Office Location:
LA-221
Contact Information:
asillima@hawaii.edu

Online Office Hours:
★Monday 11:30 AM – 12:30 PM
☆Monday 12:30 PM – 1:30 PM
In-person meetings available by request
Google Meets:
See announcement for link

Grading Response Times:
(3-4 Days) Discussion/Forum
(5-7 Days) Assignment feedback
(5-7 Days) Essay grades/feedback

LEEWARD COMMUNITY COLLEGE
LANGUAGE ARTS DEPARTMENT
LA 201 (808) 455-0330

Lecturer: Amanda Silliman, PhD

ENGLISH 100
Introduction to Composition I
(3.0 credits)
COURSE SYLLABUS
SPRING 2024
Days/Times:
★**CRN**: 55433 -
- Monday & Wednesdays
- 3:10-4:25 PM in V-102
☆**CRN**: 55491 -
- Monday & Wednesdays
- 4:30-5:45 PM in V-102

Course Description

This course provides practice in producing substantial compositions at the college transfer level for courses across the curriculum. Engaging in research activities, students evaluate and integrate sources into their compositions.

Following a recursive writing process, they analyze the rhetorical, conceptual, and stylistic demands of writing for various purposes and audiences. Students apply the principles of expository writing and produce compositions that have clear ideas, adequate support, logical organization, and correct sentence structure. Students become proficient language users, independent learners, and thoughtful members of an academic community.

Student Learning Outcomes (SLO's):

Upon successful completion of English 100, students should be able to demonstrate the following as independent learners:
1. Use a multi-step writing process that includes drafting, editing, and proofreading while making use of written and oral feedback.
2. Write compositions, including an in-class essay on an assigned topic, 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.
      Skill 1: Locate, assess, and use academically appropriate source material.
      Skill 2: use and combine sources without plagiarizing.
      Skill 3: Give credit to others when using their words and ideas in writing.
4. Apply writing the rules and conventions of grammar, word choice, punctuation, and spelling
5. Demonstrate effective use of study skills and college success strategies.

Reading Material

E-BOOK:
Writing for Success
http://tinyurl.com/ebookwritingforsuccess

Supplementary material will be posted on Laulima under "Supplementary Reading". Please print these if you do not have an e-reader. Please see technology policy on page 4.

Required Supplies
- ❏ A physical or online planner
- ❏ Internet for accessing online resources (Laulima, Leeward Library databases, etc.)

Student Access to Mental Health Services

Leeward Community College understands that the attainment of educational and professional goals depends vitally on students' health, safety, and wellbeing. This also includes students' mental health. If any currently enrolled Leeward CC student feels they would benefit from the support of mental health services, please contact our mental health professionals.

Lori Lum, LMHC, Mental Health Professional
Email: leetalk@hawaii.edu
Phone: 808-455-0652
https://www.leeward.hawaii.edu/mentalhealth

Incompletes

Incompletes may be given to students who fail to complete a small but important part of a semester's work before the semester grades are determined, if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness and procrastination.

English 100 Literacy Exam Policy

One requirement of English 100 is that students successfully complete the Leeward CC Information Literacy Exam. There are twenty-five questions in the exam, and the passing score is 72% (18 correct answers). The exam tutorial can be accessed at https://sites.google.com/a/hawaii.edu/eng-100-ilt/ and via the library's homepage under the Learn How to Find Information section.

Students may take the exam an unlimited amount of times before the due date. The exam program will always retain the student's highest score.

The Information Literacy Exam due dates:
https://guides.leeward.hawaii.edu/eng100tutorial/exam

UH Alert System:

The UH Alert emergency notification system is the primary communication tool used to alert the Leeward Community College community of an immediate threat to the safety and security of our students and employees. UH Alert is also used to announce campus closures.

You must register online to receive the UH Alert service. UH Alert includes automated emergency messages sent via email and text message alerts sent to mobile phones. All students, faculty and staff are encouraged to sign up online at:

https://www.hawaii.edu/alert.

