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 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. Students who are dropped for non payment may not be able to be re-added.

In the event that there is room for additional students other than those on the waitlist to add the class, I will know on Thursday, February 12\textsuperscript{th}, so please contact me by email early that day (even if you are on the waitlist you need to contact me!) 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 business day before your account is created in Blackboard, though I will do my best to expedite that process.

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**Orientation Letter**

English 101 Online Section 13817

Spring 2015

Dr. Tracey Sherard

Welcome to English 101. 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 9\textsuperscript{th} – 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 11\textsuperscript{th}. 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 PST on Wednesday, February 11\textsuperscript{th}, you are a ‘no show’ and will be dropped from the course in accordance with college policy.

To complete the online orientation, log in at [bb.canyons.edu](http://bb.canyons.edu). 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.

• The class textbooks. The required book for the course is *Envision in Depth*, 3rd edition (edited by Mims and Nollen). The ISBN is: 978-0321899965. Using the previous edition will not be an option (the 2nd and third editions are substantially different), nor will using electronic or ebooks. If this is an issue, please consider whether this is the appropriate section of English 101 for you.

I also strongly recommend--but do not require--that you purchase *Rules for Writers* 7th edition by Diana Hacker. The ISBN# is: 978-0312647360

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 or the system will drop you from the course).

English 101 Catalogue Description:

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

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). If you do not have Microsoft Word, you will still be expected to be able to either save or export your documents in a Word format (no .pdfs or rich text format, etc.). 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 override default settings in your word processing program 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/DistanceLearning/Pages/SucceedInDistanceLearning.aspx

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/DistanceLearning/Pages/MiniTutorial.aspx

You are also encouraged to 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/DistanceLearning/Pages/Assessments.aspx

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 most importantly, save documents in the appropriate requested file formats.

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) and other short writing assignments, quizzes on the reading, and four essays ranging in page length from 4 to 8 pages (both submitted to me and uploaded to an online database that helps students to learn about and teachers to detect plagiarism. All essays require submission to this online database to earn points).

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 9th.

Sincerely,

Dr. Tracey Sherard

Spring Contact Information (beginning Monday, February 9th):

Office Location: College of the Canyons Valencia Campus—Aliso Lab # 204

Office phone: (661) 362-5921

Office Email: tracey.sherard@canyons.edu