ENGLISH 23: INTRODUCTION TO COLLEGE READING AND WRITING
(4 CREDITS)
CRN: 64234
M–TH 8:30-9:45 a.m. Hale Manaleo 126

INSTRUCTOR: Dr. Theo Garneau
OFFICE: Manaleo 121
OFFICE HOURS: MW 9:45–10:45 a.m. (and by appointment)
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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 course prepares students for college-level reading and writing with practice in the writing process, instruction in grammar and mechanics, emphasis on effective paragraphs and essays, introduction to research techniques, and practice in vocabulary development and reading comprehension.
(3 hours lecture, 3 hours laboratory)
Prerequisite: Placement in ENG 23, grade of “C” or better in ENG 18 or ENG 20, or approval of designated Language Arts representative.

STUDENT LEARNING OUTCOMES

Students will:
• Effectively use a multi-step writing process that includes drafting, revising, and editing; respond constructively to written and oral feedback.
• Write compositions that have a main point and supporting ideas developed with specific, logically organized details.
• Integrate source material according to academic conventions.
• Proofread for effective grammar, word choice, punctuation, and spelling.
• Effectively use entry-level college vocabulary.
• Comprehend various types of entry-level written and visual college materials.
• Demonstrate application of varied reading strategies to entry-level college texts.

**LEARNING RESOURCES**

This course is **without textbook cost**. All of our readings and instruction materials are either posted on *Laulima* or available on the open Internet. However, students must have a notebook and writing materials. Ideally, students will also be able to access *Laulima* from off campus. We’ll use various tools on this site, principally *Resources*, *Class Discussions*, and *Gradebook*, where grades will be posted as soon as work is complete.

**BRAINFUSE**
The University of Hawai‘i Community College is pleased to provide the [online tutoring program Brainfuse](#). Brainfuse is a support program that offers tutorial services in such subjects as English, ESL writing, math (basic math to Calculus II), statistics, anatomy and physiology, economics, accounting, finance, Spanish, biology, general chemistry, organic chemistry, nursing, and physics. **Students access Brainfuse through the MyUH portal.**

**THE SPEECH LAB**
The lab, located in Hale La‘akea, Room 226, focuses on sharing organizational and performance skills for public speaking and class presentations. Tutors here help students
- create outlines for speeches and papers,
- cite references according to academic style guides,
- prepare PowerPoint visuals, and
- refine speech performance techniques.

Not only does the lab offer speech courses each semester, but also it provides assistance to English and science classes in preparing a wide range of written documents and public presentations.

**THE WRITING CENTER**
The Writing Center is located in Hale La‘akea, Room 222. Telephone: 235-7473.

All Windward CC students are invited to consult with our Writing Resource Center staff to assist with their writing needs at any stage of the writing process (brainstorming, drafting, revising, etc.).

The Writing Center can help students with:
- Pre-writing – understanding and analyzing the assignment
- Planning – gathering and organizing information; structuring the report
- Feedback on drafts for organization; idea development and grammar/punctuation/format

**TRiO STUDENT SUPPORT SERVICES**
The purpose of **TRiO Student Support Services (TRiO SSS)** is to provide services to increase retention, graduation, and transfer rates from two-year to four-year colleges/universities, and to foster an institutional climate supportive of the success of low-income, first-generation, and/or disabled college students.

In order to reach this goal, TRiO SSS strives to create an atmosphere where students feel comfortable and have a homebase on campus.

**Visit the TRiO Main Office in Hale Kako’o 116 or call 808-235-7487 to inquire further.**

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THE ONLINE LEARNING ACADEMY (OLA)
The University of Hawaii’s Online Learning Academy (OLA) provides free, one-on-one English, math, and science tutoring by highly qualified college tutors, for all Hawaii Department of Education (DOE) students and University of Hawaii (UH) System students statewide. We offer tutoring in the following subjects: basic math, pre-algebra, algebra, geometry, trigonometry, calculus, biology, chemistry, physics, environmental science, writing, and language arts. You can find more information about OLA and contact them at http://manoa.hawaii.edu/ola/

COURSE CONTENT

Concepts and Topics
• The canons and aspects of rhetoric
• The rhetorical triangle
• The branches of rhetoric
• Prose genres and approaches to the academic essay
• Descriptive and prescriptive prose
• Grammar and usage
• Techniques of unified and coherent prose
• Idea development
• Study skills
• Critical reading skills
• Literal and interpretive comprehension
• Library and database literacy
• MLA style
• Word choice and vocabulary
• Academic integrity

COURSE TASKS AND GRADING

Course grades will be based on the successful completion of the following work:
• Five short essays (reflection; literary analysis; comparison and contrast; informed argument; and policy proposal) (15%)
• One five-page researched policy essay (plus works cited page) (20%)
• A professional e-mail; a business memo; a business letter; a personal CV (10%)
• Ten to twenty quizzes, taken from class notes and course readings (15%)
• Three class-session notes, posted to the appropriate thread on Laulima (10%)
• Three grammar and usage presentations on assigned topics (15%)
• In-class participation and in-class writings (15%)

Students must attend at least three sessions in the Writing Center and three in the Speech lab as they prepare the six required essays.

