

English **101: Expository Writing**
Fall, 1999

Chaminade University of Honolulu
Off Campus Program: Fall 1999
October 4- December 16, 1999
T/TH 4:45-6:50pm
Pearl Harbor
Instructor: Mary McCarrick
Phone: 672-5088
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- Course description and Goals:** This course is designed to introduce you to a variety of writing strategies and give you practice in composing expressive and expository essays. Developing fluency and strengthening your use of the English language will also be stressed. At different times during the semester I will offer instruction on invention, -planning, -drafting, revising and editing your essays. You will be expected to work openly with others in the class, and read and comment on others' work.
- Required Textbooks:** Kirsznner and Mandell. *The Holt Handbook*. 4th ed.-Ft. Worth: Hartcourt Brace, 1995.
Skwire and Skwire. *Writing With a Thesis: A Rhetoric and Reader*. 7th ed. Ft. Worth: Hartcourt Brace, 1998.
- Other requirement:** You must have an email address. Chaminade offers -a free email address for each student. You may also get free email through hotmail.com or yahoo.com
- Other Suggested Purchases:** Two - 3.5" HD Formatted diskettes. *American Heritage Dictionary & Roget's Thesaurus*, and *MLA Handbook for Writers of Research Papers* optional, but **strongly** recommended.
- Attendance:** Your participation and attendance in class are vital to developing your own writing strategies and working with your classmates who will make up our writing community. Since there will be much discussion and writing practice, your regular participation is required. I give you two absences with no penalty. **After that**, your final grade is lowered one full grade for each subsequent absence. It is also **important** to note that I do not distinguish between excused and unexcused absences. I also do not give private lectures to fill you in on what you missed. Find a study buddy or get with your peer editor to find out what you missed, and follow your syllabus for due dates and assignments.
- Participation:** You will work quite a bit with both your classmates and me, responding to readings, writing informally in class, providing feedback, and discussing your own writing with others. Your consistent and **conscientious** participation in these activities is required and will effect your final grade.

Final Grade:

Final breakdown of grade will be as follows:

Process Essay	-	10%
Definition Essay	-	10%
Comparison and Contrast Essay	-	20%
Homework	-	10%
Quiz # 1	-	15%
Quiz # 2	-	15%
Final Exam	-	20%

Grading scale is as follows:

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

Preparation of Papers:

All papers must be typed or computer generated, double-spaced, with 1" margins. **See** proofreading guide for helpful tips. Papers should have your name, **course** and location, my **name, and date in** the upper left corner of first page. Ex: Jane Smith

Eng 10 1 Pearl Harbor
McCarrick
October 6, 1999

Always title **your** paper! -There is-no need for -a **title** page, however. Beginning with the second page, your name and page number should appear in the upper right-hand corner.

Ex: Smith -2-

Make sure print is dark; as light **papers** will be **returned** without grades and will have to be resubmitted with legible print.

Late Papers

All papers **are** due at the **beginning** of class on **the** due dates listed under **Assignments**. Late work **will** not be **accepted**. **There** are NO EXCEPTIONS TO THIS **RULE!** However, should you foresee a problem, please submit to me *in writing* a **request for extension at least one week in advance of the paper due** date. Under no circumstances will missing class excuse you from turning in an essay or assignment. In class essays will not be made up.

Plagiarism:

The American Heritage **Dictionary defines** plagiarism as the act of using and passing off as one's own the ideas or writings of another. For writers and scholars, plagiarism-is dishonest, **dishonorable, and** very, very serious. Disciplinary action will be taken against anyone found stealing-another **writer's** words or thoughts. I will discuss plagiarism and ways to properly cite author's works in your own texts throughout the semester. Should you have **questions** regarding proper usage of citations within your papers, consult the MLA Handbook or see me.