ENGLISH 100 (S) - Comp I (3 credits)

CRN# 64420 & CRN# 64421 (MW 10-11:15; Manaleo 126)
CRN# 64053 (TR 10-11:15; Manaleo 126); CRN# 64072 (TR 11:30-12:45; Manaleo 112)

ENGLISH 100 W (S) - Comp I Writing Workshop (1 credit)

CRN# 64422 (MW 11:30-12:45; Manaleo 112)

Fall 2024

CLASS INFORMATION

This is an in-person course, and we'll be meeting in Manaleo 126 & 112; however, if you are feeling unwell, please stay at home and join us via Zoomland: Link to Zoom
https://hawaii.zoom.us/my/desi.wcc

INSTRUCTOR INFORMATION

Instructor:	Desi Poteet
Office:	ʻĀkoakoa 237
Office Hours:	by Zoom appointment
E-mail:	desi.poteet@hawaii.edu
Phone:	**TBA**
Zoomland:	Link to Zoom

https://hawaii.zoom.us/my/**desi.wcc**

*These ENG 100/ENG 100W classes are S-focused, meaning that various assignments and content will concentrate on issues of **personal** sustainability. For more information, please visit:* Sustainability

SYLLABUS CHANGE POLICY

The syllabus may be updated to address the learning goals of our class community. I will provide updates via ANNOUNCEMENTS on our Laulima website.
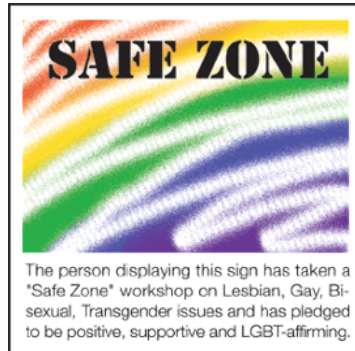
WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

'O keia ka wā kūpono e hoʻonui ai ka 'ike me ka hoʻomaopopo i kō Hawai'i mau hoʻoilina waiwai. Aia nō hoʻi ma ke Kulanui Kaiāulu o ke Koʻolau nā papahana hou o nā 'ike 'akeakamai a me nā hana noʻeau. Me ke kuleana koʻikoʻi e hoʻohiki ke Kulanui e kākoʻo a e hoʻokumu i ala e hiki kē kōkua i ka hoʻonui 'ike a nā kānaka maoli. Na mākou nō e hoʻolako, kākoʻo a paipai i nā Koʻolau a kō O'ahu a'e me nā hana noʻeau ākea, ka hoʻonaʻauao 'oihana a me ka hoʻonui 'ike ma ke kaiāulu — hōʻaʻano a e hoʻoulu i nā haumāna i ka poʻokela.

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 Koʻolau region of O'ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Why do writers write? Because it isn't there." Thomas Berger

Our classroom is a collaborative learning community. We each bring to this classroom a unique and valuable set of life experiences. We can learn from one another and in the process discover who we are… who we are still becoming. **In order for us to take advantage of this exciting opportunity to discover, learn, and evolve, we must create an environment in which we respect, support, and celebrate our differences.**

The person displaying this sign has taken a "Safe Zone" workshop on Lesbian, Gay, Bi-sexual, Transgender issues and has pledged to be positive, supportive and LGBT-affirming.

About ENGLISH 100/ENGLISH 100W

English 100: Composition I
This college-level composition course promotes critical reading, the writing process, rhetorical principles, research strategies, and the documentation of sources.

English 100W: Composition I Writing Workshop
This course offers increased student-teacher collaboration on English 100 course content: college-level composition, critical reading, the writing process, rhetorical principles, research strategies, and the documentation of sources. (140 min studio) Co-Requisites: ENG 100

Student Learning Outcomes

The student learning outcomes for English 100/100W 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.

"You can approach the act of writing with nervousness, excitement, hopefulness, or even despair – the sense that you can never completely put on the page whatever's in your mind and heart. You can come to the act with your fists clenched and your eyes narrowed, ready to kick ass and take down names. You can come to it because you want a girl to marry you or because you want to change the world. Come to it any way but lightly. Let me say it again: you must not come lightly to the blank page."
Stephen King, *On Writing: A Memoir of the Craft*

Written Communication Foundation (FW) Hallmarks

To satisfy the written communication requirement, this course will:
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.