COURSE POLICIES

• Attendance is required and recorded. Two absences will be excused. Unexcused absences thereafter lower your final grade by five points each. Non-emergency medical

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appointments are not excused absences. In any case, regardless of your numerical average on all course work, if you miss eight or more classes, you will fail the course.

- If you do have medically excused absences and wish to make up a maximum of three, you must write and turn in a well-written, well-conceived 300-word summary and critique of the readings discussed in each class, scoring at least 80 on the summary/critique; and, finally, discuss with me for 15 minutes for each class period missed your interpretations and observations of the class material.
- You are expected to read the texts carefully and contribute to in-class discussion.

CLASSROOM DECORUM

- This class is a public educational forum. I expect that it will be a relaxed and friendly place to share our ideas, but we will be reading texts that may provoke you to disagree with them, with my choice and interpretation of them, or with other students’ interpretations of them. You are encouraged to disagree openly, but remember that disagreement, argument, and debate in an academic context should not be meant to offend anyone. Respectful, open-minded discussion of varying points of view is a necessary aspect of a composition course.
- While you are encouraged to speak out and argue for your view of a question, remember that everything we do must serve the goals of the course. Distracting or disrespectful behavior, as defined by the instructor, will not be tolerated, and students who disrupt class may be removed at the discretion of the instructor. Students removed for disruptive behavior will receive a grade of F.
- With the exception of those used for in-class work, please turn off and stow electronic devices during class.
- Students are expected to be on time for class and remain without interruption until the end of the class period. Consistent late arrival or early departure is considered disruptive behavior and will result in the lowering of a student’s grade. (The instructor will determine the extent of that lowering.) Anyone arriving more than five minutes late or leaving early will be marked absent for the class period.

CLASS PARTICIPATION

For this course to be successful for all of us, you’ve got to be here, body and soul. By doing different reading, writing, speaking, and listening exercises in every class, you not only strengthen the mental muscles you need for academic work, you actually refine your sense of who you are in this community; you refine your sense of how and when and why you present your ideas and yourself to others. By listening carefully to what your classmates say, you get a richer sense of how rich the human imagination can be. By sharing your thoughts, you, in turn, help teach your classmates about who they are and how they feel about the issues we discuss.

I don’t stand in front of a class and lecture for an hour and fifteen minutes. Instead, I work to organize a productive forum where we can all learn as we read, write, reflect, listen, question, and struggle together to say what we think or how we feel about the words, images, and ideas before us.

In our reading exercises, I expect you to read and to interpret the words before you as well as you can. (Practice makes perfect.)

In our writing exercises, I expect you to write with application.

When I call on you for your thoughts on the readings, I expect that you will have read them and that you will have formulated a thought about some aspect of the text that interests you.

In sum: Be Here.
**DUE DATES AND LATE COURSEWORK**

Students are expected to turn in assigned work at the beginning of the class period specified in the assignment. In this case, “turn in” means physically handing a stapled copy of the work to the instructor. Attachments will not be accepted unless the student has received permission from the instructor. Coursework turned in late will be penalized 10% for each class period that passes after the due date. Coursework never turned in receives a 0. Except for the rewrite of the final paper, no coursework will be accepted after the last class period.

**ESSAY REWRITES**

Rewrites are due one week after the graded first drafts are returned to students. Students who fix all surface errors (grammatical, POV, formatting, usage) may raise their grade by one grade, for example from B to B+, from C- to C.

Students who undertake substantive structural changes, for instance reworking the entire arrangement of their paper, rewriting introductions and conclusions, reorganizing internal paragraphs, adding examples, may—if I agree it is significantly improved—raise their grade an entire letter grade, for example, from B+ to A+ or from C- to B-

**In all cases, the rewrite (marked “rewrite” in the heading) must be stapled to the front of the original graded version of the paper when turned in. No additional Paper Checklist is required.**

**INCOMPLETES**

Incompletes will be granted only to students who have been unable to complete a very small portion (less than 10%) of the coursework for personal (not those of friends or family members), or medical (and documented) reasons beyond the students’ control.

**INTELLECTUAL HONESTY AND CORRECT DOCUMENTATION**

Your writing is expected to be wholly your own. Anytime you quote or paraphrase the words or thinking of another writer, you are obliged to give credit to that author in your paper. Instances of plagiarism are unacceptable in academic work. If you cite authors without crediting them, offer others’ work as your own, or use the same essay for two different courses (even if you wrote it), you will receive an F (numerical equivalent = 0) for the work in question.

Students can upload papers to [http://www.TurnItIn.com](http://www.TurnItIn.com) to have papers checked for authenticity; this service will highlight where the paper potentially fails to appropriately reference sources.

**All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.**

**DISABILITIES ACCOMODATION STATEMENT**

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. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Ākoakoa 213 for more information.

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TITLE IX STATEMENT

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, Windward CC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

ALTERNATE CONTACT INFORMATION: THE ACADEMIC AFFAIRS OFFICE

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: Alakai 121
Phone: 808-235-7422
Email: wccaa@hawaii.edu