 Orientation Letter

Course:  English 101
Instructor:  Kim Haglund
Section:  15095
Term:  Winter 2015

Welcome to English 101! I am Kim Haglund, and I will be your instructor for this course. I am looking forward to working with all of you. This class will be conducted entirely online and will begin on Monday, June 5th, 2015. The course will be available on Saturday, June 3rd, 2015, for the purpose of enabling you to view the course syllabus and plan accordingly for the rigorous schedule we will have for the five week session.

Please read the entire welcome letter on the pages below before proceeding with the course. These pages will provide you with important information about required materials and required technology, the "virtual" attendance policy, and an overview of the course. Understanding more about how this particular online course is designed and of its requirements will help you get off to a strong start.

*Getting Started...*

Expect to hit the ground running, so to speak, as we will begin work quickly. Since this class officially begins on Monday, June 5th, 2015, the class will be made available to students in Blackboard 9.1 on Saturday, June 3rd. You will not see all of the course materials in Blackboard until the first day of the semester; however, you will be able to view the course calendar and syllabus for planning purposes.

*Blackboard Orientation:*

You will need to learn about the Blackboard site in order to navigate the course effectively. You will go to [http://ondemand.blackboard.com/students.htm](http://ondemand.blackboard.com/students.htm) for an orientation prior to logging in to the course.

*Login instructions for Blackboard:*

1. Open your web browser and go to [http://bb.canyons.edu/](http://bb.canyons.edu/)
2. Click on the “Blackboard Login” button.
3. Enter your username and password.
   a. Your username is your 7-digit COC Student ID Number
   b. The initial password for everyone is “student”. If you already have used Blackboard 9 during the past several semesters and changed your password, use that password.
4. Once logged in, you should see a link on the right hand side of the screen for this class. Click the link to enter the course.
5. If you experience difficulties, you may contact Blackboard Support at 661-362-3344 during regular business hours.

Important Registration Information: You may be dropped from the class if you do not log into this course in Blackboard by 11:59p.m. (Pacific Time) on Monday, June 5th, 2015. Please note: You are responsible, though, for dropping the class by the official college deadlines if you choose not to complete the course.

WAITLISTS: 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. 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 via email so that you can pay your fees and remain enrolled in the course. In the event that there is room for additional students (other than those on the waitlist) to add the class, I will know by Tuesday, January 6th, 2015, so please contact me via email before noon on that day, but not before, so that I can give you an add code. 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 one business day before your account is created in Blackboard, though I will do my best to expedite that process.

_English 101 Course Description_
Students will build 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. This is a 100% online class. Please note that this course will take as much time as a face-to-face class, and students should not enroll in an online course with the expectation that there will be less work. This class requires the same amount of total work hours (including time spent in class) as a regular face-to-face, full semester (16 week) course, and we will be completing that work in a five week session. In a regular semester, that would mean time spent in class plus reading and homework, which should take 8-10 hours per week. **If you cannot devote this amount of time, please reconsider whether this is the appropriate course for you.** This is also not a class where you can complete work far ahead of your classmates or make up work during the last days of the semester. Our class discussion boards will be asynchronous (meaning that you can log in any time of the day), but there will be strict deadlines so that all class member will be able to participate in those discussions.

_Basic Skills Required_
You will need to have ready access to current word document software (MS Word is preferred), and you will need an up-to-date version of an internet browser (Firefox preferred). Computer literacy is a necessary skill to successfully complete an online course, so you should know how to copy and paste from one document to another, how to attach documents and files via email, how to create documents, including setting page margins, spacing and fonts. It is also very important to understand that this is an English course, not a computer skills course. Students who do well in this course tend to share the following qualities:
1. They are good at motivating themselves to complete work by deadlines
2. They are strong readers and communicate well in writing
3. They have strong time management skills
4. They enjoy active, cooperative learning experiences
5. They have reliable access to the Internet
6. They have basic computer skills

**Required Textbooks**
The textbook for this course is *Envision in Depth: Reading, Writing, and Researching Arguments* (ISBN #: 978 0 321 89996 5) 3rd Edition. It is also strongly recommended, but not required, that students purchase *Rules for Writers*, 7th edition, by Diana Hacker. (ISBN#: 9780312647360). The readings from the text will be assigned the first week of class, so it is imperative for you success that you have the textbook available when class begins.

**Required Technology**
If you are using a Windows PC, Blackboard recommends using the latest version of Mozilla Firefox, while Mac users are recommended to use Safari Web Browser. If you have a Windows PC, Microsoft Internet Explorer 8 or 9 may also work for you, but they have been found to be less compatible with Blackboard than Firefox. Additionally, as you get started, you will want to allow pop-ups from Blackboard so you can open assessments and work effectively within the online environment. You can find more information regarding computer and software requirements at the Blackboard support site at: [http://kb.blackboard.com/pages/viewpage.action?pageId=101285989](http://kb.blackboard.com/pages/viewpage.action?pageId=101285989). In order to participate in this class you must have access to a computer with reliable internet access and a valid e-mail address that you check regularly, and by regularly I mean daily. I will send emails to you via your Canyons email address.

If your internet connection is dropped because of a faulty connection or you have other difficulties with your computer, it is your responsibility to troubleshoot the problem yourself. Computer or network failures are not considered excuses for missing any assignment or quiz in this class, nor is missing important announcements because you didn’t check your e-mail. **If you do not have a reliable computer and internet connection elsewhere, you can use the computers on the COC campus in The Learning Center (TLC) located in the library extension, room LTLC 126 on the Valencia Campus, and Room 306 on the Canyon Country Campus. Student ID is required to utilize facilities in TLC, so please take time to visit the Office of Student Development to obtain one during their regular business hours.**

{Please do not use the computers in the COC Student Center as the browsers have a higher security setting and you may not be able to access portions of the course successfully.) If you are not local to the COC campus, you might try a public library for internet access, although computers at such places may not be set up in such a way that they will work properly with Blackboard and often
allow users a very limited amount of time. Toggling between screens, clicking “enter” or “submit” more than once, experiencing a disruption of your internet connection, or remaining logged in to Blackboard for an extended period of time without any activity can contribute to a quiz being recorded as “attempted” by the system whether it was completed or not. Quizzes are not typically reset for students by the instructor under these conditions, so please don’t log into a quiz until you have read the assigned materials and are prepared to complete it within a relatively short period of time with only Blackboard open &/or running. But, because technical problems do occur on occasion in a class of this nature, I typically make at least a couple of extra credit assignments available during the class to allow students to make-up for a discussion post or quiz missed. Please complete these extra credit assignments while they are available to ensure you maximize your point total in the class.

ABOUT WIRELESS NETWORK CONNECTIONS...:
Many of you may be using laptop computers with wireless internet connections. In the past couple of semesters, wireless connections have proven unreliable when completing work in Blackboard, often resulting in work not being submitted properly. If you decide to use a wireless connection, please be sure that it is reliable and will not disconnect while you are completing your work.

For more information on becoming a successful online student, visit the Distance Learning website:  http://www.canyons.edu/Offices/DistanceLearning/Pages/GettingStarted.aspx

Finally, I want to welcome you once again to English 101 and I look forward to meeting all of you. Your first assignment (an introduction) will be due on Monday, June 5th, so it is of great importance that you log in to class daily. Please keep my information handy in case you need to contact me:

Name:  Kim Haglund
Office:  LTLC-126 (Valencia Campus TLC)
Phone:  661-362-3349
Email:  Kimberly.Haglund@Canyons.edu