Introduction

Welcome to English 103! I look forward to getting to know you as we work together to understand critical reading and writing. I will be your guide over the next 16 weeks as you navigate the world of expository writing and critical thinking. Even though this class meets 100% online, I will be with you every step of the way.

To many students’ surprise, an online class usually requires more discipline and determination than a traditional class. This is a reading and writing intensive course, conducted in a very different format than a Face-to-Face (F2F) course. As such, students are expected to devote a substantial amount of time to the class in order to successfully complete assignments and do well in the course. To determine if an online course is right for you, please carefully read the “Commitment” section of this letter.

Below you will find general information regarding the course and college that you may find useful. Please contact me with any questions or concerns you may have. I am available through email and generally respond within ten hours of your email being sent.

Class Information

Instructor: Michele DeGraffenreid
Course: English 103
Section Number: 29994
Course Length: 16 Weeks, August 21, 2017 – December 9, 2017
Class “Website”: https://coc.instructure.com/login/canvas

We will be utilizing Canvas as our course management system. All information regarding this course will be available through Canvas. The course will be available on August 21 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

Required Textbook

The College of the Canyons bookstore has the required textbook available for purchase. Please confirm that you have the correct books, as there may be several versions of the text available. Not having the book is not considered a legitimate reason to submit the work late. Students are expected to have the textbooks beginning the first day of class. The following is the information for the required textbooks:
**Critical Thinking, Reading, & Writing: A Brief Guide to Argument 7th Ed.**
By Barnet & Bedau
Bedford/St. Martin
ISBN 9780312601607

**The World is a Text: Writing, Reading & Thinking About Visual & Popular Culture 4th Ed.**
By Silverman & Rader
Pearson
ISBN 9780205029242

**Amusing Ourselves to Death: Public Discourse in the Age of Show Business**
By Postman
Penguin Books
ISBN 9780143036531

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**About English 103 at College of the Canyons**

**Course Description**
Examines the principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative writing, and logical reasoning.

**Prerequisites**
Successful completion of English 101.

**Student Learning Outcomes**
At the end of the course, students will be able to:
1. Evaluate the strength of written, visual, and multimedia arguments on a range of different issues and controversies.
2. Compose logical, well-reasoned arguments on selected topics such as popular culture, politics, social issues, and moral and ethical issues.

**Commitment**
English 103 is a 16 week, 3-unit class online class. As such, you should expect to spend a significant amount of time each week dedicated to this class. Since this course is also 100% online, we will not be meeting for any face-to-face sessions. This course is not a “traditional” course, as it is associated with the Distance Learning department. Plan on spending several days a week reviewing the “lecture” material, “activity” material, and all assigned homework.

Since this class meets 100% online, before we get too far into the semester, you should determine your own ability to complete a course that does not meet in a traditional classroom. Online courses require time management, organization, and self-motivation. To determine your ability, try completing MiraCosta College’s quiz, “Test Your Potential as an Online Student”, at the following website:

[http://www.miracosta.cc.ca.us/Instruction/DistanceEducation/quiz.aspx](http://www.miracosta.cc.ca.us/Instruction/DistanceEducation/quiz.aspx)

This quiz will enable you to determine where you fall in your own potential to succeed in an online course. If you earn a lower score, do not be discouraged or see this as an immediate warning to drop this course. Should you earn a lower score, I suggest you contact your academic advisor, mentor, and/or
online instructor to discuss available resources as well as any options that will help you to succeed. For tips on How to Succeed in Distance Learning, please visit

http://www.canyons.edu/offices/distance_learning/info/success.asp.

Expectations

To keep yourself aligned with the progress of the class, you are required to log in to the course website with a computer at least three times a week of no longer than a consecutive 72-hour period. Logging in to Canvas will serve to help in reminding of due dates, to check for post responses, and to be informed of updates, announcements, or clarifications regarding assignments.

In addition, because this is a college level writing class, I expect students to be respectful in their postings and communication with the Instructor and their fellow students. When you send an email, please follow proper netiquette:

1. Email subject should read, “103 Your Name Brief Question” (Example: “103 J. Smith- Problem logging in”).
2. Address the Instructor properly: “Dear Prof. D.” (or your fellow student).
3. Employ proper language and style in your message, such as using complete sentences and proper punctuations.
4. Sign your name, and remember to use your Canyons email, as I cannot reply to personal email accounts.

Emails sent to me that do not follow the basic netiquette described above will not receive a reply.

