

PM

EN 10220 - EXPOSITORY WRITING

Summer 1999 (July 6 - Sept. 15)
 Chaminade University - Kaneohe MCBH
 Christine Hansen Tel. 262-2281

SYLLABUS**Required Texts:**

- 1) *Writing from Sources*, 4th ed.
 by Brenda Spratt.

Useful Texts:

- 2) *The Holt Handbook*. 4th ed. L.G. Krirszner and S.R. Mandell. Harcourt Brace College Publishers.
- 3) Dictionary (a collegiate dictionary).

Course Objectives:

There are few professions in which the ability to write an effective essay is not an asset. The ability to do so relies, in part, upon skillful evaluation and utilization of source material. The objective of the course is to develop the student's ability to write from sources.

Course Requirements:

- a. Students are required to read all assignments. Occasional reading quizzes, covering content, will be given to ensure that reading has been completed.
- b. Regular attendance and participation in class discussions is required.
- c. Two short papers (3 pp.) are required. Papers must follow the guidelines for written work (see below). Papers not turned in by the deadlines may be marked down.
- d. Each week, one class meeting will be devoted to in-class writing. The in-class assignment will draw upon that week's reading. Therefore, it is essential that reading assignments be completed on time.

Grading Policy:

Attendance and participation: 10%
 Reading quizzes: 10%
 In-class writing assignments: 20%
 Two short papers (3 pp.): 20% each (total 40%)
 Final in-class essay examination: 20%

90-100=A	80-89=B	70-79=C	60-69=D	0-59=F
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Guidelines for Written Work:

- a. All work should be typed and double-spaced on standard-sized white paper. Do not use extra-wide margins or an extra-large font.
- b. Include a cover page, with your name, course number, and my name, as well as the title of your paper.
- c. You **must** attach a list of sources at the end of your paper.
- d. Proofread your work. Papers with grammatical or spelling errors will be marked down.

CLASS SCHEDULE

- JULY 6,8: Introduction to the course.
Advance reading, prior to July 8: Chapter One in Writing from Sources.
- JULY 13-15: Advance reading, prior to July 15: Chapter Two in Writing from Sources.
- JULY 20-22: Advance reading prior to July 22: Chapter Three in Writing from Sources.
- JULY 27-29: Advance reading prior to July 29: Chapter Four in Writing from Sources.
- AUG. 3-5 : FIRST PAPER DUE (AUG. 3).
Advance reading prior to Aug. 5: Chapter Five in Writing from Sources.
- AUG. 10-12: Advance reading prior to Aug. 12: Chapter Six in Writing from Sources.
- AUG. 17-19: Advance reading prior to Aug. 19: Chapter Seven in Writing from Sources.
- AUG. 24-26: SECOND PAPER DUE (AUG. 24).
Advance reading prior to Aug. 26: Chapter Eight in Writing from Sources.
- AUG. 31-
SEPT. 1: Advance reading prior to Sept. 1: Chapter Nine in Writing from Sources.
- SEPT. 7-9 : Advance reading prior to Sept. 9: Chapter Ten in Writing from Sources.
- SEPT. 14 : FINAL EXAM

There are no "stupid" questions. Students seeking to improve their grade may, at the instructor's discretion, complete extra-credit assignments. Students who must miss class due to deployment should inform the instructor as early as possible, in order that any make-up may be arranged.