

FE 99
P4

Chaminade University
Eng 102²⁰ Expository Writing

Instructor: Michelle Suzuki
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Office Hours: Eiben 110
By appointment

Required Text

Writing Research Papers (8th edition) James D. Lester
The Holt Handbook (4th edition) ed. Laurie G. Kirszner and Stephen Mandell

Required Extras

Access to a word processor (or a typewriter, but that will mean *lots* of miserable typing).

Introduction

This class will help you learn the skills necessary to write an academic research paper. Preparing and writing a research paper is an active and individual process—an ideal critical learning process. It can lead you beyond texts, beyond a library, and encourage you to investigate on your own. It provides a structure, but within it you can make exciting discoveries of knowledge and of yourself that are basic to critical thinking.

Course Goals

- To develop critical thinking skills.
- To be able to select and refine interesting and limited subjects for your papers.
- To be able to use the library to search for sources.
- To develop reading and analytical skills through the study of sources.
- To explore various contemporary issues of society.
- To be able to proofread, edit, and revise a paper for yourself and in a group.
- To feel secure about your ability to approach a subject in writing, and hopefully to enjoy the process .

Policies and Procedures

Attendance and Punctuality: Class meetings are essential.

Freedom and Responsibility: In this class you are free to express your opinions and to share your ideas, but with that freedom comes the responsibility to do your best work, to turn in assignments on time, and to treat other class members with courtesy and respect.

Paper Format: All papers must be typed, double-spaced on white paper using only one side of the page, with one-inch margins. Don't use erasable or onionskin paper—neither is durable. Last minute corrections in pen are okay; better correct than neat (but keep pen corrections minimal).

Grading on Essays: Our emphasis is writing as a process rather than as a finished product. All essays will be reworked before grading. However, early versions “count.” For each missing draft, ten points will be deducted from your final essay grade. All versions must be completed on time (beginning of class on the day they are due) and show serious effort (no one paragraph scrawls done in the driver's seat during the red lights on the way to school that day). Attached to the final version of a paper submitted for grading are all previous versions and group response sheets. Each meeting day a paper is late, the final grade dips 1 level.

- An “A” essay has an original, well-supported thesis or central idea, is well-organized and free from grammatical and stylistic difficulties.
- A “B” essay is solid—a paper to be proud of, with an above-average overall quality. It has a less developed thesis or idea and/or less engaging style or subject than an “A” essay. Its grammar is primarily sound.
- A “C” essay is average—nothing to be ashamed of, but with effort you can probably do better. The essay has an intelligible idea which it supports, but not as fully as it could. There may be organizational and grammatical problems.
- A “D” essay has a confused main idea or thesis, problems with support, organization, grammar and style. A “D” essay must be rewritten.
- An “F” essay is invisible—meaning it never arrived or it arrived without a thesis and/or clarity, organization, grammar and style. Obviously, an “F” essay must be rewritten.

Plagiarism

Plagiarism will result in a grade of “0” for the assignment, and possible failure for the course.

Grading Policy

In-class group work	10	5 points	50 points
Writing Exercises	3	10	30
Quizzes	5	10	50
Short Essays	2	50	100
Research Essay	1	100	100

Total: 330 points

297-330	A
264-296	B
231-263	C
198-230	D
229 and lower	F

English 102 Class Schedule

- October 5 **Introduction to Research Writing**
Assignment: 1) Read pp. 3-17 in Spatt
- October 8 **Critical Thinking**
Critical Reading: Underlining, Annotating, Outlining
Assignments: 1) In-class work #1 today ^{critical reading}
2) Read pp. 273-278 in Spatt
3) Bring to class a list of three possible research topics
- October 12 **Finding and Narrowing a Topic**
Assignments: 1) In-class work #2 today ^{summary type}
2) Read pp. 58-62, 65-68, 73-79 in Spatt
3) Research topic due on 10/14
- October 14 **Writing a Summary**
Grammar Review: Writing Concise and Varied Sentences
Assignments: 1) In-class work #3 today ^{summary in paragraph}
2) Read Spatt pp. 280-297 (skim through); Holt pp. 568-577 (skim through)
3) Writing Exercise #1 (summarizing a passage) due 10/19
Assignment 1 in Spatt p. 79-87
- October 19 **Gathering Materials: Writing Notes**
Finding and Reading the Best Sources
Assignments: 1) Read Spatt pp. 88-99, 101-113; Holt pp. 506-515
2) Begin looking for an essay on chosen research topic; must have an essay by October 28
- October 21 **Presenting Sources to Others: Quotation**
Assignments: 1) Quiz #1 today ^{correctly quoting}
2) In-class work #4 today
3) Read Spatt pp. 117-131, 133-137, 141
- October 26 **Presenting Sources to Others: Paraphrase**
Assignments: 1) In-class work #5 today
2) Writing Exercise #2 (paraphrasing a passage) due October 28
3) Read Spatt pp. 147-154, 161-162, 164-177
- October 28 **The Single Source Essay**
Assignments: 1) In-class work #6 today
2) Read Spatt pp. 187-193

- November 2 **Writing the Single Source Essay**
Assignments: 1) Quiz #2 today
2) In-class work #7 today
3) Short Essay #1 "Single Source Essay" first draft due 11/4
- November 4 **Group Workshop of Short Essay #1**
Grammar Review: Solving Common Sentence Problems
Assignments: 1) Read Spatt pp.215-222
2) Final draft of Short Essay #1 due 11/9
- November 9 **Multiple Source Essay: Selecting Information**
Assignments: 1) In-class work #8 today
2) Read Spatt pp. 223-249
3) Find two additional sources on chosen research topic (these will also be used for the "Multiple-Source Essay") and bring on November 16
- November 11 **VETERAN'S DAY**
- November 16 **Multiple Source Essay: Analyzing, Synthesizing, Organizing**
Assignments: 1) Quiz #3 today
2) Short Essay #2 "Multiple Source Essay" first draft due November 18
- November 18 **Group Workshop of Short Essay #2**
Grammar Review: Word Power worksheet
Assignments: 1) Read Spatt pp. 299-304
2) Final draft of Short Essay #2 due 11/23
- November 23 **Working with Sources: Compiling a Working Bibliography**
Assignments: 1) Review Chapter 40 in Holt, Read Spatt
2) Writing Exercise #3 "Research Proposal" due November 30
- November 25 **HAPPY THANKSGIVING!**
- November 30 **Documentation**
Assignments: 1) Quiz #4 today
2) In-class work #9 today
3) Annotated Bibliography due 12/2
- December 2 **Writing the Research Paper**
Assignments: 1) In-class work #10 today
2) First draft or research paper due December 7
- December 7 **Group Workshop of Research Paper**
Assignments: 1) Revise research paper for second draft
2) Schedule individual conference
- December 9/December 14 **Mandatory Individual Conference on Research Paper**
- December 16 **Final Research Paper Due**