

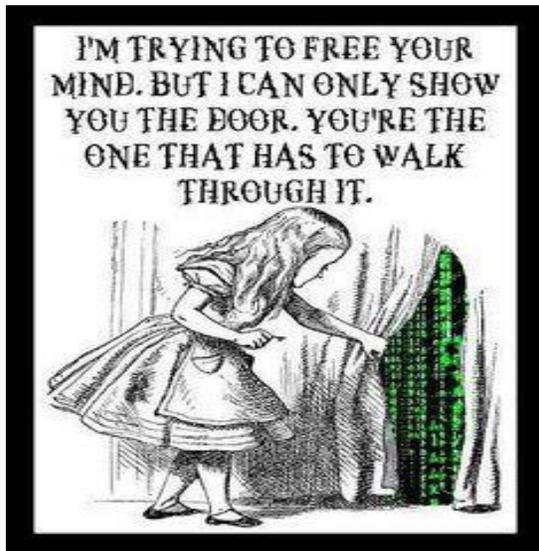
# UH Maui College

ENG 100

Fall 2021

@Kihei Charter High School

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## **COURSE DESCRIPTION:**

In English 100 students will discover and apply the concepts of purpose, audience, and tone in writing. The course also emphasizes evaluating written texts and writing various types of essays, including writing from sources. Another focus of the class will be improving critical thinking skills as they apply to both writing and reading at the college level.

This syllabus tells you almost everything you might want to know about this class, so print out a copy or save it to consult as needed later.

**Prerequisites:** ENG 22 or 55 with at least a C, or appropriate Compass placement.

**Instructor:** A. Morgan Andaluz

**Zoom Office Hours:** TR 12-1, Wed 12-1 and 5-6, or by appointment

**Email:** [andaluz@hawaii.edu](mailto:andaluz@hawaii.edu)

## **REQUIRED TEXTS AND TECH:**

Metzger, Steve and Jack Rawlins. *The Writer's Way*. 9<sup>th</sup> ed. Boston: Bedford St. Martin, 2010. Print.

This text is available at the UHMC bookstore and through online booksellers, as well as in digital form from the publisher site.

Please be sure to purchase **the 9th edition**. Digital texts are not ideal, but are acceptable if you know how to adjust your reading strategies accordingly.

You will need a computer with a video camera for our Zoom chats. Cell phones work, but are not ideal. Solid and consistent access to WiFi is also required. You will also need working knowledge of Microsoft Word or Google docs for this course.

### **COURSE GOALS:**

Upon successful completion of English 100, students should be able to complete the following as independent learners:

- Write in a style appropriate to a particular audience and purpose.
- Use a recursive writing process and make effective use of written and oral feedback.
- Write unified compositions with clear focus and logical support.
- Find and correct errors in your own writing.
- Know how to find information from books, periodicals, or from other resources.
- Give credit to others when using their words and ideas in writing.
- Write an acceptable in-class composition on an assigned topic.
- Complete at least 5,000 words of finished prose—equivalent to approximately 20 typewritten pages.
- Demonstrate an ability to locate and use newspapers, magazines, books and reference materials in a library.
- Demonstrate critical thinking skills relevant to establishing source credibility and bias.

### **Attendance and Deadline/Request for Extension Policy:**

Your consistent attendance is required, and follow up assignments, submitted as assigned, are a critical part of the intentional structure of the course. [However, should you need to submit work late, you must first request my approval via email, and this must happen within 12 hours of that assignment deadline.](#) In your email to request an extension, you should include the name of the assignment you missed, and offer an alternate deadline that you set yourself. You do not need to tell me why you missed the deadline, just tell me when I can expect the work, within reason, and that must be no later than 48 hours after the original deadline. Use these extensions sparingly and only in an emergency. Otherwise you risk the dreaded snowball effect. After the 12 hour deadline, or without my consent via email, no late work will be accepted.

## **CLASS ACTIVITIES:**

### 1. Reading Discussions and Summaries

Reading the text and models is a critical aspect of becoming a better writer. Also, synthesizing and citing texts is an important part of college success. Discussions and summaries will be an important part of the skill practice in this course. **10% of your total grade**

### 2. Short (FUN!) Writing Assignments

During the course of the semester, we will be doing some short, creative assignments. Details for each assignment will be provided, but mostly these are graded as points if you do, or none if you don't. **5% of your total grade**

### 3. Pre-writing Activities

Pre-writing activities are designed to get you thinking about what you are going to write about. You will post completed pre-writing steps to the appropriate Laulima forum as outlined in assignments and respond to the ideas of a few of your peers. This will count towards your draft grade.

