort and manage my e-mails effectively. Please check your hawaii.edu account on a regular basis. I will send e-mail announcements to that account only. Instructions on forwarding your hawaii.edu account are here: [http://windward.hawaii.edu/technology/Forwarding\\_UH\\_GMail.pdf](http://windward.hawaii.edu/technology/Forwarding_UH_GMail.pdf).

Please write grammatically correct e-mails, using complete words and full sentences (no shorthand, such as “where r u now”). Start with a greeting (Aloha, Desi, Dear Desi, or Hi, Desi), and end with a signature (Thank you, Sincerely, or just your name). Get in the habit of writing professionally!

If you have any problems or last minute emergencies, e-mail me or leave a voice mail.

## 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.

MySuccess is an early alert system currently available for student support. We will be signing up.

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.

A portion 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 8 a.m.- 10 p.m. 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](mailto:wccwrite@hawaii.edu). The center’s current hours are posted at <http://www.wcc.hawaii.edu/Writing/>.

*“Writing is an exploration. You start from nothing and learn as you go.”*

*E. L. Doctorow*

## 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 Ann Lemke, the Disability Specialist Counselor, to discuss reasonable accommodations that will help you succeed in this class. Dr. Lemke can be reached at 235-7448, [lemke@hawaii.edu](mailto:lemke@hawaii.edu), or you may stop by Hale ‘Ākoakoa 213 for more information.

**COURSE POLICIES CONTRACT**

I have read through and reviewed the entire English 22 syllabus. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies.

Signed: \_\_\_\_\_  
(signature) (date)

\_\_\_\_\_ (print name)

**QUESTIONNAIRE**

Preferred Name \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Academic Counselor \_\_\_\_\_

1. What do you hope this course will teach you? What are your goals in this class?

2. How can I help you meet these goals?

3. What do you intend to do to meet them?

4. What grade would you be satisfied with in this course? Why?

5. What else would you like me to know about you?