

Syllabus for English 22: Introduction to Expository Writing Fall Semester, 2006

M/W 11:30-12:45, Rm. 533

Tues., 5:30-8:15PM, Rm. 533

Instructor: Lori Adolewski
E-mail: loria@hcc.hawaii.edu
Phone: 778-9117 (cell)

Office: Bldg. 7; Rm. 516
Office Hrs: Tues/Thurs. 10-11AM
Tues. 4:00-5:30 and by appointment

COURSE DESCRIPTION: ENGLISH 22 (Introduction to Expository Writing) is a course involving intensive study of structure, usage, and vocabulary of English as a necessary prelude to effective writing. Emphasis is placed on development of paragraphs to communicate ideas in short papers. Students are encouraged to exercise critical thinking and clear, correct language in their written communications.

PREREQUISITES: Successful completion of ENG 20B and C and D and E; OR "C" or higher in ESL 11 and 12 and 13 and 17; OR placement into ENG 22.

RELATIONSHIP TO A.A., A.S., A.A.S., AND A.T.S. DEGREES: Completion of ENG 22 with a minimum grade of "C" satisfies the prerequisite for enrolling in English 100 (the minimum communications requirement for the A.A. and A.S. degrees). Successful completion of ENG 22 satisfies the minimum communications requirements for A.A.S. and A.T.S. degrees.

REQUIRED MATERIALS:

- **Textbook:** Writing First, 3rd ed. by Kirszner and Mandell
- **A 3-Ring Binder:** because there is so much material, this is essential for organization.
- **A 2 pocket-style folder** for turning in your paragraph and essay assignments.
- A standard college **dictionary** for vocabulary work this semester.
- Notebook paper for taking notes at each class session.
- A diskette, CD or some device for saving your word processing (i.e., typed) materials.



STUDENT LEARNING OBJECTIVES

Upon successful completion of ENG 22, the student should be able to:

1. Use the computer as a tool to compose, edit, and proofread writing.
2. Produce writing that utilizes the multiple-draft process: prewriting, generating ideas, developing specific details and support, organizing, revising, editing, and proofreading.
3. Produce writing with various rhetorical presentations: for example, description, illustration, comparison/contrast, and argumentation.
4. Write cohesive paragraphs that contain a topic sentence, supporting ideas, transitions, and a concluding sentence.
5. Write short essays that include an introductory paragraph, supporting paragraphs, and a conclusion.
6. Write correct, complete sentences, using a variety of sentence patterns.
7. Write with the correct use of grammar and diction appropriate to college level writing.
8. Demonstrate basic research skills, such as basic citations of sources.

9. Demonstrate the ability to read and think analytically, as well as the ability to respond in writing to essays, articles, and works of literature.

OVERVIEW:

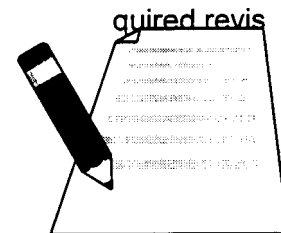
In this class you'll get the chance to build upon what you already know about writing and at the same time learn some specific strategies – strategies that apply not only to college writing but to all the writing you'll do in your lifetime. You'll learn practical techniques for each step of the writing process: getting started, coming up with ideas, clarifying and focusing your ideas through pre-writing and drafting, and revising thoroughly and well.



You'll learn to express yourself clearly, confidently and convincingly using various professional strategies: thesis, topic sentences, organization styles, paragraphing, transitions, and crafted sentences. And, since writing is only as good as the writer's ideas, we'll also spend time analyzing and discussing a variety of student and professional essays, working on reading strategies and critical thinking skills, and responding to the ideas in each other's writing. Lastly, this class emphasizes careful proofreading skills and competence in English grammar.