### 5. One-on-one Zoom Conferences (or in person if possible)

You will be required to meet with me twice during the semester, once to discuss your grammar project and to go over your first essay selected for revision, and again for the research project. These meetings are required as part of the grammar assignment and research assignment final grades.

### 6. Draft Essays

We will be writing 5 essays in draft form. Each of those will go through a draft peer feedback exchange. As the class progresses, you will select 3 of those drafts to revise and submit in final form. Credit for drafts will be awarded for timeliness, adherence to assignment guidelines, and for quality peer feedback participation. Drafts will not be accepted after the peer feedback exchange, and missing more than one draft will result in your slow death by a thousand cuts, so don't try it. **25% of your final grade.**

### 7. Final Polished Drafts

We will be doing four polished essays total, to include one research based essay. These final drafts are effectively the "exams" for the course. You will need to demonstrate, through these final drafts, that

you understand the parameters for each of the modes of writing. **45% of your final grade.**

#### 8. Grammar and Punctuation Project

The best way to improve on grammar and punctuation is to reflect on your own most common errors. This project, due just after midterm, will be your opportunity to show how you are learning from your mistakes. Details for this assignment will be forthcoming. **10% of your final grade.**

#### 10. Final Reflection Letter

As a final step in the course, you will be writing me a letter about what you have learned. This will be an opportunity to demonstrate that you can write for an audience in your own voice about what you learned in the course. **5% of your final grade.**

### **On Plagiarism, Academic Dishonesty and Grading**

Make sure the work you submit is indeed your own. This is especially risky in an online environment where you can easily rely on the opinions and ideas of others rather than developing and supporting your own. Don't do it! Check out the link in Lualima for more information on how to avoid plagiarism. Be aware that glaring cases of plagiarism are easily identified, so don't waste my time or your own. I will adhere to the [UHMC policy on plagiarism and academic dishonesty](#), which is outlined in your course catalogue.

I will be using the Gradebook tool in Lualima. Please check your grades regularly to be sure that all scores are accurate. Do not hesitate to email me if you notice a problem. I use Gradebook so that we can both see how you are doing, and user error does happen. You will have until the last Friday of final exam week to notify me of any discrepancies with your grades. After this, I have to do a change of grade form and issues can happen with your transcript, so don't wait to say something.

90-100% is an A

80-89% is a B

70-79% is a C

60-69% is a D

Any grade below 60% is considered failing.

### **Tentative Class Calendar/Overview**

## ENGLISH 100 –Fall Calendar

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The following schedule is flexible, and is intended to assist students with time management. It provides an overview of activities and due dates. More details will be provided in class, or if you miss a day, look in Laulima for an overview.

<b>Intro to the writing process</b>	<i>Readings and Deadlines</i>
Week 1	Get your textbooks!
Week 2	WW Prologue and chapter 1
Week 3	Essay 1, WW chapters 2 & 12 Essay 1 draft deadline
<b>Personal writing with detail</b>	
Week 4	WW chapters 4 & 10
Week 5	Essay 2 models, WW chapters 5 & 6
Week 6	Workshop essay 2, WW chapters 8 & 3
<b>Informative writing</b>	
Week 7	WW chapters 9 & 13 Essay 3 models
Week 8	WW chapter 7
Week 9	WW chapter 11 Submit 1st essay final draft
<b>Argument writing</b>	
Week 10	WW chapters 14 & 15 Draft 3 deadline,
Week 11	Argument models Submit 2 <sup>nd</sup> essay final draft
Week 12	WW chapters 16 & 17 Essay 4 draft deadline
<b>Researching and integrating sources</b>	

Week 13	WW chapter 18 and models
Week 14	Research reading Submit 3 <sup>rd</sup> essay final draft
Week 15	Instructor workshop on research draft 1, research reading/grammar project due
Week 16	Workshop 2 peer workshop and revised final of research essay due

