

CRN: 62034 (ENG 100 Composition I)

3 credits

Online

INSTRUCTOR: Annette Priesman

OFFICE: Manaleo 110

OFFICE HOURS: TBA

TELEPHONE: 236-9291

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EFFECTIVE DATE: Summer session II, 2016

Please note: the best way to contact me is via email

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

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 22 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) and approximately six 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

The Student Learning Outcomes (SLOs) for the course are:

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 HALLMARKS

Additionally, this course will also:

- 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 5000 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 sources, 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.

ONLINE ATTENDANCE

Students are not required to be online at a certain time for this course and have the flexibility to access the course at any time via laulima.hawaii.edu. However, all assignments must be completed by the due date and time specified. Computers are available for use at the Kaneohe Campus. Not having access to the Internet is not an excuse for missing assignments.

It is important that you plan to devote a regular block of time to this course each week (I do not recommend trying to squeeze this class in during the weekend.) Additionally, assignments are due often - sometimes you will have one or more assignments due every day during the week. I shall post announcements and send email quite often, so plan on checking in daily Monday through Friday.

Alternate Technology Access Plan:

In registering for a Distance Education course (Cable or Web) the student is responsible for finding immediate alternate access to a computer with Internet connectivity or cable television should that student experience any technical difficulties. Technical difficulties can include but are not limited to problems with a student's computer hardware/software; inoperability of a student's VCR or DVR; lack of service by a student's Internet Service Provider (ISP) or Cable Provider. Technical issues do not constitute the extension of an assignment, project, quiz, or exam deadline unless agreed upon by the instructor.

An **Alternate Technology Access Plan** will be made by the student prior to the start of the semester and should be implemented immediately upon encountering technical difficulties. The student is required to continue course work as a result of having an alternate plan of access while independently resolving any technical issues with hardware/software, VCR/DVD, ISP, or Cable Provider.

Library Research Unit:

All students are required to complete the Library Research Unit (LRU) for this course (ENG 100). Failure to do so will result in an automatic F, regardless of any and all grades from completed assignments (my apologies, but this is UH policy, not mine). You will need to pass three tests with a minimum score of 10/15 for each test.

You can access the online video tutorials here: <https://drive.google.com/a/hawaii.edu/file/d/0B-WGnEgcGnQGNmM4Sm9Zdnh0QmM/view>

and here:

<https://drive.google.com/open?id=14FAQINUxmxfLIEACvELtDMbsC3RIFHc0bgLBwG1YwnI>

Both videos explain how to access the tests. Given that the LRU explains how to do quality research, **all students must complete the LRU by the time we begin the Research Paper Assignment (Sunday, July 31, 2016).**

DIRE WORDS OF WARNING

One main reason why students fail an online class is because they think the course will be easier than a face-to-face class. Online classes are not easier and in many ways they are more difficult. Students are more likely to fail online classes than face-to-face classes, and online classes demand that students keep up with the coursework, interact with their fellow students, and contact their instructors any time they have a problem.

For general information about online courses, visit <http://windward.hawaii.edu/online/>
For technical help, email help@hawaii.edu or call (808) 956-8883. Neighbor islands call toll free: (800) 558-2669. Hours of operation: Mon-Thurs: 8:00 am – 7:00 pm; Fri: 8:00 am – 4:30 pm.

For library help, email Tara Severns at severns@hawaii.edu

Or contact your instructor at priesman@hawaii.edu

Seek help early!

COURSE CONTENT

Concepts or Topics

- **Paraphrase**
- **Summarize**
- **Analyze**
- **Thesis**
- **Metaphor**
- **Transitions**
- **MLA 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. In order 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 four (4) graded out-of-class essays: Summary of an Argument, Analysis of an Argument, an Annotated Bibliography, and a Persuasive Research Essay.

Students will also be required to post weekly vocabulary AND reading responses via Laulima.

Finally, students will submit a two-page reflection paper explaining how they have met the SLOs for the course.

ASSESSMENT TASKS AND GRADING

Grades for assignments turned in one day late will be reduced by 10%; assignments for grade turned in two days late will be reduced by 20%. After that, no late work will be accepted.

Requests for extensions must be made at least 48 hours BEFORE the due date, and extensions are granted at the instructor's discretion.

Grading Scale

Reading Responses	10%
Summary (SA)	10%
Analysis (AA)	20%
Annotated Bibliography (AB)	25%
Research Paper (RP)	30%
Port Folio (PF)	5%

100-90	A
89-80	B
79-70	C

69-60 D
 <60 F

LEARNING RESOURCES

Required: Kennedy, Kennedy, and Muth. *The Bedford College Guide for Writers*, 10th ed. (2011)

Access to a computer, a composition notebook, and a writing implement

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

Additional Information

Drafts: Writing is a process, and all essays must go through several drafts. I do not grade drafts, but instead offer suggestions for revision. Please email me a draft of your work if you would like specific feedback on any assignment. Please note: if you email me after 6:00 pm, I may not be able to respond until the next day. Likewise, if you email me on Sundays, I may not respond until Monday.

Revisions: There are no revisions for this course.

Statement of Academic Honesty: Plagiarism is especially seductive and easy in the era of the internet, but you are capable of using relevant sources appropriately. In this class, you will learn how to use the ideas of others in order to develop arguments of your own and cite others' words and ideas properly. Plagiarism is an academic offense and I take it very seriously. Any student engaged in any of the following activities will receive zero credit for the assignment and/or an f for the course.

The following are examples of the types of behavior that conflict with the community standards that the UH values and expects of students. Engaging in, or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions on each campus.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any UH official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any UH document, record, or form of identification.
2. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

3. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Plagiarism also includes neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; 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; and 'dry-labbing,' which includes obtaining and using experimental data from other students without the expressed consent of the instructor, utilizing experimental data and laboratory write-ups from other sections of the course or from previous semesters, and fabricating data to fit the expected results."

Please note: students found plagiarizing will be reported to the Vice Chancellor for Student Affairs.

Formatting: all assignments must be typed (double-spaced, Times New Roman, 12pt. font, 1 inch margins) and adhere to MLA style documentation format when appropriate. Please be sure your files are saved as a *.doc* or a *.docx* file.

English Proficiency

Students are strongly discouraged from dropping ENG 100 because it is a prerequisite for numerous other courses within the UH system. If you are having problems with the course, please email the instructor. All information/conversations are kept confidential.

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.

(Revised May 2016)