

**Fall 2017**  
**English 102-01-1**  
**Instructor: Lisa L. Chow**

**Class Information:**

Class time: Tues. & Thurs.: 10:00-11:20am

Office Hours: By appointment

E-mail: [lisa.chow@chaminade.edu](mailto:lisa.chow@chaminade.edu)

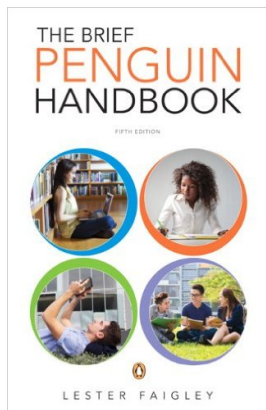
\*Please email me with any questions, or to set-up appointments. All correspondence should be from **your Chaminade account** to avoid any confusion with any additional email accounts you may have.

\*\*Please give me 24-36 hours to respond to your e-mails.

**Course Description:**

This course is designed to provide instruction with the process of narrative, descriptive, argumentative, and expository writing. This course stresses instruction with development and organization skills necessary for college writing.

**Required Text:**



The Brief Penguin Handbook (5th edition)

By Lester Faigley

All other readings can be found on our Canvas class site.

**Also required:**

Access to a computer and Internet, as all papers must be typed and submitted electronically. You also will need access to a printer, as copies of drafts need to be brought to class for workshoping. No handwritten papers will be accepted.

**Student Learning Outcomes:**

At the successful completion of this course, the student will:

1. Demonstrate paragraph and essay development in a written text.
  - Thesis statement
  - Topic sentences

- Clear supporting examples for thesis sentence and topic sentence
- Logical and clear connections between topic/thesis sentences and supporting examples
- 2. Demonstrate organizational development in a written text
  - An effective introductory paragraph
  - An effective concluding paragraph
  - Effective transitions (internal/ within a paragraph and external/ between paragraphs) in a written text.
- 3. Demonstrate the ability to edit a text containing grammar, punctuation, word choice, mechanics, and sentence structure errors
- 4. Demonstrate the ability to identify an audience and articulate an argument specific to that audience
- 5. Identify and apply rhetorical writing techniques (narration, description, exposition/ illustration, comparison and contrast, cause and effect, definition, persuasion, classification, division)
  - Demonstrate logical structure utilizing the rhetorical techniques

### **Student Responsibilities:**

1. Attend class on time. Attendance is taken at the beginning of class; if you arrive after attendance has been taken, you will be marked absent for the day. Students absent more than four (4) times during the semester may receive a grade deduction. Students who are absent for two (2) consecutive weeks of class may be administratively withdrawn from the class.
2. Complete the reading before class begins
3. Turn in papers on time. Late papers WILL NOT be accepted by the instructor. A paper is considered late if received after 10:00pm on the day that it is due.
4. Bring the appropriate learning tools to class (textbook, notebook, pens etc.).
5. Turn off (or silence) cell phones prior to the start of class. Talking or texting during class is rude and unacceptable.
6. Participation is part of your grade. Therefore, paying attention is key. Inappropriate behavior will be addressed and reported to the Dean of Students.
7. Respect. The classroom should be considered a safe space for sharing and discussing theories, ideas, and perspectives. Please share your opinions respectfully, as well as listen to your fellow students opinions and stances respectfully.

**Note:** Students who do not change their behavior when addressed will be asked to leave the room. If there is any in class writing assignment or quiz that day, you will not be allowed to make up the work.

\*If you need special accommodations for test-taking or note-taking, please feel free to come and discuss with me.

### **Papers:**

**All papers (including drafts) must be typed/computer printed, double-spaced, on one side of an 8 ½" by 11" sheet of white paper, using MLA format.**

**No late papers will be accepted.**

### **Plagiarism:**

Plagiarism is presenting the work of another as your own. The guidelines for plagiarism are in the General Catalog (online). They include, but are not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgement to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement (citation) of the source is always mandatory.
2. Paraphrasing the work of another without proper acknowledgement.
3. Submitting as one's own original work (however freely given or purchased) the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual. (Chaminade General Catalog, online).
4. Stealing words or ideas from a fellow student or any other source (printed or from the internet) is comparable to stealing property—"intellectual property." Plagiarism also includes submitting a paper for more than one class without instructor permission.

**Any student caught plagiarizing will receive a failing grade for the paper. The second incident will result in an F for the course, and may be addressed through broader university policies.**

### **Workshops:**

Before handing in your final draft, **2 copies** of your paper will be brought to class to be work-shopped with your fellow students.

During workshops, fellow classmates will offer constructive criticism on your papers. You will meet in small groups and review each other's essays. Workshops are designed to teach editing, revising and rewriting of assignments. Drafts are part of the overall grade for each paper assignment and must be work-shopped in class during all scheduled workshop sessions to receive full credit for the assignment.

Papers will vary in length. The short papers should be 2-3 pages (approx. 550 words). The final paper should be 10 pages (approx. 3000 words). Papers will be turned via canvas.

Personal conferences should be scheduled after the first two papers have been completed and graded, and a second meeting before final paper is turned in. Do not feel limited to the required two conferences. These meetings are in place to review your progress and assess your writing technique and focus areas

### **Writing Standards (From Catalog)**

All work submitted by Chaminade students is expected to meet the following writing standards:

1. Written assignments should use correct grammar, spelling, punctuation, and sentence structure

of standard written English.

2. Written assignments should develop ideas, themes, and main points coherently and concisely.
3. Written assignments should adopt modes and styles appropriate to their purpose and audience.
4. Written assignments should be clear, complete, and effective.
5. Written assignments containing material and ideas drawing upon sources should carefully analyze and synthesize that material. In addition, the sources of the borrowed material must be correctly acknowledged to avoid plagiarism.

### **GRADING:**

<b><u>TASK</u></b>	<b><u>Points</u></b>
Class Participation/ Attendance	20
Rhetorical Analysis	30
4 Reaction/Response papers 5 pts. each	20
2 Annotated bibliography 10 pts. each	20
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Letter of change	20
End of the year self-analysis/ meta-commentary	20
Research paper elements	100
Final Paper	150
<b>Total</b>	<b>400</b>

<b>Grade Breakdown</b>	
A	360-400
B	319-359
C	278-318
D	237-277
F	0-236

### **Grading Scale**

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

**A passing grade for this class is a 'C' or above**

