

Abbreviated Course Calendar Full Calendar Posted on Class Website	
Date	Topic, Assignment
8/23-8/25	Intro to Learning Community, WebCT & Active Reading Using Windows Explorer
8/30-9/1	Using Windows Explorer, Desktop Publishing with Word, The Writing Process, Time Management: How I Spend My Time
9/6-9/8	Lab: Windows Explorer
9/13-9/15	Time Management: Set Goals For Project, Childhood Urban Legend
9/20-9/22	Time management: Write Plan For Project, Workshopping
9/27-9/29	Bibliographies, Using Word to modify/format documents Peer editing
10/4-10/6	Computer Operating Systems, Analysis of social issues behind ULs, Internet Research
10/11-10/13	The WorldWideWeb, Workshopping and Conferencing
10/18-10/20	Begin to make your own urban legend Why are Urban Legends successful?
10/25-10/27	Workshopping, Peer editing, Intro to PowerPoint
11/1-11/3	Workshopping on Urban Legend project, PowerPoint
11/8-11/10	What is a portfolio?
11/15-11/17	Begin research paper, Review citations, paraphrasing, Plan Your Paper
11/22	Test taking, Lab: practice essay tests
11/29-12/1	Reflection, Components of Portfolio, Lab:Portfolio
12/6-12/8	Portfolio Plan, Work on Reflection, Lab:Portfolio
12/13	Tuesday, 10am – Noon, Final Exam:Portfolio Presentations

PREREQUISITES and PASSING

Three credits of English 21, or qualification for English 22 on the placement test. You must earn a “C” or better in English 22 in order to go on to English 100.

AA DEGREE STUDENT LEARNING OUTCOMES

Academic programs at Kapi’olani Community College emphasize the outcomes of learning. In other words, there are some actual abilities that students should have acquired by the time of completion of the AA degree (or transfer). Students should become familiar with these learning outcomes. ENG 22 is part of the General Education Skill Standards, relating specifically to these abilities:

Critical Thinking, Information Retrieval and Technology, Oral Communication, Written Communication, and Understanding Self and Community.

COURSE COMPETENCIES FOR ICS 197B & ICS 197C

- Describe the concepts of an operating system.
- Demonstrate on a personal computer the common operating system features such as:
 - shut down/start/restart the system & launch programs
 - navigate through folders and documents
 - determine file and folder properties
 - perform searches and maintenance activities such as copy, delete, and move.
- Communicate through electronic mail & participate in a "threaded" Web discussion
- Search for materials on the Internet via a WWW browser.
- Use File Transfer Protocol to download/upload files through the Internet.
- Use a word processor to produce documents and perform simple desk top publishing.
- Use presentation software to communicate effectively with an audience.

LEARNING OUTCOMES FOR ENG 22

- Demonstrate an understanding of writing as a process which includes gathering information, exploring ideas, clarifying thoughts, developing and supporting a thesis, organizing information, revising, editing, and proofreading.
- Demonstrate active reading skills such as annotating, cultivating vocabulary, and objectively summarizing and analyzing information and main ideas.
- Write essays with content, organization, language, and tone suited for various purposes and audiences
- Write sustained essays (minimum 3000 words or 12-15 pages over the semester) that may include narrative, descriptive, evaluative, analytical, and persuasive modes; focused on a central idea; adequately supported; and logically divided into focused paragraphs.
- Identify patterns of error and learn to edit sentences for grammar and style.
- Utilize sources (such as surveys, interviews, observations, books, periodicals, and online resources), and demonstrate understanding of MLA documentation by creating a Works Cited page as well as correct in-text citation for quotations and paraphrases from sources.
- Demonstrate an awareness of the social aspect of writing, including giving and receiving feedback, utilizing tutoring resources, and writing collaboratively.
- Demonstrate computer literacy skills including word processing, use of online resources, and visual formatting of written documents.
- Demonstrate effective planning, time management, and organizing strategies for writing projects and college course work.
- Produce a portfolio reflecting growth and self-awareness in writing as well as evidence of mastery of the above competencies.