UH System Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. 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 go to UH System Basic Needs at https://www.hawaii.edu/student-basic-needs/.

Prerequisites and Assessments

Prerequisites for ENG 100

Appropriate writing test score or ENG 22 with a grade of C or higher; and completion of ENG 21 with a grade of C or higher; or appropriate reading placement test score; or approval from the Language Arts Division.

If students already possess these skills and attitudes and want to be successful in English 100, they usually have to spend about two hours outside of class working on the assignments for every hour they spend in class. If students do not already possess basic sentence grammatical skills and have difficulties writing sentences relatively free of grammatical errors, they will have to spend extra time correcting those errors.

Writing Intensive (WI) Prerequisite Statement

Although a D grade signifies minimal passing achievement and students receive three credits for ENG 100 when they earn a D grade, if ENG 100 is a prerequisite for other courses at Leeward Community College, including those designated as Writing Intensive (WI) classes, students must earn a grade of C or better in order to meet that prerequisite.

Student Assessment Notification

With the goal of continuing to improve the quality of educational services offered to students, Leeward CC conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Do you need assistance with your writing for English 100 or other classes?

The Writing Center

The Writing Center provides free writing support for Leeward CC students. The writing consultants are fellow students who are available—online via Zoom, and by phone—to help with writing assignments for any Leeward CC class, scholarship essays, and college success skills (including time management, organization, note taking, and reading). For more information or to make an appointment call 455-0409, or visit the Writing Center website at http://www2.leeward.hawaii.edu/writingcenter/

The Learning Resources Center

The Learning Resource Center (LRC) offers free support for a wide range of Leeward CC content courses. Content tutors are fellow students who are available by appointment to help with course concepts and study strategies. Tutors are available in the LRC by appointment, and most divisions will be offering drop-in tutoring.

Online tutoring is offered through Tutor.com, login to "MyUH", click on the "Tutor.com Online Tutoring (all campuses)" tab, then "Proceed to Tutor.com". Click on "Connect Now". The LRC is located on the second floor of the Learning Commons. Call 455-0412 or visit the LRC website at: http://www2.leeward.hawaii.edu/lrc/

Sexual Harassment and Violence statement

Leeward Community College is committed to supporting students and upholding the College's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, harassment, or violence, we encourage you to reach out for help. While you may talk to a faculty member, understand that as a "Responsible Employee" of the College, the faculty member must inform the college's Title IX Coordinator to ensure that our students are supported and aware of the resources available. If you would like to speak with someone who can afford you with privacy and confidentiality, there are designated confidential resources available who can meet with you.

For more information about available resources, and University policies, please see our website: http://www.leeward.hawaii.edu/TitleIX or contact our Interim Title IX Coordinator Mark Lane at marklane@hawaii.edu or 808-455-0213.

Plagiarism Statement

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and could result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

For more information about academic dishonesty, please see the Leeward CC website: https://catalog.leeward.hawaii.edu/academic-dishonesty

Students with Disabilities

Leeward Community College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulate that no student shall be denied the benefits of an education "solely by reason of a handicap." Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact the Coordinator of the KAKOʻO ʻIKE (KI) program as soon as possible to ensure that such accommodations are implemented in a timely fashion.

The KI office is located on the second floor of the Learning Commons building (to the right of the main Learning Commons entrance).

Call 455-0421 or visit the KI Office website at: http://www.leeward.hawaii.edu/ki.

← Plagiarism Penalties

If you plagiarize an assignment, you will receive an automatic F for that work and lose the right to redo that assignment. A second offense will result in failing the entire course. Your case may also be referred to the Office of Judicial Affairs.

Expected Class Behavior

The University of Hawaii is committed to ensuring a safe, civil, learning and working environment in which the dignity of every individual is respected. All members of the UH community—students, faculty and staff—share responsibility for its growth and continued welfare. Students who are part of the UH community are obligated to abide by the University's Student Code of Conduct. As members of the UH community, students are responsible for becoming fully acquainted with UH's expectations and to comply with UH's authority. To familiarize yourself with what is expected of you as a student, view the Student Conduct Code website at: http://www.leeward.hawaii.edu/policies.

