Welcome to English 101! This is Alene Terzian, the Instructor for this course, and I’m looking forward to working with you. Please read this orientation letter carefully so you can decide if English 101 Online is the right choice for fulfilling your curriculum needs.

While an online course offers students more flexibility in terms of where they do their work, some students are surprised to find that an online class has strict assignment deadlines, just like a traditional course. Therefore, it’s important that you are self-disciplined and diligent about completing your work.

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.

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.

**About Blackboard**

This online class is made available to you through Blackboard. On the first day of class, please visit the Blackboard login page at the link below and make sure you know how to login. Username and password information can be found at the bottom of that page. You can also click on the “Blackboard Assistance” tab at the top of the page for a list of online tutorials that will help you navigate our virtual classroom environment: [http://www.canyons.edu/Offices/Distance_Learning/Blackboard_login.html](http://www.canyons.edu/Offices/Distance_Learning/Blackboard_login.html). 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).

**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.

**Required Texts:**

Please be sure to have your textbooks in hand prior to the first day of class. You will have Discussion Board postings based on the texts below by the end of week 1. And you should expect a 400 word post per week on assigned readings, plus two 200 word response to your classmates’ posts.

   Required.

   Recommended.
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 Requirements:**

In order to successfully complete this course, you must log onto our class site between two to four 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 of the assignments ahead of time may lessen the negative impact of your absence on your grade.

**Basic Required Skills:**

You will need to have ready access to current word document creating software (Microsoft Word is preferred—Works or Corel almost always cause problems). You will need an up-to-date version of an internet browser (Internet Explorer is preferred). You need to be computer literate, well-skilled in basic document creation and handling. 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 .rtf documents. By remaining in the course you are representing yourself as responsible for knowing how to perform these basic computer tasks. 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](http://www.canyons.edu/offices/distance_learning/info/minitutorial.asp) for some tutorials, or visit the TLC for limited assistance.

I also recommend that 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/info/Assessments.asp](http://www.canyons.edu/offices/distance_learning/info/Assessments.asp).

**Netiquette:**

Please be respectful and professional in all your interactions with your classmates and instructor. In the online world, acceptable and appropriate behavior is known as “netiquette.” For more information about netiquette, please visit the following link: [http://www.albion.com/netiquette/index.html](http://www.albion.com/netiquette/index.html).

**Other Thoughts:**

I am looking forward to working with you all this semester. Please purchase your books and download the Syllabus from Bb as soon as possible. Don’t forget, you must complete the Self-Introductory Discussion Board posting on the assigned date or you will be dropped from the class as a “No Show.” I look forward to “seeing” you on line!