

EN101 – INTRODUCTION TO EXPOSITORY WRITING**INSTRUCTOR: Jill Dahlman, Ph.D.****EFFECTIVE DATE: Spring, 2016****April 4, 2016 to June 11, 2016**

Three Credits

Meeting Days/Times: online

Contact: Jill Dahlman, Ph.D.

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Skype: dr.jill.dahlman

Office Hours: Appointment via Skype

COURSE DESCRIPTION

Instruction and practice in writing, editing, and revising short narrative and expository essays. The course instructs the basics of organization and clear expression and use of Standard Edited American English. Offered every semester. Prerequisite: EN 100 or placement by exam.

This course requires Internet access to the World Wide Web and LaunchPad course management system in particular. Students are expected to engage in active online discussion via LaunchPad.

REQUIRED TEXTBOOKS/TECHNOLOGY:

Access to a computer and specifically to the technology of LaunchPad containing the e-book, *The Bedford Guide for College Writers*, 10th Ed. (instructions to obtain this below). The book, *The Transition to College Writing*, 2nd Ed. by Keith Hjortshoj (ISBN: 978-0-312-44082-4) is also required. You can purchase this book at the Chaminade University bookstore or through any online retailer of your choice.

The online portion of our course is open for student registration. Follow these steps to get started. If you need additional guidance, consult the student “Get Started” guide, especially the system requirements, which list the recommended browsers.

To register for the course go to: <http://www.macmillanhighered.com/launchpad/bedguide10e/3407791>

PLEASE bookmark the page to make it easy to return to.

You have three options to enroll in the course: you can purchase direct access; you can buy an access code (supplied with the package sold at the Chaminade University bookstore), or you can get free 21 day access while deciding.

To navigate and start using LaunchPad please consult the Get Started guide and/or view the video that explains the system. **This is highly recommended.**

If you have problems registering, purchasing, or logging in, please contact Customer Support. You can reach a representative 24 hours a day, 7 days a week:

- through the online form
- by chat

Or from 9 a.m. to 3 a.m. EST, 7 days a week:

- by phone at (800) 936-6899

**COURSE OBJECTIVES and STUDENT LEARNING OUTCOMES
(Student assignments that will work toward fulfilling each is noted)**

In order to successfully complete this course, a student must demonstrate the following writing and critical thinking competencies:

- the ability to develop and express ideas in a clear and logical manner, using a variety of critical

reading, writing, and thinking skills (Transition posts, Op-Eds, Learning Curve, Reflection Essay, Final Exam)

- a command of a variety of research resources, such as the library and the Internet (essays)
- the ability to correctly format and document an essay using MLA style (essays, Course Reflection, Final Exam)
- the correct use of grammar, punctuation, word choice, mechanics, and sentence structure in a written text. (Transition posts, Op-Eds, essays, Learning Curve, Course Reflection, Final Exam)
- paragraph and essay development in a written text. (Transition posts, Op-Eds, essays, Course Reflection, Final Exam)

o Specific examples include:

- thesis sentences (Transition posts, Op-Eds, essays, Learning by Doing, Course Reflection, Final Exam)
- topic sentences (Transition posts, Op-Eds, essays, Learning by Doing, Course Reflection, Final Exam)
- clear supporting examples for thesis sentence and topic sentences (Transition posts, Op-Eds, essays, Learning by Doing, Course Reflection, Final Exam)
- logical and clear connections between topic/thesis sentences and supporting examples. (Transition posts, Op-Eds, essays, Learning by Doing, Course Reflection, Final Exam)

- organizational development in a written text.

o Such as:

- -- effective introductory paragraph (Transition posts, Op-Eds, essays, Learning by Doing, Course Reflection, Final Exam)
- -- effective concluding paragraph (Transition posts, Op-Eds, essays, Learning by Doing, Course Reflection, Final Exam)
- -- use of transitions (internal/within a paragraph and external/ between

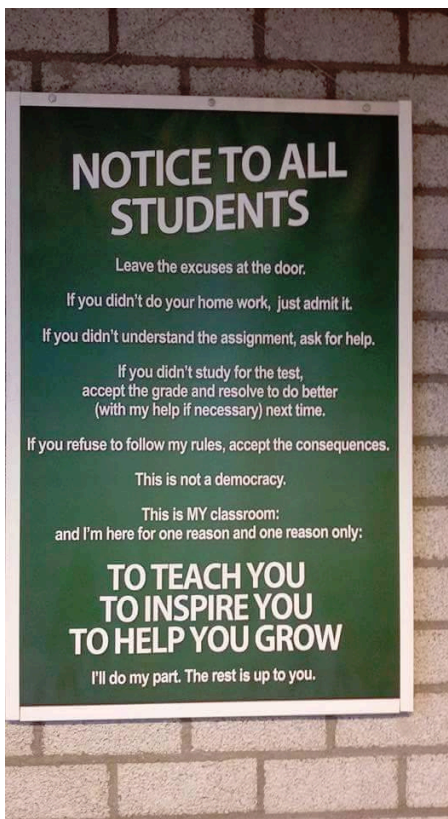
paragraphs) in a written text (Transition posts, Op-Eds, essays, Learning by Doing, Course Reflection, Final Exam)

- pre-writing strategies and techniques such as mapping, free writing, and listing (Learning by Doing, Course Reflection)

- the ability to identify and apply a variety of rhetorical writing techniques (rhetorical approaches shall include narrative, descriptive, exposition/illustration, comparison and contrast, cause and effect, definition, persuasion, classification, and division) (all assignments)

- logical structure utilizing the rhetorical techniques (all assignments)

- a greater understanding of one's self and her/his relationship to the world in which we live (all assignments)



STUDENT RESPONSIBILITIES

Diversity

[Chaminade's "Core Beliefs Statement"](#) says, "Students, both traditional and non-traditional, bring a variety of talents, traditions, cultures and abilities. This diversity brings a special opportunity to the Chaminade community, which can then nurture and guide each student to the fullest realization of potential." Consequently, this course encompasses readings that reflect and examine the diversity of our literary, cultural and environmental heritage. Additionally,

the course puts special attention on the problems faced by authors seeking to write from unique personal or cultural perspectives to readers who August not share the same perspectives or cultural background.

