

## **EN 100 Essentials of English Composition**

Summer Bridge 2014

Chaminade University of Honolulu

**Instructor:** Robyn Nelson  
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**Office Hours:** By appointment  
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### **Required texts**

Munger, David, ed. *80 Readings for Composition*. 2nd ed. New York: Pearson Education, 2006. Print.

Selby, Norwood, and Pamela S. Bledsoe. *Writing Simplified: A Composition Guide*. New York: Pearson/Longman, 2003. Print.

### **Course description**

This course offers practice in writing short essays and prepares students for success in EN 101 while offering elective credit toward a degree. Emphasis is on paragraph and essay organization and on identifying ideas which support the writer's central purpose.

### **Course objectives**

At the successful completion of this course, the student should be able

- 1) To demonstrate the correct use of grammar, punctuation, word choice, mechanics, and sentence structure in a written text.
- 2) To demonstrate the ability to edit a text with grammar, punctuation, word choice, mechanics, and sentence structure errors.
- 3) To demonstrate paragraph and essay development in a written text.
  - a) To demonstrate thesis sentences.
  - b) To demonstrate topic sentences.
  - c) To demonstrate clear supporting examples for thesis sentence and topic sentences.
  - d) To demonstrate logical and clear connections between topic/thesis sentences and supporting examples.
- 4) To demonstrate an organized paper.
  - a) To demonstrate an effective introductory paragraph.
  - b) To demonstrate an effective concluding paragraph.
  - c) To demonstrate the use of transitions (internal/within a paragraph and external/ between paragraphs) in a written text.
- 5) To demonstrate pre-writing strategies and techniques such as mapping, freewriting, and listing.
- 6) To identify and apply rhetorical writing techniques (narrative, descriptive, exposition/illustration).
  - a) To demonstrate logical structure utilizing the rhetorical techniques.

## Course policies

### *Attendance*

A great deal of your learning in this course will come from in-class discussion, revision workshops, and other activities for which attendance is crucial. Therefore, you will be allowed a total of 3 absences. Each absence after this will result in a lowering of the final course grade. Repeated and significant lateness or early departure from class (without prior approval) will be treated at my discretion as one or more unexcused absences. It is your responsibility to ask for materials or information that was covered in your absence. Even if you are absent, any assignments due that day are still expected to be turned in, on time.

### *Participation*

Students are expected to offer thoughtful contributions to class discussion, including listening and responding respectfully to comments from all class participants. The success of this course depends on your presence and contribution and relies on you to produce knowledge through active exchange with your classmates. While I will certainly contribute to and help guide that exchange, you should not expect that I will lecture as a primary teaching mode.

### *Late work*

While late work will be accepted, the final assignment grade will drop by 10% for each day that it is late. *This includes days that class does not meet, such as Saturday and Sunday.* This means an assignment that would have received an “A” but was turned in 3 days late would only receive a “C.” Assignments turned in after class has been dismissed for the day will be considered late. If for whatever reason you cannot attend a class, you may submit assignments via email. However, they must be submitted before the end of that day’s class meeting. In-class assignments may not be made up or turned in late. I am available for consultation before and after class, by email, or by appointment. If you have any questions about an assignment or essay, please contact me **before** the assignment is due.

### *Plagiarism*

Please do not attempt to submit work that is not your own. The guidelines for plagiarism are in the General Catalog (online). They include, but are not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement (citation) of the source is always mandatory.
2. Paraphrasing the work of another without proper acknowledgement.
3. Submitting the work prepared by another as one’s own. (Chaminade General Catalog, online).
4. Submitting the same work to two or more classes without prior permission from BOTH instructors.

Punishment for cheating or plagiarism may range from an “F” grade for the work in question to an “F” for the course to suspension or dismissal from the University. Please review the Academic Honesty and Plagiarism policies in Chaminade University’s 2012-13 General Catalogue.

*Technology*

You are permitted to use a computer in class **for class purposes only**. Class meetings will take place in the computer lab. However, that does not mean you can go on Facebook, Twitter, etc. during class time. The use of other electronic devices (cell phones, iPods, iPads, etc.), except under special circumstances, is not permitted during class time. Please silence (not just vibrate) all cell phones when you enter the classroom.

*Chaminade Email Policy*

Please be aware that I am only allowed to respond to emails that are sent from your official Chaminade email account. This is university policy. I check my email at least once a day Monday through Friday and at least once on weekends. Please allow up to 24 hours for my response to your email.

**Major course requirements***Quizzes*

There will be a minimum of one quiz per week. Quizzes will cover vocabulary, punctuation, grammar, and reading assignments.

*Essays*

You will complete 4 essays in this course. As this course emphasizes writing as a process, drafts form an integral part of each assigned essay. Failure to participate in revision workshops or drafting exercises may adversely affect your final grade.

*Final exam*

The course will culminate in a final exam that will assess your learning from the course.

