

English 100: Composition

CRN # 61326 & 61327

Instructor: **Jenny Webster**
Office: **Manaleo 104**
Office Hours: Monday: **11:30 pm - 12:30 pm & 2:30 pm - 3:30 pm**
Tuesday: **by request only**
Wednesday: **11:30 pm - 12:30 pm & 2:30 pm - 3:30 pm**
Thursday: **4:00 pm - 7:00 pm**
Office number: (808) 236-9235
Email address: **jennyrw@hawaii.edu**
Semester: Fall 2017

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. (3 hours lecture)

Prerequisite: Grade of "C" or better in ENG 22 or placement into ENG 100 or approval of designated Language Arts representative.

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIME

1. Two Conferences with Instructor

- a. Twice during the semester, students are required to conference with the instructor (face-to-face or via telephone) to discuss aspects of their writing such as assignments, drafts, revisions, grammar or other technical issues.
 - b. For phone conferences, students must have access to a computer and high-speed internet.
2. Students are encouraged to complete all of the Library Research Units (LRU); however, only **LRU exam #1** is mandatory and will be calculated into the grade.

TO SCHEDULE A CONFERENCE DURING MY OFFICE HOURS

1. click on "[Access MySuccess Now](#)" and log in with your UH username.
2. click on "[My Courses](#)" and scroll down until you see my picture.
3. Then click on "[Schedule Appointment](#)" to view my schedule
4. When you see an opening in my schedule, click on it and enter your name.

If you cannot meet during my office hours, please email me at jennyrw@hawaii.edu or use the email tool on the left, and send me three days and times when it looks like we are both free. Again, please see my calendar on [MySuccess](#) to determine if I will likely be available.

STUDENT LEARNING OUTCOMES (SLOs)

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

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 citation.
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

Multiple-Stage Writing Assignments

Note-taking Assignments SLO #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."

- Students will be required to take structured notes on the course texts.
- Notes on course readings are to be kept inside a notebook or journal just for English.

- It is up to the instructor whether or not late notes will be accepted.

Discussion Journals (DJ) SLO #2: "Exploring Ideas."

- During multiple class discussions, students will keep a discussion journal.
- Discussion journals are graded on how deeply a student engages with the discussion questions.

Research Challenges SLO #3: "Find [and] evaluate" sources.

- Students will be given multiple opportunities to find sources outside of class texts to incorporate into their essays and deepen their understanding of topics.

In-Class & Exploratory Essays, 1st & 2nd Drafts, Peer Feedback, and Tutor

Feedback SLO #2: "Engage in a multi-step writing process that includes exploring ideas, considering multiple points of view, developing and supporting a thesis, revising with the help of [peer] feedback, editing and proofreading."

- **Students will draft in-class essays prior to bringing in a 1st draft for peer review.**
- **1st drafts** of formal assignments will be printed and brought to class where they will be shared, discussed and given recommendations by peers and instructor.
 - Students who bring a first draft to peer editing will receive points for only if the draft meets the page requirements for the final assignment
 - Students will receive points for participating in peer-editing session whether they bring their own first draft or not.
 - If a student misses a peer editing session, they may make up points by bringing their draft to the [WCC Writing Center](#) or meeting with a tutor on campus.
- **Students will submit first drafts for tutor feedback to [Brainfuse](#),** an online tutoring program, accessible via <https://myuh.hawaii.edu>.
 - If a student forgets to submit their draft to Brainfuse, they may make up points by bringing their draft to the [WCC Writing Center](#) or meeting with a tutor on campus.

2nd Preliminary Drafts SLO #1: "Write complex and well-reasoned compositions in language, style, and structure appropriate to particular purposes and audiences."

- Second drafts of the major assignments will be uploaded to Laulima under “Second Drafts” in the toolbar on the left and submitted for a preliminary grade.
- Second drafts should be uploaded along with your Brainfuse feedback.
- Second drafts should be revised using instructor feedback in the final portfolio project

Final Drafts & Portfolio Project Hallmark #3: Require at least 5000 words of finished prose-equivalent to approximately 20 typewritten/printed pages.

- Students will submit a complete portfolio of their work from this semester, which should include:
 - the 1st, 2nd and final revisions of each major assignment
 - peer and tutor feedback sheets
 - 4-6 Discussion Journals, revised for format, content, grammar and style
- The portfolio must include a minimum of **20 pages** of revised work.
- Students will also submit a portfolio checklist and a written portfolio reflection .

In-Class Activities, Reviews, & Skills Challenges

- In-class skill challenges will give students the opportunity to practice new writing skills and begin drafting their assignments with peer and instructor assistance.

Two Mandatory Writing Conferences with Instructor:

SLO #2: "... revising with the help of [instructor] feedback"

- We can meet face-to-face, or we can discuss your writing via telephone and examine your work using Google Docs.
 - If you are unfamiliar with Google Docs, I'll walk you through it during our first conference. You will need access to a computer with high-speed internet.
- To schedule an appointment during my office hours:
 1. click on "[Access MySuccess Now](#)" and log in with your UH username.
 2. click on "[My Courses](#)" and scroll down until you see my picture.
 3. Then click on "[Schedule Appointment](#)" to view my schedule
 4. When you see an opening in my schedule, click on it and enter your name.