Course Format

English 100/100W are taught in-person and using Laulima, an online educational platform. Students must have basic computer literacy and a University of Hawaiʻi ID and password to access Laulima and join class activities.

This class will involve discussions, group work, and other forms of participation throughout the semester. Full participation in all activities will have a positive impact on your writing performance and progress.

College-level studies require self-discipline and responsibility; students are successful when they:

- Ø are self-motivated.
- Ø are curious, open-minded, and self-directed learners.
- Ø are good readers.
- Ø are good time managers.
- Ø collaborate with others.
- Ø enjoy both the in-person class experience and accessing online resources.
- Ø are excited by and fairly comfortable with technology.

Other requirements:

 Ø Ability to focus on the course for approximately 6-10 hours a week.
 Ø Motivation to adapt to an ever-evolving learning environment.

Learning Resources

The material will be available through our Laulima class site; if you do not have access to reliable and daily access to a computer, you may borrow a computer from our WCC library.

❖ ChompChomp (http://www.chompchomp.com/)
❖ *The Blue Book of Grammar and Punctuation* by Jane Straus (available online)
❖ Handouts and links to videos and other valuable resources.
❖ Daily access to a computer and Internet.

Course Content and Tasks

Acquiring new skills is a life-long activity and is not limited to the classroom experience. In whatever career path you choose, reading and writing are foundational skills that will support and serve you in achieving your personal and professional goals, no matter what your academic or professional intentions may be. Through a variety of activities, this course will add to your existing literacy toolbox and help you improve your composition skills.

One of our guiding themes will be personal sustainability. We will explore issues focusing on what sustainability means to us as individuals facing personal challenges and striving to be the best we can be.

Concepts or Topics	Skills or Competencies—Students will:
Writing process Effective Research Organization Audience and purpose Rhetoric Academic honesty MLA style	1. Read for understanding and for analysis/argument 2. Engage in the writing process by: Planning Drafting Discussing Revising Reflecting 3. Attend to stylistic/grammatical clarity 4. Conduct research 5. Write with sources by: Paraphrasing Quoting Summarizing Synthesizing Arguing

Activities required outside of class:
In addition to regular assignments, students must:
- dedicate 6-10 hours of study time per week for assignments.
- complete the Library Research Units (3 sections with a score of 10 or more points in each)
- conference with Desi:
  - narrative essay conference
  - final conference to discuss student accomplishments and final grade.
  - at any point you need support
- meet with a TRiO tutor and/or a Ka Piko Writing Lab mentor to support your writing process, as needed.

Over the course of this semester we will explore territories of words, images, and sounds. We will be adventurers, explorers, detectives—actively discovering our world through books, periodicals, newspapers, essays, films, Web sites, art, plays, photographs, memoirs, interviews… wherever the territories of words and images exist. In the process of meeting diverse people, traveling to different places, encountering new experiences, and all the while improving our reading ability and sharpening our writing skills, we will undoubtedly encounter new facets of ourselves. We will discover that reading and writing are not only necessary skills, but can also take us on amazing and rewarding adventures.

Your writing will improve with practice, practice, and yes, more practice. In class, we will be writing, increasing and refining our mechanical/technical skills. Since writing also improves with reading, we will read and discuss texts, studying ways in which authors deploy literary conventions for effectiveness. And as a community of writers, we will be sharing our insights about our process.

Assessment Tasks and Grading

Your final grade will be based on the quality and timely completion of all assignments, insightful work, presentations, class attendance, and participation. *Assignments that do not meet minimal proficiency must be redone to receive passing credit.*

LRU quizzes (3 @ 15 points)	**45 points available**
Attendance/Participation	**100 points available**
Happiness Practice Journal	**100 points available**
Problem-Solution: Personal Sustainability Visual Presentation	**100 points available**
Major Writing Assignments	**550 points available**
Extra Credit! Grammar Exercises (20 @ 5 points)	**100 points available**

Additional Extra Credit will be available throughout the semester, but it does not replace your required assignments

Major Writing Assignments (required)	Min. Word Count/Points Possible
Narrative (A story about a challenge you've overcome)	~750+ Words/100 pts. possible
Creative Piece (2 Group Short Fiction)	~750+ Words/100 pts. possible
Process/Plan of Action	~1500+ Words/150 pts. possible
Reading Responses	~1000+ Words/25 pts. each/ 100 pts. possible
Reflection (Insights Gained in Journey through English 100)	~1000+ Words/100 pts. possible

By the end of the term, you will have written a total of 5,000 words that have undergone revision.

