

Chaminade University  
Caroline College and Pastoral Institute (CCPI)

**Spring 2025 Course Syllabus**  
EN 101 Intro to Expository Writing

**Instructor:** Katherine P. Mersai, M.Ed.  
**Class/Room:** CCPI Building  
**Office Hours:** Monday - Friday By appointment  
**Email:** katherine.mersai@chaminade.edu  
**Class Time:** T/TH 9:30 AM - 10:50 AM

**CATALOG DESCRIPTION:**

This course is designed to provide instruction and practice in writing, editing, and revising short narrative and expository essays. The course instructs the basics of organization and clear expression and use of Standard Edited American English.

**REQUIRED TEXT and MATERIALS:**

- The ESL Writer's Handbook, 2nd Edition
- Any college-level dictionary.
- A functioning student 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:**

Students who successfully complete this course will be able to demonstrate:

- the ability to develop and express ideas in a clear and logical manner, using a variety of critical reading, writing, and thinking skills
- the ability to correctly format and document an essay using MLA or APA style
- the correct use of grammar, punctuation, word choice, mechanics, and sentence structure in a written text.
- paragraph and essay development in a written text.
  - thesis sentences
  - topic sentences
  - clear supporting examples for a thesis sentence and topic sentences.
  - logical and clear connections between topic/thesis sentences and supporting examples.
  - organizational development in a written text.

Such as:

- effective introductory paragraph.

- effective concluding paragraph.
- use of transitions (internal/within a paragraph and external/ between paragraphs) in a written text.
- pre-writing strategies and techniques such as mapping, free writing, and listing.
- the ability to identify and apply a variety of rhetorical writing techniques (rhetorical approaches shall include narrative, descriptive, exposition/illustration, comparison and contrast, cause and effect, definition, persuasion, classification, and division).
- logical structure utilizing the rhetorical techniques.
- a greater understanding of one's self and her/his relationship to the world in which we live.

**METHOD OF EVALUATION & GRADING:** The following table explains the criteria and grading system that is used for this course.

CATEGORY	WEIGHT	TOTAL POINT/LETTER GRADE
COMMUNICATION & RESPONSE (1 point for each week)	16 points	34-37 = A 30-33 = B 26-29 = C 22-25 = D 22 & BELOW = F
WRITING PROCESS & DRAFTS	14 points	
WRITING PROJECTS/ PRESENTATIONS/ ASSESSMENTS Project # 1: Summary Writing Project # 2: Reflection Writing Project # 3: Narrative Writing Project # 4: Process Analysis Writing Project # 5: Compare & Contrast Project # 6: Argument Essay Project # 7: Research Paper	7 points	

**CREDIT HOUR POLICY:** The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

### Specific Credit Situations

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory

work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

*How will we meet the credit hour policy?*

This paragraph will outline how students will meet the required hours of engagement in our course through online/distance learning instruction and academic engagement. There are three components to the amount of time students will spend in a course:

- a. Class Lecture/Classwork Practice: 180 minutes a week x 15 weeks = 2,700 minutes (45 hours)
- b. Reading: 50 minutes a week x 15 weeks = 750 minutes (12.5 hours)
- c. Writing Process: 5 hours per writing project (reviewing, researching, revising, and publishing) x 7 writing process = 35 hours
- d. Projects: 7 projects x 5 hours each = 35 hours
- E. Publishing Writing Work 7.5 hours

This is a three credit course requiring 135 clock hours of student engagement, per the official CUH credit hour policy.

**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 weeks of submission, depending on the assignment and the professor's workload.

**ATTENDANCE**

Students are encouraged 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. 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.'

Students **MUST** make sure and be responsible for all the assignments due on its due date. Points will be deducted for LATE work.

**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 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 101 Intro to Expository Writing course outline and syllabus.

\_\_\_\_\_  
Student (sign)

\_\_\_\_\_  
Date