Subject: English
Course Number: 101
Section Number: 16693
Name of Class: English Composition
Instructor: Ann O'Bryan
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Semester: Fall 2015
Class Starting Date: August 29
Class Ending Date: December 12

Class Description: English 101 Builds critical reading and expository writing skills through the analysis and evaluation of college-level, non-fiction readings and the composition of well-organized, full-length essays containing properly documented evidence.

Textbook and Access code information, including costs: Envision in Depth: Reading, Writing, and Researching Arguments, 3rd edition (ISBN #: 978-0-321-89996-5) $53-75 depending on where you purchase

Other Course Materials Required:

Initial instructions for beginning of class: I am so glad you have decided to join this class, and I look forward to getting to know each of you through your writing and discussions. This class will be conducted entirely online. The first day of class begins Saturday, August 29th. Please make sure to orient yourself to all of the Blackboard functions and have a working College of the Canyons email. If you are new to Blackboard and/or the online experience, you may participate in an online orientation and tutorials. Below are some links to these tutorials along with some additional helpful information: Go to http://ondemand.blackboard.com/students.htm to learn about the Blackboard site we will be using for the class. Once you've learned how Blackboard works, go to 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 for hours and contact information). For technical questions, please follow this link: https://www.canyons.edu/Offices/DistanceLearning/OnLine/Pages/default.aspx. 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 official College of the Canyons email address. You must use the email address provided by the college in order uphold the federal mandate of privacy between student and instructor. If you need to set up your COC email account, follow this link: https://my2.canyons.edu/WebAdvisor. Give yourself some time to feel comfortable; sometimes adjusting to the online environment takes a little bit of time. To help familiarize the class with the online learning forum, the first assignment you will complete requires you to read a brief description of what is known as Netiquette. You will find the details about this first assignment on the first day of class. This will help establish the way that we all work together in the Discussion Boards and assignments. Finally, take the time to read through this letter, as it contains important information for the course. Student Success is Attainable for Every Student Below are several ways to help you
reach success in this class Access to a working computer and the Internet is a necessity. Plan on logging in about every few days. Weekly Planning will help you organize your time. Make sure to read through the entire calendar and note important due dates in your personal calendar. Consistency will help you avoid missing important due dates. Meeting online deadlines requires self-motivation and discipline. Do your best to create a routine to check in at the same time or on the same days each week. Accountability will help keep you focused. Using the Discussion Board as a starting point, find one or two people that you can email or call to help you stay on track with this course. Accommodation is available for all students under Section 504 of the Rehabilitation Act of 1973. Please make sure to make the instructor aware of any accommodation needs as determined from the Disabled Students Programs and Services (DSPS) at College of the Canyons. DSPS Contact Information: Phone: (661) 362-3341 TDY: (661) 255-7967 Fax: (661) 362-5716 Basic Required Skills: You will need to have ready access to current word document creating software (Microsoft Word or Adobe Acrobat). 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, spacing, and fonts, so that I can ensure fairness in determining whether your writing assignments meet 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 class if you have never taken an online course. For more information, go to: http://www.canyons.edu/Offices/Counseling/Pages/Courses.aspx Students who do well in online and/or hybrid 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 UNZIPPED documents in .rtf (rich text format). Course Requirements: In order to successfully complete this course, you must attend each on-campus class and 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; 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 much 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. I will hold office hours on-campus, as well. 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) and other short writing assignments, quizzes on the reading, and four essays ranging in page length from 4 to 8 pages (both submitted to Blackboard which is linked to an online database that helps students to learn about, and teachers to detect, plagiarism. All essays will be filtered through this database. 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.

Testing regulations (included proctoring guidelines link):

Course Management System Information:

Student Learning Outcomes: Upon successful completion of the course, you will be able to: Analyze and critically evaluate college-level, non-fiction texts for argument, structure, and rhetorical strategies. Compose persuasive, well-organized, grammatically correct full-length essays, synthesizing properly documented and relevant research and other evidence to develop and support a unified thesis.

Useful Links:

Other: Assignments Throughout the course, you will compose four multi-paragraph essays including a research paper. Every paper will require you to complete a step-by-step writing process, which will be explained over the first few weeks of class. Discussion Boards will help us work through new writing terms, techniques, and strategies. In addition, the Discussion Boards will help reinforce the reading assignments. While there will be a final reading exam, there will not be a mid-term exam. I work hard to ensure that students are well prepared for the final exam. Students who actively and consistently participate in the course, tend to do well. Please email me regarding any concerns or questions. I believe that open communication is a key to learning. Grades You will find a detailed list of assignments and their points on the syllabus. Grades will be posted on a weekly basis. Please provide your instructor about the same time to grade as is provided for assignment completion. In other words, if you have two weeks to write a paper, please do not request grades sooner than two weeks. I am usually very prompt in providing grades. I look forward to getting to know each of you and trust that this is going to be a great session!

DSPS Information: Accommodation is available for all students under Section 504 of the Rehabilitation Act of 1973. Please make sure to make the instructor aware of any accommodation needs as determined from the Disabled Students Programs and Services (DSPS) at College of the Canyons. DSPS Contact Information: Phone: (661) 362-3341 TDY: (661) 255-7967 Fax: (661) 362-5716 Website: https://www.canyons.edu/offices/dsps/Pages/default.aspx