English 100: Composition (Online)       CRN # 62349
Instructor:       Jenny Webster
Office:       Manaleo 104
Office Hours:   Monday and Wednesday  1:00 - 3:00 pm
(Drop-ins and Appointments) Tuesday 4:30 - 5:30 pm & 7:00 - 7:30 pm
Thursday 7:00 - 7:30 pm

Schedule office hour appointments (live, phone, or video) via MySuccess
*For live, phone, or video appointments outside of normal office hours, email me a request with preferably 3 days and time when you are available to meet.

Office number:      (808) 236-9235
Email address:      jennyrw@hawaii.edu
Semester:       Spring 2018

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.

CATALOG DESCRIPTION

A composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence, and other basic writing skills necessary for college writing. (3 hours lecture)
Prerequisite: Grade of “C” or better in ENG 22 or placement into ENG 100 or approval of designated Language Arts representative.

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIME

1. Students are required to conference with the instructor twice during the semester to discuss their writing. This may be done in person, over the phone or via video chat. (See page 4 for more details)
2. Students will submit all 1st drafts on Laulima for peer assessment & to the Brainfuse online Writing Center for personal feedback. (The alternative is to take it to the WCC Writing Center for live writing assistance.)
3. Students **are required** to complete all three Library Research Unit (LRU) exams with a score of 10 or higher. See here for more information on the LRUs or click here for an orientation video.

***Click here to sign into Laulima. Then click on the “ENG-100-0 [WIN.62349.SP18]” tab where you will find our virtual classroom. This is also where you will submit all tasks and assignments.***

**STUDENT LEARNING OUTCOMES (SLOs)**

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 HALLMARKS**

1. Introduce students to different forms of college-level writing, including, but not limited to, academic discourse, and guide them in writing for different purposes and audiences.

2. Provide students with guided practice of writing processes- planning, drafting, critiquing, revising, and editing-making effective use of written and oral feedback from the faculty instructor and from peers.

3. **Require at least 5000 words of finished prose- equivalent to approximately 20 typewritten/printed pages.**

4. Help students develop information literacy by teaching search strategies, critical evaluation of information and sources, and effective selection of information for
specific purposes and audiences; teach appropriate ways to incorporate such information, acknowledge sources and provide citation.

5. Help students read texts and make use of a variety of sources in expressing their own ideas, perspectives, and/or opinions in writing.

### COURSE TASKS

#### Discussion Journals (DJ) (Exploring Ideas):

➢ In Laulima, students will respond to prompts that will help them engage with the text, explore ideas and begin a discussion with other students.
➢ Students will receive points as long as they engage in a meaningful way to the text or prompt and meet the minimum word count.

#### First Drafts, Peer Feedback, and Tutor Feedback (developing and supporting a thesis, revising with feedback)

➢ Composing 1st drafts and using feedback to revise them is a mandatory part of this course. **MANDATORY**
  ○ Anyone who does not turn in a 1st draft will lose the opportunity to complete a peer review or receive feedback on his or her essay (losing 20 points).
  ○ First drafts must be uploaded to Laulima ON TIME in order to be distributed for peer assessment.
  ○ **Any student who neglects to turn in two or more 1st drafts will likely not pass the course. (It is up to the instructor’s discretion.)**
  ○ **If a student misses all 1st draft assignments, he or she CANNOT pass this course because he or she will have neither satisfied SLO #2 nor Written Communication Hallmark #2.**
➢ Each first draft should be sent to the online tutors at [Brainfuse Writing Center](#) for feedback
  ○ Submit early because feedback can often take up to 24 hours.
  ○ **If you prefer live tutor feedback, you may schedule an appointment** at the [WCC Writing Center](#) as a substitute for Brainfuse. (Schedule early using MySuccess.)
  ○ **If you get feedback from both sources,** you will receive 10 extra credit points.
  ○ Up to 50 points extra credit will be accepted for the semester
  ○ Brainfuse feedback or a scanned copy of the [Writing Center Feedback Sheet](#) will be submitted as an attachment with the final draft on Laulima. (Writing Center Feedback Sheets may also be slid under my office door on or before the date of the final draft.)
➢ **Instructor feedback**
  ○ Students are strongly encouraged to regularly schedule conferences with their instructor to discuss writing prompts, drafts, ideas, brainstorming, etc.

#### Revised Drafts (editing and proofreading): **MANDATORY**

➢ After revising your draft using peer, Brainfuse and instructor feedback, submit it on
Laulima.
➢ Final drafts should be uploaded as attachments along with your tutor feedback.
➢ Students must complete all essay assignments to pass the course. Student who neglect to turn in all essay assignment will have not met Written Communication Hallmark #3.
➢ Essay #5 must be completed in the WCC Testing Center during finals week.

(Optional) Further Revisions

➢ If you receive a B or lower on any major assignment, you may revise it, and I will take the higher grade into account.
➢ You have one week after the day you receive it to complete and return your revisions.
➢ NOTE: All revisions must be accompanied by three to four robust paragraphs describing the revision choices you made or the essay will not be regraded.

Quizzes

➢ Reading quizzes are to be completed online to help students engage closely with the text

Online Skill Challenges (SK)

➢ Skill challenges in Laulima will give you the chance to put new writing and research techniques into practice.