If you cannot meet during my office hours, please email me at jennyrw@hawaii.edu or use the email tool on the left, and send me three days and times when it looks like we are both free. Again, please see my calendar on [MySuccess](#) to determine if I will likely be available.

- A missed conference will result in a loss of 10 points towards the total score
- Students may not make up conferences during the last week of classes

Library Research Units (LRUs) SLO #3: "Find, evaluate, integrate, and

properly document information from libraries, the Internet, and other sources, with an eye for reliability, bias, and relevance."

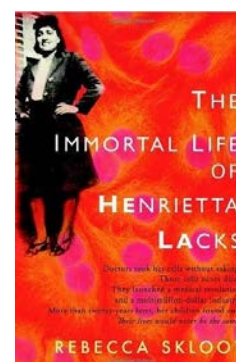
- Students are encouraged to complete all three of the LRU exams; however, **only LRU exam #1 is mandatory.**
- Students must score at least 10 points on any test to receive points.
- Click on [this link to read more about the LRUs](#)
- Click [here for an orientation video.](#)

ASSESSMENT TASKS AND GRADING		POINTS + %
Note-taking Assignments (15)		
● 10 points each		150
Discussion Journals (7)		
● 10 points each		70
Research Challenges & Exploratory Assignment (3)		
● 10 points each		30
In-Class Essays (3)		
• points each		30
1st drafts, Peer Editing & Tutor Feedback		
● 1st drafts (5) brought to peer editing sessions (5 points each)		25
● Participation in 4 peer editing sessions (4 points each)		20
● Brainfuse or WCC Writing Center feedback on 5 drafts (5 points each)		25
2nd drafts (preliminary grading)		
1. Assignment #1: Summary and Response #1		30
2. Assignment #2: Summary and Response #2		30
3. Assignment #3: Theme from The Immortal Life of Henrietta Lacks #1		60
4. Assignment #4: Theme from The Immortal Life of Henrietta Lacks #2		60
5. Assignment #5: Personal Statement		50

Portfolio (final grades) with all revisions/final drafts	50
LRUs (exam #1)	10
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Total Possible	640
LRUs (exam #2 & #3) extra credit	up to 20

GRADE SCALE

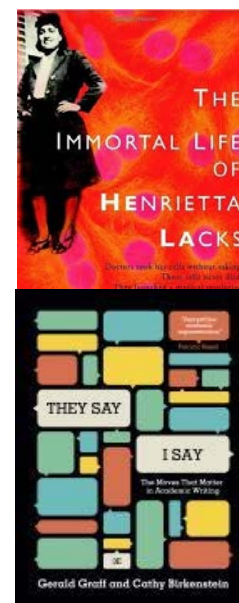
(Passing)	A – 900 points or more	B – 800-899 points	C – 700-799 points
(Not Passing)	D – 600-699 point	F – 500 points and below	



LEARNING MATERIALS

Texts & Materials

1. *“They Say/I Say”: The Moves that Matter in Academic Writing*, 3rd edition by Graff, Gerald, and Cathy Birkenstein. (ANY edition, however, should be fine.)
2. *The Immortal Life of Henrietta Lacks* by Rebecca Skloot
3. **Notebook** (70-100 page college-ruled notebook)
4. **Small to Medium size, three-ring binder or folder.**



Computer

- Access to a reliable desktop or laptop
- Reliable high-speed Internet

DEADLINES

Assignments are due on the dates posted.

This is for your benefit and mine. Students who get behind on assignments are more likely to drop out. Also, late assignments are likely to be lost. That being said, you may request a two-day grace period on any assignment without penalty. These requests must be made in advance of the due date. Without a request, however, the following penalties will result:

- **Essays that are 2-3 calendar days late will lose ½ a letter grade**
- **Essays that are 4-6 calendar days late will lose 1 full letter grade.**
- **If an essay is 6 calendar days late, you must schedule a conference or the assignment will not be accepted.**

Plan ahead for the unexpected.

Students are accountable for staying on top of the semester schedule. Technological or other problems will arise. **Students should immediately communicate with the instructor if an emergency may affect the ability to meet course deadlines.**

ATTENDANCE POLICY & TARDIES

Absences:

Students are allowed up to 4 absences without penalty.

- Even if you are absent, however, you are still expected to complete whatever assignment is due that day and get it in to me a.s.a.p.
- Responsible students will send me an email about any absences or expected tardy in advance. This allows me to help you stay on top of your assignments and it makes you seem super responsible, which is always what you want your teachers to think of you.
- **A 5th and 6th absence will result in a loss of 25 points each to the total grade.**
- **Any student who misses 7 classes will likely not pass the course.**

Tardies or Leaving Early:

I'll be starting class on time. If you're late, please just come in quietly and try not to disturb the class. If you need to leave early, please let me know in advance; otherwise, I'll think I did something to offend you and I'll feel terrible. If a student misses a significant amount of class, it will likely count as an absence.

