

# English 20BCDE Syllabus



## Materials

- college-ruled loose-leaf paper
- #2 pencils, pens (blue or black ink for correction work)

## HCC Bookstore (Bldg. 2, ground floor)

- *English 20 BCDE Packet*
- *English Brushup Fourth Edition*, Langan/Goldstein

## Lab Hours

Monday and Wednesday:	9:00 AM – 7:00 PM
Tuesday and Thursday:	9:00 AM – 4:00 PM
Friday:	9:00 AM – 12:00 PM

## Testing Room Hours

Monday and Wednesday:	9:00 AM – 8:00 PM
Tuesday and Thursday:	9:00 AM – 4:00 PM
Friday:	9:00 AM – 1:00 PM

## Course Description and Purpose

English 20BCDE are four 1-credit courses in communication skills (reading, writing, speaking, communication technologies) taken simultaneously (exceptions are by instructor approval only). The lecture portion of the courses includes explanations of English concepts, course procedures, assignments, and basic communication technologies. The lab portion of the courses includes practicing the concepts explained, completing assignments using materials and equipment in the College Skills Center, utilizing the testing facilities, and consulting with student assistants at the English service desk. English 20BCDE involves individual work and group work to improve communication skills. Participation is mandatory. Current technologies such as word-processing, e-mail, and computer research utilizing the Internet are incorporated in the curriculum, and students must demonstrate a basic level of skill in these areas. There are typed writing assignments, multiple-choice problems, short-answer activities, grammar-skill tests, and reading assignments. In addition to English skills, the courses prepare students to be responsible, dependable, cooperative, and flexible.

## Course Objective and Outcomes

- English 20BCDE prepares students for the communication needs of the degree or certificate programs that they plan to enter and give practice in basic skills relevant to their programs.
- Students that exit the courses must demonstrate competencies in:
  - Grammar skills
  - Following and giving directions
  - Communicating with co-workers, customers, and clients
  - Gathering and using information
  - Reading skills
  - Basic communication technologies (word-processing, e-mail, World Wide Web)

## Notes

- Do class work punctually and according to instructions.
- Use lab time effectively.
- Talk to classmates about course-related matters.
- Do own work.
- Do the courses in sequence from B to E.
- Complete all assignments to get credit for a course.
- Look at the handbook and create a schedule for completing work.
- Place work in the proper place (completed work kept by the College Skills Center).
- Bring work and folder to staff if an assignment is labeled “Staff”.
- Put work and folder in the box at the staff table if an assignment is labeled “Instructor”.
- Do typed work on a computer (typewriter unacceptable).
- Save typed work on some kind of media (disk, flash drive).
- Submit no more than 3 “Instructor” assignments at one time.
- Check that every instructor mark on papers has been addressed (“checkoffs”)

## Papers

All papers labeled “typed” must be typed using a computer. All papers are required to be “saved” as a file that can be accessed easily again for revising purposes. Printouts of unsaved files are unacceptable. The latest version turned in must be stapled in the top left corner on top of earlier versions. Older versions are not to be removed. Using a pencil, students must acknowledge all marks made by the instructor by checking off next to the instructor’s marks. If the instructor finds that “**checkoffs**” have not been done or done haphazardly, the paper will be returned with no further feedback. If checkoffs are done but no corrective action has been made, the paper will be returned with no further feedback. It is students’ responsibility to discuss the instructor’s marks with the instructor. Corrections to papers must be done on the previously saved file and then saved again as the latest version of the paper. Students may discuss papers with others, but **it is unacceptable for others to correct or edit the papers.** (See *Student Conduct Code*.)

## Record Folder

The record folder is made available to students in order to expedite getting assignments signed off during non-class time. The record folder must be returned to the student file cabinet unless typed work is turned in for the instructor to evaluate. **Students are not to remove record folders from the College Skills Center.** Record folders are the property of the College Skills Center and the instructor. Students will need to redo all work if the record folder is lost. Students that turn in record folders for evaluation by their instructor will not get their folders back earlier than the next class meeting.

## Conduct

- Proper conduct is expected at all times, including appropriate dress and language.
- Use of cell phones or entertainment devices is not allowed in lab, classroom, or testing areas.
- Food or drinks (even if just carried in) are not allowed in lab, classroom, or testing areas.
- Inappropriate behavior will be dealt with according to the Student Conduct Code.

### **University of Hawaii Sexual Harassment Policy**

The UH Sexual Harassment Policy has been established to ensure a safe and respectful learning environment for all students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes intimidating, threatening, or offensive verbal or physical conduct that is of a sexual nature and that is unwelcome and interferes with a student's learning. Sexual harassment will not be tolerated in the any of the College Skills Center's programs or activities. Complaints regarding situations that occur in the College Skills Center may be made by contacting the College Skills Center Coordinator at 845-9400 or the Dean of Students at 845-9235.