Class Behavior

In the online classroom, you are free to express **with respect** your opinions to the other members of the class. Members who do not comply with these guidelines have their posting deleted and will earn no credit for the posting or assignment.

Plagiarism

Chaminade University of Honolulu defines plagiarism as follows:

Plagiarism is the offering of work of another as one's own. Plagiarism is a serious offense and August include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgement to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgement.
3. Submitting as one's own original work (however freely given or purchased) the original exam, research essay, manuscript, report, computer file, or other assignment that has been prepared by another individual. (Student Handbook 49)

If you are caught plagiarizing in any manner that even remotely resembles the Chaminade University policy, you will be dealt with severely. This could include punishment from an "F" in the class to an expulsion from the class or university. If plagiarism is suspected, the student will be expected to conference with me, producing every single piece of documentation used in the assignment, and to orally defend his or her essay. If concern is still raised, or if the student requests independent assessment, then the student shall be expected to appear before a panel of three professors (one of whom shall be this professor) with all evidence of documented sources and orally defend his/her essay. If the student is determined to be guilty of plagiarism, a grade of an "F" in this class will result. In short, don't do it.

ANY STUDENT CAUGHT PLAGIARIZING ON ANY ESSAY WILL RECEIVE A FAILING GRADE FOR THE SEMESTER. There are no warnings. If an act of plagiarism is especially egregious, your actions will be reported to the Dean who may choose further action outside of the failing grade. This could include expulsion from the university.

SUCCESS IN THIS COURSE

Students should come to class prepared to use and to demonstrate the following abilities in order to succeed in this class:

1. An ability to work independently in order to accomplish specific tasks, i.e., homework, "class participation," and writing assignments.
2. An ability to successfully manage time in order to complete all tasks.
3. An ability to follow directions or to ask questions in order to clear up misunderstandings, clarify directions, or seek assistance on assignments (if needed).
5. An understanding that writing is a process that takes time and practice in order to produce excellent ("A") work.
6. An understanding of the importance and necessity of multiple proofreading and revision techniques.
7. A respect for one's fellow student and one's professor and a willingness to demonstrate that respect.

8. An understanding and implementation of time management. Balance in everything is crucial. Manage your time so that your life is in balance. Prioritize your time so that all of your goals are met.

INSTRUCTIONAL PROCEDURES

We will be using LaunchPad, a software technology available through the Internet. Your grade is dependent upon the successful completion of writing assignments noted in this syllabus, LaunchPad Discussion Board postings, and examinations (final). Various types of writing for a specific audience and for a specific purpose will be explored.

In this course, we will be writing essays that are directed toward an academic audience as well as writing within a LaunchPad Discussion Board posting (or blog) for our own reflections, ideas, and debates. All formal writing assignments will be directed toward the mainstream global audience with grammar and spelling in Standard American English format. Avoid the use of pronouns such as “we,” “I,” “you,” or “us.” Be certain that your pronoun usage actually refers to something. ☺

Texts

As noted earlier, in addition to Keith Hjortshof's *The Transition to College Writing*, 2nd Ed., this course requires the purchase of LaunchPad, which contains the e-book *The Bedford Guide to College Writing*, 10th Ed.. All other texts will be supplied on LaunchPad. You can gain access for a limited period of time at no cost (21 days), but that access does not last forever—you will eventually need to purchase access. You can purchase an access card for LaunchPad through the bookstore or by following the instructions noted earlier.

• Required Online Research Sites

- **eBrary** (Chaminade ID and password required)
- **EBSCO** (Chaminade ID and password required)

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Other Online References

- [Online searching of Sullivan Library, Chaminade University](#)
- [Online searching of University of Hawai'i Libraries](#)
- [Purdue University OWL \(Online Writing Lab\)](#)
- [Craig Branham, "A Student's Guide to Research on the WWW"](#)

ATTENDANCE and GRADING

This course does not mandate physical attendance, nor does it mandate synchronous virtual attendance. Your class work schedule will thus be flexible, **at least within most 24-hour periods**. However, there will be regular due dates—most of the time every single day will have a new task—and those will function much like an attendance policy. Since everything you submit will ultimately come with a date/time stamp, it will be very clear as to when you are “present” in your engagements with the course online. Any produced work (from the minor discussion postings and op/ed mini-essays to the major essays) will need to be submitted on time; if it is not, penalties of one letter grade per day late will occur, and your grade will be reduced. In many respects, this will be analogous to an attendance policy in that a lack of regular, consistent engagement with the class will result in a reduced grade. If life gets in the way, please notify me IMMEDIATELY. I cannot help you if you don't tell me what's going on. Not all work can be made up, and we need to discuss the problem in order to solve it.

IMPORTANT: You cannot simply “save up” all of your work to do at the last minute. Online classes function the same way that face-to-face classes do, with distinct deadlines and goals or due dates. If you save everything to submit at one time, you are not submitting your best work— and I want your best work. I want you to learn. I want you to feel comfortable with writing. None of my goals can be met if you race through assignments. Take your time—try to learn something that will

make writing interesting and engaging for you so that when you write assignments in other classes or in the work environment you will feel comfortable and confident.

