If this course is not full, you should be able to add it via MyCanyons.

If it is full and has gone to a wait list, I will not be able to reply to emails requesting an add code until after the “no-show” deadline.

If the course is full, the best way to add 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 will not be able to re-add.

In the event that there is room for additional students other than those on the waitlist to add the class, I will know on Friday, August 25th, so please contact me by email early that day at the latest (even if you are on the waitlist you need to contact me!). If I am able to add you to 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 CANVAS, though I will do my best to expedite that process.

Orientation Letter
English 101 Online – Section 28128
Fall 2017
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, August 21st – 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 Thursday, August 24th. This gives you a full 4 days to complete the process, which is a large window of time. Therefore, if you do not complete all steps of this mandatory online orientation by 11:59 PST on Thursday, August 24th, you are a ‘no show’ and will be dropped from the course in accordance with college policy. Please also note that students who are dropped for non-payment may not be able to re-add the course.

To complete the online orientation, log in at coc.instructure.com. 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 as listed on the COC bookstore website.** Please purchase them all before the class begins as not having a particular text will not result in extended deadlines and late work is not accepted. The bookstore has been open during the summer for you to purchase the books either in person or online. While you may choose to buy them elsewhere, delayed shipping will not result in extended deadlines as late work is not accepted without documentation of a medical emergency or death the family.

**REQUIRED Books and Materials:**

- **Cross Currents: Cultures, Communities, Technologies,** edited by Blair, Murphy, and Almjeld
  ISBN: 9781413014747
- **The Dark Net: Inside the Digital Underworld,** by Jaime Bartlett
  ISBN#: 9781612195216
Catalog Description:
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.

Student Learning Outcomes:
Upon successful completion of this course, students will be able to:
1. Analyze and critically evaluate college-level, non-fiction texts for argument, structure, and rhetorical strategies.
2. 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.

Course Objectives:
1. analyze and critically evaluate written and other visual materials;
2. organize expository essays in an effective manner (logically, chronologically, simple to complex, least to most important, linearly);
3. support generalizations by using evidence such as relevant detail, anecdotes, and well-integrated quotations;
4. explain and develop the link between the specific generalization and its specific supporting evidence;
5. narrow general topics to a scope appropriate to the assignment;
6. create a thesis statement to structure the essay as a whole;
7. write effective introductory and concluding paragraphs;
8. use effective transitions within and between paragraphs to connect logically ideas;
9. observe the conventions of standard written English while using a variety of sentence structures;
10. locate and critically evaluate appropriate source material;
11. use relevant and appropriate citation format;
12. use various strategies to generate and develop ideas;
13. compose well-organized responses in timed-writing situations.

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 reading and writing assignments 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’ if you have a MAC) your documents in Word and PDF formats (no rich text format, Pages, 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.

You will also need to avoid working close to deadlines as unreliable internet connections and computer issues will not result in extended deadlines.
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 a literature 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 collaborative exchanges with your peers. 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. Early assignment availability is usually possible, but never guaranteed.

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, 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 Monday through Friday 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), quizzes on the reading, exams, and academic essays (submitted to Turnitin.com, an online database that helps students to learn about and teachers to detect plagiarism).

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, August 21st.

Sincerely,

Dr. Tracey Sherard, Ph.D.
Professor of English
College of the Canyons

Contact Information:

*Please note that I am not on campus during the summer, the holiday season, or during the winter session. Emails sent before or after the end of a semester will receive an out-of-office email reply. All questions from enrolled students will be answered on the Issues and Questions discussion board on our CANVAS site on the first day of class. All emails from non-enrolled students wishing to add will be answered on Friday morning of August 25th.

Office Location (Fall and Spring semesters):
College of the Canyons Valencia Campus—Aliso Lab # 204

Office phone (Fall and Spring semesters):
(661) 362-5921

Office Email (Fall and Spring semesters):
tracey.sherard@canyons.edu