



Fall Semester 2001

**Syllabus**

**Course:** EN 10 103 - Intro to Expository Writing

**Credit Hours:** 3

**Instructor:** Dr. Ron Wagner-Wright

**Time MWF 11:00 - 11:50**

**Tel:** 735.4867

**Office Hours: Wed 10:00 - 11:00**

**MW 2:00 - 3:00**

**T T/h 9:30 - 11:00**

**E-mail:** [rwagner@chaminade.edu](mailto:rwagner@chaminade.edu)

**Required Text Books:**

Hairston, Maxine., Ruszkiewicz, John, & Friend, Christy. The Scott. Foresman Handbook for Writers. 5<sup>th</sup> edition. New York: Longman, 1999.

Skwire, David, & Skwire, Sarah E. Writing with a Thesis: A Rhetoric and a Reader. 8<sup>th</sup> edition. Orlando: Harcourt Brace, 2001.

**Resource Readings:**

Wendt, Albert. Pouliuli. Honolulu: Univ of Hawai'i Press, 1980.

Various handouts provided by the instructor throughout the course.

Outsource books from the Campus Library

- **Course Description:**

The course begins with a revision of the writing process and the techniques of finding a topic, developing the topic, drafting, revising, editing, and polishing of the manuscript. Through these stages, the student will develop a working knowledge of expository writing and its elements of structure, unity, coherence, and development. Furthermore, the students will improve their vocabulary, diction, the conventions of grammar, punctuation, sentence structure, and spelling through the learning devices of invention. They will also increase their methods of developing fluency of the written word through practical applications. The practical applications include drafting papers, objective writing essays, and a research paper of a minimum of six pages constructed in the expository pattern of factual analysis. Finally, the students will enhance their analytical and cognizant skills through continued reading, studying, and discussions of model essays written by professional writers.

- **Course Requirements:**

Attendance, Participation, Discussion Groups, Team Assignments, Objective Writing Essays, Quizzes, Research Paper and Final Exam.

No more than 50% of references appearing in a product may be taken from online sources.

- **Grade Components:**

Attendance= 10%, Team Quizzes =25%, Analytic Paper Drafts= 10%, Analytic Papers = 30%, Research Paper = 15%, and Final Exam = 10%.

- **Grading Scale:**

A	A-	B+	B	B-	C+	C	C-	D	F
100	95	90	85	80	75	70	65	60	54>
96	91	86	81	76	71	66	61	55	

**Grading Criteria:**

Quizzes will be graded in the normative of either:

T/F, multiple choice, fill in the blank, or identify the correct answer.

All Paper Assignments will be graded based on the following:

- appropriateness
- incorporation of theory
- organization
- understanding
- critical thinking
- writing skills
- structure
- format

In all assignments strict attention will be paid to grammatical correctness, including punctuation, spelling, syntax, and style. All assignments are due on the dates indicated. Late papers will result in a 5% (five- percent) deduction for each day subsequent to the due date.

A grading criteria handout will be given to the students.

The Research Paper will be formatted in either MLA or APA.

- **Academic Honesty:**

Academic honesty is highly valued at Chaminade University. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copies or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. At the Campus, all submissions fall within the scope of words and ideas that require citations if used by someone other than the original author. Academic dishonesty could involve:

- Having a tutor or friend complete a portion of your assignment
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student to a public class meeting
- Using information from online information services without proper citations.

- Performance Objectives:

With the techniques provided by this course, the students will be able to utilize the free writing concept of brainstorming to find a topic, develop a topic, and begin the writing process through the organization of an outline. Also, through the process given, the students will be able to draft a research paper, revise, and edit their research paper. Through the writing stages presented to the students, they will develop a working knowledge of the elements of language such as grammar, punctuation, sentence structure, vocabulary, diction, and spelling. The students will also increase their fluency, unity, coherence, and development of the written word through practical applications. Lastly, the students will enhance their analytical and writing skills through textual readings of the course textbooks and outside readings provided.

- Student Exercises and Team Assignments:

Students must complete, by the time stated in this syllabus, all exercises, team assignments, and quizzes listed under the requirements. Furthermore, the completion of the reading, specific assignments by class session listed, and outside readings as assigned will be completed, by the time stated in this syllabus.

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Week 1        8/27-8/31

Weekly Reading Assignments - SF Handbook, Chapter 5

Course Introduction & Discussion

Team Assignments Discussion

The Importance of Effective Communication Skills

Discussion Questions

Week 2        9/3-9/7

Weekly Reading Assignments - Skwire, Chapter 1

SF Handbook, Chapters 1 & 2

How Communication is Received - Becoming an Effective Listener

Discussion Questions

Difference Between Interpretive & Analytical Writing

Discussion of Reading Assignment

Team Assignment Discussion

Week 3        9/10 - 9/14

Weekly Reading Assignments - Skwire, pages 255 - 259 & 266 - 268

SF Handbook, Chapter 3

How do you Learn?