## COVID-19 Campus Information

To ensure the health and safety of our campus community, employees and students must adhere to [UHMC COVID-19 Health and Safety Protocols](#) while on campus that include wearing face masks, practicing social distancing and regular hand washing hygiene, as well as participating in UHMC self-screening surveys upon entering buildings and classrooms. If you experience any [symptoms of coronavirus](#), stay home and consult with your physician or the [UHMC Health Center](#) (984-3493). For information on COVID-19 related accommodations, contact Disability Service Counselor, Aris Banaag at [arisb@hawaii.edu](mailto:arisb@hawaii.edu) or 984-3278. [Please click here for the Response to Covid-19 Interim Addendum to the Student Conduct Code.](#)

## Assessment

A sample of your work may be anonymously used to assess student achievement of the program learning outcomes for the General Education standards.

## Basic Needs

"Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well being. If you or someone you know are experiencing basic needs insecurity, please see the following resources: [UH System Basic Needs.](#)"

## Campus Security

- Direct Line: 808-984-3255; From campus phone 255
- Security Cell Phone: 808-298-8013
- Police Emergency: 911; Police Non-Emergency 808-244-6400

## Emergency Broadcast Alerts

All members of the UH Maui College campus community are encouraged to sign up to receive emergency SMS/text and emergency email broadcast alerts.

## **Receive Emergency Alerts**

To sign up, [open a browser and log in](#).

## **If You Are Receiving Financial Aid**

If you are receiving financial aid and are contemplating not completing the semester, BEFORE you withdraw it is highly recommended that you contact the Financial Aid Office at (808) 984-3277 or email them at [mauifa@hawaii.edu](mailto:mauifa@hawaii.edu) to discuss the impact this decision may have on your financial aid eligibility.

## **Lactation Room**

### **Do You Need a Quiet, Clean and Secure Place to Feed Your Baby on Campus?**

Contact: UHMC Human Resource Office (ask for Lactation Room access)

Contact Phone Number: 984-3381

Lactation Room Hours: 8am to 4pm, M-F except Holidays

### **Accommodations**

Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a condition requiring accommodations, please make an appointment with an Accommodations Services Counselor: Shane Payba or Moana Kahooohanohano at 808-984-3306 or at [uhmcds@hawaii.edu](mailto:uhmcds@hawaii.edu). Videophone relay service is at 1(200) 203-9685, TTY Relay Service at 711 or 1(877) 447-5990, or the Text Telephone (TT) Relay Service at 643-8833. A student's condition is considered confidential and is only disclosed to faculty and relevant campus personnel with the student's permission. Additional information is available on the [Disability Services webpage](#).

## **Student Conduct Code**

UHMC supports a positive educational environment that will benefit student success. In order to ensure this vision, UHMC has established the [UHMC Student Conduct Code](#) to ensure the protection of student rights and the health and safety of the community, as well as to support the efficient operation of all programs. The UH Maui College Student Conduct Code defines expected conduct for students and specifies acts subject to University sanctions. Students should familiarize themselves with the Student Conduct Code, since upon enrollment at UH Maui College, students are subject to the policies and regulations of the University and its duly constituted bodies. Contact: Office of the Vice Chancellor for Student Affairs – Debra Nakama, [debran@hawaii.edu](mailto:debran@hawaii.edu) Phone: 808-984-3512

## **Student Right to Know/Consumer Information**

As a public institution, UH Maui College exists to serve those in our community with excellence and transparency. Our staff and faculty members are committed to

providing students, their families and the campus community full disclosure of all consumer information as required by state and federal laws and regulations. In addition to maintaining the quality of our programs, these policies satisfy students' right to information and provide the opportunity for students to make fully informed choices regarding the institution they choose to attend. The [Consumer Information and Student Right-To-Know website page](#) is intended to supplement the information provided in the University of Hawaii Maui College's Catalog and other publications. The website also serves to notify current and prospective students regarding the availability and location of consumer information in accordance with certain state and federal laws applicable to our school.

## **Title IX**

The University of Hawai'i is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, sexual exploitation, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you. Staff can also direct you to resources that are in the community.

