



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

ENGLISH 100, COMPOSITION 1

3 Credits (CRN 62469 and CRN 62151)

Spring Semester: 8 January – 10 May 2024

Mon & Weds (62469) and Tues & Thurs (62151) 9:30 a.m.– 10:45 a.m.

INSTRUCTOR: Adrienne Robillard

CLASSROOM: Kailua High School, B22

OFFICE HOURS: 10:45 – 11:05 a.m. Mon and Tues or by appointment (email me)

EMAIL: arobilla@hawaii.edu

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.

CATALOG DESCRIPTION

This college-level composition course promotes critical reading, the writing process, rhetorical principles, research strategies, and the documentation of sources. You will practice, learn, and master the skills to write successfully at the college-level.

STUDENT LEARNING OUTCOMES

You can expect the following in this course:

1. Use a multi-step writing process that includes drafting, editing, peer review, and proofreading while making use of written and oral feedback.
2. Write compositions on assigned topics that are appropriate to a particular audience and purpose. Texts will have a main point and supporting ideas developed with specific and logically organized details.
3. Compose complex and well-reasoned texts that incorporate source material appropriately.
4. Apply the rules and conventions of grammar, word choice, punctuation, and spelling to writing.
5. Demonstrate effective use of study skills and college success strategies.

LEARNING RESOURCES

Students are required to use free tutoring services for specific assignments but are encouraged to take advantage of this support for all assignments to elevate grades and improve writing skills.

- Ka Piko tutoring services (WCC Writing Lab) offers in-person AND virtual tutoring.
- 24-hour free tutoring is available on [Tutor.com](https://www.tutor.com). Log-in via WCC.

COURSE TASKS

- Complete all assignments on time with full participation. To pass this course students must complete each of the five essay assignments to a final draft.
- Attend class consistently and actively participate.

- Complete every step of the writing process. This ensures **original** student work and enables students to build a writing process that works best for them.
- Check email and Google Classroom daily.

GRADING

Essay 1: Place Essay 10%	Paper 5: Reflective Essay 15%
Essay 2: Classmate Biography 10%	Read & Respond Assignments: 10%
Essay 3: Research Strategies 10%	Library Research Units (3 quizzes): 5%
Paper 4: Research Paper 15%	Participation: 25% (attendance, free writes, peer review, short presentations)
Extra credit will be available.	

SCHEDULE *(subject may change to suit needs of the class; updates will post in Google Classroom)*

Weeks 1-2:	Teacher Mini Biography
Weeks 3-5:	Place Essay
Weeks 6-8:	Classmate Biography
Weeks 9-13:	Exploring Research
Weeks 14-15:	Reflective Essay
Week 16:	Finals

LATE WORK

If you do not submit an assignment by the deadline on the day it is due, Google Classroom will lock; you will be unable to submit it. If you cannot submit an assignment on time, talk with me BEFORE the due date to work out arrangements. This class is organized to allow students the time needed to complete all assignments.

This syllabus includes [two free late passes](#). Each pass can be used by contacting me to give me a heads up, and then uploading a screenshot of the pass as part of the assignment submission. Then submit the assignment within the one-week extension period with no penalty. **Read the pass carefully.** It cannot be used for essay drafts or peer review feedback, which is part of the peer review process. In the last couple weeks of the semester, use of the late pass may not be granted; review each assignment in Google Classroom to confirm if a pass applies.

ACADEMIC INTEGRITY

Academic honesty is required of all students, and you are responsible for the content and integrity of all work you submit. Each student is responsible for understanding and following campus policies on academic honesty. Refer to the college catalog for more information.

Work submitted must be your own work. You will be guilty of cheating if you:

- Submit or claim the work of others, including AI, as your own (plagiarism).
- Use or obtain unauthorized assistance in any academic work, as with using AI.
- Give unauthorized assistance to other students.
- Modify a submitted examination or assignment for the purpose of obtaining additional credit.
- Turn in work that you completed for another term or for another course.

Any student who commits academic dishonesty, cheating or plagiarism will receive a failing grade for that assignment. All cases of academic dishonesty are referred to the Vice Chancellor

for Student Affairs. Students are required to review the Originality Report in Google Classroom and resolve any flagged passages prior to submitting your work.

ADDITIONAL INFORMATION

- **ABSENCES:** Students are responsible for reviewing Google Classroom/Class Materials/Class Slides.
- **FORMATTING:** Modern Language Association (MLA).
- **GRADING:** a rubric will be provided with each essay assignment. Students are responsible to regularly review their grades online and communicate any concerns.
- **PHONES/Earbuds:** Are stowed away, out of reach, and silenced/off during class.

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 Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class.

Jodi Asato, Counselor, Student Disabilities Office

jodiaka@hawaii.edu, Hale Koko'o 105, 808-235-7472

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:

Desrae Kahale ***Confidential Resource***

808-235-7393

dkahale3@hawaii.edu

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/

ENG 100

LATE ASSIGNMENT COUPON

THIS COUPON REPRESENTS

ONE CHANCE TO TURN IN ONE

ASSIGNMENT UP TO 1 WEEK LATE

MAY BE USED FOR 2 ASSIGNMENTS PER SEMESTER
MAY NOT BE USED FOR ESSAY DRAFTS OR PEER REVIEW