



UNIVERSITY of HAWAII*
WINDWARD
COMMUNITY COLLEGE

ENG 100, Composition

3 Credits (CRNs 64050, 64220, 64228)

Tuesday 10 am and 1 pm, Thursday 10 am

INSTRUCTOR: Jenny Webster

OFFICE: Class/Office Zoom Link: <https://hawaii.zoom.us/my/jwebster>

OFFICE HOURS: Days/times students may join me in my Zoom room for help

- **Tuesday 2:30 pm - 3:30 pm**
- **Thursday 12:30 pm - 2:30 pm**

Click Here to Schedule a Conference with your Instructor during Office Hours

(*You may also use the blue button at the bottom of my emails to schedule conferences)

TELEPHONE: (808) 236-9235 (messages go to my email)

EMAIL: jennyrw@hawaii.edu

EFFECTIVE DATE: Spring 2023

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

‘O keia ka wā kūpono e ho‘onui ai ka ‘ike me ka ho‘omaopopo i kō Hawai‘i mau ho‘oilina waiwai. Aia nō ho‘i ma ke Kulanui Kaiāulu o ke Ko‘olau nā papahana hou o nā ‘ike ‘akeakamai a me nā hana no‘eau. Me ke kuleana ko‘iko‘i e ho‘ohiki ke Kulanui e kāko‘o a e ho‘okumu i ala e hiki kē kōkua i ka ho‘onui ‘ike a nā kānaka maoli. Na mākou nō e ho‘olako, kāko‘o a paipai i nā Ko‘olau a kō O‘ahu a‘e me nā hana no‘eau ākea, ka ho‘ona‘auao ‘oihana a me ka ho‘onui ‘ike ma ke kaiāulu— hō‘a‘ano a e ho‘oulu i nā haumāna i ka po‘okela.

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 the Ko‘olau region of O‘ahu 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. (3 hours lecture).
Grade of “C” or better in ENG 22, OR placement into ENG 100, OR grade of “C” or better in ENG 23 and corequisite enrollment in ENG 100X, OR approval of designated Language Arts representative.

STUDENT LEARNING OUTCOMES

As a result of taking this course, students can expect to attain the following outcomes:

- 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.

Activities Required at Scheduled Times Other than Class Times

1. This is a hybrid course so besides class times, homework is also due by Sunday evening prior to class.
2. At least **two conferences** (via Zoom) with the instructor to discuss your writing. (No conferences available during finals week.)
3. Completion of the Library Research Units (**LRU**) Quiz 1, 2 & 3 - There will be a brief in-class introduction. You may also choose to access the LRUs and/or watch [a short introduction video here](#)

LEARNING RESOURCES

Course e-textbooks:

- [*They Say/ I Say: The Moves that Matter in Academic Writing*](#)

- [*He Ali'i Ka 'Āina: Learning to Live and Teach Sustainability in Hawaii*](#) by Christian Palmer's (online text)

Tutor.com

WCC offers free online, on-demand tutoring, through [Tutor.com](#). There is also a link on our Laulima Homepage. Any assignment or draft can be submitted to online or live tutors for feedback. It's free and you can use it in any class. Just click on the link above and you can choose between ["Connect with a tutor"](#) for a live tutor and live help (with drafting, crafting, revising and editing) or ["Submit a Paper"](#) to receive written feedback on any draft within 12 hours.

Ka Piko Services - Free Writing Lab

[Ka Piko Services](#) provides FREE academic and technical support to all WCC students. Our services are available both in-person and virtually (via Zoom). Our goals are to help students succeed academically and to become independent lifelong learners. We are staffed by friendly and knowledgeable peers who are ready to assist you!

- **Ka Piko Math Lab** provides assistance for all math courses offered at WCC, helping to improve students' understanding of important concepts and problem solving processes.
- **Ka Piko Writing Lab** provides assistance with any and all aspects of the writing process, including: brainstorming, research, MLA formatting and citations, drafting, and revising.
- **Ka Piko Student Tech. Support** can assist students with Google@UH, Laulima, MyUH, UH accounts, and can provide best-effort support for problems or questions with personal computers and other smart devices.
- **Success Connection Workshops**, weekly student success workshops, are also available.

Visit the Ka Piko webpage at go.hawaii.edu/A42 for more information about our services, to learn how to connect with our tutors and tech assistants, or to RSVP for a Success Connection Workshop. Contact the Ka Piko Coordinator, Scott Sutherland, at scottjks@hawaii.edu if you have any questions.

COURSE TASKS

Creating and Keeping a Blog

Students will create an online blog for this course for the purposes of developing a sense of audience outside the classroom, working out ideas for major assignments, and learning how to evaluate blog posts and their qualities as we work to become better researchers.

