***All decisions about adding students will be made in class on the first day the class meets. No exceptions.

Orientation Letter

English 091 Hybrid (Valencia Campus and Online)

Instructor: Dr. Tracey Sherard

Spring 2013

Sections 94185 and 94186

Welcome to English 091 (hybrid format). There are two different sections being offered, so make sure you know which day of the week and time yours meets. You must attend the first day of class in order to remain enrolled; if you do not come, you will be dropped as a “no show” in accordance with college policy.

Your section will meet one day per week on the Valencia Campus with the rest of the interaction and work being conducted online. Please do not take this class if you are too busy to take a regular one, as it requires just as much—if not more—time and effort. You will be expected to complete the same amount of work that is required in a face-to-face class (‘class time’ plus ‘homework’). The total amount of time you should expect to spend on the class (both in and out of the classroom) per week is roughly 8-10 hours, just as a traditional face-to-face class requires.

Because we only meet face-to-face once a week, your attendance at all of these sessions is vital and mandatory.

Again, failure to attend class on the first day will result in a “no show” drop in accordance with COC policy.

Your section:
You are enrolled in one of the following sections:

- 94185--meets Tuesdays 11:00 am-12:20 pm in Mentry Hall #334 (Valencia Campus)
First day of class: Tuesday, February 11\textsuperscript{th} (“no shows” will be dropped)

- 94186--meets Thursdays 11:00 am-12:20 pm in Mentry Hall #334 (Valencia Campus)

First day of class: Thursday, February 13\textsuperscript{th} (“no shows” will be dropped)

\textbf{Prerequisite:}
You must have received a C or better in English 081 or have been placed into English 091 by COC’s placement process. If this is not true on the first day of the semester, you must alert me to this fact. If you do not know if you passed English 081, you must check immediately. You cannot receive credit for English 091 if you have taken but not passed English 081. Also, if you have been placed into this course pending a decision on a prerequisite challenge petition, please be aware that if your petition is denied, the Admissions and Records office will drop you from the course. Even if you continue to attend the class, you cannot receive credit for the course if your prerequisite challenge petition has been denied.

\textbf{Course Description:}
English 091 prepares students to write well-organized, unified and coherent essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after English 094.

\textbf{Student Learning Outcomes:}
Upon successful completion of this course, students will be able to:
- Compose thoughtful, well-organized, grammatically correct short essays, using properly documented outside sources and personal experiences to develop a unified thesis.
- Distinguish and analyze basic elements of fiction and non-fiction found in introductory college readings.

\textbf{REQUIRED Books and Materials:}
Books are available at the college bookstore. While you may choose to buy your books from a different vendor (such as an online one), shipping delays will not result in me extending your deadlines as late work is not accepted.

Please bring the following required texts to our first class session (this will be part of your overall class grade):

- \textit{Mirror on America}, 5\textsuperscript{th} edition. Edited by Mims and Nollen
  ISBN: 9780312667658
• Flight, by Sherman Alexie  
  ISBN: 9780802170378  
• Electronic storage device (for USB ports on computers)--or a web based email account with which you are comfortable sending attachments  
• Notebook or binder with lined paper for taking notes and pockets for course handouts.  
• Your COC email address that you check regularly--and to which only you have access.

**Advantages of and Misconceptions about Online Learning:**
Online learning can be an incredibly rewarding and exciting adventure. It provides flexibility and an educational opportunity for students who might not otherwise be able to take advantage of a college curriculum; however, you should be aware that self discipline, self-motivation, and attention to detail are required to complete the course successfully in this format. Students must be committed to meeting deadlines for reading and homework assignments in addition to participating in the virtual classroom for a minimum of three hours per week (online time). Some students are under the impression that online and hybrid courses are “easier” than on-ground courses. This is not the case. Students who take the hybrid or online version of this course believing that that it will be easier than the on-ground version tend to be surprised by the volume of written work required and the amount of reading for which they are held responsible. Consequently, some students that might be successful in a traditional on-ground section are not successful in a hybrid/online section and may ultimately have to repeat the class in the on-ground format in a later semester. If you understand that this section is more challenging than the on-ground version, are very disciplined, and prepared to do the reading and writing required (more than in the on-ground section) then this hybrid course may be for you. If you are not very disciplined, tend not to complete reading assignments in your courses, tend to miss deadlines, or simply have very little time to devote to school because of other obligations, then your chances for success in this hybrid section are greatly reduced and you are urged to consider either an on-ground section with more in person interaction with your instructor or taking the course in a later semester when you have greater time resources.

**Basic Required Skills:**
While you do not need to be a computer genius to take a course with a significant online component, there are some crucial skills you will need to be in control of.

You will need to have ready access to current word document creating software (Microsoft Word preferred). You will need an up-to date version of an internet browser (Firefox preferred). You need to be computer literate, well-skilled in basic document creation and handling. You should know how to copy and paste from one document to another and how to attach documents to emails. You must know how to set page margins and fonts in Microsoft Word as well as delete extra spaces Word
automatically puts in between paragraphs, so that I can ensure fairness in determining whether your writing assignments meet minimum page requirements. In addition, you must know how to save files as uncorrupted .doc or .docx documents. By remaining in the course you are representing yourself as responsible for knowing how to perform these basic computer tasks.

If you are not entirely comfortable with the above described skills before this course begins, I highly recommend enrolling in Counseling 070, “Becoming a Successful Distance Learning Student.” It would be a good idea to enroll in this class if you have never taken an online course. For more information, go to:

http://www.canyons.edu/offices/distance_learning/info/COUNS070.asp

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 tutorials at

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

You can also visit the TLC for limited assistance.

I also recommend that before the first day of class you visit the following site, which will provide you with an evaluative tool designed to suggest whether or not you are well-suited for an online learning environment:

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

Students who do well in online learning environments 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 uncorrupted document files in a Word format (.doc or .docx).

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 up to half 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 is expected, and late work is not accepted without documentation of a medical emergency or death in the family.

I will be online at key 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. Please allow one full business day for email responses.

I will evaluate your performance based on specific assignment instructions. Online assignments may include a weekly discussion board (including responses), quizzes on the reading, and reading journals. There will be an oral presentation and three 2-4 page essays throughout the semester, as well as a final portfolio of revised writing and a final exam.

All essays will be submitted to a plagiarism detection site (information forthcoming).

**Our Course Blackboard Site:**
The online component of our course will take place in Blackboard:

bb.canyons.edu

Our course site will not be available until the first day of class. In the meantime, there are helpful Blackboard tutorials you can access on the COC distance learning site:

http://www.canyons.edu/Offices/Distance_Learning/Blackboard_login.html

I look forward to meeting you all the first day of class and working with you throughout the semester.

Dr. Tracey Sherard

Contact information (beginning Monday, February 10th, 2014):

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