Checking In

The course website will become available on August 21. Please do not email me for earlier access to the course. (If you want to get a head start in the class, begin reading Amusing Ourselves to Death.) You must log in and finish the first assignment (a Discussion Board posting) before 11:59 PM on Tuesday of Week 1 so that your seat is not given to a student on the waitlist. (This is the same rule as the “first day no show” for F2F classes. This policy means: If a student does not show up for his or her first day class, he or she will be dropped by the Instructor.) The first assignment is relatively easy to do. If you complete your first assignment in time, I know that you have logged in and know how to use the basics of Canvas.

Course Requirements

**Reliable Internet Access:**
Because this is an online class, no homework will be excused due to unreliable internet access or issues with technology. If your internet has gone down for more than a day, you will need to complete your homework on campus, at a library, internet café, or a friend’s house.

**Your Own Email Address:**
To ensure that the Educational Code regarding student privacy is followed, you are required to use your Canyons email. I cannot share your course information or grades with anyone else, including your parents or legal guardians. Regardless of your age, when you are enrolled in a college class, you are treated and considered as an adult who is responsible for your own grades. Since I rely almost exclusively on online communications, such as email, to communicate with you when it comes to your grades and class performance, I will only do so through the Canyons email system.
**Microsoft Office Required:**

All course documents are written in Microsoft Office 2013, which is currently the most popular and accessible word processing program. This class assumes that students can open the course documents composed in Word and PowerPoint and that students will submit essays as Word Documents. This does not mean that you have to buy Office if you do not have it; as a College of the Canyons student, you have free access to Office through your student email account. If you would like to purchase Microsoft Office, a student discount is available to you as a student as long as you use your Canyons email: [http://store.collegebuys.org/](http://store.collegebuys.org/)

**Turnitin.com:**

All formal essay assignments will need to be submitted to turnitin.com. You will be required to create a Turnitin.com account if you do not already have one. A step-by-step handout on how to create/register with turnitin.com is available in Canvas.

**Discussion Board (DB) Postings and Quizzes:**

Several Discussion Board posts with responses will be due each week. Occasionally, there will be some pre-announced quizzes. All these will take place on Canvas. Each posting asks for a minimum word count that will increase as the weeks progress. Please expect to write significant responses, in addition to formal papers. All assignments are due by 11:59PM through Turnitin or Canvas.

**Essays:**

You will write three formal, critical essays, and one reflection essay, with a minimum of 6,000 words total to fulfill the department requirement. Each essay will be submitted in required portions throughout the semester. Please see the syllabus and handouts for further detail.

**Resources**

This course has been carefully designed according to Universal Design and satisfies all policies under Section 508 of The Rehabilitation Act and the Americans with Disabilities Act. Any student who has a registered disability is encouraged to contact the Disabled Students Program and Services (DSP&S). DSP&S can offer students specific services that will provide registered students with valuable resources that will further your success throughout your academic career. For more information, please contact DSP&S directly:

Website: [http://www.canyons.edu/offices/dsps/](http://www.canyons.edu/offices/dsps/)
Phone: 661-362-3341
TTY: 661-255-7967
DSP&S Office: Seco Hall 103

For those of you who are new to online learning, or if you simply want more information about a class that is held 100% online, please visit Distance and Accelerated Learning (D&AL). Whether you visit the department on campus or online, you will find many valuable resources that will help you on your "academic online journey”. I strongly suggest you review the “Student Checklist” for online classes which you may find very useful: [http://www.canyons.edu/offices/distance_learning/online.html](http://www.canyons.edu/offices/distance_learning/online.html). This checklist provides helpful links to supplemental resources, including a Canvas Orientation site and a list of Computer Requirements for online classes.

D&AL Website: [http://www.canyons.edu/offices/distance_learning/index.html](http://www.canyons.edu/offices/distance_learning/index.html)
Phone: 661-362-3600
Email: distancelearning@canyons.edu
Final Note

This may seem overwhelming at this point as you enter into the realm of the unknown. I promise that with a little planning, organization, and dedication, you have the potential to do quite well in this course. **However, if you are unable or unwilling to dedicate a significant amount of time per week to this class, you should consider taking English 103 as a F2F course.** Should you decide to remain in this course, I will be available throughout the session for any of your questions or concerns. Please do not hesitate to email me at Michele.DeGraffenreid@canyons.edu; I am more than happy to provide support throughout the semester.

I look forward to working with you this session and am excited to be a part of your journey as a college writer!