Ultimately, what you get out of this class is up to you. If you want to learn and grow as a writer, then take advantage of all of the tools provided for you.

Grading: To complete this course successfully **you must complete all major essay assignments on time (there is no negotiating on this!)**, “prepare for class,” and participate in class activities and discussions online. You cannot receive a passing grade unless you have submitted all assignments on time and in the proper format. Unless otherwise noted in this syllabus, late projects and incorrectly formatted projects will each receive a grade reduction of 10% per day that they are late. **Anything submitted more than three days late, unless otherwise specifically noted on the syllabus will not be graded.** Any late projects must not only be posted to the requested online location; I must also be notified via email when they are posted on LaunchPad. If you email me any kind of written material as a submission of work for grade, this submission will not excuse this work not being posted in the proper location on LaunchPad. (This means that you need to check whatever work you upload to ensure it is there and in the proper format.) Finally, you must keep copies of all your projects. If you do not keep a copy and your project gets lost or misplaced (or a server hosting the work crashes), you will have to rewrite it.

PLEASE NOTE: I cannot/will not pass you if you don't complete **ALL THREE ESSAYS** and **participate in two grading conferences.** This is an essay writing class that prepares you for research essay writing in EN102, and if you don't write essays, then you aren't fulfilling the student learning outcomes.

INCOMPLETE: An Incomplete is not automatically given. An Incomplete is only considered when less than 10% of all coursework is left to complete and only under extreme circumstances. In short, don't expect it. More important: in the unlikely event that an Incomplete is granted, do not expect your grade to be posted much before the expiration date of your Incomplete, even if you do complete all of the work quickly. Any essay that does not come in when it is due runs the risk of being left on my desktop until such time as I can get to it.

POINT SUMMARY (note: all assignments, including exams, are required)

TASK	POINTS/%
Daily Activities (unit activities [200 points], transition postings [56 points])	255 / 25.5%
Op/Ed (Nine, 500-word mini essays at 15 pts each—full credit)	135 / 13.5%
Essay #1 (1000 words) + reflection essay (100 points essay; reflection 10 points)	110 / 11%
Essay #2 (1250 words) + reflection essay (125 points essay; reflection 10 points)	135 / 13.5%
Essay #3 (1500 words) + reflection essay (150 points essay; reflection 10 points)	160 / 16%
Final Exam: Must be taken in order to pass the course! 150 points total	150 / 15%
Course Reflection Essay	55 / 5.5%

Grading Scale

- ‘A’: Outstanding scholarship and an unusual degree of intellectual initiative. (90-100)
- ‘B’: Superior work done in a consistent and intellectual manner. (80-89)
- ‘C’: Average grade indicating competent grasp of subject matter. (70-79)
- ‘D’: Inferior work, not satisfactory for fulfillment of prerequisite course work. (60-69)
- ‘F’: Failed to grasp minimum subject matter; no credit given.
- *A passing grade for this course is a “C.”*

ASSIGNMENTS

CLASS PARTICIPATION – 255 points (25.5%)

Activities are assigned throughout the week. These activities act as the “attendance” for this class. If you miss six of these activities, **your grade will drop one letter grade.**

Most of the daily activities will consist of completing units on LaunchPad. To receive full credit for the assignment, you will need to complete the pre-test of the subject, read the material, and complete the post-test. In some cases, a Learning Curve assignment, an adaptive, game-like activity will be required. If Learning Curve is part of the assignment, you will need to achieve the goal point indicated in the “game” in order to receive full credit. Reading the material is helpful! It will help you to answer the questions quickly and correctly.

Some of the activities will consist of a “**got it!**” posting designed to not only test your knowledge but to also take the place of a classroom conversation about the text or video. (Sometimes, you will need to do both a unit exercise and a “got it!” posting.) A “got it!” posting is a very short description of what you “got” out of the exercise—something that really helped you out, or even asking a question to further the discussion on a particular topic. **The minimum word requirement on the original postings is 150 words. A minimum of two reply postings (50 words minimum) to posts that are not yours are required for all “got it!” postings.** You may NOT copy and paste replies on ANY assignment. **If you do not meet word count, the post will not be counted.**

Be absolutely certain that you do *only* what is required: only what is listed in the calendar.

Each of these “daily” activities will come with a due date (specific!) that the assignment must be completed by. You are always welcome to work ahead, but you may not go back to make something up. **Once the due date has passed, your window of opportunity has also passed.** Exceptions will be made on a case-by-case basis and only for good reason.

TRANSITION POSTINGS

In order to become great writers, practice is required. To become great thinkers, the exchange of ideas and information is necessary. To these ends, we will be employing the use of discussion board postings (*Transition*) in this class. The purpose of these entries is to provide you with practice writing and debating with your fellow classmates. The most important part of an entry is the content.

A secondary goal of the discussion boards is to build a classroom community filled with respect for differing opinions and ideas. Accordingly, all discussion postings should keep in mind that people will have differing opinions. When responding to another student’s posting, you must be respectful. There is no tolerance for name-calling, degradation, or any other form of slander against another student. In other words, attack the issue or argument, not the person.

You will be graded not only upon your completeness of these entries (**each original post should be 250 words or more**), but also how well you responded to other people’s posts. **A minimum of two responses of 125 words or more is required.** You may NOT copy and paste replies on ANY assignment. If you do not meet word count, the post will not be counted. Certainly, you do not need to respond to everyone’s post, but a good number would be great in order to keep the conversation going, so you will want to respond to people who responded to your original post. You can write about the reading associated with the assigned post, your classmate’s posts (asking questions and otherwise engaging in

written conversation any time up until the end of the course, thus while “response deadlines” are noted on the calendar, after the first two responses have been posted, the deadline dates are F~L~E~X~I~B~L~E so that everyone can have an opportunity to continue speaking about the topic(s) for as long as he or she wishes.