Let’s Talk Story: Folklore, Jokelore & Urban Legends Learning Community

ENG 22 Beginning Composition
ICS 197B Intro to Windows and the WorldWideWeb
ICS 197C Intro to Word and PowerPoint
Fall 2005

ICS Instructor
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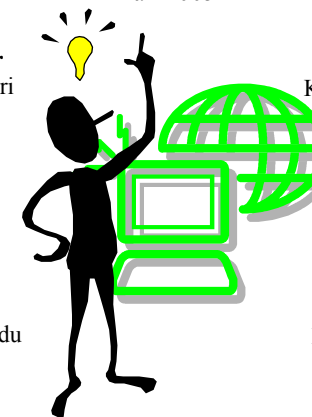
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Description

ENG 22 assists students in understanding the writing process and in shaping their ideas into effective essays.

ICS 197B is a non-technical introduction to computers and the Internet. Students will increase their understanding of the dissemination of information via the World Wide Web and use of the Windows operating system to manage their computer files.

ICS 197C is a non-technical introduction to Microsoft Word and PowerPoint. Students will gain proficiency in the use of common word processing and presentation software.

Through the use of writing and the WorldWideWeb, you will embark on an exploration of the wild and wacky world of urban legends. While earning credit for three courses, you’ll explore the following topics & find answers to the following questions: What is the definition of an urban legend? What are some urban legends: past, present, and future? How can you tell if a story is an urban legend? Why do we fall for these outrageous stories? What elements make them believable?

Required Course Texts

Assigned readings must be completed prior to scheduled class times.

The Vanishing Hitchhiker: American Urban Legends and Their Meanings by Jan H. Brunvald, W.W.Norton & Co. 1981

The Brief Penguin Handbook by Lester Faigley, Pearson Ed. Inc. 2003

Textbook website: http://wps.ablongman.com/long_faigley_penguinhb_1
The Advantage Series: Word 2003- Brief Edition by Sarah Hutchinson-Clifford, Ann Miller & Glen Coulthard

The Advantage Series: PowerPoint 2003- Brief Edition by Sarah Hutchinson-Clifford, Pat Graves &Glen Coulthard

REQUIRED DISKETTES

Two floppy diskettes (IBM formatted), one of which **MUST** be brought to class beginning in the second week of instruction. The others will be for project submission and in-class work.

CLASS FORMAT

Content will be presented through lectures, projects, group work, discussions, demonstrations, hands-on activities, and the World-wide Web. Students are to work on projects both in class and outside of class. Students must be prepared to take notes during lectures and feel free to ask questions. While many hands-on & practice activities will be done in class, students must be prepared to devote some time outside of class to research, writing, editing, practicing on the computer and working on class projects.

USE OF THE WEB AND ELECTRONIC MAIL

A web site has been established to support instruction as follows: (1) provide information such as a syllabus and calendar; (2) deliver quizzes; (3) provide feedback such as progress reports; (4) facilitate communication between students and instructor through on-line discussions and e-mail. Students will be **REQUIRED** to access the web site on a regular basis. Directions/hands-on demonstrations regarding the web site will be provided in class. The website address is: <http://webct.hawaii.edu>.

ATTENDANCE/CHANGES IN REGISTRATION

Prompt and regular attendance is expected of each student. Those who are late or miss class are still responsible for obtaining from classmates, notes on the material and/or assignments covered in class. If you must miss class for an emergency or illness, you must notify the instructors via email or phone message **and** provide a document such as a doctor's note that shows you could not be in class. Ten percent will be deducted from your attendance grade for each unexcused absence.

ASSIGNMENT/EXAM POLICIES

Assigned projects must be submitted to the instructor **30 minutes before** the **beginning** of the class session in which they are due. Some assignments will be submitted electronically. The grace period for late assignments is **30 minutes before** the **beginning** of the NEXT class session after the due date. Assignments submitted after the grace period will be assessed a penalty of 20% per class session. Waiver of this penalty is possible in extenuating circumstances, which are beyond the control of the student, e.g., illness, and death in the family. Documentation of such circumstances may be requested. It is the responsibility of the student to initiate a waiver of the penalty; failure to do so will result in automatic assessment of the penalty for late assignments.