Student Responsibilities
BE...
- Curious about the world of research, reading, and writing and dive in!
- Enthusiastic about each assignment and do your best work!
- Courageous in your writing process and dive deep!
- Supportive and encouraging of your peers so they can do their best!

Final Grade
You are responsible for your final grade. It will be based on the quality and timely completion of assignments, class participation, and insightful work. There is no final exam.

A – 900+; B – 800-899; C – 700-799; D – 600-699; F – 599 and below
An "N" grade indicates that the student has worked conscientiously, attended regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies.

I reserve the option of modifying assignments and due dates to benefit and support the learning needs of our class community.

"Most of us have two lives. The life we live, and the unlived life within us. Between the two stands Resistance."
                    Steven Pressfield from *The War of Art*

Course Policies

Participating in our Learning Community

In order to be successful in this class:

- Print out this syllabus and annotate it, indicating anything you have questions about.
- Print out the weekly assignments schedule and schedule your time responsibly. (Google Calendar works well.)
- Familiarize yourself with our Laulima class site; I will continue to add valuable resources, which I will note in ANNOUNCEMENTS.
- Complete all assignments on time.
- Help one another by forming partnerships. Your learning experience will be better when you work together.
- If you feel sick, join us via Zoom. Attendance is important.

Attendance/Participation

Attendance is required. Please arrive a little early, so you can settle in. If you're sick, please join us via ZOOM from your room. Make sure you are fully dressed, be attentive, and turn on your camera.

Assignments

The world of writing can be both exciting and daunting. Professional writers provide one another with feedback in order to produce the strongest work possible. Work ahead of schedule to avoid challenges that may prevent you from completing your work on time. Complete the extra credit grammar exercises each week; they can NOT be made up. Everyone has encountered an unanticipated emergency, making it difficult to meet a deadline. In order to avoid late work, please work ahead of schedule to avoid the "my cat ate my homework" situations.

Evaluation and Feedback

I will provide feedback on your work, but you will also be relying on each other for feedback. I am available to meet with you to discuss your work at various stages. These conferences provide you with one-on-one feedback on your essays. You are responsible for scheduling with me. You are encouraged to take advantage of the tutoring services available through TRiO and Ka Piko.

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. AI-generated work deprives you of your individual expression and creative rights. So unless otherwise noted in an assignment and agreed upon in our writers community, please do not use AI to do your work.

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.

Content Warning

A college education provides you with a valuable opportunity to explore the world around you in new ways, broadening your life experiences. Research can uncover challenging and uncomfortable topics. In addition, literature and

films, in particular, reflect the human condition in all its complexity, and sometimes contain content (profanity, violence, sexuality, etc.) that may offend you. I encourage students to write about topics of interest, but some subjects may be triggering to others. The act of writing requires courage as we dive deep into the uncomfortable realms. **If you would prefer not to expose yourself to these issues through readings, student work, audio books, films, class discussions, etc., then this may not be the class for you**.

Contacting Desi
My cell phone number is listed on the OVERVIEW page on our website. Text me. Please let me know who you are and what class you're in. For TR at 10:00." You can also send me emails at: desi.poteet@hawaii.edu. <u>Please use your UH email.</u> I will respond to you within 24 hours, M-F, excluding holidays. Sometimes there are glitches in the e-mail system. So, if you don't hear from me, please follow up.

Communication is key
Please keep me posted. If you encounter challenges in your life, let me know as soon as possible, so we can find strategies for you to succeed in this class. You can text me, e-mail me, meet me in Zoomland. If you feel overwhelmed, contact me; we'll work together on a strategy of success for you.

