

**Fall Semester 2001**

**Syllabus**

<b>Course:</b> EN 10204 – Expository Writing <b>Instructor:</b> Dr. Ron Wagner-Wright Tel: 440.4211  E-mail: <a href="mailto:rwagner@chaminade.edu">rwagner@chaminade.edu</a>	<b>Credit Hours:</b> 3 <b>Time:</b> T/Th 11:00 – 12:30 <b>Office Hours:</b> W 10:00 – 11:00 MW 2:00 – 3:00 T T/h 9:30 – 11:00
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• **Required Text Books:**

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

Goshgarain, Gary. The Contemporary Reader. 7<sup>th</sup> 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**