English 101 (10245): English Composition Online
Summer 2014

Introduction

Welcome to English 101! I look forward to getting to know you as we work together to understand language and writing. I will be your guide over the next 8 weeks as you enter into the world of expository writing and research. Even though this class meets 100% online, I will be with you every step of the way.

To many students’ surprise, an online class usually requires more discipline and determination than a face-to-face (F2F) class. This is a reading and writing intensive course, conducted in a very short term format. As such, students are expected to devote a substantial amount of time to the class: a minimum of 20 hours per week in order to successfully complete assignments and do well in the course. In order to determine if an online course is right for you, please carefully read the “Commitment” section of this letter.

Below you will find general information regarding the course and college that you may find useful. Please contact me with any questions or concerns you may have. I am available through email and generally respond within ten hours of your email being sent.

Class Information

Instructor: Michele DeGraffenreid
Course: English 101
Section Number: 10245
Course Length: 8 Weeks, June 16, 2014 – August 8, 2014
Class “Website”: http://bb.canyons.edu

We will be utilizing Blackboard as our course management system. All information regarding this course will be available through Blackboard. The course will be available on June 16 for you to access through the website provided above. If you have any questions or issues accessing Blackboard, please use the following information:

Tech Support Email: bbsupport@canyons.edu
Phone Number: 661-362-3344
Tech Support Office: BONH-106/107

Required Textbook

The College of the Canyons bookstore has the required textbook available for purchase. Please make sure that you have the correct book, as there may be several versions of the text available. Not having the book is not considered a legitimate reason to submit the work late. The following is the information for the required textbook:


The textbook will be required on the “first day” of class, so please purchase your text as soon as possible.
About English 101 at College of the Canyons

Course Description
English 101 emphasizes the principles and methods of expository writing, with reading and analysis of expository prose. The course meets CSU/UC transfer requirements.

Prerequisites
Satisfactory score on the SAT, ACT or placement test or successful completion of English 080 and English 090 or English 080 and 092 or English 094 or English 091.

Student Learning Outcomes
At the end of the course, students will be able to:
1. Compose persuasive, well-organized, grammatically correct full-length essays, synthesizing properly documented and relevant research and other evidence to develop and support a unified thesis.
2. Analyze and critically evaluate college-level texts for argument, structure, and rhetorical strategies.

Commitment
English 101 is an 8 week, 3-unit class. As such, you should expect to spend roughly 20 hours each week dedicated to this class. Since this course is also 100% online, we will not be meeting for any face-to-face sessions. This course is not a “traditional” course as it is associated with the Distance Learning department. Plan on spending 5 days a week reviewing the “lecture” material, “activity” material, and all assigned homework.

Since this class meets 100% online, before we get too far into the semester, you should determine your own ability to complete a course that does not meet in a traditional classroom. Online courses require time management, organization, and self-motivation. To determine your ability, try completing MiraCosta College’s quiz, “Test Your Potential as an Online Student” at the following website:

http://www.miracosta.cc.ca.us/Instruction/DistanceEducation/quiz.aspx

This quiz will enable you to determine where you fall in your own potential to succeed in an online course. If you earn a lower score, do not be discouraged or see this as an immediate warning to drop this course. Should you earn a lower score, I suggest you contact your academic advisor, mentor, and/or online instructor to discuss available resources as well as any options that will help you to succeed. For tips on How to Succeed in Distance Learning, please visit

http://www.canyons.edu/offices/distance_learning/info/success.asp

Expectations
To keep yourself aligned with the progress of the class, you are required to log in to the course website with a computer at least four times a week of no longer than a consecutive 72-hour period, weekend included. Logging in to Blackboard will serve to help in reminding of due dates, to check for post responses, and to be informed of updates, announcements, or clarifications regarding assignments. Such a “check-in” requirement is similar to an 8-week class that meets four times a week conducted in a F2F format.

In addition, because this is a college level writing class, I expect students to be respectful in their postings and communication with the Instructor and their fellow students. When you send an email, please follow proper netiquette:
1. Email subject should read, “101 Your Name Brief Question” (Example: “101 J. Smith- Problem logging in”).
2. Address the Instructor properly: “Dear Professor DeGraffenreid” (or your fellow student).
3. Employ proper language and style in your message, such as using complete sentences and proper punctuations.
4. Sign your name, and remember to use your Canyons email, as I cannot reply to personal email accounts.