**Essay/assignment guidelines**

All homework is due at the beginning of class on the day assigned. Unless otherwise noted, all of your typewritten work, including drafts, should follow MLA formatting guidelines. These include the following features:

- Typed
- Double-spaced
- 12-point Times New Roman font
- One-inch margins on all sides
- Last name and page number in upper right-hand corner of **every page** (see syllabus header)
- Top left hand corner of the **first page** must include
  - Your first and last name
  - R. Nelson
  - EN 100
  - Date of submission

Essays should have a creative and appropriate title and are expected to meet both minimum and maximum length requirements as outlined in individual assignment descriptions. Please do not include a cover page

**Final Grade**

Your final grade will be determined as follows:

Quizzes.....	10%
Essay #1 .....	10%
Essay #2 .....	15%
Essay #3 .....	15%
Essay #4 .....	20%
In-class writing and other assignments (participation).....	5%
Attendance .....	10%
<u>Final exam.....</u>	<u>15%</u>
<b>TOTAL.....</b>	<b>100%</b>

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

- A – Outstanding scholarship and a superior degree of intellectual initiative.
- B – Above-average work done in a consistent and intellectual manner.
- C – Average grade indicating competent grasp of subject matter.
- D – Inferior work of the lowest passing grade; not satisfactory for fulfillment of prerequisite course work.
- F – Failed to grasp minimum subject matter; no credit given.

**Note: Students must pass this course with a “C” or better in order to meet the requirements for entrance to Chaminade University for Fall 2014.**

**Schedule of reading and assignments**  
(subject to change)

\*Additional readings TBA.

\*\*Eighty-80 Readings for Composition

\*\*\*Writing—Writing Simplified

Week 1—Process analysis

<b>DATE</b>	<b>IN-CLASS</b>	<b>HOMEWORK (due next class meeting)</b>
Mon 7/14	<p>Introductions</p> <p>Syllabus</p> <p>Writing as a process; basic essay structure</p> <p>Rhetorical modes: Process analysis</p> <p>Begin reading for Tuesday</p>	<p><b>Read</b></p> <p><u>Eighty</u>: “Calling a ‘Boy’ for a ‘Date’” (179-81); “‘Haven’t We Met?’” (181-3)</p> <p><u>Writing</u>: Sections 10-17, 46</p>
Tues 7/15	<p>Nouns: Proper, common, collective, possessive</p> <p>Brainstorming techniques</p> <p>Brainstorm: Process analysis essay</p>	<p><b>Read</b></p> <p><u>Writing</u>: 56A-56B</p> <p><u>Eighty</u>: “Monkey See, Monkey Do” (10-11); “‘How to Write with Style’” (39-43)</p> <p><b>Write</b></p> <p><u>Writing</u> exercises: Fragments, Fusions and Comma Splices (50)</p>
Wed 7/16	<p>Verbs: Tenses, mood, active/passive</p> <p>Mapping Sentences: Clauses Fragments, Run-Ons &amp; Comma Splices</p>	<p><b>Write</b></p> <p>Work on Essay #1. Bring two hard copies with you to class on Thursday.</p>
Thurs 7/17	<p><b>DUE: Essay #1 draft (2 COPIES)</b></p> <p>Peer Editing of Essay #1</p>	<p><b>Study for quiz TOMORROW</b></p> <p><b>Read</b></p> <p><u>Writing</u>: Section 56C</p>

Fri 7/18	<b>QUIZ #1: Sentences</b>  Subject/verb agreement  Discussion of peer reviews as preparation for revision	<b>Read</b> <u>Writing:</u> Section 22B  <b>Write</b> Revision of Essay #1
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## Week 2—Description

Mon 7/21	<b>DUE: Essay #1 Revision</b>  Pronouns and Relative Pronouns  Complex sentences  Audience: writing for an audience	<b>Read</b> <u>Eighty:</u> “The Perfect Paragraph” (36-39)  <u>Writing:</u> Sections 56E, 44, 29C
Tues 7/22	Adjectives Comparatives and superlatives  Adverbs  Brainstorming and Hooks: Description	<b>Write</b> Work on Essay #2. Bring two hard copies with you to class on Wednesday  .
Wed 7/23	<b>DUE: Draft of Essay #2 (2 COPIES)</b> Peer Editing of Essay #2	<b>Study for quiz TOMORROW</b>
Thurs 7/24	<b>QUIZ #2: Pronouns, Agreement, and Descriptors</b>  Practice Exam	<b>Write</b> Revision of Essay #2
Fri 7/25	<b>DUE: Revision of Essay #2</b>  Prepositions and Relative Pronouns (Redux)	<b>Read</b> <u>Eighty:</u> "Address" (54-7)  <u>Writing:</u> Review Section 56C(9)

*Schedule for subsequent weeks to be distributed at a later date.*