Dropping a Class:

It is your responsibility to learn about and follow the official procedure for dropping classes. If you stop participating in this class but do not follow up to officially drop it, you will receive a failing grade. Instructors cannot withdraw anyone from their classes.

DEADLINES

Assignments are due on the dates posted.

This is for your benefit and mine. Students who get behind on assignments are more likely to drop out. Thus, in every effort to encourage you to get work in on time:

2-day Grace Period

Because I would like to read the best work that you can produce and it is in your best interest to get the highest grade possible, students will be allowed a 2-day grace period on any 2nd draft.

However, after 2 days, assignment will lose ½ a letter grade for every day it is late.

Stay on task everyone, and please contact me in advance if you have any scheduling issues.

Plan ahead for the unexpected. Students are accountable for staying on top of the semester schedule. Technological or other problems will arise. Students should immediately communicate with the instructor if an emergency may affect the ability to meet course deadlines.

RESOURCES

ITS Help Desk

***For problems with Laulima**
pm

Phone: (808) 956-8883

Library hours

Help Desk 235-7338
pm

Circulation 235-7436

Writing Center (Room 222 in the Library)

For questions: 235-7473

[Click here for semester hours](#)

For appointments: Go to [MySuccess](#) and

ITS Hours of Operation

Mon-Thurs: 8:00 am - 7:00

Friday: 8:00 am - 4:30 pm

Library Hours of Operation

Mon-Thurs: 8:00 am - 8:00

Friday: 8:00 am - 4:00 pm

The Hub

Mon -Thurs: 7:30-6

Friday: 7:30-2:30

find them under "My Success Network"

PLAGIARISM AND ACADEMIC INTEGRITY

Academic honesty is fundamental in a college environment. You are expected to fulfill your academic obligations through honest and independent effort. **The work you submit for this course must be your own.** Dishonesty, cheating, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Cases of dishonesty will result in a grade of "zero" for the assignment and may result in an "F" for the course. In flagrant cases, the penalty may be dismissal from the college after proper due-process proceedings.

DISABILITIES ACCOMMODATION STATEMENT

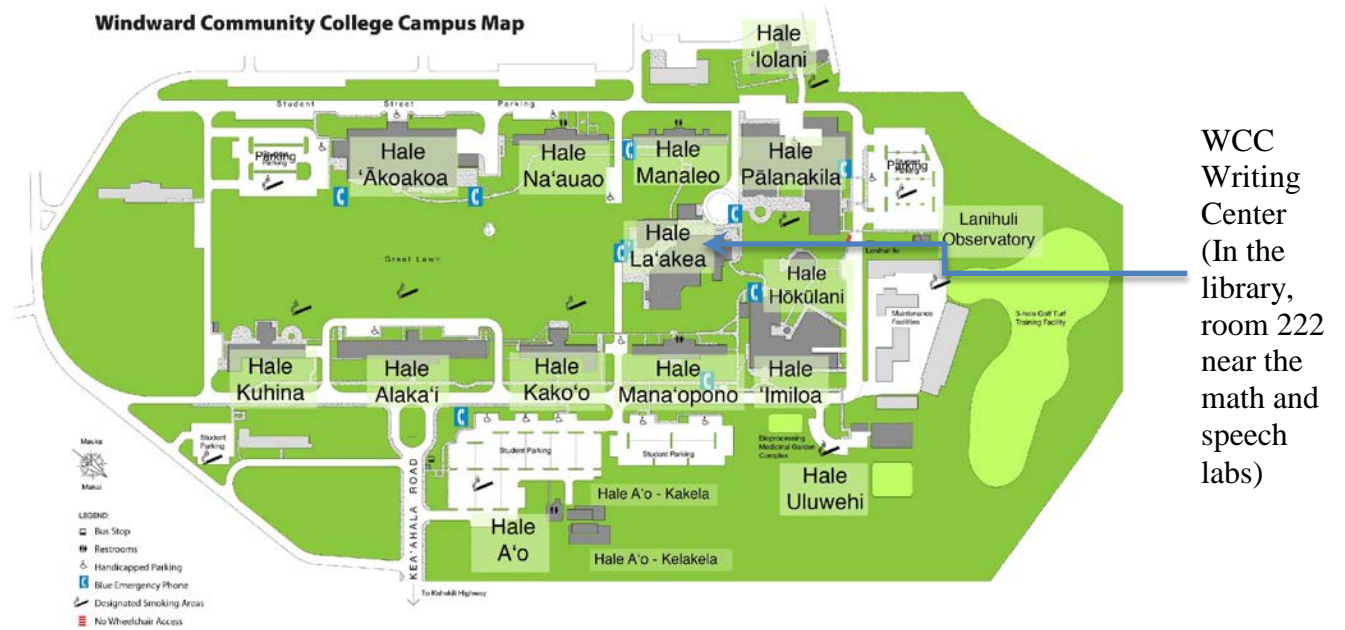
If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale 'Akoakoa 213 for more information.

CAMPUS MAP

Counselors

My Office!





Revised Fa 17