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.

The best way to add the course is to be on the waitlist, as up until right before the semester starts, 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 Thursday, February 13th, so please contact me by email early that day (but please not before).

If you add the class, your name will be sent directly to Computer Support Services via computer by Admissions and Records and it may take 1 or 2 business days before your account is created in Blackboard. I will try to expedite the process if possible, but in the meantime contact me to let me know that you have added.

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**Orientation Letter for English 251 Online**

**Spring 2014**

**Section 94262**

**Dr. Tracey Sherard**

Welcome to English 251. I’m Dr. Tracey Sherard, the instructor of this course, and I’m looking forward to working with you!

This class will be conducted entirely online and will begin on Monday, February 10th – the course will not be available until this date, so please wait until then to try to log in. There is a mandatory online orientation that must be completed by 11:59 pm PST on Wednesday, February 12th. This gives you a full 72 hours to complete the process. *If you do not complete both steps of this mandatory online orientation by 11:59 pm PST on Wednesday, February 12th, you are a ‘no show’ and will be dropped from the course.*

1. Go to [http://ondemand.blackboard.com/students.htm](http://ondemand.blackboard.com/students.htm) to learn how to log in to the Blackboard site we will be using for the class.
2. Once you’ve learned how Blackboard works, go to [http://bb.canyons.edu](http://bb.canyons.edu) and log into the course. When you log in, you will find instructions for the rest of the orientation. 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 (I-209) on campus for assistance (go to [http://www.canyons.edu/offices/TLC](http://www.canyons.edu/offices/TLC) for hours and contact information).

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 have a COC e-mail address and use it (rather than a personal email address) for course correspondence.


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 looking ahead on the reading schedule and making any adjustments or acquiring material that may be missing in your edition. (*Using an earlier edition will not be an acceptable excuse for not having reading assignments or other work completed.*)

Do not attempt to take this course without buying the book.

Note: Please do not buy the textbooks if you are just on the waitlist, as that could make them unavailable for those enrolled in the course. Once you have been moved from the waitlist into the course, you may purchase the books (don't forget to pay your fees!).

**Course Description:**

The course is a survey of American literature from the 1860s to the present.

**Some Basic Information:**

This is a 100% online class. 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’). Therefore, expect to spend 8-10 hours a week on work for this course.

**Basic Required Skills:**

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. At the very least, 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, 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 .doc or .docx documents. By remaining in the course you are representing yourself as responsible for
knowing how to perform these basic computer tasks. Work submitted via corrupted files will not earn credit.

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 at http://www.canyons.edu/offices/distance_learning/info/minitutorial.asp for some tutorials, or visit the TLC for limited assistance.

I also recommend that before the orientation session 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 course: http://www.canyons.edu/offices/distance_learning/nfo/Assessments.asp

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 uncorrupted documents in Microsoft word formats (.doc or .docx)

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 message board and email exchanges. All of these activities involve strict deadlines, as late work is not accepted.

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 8-10 hours. 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 discussion boards (including responses), quizzes on the reading, exams on historical periods, and a 3-5 page essay (submitted in an uncorrupted .doc or .docx file to Turnitin.com, an online databases that help students to learn about and teachers to detect plagiarism. All discussion board original postings will be uploaded by the instructor to Turnitin.com).

My course syllabus will contain a detailed description of plagiarism and of the college procedure for dealing with it. All cases of plagiarism will be forwarded to the Dean of Student Services.

Once again, I want to welcome you to the course—"see" you Monday, February 10th.

Sincerely,

Dr. Tracey Sherard

Spring Contact information (beginning February 10th):

Office Location: College of the Canyons’ Campus—Aliso Hall #204
Office phone: (661) 362-5921
Office Email: tracey.sherard@canyons.edu