



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

# IS 103 Heroes of Windward

Fall 2024 | 3 Credits  
64083

Welcome to IS 103!

## Instructor Contact Information

- Name:** Lance Uyeda
- Email:** [lkuyeda@hawaii.edu](mailto:lkuyeda@hawaii.edu)
- Office:** [Hale Manaleo 103](#)
- Classroom:** Hale Pālanakila 225
- Zoom:** <https://zoom.us/my/uyeda> | Or use the meeting ID “uyeda”  
or 707 031 6312, no password
- Phone:** **Check your email and/or the course website for my cell number.**  
My office number is 808-236-9229. Messages are forwarded to me automatically, so please leave a message. (Or, if you don't leave a message, I won't know you called.)
- Email:** [lkuyeda@hawaii.edu](mailto:lkuyeda@hawaii.edu)  
I try to reply to emails on the same day if at all possible, but I'm often in bed early, sometimes by 9:30 or 10:00 PM. I'm slower to reply on weekends. But if I haven't responded to your message in eighteen hours (you emailed at midnight on Saturday and now it's 6PM Sunday), I've likely experienced a tech fart (i.e. a brain fart but on gmail); *please email me again.*
- Appointments:** <https://uyeda.youcanbook.me>  
I look forward to working with you on your writing this semester in individual meetings! To see my availability and let me know what times work best for you, please go to my booking page (see link above).

## 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.

‘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.

## Catalog Description

This course offers strategies for success in college and life-long learning. It emphasizes understanding yourself, setting and attaining goals, critical thinking, effective communication, relationship building, study habits and skills, time management, college resources, and setting your foundation to succeed. Students will participate in and lead classroom learning through discussions, readings, writing assignments, group activities, and hands-on experiences.

Activities Required at Scheduled Times Other Than Class Times:

- Individual conferences with Lance if a pattern of late/missing work indicates a need for them.
- A final community action/research project that you will plan/execute.

## Student Learning Outcomes

*Students will:*

1. Identify personal characteristics (e.g., learning styles, strengths and weaknesses, habits of mind) and analyze how these impact decision-making and success.
2. Consider those factors which impact student relationships with others and articulate strategies and skills to encourage strong relationship building.
3. Identify college policies and resources related to students.
4. Practice learning strategies (e.g., note-taking, time management, test-taking) to increase success in college coursework.

## Learning Materials

**Required text:**     [Make It Stick](#), by Brown, Roediger, and McDaniel  
(access via [WCC Library link](#))

Audio files:        [Listen or download mp3s of the book here](#)

## Assessments and Grading

*Changes may be made to the grading scale below to facilitate your achievement of the course learning outcomes.*

### Demigod minimum requirements

- Boot Camp: **4 or more weeks A level**
- Crises: **4 or more A level**

- Challenges
  - 4 or more Calendar and/or Financial Aid challenges
  - 4 or more Scholarship challenges
  - 4 or more Career Prep and/or Study Abroad challenges
  - 3 or more Library challenges
  - 25 or more challenges total
- Instructor Visits: **7 or more**
- Community action/research project: **A- or better**

### **Superhero (A) minimum requirements**

- Boot Camp: **3 or more weeks A level**
- Crises: **3 or more A level**
- Challenges
  - 3 or more Calendar and/or Financial Aid challenges
  - 3 or more Scholarship challenges
  - 3 or more Career Prep and/or Study Abroad challenges
  - 2 or more Library challenges
  - 20 or more challenges total
- Instructor Visits: **5 or more**
- Community action/research project: **B+ or better**

### **Guardian (B) minimum requirements**

- Boot Camp: **3 or more weeks B level**
- Crises: **3 or more B level**
- Challenges
  - 1-2 or more Calendar and/or Financial Aid challenges
  - 1-2 or more Scholarship challenges
  - 1-2 or more Career Prep and/or Study Abroad challenges
  - 1 or more Library challenges
  - 15 or more challenges total
- Instructor Visits: **3 or more**
- Community action/research project: **B or better**

### **Trooper (C) minimum requirements**

- Boot Camp: **3 or more weeks C level**
- Boot Camp: **3 or more C level**
- Challenges
  - 1 Calendar and/or Financial Aid challenge
  - 1 Scholarship challenge

- 1 Career Prep and/or Study Abroad challenges
- 1 Library challenge
- 12 or more challenges total
- Instructor Visits: **2 or more**
- Community action/research project: **C or better**

