UNIVERSITY of HAWAIʻI
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

ENG 209 Business Writing

Fall 2026

3 Credits | CRN 82144

* This syllabus and/or our Course Schedule is subject to change at any time. I will notify you of any changes via email.

About Windward Community College

Mission Statement

ʻO keia ka wā kūpono e hoʻonui ai ka ʻike me ka hoʻomaopopo i kō Hawaiʻi mau hoʻoilina waiwai. Aia nō hoʻi ma ke Kulanui Kaiāulu o ke Koʻolau nā papahana hou o nā ʻike ʻake akamai 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 ʻike a nā kānaka maoli. Na mākou nō e hoʻolako, kākoʻo a paipai i nā Koʻolau a kō Oʻahu aʻe me nā hana noʻeau ākea, ka hoʻonaʻauao ʻoihana a me ka hoʻonui ʻike 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 Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

ʻĀina

Windward Community College is located in the ahupuaʻa of Kāneʻohe and Heʻeʻia in the moku of Koʻolaupoko on the island of Oʻahu. Both ahupuaʻa are directly connected to the moʻo ʻōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the puʻu of Keahiakahoe, which is also connected to many moʻo ʻōlelo of this ʻāina. Because wind names and rain names are associated with specific ʻāina, the rain name of Kāneʻohe is known as the ʻĀpuakea and the rain name of Heʻeʻia is the Ulumano.

Instructor Information

About Your Instructor

Born and raised in Yorkshire, England, I have lived in Hawaii since 1986. I am a graduate of WCC (S'03), and UH Manoa (BA S'06; MA S'10). I teach all levels of reading and writing – from the developmental to the advanced. I am the former director of the Writing Lab (Library, room 222), and I have taught at HPU, the Women's prison (Kailua), and Halawa men's prison. My hobbies include glass fusing and cycling.

How to Contact Your Instructor

Annette Priesman, Associate Professor.

Language Arts

Virtual Office: ZOOM: https://hawaii.zoom.us/j/8868567997

- Office Hours (by appointment): email me 3 possible days/times you are available, and I'll confirm which one best fits my schedule. We can meet in my office or on Zoom
- Office: Manaleo 110

- Email: priesman@hawaii.edu

Response time: I generally respond to email and Q&A on Mondays – Fridays, 9:00am and 5:00 pm.

Asking Course Questions

Please use course Q&A in Lamakū Discussions for all general course questions about content, activities, due dates, how work will be graded, etc. I will check Q&A Monday-Friday between 9:00 am and 5:00 pm and provide follow-up information there.

Email specific grading questions and/or personal matters, per FERPA, to keep your information protected. Please use Lamakū Email instead of UH Gmail or other email.

(While Lamakū has an Instant Message feature, I prefer email. Please feel free to use Instant Message to communicate with your classmates.)

Asking Specific Questions About Your Progress in The Course

Email specific grading questions and/or personal matters, per FERPA, to keep your information protected. Please use Lamakū Email instead of UH Gmail or other email. Use the same email thread the entire semester (keep replying to the same email instead of composing a new email each time you wish to contact me). This helps with RSI compliance and will make life much easier for all of us. I will explain more at our first Meet-and-Greet (MG1).

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: Alakaʻi 121
- Phone: (808) 235-7422

Contingency Plan

If there is an outage, weather situation, or family emergency on my end, I will do my best to find a way to communicate an update as soon as possible about my return to the course. Mahalo in advance for your understanding and I hope you will do the same.

Course Format & Structure

This course is offered in a 16-week time frame. Please note that this is not a self-paced course; our course schedule is provided in this syllabus.

- Content release: The course schedule explains what is due and when. Please pay attention to all due dates.
- Course Benefits: This course offers Textbook Zero cost (TXT0).