WRITING ASSIGNMENTS

OpEd Assignment – 15 points each, full credit; total: 135 points

Each week you will be assigned seminal text/argument(s)/essays/speeches that you will need to read and formulate an opinion on. If there are two texts, consider how these two texts speak to one another, complicate the issues, or in some way inform each other. (Do you agree with these texts? Disagree? Agree in part? Disagree in part? Find some connection to something current? The possibilities here really are endless!) Once your opinion is formulated, you will need to write and turn in a 500-word (or more) mini-essay that includes the following: Introduction, BRIEF 25-30 word summary of the reading (no longer!—and you can eliminate this if you wish!), a discussion of whether or not you agree with the author (include support, quotations, etc.—no “because I said so” arguments!), and a conclusion. Please use paragraphs!

Additionally, you will need to respond to two postings (preferably to people who disagree with your position, but I recognize that there may be a time when everyone agrees on everything). You may NOT repeat any replies on any assignment. There is no minimum word count for the response, but do articulate your position well, especially if you are going the “agreement” route. There is nothing worse than a posting that says, “Great job! I totally agree!” Be specific. Why do you agree or disagree? These responses are due within three days of the due date of the OpEd. The responses **(minimum 125 words)** noted are part of your grade for this assignment **(they are worth 30% of the Op/Ed grade)**, so do not neglect them.

Formal Essay Assignments

Good writing takes time and multiple revisions. By providing you with an opportunity to hand in a draft early in the process, you will be able to easily complete the assignment. This method not only helps you to understand the process it takes to turn in a good essay, it also provides you with ample time to complete and revise the assignment.

Drafts: The three formal essay assignments are described below. Drafts (approximately one-half to three-fourths of the word count) are mandatory and worth 10% of the total grade. Of course, the more complete your essay, the better your feedback will be. It is just as important for your peers to see your work (if not more so!) than it is for me. Your peers have to comment so that they don’t lose points. I show zero tolerance for denying your peers the rights to their points. It is just as important for your peers to see your work (if not more so!) than it is for me.

Peer Reviews: **Two** substantive peer reviews per essay are mandatory (peer reviews should concentrate on improving content versus grammar and punctuation hints—more comments is better!). **If you are commenting on grammar or punctuation, you MUST refer to the specific location in the e-book for the author to consult.** The peer review is also worth 10%. **Without both the draft and the two peer reviews, you will lose 20% of your grade on each**

The Ten Commandments of Logic

1. Thou shalt not attack the person's character, but the argument. (*Ad hominem*)
2. Thou shalt not misrepresent or exaggerate a person's argument in order to make it easier to attack. (*Straw man fallacy*)
3. Thou shalt not use small numbers to represent the all. (*Hasty generalisation*)
4. Thou shalt not argue thy position by assuming one of its premises is true. (*Begging the question*)
5. Thou shalt not claim that because something occurred before, it must be the cause. (*Post hoc/False cause*)
6. Thou shalt not reduce the argument down to two possibilities. (*False dichotomy*)
7. Thou shalt not argue that because of our ignorance, a claim must be true or false. (*Ad ignorantum*)
8. Thou shalt not lay the burden of proof onto him that is questioning the claim. (*Burden of proof reversal*)
9. Thou shalt not assume “this” follows “that” when there is no logical connection. (*Non sequitur*)
10. Thou shalt not argue that because a premise is popular, therefore it must be true. (*Bandwagon fallacy*)

assignment. Furthermore, if you have not handed in a rough draft or conducted the required number of substantive peer reviews, **I MAY NOT GRADE YOUR ESSAY.** You could receive a zero. All components are really and truly mandatory.

Late Work: The essay is due on the date indicated. **NO EXCEPTIONS.** All essays and all drafts are to be turned in through LaunchPad **by 11:59 p.m. under the appropriate heading.** If, for whatever reason, you cannot upload your document by the due date and time, call Tech Support to log the problem, and email the essay to me that night. You have a one-hour grace period to get it in. The emailing of the essay only saves you from late penalties. If you do not email the essay prior to the due date and you cannot demonstrate that you have contacted Tech Support to rectify the problem (send me an email with the name of the Tech and the report number), then late charges as follows apply:

12 hours late (after the one hour grace period): 10% of the essay grade

24 hours late (after the one hour grace period): 20% of the essay grade

36 hours late (after the one hour grace period): 30% of the essay grade

48 hours late (after the one hour grace period): **NO CREDIT** (but you may still grade conference with me to determine how best to improve your writing)

The only thing emailing me the essay ensures is that you are not incurring late deductions. That's it. If the essay is not posted on LaunchPad, it's not getting graded. Bottom line.

BASIC GUIDELINES FOR FORMAL WRITTEN ASSIGNMENTS:

If you don't follow instructions, you will be docked points as noted.

1. **Place your name in the top left corner** of the first page as follows:

Last Name, First Name

EN101/Dahlman

Date (Ex: 20 July 2016)

Title of essay

2. **Double-space** your essay (worth 2 points).
3. **Highlight your thesis statement** in one color (worth 4 points).
4. **Highlight each quotation** in another color (worth 2 points per source).
5. Place a **word count** for the **CONTENT ONLY** (not including header or Works Cited) at the bottom of your essay (before the Works Cited) (worth 4 points).
6. **A Works Cited page** must be included with each essay (if not included, the essay will be deemed plagiarized and a zero grade will be awarded). It doesn't have to be perfect, but a legitimate attempt must be made. Look on LaunchPad in the chapter marked MLA for a sample Works Cited and model source entries.
7. **Complete and upload your author's note** with your essay (worth 10 points per essay!). LaunchPad provides you with a location for "notes." Use that for your author's note.

