Instructor: Dr. Caitlin Yamamoto
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Chaminade University of Honolulu / CCPI
Spring 2021

EN 102: Expository Writing
Syllabus

Course Description:

Instruction and practice in writing short-to-medium length expository essays and in writing from sources. Skills required for research and research writing are emphasized, such as summarizing, paraphrasing, quoting, and synthesizing. The course includes instruction and practice in writing a multisource research paper of substantial length.

Course Learning Outcomes:

Upon the successful completion of this course, the student will

1. Locate, evaluate, and integrate sources into a research paper
2. Write critically and creatively as a process
3. Design and produce a successful research paper using correct citation format
4. Use writing as a critical and creative voice for social justice [Marianist value: Service, Justice, Peace and the Integrity of Creation]

Course Policies and Requirements:

Attendance and Participation:

Students are expected to attend class meetings and participate in the class on a regular basis. If you cannot attend a meeting due to an extenuating circumstance (illness, emergency, etc.), it is your responsibility to communicate with me via email and let me know why you won't be present. Whenever possible, please contact me *prior to* your absence from class.

Late Assignment Policy:

Late assignments will be subject to grade penalties, which shall depend on the number of days an assignment is submitted after the due date. If there is a health issue, family emergency, or other extenuating circumstance that prevents you from turning in an assignment on time, it is your responsibility to communicate your situation to me ahead of time, and we can work together to try to find a solution. Please don't hesitate to send me an email through Canvas. You may also

contact me at caitlin.yamamoto@chaminade.edu, or send me a message through our teaching assistant.

Plagiarism Policy:

Plagiarism is the presenting of the work of another as one's own. It is a serious offense, and any student suspected of plagiarizing may receive a failing grade for the assignment or for the course. The guidelines for plagiarism are in the Chaminade Academic Catalog. The guidelines 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 Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author.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 acknowledgment 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 paper, manuscript, report, computer file, or other assignment that has been prepared by another individual. (Chaminade Undergraduate Catalog, 2019-20).

Grading Criteria/Weighting of Assignments:

Discussion Posts (15% of final grade):

      -Brief Introduction of Yourself (DP 1)

      -Picking a Topic (DP 2)

      -Research Questions/Problem (DP 3)

      -5 Credible Sources (DP 4)

Annotated Bibliography with 10 Sources (10% of final grade)

Research Paper "Sections" (25% of final grade):

      -Introduction/Thesis

      -Outline

      -2-3 Body Paragraphs

      -3-5 Body Paragraphs

      -Conclusion

Rough Draft of Research Paper (20% of final grade)

Final Draft of Research Paper (20% of final grade)

Reflection Paper (10% of final grade)

Marianist Values:

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

ADA Policy:

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua ʻIke: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua ʻIke Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Title IX Compliance:

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

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 coursework.

'F'   Failed to grasp minimum subject matter; no credit given.

A passing grade for this class is a 'C' or 70 points out of 100 points.

Course schedule to be posted on a weekly basis on Canvas.