No make-up quizzes will be given; students with an **excused** absence on the day of a quiz will not be penalized for a missed quiz. No assignments will be accepted after the last day of class.

It is unacceptable to use another person's ideas or words without acknowledging a source. It is also unacceptable to have another person write your papers for you. It is illegal, unethical, and a serious violation of the KCC academic policy. Cheating & plagiarism on any project or quiz are unacceptable and will result in an "F" for the assignment or quiz for ALL parties involved.

WITHDRAWAL POLICIES

Enrollment in **ALL THREE** classes is required in this Learning Community. Withdrawal from only one class is not permitted; you must withdraw from all three classes. Be sure to follow official withdrawal procedures. Those students who just stop coming to class will receive and "F" for all courses, which will bring down your GPA considerably. A "W" grade does not get factored into your GPA.

OTHER POLICIES

Class will begin **ON TIME**. Tardiness will impede your success in this class. If you cannot be prompt for **EVERY** class, drop the course or be prepared to accept the consequences.

To get the most out of your classroom experience, set your personal pagers and cellular phones to vibrate mode or turn them **OFF**.

To maintain the quality of the classroom equipment, a strict policy prohibiting all food and beverages in open containers will be enforced.

TUTORING AND LEARNING SUPPORT

Getting feedback on what you've written is a crucial part of the writing process. The Holomua center provides writing tutors five days a week. **ADD YOUR CLASS POLICY ON TUTORING** (including whether or not Smarthinking.com is available to your students) **HERE**.

The Holomua Center also provides Learning Support including: word-processing and Internet access, math tutoring, text and reference books, workshops, and a comfortable place to study with friends and classmates.

Other valuable campus resources include the Lama Library and The Secrets of Success (SOS) and Grammar Workshops. See the SOS schedule at: <http://library.kcc.hawaii.edu/~inaba/sos>

COUNSELING SUPPORT

During the semester, personal situations may develop that interfere with your academic goals. Holomua counselors are available to help you to resolve these issues and get you back on track with your studies. To see a counselor, please drop by, e-mail, or schedule an appointment in advance:
Iliahi Building 228, Phone: 808.734.9343, Email: holomua@hawaii.edu

SPECIAL STUDENT SERVICES (SSSO)

Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you do have a disability

and have not disclosed the nature of your disability and the support you need, you are invited to contact the Special Student Services Office, 734-9552, 'Ilima 105. These and all other course materials are available in alternative formats.

STUDENT CONDUCT CODE

A college campus is a community with specific behavior expectations designed to allow all students, faculty, and staff to flourish. Please familiarize yourself with KCC's Student Conduct Code in the course catalog. You should know your rights and responsibilities on campus. The Student Conduct Code describes specific campus policies related to: drug and alcohol use, smoking, weapons, sexual harassment and sexual assault, academic honesty, nondiscrimination, and family privacy.

In all campus environments, Disruptive Behavior will not be tolerated. This means: any speech or action that (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment.

GRADING SCALE

A standard scale will be used to determine final course grades. The scale is as follows:

A: 90 - 100% C: 70-79% F: 0 - 59%
B: 80-89% D: 60 - 69%



ASSIGNMENTS & EXAMINATIONS

Your grade for all courses in this Learning Community will be based on evaluation of items listed below. The Learning Community instructors will award a common grade for all three courses. The grade you get in one course will be the same grade you receive in the other two courses.

Evaluation Items	Percent of Grade
<i>Attendance</i>	5
<i>Web Discussions</i>	5
<i>Papers and Projects</i>	70
1. Graphic representation of urban legend	
2. Analyze a legend you heard in childhood	
3. Summarize research articles	
4. Interviews/Analysis	
5. Write your own urban legend, presentation	
6. Research Paper	
<i>Electronic Portfolio</i>	15
<i>Quizzes</i>	5

Extra credit assignments may be given to the class as the instructors' discretion.