

EN101 – INTRODUCTION TO EXPOSITORY WRITING**INSTRUCTOR: Jill Dahlman, Ph.D.****EFFECTIVE DATE: Summer, 2016
October 3, 2016 to December 14, 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/3618428>

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:

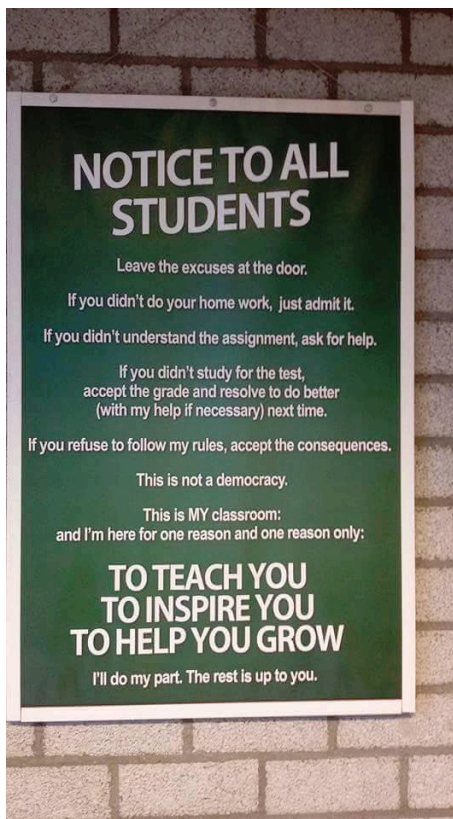
- through the online form
- by phone at (800) 936-6899

**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 may 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 may 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 course management system available through the Internet. Your grade is dependent upon the successful completion of writing assignments noted in this syllabus, LaunchPad Discussion Board postings, classroom exercises, 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, late penalties 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.

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 that whatever work you upload s there and properly formatted.) Finally, 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 work 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 and transition postings	255 / 25.5%
Op/Ed (Nine, 500-word mini essays + two replies at 15 pts)	135 / 13.5%
Essay #1 (1000 words; 100 points) + reflection essay (all six questions answered; 10 points)	110 / 11%
Essay #2 (1250 words; 125 points) + reflection essay (all six questions answered; 10 points)	135 / 13.5%
Essay #3 (1500 words; 150 points) + reflection essay (all six questions answered; 10 points)	160 / 16%
Final Exam: Must be taken in order to pass the course! Two parts.	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. Be absolutely certain that you do only what is required: only what is listed in the syllabus calendar.**

Most of the daily activities will consist of completing units on LaunchPad (Learning Curve, Learning by Doing). To receive full credit for the assignment, you will need to read the material, and complete an activity. 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. Each of the “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. **When the due date has passed, the window of opportunity has passed.** Exceptions will be made on a case-by-case basis and only for good reason.

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. A “got it!” posting is a very short description of what you “got” out of the reading—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.**

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 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.

WRITING ASSIGNMENTS

OpEd Assignment – 15 points each, 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 a 125-word minimum for the response. 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 or more) 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.

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 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

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*)

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

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 October 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). No title pages required.
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 10 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 per missed conference will be assessed to your essay. Make your appointment through Google calendars. KEEP YOUR APPOINTMENT.** Important Note: The calendar is set to HAWAII TIME. The school is in Hawaii. The calendar is part of Chaminade's system, which is located in Hawaii. You don't need to calculate time difference. Your calendar has that covered. ☺

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 (100 points). **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 –October 3 to October 9**Last day to add/drop/change: October 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 on your coursework 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. Use an app like Google calendar (found on most smart phones and through Chaminade Google) to record 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. Another thing you can do to stay on top of things is to work ahead whenever you find yourself with free time. This is especially important because life has a tendency to derail our best intentions. If you've been working ahead, life can get in the way.

- o Daily Activities **due Wednesday, October 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; complete readings noted online, and complete Learning Curve assignment on fragments.

- o Daily Activities **due Thursday, October 6:** readings noted online and complete Learning by Doing activity, Reflecting on Drafts.
- o Daily Activities **due Friday, October 7:** Complete Learning Curve assignment on commas. Read Ch. 1 in *Transition*; complete discussion posting by **Friday, October 7**; complete response **by October 9**. Complete OpEd: Cass Sunstein, "To Become an Extremist" by **Friday, October 7**; responses (two) **due Monday, October 10**.
- o Daily Activities **due Sunday, October 9:** Read section in ebook noted on the calendar; complete Learning Curve activity on dangling and misplaced modifiers.
- o Plan your Essay #1. Look through your options and begin brainstorming, freewriting, and planning Essay #1. The rough draft will be due October 17.