Regular Substantive Interaction (RSI)

Online courses at Windward Community College follow the college's RSI Definition for ensuring quality instruction. You can expect me to communicate with you frequently (and in a timely fashion) about our coursework in the following ways during our 16-week course:

- *Announcements:* every Sunday morning I shall post an announcement about the upcoming week's assignments. I shall also post important announcements about campus events, etc. throughout the week, so please check your Announcements regularly.
- *Assignments:* All assignments are posted in the Assignments folder in Lamaku, together with a rubric. I shall provide feedback directly on to each assignment (drafts included) in the form of yellow post-it notes. Click on each post-it note to read my feedback. Allow up to 48 hours for feedback on a draft, and 1 week for feedback on a graded assignment.
    - *Drafts:* **Drafts for feedback must be submitted no later than 72 hours prior to all deadlines.** Thus, if your paper is due on Friday at 4pm, you must submit a draft before 4pm on Tuesday. This is to give me time to read and provide feedback on all drafts. You will receive feedback on drafts within 24-48 hours after submission. Again, you can read my feedback by clicking on the yellow post-it notes on your drafts. Note: submitting a draft that contains only your name and course does not constitute as a draft. Drafts must contain an introduction with a working thesis; body paragraphs must contain a main idea and some supporting details; conclusions-in-progress are also recommended.
- *Discussions:* Please use the Discussions folder in Lamakū for reading responses, responses to reading responses, and any follow-up questions/comments/concerns. I shall check this folder daily and address questions/comments/concerns as they appear.
- *Groups*: This online class includes students who live out of state; given the multiple time zones involved, coupled with the busy lives of students, group work is extremely difficult to organize and facilitate. Again, if you wish to communicate with your peers, please use the Instant Message feature in Lamakū. You can also email me or call me any time with any questions/comments/concerns about the course or college life in general.
- *Publisher activities:* Additional publisher materials will be posted in Announcements in Lamakū.
- *Q&A:* I will check the Q&A in Lamakū Discussions Monday-Friday between 9:00 am and 5:00 pm (HST) and provide follow-up information there.
- *Quizzes and Exams:* There are no quizzes or exams in this class.
- *Student Check-Ins:* Students can check in with me throughout the semester, on Zoom or by phone. You can also email me any questions, any time. Response time is 24-48 hours.

- *Study Sessions*: Optional pre-assignment or post-assignment review sessions are available, one-on-one, on Zoom. Email me when you would like to meet for your review session (I shall take notes of each review session, and I encourage you to do the same).
- All course activity due dates are listed in Lamakū on the Calendar. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and activity reminders. I will keep our Lamakū course Grades as current as possible.

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). Effective Fall 2021, 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.

Course Information

Catalog Description

A writing-intensive composition course that furthers the study of rhetorical, conceptual, and stylistic demands of writing. Through a variety of assignments, each essay students write will build on the next one, culminating in a final persuasive research paper into which students will incorporate the knowledge they have gained through the writing and research performed during the course.

Prerequisite: 'C' or better in ENG 100 or approval of designated Language Arts representative.

Student Learning Outcomes

Students can expect to attain the following outcomes as a result of taking this course:

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 FOUNDATION HALLMARKS

To satisfy the FW requirement, the following hallmarks apply:

1) The class uses writing to promote the learning of course materials

2) The class provides interaction between the instructor and students while students do assigned writing. At least one student-teacher conference on a writing assignment is required in writing intensive courses at WCC
3) Writing assignments must make up at least 40% of each student's course grade
4) The class requires students to do a substantial amount of writing – a minimum of 4,000 words, or about 16 pages
5) To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students

Course Materials

Required

Required:
Guffey, Mary-Ellen and Dana Loewy. *Essentials of Business Communication*. 10th ed, Ohio: Cengage Learning, 2010. ISBN 9781285858890

Recommended: Hacker, Diana and Nancy Sommers. *A Pocket Style Manual.* 9th ed., MacMillan Learning, 2021.

Access to a computer and reliable internet service.

A composition notebook and writing implement.

- WCC has computers, as well as laptops students may borrow (free of charge) from the library. There are also WIFI hotspots, software, and discounts available to students. See student tech support for more information.
- UH Online provides an online learning Readiness Activity and an Orientation to Online Learning students may take to see if online courses are a good fit.