I'll work hard to help you reach your writing goals. What I require from **you** is active involvement in your own learning, the respectful and generous support of fellow classmates, and a lot of writing:

- one initial writing sample
- three out-of-class paragraph assignments (plus one required revision)
- 1 out-of-class essay
- in-class midterm & grammar test
- in-class final exam & grammar test
- 2 summary assignments
- sentence, paragraph, and grammar exercises



GRADING PLAN

1. Typed Paragraph & Essay Assignments (55%):

- Paragraph One (5%)
- Paragraph One Revision (5%)
- Paragraph Two (10%)

- Paragraph Three (15%)
- Essay (20%)

2. Typed Summaries (5%)

3. Tests & Exams (30%)

- In-class midterm (10%)
- In-class midterm grammar test (5%)

- In-class final exam (10%)
- In-class final grammar test (5%)

4. Homework (10%)

Homework includes all out-of-class work: rough drafts of essays, sentence combining exercises, grammar exercises, reading responses, and all other short writings. It also includes in-class work: proofreading quizzes, exercises, short writings, etc. **There will be no make up quizzes given, but students are encouraged to revise papers, for which, if the revision is successful, a higher grade may be given.** All out of class work **MUST BE TYPED**. The campus computer lab offers word processing classes the first two weeks of school and you can get help from the lab assistants anytime you use the computers. Note: you need your UH I.D. to use the lab, and you need to bring your own paper.

Expect to have homework of some kind for every class meeting. Late homework will be accepted only if you were absent the day the assignment was due; it must be turned in the day you return to class

To receive credit, all assignments must follow directions accurately and completely (including page limits), showing evidence that you fulfilled the assignment thoughtfully and carefully. At the end of the semester, I will assign you a cumulative letter grade for all of your homework/in-class work, based on the percentage you have turned in and received full credit for.

% of assignments turned in:	Grade:
90-100%	A
80-89%	B
70-79%	C
Less than 70%	No Credit ("0")

Please note: To pass the class, you must turn in all of the out of class paragraph assignments, the final essay, and all of the in-class essays and tests (though completion alone doesn't guarantee passing the class). You also must receive a course grade of "C" or better to pass this class. **Students who do not take the final exams will receive an "F" grade.**

PARAGRAPH & ESSAY ASSIGNMENTS

❖ **FORMAT:** All assignments must be typed with standard 1" margins all around and in standard (12 point) font. Please staple all pages together (no paper clips or funny little folds in the corners to hold the pages together), include your name and course information, and number the pages. In your essay folder, you'll need to include *all* prewriting and rough draft work along with the final draft.

Rough drafts: Writing a first draft is a crucial element in ultimately writing a strong final paper. Rough drafts must be "good-faith drafts" – even though unfinished they should show careful thought and planning and meet the specified page length (typed). Notes and outlines, while they are important elements of the writing process, do not count as drafts.

Note: because rough drafts are so important, a writer who does not bring a rough draft to a peer response workshop will be penalized: their essay's final grade will be marked down 1/3 of a grade.

Proofreading drafts: Paragraph assignments and essays will not be accepted without an accompanying proofreading draft – a draft that the writer has printed out, read carefully and thoroughly for grammar errors, and made handwritten corrections on. Your final essay should reflect those proofreading changes.

- ❖ **REVISION:** In addition to the required revision of Paragraph One, you have the option of revising Paragraph Two if your grade for that essay is a "C" or below. Your revision must be submitted to me **one week** from the time you receive your essay back. You must schedule a revision conference with me, highlight all the revision changes you make, and hand your revision in along with the original essay. Note: A revision does not necessarily result in a higher grade for that essay.
- ❖ **LATE ASSIGNMENTS:** It's happened to all of us. You may, therefore, turn in one paragraph assignment late no questions asked – and by "late" I mean by the next class meeting. Let me know that you're not turning in the assignment on time and use the "late assignment" coupon attached to the end of this syllabus. Otherwise, late assignments will be marked down 1/3 of a grade (for example, from a B+ to a B) for each day (not class session) of delay.
- ❖ **PROOFREADING:** While the ideas, organization, and development of your essays are most important, proofreading DOES count. A paragraph/essay assignment with an excessive number of proofreading errors (an average of four or more per page) will not receive a passing grade. If you know proofreading/grammar is a weak area for you, see me RIGHT AWAY so that we can identify which grammar areas you will need to target this semester to ensure that you pass this class.

