

**English 100 (01, 02)**

**M,T,W,F 8:00-8:50/ 10:00-10:50**

**Fall 2002**

**Instructor: Koreen Nakahodo**

**Office Hours: Tues 11-12, 1-2; M 11-12; F 11-12 or by appointment.**

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**Office Number: 440-4234**

### **Course Description**

The course is designed to provide a foundation for effective writing. Emphasis will be placed on grammar, and paragraph and essay organization. The course will offer practice in writing short essays. After successfully completing this course, the student will be prepared for English 101.

### **Course Objectives**

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

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

### **Required Texts**

*Exercises for English Simplified*, 9<sup>th</sup> edition by Blanche Ellsworth and John A. Higgins.  
*The Scott, Foresman Handbook for Writers*, 6<sup>th</sup> edition by Hairston, Ruskiewicz, and Friend.

### **Required Extras**

Access to computer, word processor, or typewriter (all papers must be typed)

### **Student Responsibilities**

#### **Class Attendance**

Attendance and punctuality are mandatory. Students are responsible for making up work assigned during their absence from class.

#### **Unexcused Absences**

Your final grade may be affected for each unexcused absence.

#### **Excused Absences**

An excused absence must be documented and approved by the instructor. The instructor will decide excused absences on a case-by-case basis. All decisions are final.

#### **Tardiness**

Excessive tardiness may result in a grade deduction. If a student is more than 5 minutes late for class, he/she will be marked as tardy.

#### **Late Work**

Late papers will receive a grade deduction. Papers over a week late will receive a '0' (F).

#### **Class Behavior**

In class you are free to express your opinions with respect to the other members of the class. Class members who do not adhere to this rule will be asked to leave the classroom and will be marked absent (unexcused) for the day.

Students are asked to turn off all electronic devices (cell phones) before entering the classroom. Talking on the phone during lectures or class discussions is unacceptable. Students will be asked to leave the class and will be marked as absent (unexcused) for the day.



### Plagiarism

Plagiarism is presenting the work of another as your own. The guidelines for plagiarism are on page 50 of the General Catalog (2001-2002). They include, but are not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement (citation) of the source is always mandatory.
2. Paraphrasing the work of another without proper acknowledgement.
3. Submitting the work prepared by another as one's own. (Chaminade General Catalog, 50).

Any student caught plagiarizing will receive a failing grade for the paper.

### Grading Breakdown

Quizzes	10% (10)
Grammar Test	10%
Punctuation Test	10%
Papers and Assignments	30%
Service Learning or Paper	20%
Final Exam	20%

### 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 course is a 'C.'**

### Papers

All papers must be typed, double-spaced, with one-inch margins. Students must also use Times New Roman 12 pt font. All late papers will be subject to a grade deduction.

**Service Learning Option**

Students interested in completing a service learning option for the course should contact the instructor.

Service Learning Requirements:

1. Training Session (dates and times T.B.A.)
2. 20 hours of Service Learning
3. 5 short reflection papers (1-2 pages each)

**Paper Option**

Students must complete 5 papers (5 pages each) on topics and readings assigned by the instructor.

**Assignment #1**

Write me a letter that includes the following:

1. A summary of the course syllabus;
2. Your understanding of the plagiarism policy for this course;
3. Your understanding of the attendance policy for this course;
4. Your understanding of the phrase "respect for others";
5. Your understanding of the late paper policy;
6. A reaction to the syllabus;
7. Questions about the course;
7. At the end of the letter include the following sentence:  
"I have read the policies and procedures outlined in this syllabus."
8. Sign and date the letter.

Please type the letter and turn it in at the beginning of the next class period.