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 before the class begins 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.

If there is room for additional students other than those on the waitlist to add the class, I will know on Monday, October 16th, 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.

Orientation Letter for English 103 Section 32281 (Fall 2017)

Welcome to English 103 online! My name is Jennifer Brezina, and I'll be your instructor. I'm looking forward to working with you!

This 8-week class will be conducted entirely online through Canvas at College of the Canyons and will begin on Monday, October 16. The course will not be available until this date, so please wait until then to try to log in. If you haven't used Canvas before or want a refresher on Canvas, please visit the guides.

To confirm your place in this class, you must complete the mandatory online orientation by 11:59 pm Pacific Time on Monday, October 16. If you do not, you will be considered a 'no show' and will be dropped from the course in accordance with college policy.

To complete the orientation, go to College of the Canyons’ Canvas site (http://coc.instructure.com) on October 16 and log into the course. Once you log in, you will find instructions for the orientation activities. Make sure to allow yourself at least two hours to complete the orientation. If you have any trouble logging in, you can visit the The Learning Center on campus for assistance or call 661-362-3344 during regular business hours.

To log in and complete the online orientation, you will need the following:

- **Your MyCanyons username.** If you do not remember this username, please go to the MyCanyons site and use the link there to retrieve your username.
- **Your Canvas password** if you have used Canvas before. If this is your first time using Canvas, follow the directions on the Canvas login screen. If you have forgotten your Canvas password, use the link provided on the login screen to reset it.

It is imperative that you have the class textbooks from the beginning of the class. Almost all assignments from the very first days of class will require you read the texts, so you will not be able to complete assignments if you do not have these books. It is also important to have the correct editions of the books as the readings do vary from edition to edition; if you have an older edition, you may not have all the assigned readings. If you do not yet have the books, you should still complete the orientation to avoid being dropped.
Course Description:
Examines the principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on textual analysis, argumentative writing, and logical reasoning. In this course, you will continue to build on the writing and critical reading skills developed in English 101 as well as spend time analyzing the structure and effectiveness of arguments. This class will be conducted 100% online with no required campus visits or proctored exams.

Units: 3.00 - UC:CSU, May Be Taken Once for Credit
Prerequisite: ENGL-101 or 101H
Associate Degree/GE Applicability: Language & Rationality - English Composition

Required Technology and Related Skills:
You must have reliable, consistent Internet access with an up-to-date version of an internet browser (please visit the list of supported browsers from Canvas if you have questions about whether or not your browser is compatible). In case of technical problems with your computer, you might choose to make use of the computer labs on COC’s campus.

You will need to have ready access to current word document creating software for the essay assignment (Microsoft Word strongly preferred). If you do not have Microsoft Word, you will still be expected to be able to either save or export your document in a Word format (no .pdfs or rich text format, etc.).

You need to be computer literate and well skilled in basic document creation and handling. You should be comfortable performing the following tasks: navigating websites, copying/pasting from one document to another, attaching documents to emails, and uploading documents through websites.

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 for some tutorials.

I also recommend that before the class begins that you take a Readiness Assessment to learn more about whether you are well-suited for an online course.

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, navigate websites, and create and save documents in multiple formats

If you are not entirely confident in your computer skills or if anything listed here sounds unfamiliar to you, I highly recommend that you also enroll in Counseling 070 (Distance Learning and Strategies for Success), a one-unit course designed to improve your success in online courses.
**Course Requirements:**
This course meets the IGETC Critical Thinking requirement for transfer to CSU and UC and therefore requires the same amount of total work hours (including time spent in class and time spent on out-of-class work) as a regular face-to-face section. **Because this is a short-term class, you should expect to spend approximately 18-20 hours each week working on assignments for this class and interacting with your classmates and me on the class website.**

This is not a class where you can complete work far ahead of your classmates or make up work during the last minutes of the term. Our 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, but you will need to complete multiple assignments each week, some of which will involve replying to the work of other students.

You will receive a detailed syllabus and schedule inside the online course, and I will evaluate your performance on discussion board projects, essays, quizzes, and other assignments based on specific assignment instructions and provided rubrics. The quizzes and short writing/discussion assignments are designed to help you to understand the readings from the textbooks, strengthen your writing skills, and feel prepared for the essay assignments. Essay assignments will use a writing process approach, meaning you will write the essay in stages with feedback along the way that is designed to help you improve your work.

Once again, I want to welcome you to the course – see you online!

Sincerely,

Jennifer Brezina
jenifer.brezina@canyons.edu