

CHAMINADE UNIVERSITY OF HONOLULU
DIVISION OF ACCELERATED PROGRAMS
Course Outline and Syllabus

SUMMER 1999
EN 102: Expository Writing
INSTRUCTOR: Dr. Janet Kalus

REQUIRED TEXTBOOKS:

1. The Holt Handbook, Laurie G. Kirszner and Stephen R. Mandell
2. Writing Research Papers, James D. Lester
3. Readings will be provided.

MEETING	MATERIALS TO BE COVERED	ASSIGNMENT FOR NEXT CLASS
1. 7/7 W	<ol style="list-style-type: none"> 1. Course Introduction. 2. Narration instruction. 3. In-class writing. 	<ol style="list-style-type: none"> 1. Narration readings. 2. <u>Writing</u>: Chapters 1-2. 3. Research Paper Topic Proposal.
2. 12/7 M	<ol style="list-style-type: none"> 1. Class discussion Narration essay. 2. Chapters 1-2. 3. Discussion of individual Research Topic Proposals. 	<ol style="list-style-type: none"> 1. <u>Writing</u>: Chapter 3-4. 2. <u>Holt</u>: pp. 566-585. 3. Narration rough draft.
3. 14/7 W	<ol style="list-style-type: none"> 1. Introduction to library research. 2. Class discussion pp. 566-585. 	<ol style="list-style-type: none"> 1. <u>Holt</u>: pp. 586-613. 2. Description readings.
4. 19/7 M	<ol style="list-style-type: none"> 1. Class discussion and practice: Taking Notes and avoiding plagiarism. 2. Discuss Description essay. 	<ol style="list-style-type: none"> 1. <u>Holt</u>: pp. 657-690. 2. Bring two sources to class along w/2 sizes notecards, 3x5 and 4x6. 3. Narration Paper final draft.
5. 21/7 W	<ol style="list-style-type: none"> 1. Class discussion: Working with source materials. 2. In-class writing: Determining relevant material and taking summarized and quoted notes. 3. NARRATION PAPER DUE. 	<ol style="list-style-type: none"> 1. <u>Writing</u>: Chapter 5. 2. 15 completed notecards. 3. Bring source materials to class. 4. Description rough draft.
6. 26/7 M	<ol style="list-style-type: none"> 1. Class discussion: Appropriate and complete documentation of research material. 	<ol style="list-style-type: none"> 1. <u>Holt</u>: pp. 693-723. 2. New sources and 20 more notecards. 3. Description Paper final draft.
7. 28/7 W	<ol style="list-style-type: none"> 1. Detailed examination of sample Research Paper. 2. DESCRIPTION PAPER DUE. 	<ol style="list-style-type: none"> 1. <u>Writing</u>: Chapter 6. 2. 15 additional note and bibliography cards (Minimum total: 50).
8. 2/8 M	<ol style="list-style-type: none"> 1. Notecard and bibliography card check. 2. Class discussion: Writing the paper. 	<ol style="list-style-type: none"> 1. <u>Writing</u>: Chapter 7. 2. Additional research as necessary.
9. 4/8 W	<ol style="list-style-type: none"> 1. Class discussion: Format and mechanics of the Research Paper. 2. In-class writing: Begin the Research Paper outline. 	<ol style="list-style-type: none"> 1. <u>Writing</u>: Chapter 8. 2. Sentence outline. 3. Additional research as necessary.
10. 9/8 M	<ol style="list-style-type: none"> 1. Research Paper outline check. 2. Class discussion: Rough draft writing and revisions. 3. In-class writing: Begin rough draft. 	<ol style="list-style-type: none"> 1. Research Paper rough draft. 2. Additional research as necessary.

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| 11. 11/8 W | 1. Rough Draft check (3 pages).
2. Class discussion: Strategies for proofreading and revision. | 1. Proofread and revise rough draft.
2. Illustration readings. |
| 12. 16/8 M | 1. Class discussion: Illustration readings.
2. In-class writing. | 1. Illustration rough draft. |
| 13. 18/8 W | 1. Class discussion: Review Illustration Paper.
2. In-class writing. | 1. Argument readings. |
| 14. 23/8 M | 1. Class discussion: Argument readings.
2. In-class writing. | 1. Illustration Paper final draft.
2. <u>Holt</u> : pp. 163-182. |
| 15. 25/8 W | 1. Class discussion: Continue Argument readings & pp. 163-182.
2. In-class writing.
3. ILLUSTRATION PAPER DUE. | 1. Argument Paper rough draft. |
| 16. 30/8 M | 1. In-class writing. | 1. Revise Argument Paper.
2. <u>Holt</u> : pp. 790-803. |
| 17. 1/9 W | 1. Class discussion and review of Argument Paper.
2. Discuss pp. 790-803.
3. Introduction to <u>Of Mice and Men</u>
4. RESEARCH PAPER DUE. | 1. Argument Paper final draft.
2. <u>Of Mice and Men</u> : Chapters 1-3 |
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| 18. 8/9 W | 1. Class discussion: First three chapters <u>Of Mice and Men</u> .
2. ARGUMENT PAPER DUE. | 1. <u>Of Mice and Men</u> : Chapters 4-6. |
| 19. 13/9 M | 1. Class discussion: Chapters 4-6.
2. Research Paper Evaluation. | 1. Prepare for final exam. |
| 20. 15/9 W | 1. FINAL EXAM. | |

NOTES: 1. According to the Summer Accelerated Semesters Schedule of Classes, the last day to add, drop or make a program change is 12 July.
The last day to withdraw from classes is 23 August and this must be done through the Registrar's Office.

2. Students are expected to maintain the syllabus schedule and to submit all written assignments and all components of the Research Paper on time.
3. The class schedule may be adjusted/changed at the discretion of the instructor.
4. Students may be asked to attend a theatre performance sponsored by the Army or the university.

SHORT PAPER FORMAT

All drafts of the essays turned in for this class must be typed and conform to the following requirements:

1. Use standard 8 $\frac{1}{2}$ " x 11" white paper.
2. Have a one-inch margin on all four sides of the paper.
3. Number all pages except the first one.
4. Double-space everything typed for the class.
5. Indent the first line of each paragraph five spaces.
6. Do not skip extra lines between paragraphs.
7. In the upper right corner of the first page, include your name, course number and station, my name, date you turn in your paper, and the assignment subject.
DO NOT PUT THIS INFORMATION ON A SEPARATE TITLE PAGE.
8. Have a title for each essay.
9. Skip two double lines after #7 and center the title. Do not put quotation marks around the title or underline it. Capitalize only the major words.
10. Begin essay after skipping two double lines after the title.
11. Do not break words at the end of a line.
12. Proofread your paper before turning it in.

Dr. Janet M. Kalus