CHECKLIST FOR ALL WRITING ASSIGNMENTS (Use this to ensure you have completed all components prior to handing in the final.)

_____ Is your name on the essay? Is the essay double-spaced?	_____ Have you highlighted all in-text citations in a color that is different from your thesis statement highlight color?
_____ Have you placed a word count on the bottom of the document? (Remember that you need a word count for only the content!)	_____ Have you submitted your Reflection essay? (Each Reflection Essay is worth 10 points!)
_____ Have you highlighted your thesis in a distinguishing color?	_____ Have you included a Works Cited? (Not all essays will require this element.)
_____ Have you scheduled a grading conference?	

REFLECTION (Author's Note) –full credit (provided all questions are answered)

This is a **required element** for every essay submitted. In the note section provided in the assignment's dropbox, answer the following questions:

1. What is this essay about? What is the central claim?
2. What is the argument? What examples or evidence are used? (Don't re-write the entire essay; just provide a very quick synopsis.)
3. What is the "so what" or "who cares" clause? Why does this claim matter? Who should care about this issue? Who gets harmed if no one pays attention to this issue?
4. Identify where you experienced problems and where you had success. How difficult was this assignment? How long do you think it took to write this assignment? How long do you think it will take you to write this essay if you are assigned it for a future class?
5. Identify how I can help you most in response to this essay (i.e., I am having problems with organization, evaluation, etc.) Identify the areas you are concerned about or where you are uncertain if the material you are trying to convey is coming across clearly.
6. Tell me what grade (number and letter) you deserve on this essay. Persuade me to give you that grade. Why do you deserve it? Be specific—I don't want you to say, "because I worked hard." That's not a reason. Go through your essay carefully; tell me what was difficult; tell me what you did to overcome that difficulty. Tell me where you found success. Tell me why you deserve the grade you just assigned yourself.

Assignment Choices for Essays #1, #2, and #3

Essay #1 – 1000 words minimum. No maximum, but try not to get too crazy.

Essay #2 – 1250 words minimum. No maximum, but try not to get too crazy.

Essay #3 – 1500 words minimum. No maximum, but try not to get too crazy.

Choose from the following. You may not duplicate any assignment. That is, if you wrote your Essay #1 on Jonathan Swift, you may not write it on Jonathan Swift for Essay #2 or Essay #3.

- Write an extension of one OpEd. (You may choose this option three times for all three essays if you wish, but it may not be all on the same OpEd reading.)
- Relate one article we have read to a contemporary issue. Is the issue still going on? In what way? What connections do you see?
- Elizabeth Cady Stanton used the Declaration of Independence as a template for her Declarations of Sentiments and Resolutions. Some scholars put forth the idea that she plagiarized. Did she do that or did she simply use a well-known document to help her construct her document? To answer this well, you will need to explore the way writing was taught in Stanton's and Jefferson's time and what **exactly** plagiarism is and how it might or might not apply to this particular document.
- Make a proposal to me. If you have an idea based off of any of our readings and you want to write an essay based off of that idea, email me and tell me what you propose to do. I may not say, "yes," but then again, I just might. ☺

Grading conferences for Essays #1 and #2 are mandatory.

This is a Skype (free download) session set at a mutually convenient time. Generally speaking, you have 15 hours a day to play with. The first conference will take approximately 30-45 minutes (unless you have a lot of questions), and each conference after that will go faster. This session is a one-on-one conference where we discuss your essay and negotiate your grade. You will have a say in your grade when we conference. Essay #3's grading conference is **optional** and comes with a 5% extra credit. **My Skype name is dr.jill.dahlman. You will need to initiate the call once you see that both of us are on.** **If you miss the Skype conference that you have chosen, a 10% deduction will be**

assessed to your essay. Make your appointment through Google calendars. **KEEP YOUR APPOINTMENT.**

FINAL EXAM (150 points – 15% total)

There are two sections to this final exam: one revision of a pre-written first page of an essay (worth 50 points), and a revision (with substantive additions) of one of your essays. **If you do not take both sections of the Final Exam, you will fail the course.**

For the revision portion, you will be supplied the first page of six essays. Choose ONE essay to revise in any way that you think will help to improve the essay. The revision section must be turned in through the dropbox provided. You can take as much time on this as you'd like. **Important note: You don't need to "finish" the essay; you only need to revise the one page you have been provided.**

You will need to turn in ONE essay fully and completely revised as the second portion of your final exam grade. It **MUST** be a revision--you can't re-do an essay you missed. Choose any essay **that we have graded together on Skype**, turn on "track changes" so that I can see the changes that you have made, and **add 500 words to your essay**. Turn in the version with track changes. Email the essay to me at my Chaminade account. I will re-grade it, and based upon both the revision and the additional words, that new grade will be your final exam grade.

COURSE REFLECTION LETTER – 50 points (5%)

This simple, 500-word (or more), narrative assignment is designed for you to reflect back on the semester to think about where you were as a writer. It asks you to think about how far you've come and to consider what tools, lessons, etc. got you to where you are. Consider your learning processes this semester and the implications of your learning. There is no "right" reflection. There is no "wrong" reflection. There's only a consideration of you as a writer.

