

BT

**Chaminade University  
EFL 106: Writing III  
Spring 1998**

Instructor: Shawn Clankie  
Office: Eiben Hall 122  
Office Hours: M,W,F 9-9:50 a.m.  
Class Time: M-F 8-8:50a.m.

**PURPOSES OF THE COURSE:**

1. To enable you to follow effectively the steps in the writing process to produce a piece of writing typical of what is required in university courses.
2. To enable you to write clear, well-organized and interesting essays of about 6-10 double-spaced pages (3-5 pages typed).
3. To help you to improve your ability to express your ideas and defend your opinions in both written and spoken English.
4. To enable you to evaluate and make suggestions for improving your own writing and the writing of others.
5. To enable you to summarize and interpret news articles.
6. To introduce you to the techniques of writing a research paper.
7. To help you to enjoy writing in English.
8. To prepare you to meet Chaminade University's writing standards.

**METHODS FOR ACHIEVING THE PURPOSES OF THE COURSE**

1. You will complete a variety of assignments in class and as homework.
2. You will do a number of pre-writing activities such as reading, brainstorming, small-group discussion, library research, and presenting information to me and your classmates.
3. While the class is primarily a writing class, we will not be solely limited to the writing process. You will work individually and in small groups on reading, writing, and discussion activities. You will do these activities before you write, while you are writing, and after you have written.
4. You will follow the specified steps for completing a research paper. These include the following: referring to journals and books for the content of your paper; making notecards; preparing a thesis statement; writing an outline; citing references; writing a rough draft, a revision, and a final draft.
5. You will individually consult with me about your writing.

## REQUIRED COURSE MATERIALS

1. A 3-ring binder to hold your papers.
2. A supply of standard-sized, college-ruled filler paper (unless you are typing your papers). Only these two types of paper will be accepted.

## REQUIRED FOR STUDENTS IN ESL 106

1. You are expected to attend each class on time. If you do not attend the class, you cannot possibly participate. While attendance is not a percentage of the final grade in this class, if you fail to attend it will lower your grade.
2. You are also expected to **ACTIVELY** participate during class sessions. This means you must prepare assignments for class on time so that you can speak during questioning and discussion activities, write during in-class writing activities, and use your time productively for other in-class activities and assignments. You must work with your classmates to discuss your classmates' writing, to ask them questions about it, and to help them whenever it is necessary. Unless it is absolutely necessary for you to use your native language, you must use only English in this class.
3. You must complete all assignments (e.g. article summaries, paraphrases assignments, notecards, research reports, etc.) on time. Some of the assignments will receive a letter grade, while others will receive a +, /, -. Only in documented emergencies will papers be accepted late. If you have a problem completing a particular assignment, see me early (not the day it's due).

## GRADES

Homework and In-class	
writing assignments	33%
Major papers	67%

## PROGRESS REPORTS, DEFICIENCY REPORTS, AND FINAL GRADES

I will provide you with progress reports twice during the 16-week semester, after approximately five weeks and ten weeks. The grades on the progress reports are temporary and may change. The purpose of those grades is to let you know how you are doing. The grade on the last report will be your final grade and the only grade that will appear on your permanent record.

Students who receive a grade of D or F on either of the first two reports are said to be deficient and they will be reported to a central office at Chaminade. The student is sent a slip of paper called a **deficiency report**. All faculty members at Chaminade are required to report students who are deficient. Students who have deficiency reports will then be told, by a Chaminade counselor, to come and discuss that student's progress, and future, at Chaminade.

Near the end of each term, Chaminade conducts early registration for the benefit of students who will continue studying at Chaminade during the next term. Students in an ESL class who have received a D or an F on the second progress report will, during early registration, again register for that same ESL class for the next term. If the student raises

the grade during the last five weeks of the term, and, in the end, passes, the student is allowed to change the registration during regular registration time at the beginning of the next term.

Students who perform satisfactorily in ESL 106 will be allowed to enroll in EN 100/103 next semester. Otherwise, they will be required to enroll in ESL 106 again.

## **CREDIT**

ESL courses meet from four to five hours per week depending on the course. The number of credit hours that count toward graduation that students earn as a result of taking ESL classes are not based on the number of hours a class meets each week. Students earn one credit, towards graduation, for each ESL class they pass satisfactorily to a maximum of six credits.

## **MY FINAL WORD**

My personal belief is that the best way to learn English, as with any language, is through using the language. While I will do my best to provide you with challenging and interesting material, the ultimate success or failure of this class rests with each and every one of you. Your active participation will make the class more effective. Good luck and have a good term.