



UNIVERSITY of HAWAII
WINDWARD COMMUNITY COLLEGE

Ke Kulanui Kaiāulu o ke Ko'olau

English 100: Composition I

Fall 2024 | 3 Credits | Manaleo 125

CRN 64173 Monday & Wednesday: 10–11:15 am

CRN 64250 Monday & Wednesday: 11:30 am – 12:45 pm

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.

Instructor Information

How to Contact Your Instructor: Adrienne Robillard

Office: Manaleo 121

Office Hours: Mon. & Wed., 9-10 a.m. and by appointment.

Email: arobilla@hawaii.edu 24/7. *If it's past dinner time, I will likely respond the next day.

About Your Instructor

I grew up in Kailua through 6th grade and spent summer and winter breaks at my dad's here after moving to Fresno, CA with my mom. After college and different careers in California, I moved back to O'ahu in 2017 with my husband, daughter, and son. I've been teaching at WCC since 2019.

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

Course Information

Catalog Description

This college-level composition course promotes critical reading, the writing process, rhetorical principles, research strategies, and the documentation of sources.

Prerequisites: 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 100W, OR placement and enrollment in co-requisite ENG 100W OR grade of “C” or better in ENG 100W OR approval of designated Language Arts representative.

Activities Required at Scheduled Times Other than Class Times

Library research units (3), a minimum of two conferences with me to discuss your work.

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.

Course Format

This is an in-person 16-week course with required attendance. If you’re going to miss a class, or something has come up out of your control, simply 1) Email me to let me know about your absence, 2) Check Google Classroom to see what you missed and 3) Email me to verify what is needed to catch up. This course is Textbook Zero cost (TXT0).

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with [Executive Policy 7.209](#), all students in the University of Hawai’i system are required to establish “participation” to ensure that they are not dropped from their class(es). Students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

Grading Policy

Late work is accepted for a limited time for certain assignments, excluding time-sensitive assignments such as peer reviews. If you cannot meet a deadline: 1) email me to request an extension, 2) submit your work by the extension date. Late work does not always earn full credit.

Assessment Tasks and Grading

You will submit your work as a Google Doc. Grades are visible in Google Classroom. Students are responsible for monitoring their standing and asking questions if anything is unclear, incorrect, or missing. Extra credit is available throughout the semester.

This following table shows how each project impacts the overall grade.

Place Essay 10%	Read & Respond Assignments: 10%
Classmate Biography 10%	Library Research Units 5%
Research Strategies: 10%	Participation: 25%, including attendance
Research Essay: 15%	Reflective Essay & Portfolio 15%

Weekly Overview (may change to best suit each class; deadlines are posted in Google Classroom)

Week	Date	Topic	Notes
1	8/26/24	Introductions; "Fish Cheeks"; sentence structure; teacher mini biography.	
2	9/02/24	Commas; peer review; teacher mini biography; "Salvador Late or Early"	Holiday, 9/2, no class <i>Teacher mini biography due Sunday, 9/8.</i>
3	9/09/24	Place essay; channeling five senses in writing; brainstorm; "Arabic Lesson"	
4	9/16/24	"Girl"; outline first draft of place essay; colons & semi colons; work w/tutor service	9/17 last day to withdraw without a W
5	9/23/24	"Burn"; second draft of place essay; revision workshop for final draft.	<i>Place Essay Final Draft Due</i>
6	9/30/24	"Ice Cream Truck;" classmate biography interviews; thesis; brainstorm; outline	

Week	Date	Topic	Notes
7	10/07/24	"Best Advice"; first draft workshop; revision techniques	
8	10/14/24	"Child A"; second draft workshop; work w/tutor service.	<i>Classmate Biography Final Draft Due</i>
9	10/21/24	Research strategies; local issues; group presentations; "A Handy Tip."	Explore research topics
10	10/28/24	"Powder"; online databases, works cited, quote blending w/in-text citations.	Group presentations.
11	11/04/24	Research question. Thesis workshop. Brainstorm session. Monday, 11/4 last day to withdraw with a "W" grade	Tuesday 11/5 is Election Day
12	11/11/24	Outline and first draft workshop; works cited due w/tutor evidence.	Monday 11/11 is Veterans Day
13	11/18/24	Second draft workshop; annotated bibliography; peer review.	
14	11/25/24	Revision workshop; peer review.	Thursday 11/28 is Thanksgiving
15	12/02/24	Reflective essay, writing portfolio, finalize research presentations.	<i>Research essay final draft due.</i>
16	12/09/24	Research presentations; reflective essay final draft and portfolio.	
Finals	12/16/24	Finals Week Exam Schedule	<i>Reflective essay final draft and portfolio due.</i>

*Bold text denotes a Holiday

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 the use of quotes or summarizing with reference to the original author. In this course, students are not permitted to use generative AI applications such as ChatGPT, Bard, or Bing, in whole or in part, to generate course materials or assignments. Grammar and spell checking tools such as those integrated into MS Word may be used. If you have any questions about whether a particular tool or specific use is permitted, check with me.

In this class, students who commit academic dishonesty, cheating, or plagiarism will receive a failing grade for plagiarized assignments. All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

[Windward CC Student Conduct Information](#)

[UH System Student Conduct Policy EO 7.208](#)

Student Responsibilities

- Complete assignments on time to earn full points, including every step in the writing process. This is critical to successfully pass the course and establish writing skills.
- Cell phones must be turned off and stowed out of reach and out of sight in the classroom.
- If you're experiencing a situation or crisis that is impacting your classwork, please let me know. You don't have to tell me the details, but I can help you find support. WCC's counselors offer not only academic but also confidential mental health support.

How to Seek Academic or Technical Support

Academic Support

- [Windward Community College Library](#)
- [Library eResources](#)
- [Ka Piko Writing Lab](#)
- [Ka Piko Speech Lab](#)
- [STAR Balance](#)

Technical Support

- [UH ITS Help Desk](#) – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Lulima and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lulima – Click on the [Request Assistance](#) link at the bottom of any Lulima Page to fill out and submit a question and get your answer via email.
- [Information Security for Students](#)

College Policies & Support Services

Disabilities Accommodations Statement

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kako'o 106) for more information.

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the [UH System Basic Needs website](#).

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the [WCC Mental Health & Wellness website](#).

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit [UH Alerts website](#) for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is

exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or [online](#).

Title IX - Sex Discrimination And Gender-Based Violence Resources

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:

Leslie Cabingabang, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kāko'o 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kāko'o 109

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/