

English 101**Section 03****Instructor:** Koreen Nakahodo**Office Hours:** Monday and Wednesday from 3-4, or by appointment.**e-mail:** Koreenn@yahoo.com**Course Description**

This course is designed to provide instruction and practice in writing, editing, and revising short narrative and expository essays. It will also provide instruction in organizing your material and in Standard Edited American English.

Required Texts

Writing with a Thesis, A Rhetoric and Reader, 7th edition by David and Sarah Skwire.
Scott, Foresman Handbook for Writers, 5th edition by Hairston, Ruskiewicz, and Friend.

Required Extras

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

A folder for your student portfolio.

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 will be deducted by 2% for each unexcused absence.

Excused Absences

An excused absence must be documented, signed, and dated by a physician and approved by the instructor.

Tardiness

Excessive tardiness may result in a grade deduction. If a student is more than 10 minutes late for class, he/she will be marked as tardy.

Late Work

Late papers will receive a grade deduction. All late papers will be receive a 2% deduction for every day that the paper is late. 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.

Plagiarism

Plagiarism is unacceptable. Any student caught plagiarizing will fail the course.

Guidelines for plagiarism is on page 41 of the student handbook.

Grading Breakdown

Attendance and class participation	10%
Papers (4x15%)	60%
Homework	10%
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 may select to do a service learning project at Aliiolani School. For the project, the student must complete 5-7 hours of tutoring in English. A mandatory journal is required as well as a final paper. The project is worth 30% of the final grade and will serve as a substitute for the narration/description paper and the argumentation paper. Separate guidelines for the journal and the paper will be provided for this option. The student must also sign a waiver form.

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