You can order our required textbook at the Windward bookstore. You will need to create an account (if you do not already have one). Use your UH user name and password.

Recommended

- D2L Brightspace Pulse App (free download from app stores)

Lamakū Learning Management System (https://lamaku.hawaii.edu/d2l/home)

- UHCC Lamakū Student Resources (how-to videos)
  - Contact UH ITS for 24/7 Lamakū assistance.
- Keeping Accessibility and UDL in Mind
  - If you find any course content that needs remediation and/or updating, please kindly share and I will immediately work to make the content accessible.
- Lamakū courses will appear 5 days before the first day for the academic term and will become inactive (no longer be available to access) 3 weeks after the end of the term. Be sure to save any coursework you may need from Lamakū *during* the term.

- Lamakū automatically logs you out *if it does not detect activity for three hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lamakū, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Other Technology

D2L Brightspace, the parent company of Lamakū, recommends users choose the latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari as their internet browser.

We recommend that students update their internet browser at the start of each term, search how to allow pop-up windows, adjust their cookies, and clear device history. Also, fully restart your computer and/or device from time-to-time to optimize performance.

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.

- Google Drive is UH-provided cloud storage (accessibility statement, privacy policy)
- Google Docs is used to create documents (accessibility statement, 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)

Grading Policy

Grades for assignments turned in up to **3 days late will be reduced by 10%**. **After that, no late work will be accepted.** Requests for extensions must be made at least 72 hours before the due date, and extensions are given at the instructor's discretion.

Rubrics will be provided for each course activity in Lamakū.

Note: students must complete *all* graded course activities to pass this course. Failure to do so will result in an automatic F.

There are no revisions in this course.

Grading Scale

Course Activity	Points/Percentage of Final Grade
Reading Responses/Replies to Reading Responses (RR/RRR; 10 RRs and 10 RRRs, 1 page each) Post your responses in the Discussion folder in Lamaku	10%
Meet-and-Greet (2 meetings, in person or on Zoom)	5%

Course Activity	Points/Percentage of Final Grade
Reflection of the Course (2 pages)	15%
Resume and Cover Letter (RCL; 1 page each)	10%
Memo Assignment (MA; 1 page)	10%
Letters Assignment (LA; 2 letters,)1 page each	15%
Logo Design (LD; 1 page)	10%
Analytical Report (AR; 8-10 pages)	25%

Course Schedule

Students may check the Windward Student Notifications page on the website for canceled classes and/or school closures. **All times are Hawaiian Standard Time (HST).**

Week	Date	Module / Topic	Due Dates
1	08/24/26	***Module 1: Resumes*** ○ Read/Review/Watch: ○ Read pp. 435-442, Creating a Customized Resume ○ Do: ○ Meet-and-Greet 1 (MG1): on Zoom. Email professor for an appointment; include your availability. **Confirm choice of business for your Analytical Report** (AR). ○ Submit a reading response (RR) to the assigned reading ○ Submit a reply to at least one classmate's RR (RRR). ○ Begin Resume and Cover Letter Assignment (RCL)	MG1 due by 4pm on Friday, Aug. 28 RR1 due by 4:00 pm on Saturday, Aug. 29 RRR1 due by 4:00 pm on Sunday, Aug. 30