### Unengaged (F) if any of the following apply

- Boot Camp: **Fewer than 3 weeks achieved at C level**
- Crises: **Fewer than 3 at C level**
- Challenges
  - Calendar and/or Financial Aid challenge missing
  - Scholarship challenge missing
  - Career Prep and/or Study Abroad challenge missing
  - Library challenge missing
  - Fewer than 12 challenges completed
- Instructor Visits: **Fewer than 2**
- Community action/research project: **Did not participate**

## Required Hardware and Software

- A more recent model desktop or laptop (2014 or later model), either Windows or Mac is recommended
- Reliable high-speed (Cable or DSL) Internet connection
- A recent version of Firefox Browser. Download from [Firefox Browser Update](#) if you don't have it.
- [Adobe \(Acrobat\) Reader](#). Download is free.

## Minimum Technical Skill Requirements

In this course you'll be required to use Lulima, the online course management system on which you're most likely reading this syllabus 😊, to access course materials and complete assignments. Required basic-computing skills include 1) word processing (on Microsoft Word, Pages, or whatever program you prefer); 2) using an internet browser such as Chrome, Safari, or Firefox; 3) and managing your files, for example by remembering and/or keeping track of where you've uploaded or downloaded them.

## Technical Support

- [UH ITS Computer Help Desk](#) – email [help@hawaii.edu](mailto:help@hawaii.edu) or call 956-8883 (or toll free at 1-800-558-2669 from the neighbor islands)
- Laulima Assistance Form – 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.
- [Laulima Student Support](#)
- [Information Security for Students](#)

## Academic Support

[TRiO SSS](#) One of the best resources on campus is the TRiO Student Support Services (SSS) office, which provides tutoring and a range of other opportunities to eligible students (see me for details). The contact number for TRiO SSS is 235-7487. Watch a brief informational video here: [Welcome to TRiO Student Support Services](#)



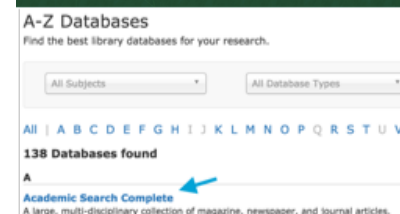
[Tutor.com](#) is an online tutoring service available 24/7 to provide academic support for UHCC students. For FAQs and how to access Tutor.com, review the [Studying that fits your schedule 24/7 online tutoring for UHCC students!](#) page.



[Online Learning Academy](#) The University of Hawai'i's [Online Learning Academy](#) (OLA) provides one-on-one English, math and science tutoring, by highly-qualified college tutors, for the University of Hawai'i (UH) System students statewide. They offer tutoring in the following subjects: basic math, pre-algebra, algebra, geometry, trigonometry, calculus, biology, chemistry, physics, environmental science, writing, and language arts.



[Academic Search Complete](#) is the best database available through the Windward library for articles and reports aimed at a general academic audience. Access Academic Search Complete by clicking on the “A-Z Databases” link on the library website homepage; it is the first database listed.



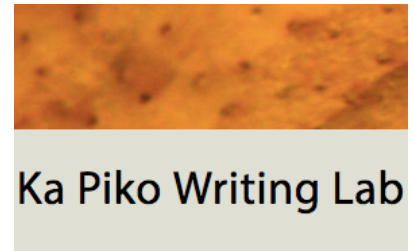
[MySuccess](#) is an online student support network for you to stay in touch with your instructors and counselor(s) and up-to-date with your academic progress, in part through an “early alert” system that sends reminders about



Staying Connected

attendance and assignment completion. MySuccess feedback is informal and separate from your official academic records.

The [Ka Piko Writing Lab](#), located in the WCC Library and Learning Commons, provides in-person consultations during school hours and email feedback as needed. The center's current hours are posted here: <http://go.hawaii.edu/PgC>



### Other Windward Community College Resources

- [Windward Community College Library](#)
- [eBooks Collection](#)
- [Speech Lab](#)
- [Math Lab](#)
- [Evening and Online Learning at Windward Community College](#)

## Basic Needs Resources

Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. 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 are experiencing basic needs insecurity, please see the following resources: [WCC Basic Needs](#)

## Safe Zone

Your IS 103 classroom/course and instructor's offices (on-campus and on Zoom) are LGBTQ+ safe zones. Please see me if you want someone supportive to talk to, or if you'd like information on LGBTQ+ resources on campus. The University of Hawai'i system is committed to building an inclusive community that supports and advocates for all students, welcoming transgender persons, māhū, and people of all gender identities and sexual orientations.



