UNIVERSITY of HAWAI'I
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

HAW 101: Elementary Hawaiian I

Fall 2026

4 Credits | CRN 62245

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

About 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 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 moʻolelo of Wākea and Pāpā, who are the ancestors of the Hawaiian people. The campus sits beneath the puʻu of Keahiakahoe, which is also connected to many moʻolelo of this ʻāina.

Instructor Information

Instructor

Kapela Wong, Instructor, Hawaiian Language, Language Arts Department

How to Contact Your Instructor

- Virtual Office (ZOOM): https://hawaii.zoom.us/j/86858642311
- Office Hours: Mondays 2:30pm - 4:30pm and Wednesdays 10:00am - 12:00pm or by appointment
    - Office: Manaleo 106
- Email: kkahili@hawaii.edu
- Response time: I generally respond to email and Q&A Mondays - Fridays 8:00 a.m. - 4:30 p.m.; please allow for a 24 hour response time during the weekdays and the next working day for weekends and holidays.

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 through Fridays between 8:00 a.m. and 4:30 p.m., 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 HAW 101 classmates if you like.

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 8-week time frame, online and asynchronous. Please note that this is not a self-paced course; our course schedule is provided in this syllabus.

- Content release: It is important for the acquisition of language to spend regular amounts of time on your studies, and to engage with your fellow classmates. Therefore new modules will be released each Saturday at 12:01 a.m. Prior modules will remain open until the conclusion of the semester.
- Asynchronous: There are no mandatory live meetings either in-person or virtually. However, I highly encourage students to make time to meet with me either by zoom or in-person if you would like to practice or go over class assignments.
- Course Benefits: 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 8-week course:

- *Announcements:* Each Monday you can expect to receive a new announcement that will cover a topic of interest from the previous module and/or something of interest from the current module
- *Assignments:* Will be submitted in Lamakū. It is suggested that Exercises and Unit Reviews should be completed as a Google Doc and shared with the instructor with editing

privileges. These two types of assignments may result in substantial feedback, and using a Google Doc will help expedite the revision process.
- *Discussions:* Instructor will monitor Discussion Posts and Replies and offer students individually suggestions for improvement
- *Q&A:* Instructor will check and provide answers to student posts on the course Q&A in Lamakū Discussions daily, Monday through Friday 8:00 a.m. to 4:30 p.m. Students may expect a response within 24 hours of their post during this time, or the next working day at the latest.
- *Quizzes and Exams:* Vocabulary and Chapter quizzes are meant to take multiple times as a means to master the content. The highest grade earned will be saved so you can continue to take the quizzes for practice without fear of lowering your grade.
- *Student Check-Ins:* I will check in with students every couple of weeks.

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; grading turnaround times and modes of feedback and evaluation are stated in our course Grades, as well as on each activity.

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

An elementary course in the Hawaiian language which focuses on rules of grammar, pattern drills, the building of an adequate vocabulary to facilitate conversation, and reading of selected materials at an elementary level.

Student Learning Outcomes

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

1. Recognize and reproduce the correct pronunciation of consonants, semivowels, vowels, diphthongs, words and names in Hawaiian.
2. Demonstrate the ability to comprehend and respond to basic directions, requests, questions and answers.
3. Demonstrate the ability to generate basic phrases and sentences for everyday situations with a vocabulary of 400-500 Hawaiian words, plus idiomatic expressions.

4. Demonstrate the ability to read and write Hawaiian sentences at an elementary level on subject matter covered in class.
5. Speak Hawaiian with the proper inflection, intonation, and rhythm.

Course Materials & Technology

Required

- Regular access to a computer with internet (desktop or laptop).
    - Windward offers free laptop and WiFi hotspot check-out to students (first-come, first-served), as well as software and other tech discounts; see Ka Piko Student Tech Support for information.
    - UH Online provides an online learning Readiness Activity and an Orientation to Online Learning that Windward CC students may take to see if online learning is a good fit.
- All resources needed for HAW 101 will be provided through the course's Lamakū site:

Recommended

- D2L Brightspace Pulse App (free download from app stores)
- *Hawaiian Dictionary* by Dr. Samuel Elbert and Mrs. Mary Kawena Pukui (not required)
    - wehewehe.org (click on ***Hawaiian Dictionary 1986*** for definitions of words used for classwork)
- *Ka Lei Haʻaheo* by Alberta Pua Hopkins (hardcopy not required)
- *ʻŌlelo Noʻeau: Hawaii Proverbs and Poetical Sayings* by Mrs. Mary Kawena Pukui (not required)

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

Learn about the Hawaiian meaning of the word "lamakū": Lamakū Pronunciation, Meaning, and Importance.

- 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.