Week	Date	Module / Topic	Due Dates
2	08/31/26	***Module 2: Cover Letters*** ○ Read/Review/Watch: ○ Read pp. 443-453, Resume Gallery ○ Read pp. 454-461, Creating Customized Cover Messages ○ Do: ○ Meet-and-Greet 1 (MG1): on Zoom. Email professor for an appointment; include your availability. **Confirm choice of business for your Analytical Report** (AR). ○ Submit a reading response (RR) to the assigned readings ○ Submit a reply to at least one classmate's RR (RRR). ○ Submit RCL	MG1 due by 4pm on Friday, Sept. 4 RCL due by 4:00 pm on Saturday, Sept. 5 RR2 due by 4:00 pm on Saturday, Sept. 5 RRR2 due by 4:00 pm on Sunday, Sept. 6
3	09/07/26	***Module 3: Positive and Negative Messages*** • Read/Review/Watch: ○ Read pp. 156-164, Positive Messages ○ Read pp. 192-211, Negative Messages • Do: ○ Submit a reading response (RR) to the assigned readings ○ Submit a reply to at least one classmate's RR (RRR) ○ Begin Memo Assignment (MA)	RR3 due by 4:00 pm on Saturday, Sept. 12 RRR3 due by 4:00 pm on Sunday, Sept. 13
4	09/14/26	***Module 4: Claims and Complaints*** ○ Read/Review/Watch: ○ Read pp. 164-175, Direct Claims and Complaints ○ Watch The Story of Stuff ○ Do: ○ Submit a reading response (RR) to the assigned readings ○ Submit a reply to at least one classmate's RR (RRR) ○ Submit MA	MA due by 4:00 pm on Saturday, Sept. 19 RR4 due by 4:00 pm on Saturday, Sept. 19 RRR4 due by 4:00 pm on Sunday, Sept. 20

Week	Date	Module / Topic	Due Dates
		○ Interview the business owner of your chosen business for your AR	
5	09/21/26	***Module 5: Business Messages*** Read/Review/Watch: ○ Read pp. 63-77, Organizing and Drafting Business Messages ○ Read pp. 90-106, Revising Business Messages ○ Do: ○ Submit a reading response (RR) to the assigned readings ○ Submit a reply to at least one classmate's RR (RRR) ○ Begin Letters Assignment (LA)	RR5 due by 4:00 pm on Saturday, Sept. 26 RRR5 due by 4:00 pm on Sunday, Sept. 27
6	09/28/26	***Module 6: Digital Communication*** ○ Read/Review/Watch: ○ Read pp. 1-22, Communicating in the Digital Age Workplace ○ Do: ○ Submit a reading response (RR) to the assigned reading ○ Submit a reply to at least one classmate's RR (RRR) ○ Submit LA	LA due by 4:00 pm on Saturday, Oct. 3 RR6 due by 4:00 pm on Saturday, Oct. 3 RRR6 due by 4:00 pm on Sunday, Oct. 4
7	10/05/26	***Module 7: Formal Reports*** ○ Read/Review/Watch: ○ Read pp. 264-288, Informal Reports ○ Do: ○ Submit a reading response (RR) to the assigned reading ○ Submit a reply to at least one classmate's RR (RRR). ○ Begin Logo Design Assignment (LD)	RR7 due by 4:00 pm on Saturday, Oct. 10 RRR7 due by 4:00 pm on Sunday, Oct. 11
8	10/12/26	***Module 8: Persuasive Messages*** ○ Read/Review/Watch: ○ Read pp. 226-244, Persuasive Messages	LD due by 4:00 pm on Saturday, Oct. 17

Week	Date	Module / Topic	Due Dates
		○ Do: ○ Submit a reading response (RR) to the assigned reading ○ Submit a reply to at least one classmate's RR (RRR) ○ Submit LD ○ Watch The Story of Bottled Water	RR8 due by 4:00 pm on Saturday, Oct. 17 RRR8 due by 4:00 pm on Sunday, Oct. 17
9	10/19/26	***Module 9: Proposals and Formal Reports*** ○ Read/Review/Watch: ○ Read pp. 299-318, Proposals and Formal Reports ○ Watch The Story of Change ○ Do: ○ Submit a reading response (RR) to the assigned reading ○ Submit a reply to at least one classmate's RR (RRR)	RR9 due by 4:00 pm on Saturday, Oct. 24 RRR9 due by 4:00 pm on Sunday, Oct. 25
10	10/26/26	***Module 10: Digital Media*** ○ Read/Review/Watch: ○ Read pp. 120-139, Short Workplace Messages and Digital Media ○ Read pp. 318-340, Incorporating Meaningful Visual Aids and Graphics ○ Do: ○ Submit a reading response (RR) to the assigned readings ○ Submit a reply to at least one classmate's RR (RRR). ○ Begin drafting Analytical Report (AR)	RR10 due by 4:00 pm on Saturday, Nov. 7 RRR10 due by 4:00 pm on Sunday, Nov. 8
11	11/02/26	***Module 11: Professionalism in the Workplace*** ○ Read/Review/Watch: ○ Read pp. 361-376, Following Professional Telephone and Voice Mail Etiquette ○ Read. Pp. 352-360, Professionalism at Work ○ Do:	