First drafts and Workshops

Throughout the course of the semester, some class dates will be entirely devoted to workshoping your blogs. This will happen in small groups, for the most part. When in small groups, students will workshop their work by reading their blog posts or portions of it to their

peers, discussing important ideas and writing elements, and receiving feedback on things such as content, how ideas are developing, the support or evidence that is provided, general structure of the piece, flow and clarity. These class periods are also an opportunity for students to learn from one another's blogs and one another's writing moves. First drafts should be revised for clarity, flow, content, grammar and spelling before they are reformatted into MLA and submitted for a grade on Laulima under the tool titled "Papers (finished)." *See the toolbar on the left side of our Laulima page.

**If you don't see a toolbar on the left side of the page on Laulima, look for the double arrows >> on the bottom, left side of any Laulima page and click that button to open your tool bar.

Complete three Library Research Unit (LRU) quizzes

Students **are required** to complete all three Library Research Unit (LRU) quizzes with a score of 10 or higher. The due dates for LRU quizzes are identified in the class schedule. It will take a few weeks for the quizzes to be made available by our librarians, but once I receive word that they are open, you are free to begin.

- You may access the LRUs and/or watch [a short introduction video here](#)
- You may also access the LRU quizzes directly through Laulima. Just look for **WIN.Library_Research** tab on your Laulma tool bar.
 - If no can find, on your Laulima homepage, click on the square of dots, at the top, right-hand corner of the screen, which should open up a list of semesters and the classes in which you have been enrolled. Then scroll down to the bottom and you should find it under "Ongoing." If you click the yellow star next to it, the LRU link will show up in your toolbar.

Attend and Participate in Zoom Class Meetings

We will meet once a week, with the class, via Zoom. Class is where students will discuss readings, share blogs, learn from one another's writing, provide feedback on each other's blogs, ask questions, and get to know each other. The class Zoom meetings are a very important aspect of the course and all students are expected to attend, participate, and be present. This is the best part of college; let's not waste it.

Workshop days are particularly important as these are when students will give and receive feedback on each other's first drafts (blog posts), so being present at a Workshop day is worth 20 points. Making sure you have a draft to share and discuss on Workshop days is quite important as well. See Assessments, Tasks and Grading below to view various point values for Blog Posts.

ASSESSMENT TASKS AND GRADING

<i>Assessment: subject to change at the instructor's discretion</i>	Points
Syllabus quiz	10
Blog posts (including 1st drafts): 15 @ 20 points each	300
Skill Challenges: 3 @ 20 points each	60

Workshops (for 1st drafts): 4 @ 20 points each <ul style="list-style-type: none"> 20 points for being in the workshop to review it with peers 	80
Formal Writing Assignments (250 words double-spaced/ 1 page) <ul style="list-style-type: none"> Assignment #1: Navigating a Meaningful Life (3-4 pages) - 100 points Assignment #2: Man, Mo`olelos and the Natural World (3-4 pages) - 100 points Assignment #3: Annotated Bibliography (9-10 pages) - 150 points Assignment #4: Sustainability Research Essay (5-6 pages) - 150 points 	500
LRU Quizzes: 3 @ 10 points each	30
2 Conferences with Instructor	20
General Attendance on Zoom and Participation (14 class dates)	(+15 / -25)
Total	1000

Passing: A – 90%-100% B – 80%-89% C – 70%-79% (Not Passing) D – 60%-69% F – 50% or less	<i>“It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all. In which case, you fail by default” - J.K. Rowling</i>
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LATE WORK POLICY: There are different policies for different types of assignments.

Blog Posts and Skills Challenges:

If one of these is submitted late but still in time to be discussed in class, it will receive half credit. If we have passed the date when the blog or skills challenge was discussed in class, it will not be accepted. Blog posts and skills challenges are designed to prepare you for class. Please, work hard to come to class prepared to discuss your homework.

1st drafts:

1st drafts submitted by Sunday evening will receive full credit.

1st drafts submitted between Sunday evening and the beginning of class will receive half credit.

1st drafts submitted during a workshop or after a workshop will receive no credit.

Finished drafts:

Because this is a writing course that requires students to complete 20 pages of finished writing, I will accept late papers. Students who don't turn in all the major papers, can NOT pass the class.

"Finished" Papers submitted up to one week late can still be submitted on Laulima and will only be docked 10% of the grade.

"Finished" Papers submitted more than a week late will not be accepted on Laulima and will have to be shared as a Google Doc with the instructor. To receive a grade, however, you will need to meet with me in a conference to discuss your late assignment and receive feedback. I won't waste your time giving you lickins for being late. I simply want to check in with you and make sure you get some feedback. If you are turning in a paper more than a week late, please [**Click Here to Schedule a Conference with your Instructor during Office Hours**](#)

Please Note * I will not accept multiple late papers at the end of the semester and no points will be awarded to late blogs.

DISABILITIES ACCOMMODATIONS

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Jodi Asato, Disabilities Counselor, (808) 235-7422, email wccdsso@hawaii.edu, or you may stop by Hale Kāko'o 106 for more information.

SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Jojo Miller, Confidential Advocate
Phone: (808) 348-0663
Email: advocate@hawaii.edu
Office: Hale Kāko'o 110

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kāko'o 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale 'Alaka'i 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

ACADEMIC INTEGRITY

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alaka'i 121
- Phone: (808) 235-7422