In addition to the code of conduct, you will abide by the following guidelines to help the class run efficiently:

➔ Everyone is expected to respect all persons present. There will be no profanity or hateful language or text of any kind. If you feel disrespected, please let me know immediately.

➔ You are expected to **earn** your own grade. Do not ask for additional extra credit or expect the instructor to find a way to pass you. Part of earning your own grade means being reflective about and responsible for how you are doing in the course. You should speak with me if you feel like you are struggling.

➔ A crucial part of being a college student is knowing how to refer to handouts. You will receive a course schedule and due dates for major assignments will be posted on the home page for Laulima as well as in the announcements section. Please refer to these resources and remember that it is your responsibility to check the course schedule to be aware of the due dates for assignments. Reminder: the course schedule *is* subject to change, but you will receive an emailed updated version for major revisions.

FAILING A COLLEGE CLASS BECAUSE YOU DIDN'T READ THE SYLLABUS

READING THE SYLLABUS

Extra Credit

Extra credit will be awarded for demonstrating student success strategies. The full list of specifics will be provided on Laulima under the Extra Credit tab. Extra credit can be spent on a .5-3% bump in your overall grade **if** you are within 3% of the next letter grade. Remember, extra credit is a grade booster, not a grade saver.

Technology Policy and Assignment Policy:

Technology Policy
Netiquette is defined as Internet etiquette and it can be applied to almost every form of online communication, email, forum discussions, web conferences (e.g. Zoom, Google Meet), and social media. We expect students to conduct themselves using proper netiquette practices. Student Netiquette quick guide: go.hawaii.edu/ANF (accessible version available at go.hawaii.edu/wMA)

In addition to following the college's Academic Dishonesty policy, please also be aware that you will need to follow this course's Academic Integrity Policy, which assures that you are the author of everything you turn in. The Academic Integrity Policy stipulates that: 1) The work you submit must be your own work. 2) Your work achieves the assignment learning goals. Finding technicalities and loopholes that do not achieve both 1 and 2 are not acceptable and will result in a score of zero for that submission and it **will be considered an act of plagiarism subject to the plagiarism penalties for this class**. These technicalities and loopholes include using generative AI applications such as ChatGPT, Bard, or Bing, in whole or in part, to generate course materials or assignments. Grammar and spell checking tools such as those integrated into MS Word may be used. If you have any questions about whether a particular tool or specific use is permitted, check with the professor.
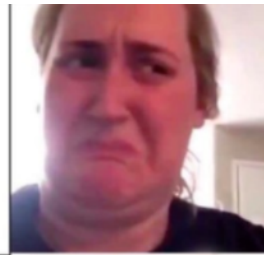
Assignment Policy
All assignments for this course will be submitted electronically through Laulima Assignment, Forums, or Discussion Board unless otherwise instructed. Do not email assignments to the instructor *unless* Laulima is down. All open assignments for this course can be done in advance of the due date. It is the student's responsibility to know when assignments close.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade.

Late Work Policy and Glitch Policy

Late Work Policy
Major assignment late work will be accepted up to three days after the due date, but will receive a 10% deduction for each day it is late. For example, if your overall grade for that assignment is a B, if it is one day late it will receive a C. After the third day you will be able to earn no higher than an F (50%) if it is turned in, or zero points if it is not turned in. Incomplete papers will receive no higher than a 60%.

In-class work and chapter tests cannot be made up if students are late or absent whether or not the absence is excused or unexcused.

Laulima Glitches
If there is a glitch in the submission process on Laulima you must (1) screen capture it as evidence and (2) email the screen capture to me along with the assignment. You **must** also (3) contact Laulima assistance at:

https://www.hawaii.edu/simp/laulima-feedback.php
Make sure to check your email afterwards for their response, and to (4) forward their response email to me as further proof of a documentable glitch.

