WELCOME to ENGLISH 204!

Introduction
I have taught a variety of English classes at College of the Canyons for 12 years and also teach at CSUN in a program for international students. My lifelong passion has been to see students not only excel in communication skills, but find a love for research, writing, and reading. Learning is based upon relationships of mutual respect, so I seek to foster that creative and collaborative atmosphere in every class—whether traditional or online class.

PURPOSE OF THE CLASS: Eng 204 is a CSU and USC transferrable class which specifically prepares students to analyze and write concise, accurate and technically efficient professional reports such as academic journal articles, white papers, and proposals. Students apply critical thinking skills to both analyzing, evaluating and composing academic and professional reports and other technical documents

STUDENT LEARNING OUTCOMES for 204:

✓ Compose a well structured, organized, grammatically correct business report, including the following components: proposal, mission statement, interview, fieldwork, research, survey, analysis, visuals, and bibliography.
✓ Evaluate and analyze the principles of a variety of effective formal business communications and published articles in the field of Technical Communication.

Course Information
For this course, you need to know how to logon to your Canyons email and check it at least 4 times a week to check ANNOUNCEMENTS, ASSIGNMENTS, and resources on various PAGES. As soon as you logon to the course website: 1) go to the “Discussions” tab and post a self-introduction in the Discussion Board (DB), telling the class two unique things about yourself that most people may not know. See details on the DB.
Most students use the Canvas app on their phones to keep on track, and it is easy to message me through the Canvas app should you have questions.
All your formal reports or documents will need to be submitted on the Canvas site and essays will automatically be reviewed by turnitin.com. Students will also sign an Academic Honesty Contract during week 1 to verify an intent to complete work with integrity.

**Reaching your Instructor:** During normal workdays (Monday through Friday, excluding holidays), you can expect a reply to, or an acknowledgement of, your email from me within 24 hours. I will answer general questions about course requirements and assignments through Announcements and through Discussion Board so the whole class can benefit from your questions and concerns. Post your questions on the Discussion Board at the Q&A Forum. So, before emailing me questions about requirements and assignments, please check the Q&A Forum on the discussion board. If there are no similar questions already posted, please post yours. I will answer them there accordingly. When you do have personal matters and concerns, please do email me about them.

**▼Attendance:** Each session of this course represents a normal WEEK of work within the normal class scheduling, so attendance is both crucial for instruction and gaining participation points that contribute to the cumulative grade. If you miss more than two sessions in a row, you will be dropped from class. Keep in communication with me if you need to miss a class. In addition, come on time and do not leave early; this class is conducted like a workplace, so we will have mini-meetings, group collaborations, and important instruction essential for you to understand how to proceed.

**Textbook information**


**Peeples, Professional Writing and Rhetoric: Readings from the Field**

**Any good handbook, preferably Hacker’s Rules for Writers (updated 2016 MLA 8th edition)**

**Additional Resources**

**Canvas**

The course can be accessed via the Canvas icon on the COC website or www.coc.instructure.com 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 and tours 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. **Once you access our Canvas classroom, go to PAGES>Eng 103 General Resources for links to materials that will help you throughout the course. Each Essay will also have a Resource Page in PAGES.**

**Distance Learning**
Check out the [Distance Learning website](http://www.canyons.edu/offices/Student_Services/Academic_Info/Dean/Default.asp) 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](http://www.canyons.edu/offices/Student_Services/Academic_Info/Dean/Default.asp) to assess your skills.

**STUDENT CONDUCT:**

Please familiarize yourself with the College’s policies on Student Rights and Responsibilities and Student Conduct Code. These policies are available in your Schedule of Classes and online under Student Services webpage:

http://www.canyons.edu/offices/Student_Services/Academic_Info/Dean/Default.asp

College behaviors are expected. Students should: Do the homework and turn it in on time; respect the instructor and classmates in both postings and email; and practice academic honesty. No disrespectful comments attacking others because of their opinions, race, class, gender, religion, or sexual orientation will be tolerated.

A big part of being in college is to learn how to think critically and behave maturely, responsibly, and respectfully. Part of this learning process involves academic honesty when presenting your work either on the Discussion Board or to your instructor. Hence, plagiarism is absolutely NOT tolerated under any circumstances. See “How to Avoid Cheating and Plagiarism” under the Student Services webpage.

**Statement on Academic Integrity at College of the Canyons**

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain.

You will receive instruction in principles and practices that will help you avoid plagiarism. At College of the Canyons, we are promoting a culture of academic integrity! If your essays contain plagiarized material, you will be referred to the Dean of Student Services. See attached page explaining Academic Integrity at College of the Canyons, and this contract will be signed and uploaded week 2 of the semester.

**Student Rights and Responsibilities:**


2. The Student Services Division web page describes the Student Conduct Code and student disciplinary process. [http://www.canyons.edu/offices/Student_Services/Academic_Info/ConductPolicy.asp](http://www.canyons.edu/offices/Student_Services/Academic_Info/ConductPolicy.asp)

**External links for Citing Sources and Avoiding Plagiarism:**
1. The following site assists students with citing sources correctly: [http://www.plagiarism.org/learning_center/how_to_cite_sources.html](http://www.plagiarism.org/learning_center/how_to_cite_sources.html)

2. UCLA Young Research Library provides information about how to cite Internet sources: [http://www.library.ucla.edu/libraries/url/referenc/citing.htm](http://www.library.ucla.edu/libraries/url/referenc/citing.htm)

3. University of Purdue provides information about avoiding plagiarism: [http://owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/)

Also, check out the COC website for COLLEGE SUCCESS TIPS!

**YOU WILL BE ASKED TO FILL IN THE CONTRACT ON ACADEMIC HONESTY to UPLOAD WEEK 2 OF OUR SEMESTER TO VERIFY YOUR COMMITMENT TO DOING YOUR OWN WORK WITH INTEGRITY.**

**LET'S TALK STUDENT SUCCESS**

College of the Canyons, our faculty and staff are committed to creating services and an atmosphere that supports student success. Please let me know or access the COC website to locate services that may help you.

**TLC Hours:** Students are strongly encouraged to take advantage of the tutoring services and workshops available through the TLC. For additional TLC information, please visit: [http://www.canyons.edu/offices/tlc/](http://www.canyons.edu/offices/tlc/) or use the link on Canvas

Valencia Campus-- The Learning Center is located in LTLC-126 adjacent to the library.

We also have Supplemental Learning, Skills Labs, and many other workshops to help build your skills or assist you with learning strategies.

**COC Library Databases for Research will be updated in our Canvas classroom:**

**User name:** fish  **Password:** chips

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 [TLC Website](http://www.canyons.edu/offices/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](http://www.canyons.edu/offices/dsp/).
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.

MANAGEMENT OF STRESS AND MENTAL HEALTH:

Often the pressure on our students is very strong, involving academic commitments, relationships, outside jobs and family pressure to name a few. The staff and faculty of College of the Canyons are here to see you succeed academically and care about your emotional and physical health. You can learn more about the broad range of confidential student services, including counseling and mental health services available on campus by visiting the Student Health & Wellness Center in the Student Services Building (across from the bookstore) or by clicking on http://www.canyons.edu/offices/Health/Pages/default.aspx. The phone number is 661-362-3259. At the Canyon Country Campus the Health Center is in 1B adjacent to Administration, Admissions and Records.

Also, the National Suicide Hotline number is 1-800-273-8255(TALK). All students at COC are encouraged to enter that phone number in their cells. You can it call when you, or someone you know, is having thoughts of suicide or is in severe distress.

Your syllabus will be posted separately on the Canvas website.