Welcome to ENGLISH 101 (10867)
College Writing
A 100% Online Course for Summer 2014

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Welcome to the online English 101 class. I will be your instructor for English Composition and am happy that you are considering taking ENGL101 online. This Welcome page can help you decide if an ENGL101 online is a right choice for you in fulfilling your curricular needs.

An online course allows students to have the freedom to do their work at places and time that are convenient to them. Such freedom, however, does not mean that there will be no deadlines. To many students’ surprise, an online class usually requires more discipline and determination than a face-to-face (F2F) class. More often than not, it also takes more time to complete assignments for an online writing class than for a F2F one.

In addition, this is a reading and writing intensive course, conducted in a very short term format — 5 weeks. Students are expected to devote, as they would for a F2F 5-week class, a minimum of 25 hours per week to complete their assignments and do well in this class. My goal for an online class is such that students, with the right books in their hands, can complete and submit all their homework at home, online, without having to leave their house. All homework will be done, quizzes taken, and essays submitted on Blackboard, our course’s management system.

In order to do so, please make sure that you have the right books in your hand BEFORE the first day of class. See the information on textbooks below.

About ENGL101 at COC:

• 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 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:
  
  • 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.
  
  • Analyze and critically evaluate college-level texts for argument, structure, and rhetorical strategies.

**Course Expectations:**

*For the amount of reading and writing this course requires, Students are expected to invest at least 25 hours per week into this course.* To keep yourself aligned with the progress of the class, you are required to **logon to the course website at least four times a week with a lapse of no longer than a consecutive 72-hour period, weekend included**: to remind yourself of the assignment due dates, to check if your classmates or I have responded to your postings, and to see if any updates, announcements, or clarifications about assignments have been made. Such a “check-in” requirement is similar to a 5-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, do observe the basic *netiquette*:

1) Be sure that you have “101 Your Name Brief Question” in your subject (such as: “101 J. Smith Problem logging in”),
2) Address the Instructor properly: Dear Professor Kroll, (or your fellow student),
3) Employ proper language and style in your message, such as using complete sentences and proper punctuation, and
4) **Sign your name**, since some email addresses do not indicate who you are.

*Email messages sent to me that do not observe the basic netiquette as mentioned above will not receive replies from me.*

**Course Schedule and Instructor Availability:** The course website will be available after 8 AM on the first day of class. Please do not email me for early access to the course. You will **need to log in and finish the first assignment (a Discussion Board posting) before 11 PM on Wednesday 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. It means: If a student does not show up for his/her first day class, he/she will be dropped by the Instructor.) The first assignment is relatively easy to do. If you complete your first assignment on time, I know that you have logged in and know how to use the basics of BB.

Normally, if you email me, during weekdays, Monday through Thursday, you can expect to
receive a reply or an acknowledgement of your email from me within 24-48 hours.

*However, emails to me should be extremely rare, because all course-related activities or questions are conducted on the course website, NOT via email.*

**After You Log on the First Day of the Class:**

Please perform the following three tasks, which should take you no longer than 30 minutes:

1) Go to Tools, click on Personal Information, to **change your email address and password**. The default email for all BB users is: student@canyon. So, you **will need to change your email address** to the one you check at least 4 times a week. If you do not change your email address right away, you will miss an email from me sent during the first week of class; (Please note: for this class, you will need a **my.canyons email address that is yours only**, not shared with someone else, such as your family members. This requirement is to ensure that the Education Code about student privacy is properly followed.)

2) Print out the course syllabus and study it carefully. You have reading and writing assignments due as soon as Monday of the first week; and

3) Before 11 PM on Wednesday, the first day of class, post a 350-word writing on Discussion Board. See instructions on Assignment Schedule and Discussion Board for details.

**Required Texts: Students are required to buy the textbooks for the class. NO exceptions!**

*There are THREE required textbooks. The COC bookstore has them available for you to purchase.* Please make sure that you have the right book, with the right ISBN number, so you can do the required assignments.

*Please be sure that you have your textbooks in hand prior to the class begins on the first day of class. You have writing assignments based on the reading as early Tuesday.*

*Not having the book is not considered a legitimate reason to submit late work.*


- In addition to the textbooks, you will also be asked to read e-texts online, listen to podcasts, and watch instructional videos when available and applicable.
Course Requirements:

- **Reliable Internet Access:** Because this is an online class, no homework will be excused due to unreliable internet access. 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.

- **Your Own Email Address:** To ensure that the Educational Code regarding student privacy is followed, you will need an *email address that is yours, and yours only*. I cannot share your course information or grades with anyone else, unless I have written legal documents to allow me to do so. Regardless of your age, when you are enrolled in a college class, you are treated/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 if you have your own my.canyons email address that is not shared with others.

- **MS Word Processing Capacities Required:** All course documents are written in MicroSoft Word, 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 do not use MS Word, *it is the student’s responsibility to save the document in either .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 writings due in this class, formal essays and some Discussion Board postings, will need to be submitted to turnitin.com before they will be read/graded. No turnitin submissions, no grades.

- **Discussion Board (DB) Postings and Quizzes:** 3-4 fresh postings and 6-8 replies per week are expected. Occasionally, there will be some quizzes. All these will take place on Blackboard. Normally, each posting asks for a minimum of 350 words in length; some will be longer. So, do expect to write about 1,250 words per week on the Discussion Board, *in addition to formal papers.* This may include small group discussions. *All postings are due on turnitin and DB before 11:00 PM on the due dates.*

- **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. The class will end with a final reflection essay. Please see the syllabus and handouts for detail. The first three essays will require at least one draft.

*Welcome to English 101!* I am looking forward to having you in this class. *It is going to be a lot of work, especially when intensive reading and writing is expected for such a class;* if you are unwilling or unable to invest at least 25 hours into this class, you should consider taking 101 from another instructor. Nevertheless, if you decide to take 101 with me this winter, I do believe that you will find your time and efforts well-spent and that you have learned much from the
course on how to read critically, write intelligently, and analyze world events insightfully. Welcome Aboard!