WEEK TWO – October 10 to October 16

Last day to add/drop/change: October 11

Course Tip: Success really is a matter of time management, planning and following instructions. Staying motivated requires planning, too, especially if your past has not been successful. Think about what might have gone wrong in the past and come up with a plan to overcome whatever that problem is. 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, October 10**
- o Daily Activities **due Tuesday, October 11:** Complete Reading unit and complete learning by doing assignment, Annotating a Passage, emailing your annotation to me. To annotate, copy and paste the original document into a Word file. Click on the "review" button and turn on "track changes." Make comments using the comment button as necessary. Forward the document with the changes to me. Complete Learning Curve on Run-on Sentences.
- o Daily Activities **due Thursday, October 13:** Read 39-11. Complete a "got it" posting, being certain to reply to two of your peers. Complete Learning Curve assignment on Reading and Writing Argument.
- o Read Ch. 2 in *Transition*; complete discussion posting **by Friday, October 14**; complete response **by Sunday, October 16**. OpEd: Read Margaret Sanger, "The Cause of War" and Jonathan Swift, "A Modest Proposal," and post your op/ed by **Friday, October 14**; responses (two) **due Monday, October 17**. You can hear "A Modest Proposal" through audiobook format here: <https://www.youtube.com/watch?v=tMJ8CNb6Kuk> **Important note on Swift:** it's a satire. Think Stephen Colbert or Jon Stewart, or even Trevor Noah.
- o Daily Activities **due Saturday, October 15:** Complete Revising unit and Learning by Doing activities (3).
- o Essay #1 rough draft **due Sunday, October 16**. Complete your rough draft on Google Docs. Post a **SHAREABLE** link on LaunchPad in the discussion postings to allow people to comment on it. Complete Learning Curve assignment on Colons and Semicolons. (You might want to read the material about this subject before tackling the Learning Curve...) by 11:59 on **October 16**

WEEK THREE – October 17 to October 23**Last day to withdraw without record: October 19****Last date to complete work from Week One and Two with no penalty: October 24 (Essays not included! Zero tolerance on late essays or any component thereof. Seriously!)**

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 use to understand it better?

- o Op/Ed responses to Sanger and Swift **due Monday, October 17**
- o Daily Activities **due Tuesday, October 18:** Read “How Do You Peer Review?” found in the Course Materials folder. Review two-slide Powerpoint on LaunchPad: “Tips for Peer Editors.” Read through “Working with a Peer Editor” (link on the calendar on LaunchPad). Watch “Peer Review: What is peer review?” “Otis College: Peer Writing Review Process,” and “Writing Peer Review (Peer Critique) TOP 10 Mistakes” YouTube videos. The links are all found on LaunchPad in the Peer Review folder. Post “got it!” response that encompasses a discussion on what you’ve discovered about good and bad peer reviews. Complete Learning Curve assignment on verbs.
- o Essay #1 Peer Review **due Wednesday, October 19.** Complete **two** peer reviews. Be certain to refer to SQOOCH handout to help you with this (found in the course materials folder). When commenting on Google Doc, be certain to keep your suggestions/edits in “suggesting” mode so that your edits are just that: suggestions. ☺ Be certain to answer all of the questions posted. Post the answers to the questions in the discussion board so that everyone knows whose essay still needs reviewing. Comment on those essays with few to no commentary.
- o Daily Activities **due Thursday, October 20:** Read Thesis Statements unit and complete Learning by Doing Activity, Reflecting on Planning. Important note: Thesis statements are difficult to master, so look through this unit, even though it does not carry a point value.
- o Read Ch. 3 in *Transition*; complete discussion posting **by Friday, October 21**; complete response **by Sunday, October 23**. 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, October 21**; responses (two) **due Monday, October 24**; 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, October 22:** Read Critical Thinking chapter, completing the Learning by Doing activities (4).
Essay #1 Final **due Sunday, October 23**; book a Skype grading conference on our course Google calendar: <https://calendar.google.com/calendar/selfsched?sstoken=UU5ZazE5aGx5c1BYfGRIZmF1bHR8OTdmYTawYzMwMTJjYzc1Y2M0NGNkNjdmNTYwM2ZIOGU>
- o Important Note: Don’t go on to Skype assuming I am there. I only go on Skype when I have an appointment, so book the appointment, wait for my confirmation, and then move forward.
☺

WEEK FOUR – October 24 to October 30

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 for a similar task); (2) identify your priorities; (3) build your schedule. 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! ☺ You will want to complete the grading conference prior to the due date of the next essay.