Week	Date	Module / Topic	Due Dates
		○ Continue drafting AR	
12	11/09/26	***Module 12: Professionalism and Etiquette*** ○ Read/Review/Watch: ○ Do: ○ Continue drafting AR	
13	11/16/26	***Module 13: Visual Aids and Graphics*** Read/Review/Watch: ○ Watch The Story of Solutions ○ Do: ○ Continue drafting AR ○ Meet-and-Greet 2 (MG2): on Zoom. Email professor for an appointment; include your availability.	MG2 due by 4pm on Friday, Nov. 20
14	11/23/26	***Module 14: Analytical Reports*** ○ Read/Review/Watch: ○ Do: ○ Continue drafting AR ○ Meet-and-Greet 2 (MG2): on Zoom. Email professor for an appointment; include your availability.	MG2 due by 4pm on Friday, Nov. 27
15	11/30/26	***Module 15: More Analytical Reports*** ○ Read/Review/Watch: ○ Do: ○ Submit AR ○ Meet-and-Greet 2 (MG2): on Zoom. Email professor for an appointment; include your availability. ○ Begin Course Reflection (CR)	MG2 due by 4pm on Friday, Dec. 4 AR due by 4:00 pm on Saturday, Dec. 5
16	12/07/26	***Module 16: Final Thoughts*** ○ Read/Review/Watch: ○ ○ Do: ○ Submit CR	CR due by 4:00 pm on **Thursday, Dec. 10**

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

AI: Writing, analytical, and critical thinking skills are essential to the learning environment of this course and all assignments should be prepared by the students. Thus, AI-generated assignments are viewed as unethical and receive a failing grade. This work assumes that all work submitted by the students will be generated by the students themselves. If students need assistance with structuring an assignment, the professor is available for support. Resources such as the writing lab are also available for students to submit drafts of their work. **AI generated assignments will receive an F grade.**

Student Kuleana

- Please review our Hawai'i-Style Netiquette, which blends the values of ALOHA with approaches to how we treat each other online.
- Formatting: all assignments must be typed as a Word document and adhere to MLA style documentation format (double-spaced, Times New Roman, 12point font, 1-inch margins).
- It is your responsibility to stay on task throughout the semester. If you need help – ask.
- Windward CC has Grievance Procedures in place, but I encourage us to try to work together first to see if we can work through any troubles. Mahalo!

Academic and Technical Support

Academic Support

- Windward Community College Library
- Library eResources
- Ka Piko Writing Lab
- Ka Piko Speech Lab
- Ka Piko Math Lab
- Online Learning at Windward Community College
- STAR Balance

Technical Support

- UH ITS Help Desk: email help@hawaii.edu or call (808) 956-8883 (or 1-800-558-2669) for Lamakū 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.
- Lamakū: Click on the Lamakū Help link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.
- Information Security for Students

College Policies & Support Services

Your instructor may also provide additional resources in your Lamakū course.

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.

Disabilities Accommodations Statement

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 Kakoʻo 106) for more information.

Financial Aid

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

LGBTQ+

The University of Hawaiʻi system and Windward Community College are committed to building an inclusive community that supports and advocates for all students, staff, and faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. For more information, see the University of Hawaiʻi Commission

on LGBTQ+ Equality. Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

Mental Health Counseling

Mental Health and Wellness at Windward Community College provides counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at WCC Mental Health & Wellness.

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, they have placed themselves 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.

TRiO Program

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Information about services can be found at Windward CC TRiO.

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:

Desrae Kahale, UH System Confidential Advocate
Phone: (808) 235-7393
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 101

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

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468

Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

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, refer to the University's Title IX resources, and the University's Policy, EP 1.204.

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 for more information.