

English 100: Composition (HYBRID) CRN # 64167

Instructor: **Jenny Webster**
Office: Manaleo 104
Office Hours: **Monday: 2:30 pm - 4 pm**
(Drop-ins and Appointments) **Tuesday: 11:30 am - 1 pm**
Wednesday: 2:30 pm - 4 pm

***Schedule office hour appointments (live or virtual) via [MySuccess](#)**

****For live or virtual appointments outside of normal office hours, talk to me after class or email me a request with preferably 3 days and time when you are available to meet.***

Office number: (808) 236-9235
Email address: jennyrw@hawaii.edu
Semester: Spring 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

Since this is a hybrid course, students are expected to participate outside of class at least once a week. Please see your Daily Schedule and Due Dates Calendar for assignments due outside of class time. **Due Dates for outside assignments are Sat. at 1:00 pm.**

Additionally, students are required to conference with the instructor (face-to-face or via telephone) twice during the semester. If the conference is via telephone, be sure to have access to a computer and high-speed internet.

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 Strategies 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 regularly practice note-taking strategies on the course texts.

Notes on course readings are to be kept inside an English 100 notebook.

Various strategies will be completed as homework assignments in your notebook.

Discussion Journals SLO #2: "Exploring Ideas."

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

First 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."

First drafts of formal assignments will be printed and brought to class where drafts will be shared, discussed and given recommendations on how to improve by your peers.

[Brainfuse](#) feedback or a scanned copy of the [Writing Center Feedback Sheet](#) will be submitted with the final draft.

Brainfuse can be accessed only through the MyUH portal.

To make an appointment with the WCC Writing Center, go to MySuccess.

Students will not receive feedback on first drafts from the instructor unless they schedule a conference to discuss it.

Students are strongly encouraged to schedule conferences to discuss their drafts with the instructor.

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

Final drafts of the major assignments will be uploaded to Laulima under "Final Drafts" in the toolbar on the left.

Final drafts should be uploaded as attachments along with your tutor feedback.

(Optional) Further Revisions

If you receive a B or lower on any major assignment, you may revise it, and I will take the higher grade into account.

You have one week after the day you receive it to complete and return your revisions.

All revisions must be accompanied by three to four robust paragraphs describing the revision choices you made, as well as any other parts of the experience of revising.

Laulima Challenges

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.

Research Challenges will be completed on Laulima.

Skill Challenges: SLO #4: "...analyze the effectiveness of a variety of rhetorical strategies in order to

integrate that knowledge into their writing.”

Students will be given multiple opportunities to find sources outside of class texts to incorporate into their essays and deepen their understanding of topics.
Research Challenges will be completed on Laulima. (see the toolbar on the left.)

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.

Please make appointments during my office hours (if possible) via [MySuccess](#).

Otherwise, email me at jennyrw@hawaii.edu with at least three days and times when you are available for a conference. You can also email me using the email tool on our [Laulima homepage](#).

A missed conference will lead to 25 points deducted from your total score.

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 the LRUs.

There are three LRU tests. Students must score at least 10 points on each test to complete the LRUs.

Students who complete the LRUs by **Saturday, Feb. 11th at 12 noon**, will receive 25 extra credit points.

The last day to complete the LRUs is **May 2th**.

Click on [this link to read more about the LRUs](#)

Click [here for an orientation video](#).

Final Reflection (2-3 pages)

The final reflection is mandatory to pass the course; it will be due during finals week.

ASSESSMENT TASKS AND GRADING	POINTS + %
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Note-Taking Strategies/Homework Assignments

- 10 homework assignments (10 points each) 100

Discussion Journals

- 3 at 10 points each 30

Laulima Challenges

- Research Challenges 3 (15 points each) 45
- Skill Challenges 8 80

1st drafts, Peer Editing & Tutor Feedback

- 1st drafts (5) brought to peer editing sessions (10 points each) 50
- Participation in 5 peer editing sessions (10 points each) 50
- Brainfuse or WCC Writing Center feedback on 5 drafts (10 points each) 50

Essays (Final Drafts)

1. Personal Statement essay (2-3 pages) 75
2. Theme from *The Immortal Life of Henrietta Lacks* (5-6 pages) 160
3. Summary and Response (1 page) 50
4. Annotated Bibliography (5-6 pages) 100
5. The Politics of Language (5-6 pages) 160

Final Reflection (2-3 pages) 50

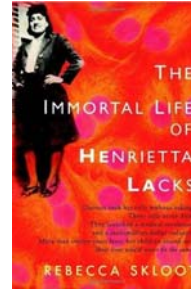
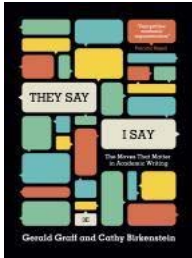
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Extra Credit if LRUs are completed by **Saturday, Feb. 25th by 11:59 pm** 25

Extra Credit if LRUs are completed by **Saturday, Wednesday, May 3rd by 11:55 pm** 10

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
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ATTENDANCE POLICY & TARDIES

Absences:

Students are allowed up to 2 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.

1. *“They Say/I Say: The Moves That Make Academic Writing”* by Graff, Gerald and Birkenstein. (ANY edition)

2. *The Immortal Life of Henrietta Lacks* by Rebecca Skloot

A third and fourth absence will result in a loss of 25 points each to the total grade.

3. *English 100 Student Handbook* (available in WCC building)

Any student who misses 5 classes will likely not pass the course.

4. *English Notebook* (college-ruled notebook)

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

Major Assignments 1-6 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:

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

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

ITS Hours of Operation

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

Friday: 8:00 am - 4:30 pm

Library hours

Help Desk 235-7338

Circulation 235-7436

Library Hours of Operation

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

Friday: 8:00 am - 4:00 pm

Writing Center (Room 222 in the Library)

For questions: 235-7473

[Click here for semester hours](#)

For appointments: Go to [MySuccess](#) and find them under "My Success Network"

The Hub

Mon -Thurs: 7:30-6

Friday: 7:30-2:30

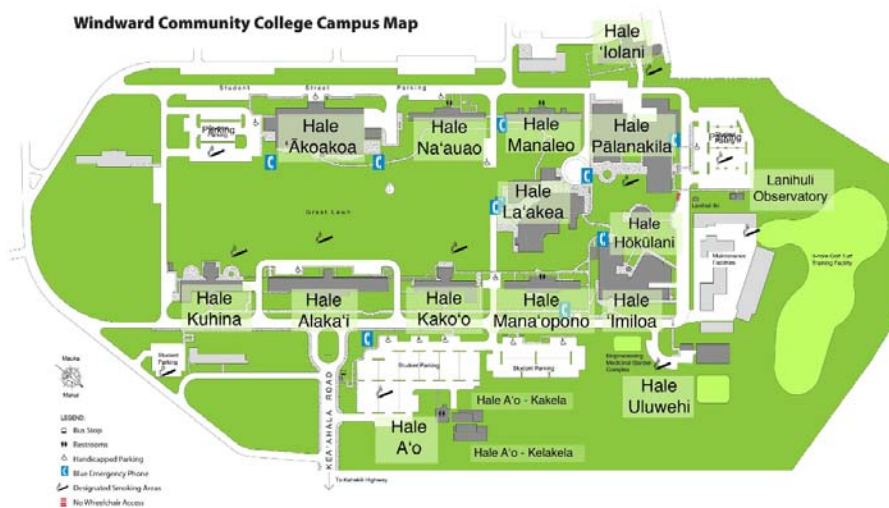
PLAGIARISM AND ACADEMIC INTEGRITY

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



Revised January 2017

Counselors