If this course is full and has gone to a wait list, please do not email me before the course begins to try to add. Due to the number of students involved, I will be unable to reply to such emails and you will receive an automated ‘out of office’ reply.

The best way to add the course is to be on the waitlist, as the college will automatically add you if a spot opens up. They will notify you by email so that you can pay your fees and remain enrolled in the course.

In the event that there is room for additional students to add the class, I will know on Wednesday, June 18th, so please contact me by email early that morning (even if you are on the waitlist. If you are on the waitlist and do not contact me by email early in the morning on Wednesday, June 18th, your spot will be given to another student).

Orientation Letter

English 261 Online Summer 2014

Section 10895

Dr. Tracey Sherard

Welcome to English 261. I’m Dr. Tracey Sherard, the instructor of this course, and I’m looking forward to working with you during this **fast-paced** and exciting course!

This class will be conducted entirely online and will begin on
Monday, June 16th.

There is a mandatory online orientation that must be completed before 11:59 p.m. PST of Tuesday, June 17th. If you do not complete all steps of this mandatory online orientation before 11:59 p.m. PST of Tuesday, June 17th, you will be dropped from the course as a ‘no show’ in accordance with college policy.

1. Go to http://bb.canyons.edu

2. Log into the course. When you log in, you will find instructions for the rest of the orientation (click on the ‘orientation button’ on the main menu). Make sure to allow yourself at least two hours to complete this step of the orientation. If you have any trouble logging in, you can visit the TLC on campus for assistance (for hours and contact information, go to http://www.canyons.edu/offices/TLC

To complete the online orientation, you will need the following:

**Your student ID number.** This is the number that you used for registration. If you do not have this number, please contact the Admissions office.

**Your College of the Canyons email address.** You must know how to access your college e-mail address so that I will be able to communicate with you individually when necessary. All email communication will be conducted via College of the Canyons, not private, email addresses.

Especially in a short-term course, it is crucial for you to have your books the first day of class. Late work will not be accepted because of not having the books, so make sure to plan ahead.

The ISBN# is: 978-0-393-91310-1. If you plan to buy your text from a vendor other than the COC bookstore, you will need this number to ensure you are purchasing the correct texts (this is the number for all three volumes purchased together). It is best to have the correct edition but you can get by with an older edition as long as you realize that the page numbers will be different and that you are responsible for making any adjustments or accessing material that may be missing in your edition. (Using an earlier edition will not be an acceptable excuse for not having reading or work completed. Deadlines will not be extended)

Some Basic Information:

This is a 100% online class. Please do not take this class if you are too busy to take a regular class, as it requires just as much—if not more—time and effort, especially in a condensed format. You will be expected to complete the same amount of work in 5 weeks that is required for a full length 16-week semester. This class is a major time commitment (roughly 30 hours for each of the 5 weeks).
Basic Required Skills:

You will need to have ready access to current word document creating software (Microsoft Word preferred) and be able to save your documents in Word format (.doc or .docx). You will need an up-to-date version of an internet browser. You need to be computer literate, well-skilled in basic document creation and handling. At the very least, you should know how to set margins and fonts, control spacing and other format variables, cut and paste and copy from one document to another and attach documents to emails.

You must know how to set page margins, font size and type, as well as correct spacing (double space only with no extra spaces in between paragraphs) in Microsoft Word, so that I can ensure fairness in determining whether your writing assignments meet the FULL minimum page requirements.

If you are not entirely comfortable with the above described skills, I highly recommend enrolling in Counseling 070, —Becoming a Successful Distance Learning Student.

It would be a good idea to enroll in this helpful class if you have never taken an online course.

It is important to note that this is an English course, not a computer skills course. If there are technical skills that you need assistance with, you may visit COC’s Online Learning website at

http://www.canyons.edu/Offices/DistanceLearning/Pages/MiniTutorial.aspx
You may also wish to visit the TLC for limited assistance.

I also recommend that before the orientation session you visit the following site, which will provide you with basic information about online courses at COC:

http://www.canyons.edu/Offices/DistanceLearning/Pages/SucceedInDistanceLearning.aspx

In addition, here is an evaluative tool designed to suggest whether or not you are well-suited for an online course:

http://www.canyons.edu/Offices/DistanceLearning/Pages/Assessments.aspx

Students who do well in online courses tend to share the following qualities:

- They are good at motivating themselves to complete work by deadlines
- They are strong readers and communicate well in writing
- They have strong time management skills
- They enjoy active, cooperative learning experiences
- They have reliable access to the Internet
- They have basic computer skills, including the ability to cut/copy and paste between documents, send and receive email attachments, and create and save documents in Word or rtf format
Course Requirements:

In order to successfully complete this course, you must log onto our class site several times a week to retrieve and submit assignments and to participate in discussion board and email exchanges. All of these activities involve strict deadlines, as late work is not accepted. Planning ahead is vital. Because I cannot verify individual computer problems, only system wide problems with the server will provide cause to extend any deadlines. If you have a medical emergency that you can provide documentation for, please contact me immediately. If you will not be able to participate in this manner, this is not the course for you.

However, just as in a traditional class, if you know in advance that you are going to—miss a few class periods, doing one or two assignments ahead of time may lessen the negative impact of your—absence on your grade. This course requires the same amount of total work hours (including time spent in class) as a regular face-to-face, full semester length section. In a regular semester, that would mean time spent in class plus reading and homework, which usually totals at least 10 hours.

Therefore, expect to spend roughly 30 hours for each of the 5 weeks of this course. If you cannot devote this amount of time, please reconsider whether this is the appropriate course for you.
This is not a class in which you can complete work far ahead of your classmates or make up work during the last minutes of the semester. Our class-wide discussion boards (where most of our class work will be conducted) will be asynchronous, not synchronous—meaning that you can log in at a time of day convenient to you—as long as you meet the deadlines. However, let me repeat that participation and meeting deadlines several times a week is expected, and late work is not accepted.

I will be online at various times during the week to facilitate discussion, make announcements, and provide schedule reminders.

However, I will not be available to you 24 hours a day, seven days a week, so planning ahead to get any questions you may have answered is essential.

I will evaluate your performance based on specific assignment instructions. Assignments may include weekly writing assignments posted to discussion boards, discussion board responses, quizzes on the reading, exams on historical periods, and a 4-6 page essay (uploaded by you to an online database that helps students to learn about and teachers to detect plagiarism).

Once again, I want to welcome you to the course — I hope to ‘meet’ many of you the first official day of the course, Monday, June 16th.
Sincerely,
Dr. Tracey Sherard

Contact information:
Email (beginning Monday, June 11th):
tracey.sherard@canyons.edu