*Emails sent to me that do not follow the basic netiquette described above will not receive a reply.*

**Checking In**

The course website will be available after 8 AM on Monday, June 16. Please do not email me for earlier access to the course. You will need to log in and finish the first assignment (a Discussion Board posting) before 11:59 PM on Monday of Week 1, so I will not drop you from the class. (This is the same rule as the “first day no show” for F2F classes. This policy means: If a student does not show up for his or her first day class, he or she will be dropped by the Instructor.) The first assignment is relatively easy to do. If you complete your first assignment in time, I know that you have logged in and know how to use the basics of BB.

**Course Requirements**

*Reliable Internet Access:*

Because this is an online class, no homework will be excused due to unreliable internet access or issues with technology. If your internet has gone down for more than a day, you will need to complete your homework on campus, at a library, internet café, or a friend’s house. **MAC USERS:** Please note that **Google Chrome is NOT compatible with Blackboard.** You may NOT use Google Chrome as your browser if you are using a Mac. Work submitted through Google Chrome on a Mac cannot be saved by Blackboard. Your work will show as “not submitted”, and you will earn a “0” on the assignment. All other browsers are compatible with Blackboard on Mac, and ALL browsers, including Google Chrome, are compatible with PCs.

*Your Own Email Address:*

To ensure that the Educational Code regarding student privacy is followed, **you are required to use your Canyons email.** I cannot share your course information or grades with anyone else, including your parents or legal guardians. Regardless of your age, when you are enrolled in a college class, you are treated and considered as an adult who is responsible for your own grades. Since I rely almost exclusively on online communications, such as email, to communicate with you when it comes to your grades and class performance, I will only do so through the Canyons email system.

*MS Word Processing Capacities Required:*

All course documents are written in Microsoft Word 2007/2013, which is currently the most popular and accessible word processing program. This class assumes that students can open the course documents composed in MS Word and that students will submit essays that can be opened in MS Word. This does not mean the student has to buy MS Word if he/she does not have it; it means that, if the student does not use MS Word, it is the student’s responsibility to save the document in either .rtf, .doc, or .docx and to make sure that I will have no problem opening his/her documents in MS Word. When I open the essay, the format needs to remain intact as required. In other words, it is the student’s responsibility to make sure that I can open and comment on his/her essays, and when I return the essay with comments and a grade, the student can read them with no difficulty.
Turnitin.com:
All formal essay assignments will need to be submitted to turnitin.com. You will be required to create a Turnitin.com account if you do not already have one.

Discussion Board (DB) Postings and Quizzes:
Several Discussion Board posts with responses will be due each week. Occasionally, there will be some pre-announced quizzes. All these will take place on Blackboard. Each posting asks for a minimum word count that will increase as the weeks progress. Please expect to write significant responses, in addition to formal papers. All assignments are due by 11:59PM through Turnitin.com or Blackboard.

Four Formal Essays:
You will write a total of 4 formal, critical essays, with a minimum of 6,000 words to fulfill the transfer requirement. Each essay will be submitted in required portions throughout the semester. The class will end with a reflection and Final Portfolio. Please see the syllabus and handouts for detail.

Resources
This course has been carefully designed according to Universal Design and satisfies all policies under Section 508 of The Rehabilitation Act and the Americans with Disabilities Act. Any student who has a registered disability is encouraged to contact the Disabled Students Program and Services (DSP&S). DSP&S can offer students specific services that will provide registered students with valuable resources that will further your success throughout your academic career. For more information, please contact DSP&S directly:
Website: http://www.canyons.edu/offices/dspss/
Phone: 661-362-3341
TTY: 661-255-7967
DSP&S Office: Seco Hall 103

For those of you who are new to online learning, or if you simply want more information about a class that is held 100% online, please visit Distance and Accelerated Learning (D&AL). Whether you visit the department on campus or online, you will find many valuable resources that will help you on your “academic online journey”. I strongly suggest you review the “Student Checklist” for online classes which you may find very useful: http://www.canyons.edu/offices/distance_learning/index.html. This checklist provides helpful links to supplemental resources, including a Blackboard Orientation site and a list of Computer Requirements for online classes.
D&AL Website: http://www.canyons.edu/offices/distance_learning/index.html
Phone: 661-362-3600
Email: distancelearning@canyons.edu

Final Note
This may seem overwhelming at this point as you enter into the realm of the unknown. I promise you that with a little planning, organization, and dedication, you have the potential to do quite well in this course. However, if you are unable or unwilling to dedicate a minimum of 20 hours per week to this class, you should consider taking English 101 during a session that is longer than 8 weeks. Should you decide to remain in this course, I will be available throughout the session for any questions or concerns you may have. Please do not hesitate to email me at Michele.DeGraffenreid@canyons.edu any time for any question you may have; I am more than happy to provide as much support as I can.

I look forward to working with you this session and am excited to be a part of your journey as a college writer!