- o Op/Ed responses to Elizabeth Cady Stanton and Sojourner Truth **due Monday, October 24**
- o Daily Activities **due Tuesday, October 25:** Read Chapter 12 (“Supporting a Position with Sources”— this is a long chapter, so plan ahead!) and complete “got-it” posting, being certain to respond to two of your peers’ postings; complete the questions at the end of the two audio interviews; complete Learning Curve assignment on subject-verb agreement and assignment on quotations.
- o Daily Activities **due Thursday, October 27:** Complete Parallelism unit; complete Learning Curve assignment on parallelism and apostrophes.
- o Read Ch. 4 in *Transition*; complete discussion posting **by Friday, October 28**; complete response **by Sunday, October 30**. OpEd: Rachel Carson, “The Obligation to Endure” due **Friday, October 28**; response **due Monday, October 31**.
- o Daily Activities **due Saturday, October 29:** Read Chapter 19, “Strategies for Generating Ideas” and complete Learning by Doing activities (6).
- o Daily Activities **due Sunday, October 30:** Read information on Italics. Complete Exercise on italics and quotation marks.
- o Begin working on Essay #2.

WEEK FIVE – October 31 to November 6

Course Tip: Congratulations! You’ve made it to 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 change(s) 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.

- o Op/Ed responses to Carson **due Monday, October 31**
- o Daily Activities **due Tuesday, November 1:** Read e-book section on pronoun case. Complete Learning Curve assignment on nouns and pronouns.
- o Daily Activities **due Thursday, November 3:** Read e-book section on coordination and subordination. Complete Learning Curve assignment on coordination and subordination.
- o Read Ch. 5 in *Transition*; complete discussion posting **by Friday, November 4**; complete response **by Sunday, November 6**. 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, November 4**; response **due Monday, November 7**

- o Daily Activities **due Saturday, November 5**: Read 41-26 and 41-27 and post a “got it” posting. Don’t forget to reply to two of your peers’ postings. Complete Learning by Doing: Making Columns of Appeals. Read Chapter 21, “Adding Cues and Connections.” Complete Learning by Doing, Reflecting on Drafting, assignment.
- o Essay #2 rough draft **due Sunday, November 6**. Post a **SHAREABLE** link on LaunchPad in the discussion postings to allow people to comment on it.

WEEK SIX – November 7 to November 13

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 on your homework. ☺ 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. 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. (I oftentimes make appointments to write in my Google Calendar. Even if I stare at the screen and type only a few words, I’ve started.) Freewrite. Put on some motivational (or instrumental) music in the background, but be certain that you’ve blocked out sources of distraction. If your roommate is noisy, head to the library 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, November 7**
- o Daily Activities **due Tuesday, November 8**: Read section in e-book on pronoun reference. Complete Learning Curve assignment on pronoun agreement and pronoun reference.
- o Essay #2 Peer Review **due Wednesday, November 9**. Complete **two** peer reviews. Be certain to refer to SQOOCH handout to help you with this. When commenting on Google Doc, be certain to keep your suggestions/edits in “suggesting” mode so that your edits are just that: suggestions. ☺ Be certain to answer all of the questions posted. Post the answers to the questions in the discussion board so that everyone knows whose essay still needs reviewing. Comment on those essays with few to no commentary.
- o Daily Activities **due Thursday, November 10**: Read section in e-book on sentence variety. Write a “got it posting,” being certain to reply to two of your peers’ postings.
- o Read Ch. 6 in *Transition*; complete discussion posting by **Friday, November 11**; complete response **by Sunday, November 13**. OpEd: The Chronicle of Higher Education, “The Attack on Truth” by Lee McIntyre and Paulo Friere’s “The Banking System of Education” **due Friday, November 11**; responses **due Monday, November 14**. 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 Daily Activities **due Saturday, November 12**: Read section on abbreviations and write a “got it posting,” being certain to reply to two of your peers’ postings. Complete Learning by Doing activities (3). Read Chapter 21 sections on introducing your topic. Complete introduction activity. (Be certain to use FULL paragraphs on this activity! No one-liners!)
- o Essay #2 Final **due Sunday, November 13**; book a Skype grading conference on our course Google calendar:

<https://calendar.google.com/calendar/selfsched?sstoken=UU5ZazE5aGx5c1BYfGRIZmF1bHR8OTdmYTAwYzMwMTJjYzc1Y2M0NGNkNjdmNTYwM2ZIOGU>

- o Important Note: Don't go on to Skype assuming I am there. I only go on Skype when I have an appointment, so book the appointment, wait for my confirmation, and then move forward. ☺
- o Begin work on Essay #3.