As you write this reflection, think about the 5 W's and an H of journalism: Who, What, Where, When, How, and Why. Who were you as a writer and academic at the beginning of the semester? How have you progressed as both an academic and a writer? What have you learned? How have you learned it? What exercises/assignments helped the most? The least? Where did you find the most success? The most struggles? How did you overcome any difficulties this semester? When will you foresee yourself using the skills you learned this semester? Why does this learning, this reflection on your learning, matter? If you'd like, you can present this reflection letter as a letter to a future 101 student, but be certain to explain the answers to the questions in that letter.

CALENDAR--FOLLOW THIS! **(Not Everything is on LaunchPad)**

WEEK ONE – April 4 to April 10

Last day to add/drop/change: April 11

Course Tip: Just looking at the syllabus, the due dates, and the work involved can be overwhelming. To conquer this fear, create a calendar with all of the due dates for each assignment for all of your classes. If you are a procrastinator, make each due date two or three days ahead of time and stick to the new due date. In this way, you won't miss a single assignment. On your calendar, X out any days you cannot work for whatever reason (personal, professional, etc.). Now, re-arrange the homework that is due on the "X" date so that you continue to stay ahead of the game. Keep this calendar handy. Google calendar (found on most smart phones and through Chaminade Google) all of your homework assignments as tasks to do on that day. This all may take some time, but it will help you to stay organized.

- o Daily Activities **due Tuesday, April 5:** Read Chapter 15 in your e-book, Writing Online, and complete "got it!" posting on the chapter; don't forget to respond to two of your peers' postings.

- o Daily Activities **due Wednesday, April 6:** Read Chapter 1 in your e-book and complete Learning by Doing activity.
- o Read Ch. 1 in *Transition*; complete discussion posting by **Friday, April 8**; complete response **by April 10**
- o OpEd: Cass Sunstein, “To Become an Extremist” due **Friday, April 8**; responses (two) **due Monday, April 11**
- o Plan your Essay #1. Look through your options and begin brainstorming, freewriting, and planning Essay #1. The rough draft will be due April 17.

WEEK TWO – April 11 to April 17

Last day to add/drop/change: April 11

Course Tip: Success really is a matter of planning. Staying motivated requires planning, too, especially if your past has not been successful for whatever reason. Think about what might have gone wrong and decide what you can do to overcome it. Set a goal for each day to help you to overcome anything negative, and then achieve it. If you miss a goal, create an action plan—a step-by-step plan to help you be successful the next time. If you have barriers, brainstorm solutions for overcoming those barriers. By knowing in advance what possible problems you could have, you can think about ways of overcoming them before you become inundated.

- o Op/Ed responses to Sunstein **due Monday, April 11**
- o Daily Activities **due Tuesday, April 12:** Complete Drafting unit and complete “got it!” posting; don’t forget to respond to two of your peers’ postings.
- o Daily Activities **due Thursday, April 14:** Complete Patterns of Organization unit and complete Learning Curve assignment.
- o Read Ch. 2 in *Transition*; complete discussion posting **by Friday, April 15**; complete response **by Sunday, April 17**
- o OpEd: Read Margaret Sanger, “The Cause of War” and Jonathan Swift, “A Modest Proposal,” and post your op/ed by **Friday, April 15**; responses (two) **due Monday, April 17**. You can hear “A Modest Proposal” through audiobook format here:
<https://www.youtube.com/watch?v=tMJ8CNb6Kuk>
- o Daily Activities **due Saturday: April 16:** Complete Revising unit and complete “got it!” posting; don’t forget to respond to two of your peers’ postings.
- o Essay #1 rough draft **due Sunday, April 17**

WEEK THREE – April 18 to April 24

Last date to complete work from Week One and Two with no penalty: April 24

Course Tip: Think about your learning preferences. How do you learn best? How is the information presented each week? If it is not your preferred method of learning, try answering the following questions: 1. How could you transform this “negative” to a “positive”? How might you be able to convince yourself—to change your attitude—to challenge yourself to complete the task even if it isn’t your preferred method? What personal supports or college resources might help you? For example, if you do not read well, could you find an audio version of the reading and be successful that way? How might you enhance your learning in this situation? For example, if you don’t understand the material, what resources might you be able to use to understand it better?

- o Op/Ed responses to Sanger and Swift **due Monday, April 18**
- o Daily Activities **due Tuesday, April 19:** Read “How Do You Peer Review?” found in the Course Materials folder. Watch “Peer Review: What is peer review?” (<https://www.youtube.com/watch?v=O3lkm8LsgoU>), “Otis College: Peer Writing Review Process” (<https://www.youtube.com/watch?v=24apK7i32xg>), and “Writing Peer Review (Peer Critique) TOP 10 Mistakes” (<https://www.youtube.com/watch?v=iBuq4qgRhCc>)

youtube videos. Post “got it!” response that encompasses a discussion on what you’ve discovered about good and bad peer reviews.

- o Essay #1 Peer Review **due Wednesday, April 20**. Be certain to refer to SQOOCH handout to help you with this (found in the course materials section).
- o Daily Activities **due Thursday, April 21**: Complete Thesis Statements unit and complete “got it!” posting; don’t forget to respond to two of your peers’ postings!
- o Read Ch. 3 in *Transition*; complete discussion posting **by Friday, April 22**; complete response **by Sunday, April 24**
- o OpEd: Elizabeth Cady Stanton, “Declarations of Sentiments and Resolutions” (the audiobook version can be found here: https://www.youtube.com/watch?v=wy8vtSmcp_4) and Sojourner Truth - “An’t I a Woman?” **due Friday, April 22**; responses (two) **due Monday, April 25**; for a different perspective on Truth’s speech, watch the YouTube video here: http://www.youtube.com/watch?v=4vr_vKsk_h8
- o Daily Activities **due Saturday, April 23**: Complete Topics and Main Ideas unit; complete Learning Curve assignment.
- o Essay #1 Final **due Sunday, April 24**; book a Skype grading conference on our course Google calendar.