- Adobe Reader is used to read course files (Adobe Accessibility statement, Adobe privacy policy)
- Google Drive is UH-provided cloud storage (Google accessibility statement, Google privacy policy)
- Google Docs is used to create documents (Google accessibility statement, Google privacy policy)
- Google Slides is a presentation authoring software provided by UH (Google accessibility statement, Google privacy policy)
- Quizlet is used for interaction (Quizlet accessibility statement, Quizlet privacy policy)
- YouTube is used for delivering some of the course content (YouTube accessibility statement, YouTube privacy policy)
- Zoom is used for the Synchronous Sessions and virtual office (Zoom accessibility statement, Zoom privacy policy)

Course Activities & Grading Policy

Below is the breakdown of the total points for each type of class activity. Beginning in Ha‘awina 3, each Ha‘awina will be comprised of each type of activity moving forward. Late work from Ha‘awina 1 - 3 will be accepted until 9/18/26. Late work will also be penalized. Exercises, Unit Reviews, and Discussion Posts will receive substantial feedback at times to help your progression in the language. You will also be given opportunities to resubmit most of your work. This is done to encourage you to do your own work and to learn from any mistakes you make. You can expect to receive feedback no later than one week from submission.

Grading Scale

Course Activity	Points/Percentage of Final Grade
Vocabulary Quizlets & Quizzes	294
Chapter Quizzes	210
Dialog Assignments & Quizzes	220
Exercises & Unit Reviews	341
Discussion Posts	320

* Course activities are subject to change at the discretion of the instructor.

1385 - 1246	A	100% - 90%
1245 - 1108	B	89% - 80%
1107 - 969	C	79% - 70%
968 - 831	D	69% - 60%
830 - 0	F	59% - 0%

Course Schedule

Students may check the Windward Student Notifications page on the website for canceled classes and/or school closures.

Week	Date	Module / Topic	Due Dates
1	8/24/26	***Haʻawina 1: Hoʻolauna*** ● Discussion Post: *Why ʻŌlelo Hawaiʻi* ○ Participation Verification Activity ● Haʻawina 1: Activities, Exercises & Quizzes NOTE: 8/25/26 is the last day to register for a course, audit a course, change grading mode and variable credits, drop a course for 100% refund	8/25/26 8/28/26
2	8/29/26	***Haʻawina 2: Class-Inclusion Sentences*** ● Haʻawina 2: Activities, Exercises & Quizzes NOTE: 9/2/26 is the last day to last day to withdraw without "W" grade and 50% Refund	9/4/26
3	9/5/26	***Haʻawina 3: Equational Sentences*** ● Haʻawina 3: Activities, Exercises & Quizzes	9/11/26
4	9/12/26	***Haʻawina 4: Imperative Sentences*** ● Haʻawina 4: Activities, Exercises & Quizzes	9/18/26
5	9/19/26	***Haʻawina 5: Personal Pronouns & Stative Verbs*** ● Haʻawina 5: Activities, Exercises & Quizzes NOTE: 9/24/26 is the last day to last day to withdraw with a "W" grade	9/25/26
6	9/26/26	***Haʻawina 6: Simple Verb Sentences & Imperatives*** ● Haʻawina 6: Activities, Exercises & Quizzes	10/2/26
7	10/3/26	***Haʻawina 7: Ua Verb Sentences*** ● Haʻawina 7: Activities, Exercises & Quizzes	10/9/26

Week	Date	Module / Topic	Due Dates
8	10/10/26	***Haʻawina 8: E Verb Ana Sentences*** • Haʻawina 8: Activities, Exercises & Quizzes ***LAST WEEK OF CLASS***	10/16/26

Academic Integrity

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

In general, work submitted by a student must be the student's own, original work. The work of others should be properly acknowledged, explicitly marked and cited, through the use of quotes and/or summarized reference to the original author via the appropriate citation style indicated by your instructor.

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.

Artificial Intelligence (AI)

UH Executive Policy 2.220 Artificial Intelligence

The Windward CC Library AI Essentials Library Guide provides guidance and has helpful resources for both instructors and students.

AI use is not permitted in this course. Your original work is required.

Student Kuleana

- Please review our Hawaiʻi-Style Netiquette, which blends the values of ALOHA with approaches to how we should consider treating each other online.
- Submit your original work on time and apply instructor feedback. You are going to make mistakes and that is to be expected.
- Contact the instructor with any questions you may have about the course activities.
- Respond promptly to Discussion Posts so that others have time to reply.
- Take extra care to make all course correspondences between class mates positive and supportive.
- Engage with additional opportunities to use your language outside of class activities.
- 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
- Library Research Units (LRUs)
- Ka Piko Tutoring Services: Math Lab, Speech Lab, Writing Lab, ʻŌlelo Hawaiʻi 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 Hawai'i 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 Hawai'i 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 Universityʻs 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.