Evaluate and Develop a Learning Style Inventory

Discussion & Revelations of your best Channel of Learning  
Team Organization, Preparation, & Assignments  
Define & Discuss Paper #1 - Autobiography  
Outsource Reading - A.S. Pritchett, "Writing an Autobiography"  
Autobiographical Reading Handout - "Nora Quealy" or "Me Macho, You Jane"

**Week 4            9/17 – 9/21**

Weekly Reading Assignments - SF Handbook, Chapter 6

Draft of Paper # 1 due + Peer Editing Comments  
Peer Editing Assignment  
Barriers Leading to Ineffective Communication  
Discussion Questions  
The Writing Process or "Masterpiece Creator"  
Team Process and Roles  
Team #1 Quiz

**Week 5            9/24-9/28**

Weekly Reading Assignments - SF Handbook, Chapters 6,14, & 15.

Basic Essay Organization  
Overview of "How to Organize an Essay"  
Discussion Questions  
Self-Assessment Writing Evaluation  
Results of Writing Self-Assessment  
Guide to Results of Writing Self-Assessment  
Paper # 1 due  
Library Orientation  
Discussion of Paper # 2 - Case Study Hand-Out - Student Analysis

**Week 6            10/1 – 10/5**

Weekly Reading Assignments - Skwire, pages 194 - 208 & 214 - 219  
SF Handbook, Chapter 17

Organizational Patterns for Expository Writing  
The Writing Process Defined & Refined  
Tone & its Appropriateness in Written Communication  
Draft of Paper #2 due  
Peer Editing Assignment  
Introduction to Research Project  
Discussion of Weekly Readings  
Team # 2 Quiz

Week 7 1018 -10112

**Weekly Reading Assignments - SF Handbook, Chapters 17,18, 37, & 38**

**Paper # 2 due**

**Introduction to Paper # 3 - Cause & Effect**

**Writing Conferences**

Week 8 10/15 -10/19

**Weekly Reading Assignments - Skwire, pages 275 - 282, 287 - 294**

**(Draft) + Peer Editing + Paper # 3 due**

**Team # 3 Quiz**

**Discussion of how to Spell "Team"**

**Spell Check Quiz - Human versus Computer**

**Discussion of Assessment Formatting Guidelines:**

**Documentation, Scholarly Form & Style Guide**

**Discussion of Weekly Reading Assignments**

**Research Project Report**

Week 9 10/22 -10/26

**Weekly Reading Assignments - SF Handbook, Chapter 4**

**Discussion of Paper # 4 - Argumentation**

**Team # 4 Quiz**

**Discussion on Editing and Proofreading Techniques**

**Team # 5 Quiz**

**Introduction to MLA & APA Style Formats**

**APA/MLA Exercise Worksheet**

**Results and Analysis of APA/MLA Worksheet**

Week 10 10/29-11/2

**Weekly Reading Assignments - Skwire, pages 37 - 39**

**SF Handbook, Chapter 42**

**Communication Challenges in a Diverse World**

**Guidelines for Successful Cross Cultural Communication**

**Quiz on Editing and Proofreading**

**Draft of Paper # 4 due - Peer Editing**

**Research Project Report**

**Introduction to Literary Analysis - Albert Wendt**

**Discussion - "Truth is Stranger than Fiction"**

**Team # 6 Quiz**

Week 11      11/5-11/9

Weekly Reading Assignments - SF Handbook, Chapters 32 & 35

Paper # 4 due

Team Discussions of Pouliuli - "Truth is Stranger than Fiction"

Team # 7 Quiz

In Class Draft of Paper # 5

Discussion on Weekly Reading Assignments

An Analysis of Dialectical Construction: Effective Communication

Week 12      11/12-11/16

Weekly Reading Assignments - SF Handbook, Chapters 30 & 36

Discussion of Research Paper Process

Searching and Researching on the Internet

Team # 8 Quiz

Discussion of Citing Online Resources

Discussion of Researching a Research Topic

Research Project Report

Week 13      11/19 -11/23

Weekly Reading Assignments - Skwire, Chapter 10

SF Handbook, Chapter 34

Research Topic Discussion - Draft Due

Second Draft of Paper # 5 due

Peer Editing Assignment

Discussion of Weekly Readings

References & Works Cited List Due

Team Quiz # 9

Week 14      11/26-11/30

Weekly Reading Assignment - SF Handbook, Chapter 17

Effective Vocabulary

waft 9f paper # 5 due

Draft of Research Paper due

Peer Editing

Team Quiz 10

Research Project Report

Week 15      **12/3 – 12/7**

Oral Reports on research Paper

Paper # 5 & Research Paper Due

Final Exam - in class essay. *Thank you all for **joining** me in this course*