If you wish to remain ANONYMOUS, speak with someone CONFIDENTIALLY, or would like to receive information and support in a CONFIDENTIAL setting:

### **Aris Banaag, UH Maui College Personal Support:**

Office: Annex Bldg  
Phone: 984-3278  
Email: [arisb@hawaii.edu](mailto:arisb@hawaii.edu)

### **Mari Kanemura, UH Maui College Personal Support Counselor,**

Office: TLC C-06  
Phone: 808-984-3463  
Email: [marimu@hawaii.edu](mailto:marimu@hawaii.edu)

### **Nicole "Cole" Sasaoka, UH Maui College Confidential Resources, Child and Family Services**

Address: 392 N. Market St., Wailuku, HI 96793  
Phone: 808-877-6888 or 808-357-8260  
[nsasaoka@cfs-hawaii.org](mailto:nsasaoka@cfs-hawaii.org)

### **Jennifer Baumstark, DNP, CNM, APRN; UH Maui College Health Center**

Office: Health Center, Annex Building  
Phone: 808-984-3493  
Email: [healthct@hawaii.edu](mailto:healthct@hawaii.edu)

If you wish to REPORT an incident of sex discrimination or gender-based violence

including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking as well as receive information and support:

**Shawna Pabingwit, UH Maui College Title IX Interim Coordinator**

Office: Pilina 134  
Phone: 808-984-3601  
Email: [martinsh@hawaii.edu](mailto:martinsh@hawaii.edu)

**Laura Nagle, Deputy Title IX Coordinator for Students**

Office: Pilina 137  
Phone: 808-984-3475  
Email: [lles@hawaii.edu](mailto:lles@hawaii.edu)

**Susan Tokunaga, Deputy Title IX Coordinator for Employees**

Office: Ho'okipa 210  
Phone: 808-984-3380  
Email: [suetoku@hawaii.edu](mailto:suetoku@hawaii.edu)

Additional Title IX information: Title IX prohibits discrimination on the basis of sex in educational programs and activities that receive federal funding. Specifically, Title IX prohibits sex discrimination; sexual harassment, and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault, sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights, visit the University's [Title IX website](#).

As a member of the University faculty, I am **expected to immediately report** any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

**Non-Discrimination Statement**

The University of Hawai'i System Executive Policy [EP 1.202](#), declares and reaffirms its commitment to the University's equal education and employment opportunity policy. The University is committed to a policy of nondiscrimination on the basis of race, sex, gender, sexual orientation, age, religion, color, national origin, ancestry, handicap, domestic violence, marital status, arrest and court record, gender identity, and veteran status. This policy covers admission and access to, and participation, treatment, and employment in the University's programs and activities. If you feel that you are being discriminated against, [review the discrimination policy](#) or call Shawna Pabingwit, Interim Title IX/EEO Coordinator at 808-984-3601 or the UH Equal Employment Opportunity and Affirmative Action Office at 956-7077.

## Safezone Program

The Safe Zone Program exists to create and maintain a positive social, academic, and employment environment at UH Maui College for lesbian, gay, bisexual, transgender, and intersex faculty, staff, and students. The Program ensures the enforcement of state law and UH policy that prohibit harassment and discrimination on the basis of sexual orientation. For more information on the UH system-wide Safe Zone program, call 808-956-9250.

## UH Email Communication

Please check your hawaii.edu email daily. Instructors, administration and other campus programs will send important information frequently including notifications for class cancellations and important deadlines.

## Academic Support Services

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[This section and the following sections are optional. Delete this note before sharing the syllabus with your students.]

UH Maui College is committed to a supportive, inclusive, and academically challenging learning environment. To help you succeed, your college offers full suites of services to help you transition to online learning, manage your studies, and plan for your future.

If at any time you need support or assistance, seek help immediately. Visit the [Kako'o Student Support](#) webpage for more information.

**Early Alert:** UHMC uses an early alert system to connect you to student & academic support resources that may be useful to you this semester.

## Technical Support Services

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**Phone and Email Support is available 24 hours a day, 7 days a week, including holidays.**

[UH ITS Help Desk](#)– email [help@hawaii.edu](mailto:help@hawaii.edu) or call 956-8883 (or toll free at 1-800-558-2669 from the neighbor islands).

Laulima Assistance Form – Click on the [Request Assistance](#) link at the bottom of any [Laulima](#) Page to fill out and submit a question and get your answer via email. Or contact the [UH ITS Help Desk](#).

## [UHMC Outreach Centers](#)

If you live on Molokai, Lanai, or the communities of Hana and West Maui, access to higher education no longer means a move or a long commute.