If you do not take these four steps I will not give you points for your assignment.

Passing the Class:

If students do **NOT** <u>complete and submit any of the major assignments</u>, they will **NOT pass** the class no matter how high the grades for the other compositions are.

If students do **NOT** <u>show their work</u> by constructing the essay from outline to final on the same Google Doc, they will receive a zero for the assignment. Students will have one week to write a new essay that meets the requirements for the assignment and shows their work, or they will **NOT pass** the class.

Grading Scale:

A	100 – 90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	59 – 0%

Formatting Guidelines for Emails:

The best way to contact me is through email.

Please allow a reasonable time for response. Email will be answered the next business day if sent after 6pm or over the weekend.

Also, please type grammatically correct emails using complete words and full sentences. Do not use shorthand like, "r u in ur office?" Be sure to include a subject that indicates what you are writing about. (Instead of typing "Eng 100 Question," be specific and say "Topic Suggestions for Proposal"). Additionally, please include the course CRN in the subject of your email.

Course Components

35% - Course Participation
Online quizzes, activity worksheets, homework, discussion, forum posts, presentations.

10% - Project Drafts/Revisions/Conferences
To provide you with added support at every stage of the writing process, you will produce and share drafts of your work with the class in different forums (e.g., large and small groups); you will participate in workshops of your own and your peers' drafts; and you will work with me to receive individualized attention with regards to your writing and researching needs.

10% - Compare and Contrast Essay
In this paper you will compare two subjects or communities and make logical inferences based on your comparisons. In this essay you will demonstrate your ability to synthesize ideas and sources.

10% - Rhetorical Analysis Paper
In this paper you will analyze the rhetorics of a primary source and determine not only if it is persuasive or not, but what techniques go into making it successful or unsuccessful in persuading its specific audience.

10% - Argument Paper
In this paper you will choose a unique topic, and demonstrate an understanding of proper argument techniques, while avoiding the use of any logical fallacies. This will be a persuasive paper.

25% - Research Project Final
Your final project will consist of a revised, proofed, persuasive paper on a topic of your choice (which you will develop through the assignments listed above). This is a research project, so I will expect to see ethical engagement with outside sources, including the correct use of in-text citations, accurate representations of source content, and a complete works cited rendered in consistent and correct format. I will provide more information on the project throughout the course of the semester.

Course Attendance/Participation Policy:

This course is synchronous (this means the course will have a regular time/place where the class meets), and coursework cannot be submitted in bulk at the end of the semester. Attendance is mandatory. After two unexcused absences (to class or to a scheduled conference), your final grade will drop by 1/3 letter grade (e.g. A- to B+) for each additional absence. **After a grand total of seven absences you will not be able to pass the class.**

<u>Participation/Presence (as is relevant to the disenrollment policy) in this class is defined as showing up for the entirety of a class **and/or** submitting an assignment for the day. Polls do not count as assignments.</u>

This course will follow a weekly schedule where students will need to complete activities, worksheets, assignments, tests, and forum/discussion board submissions prior to the due date for that week. Each unit will cover a different set of skills students will need to learn in order to complete the major essay attached to that unit. **While work can be submitted in advance of the listed due date, it cannot be submitted after the due date has passed**. Group work, such as peer reviews, can also be done in advance if both you and your group/partner agree to complete the work early.

Finally, grading for assignments will only appear after the due date has passed in order to ensure all assignments receive a grade. Please do not email the instructor about grading assignments in advance of the due date.

Participation Verification:

Students who do not participate in their classes during the first week of the semester are considered to be "No Shows." The College assumes that "No Show" students no longer wish to participate in their education. Students who are identified as "No Shows" will be administratively disenrolled from their classes and given a 100% tuition refund. Participant Verification helps to release students who registered but did not intend to come to class from a financial obligation and failing grade. It also keeps the College in compliance with federal financial aid guidelines.

See Executive Policy 7.209 Student Participation Verification in Coursework.