

Chaminade University
Caroline College and Pastoral Institute (CCPI)

Fall 2022 Course Syllabus
EN 100 Essentials of English Composition

Instructor: Katherine P. Mersai, M.Ed.
Class/Room: CCPI Building
Office Hours: Monday - Friday By appointment
Email: kpmersai@gmail.com
Class Time: M W F 2:00pm - 3:20pm
T TH S 2:30pm - 3:50pm

COURSE DESCRIPTION:

This course is designed to provide a foundation for effective writing. Emphasis will be placed on grammar, paragraph, and essay organization. The course will offer practice in writing short essays. After successfully completing this course, the student will be prepared for EN101.

REQUIRED TEXT and MATERIALS:

- Munger, D. (2016). 80 Readings for Composition, 2nd Ed. New York: Pearson-Longman
- Any college-level dictionary.
- Access to a computer with internet connection.
- A functioning email account.
- An active CCPI-Online account (Canvas).

Supplementary Materials:

- Various resources (handouts or online sites) will be provided by the instructor.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

1. Demonstrate the correct use of grammar, punctuation and mechanics in the various forms of written text.
2. Demonstrate the ability to edit written text.
3. Utilize the steps of the writing process (different forms of prewriting, organizing ideas, drafting, revising, editing, and publishing).
4. Compose coherent paragraphs in different patterns (i.e. descriptive, narrative, expository, persuasive, and report).
5. Demonstrate understanding of the parts of an essay and ability to write coherent thesis statements, essay introductions, body paragraphs, and conclusions.
6. Write short essays in various rhetorical patterns (classification, process, examples, cause-effect, comparison-contrast, problem-solution, and persuasive) using correct organization, grammar and format.
7. Formulate paragraphs in writing of summaries, book reports and reaction papers.

COURSE SCHEDULE & REQUIREMENTS:

See Activity Schedule.

METHOD OF EVALUATION & GRADING: Students will be evaluated and graded on the basis of attendance, participation & effort, discussion forums, assessments, and projects. The following table explains the criteria and grading system that is used for this course.

| CATEGORY | WEIGHT | TOTAL GRADE | POINT/LETTER |
|----------------------------------|--------|--|--------------|
| ATTENDANCE | 10% | 90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D 59% & BELOW = F | |
| PARTICIPATION & EFFORT | 20% | | |
| DISCUSSION FORUMS | 5% | | |
| ASSESSMENTS/END OF SEMESTER EXAM | 30% | | |
| PROJECTS/PRESENTATIONS | 35% | | |

MAKE UP TASKS: Make-up tasks must be pre-approved by the instructor and will only be allowed in cases determined to be emergencies or extenuating circumstances.

EXTRA CREDIT: Extra Credit may be given to students following the Institution Policy.

ROUNDING: Rounding will be utilized for the final grade only. The rounding up will occur for a grade with a decimal point of .5 or higher. For example, a final grade of 89.5 will round to 90. Any grade with a decimal point of .4 and below will be rounded down. For example, a final grade of 89.4 will round to 89. Decimal points up to two decimal places will be utilized for all non-final grades.

GRADE POSTING/RETURN OF ASSIGNMENTS: Grades for all assignments and projects will be returned to the student within 2-3 weeks of submission, depending on the assignment and the professor's workload.

ATTENDANCE

Students are expected to attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active class participation by every student is essential to ensure maximum benefit for all members of the class. Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in the course. Students who miss a class should report to their instructor upon their return to inquire about making up the work missed. Students who know that they will miss class should inform their instructor in advance in order to obtain upcoming assignments`

GROUP/TEAM ASSIGNMENTS: The instructor reserves the right to grant differing grades to members of a group/team on an assignment. This may be due to observed participation levels by each particular group/team member.

ACADEMIC DISHONESTY

Cheating

It includes, but not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record, or misrepresenting facts in order to obtain exemptions from course requirements.

Plagiarism

It includes, but not limited to, satisfying any academic requirement by submitting any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved. At the instructor's discretion, a 0 may be given, depending on the severity of plagiarism. Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from CUH-CCPI. A student may request to challenge the infraction charged against him or her. The Office of the Dean of Student Services addresses all student misconduct.

INCOMPLETE GRADES: The "I" or Incomplete Grade may be awarded at the instructor's discretion, subject to approval by the Department Director, to students engaged in passing work who due to reasons beyond their control, have yet to complete a small but essential part of the course work. This portion of the course work may consist of a final exam, a final research paper, and/or a final project. The unfinished work should be completed and submitted to the instructor as soon as practical, but no later than the middle of the following term. If there are extenuating circumstances that the instructor and Department Director agree are valid reasons for postponing completion of the course work from the end of the term for a maximum of 6 months. If the course work is not completed and submitted by the established deadline, the "I" will automatically be changed to an "F" grade in the student's official academic record.

TITLE IX:

Please visit <https://chaminade.edu/compliance/title-ix-nondiscrimination-policy/> for more information.

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RELEASE FORM:

I, _____ am a student at Chaminade University- Caroline College and Pastoral Institute. I hereby agree to the use of any written materials and class projects of mine for the purpose of a class portfolio to be used for assessment and student learning outcomes.

Student (print and sign)

Date

COURSE SYLLABUS: UNDERSTANDING & AGREEMENT

I, _____ am a student at Chaminade University- Caroline College and Pastoral Institute. I understand and approve of the expectations and regulations set by the EN 100 Essentials of English Composition course outline and syllabus.

Student (print and sign)

Date

PLEASE RETURN TO THE INSTRUCTOR