

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

WINTER 2003
EN 102:14 Expository Writing
Instructor: Dr. Janet Kalus

WE 03

REQUIRED TEXTBOOKS:

1. Scott, Foresman Handbook for Writers
2. Writing Research Papers, James D. Lester
3. The Contemporary Reader, Gary Goshgerian

MEETING	MATERIALS TO BE COVERED	ASSIGNMENT FOR NEXT CLASS
1. T 14/1	1. Course Introduction	1. Narration readings 2. <u>Writing</u> : Chapters 1-2 3. Research Paper Topic Proposal
2. Th 16/1	1. Class discussion Narration essay 2. Chapters 1-2 3. Discussion of individual Research Topic Proposals	1. <u>Writing</u> : Chapters 3-4 2. Scott: pp. 626-639 3. Narration rough draft
3. T 21/1	1. Introduction to library research 2. Chapters 3-4 and pp. 626-639	1. <u>Writing</u> : Chapters 5-6-7 2. Description readings
4. Th 23/1	1. Class discussion and practice: Taking notes and avoiding plagiarism 2. Chapters 5-6-7 3. Discuss Description essay	1. <u>Writing</u> : Chapters 8-9 2. Bring two sources to class along w/2 sizes notecards, 3X5 and 4X6 3. Narration Paper final draft
5. T 28/1	1. Class discussion: Working with source materials 2. Chapters 8-9 3. NARRATION PAPER DUE	1. Scott: pp. 640-692 2. 15 completed notecards 3. Bring source materials to class. 4. Description rough draft
6. Th 30/1	1. Class discussion: appropriate and complete documentation of research material 2. pp. 640-692	1. <u>Writing</u> : Chapter 10 2. New sources and 20 more notecards 3. Description Paper final draft
7. T 4/2	1. Chapter 10 2. DESCRIPTION PAPER DUE	1. <u>Writing</u> : Chapter 11 2. 15 additional note and bibliography cards (Minimum total: 50)
8. Th 6/2	1. Notecard and bibliography card check 2. Chapter 11	1. <u>Writing</u> : Chapters 12-13 2. Additional research as necessary
9. T 11/2	1. Chapters 12-13 2. In-class writing - Begin the Research Paper outline	1. Scott pp. 693-728 2. <u>Writing</u> : Appendix A
10. Th 13/2	1. Detailed examination of sample Research Paper	1. Research Paper rough draft 2. Additional research as necessary

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| 11. T | 18/2 | 1. Rough Draft check (3 pages) | 1. Proofread and revise rough draft
2. Illustration readings |
| 12. Th | 20/2 | 1. Class discussion: Strategies for proofreading and revision
2. Class discussion: Illustration essay | 1. Illustration rough draft |
| 13. T | 25/2 | 1. In-class writing | 1. Argument readings
2. Scott: pp. 153-175 |
| 14. Th | 27/2 | 1. Discuss Argument Paper
2. pp. 153-175 | 1. Illustration Paper final draft
2. Scott: pp. 220-228 |
| 15. T | 4/3 | 1. pp. 220-228
2. In-class writing
3. ILLUSTRATION PAPER DUE. | 1. Argument Paper rough draft |
| 16. Th | 6/3 | 1. In-class writing | 1. Revise Argument Paper
2. Scott: pp. 108-115 |
| 17. T | 11/3 | 1. Class discussion and review of Argument Paper
2. pp. 108-115
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. Th | 13/3 | 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. T | 18/3 | 1. Class discussion: Chapters 4-6 | 1. Prepare for final exam |
| 20. Th | 20/3 | 1. FINAL EXAM | |

NOTES: 1. According to the Winter Accelerated Semesters Schedule of Classes, the last day to add, drop or make a program change is 21 Jan. The last day to withdraw from classes is 3 March 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 essays turned in for this class must be typed and conform to the following requirements:

1. Use standard 8½"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 this class.
5. Indent the first line of each paragraph five (5) spaces.
6. Do not skip extra lines between paragraphs.
7. Single-space in the upper right corner of the first page 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. 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 Kalus