WEEK FOUR – April 25 to May 1

Course Tip: Create a clean study space! Not seeing clutter helps you to stay focused. Organize your documents by creating “in progress” and “complete” folders. Keep your homework calendar in a space near or in front of you. This will help you to remember what is coming up and perhaps even work ahead. Time yourself with your homework. For every credit of coursework, you can plan on three hours per week of homework, in addition to the credit hour of the course. Map out that time on your calendar so that every day you are accomplishing new tasks and dedicating the time you need to your coursework. Remember to: (1) track your time (mark down how long a task took you so that you know how to budget your time effectively); (2) identify your priorities; (3) build your schedule.

- o Op/Ed responses to Elizabeth Cady Stanton and Sojourner Truth **due Monday, April 25**
- o Daily Activities **due Tuesday, April 26**: Complete Argument unit; complete Learning Curve assignment.
- o Daily Activities **due Thursday, April 28**: Complete Parallelism unit; complete Learning Curve assignment.
- o Read Ch. 4 in *Transition*; complete discussion posting **by Friday, April 29**; complete response **by Sunday, May 1**
- o OpEd: Rachel Carson, “The Obligation to Endure” **due Friday, April 29**; response **due Monday, May 2**
- o Begin working on Essay #2. Rough draft is due on Sunday, May 8.

WEEK FIVE – May 2 to May 8

Course Tip: Congratulations! You’ve made it through the half-way point! By now, you should be comfortable with the class format, but in case you’re not, you might want to re-check your calendar and re-assess your progress to see what changes you need to make to improve. Are you devoting enough time to each assignment? If you’re trying to race through, you’re probably making mistakes that will frustrate you. Make it a point to log in to LaunchPad daily. Once a habit, you’ll be certain to get all of the work completed. Check and double-check your deadlines to ensure that you hit them all. Finally, check the Google calendar to set aside the 30-60 minutes you need for a grading conference. Stay on top of the grading conferences! ☺

- o Op/Ed responses to Carson **due Monday, May 2**

- o Daily Activities **due Tuesday, May 3**: Complete Argument unit; complete Learning Curve assignment.
- o Daily Activities **due Thursday, May 5**: Complete Sentence Variety unit.
- o Read Ch. 5 in *Transition*; complete discussion posting **by Friday, May 6**; complete response **by Sunday, May 8**
- o OpEd: Thomas Jefferson, “The Declaration of Independence,” Abraham Lincoln, “The Gettysburg Address,” (audio version: <https://www.youtube.com/watch?v=bqQGCNs8ZaM>) Chief Joseph “Surrender” (supplemental information can be found here: https://www.youtube.com/watch?v=WEMdN_4GAs4 and the audio version of the speech can be found here: <https://www.youtube.com/watch?v=9OWAfXGdvxA>), Chief Seattle, “Chief Seattle Address” (audio version: <https://www.youtube.com/watch?v=OLw56hHbpYI>), and “I Want My Country Back” PDF **due Friday, May 6**; response **due Monday, May 9**
- o Essay #2 rough draft **due Sunday, May 8**

WEEK SIX – May 9 to May 15

Course Tip: Still procrastinating? Now is the time to engage in a little self-reflection. Why are you still delaying? What do you think is the root cause? Once you discover the cause, it’s up to you to find the tools to help you overcome the issues. Do you find yourself lodged in front of the television? Turn it off and go work. ☺ Go do something physical. Physical movement oftentimes leads to mental movement. Ideas for essays come to you when you are doing something routine. Don’t aim to be perfect; aim to get it done and then work towards perfection. This is a writing class. You don’t get better at writing unless you are practicing your writing skills. Start small and work a specified amount of time until you accomplish your goals. Freewrite. Put on some motivational music in the background, but be certain that you’ve blocked out sources of distraction. If your roommate is noisy, head to the library every night for peace and quiet and an ability to focus.

- o Op/Ed responses to Jefferson, Lincoln, Chief Joseph, Chief Seattle, and I Want My Country Back **due Monday, May 9**
- o Daily Activities **due Tuesday, May 10**: Complete Argument unit; complete Learning Curve assignment.
- o Essay #2 Peer Review **due Wednesday, May 11**. Be certain to refer to SQOOCH handout to help you with this.
- o Daily Activities **due Thursday, May 12**: Complete Sentence Variety unit.
- o Read Ch. 6 in *Transition*; complete discussion posting **by Friday, May 13**; complete response **by Sunday, May 15**
- o OpEd: The Chronicle of Higher Education, “The Attack on Truth” by Lee McIntyre and Paulo Friere’s “The Banking System of Education” **due Friday, May 13** response **due Monday, May 16**. TRY TO READ THESE ON YOUR OWN. They’re really not that difficult, and you’ll get more out of it (supplemental optional information: <https://www.youtube.com/watch?v=QoxHpNYFg5E> and a “light” version of Freire’s ideas and quotes can be found here: <https://www.youtube.com/watch?v=QoxHpNYFg5E>)
- o Essay #2 Final **due Sunday, May 15**; book a Skype grading conference on our course Google calendar. Please try to complete these quickly as I will be out of town (in your town!) from 5/26 to the end of the course.
- o Begin work on Essay #3. Rough draft will be due Sunday, May 22.

