

Chaminade University  
Caroline College and Pastoral Institute (CCPI)

**Fall 2025 Course Syllabus**  
EN 100 Essentials of English Composition

**Instructor:** Katherine P. Mersai, M.Ed.  
**Class/Room:** CCPI Building Classroom 2  
**Office Hours:** Monday - Friday 1 hour after class or By appointment  
**Email:** katherine.mersai@chaminade.edu  
**Class Time:** MWF 2:30 pm - 3:40 pm

**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:**

- Fusion: Integrated Reading and Writing, Book 2 (w/ MLA9E Updates), 3rd Edition
- Plastic Folder with 3 ring and Filler Paper or Google ePortfolio

**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 ability to edit written text containing grammar, punctuation, word choice, mechanics, and sentence structure errors.
2. Utilize the steps of the writing process (different forms of prewriting, organizing ideas, drafting, revising, editing, and publishing).
3. Compose coherent paragraphs in different patterns (i.e. descriptive, narrative, expository, persuasive, and report).
4. Demonstrate understanding of the parts of an essay and ability to write coherent thesis statements, topic sentences, clear supporting examples for thesis sentence and topic sentence, logical and clear connections between topic/thesis sentences and examples.
5. Demonstrate organizational development in a written text: an effective introductory paragraph, an effective concluding paragraph and effective transitions (internal/within a paragraph, and external/between paragraphs).

**COURSE SCHEDULE & REQUIREMENTS:**

See Activity Schedule.

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

CATEGORY	WEIGHT	TOTAL GRADE	POINT/LETTER
CLASSWORK	25%	90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D 59% & BELOW = F	
PARTICIPATION & EFFORT	10%		
WRITING PROCESS	35%		
PROJECTS/ASSESSMENTS	30%		

### **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:

- Class Lecture/Classwork Practice: 150 minutes a week x 15 weeks = 2,250 minutes (37.5 hours)
- Writing Process: 2.5 hours per writing project (reviewing, researching, revising, and publishing) x 17 writing process = 42.5 hours
- Projects: 4 projects x 5 hours each = 20 hours
- Assessment: Taken during class 1 hour x 4 assessments = 4 hours.
- Study time 4 hours per assessment = 16 hours.

This is a three credit course requiring 135 clock hours of student engagement, per the official CUH credit hour policy. Students enrolled in this course will be expected to complete:

<b>CLASS LECTURE/CW PRACTICE</b>	150 MINS WEEKLY X 15 WEEKS	2,250 MINUTES OR 37.5 HOURS
<b>READING</b>	60 MINS WEEKLY X 15 WEEKS	900 MINUTES OR 15 HOURS
<b>WRITING PROCESS</b>	WRITING PROCESS (reviewing, researching, revising, and publishing)	2,550 MINUTES OR 42.5 HOURS
<b>PROJECTS</b>	4 PROJECTS	1,200 MINUTES OR 20 HOURS
<b>ASSESSMENTS (IN CLASS)</b>	4 ASSESSMENTS AT 1 HOUR EACH = 4 HOURS STUDY TIME 4 HOURS EACH ASSESSMENT	1,200 MINUTES OR 20 HOURS

**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 1-2 weeks of submission, depending on the assignment and the professor's workload.

#### **ATTENDANCE**

Students are highly encouraged to attend face to face 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. All assignments will be uploaded on Canvas for accessibility. Students are responsible for ensuring that assignments are submitted on time.

**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 HONESTY**

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

**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 AND NONDISCRIMINATION STATEMENT:**

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and

protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

**Hazing Prevention Resources and Athlete Helpline:**

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—including hazing.

**Chaminade University's Hazing Policy:**

<https://catalog.chaminade.edu/studenthandbook/codeofconduct>

<https://hazingpreventionnetwork.org/athlete-helpline/>

<https://hazingpreventionnetwork.org/how-to-report-hazing/>

**Basic Needs Resources:** <https://chaminade.edu/basic-needs/>

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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\*\***