(Adapted from the Sexual Harassment brochure distributed by the Office of the Senior Vice President and Chancellor for Community Colleges.)

### **Honolulu Community College Student Conduct Code**

Category 1 – Interference with the Rights of Others

Category 2 – Interference with University Process

- False or Fraudulent Information
- Personal Misconduct
- Theft or Mutilation of University Property
- Disruption
- Abuse of a Controlled Substance
- Off-Campus Behavior
- Academic Dishonesty--includes cheating, plagiarism (using another's work as one's own in whole or part), sharing one's work with others to use for attaining credit
- Violation of Other Existing University Regulations

Sanctions: Warning, Probation, Restitution, Temporary Suspension, Suspension, Expulsion, Rescission of Grades or Degree

### **Students with Disabilities**

Students with documented disabilities may obtain information on available services online at [honolulu.hawaii.edu/disability](http://honolulu.hawaii.edu/disability), or specific inquiries may be made by contacting Student ACCESS by phone at 845-9272 or by e-mail at [access@hcc.hawaii.edu](mailto:access@hcc.hawaii.edu). Information is also available at the Health Office at 845-9282.

### **Enrollment**

Students are required to enroll in B, C, D, and E simultaneously. Any exceptions must be done on a "Change of Registration" form and signed by the instructor. Counselors are not allowed to make exceptions without the instructor's approval.

### **Attendance**

Classes meet for 2 hours and 50 minutes twice weekly. **Attendance is required and monitored.** If the instructor requires signing in, students must sign in for themselves and may not sign in for others. For official purposes, "attendance" means completed work according to completion dates in the student's

record folder. Signing in alone does not constitute official attendance. For example, when the Financial Aid office asks for progress reports, work-completed dates will be used.

### Repeater Policy

- English 20 courses may be repeated only one time.
- All students must simultaneously enroll in all units (B, C, D, and E).
- New work is required for assignments not completed in a previous semester.
- Assignments from a previous semester are accepted only at the current instructor's discretion.
- Since each course unit is scheduled as a 4-week block, repeaters are required to complete each unfinished unit within a 4-week period (for example, if a student is repeating E, all E work must be completed within 4 weeks in order to receive credit).

### Credit and Grading

- English 20B, English 20C, English 20D, and English 20E are individual 1-credit courses.
- All assignments must be completed in order to obtain credit for a course.
- To receive credit for an assignment, students must complete it by the fourth submission.
- CR (credit) is given for each course completed; N (no credit) is given for non-completions.
- To enroll in English 22 or 60, students must complete all English 20 units.

### Emergency Evacuation Procedures

At the sound of the building alarm:

- Stop all activities and promptly leave the classroom. Your instructor will guide you through the evacuation route to the nearest fire exit.
- Use the stairways to exit the facility--do not use elevators.
- Proceed to the assembly area as indicated by the instructor.
- Wait for the instructor to conduct a mandatory roll call at the assembly area.
- Re-enter the building only when instructed by the instructor.

Two helpers will be designated to help a student with mobility problems. Helpers should not carry the disabled person down the fire escape. Honolulu Fire Department (HFD) will be responsible for evacuating the person. The helpers assist the person to the nearest fire escape, position the person in a safe area on the landing inside the fire escape, make certain that the person is not obstructing evacuating traffic, and keep the fire door closed. One helper stays with the person while the other helper seeks assistance from HFD as necessary. Before leaving for assistance, the helper should confirm with the other helper to meet at the assembly area. Then, the helper must inform HFD officials of the exact location of the two people waiting for assistance. After assistance arrives, both helpers must report to the assembly area.

### Instructors

Earl Nakahara	Office: 7-317 .....	Phone: 847-9838
Chris HacsKaylo	Office: 7-311 .....	Phone: 847-9803
Lianne Nagano	Office: 7-312 .....	Phone: 845-9400
Sheryl Legaspi	Office: .....	Phone:

**Earl Nakahara** went barefoot to August Ahrens School in Waipahu in the fifties and remembers the black footprints he made after crossing the oiled-down "cane-haul" roads. He studied foreign languages at LCC and UH (AA-liberal arts, BA-Japanese, MA-ESL, MA-linguistics) and lived in Japan for four years (later returned to trek the ancient 900-mile henro path around Shikoku and wished he had the tough feet of his younger days). He loves his family (wife and three kids), old cars, and fifties music.

**Chris Hacskaylo** graduated from Roosevelt High School and then went on to earn her bachelor's and master's degrees in English at the University of Hawaii. She did further graduate work in English on the mainland at the University of Wisconsin, where she survived temperatures of 60 below zero. She has taught English at the University of Alaska Southeast and at Kapiolani Community College. She makes jewelry in her spare time and has a son who has just finished his freshman year at HCC.