WEEK SEVEN – May 16 to May 22

Last day to withdraw (on record): May 20. Please note: this is not fatal! It is far, far better to have a “W” on your record than an “F.” You can recover from a “W.” It is difficult to recover from an “F.” **Please contact me if you are on the fence about whether or not to withdraw.**

Course Tip: Many people have difficulty standing up for themselves. It's oh-so-tempting to head out to get a beer with the gang after work, but that might cut into your ability to get your coursework/homework completed. If you really want to get together with your friends without taking time away from your studies, consider suggesting a different day/time. No feelings are hurt, and you're still able to stay on task. Always remember to take time for yourself and reaching/meeting your goals. You are just as important as your friends, and it's difficult to have fun when you know you have work to do.

- o Op/Ed responses to Friere **due Monday, May 16**
- o Daily Activities **due Tuesday, May 17:** Complete Wordiness unit
- o Daily Activities **due Thursday, May 19:** Complete Comma unit; complete Learning Curve assignment.
- o Read Ch. 7 in *Transition*; complete discussion posting by **Friday, May 20;** complete response **by Sunday, May 22**
- o Op/Ed: Francis Bacon, "Of Studies," and Plato's "Allegory of the Cave" **due Friday, May 20;** response **due Monday, May 23**
- o Essay #3 rough draft **due Sunday, May 22**

WEEK EIGHT – May 23 to May 29

Course Tip: Finals are right around the corner! This is both a wonderful and insanely busy time. On the one hand, the end of the course is within reach. On the other hand, there is too much to do to prepare—or so it seems. Now is the time to build extra time into your calendar for studying for those exams. If you know what the exam format is, that's half the battle. Review your previous quizzes and exams. If you have questions, contact your professor. Most professors really like to hear from students—it means you're engaged with the material we've studied our whole lives to master (and still continue to study!). Now is also the time to not neglect your health. You can't concentrate if you're sick, so be certain to get enough sleep, eat healthy foods, exercise, and stay hydrated.

- o Op/Ed responses to Bacon and Plato **due Monday, May 23**
- o Daily Activities **due Tuesday, May 24:** Complete Semicolons and Colons unit; complete Learning Curve assignment.
- o Essay #3 Peer Review **due Wednesday, May 25.** Be certain to refer to SQOOCH handout to help you with this.
- o Read Ch. 8 in *Transition*; complete discussion posting by **Friday, March 4;** complete response **by Sunday, May 29**
- o OpEd: Zora Neale Hurston, "How it Feels to be Colored Me" (audio version: <https://www.youtube.com/watch?v=poHu2to1how>) and Martin Luther King, Jr., "Letter from a Birmingham Jail" (audio version: <https://www.youtube.com/watch?v=yHnKeajhoIw>) **due Friday, May 27;** response **due Monday, May 30**
- o Daily Activities **due Saturday, May 28:** Complete Apostrophes unit; complete Learning Curve assignment.
- o Essay #3 Final **due Sunday, May 29;** book a Skype grading conference on our course Google calendar, if you want to earn a 5% bonus on your essay grade.
- o Begin work on final assignments/final exam.

WEEK NINE – May 30 to June 5

Course Tip: Test anxiety is real and normal. A small amount of anxiety is good—it can actually help you to stay focused. Do not think about failing! You've just spent nine weeks studying the material. Now it's up to you to demonstrate how much you've learned. Here are some tips to help you through the anxiety: (1) Breathe—seriously. Just breathe. (2) Choose a muscle group, tense those

muscles for a count of ten, and then relax them. (3) Prepare. Add more time to your schedule for studying. Make flash cards and pull them out when you have 5-10 minutes (think: standing in line at the DMV, waiting for a table at a restaurant, etc.) (4) Re-frame negative thoughts into positive thoughts. For example, if you're thinking, "I'm going to forget everything I've studied," turn that into, "I'm well prepared, and I know the material." (5) Visualization. Put your brain in a place you know and love well. Visit this place before you take the exam, and instead of re-hashing the exam, picture the place once you've taken the exam.

- o Op/Ed responses to Hurston and King **due Monday, May 30**
- o Daily Activities **due Tuesday, May 31**: Complete Pronouns unit; complete Learning Curve assignment.
- o Daily Activities **due Thursday, June 2**: Complete Quotation Marks unit; complete Learning Curve assignment.
- o OpEd: Richard Hazlitt, "On the Pleasure of Hating" and *The Atlantic's* "The Coddling of the American Mind" due **Friday, June 3**; response **due Monday, June 6**
- o Take the final exam (at least Part I!); begin process notes for Part II (the essay part); take the final exam (Part III, revision) by **Saturday, June 11.**

WEEK TEN – June 6 to June 11

Time Management Tip: The day of the exam is here. Be certain you've placed your name on the exam or essay. Read the directions. Follow them. (Seriously, this is where most people fall down.) If you have a multiple choice exam, do every single question you know first, then move to something you think you know, end with what you don't know. Every question you read should be tackled this way because one question you know well might lead you to remember something you're not sure of. If this is an essay exam, turn the question into your thesis statement. Budget your time. Take time to pre-write in order to ensure that you get everything you want covered written. Write neatly. Nothing is more frustrating for a professor than trying to decipher language in bad handwriting. Take time to proofread. This is seriously important. Proofread. Always. Good luck!

All Final Exams due by June 11

- o Op/Ed responses to Hazlitt and "The Coddling of the American Mind" due **Monday, June 6**
- o FINAL EXAM (both parts!) **due by Saturday, June 11**
- o Course Reflection Essay **due June 11**

All Final Exams due by June 11 – No extensions given! Plan ahead!