## Course Policies and Procedures

### Emails:

Communicating with students is my top priority. If I have not responded to your message in twenty-four hours, please email me again.

Please check your hawaii.edu account on a regular basis. The homework emails that I send via Lulima will go to that account only. Instructions on forwarding your hawaii.edu account are here: <https://www.hawaii.edu/askus/1208>.

In a school or work setting, please always write grammatically correct emails, using complete words and full sentences (no shorthand, such as “where r u now”). Start with a greeting (Aloha e Jane, Dear Mr. Smith, or Hi Lance), and end with a signature (Thank you, Sincerely, or just your name).

If you have any problems or last-minute emergencies, please email me.

## University Policies and Procedures

The University of Hawai'i is an equal opportunity/affirmative action institution. It is committed to a policy of nondiscrimination on the basis of race, sex, victims of domestic or sexual violence, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran. For additional details, visit the [UH Systemwide Policies and Procedures Information System \(PPIS\)](#) site.

### Student Conduct

Review the [UH Systemwide Student Conduct Code](#) for more information. Review the [Online Netiquette and Privacy Tips](#) to prepare yourself when interacting online.

### Academic Honesty

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty.

Cheating is an act of academic dishonesty and includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student body; and
4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Plagiarism is also an act of academic dishonesty and includes, but is not limited to:

- the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement.

- It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Furnishing false information to any UH official, faculty member, or office.

Forgery, alteration, or misuse of any UH document, record, or form of identification.

### **UH Title IX**

- The University of Hawai'i 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 ([UH Title IX](#)). If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you.
- If you would like to report incidents of sex discrimination or gender based violence, contact your campus [Title IX Coordinator](#) or submit the online [reporting form](#).
- If you wish to remain ANONYMOUS, speak with someone CONFIDENTIALLY, or would like to receive information and support in a CONFIDENTIAL setting, contact your campus' [confidential resource](#).

### **Accommodation Statement**

The University of Hawai'i is committed to a barrier-free campus and provides accommodations to ensure students with disabilities equal access to education. We agree to make academic adjustments to ensure non-discrimination of students with disabilities. This commitment is in accordance with applicable state and federal laws, including the Americans with Disabilities Act, and Sections 504 and 508 of the Rehabilitation Act.

Under the Americans with Disabilities Act (Title II) and the Rehabilitation act of 1973-section 504 and 508, individuals with disabilities have protections against discrimination and are assured access to programs, services and activities. For more information see "Americans with Disabilities Act" and "Rehabilitation Act of 1973 – Section 504 or Section 508".

Students must self-identify to the appropriate Disability Services Office and complete the intake process before receiving reasonable accommodations. To ensure the prompt and effective provision of accommodations, students should contact the Disability Services Office as early as possible. Find your disability services office contact for your home campus.

Any student who feels s/he may need an accommodation based on the impact of a disability is invited to contact the course instructor privately or your campus's disability services office.



For more information, contact Roy Inouye, Disabilities Counselor, at (808) 235-74448, email [wccdsso@hawaii.edu](mailto:wccdsso@hawaii.edu). See also the WCC [Disabilities Services](#) website.

## UH System Student Support

- [Academic Advising](#)
- [Bookstore](#)
- [Career Services](#)
- [Counseling Services](#)
- [Registration](#)

### Financial Aid Statement

If students do not begin attendance in a course or stop participating in a course, Title IV funds must be returned according to Federal Return of Title IV funds regulations (34 CFR 668.21(a)). This means you may be required to return some (or all) of the financial aid you have received. It is very important to remember that colleges are required to take steps necessary to ensure that students are academically engaged in order to justify the disbursement of Federal Title IV student aid funds. If at any time your plans change and you no longer plan to participate in the courses in which you enrolled, you must contact the financial aid office to minimize any possible negative financial impact.

For more information on financial assistance for your education, please contact your [home campus financial aid office](#). Financial assistance may include grants, scholarships, and other resources to help you pay for the cost of college. A financial aid adviser will be able to help you navigate this process to determine your eligibility for these funds.