**Lianne Nagano** was born and raised on this island and graduated from Aiea High School. She received her undergraduate degree in management science from Duke University and her masters in English as a Second Language from the University of Hawaii. She has been working here for twenty years with a great bunch of people, and she wants you to know that all the staff are here to help you do well in this course, so get to know them and her!

**Sheryl Legaspi** graduated from Kalani High School, spent a year in Tokyo as a college student, and completed her BA and MA at UH Manoa. In her free time, she loves practicing kung fu, reading inspiring books, and hanging out with her husband and two kids. Her favorite saying is "Bloom where you are planted." She wishes you a great semester of learning and growing!

### English Educational Specialists

Hanwell Kaakimaka	Office: 7-316.....	Phone: 845-9130
Varouny Sybounmy	Office: 7-316.....	Phone: 845-9130

**Hanwell Kaakimaka** graduated from Pearl City High School. He received a certificate of completion in RAC from UTI in Arizona. He worked as a RAC technician until he decided to pursue a higher degree. He came back to college at HCC and transferred to UH where he received his BA in ESL. As a student, he started working for the Learning Center/College Skills Center, has been there ever since for 16 years, and still loves it! He has taught ESL courses at HCC and has worked part-time in the ESL field for Tokai University and the East West Center at UH. He enjoys meeting new people and learning about new cultures. His hobbies are cars and traveling to Japan and Las Vegas where he hopes to win the Mega-Bucks one day! If you have a problem in the English lab, just ask Hanwell for help.

**Varouny Sybounmy** was born in Laos. He and his family moved to Hawaii 22 years ago. He went to North Dakota for high school and graduated from Magic City Campus. He first came to HCC in 1991 and started working as a student employee for the Learning Center. He received his BA in public administration from West Oahu and went on to open a business in Laos. He returned to HCC as a full time employee with the College Skills Center in 1999. He recently received his MBA at HPU. He loves computers and hopes to be a rich entrepreneur someday and surpass Bill Gates and Donald Trump. If you have a question about computers or business, Varouny is the man to call.

### ENG 20B Student Learning Outcomes

Upon successful completion of ENG 20B, the student should be able to:

- Demonstrate knowledge of specific grammatical concepts (B3, B6, B9)
- Develop, write, edit, and revise papers following specific organizational guidelines using clear effective sentences and coherent paragraphs (B5, B8, B10)
- Read for specific purposes such as identifying main ideas and supporting details, making valid inferences, drawing accurate conclusions, and identifying author's purpose (B10)
- Locate specific information (B1, B2, B4)

- Interpret charts and graphs (B7)
- Work cooperatively and communicate orally with others (obtaining information) (B4, B5)
- Demonstrate ability to apply direction skills (B5, B8)

### **ENG 20C Student Learning Outcomes**

Upon successful completion of ENG 20C, the student should be able to:

- Demonstrate knowledge of specific grammatical concepts (C3, C6, C9)
- Develop, write, edit, and revise papers following specific organizational guidelines using clear effective sentences and coherent paragraphs (C4, C8, C10)
- Read for specific purposes such as identifying main ideas and supporting details, making valid inferences, drawing accurate conclusions, and identifying author's purpose (C10)
- Interpret information conveyed orally (C1)
- Work cooperatively in planning and executing a group project (C4)
- Apply appropriate communication skills in a business environment (C4, C5, C7)
- Demonstrate ability to analyze and evaluate comparable items (C8)

### **ENG 20D Student Learning Outcomes**

Upon successful completion of ENG 20D, the student should be able to:

- Demonstrate knowledge of specific grammatical concepts (D3, D6, D9)
- Develop, write, edit, and revise papers following specific organizational guidelines using clear effective sentences and coherent paragraphs (D10)
- Read for specific purposes such as identifying main ideas and supporting details, making valid inferences, drawing accurate conclusions, and identifying author's purpose (D10)
- Do research utilizing the World-Wide Web (D1, D2)
- Utilize the various functions of e-mail (D7)
- Compose an organized well-written paper in a formal, timed testing situation (D5)
- Summarize published material (D8)

### **ENG 20E Student Learning Outcomes**

Upon successful completion of ENG 20E, the student should be able to:

- Demonstrate knowledge of specific grammatical concepts (E3, E6, E9)
- Develop, write, edit, and revise papers following specific organizational guidelines using clear effective sentences and coherent paragraphs (E1, E4, E7, E10)
- Read for specific purposes identifying main ideas and supporting details, making valid inferences, drawing accurate conclusions, and identifying author's purpose (E1, E2, E4, E5, E7, E8)