

Fall Semester 2001**Syllabus****Course:** EN 10203 – Expository Writing**Credit Hours:** 3**Instructor:** Dr. Ron Wagner-Wright**Time:** T/Th 8:00 – 9:30

Tel: 440.4211

Office Hours: W 10:00 – 11:00

MW 2:00 – 3:00

E-mail: rwagner@chaminade.edu

T T/h 9:30 – 11:00

• Required Text Books:

Friend, Christy; Hairston, Maxine; Ruszkiewicz. The Scott, Foresman Handbook for Writers. 5th edition. New York: Longman, 1999.

Goshgarain, Gary. The Contemporary Reader. 7th edition. New York: Longman, 2002.

• Resource Readings:

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

Various handouts provided by the instructor throughout the course.

Outsource readings from the Sullivan 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, Analytical Papers, Quizzes, Team Research Paper, Electronic Portfolio Project, and Final Exam.

No more than 50% of references appearing in the analytical papers and Team Project may be taken from online sources.

- **Grade Components:**

Attendance = 10%, Team Quizzes = 20%, Analytic Paper Drafts = 10%, Analytic Papers = 20%, Research Paper = 15%, Team Research Project = 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 copy 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.

- **Course 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 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.

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Week 1 8/27 - 8/31

Weekly Reading Assignments – SF Handbook, Chapter 5

Course Introduction & Discussion

Team Assignments Discussion

Employing Effective Communication Skills

Week 2 9/3 – 9/7

Weekly Reading Assignments – SF Handbook, Chapters 1 & 2

Contemporary Reader, Chapter 1

Business Dress - Projecting an Image

Discussion of Image Paper (#1)

Team Organization, Preparation, & Assignments

Introduction to Electronic Portfolio Project

Week 3 9/10 – 9/14

**Weekly Reading Assignments – Contemporary Reader, pp. 1 -9
SF Handbook, Chapter 3**

**Draft of Image Paper (#1) due
Team Peer Editing Assignment
Team Process and Roles
The Process of Critical Reading
Outlining of the Electronic Portfolio Project**

Week 4 9/17 – 9/21

**Weekly Reading Assignments – SF Handbook, Chapter 6
Contemporary Reader, pp. 10-21**

**Electronic Portfolio – Project Preparation
Paper # 1 due
Introduction to Team Business Project
Team #1 Quiz**

Week 5 9/24 – 9/28

**Weekly Reading Assignments – SF Handbook, Chapters 6, 14, & 15
Contemporary Reader, pp. 22-34
WSJ & Barron's (Sullivan Library)**

**Electronic Portfolio – Project Preparation
Team # 2 Quiz
Library Orientation Meeting**

Week 6 10/1 – 10/6

**Weekly Reading Assignments:
SF Handbook, Chapter 17
Contemporary Reader, Chapter 2
WSJ & Barron's**

**Electronic Portfolio – Individual Selection
Discussion of Paper # 2 – Persuasive: Selling the Product
Team Business Project
Team # 3 Quiz**

Week 7 10/8 – 10/12

Weekly Reading Assignments:

SF Handbook, Chapters 17, 18, 37, & 38

Contemporary Reader, Chapter 7 – pp. 361 - 398

WSJ & Barron's

Draft of Paper # 2 due

Peer Editing Assignment

Team # 4 Quiz

Writing Conferences

Week 8 10/15 – 10/19

Weekly Reading Assignments – WSJ & Barron's

Contemporary Reader, Chapter 3

Introduction to Paper # 3 - Cause & Effect – The Media Affect

Paper # 2 due

Introduction to MLA & APA Style Formats

APA/MLA Exercise Worksheet

Results and Analysis of APA/MLA Worksheet

Electronic Portfolio Assignment

Team Quiz # 5

Week 9 10/22 – 10/26

Weekly Reading Assignments:

SF Handbook, Chapter 4

WSJ & Barron's

Contemporary Reader, Chapter 7 – pp. 399 – 424

Draft of Paper # 3 - Cause & Effect – The Media Affect

Peer Editing Assignment

Team Business Project Report

Discussion on Editing and Proofreading Techniques

Team # 6 Quiz

Effective Vocabulary

Electronic Portfolio Project

Week 10 10/29 – 11/2

Weekly Reading Assignments:

SF Handbook, Chapter 42

WSJ & Barron's

Contemporary Reader, Chapter 6 – pp. 299 – 322

Paper # 3 Due - Cause & Effect – The Media Affect

Introduction to Literary Analysis – Albert Wendt

Discussion – “Truth is Stranger than Fiction”

Team # 7 Quiz

Team Business Project Report

Week 11 11/5 – 11/9

Weekly Reading Assignments:

SF Handbook, Chapters 32 & 35

WSJ & Barron's

Contemporary Reader, Chapter 6 – pp. 323 - 338

Team Discussion of *Pouliuli* - “Truth is Stranger than Fiction”

Team # 8 Quiz

In Class Draft of Paper # 4

Electronic Portfolio Project – Reflection Section

Week 12 11/12 – 11/16

Weekly Reading Assignments:

SF Handbook, Chapters 30 & 36

WSJ & Barron's

Contemporary Reader, Chapter 6 – pp. 339 - 353

Discussion of Team Business Project

Searching and Researching on the Internet

Team # 9 Quiz

Discussion of Citing Online Resources

Electronic Portfolio Project – Directories Completed

Dr. Wagner-Wright, 7

Week 13

Weekly Reading Assignments:

SF Handbook, Chapter 34

WSJ & Barron's

Contemporary Reader, Chapter 6 – pp. 354 – 360

Team Business Project Proofreading and Editing

Second Draft of Paper # 4 due

Peer Editing Assignment

Week 14

Weekly Reading Assignment – SF Handbook, Chapter 17

Final review of Electronic Portfolio

Peer Editing

Oral Report on Team Business Project

Team Quiz 10

Week 15

Oral Reports on Team Business Project

Team Business Project Due

Electronic Portfolio Due

Discussion of Final Exam

Final Exam – in class essay

Thank you all for joining me in this course