Memorandum

To: English 102 On-line Students

From: Prof. Debra Zednik, debra.zednik@canyons.edu

Greetings all, and welcome to English 102. Please read this orientation memo carefully to best determine if this course will be right for you.

Note: this memorandum is not a course syllabus. The syllabus provides all necessary course information and can be viewed and/or downloaded from the Blackboard course site once the semester begins.

This course is 100% online and will begin on August 25. The course will not be available until this date, so please wait until then to try to log in.

Course Description:

Examines the principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative/persuasive writing, and logical reasoning.

Student Learning Outcomes: By the end of this semester, students will be able to:

1. Compose well-structured, grammatically-correct essays which assert the reader's analytical interpretation of a literary work and support that interpretation with convincing textual evidence.

2. Apply critical thinking, specifically multiple perspectives and elements of argument, to the analysis and interpretation of literature.

Before the first day: Purchase your books. Our bookstore will have the books in stock, new, used, e-books, rentals, whatever you need. Our book list is below. If you order any books from another source, be sure to request a ship date that will get your books to you before classes start.

Required Texts: Students are required to buy the textbooks for the class. NO exceptions! All major assignments will be based on these texts.

Our textbooks for this class:

*Literature and the Writing Process--Backpack Ed.*
On the First Day:

To log in to our course, you will need your student ID number. The word “student” is your password. You will need to log on and finish the first assignment (a Discussion Board posting) before 11 PM on August 25, 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 in time, I know that you have logged in and know how to use the basics of BB.

You must use your My.Canyons.edu email address when you need to contact me and so that others in the class will be able to communicate with you. This must be your own email address and not one that you share with anyone else. This is to comply with Federal student privacy laws.

There are no face-to-face meetings. However, it follows the schedule for the Fall 2014 semester. The Blackboard course site cannot be accessed until the first day of the semester. This is not a self-paced course and requires a tremendous amount of discipline, organization, and participation several days a week. Deadlines are followed strictly and no allowances are made for late postings and submissions.

COC offers support for online students at The Learning Center (TLC 661-362-3349), and you will also need to enroll in the online Supervised Tutoring class (non credit, no fee). After you enroll, you will see this course as an additional course at Blackboard. If you have issues or difficulties that cannot be resolved by the support offered by TLC, please contact me immediately via email. Normally, if you email me, during weekdays, Monday through noon, Friday, you can expect to receive a reply or an acknowledgement of your email from me within 24-48 hours.

Some Basic Information:

- This is a 100% online class, but 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 this course.

- 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. 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 not only to meet MLA format specifications, but also to allow me to determine whether or not your writing assignments meet minimum page requirements. In addition, you must know how to save files as .rtf (rich text format) documents that are NOT ‘zipped’ or compressed.

I look forward to working with you!

Sincerely,

Debra Zednik

Debra Zednik
Professor of English
College of the Canyons