

SE 99

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## English 10250: Expository Writing Spring, 1999

Chaminade University of Honolulu  
Off Campus Program: Spring, 1999  
MW 7:50-9:55pm  
Barbers Point, Bldg. 50  
Instructor: Mary McCarrick  
Phone: 672-5088  
Email: mmccarrick@yahoo.com

### Course description and Goals:

This course is designed to provide students with practice in the basic types of academic writing – summarizing, analyzing, synthesizing, criticizing readings and preparing research papers. The emphasis is on logical thinking. Students also gain practice in revising and editing for clarity, organization, and correct use of standard English.

### Required Textbooks:

Spratt, Brenda. *Writing from Sources*. 4<sup>th</sup> ed. New York: St. Martin's Press, 1996.

### Other Suggested Purchases:

Two - 3.5" HD Formatted diskettes. One notebook suitable for journal writing. *American Heritage Dictionary & Roget's Thesaurus* are optional, but **strongly recommended**.

I am also urging students in this class to invest \$15 in the *MLA Handbook for Writers of Research Papers, 4<sup>th</sup> edition*. You will need precise MLA formatting in this class and for a quiz, and the Holt Handbook from ENG 10150 has been found to have some errors in the MLA portion. I will expect you to learn the precise format and you will be responsible for the correct citation and documentation styles as found in the MLA Handbook, not the Holt.

### 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:

Argumentative/Persuasive Paper - 20%  
I-Search Project -30%  
MLA Quiz - 20%  
Library/Research Quiz - 15%  
Reading/Lecture Quiz - 15%

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

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McCarrick  
April 5, 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.

**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.

**Grading of Papers:**

When you turn in a paper to me, you should receive it back within one week. I will make comments on your papers to aid you in the revision process. In the case of several errors, I will note these errors on the first page or two, and after that it will be YOUR

responsibility to look for these errors throughout the rest of the paper. A letter grade will be assigned to the paper. You may submit a revision of the ARGUMENT/PERSUASION paper – but not the I-Search. The revision must follow the rules for revision, and the grade will only be taken up one full letter grade at the most. Always turn your 1st draft in to me when you submit a 2<sup>nd</sup> draft. In addition, all new material written in revision must be highlighted. Remember to always bring copies of your papers to class for workshop, and keep an extra copy on hand should your instructor misplace your paper (believe me, it could happen)!

### **About Your Instructor**

#### ***Education***

- \* Western Michigan University, M.A. in English, 1996  
*Thesis: "The Daring Feminist Discourse of Anne and Charlotte Bronte"*
- \* Central Michigan University, B.A.A. in Broadcast & Cinematic Arts, 1986
- \* Owosso High School, 1982

#### ***Teaching Experience***

- \* Chaminade University of Honolulu, 1998 - present
- \* Hawai'i Pacific University, 1998 - present
- \* Kapi'olani Community College, 1999 - present
- \* Commonwealth International University, 1998
- \* Grand Valley State University, 1996-98
- \* Kendall College of Art and Design, 1996-98
- \* Davenport College of Business, 1997

#### ***Writing and Publishing Experience***

- \* Freelance writer: Grand Rapids Press, On-The-Town Magazine
- \* Columnist: Cadence Newspaper, Rockford Squire, Music Revue Magazine
- \* Feature Articles in: Jam Magazine, Tae Kwon Do Times

#### ***Works in Progress***

- "Promoting Positive Attitudes Toward Writing Across the Disciplines"  
scholarly article
- "Betrayal of the Feminine in Elizabeth Barrett Browning's *Aurora Leigh*"  
scholarly article
- The Sheldon Summit*  
novel length manuscript



<b>May 12</b>	<b>** LIBRARY QUIZ DUE!!**by midnight tonight!! Library day!!</b>
<b>May 17</b>	<b>**ARGUMENT/PERSUASION PAPER DUE!!** Discuss I-Search</b>
<b>May 19</b>	<b>**BOOK QUIZ!!**</b>
<b>May 24</b>	<b>CONFERENCES</b>
<b>May 26</b>	<b>CONFERENCES</b>
<b>May 31</b>	<b>**NO CLASS! Memorial Day</b>
<b>June 2</b>	<b>I SEARCH FINISHING TOUCHES</b>
<b>June 7</b>	<b>I SEARCH DUE!!!</b>

**This is a tentative schedule only, and may be adjusted at the discretion of the instructor.**