** A Note on Proofreading: Feel free to mark up a final draft even after the essay is printed out; I'd rather get a marked-up final draft than a clean rough draft. **
- ❖ **PLAGIARISM:** Plagiarism is stealing. Plagiarism is cheating yourself and someone else. It involves taking the ideas and/or words of someone else and representing them as if they were your own. Examples of plagiarism include: copying someone else's words or ideas without citing that source and/or using quotation marks, downloading all or part of an online essay or web site, having people write or excessively edit your essays for you, or recycling an essay you (or someone else) submitted in another course. All cases of plagiarism at HCC have serious academic consequences.

EXAMS AND TESTS

Please note that a non-passing grade on your final in-class exam would put your final course grade in very serious jeopardy. A non-passing grade on BOTH the midterm and the final exam would make passing the class impossible – regardless of grades earned on out of class essays.

ATTENDANCE

- ❖ **POLICY:** All the work we do in class is directly related to your writing development (and how well you do on each assignment), so it's crucial that you come to each class on time, prepared and ready to participate. Please note: I will take roll and after three missed classes, your final course grade will go down 1/2 a grade per absence.

If you can't make a particular class, you'll need to call a classmate (or contact me) to get the homework assignment and any materials from him or her. You are responsible for all homework whether you've been in class or not.

A note about being late to class: Our class begins on time; do not enroll in this section if the scheduled time conflicts with your other commitments. Coming to class on time is a sign of respect for your classmates and for me; not only that, quizzes and in-class writings occur at the beginning of class. Two "late arrivals" equals one absence and will be factored into your attendance grade.

Participation (100%)

Participation includes not only attendance (see "Attendance Policy") but active contribution to class discussion and group work as well as constructive support of your fellow classmates.

- ❖ **PEER RESPONSE WORKSHOPS:** During Peer Response Workshops you and two of your classmates will get together to read and comment on each other's writing. Participation in these groups gives you the benefit of a real, live audience for your work, an audience that can gently but honestly tell you where you're making sense and- where you're not. Workshops also give you the opportunity to reread and rethink your own work and to share what you know, helping others to express themselves clearly and convincingly.
- ❖ **CONFERENCES:** The chance to work on your writing in an individual conference is a great opportunity (lots of times that's where things really start to click). Please take advantage of it by coming to my office to ask questions or to go over an essay at whatever stage it's in (brainstorming, drafting, revision, etc.). We can also arrange for another meeting time if necessary. No question is too small and, of course, there are no dumb questions!

Note: You'll be signing up for a **required** individual writing conference some time during the third week of the semester.

- ❖ **CELL PHONES/BEEPERS/ETC:** Please help make our class a distraction-free place to learn by turning off all cell phones, beepers, and MP3 players while you're here. Thanks.



You and I share a common goal for this class: your success. If you ever have any questions or concerns please come see me so we can work them out together. This class — while a lot of hard work — can also be a lot of fun and filled with growth. I look forward to working with you!

Successful completion of this course satisfies the written communication requirement for the Foundations area requirement for Honolulu Community College's General Education Core.

LATE PARAGRAPH ASSIGNMENT COUPON

Attach this form to your late assignment.

Name: _____

Paragraph Assignment Number: _____

Topic: _____

Original Due Date: _____ Date Submitted: _____

Reminder: You may submit only ONE late assignment during the semester. A late assignment must be turned in by the next class meeting after the due date.

Note: this does not apply to rough drafts that are required for peer group work

(Snip here)

SYLLABUS AGREEMENT (TEACHER COPY)

Please read your syllabus carefully and then sign, date, and turn in this agreement.

I, _____ have read the course syllabus for
Print Full Name

English 22 for the Fall 2005 term. I understand that by signing this agreement I am agreeing to abide by all the rules and requirements described in this syllabus and that my failure to comply can result in my failing this course. If I have any questions concerning the requirements, I will first consult my course syllabus and then contact the instructor for further assistance.

Signature Date