Two Writing Conferences with Instructor

➢ We can meet face-to-face, or we can discuss your writing via telephone and examine your work using Google Docs. You will need access to a computer with high-speed internet.
➢ Please make appointments during my office hours (if possible) via MySuccess.
   a. To access my success, either click on the hyperlink above or search “mysuccess.hawaii.edu”
   b. Log in with your UH username.
   c. Click on "My Courses" and scroll down until you see my picture.
   d. Then, click on "Schedule Appointment" to view my schedule
   e. When you see an opening in my schedule, click on it and enter your name.
   f. (Note* this is also how you schedule appointments at the WCC Writing Lab)
➢ If you are not available to meet me during my regular office hours, email me at jennyrw@hawaii.edu with at least 3 days and times when you are available.
➢ Each missed conference will lead to 15 points deducted from your total score.

Library Research Units (LRUs)

➢ There are three LRU tests. Students must score at least 10 points on each test to get credit for completing the LRUs.
➢ Students who complete the LRUs by Thursday, February 1st at 11:59 pm, will receive
10 extra credit points.

- LRUs must be completed by **Thursday, March 1st at 11:59 pm** to receive all 30 points.
- LRUs that are completed after the due date will lose 10 points every week they’re late.
- Click on [this link to read more about the LRUs](#) or [here for an orientation video](#).

### ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>ASSESSMENT TASKS AND GRADING</th>
<th>POINTS + %</th>
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<tbody>
<tr>
<td><strong>Discussion Journals and Peer Responses on Laulima</strong></td>
<td></td>
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<tr>
<td>14 Discussion Journals Posts = 10 points each</td>
<td></td>
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<tr>
<td>2 peer responses per journal = 6 points for both</td>
<td>224</td>
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<tr>
<td><strong>Skills Challenges on Laulima</strong></td>
<td></td>
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<tr>
<td>7 challenges (6 points each)</td>
<td>42</td>
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<tr>
<td><strong>Major Writing Assignments MANDATORY</strong></td>
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<tr>
<td>1. Essay #1: Compare and Contrast essay (2-3 pages)</td>
<td>30</td>
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<tr>
<td>2. Essay #2: Theme from <em>The Immortal Life of Henrietta Lacks</em> (3-5 pages)</td>
<td>60</td>
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<td>3. Essay #3: (3-5 pages)</td>
<td>60</td>
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<tr>
<td>4. Annotated Bibliography (7-8 pages)</td>
<td>80</td>
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<tr>
<td>5. Essay #4: (4-5 pages)</td>
<td>60</td>
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<tr>
<td>6. Essay #5: Final Reflection (completed in WCC Testing Center) MANDATORY</td>
<td>30</td>
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<tr>
<td><strong>Writing Process Assignments</strong></td>
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<tr>
<td>Peer Assessments (2 for Essays 1-4) (10 points each) MANDATORY</td>
<td>80</td>
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<tr>
<td>Brainfuse feedback (Essays 1-4) (5 points each)</td>
<td>20</td>
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<tr>
<td><strong>Quizzes</strong></td>
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<tr>
<td>14 quizzes (10 points each)</td>
<td>140</td>
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<tr>
<td><strong>Conferences with Instructor</strong></td>
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<tr>
<td>2 conferences (15 points each)</td>
<td>30</td>
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<tr>
<td><strong>LRUs</strong></td>
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<tr>
<td>LRU exam #1 with a score of 10 or higher</td>
<td>10</td>
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<tr>
<td>LRU exam #2 with a score of 10 or higher</td>
<td>10</td>
</tr>
<tr>
<td>LRU exam #3 with a score of 10 or higher</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
<td>896</td>
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<tr>
<td><strong>Extra Credit if LRUs are completed by Sun, Feb. 1st by 11:55 pm</strong></td>
<td>10</td>
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### GRADE SCALE
LEARNING MATERIALS


DEADLINES

All assignments are due on the dates posted. This is for your benefit and mine. Students who get behind on assignments are more likely to drop out. Thus, in every effort to encourage you to get work in on time:

- Assignments that are 2-3 calendar days late will lose ½ a letter grade
- Assignments that are 4-6 calendar days late will lose 1 full letter grade.
- If an assignment is 1 full week late, you must schedule a conference or the assignment will not be accepted.

Plan ahead for the unexpected. Students are accountable for staying on top of the semester schedule. Technological or other problems will arise. Students should immediately communicate with the instructor if an emergency may affect the ability to meet course deadlines.

RESOURCES

ITS Help Desk
*For problems with Laulima
pm
Phone: (808) 956-8883

Library hours
Help Desk 235-7338
Circulation 235-7436

Writing Center (Room 222 in the Library)
For questions: 235-7473

ITS Hours of Operation
Mon-Thurs: 8:00 am - 7:00 pm
Friday: 8:00 am - 4:30 pm

Library Hours of Operation
Mon-Thurs: 8:00 am - 8:00 pm
Friday: 8:00 am - 4:00 pm

The Hub
Mon -Thurs: 7:30-6
PLAGIARISM AND ACADEMIC INTEGRITY

Academic honesty is fundamental in a college environment. You are expected to fulfill your academic obligations through honest and independent effort. **The work you submit for this course must be your own.** Dishonesty, cheating, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Cases of dishonesty will result in a grade of "zero" for the assignment and may result in an "F" for the course. In flagrant cases, the penalty may be dismissal from the college after proper due-process proceedings.

**Dropping a Class:** It is your responsibility to learn about and follow the official procedure for dropping classes. If you stop participating in this class but do not follow up to officially drop it, you will receive a failing grade.

DISABILITIES ACCOMMODATION 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 ‘Akoakoa 213 for more information.*
CAMPUS MAP

Counselors  My Office!

WCC Writing Center
(In the library, room 222 near the math and speech labs)

Revised January 2018