Course Title: English Composition
Course Code: ENGL 101
Professor: Abby McMillen
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Format: Online (100%)
Course Length: 16 week (Full Semester)

Introduction
I’m Abby McMillen, an English instructor here at College of the Canyons. I have taught at COC for three years, and have been a classroom teacher since 2004. I started as a full-time instructor in the local high school district, and then spent a few years working with home-schooling families at a local charter school before starting my career here at COC.

Course Description
English 101 focuses on college-level writing and demands a rigorous commitment to the reading and writing process for the duration of the class. English 101 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.

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.

Class Requirements
You must have daily access to a computer equipped with reliable online access. Although you may use the computer labs at the COC campus to access this course, please make sure that you are familiar with their hours of operation. Additionally, for this class, MS Word processing capacities are required. This class assumes that students can open the course documents composed in MS Word, MS PowerPoint, and as PDF files. Additionally students will submit assignments that can be opened in MS Word as .doc/.docx.

Course Information
All information regarding this course will be available through Canvas. The course will be available on the first day of the term at 8:00am PST for you to access through the website provided above. If you have any questions or issues accessing Canvas, please use the following information: Tech Support Email: cvsupport@canyons.edu Phone Number: (661) 362-3344 Tech Support Office: BONH-106/107
We do not "meet" at the same time for this online course. It is your responsibility to use Canvas for our class for assignments and due dates. Regularly check the "Announcements," and “Modules” folders. This will help you to keep track of upcoming assignments and due dates. Plan to spend just as much time doing the work for this class as you would for an in-person course. Remember that online courses are student driven. This means that it will be YOUR responsibility to read the material, do the work, keep track of deadlines, and notify me if you have any questions. Any student who does not log in or show any form of online participation for seven consecutive days will be dropped from the class.

***To avoid being dropped from the course as a “no show,” you must login to the course website on Canvas and complete an online discussion board activity by 11:59pm on the first day the term begins. If you do not complete this assignment by the deadline, you will be dropped from the course.

The specifics of the grading process and assignments will be available in the course syllabus, which will be posted on our class Canvas page as of the course start date. Please read it carefully and make sure you understand the demands of the course. If you have any doubts about your ability to complete this course, please drop immediately so that other students can enroll without complications.

Textbook information
For this particular class, you will need the following textbook:

- **They Say/I Say They Say/I Say With Readings**, 3rd edition (ISBN #:978-0-393-93751-0)

Please ensure that you buy the correct copy (picture is included here for reference). As always, books are available for purchase at the campus bookstore, but if you choose to purchase elsewhere, double-checking ISBN numbers is helpful in ensuring the correct book is purchased. (There is also a free online text that is required, but is available to everyone on our Canvas site. It is called *Writers’ Handbook*, and it is a book to help with essay writing and language skills.)

Additionally, there will be another required text to be purchased around the midterm of the semester. This will be one of the texts below, which will be assigned (based on student preferences and instructor delegation) for a group assignment. Don’t worry about these now (since you don’t know which to purchase), but keep in mind that you will be assigned one during the semester and will need to purchase the appropriate text.

Books for Small-Group Discussion and Projects:

Other relevant course information

Time Commitment:

This course requires as much of a time commitment as any face-to-face English 101 class. You should expect to log on at least three times a week to complete assignments. Expect to spend about 8-10 hours on this class per week for each of the 16 weeks. If you are not able to commit this time to the course, this course is not for you. This is not a class where you can work far ahead. You will be required to log in at least three times a week and complete the course work at an appropriate pace.

Advantages of and Misconceptions about Online Learning:

Online learning can be an incredibly rewarding and exciting adventure. It provides flexibility and an educational opportunity for students who might not otherwise be able to take advantage of a college curriculum; however, you should be aware that self-discipline, self-motivation, and attention to detail are required to complete the course successfully in this format. Students must be committed to meeting deadlines for reading and homework assignments in addition to participating in the virtual classroom for a minimum of three hours per week (online time). Some students are under the impression that online courses are “easier” than on-ground courses. This is not the case. Students who take the online version of English 101 believing that it will be easier than the on-ground version will be surprised by the volume of written work and the amount of reading required. If you are ready for the challenge, this online course will allow you to build critical reading and expository writing skills without being in a traditional classroom.

Email Policy:

Open communication is an important part of academic success. Please feel free to email me if you have any questions regarding the course. Feel free to email me whenever you have a question or concern. I will typically respond to your emails with in 24 hours, and I do NOT respond to emails on weekends. This means it is best not to wait until the last minute for clarification. All emails must be professional and follow basic email etiquette (they need a descriptive and informative subject which includes the course name, an appropriate greeting, information details, closing line, and your name in the body of every email). Remember to sign your name and to use your Canyons email, as I cannot reply to personal email accounts.

Additional Resources

Canvas

The course can be accessed via Canvas at cv.canyons.edu on the first day of the course. Follow the login instructions at the bottom of the screen to log in. Here, you can also access Canvas user guides with helpful tips for navigating and using Canvas. For any Canvas related issues please call the Canvas Student Support line at (661)362-3344 during college business hours, or (877)889-9052 for 24/7 support.

**Note: If this class does not appear in Canvas, before calling technical support, ask yourself: Has the class officially started? Did you pay for the course? Do you have any holds on your account that would deny you access? Has it been more than 24 hours since you have added the class to your My Canyons account? If you are still having problems please contact tech support.
Distance Learning
Check out the Distance Learning website for more information on a variety of topics that can help you be a successful online student such as: exam proctoring, learning styles, computer skills, and tips for student success. If this is your first online course, feel free to take our online learning readiness assessment to assess your skills.

The Learning Center (TLC)
The TLC provides FREE tutoring resource to COC students including:
- Face-to-face & ONLINE tutoring
- Testing Center: offers test proctoring services for courses that have required proctored exams
- Study Jam Review Sessions
- Computers with over 300 software programs
For more information visit the Website for TLC.

Disabled Students Program & Services (DSPS)
College of the Canyons DSPS provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at COC. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of the college programs and activities through appropriate and reasonable accommodations. For more information on their services visit the Disabled Students Program & Services website.

Online Counseling
The Counseling Department offers appointments online. You can schedule an appointment by visiting the Online Counseling website. Counselors can help you map out a plan to reach your educational goals as well as advise you on course selection and registration.

While all of the above information may seem overwhelming, you should become more familiar with the course as the weeks pass. Make sure you keep up with the calendar and assignment due dates, and contact me with any questions you may have.

See you online!

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