Final Thoughts… for now
You have the capacity to create the life you want. Embrace the journey… be brave. Together, let's dance through the semester with joy and discover who we are still becoming.

<u>COURSE POLICIES CONTRACT</u>

I have read through and reviewed the above Course Policies and the entire syllabus (ENG 100/100W). By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies.

_____
Signature

Please turn in your annotated syllabus and this signed page in class.

Please complete this contract by clicking on this link:
[Course Policies Contract Form:](#)

WINDWARD CC GENERAL INFORMATION

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 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.

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 Technology (Optional)

Laulima Learning Management System
- [Laulima (Sakai) Accessibility](#)
- Laulima will be unavailable daily from 3:00 am-4:00 am HST for server backup and maintenance.
- Laulima automatically logs you out *if it does not detect activity for two hours.* A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Laulima, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Regular Substantive Interaction

Online courses at Windward Community College follow these guidelines for ensuring quality instruction: [RSI Definition-WCC](#).

Other Technology
Review the privacy/security policies before using the technologies we will be using in this class. Contact me if you would like to discuss the use of alternate options or technologies.
- [Delete this text before publishing the syllabus: Listed below are commonly used tools prepopulated with accessibility statements and privacy policies. Please feel free to add, edit, or delete this list based on tools used in your own course. If your tool is not included in

this list, check the UH ITS Reviewed Instructional Third Party Online Tools list before including it in your syllabus. Delete the instructions after you have completed your list.]

- Google Sheets is used to create assignment and reference worksheets (accessibility statement, privacy policy)
- Google Docs is used to create the Course Design Document and rubrics (accessibility statement, privacy policy)
- H5P is used for creating review activities (accessibility, privacy policy)
- Kahoot! is used for review activities (accessibility statement, privacy policy)
- Flip is used for some of the discussion activities (accessibility statement, privacy policy)
- Loom is used for screen recording (accessibility statement not provided, privacy policy)
- Nearpod is used for interactive presentations (accessibility statement, privacy policy)
- Padlet is used for some of the discussion activities (Padlet Accessibility Statement, Padlet privacy policy)
- PearDeck is used for interactive presentations (accessibility statement not provided, privacy policy)
- Quizlet is used for interaction (accessibility statement not provided, privacy policy)
- YouTube is used for delivering some of the course content (accessibility statement, privacy policy)
- Zoom is used for the Synchronous Sessions and virtual office (accessibility statement, privacy policy)

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.

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 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.

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

Include an AI Statement (is it ok in your class? if so, when/how?) Here are some UH Guidelines and AI Recommendations. Instructors should refrain from sharing or inputting student work into online AI tools, including AI detection tools, without obtaining student consent. Uploading student work has potential FERPA implications as well as potential copyright concerns. Additionally, the uploaded content could be used as data for training of the AI, without the student's consent.

Student Responsibilities

- Expectations

- Additional policies (e.g., cell phones in the classroom, late work, attendance, missed work, extra credit, participation, netiquette)

- Any information you feel the student needs to know

- Students may check the Student Notifications page on the website for canceled classes

How to Seek Academic or Technical Support

Academic Support

- Windward Community College Library

- Library eResources

- Ka Piko Writing Lab

- Ka Piko Speech Lab

- Ka Piko Math Lab

- Evening and Online Learning at Windward Community College

- STAR Balance

Technical Support

- UH ITS Help Desk – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Laulima 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 Laʻakea 228. Available Monday–Friday from 8:00 am–4:00 pm.

- Laulima – Click on the Request Assistance link at the bottom of any Laulima 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 Kākoʻo 107 (Wednesdays)
>
> Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
> Phone: (808) 235-7468
> Email: mozoa@hawaii.edu
> Office: Hale Kākoʻo 109
>
> Desrae Kahale, Mental Health Counselor & Confidential Resource
> Phone: (808) 235-7393
> Email: dkahale3@hawaii.edu
> Office: Hale Kākoʻo 101
>
> Karen Cho, Deputy Title IX Coordinator
> Phone: (808) 235-7404
> Email: kcho@hawaii.edu
> Office: Hale ʻAlakaʻi 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/