WEEK SEVEN – November 14 to November 20

Last day to withdraw (on record): November 21. **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 with the gang after school or 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, November 14**
- o Daily Activities **due Tuesday, November 15:** Revisit/review Chapter 12 (“Supporting a Position with Sources,” and complete Learning by Doing exercises noted on the calendar (3). Complete Exercise 7-1, pronouns and antecedent agreement (read the e-book on this section prior to completing the exercise).
- o Daily Activities **due Thursday, November 17:** Complete Learning Curve assignment (Word Choice and appropriate language).
- o Read Ch. 7 in *Transition*; complete discussion posting by **Friday, November 18**; complete response **by Sunday, November 20**. Op/Ed: Francis Bacon, “Of Studies,” and Plato’s “Allegory of the Cave” **due Friday, November 18**; response **due Monday, November 21**.
- o Daily Activities **due Saturday, November 19.** Complete Learning Curve assignment (capitalization).

WEEK EIGHT – November 21 to November 27

Last day to add/drop/change with “W” on record: November 21

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, November 21**
- o Daily Activities **due Tuesday, November 22:** Read sections on adjectives, adverbs, and exact words in your e-book. Complete Exercise 17-1 (selecting words); complete Learning Curve assignment: verbs, adjectives, and adverbs.
- o Daily Activity due **Thursday, November 24.** Eat lots of good food. Don't get sick. ☺
- o Daily Activity due **Friday, November 25.** Complete Exercise 18-1, Avoiding Bias.

- o Read Ch. 8 in *Transition*; complete discussion posting by **Friday, November 25**; complete response by **Sunday, November 27**. 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, November 25**; response **due Monday, November 28**
- o Daily Activities **due Saturday, November 26**: Read your e-book sections on wordiness and conclusions. Complete wordiness unit, Exercise 19-1. Complete two Learning by Doing exercises (omit #4) and the Discussion Board assignment on conclusions.
- o Essay #3 rough draft **due Sunday, November 27**. Post a **SHAREABLE** link on LaunchPad in the discussion postings to allow people to comment on it.
- o Begin work on final assignments/final exam.

WEEK NINE – November 28 to December 4

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 after you’ve taken the exam.

- o Op/Ed responses to Hurston and King **due Monday, November 28**
- o Daily Activities **due Tuesday, November 29**: Complete Learning Curve assignment on shifts.
- o Essay #3 Peer Review **due Wednesday, November 30**. Complete **two** peer reviews. Be certain to refer to SQOOCH handout to help you with this. When commenting on Google Doc, be certain to keep your suggestions/edits in “suggesting” mode so that your edits are just that: suggestions. ☺ Be certain to answer all of the questions posted. Post the answers to the questions in the discussion board so that everyone knows whose essay still needs reviewing. Comment on those essays with few to no commentary.
- o OpEd: Richard Hazlitt, “On the Pleasure of Hating” and *The Atlantic*’s “The Coddling of the American Mind” due **Friday, December 2**; response **due Tuesday, December 6**. Daily Activities **due Friday, December 2**: Complete Exercise 32-1, using hyphens and Learning Curve on Active and Passive Voice.
- o Begin the final exams. By working on these daily, you’ll catch lots of errors, missing words, and “wonky” sentences (that’s a technical term) on both portions of the exam. Rushing will not earn good grades. These exams are due by **Tuesday, December 13 at 11:59 p.m.**
- o Essay #3 Final **due Sunday, December 4**; book an OPTIONAL Skype grading conference on our course Google calendar to earn a 5% bonus:
<https://calendar.google.com/calendar/selfsched?sstoken=UU5ZazE5aGx5c1BYfGRIZmF1bHR8OTd mYTAwYzMwMTJjYzc1Y2M0NGNkNjdmNTYwM2ZIOGU>,

WEEK TEN – December 5 to December 11

Time Management Tip: The day of the exam is here. Be certain you’ve placed your name on the exam or essay (seriously...). Read the directions. Follow them. (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. Moreover, sometimes the questions you are asked help to answer questions you're unsure 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. You are not as infallible as you think you are. Good luck!

Both sections of the Final Exam is due by December 13

- o Op/Ed responses to Hazlitt and "The Coddling of the American Mind" due **Monday, December 5**
- o Daily Activities **due Monday, December 5**: Read Chapter 18 sections on the sample student paper and the entire Reflecting as a Writer sections. These will help you to write the Course Reflection essay and to work on your revisions.
- o FINAL EXAM (both parts!) **due by Tuesday, December 13**
- o Course Reflection Essay **due December 13**

Both sections of the Final Exam is due by December 13— No extensions given! Plan ahead!