***All decisions about adding students will be made in class on the first day the class meets on the Valencia Campus. If you are on the waitlist, you need to attend, even though there are no guarantees there will be a spot open for you. Students will not be added via email. Students who are enrolled in the class but do not show up will be dropped in accordance with COC’s ‘no show’ attendance policy. No exceptions. Please also note that students dropped for non-payment may not be re-added.

Since parking is always challenging the first week of any semester, the college advises showing up at least one hour early.

Orientation Letter

English 091 Hybrid (Valencia Campus and Online via CANVAS)

Instructor: Dr. Tracey Sherard

Fall 2017

Section 28022

Welcome to English 091 (hybrid format). You must attend the first day of class in order to remain enrolled; if you do not come, you will be dropped in accordance with the college’s “no show” policy and will not likely be able to re-add.

Your section will meet one day per week in Bonelli Hall #13 on the Valencia Campus, with the rest of the interaction and work being conducted online via our CANVAS course site, which we will view together the first day of 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’). The total amount of time you should expect to spend on the class (both in and out of the classroom) per week is roughly 8-10 hours, just as a traditional face-to-face class requires.

Because we only meet face-to-face once a week, your attendance at all of these sessions is vital and mandatory.

Also, failure to complete a weekly discussion board post on CANVAS will result in an absence. You will be dropped from the course after one absence in excess of when the class “meets” (as per COC's attendance policy), so any combination of in-person and discussion
board absences totaling three will result in you being dropped from the course. The only exceptions to this would include an officially documented mandatory court appearance, medical emergency, or death in the family (official documentation includes that provided by a court official, medical facility, or funeral home, but does not include communication from a parent, other family member, acquaintance, or friend, etc. The FERPA law (Family Education Rights and Privacy Act) requires instructors communicate with no one except the student regarding the student’s course performance and/or status.

Again, failure to attend class on the first day will result in a “no show” drop in accordance with COC policy.

**Your section:**
You are enrolled in section:

- 28022—meets Tuesdays 11:00 am-12:20 pm in Bonelli Hall #13 (Valencia Campus, lower level visible from the amphitheater) First day of class: Tuesday, August 22nd (“no shows” will be dropped)

**Course Description:**
English 091 prepares students to write well-organized, unified and coherent essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after English 094 or English 096.

**Student Learning Outcomes:**
Upon successful completion of this course, students will be able to:

- Compose thoughtful, well-organized, grammatically correct short essays, using properly documented outside sources and personal experiences to develop a unified thesis.
- Distinguish and analyze basic elements of fiction and non-fiction found in introductory college readings.

**REQUIRED Books and Materials:**
Please bring the following required ‘hard copy’ paper texts, which are available via the COC bookstore (both physical and online) to our first class session; this is a graded assignment worth points. Shipping delays will not result in deadline extensions as late work is not accepted without official (not familial) documentation of a court appearance, medical emergency, or death in the family.

The ISBN #s listed refer to the exact editions we are using; texts without these exact numbers will not provide you with what you will need to complete the course (eBooks will not be used).
- **Acting Out Culture**, 3rd ed. by James Miller, ‘hard copy’ paper text (eBooks will not be used)
  ISBN #: 9781457640070
- **Flight**, by Sherman Alexie, ‘hard copy’ paper text (eBooks will not be used)
  ISBN #: 9780802170378
- Electronic storage device (for USB ports on computers)--or a web-based email account via which you are comfortable sending and receiving attachments
- Notebook or binder with lined paper for taking notes and pockets for course handouts.
- Your COC email address that you check regularly--and to which only you have access. In order to uphold federal privacy laws (Federal Education Rights and Privacy Act, or “FERPA”), all student/instructor email contact will be conducted via COC email only.

**Recommended Books and Materials:**
  ISBN #: 9781319083496
- Blank printer paper (10 sheets on hand)

**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 CANVAS virtual classroom for a minimum of three hours per week (online time).

Some students are under the impression that online and hybrid courses are “easier” than on-ground courses. This is not the case. Students who take the hybrid or online version of this course believing that that it will be easier than the on-ground version tend to be surprised by the volume of written work required and the amount of reading for which they are held responsible. Consequently, some students that might be successful in a traditional on-ground section are not successful in a hybrid/online section and may ultimately have to repeat the class in the on-ground format in a later semester. If you understand that this section is more challenging than the on-ground version, are very disciplined, and prepared to do the reading and writing required (more than in the on-ground section) then this hybrid course may be for you. If you are not very disciplined, tend not to complete reading assignments in your courses, tend to miss deadlines, or simply have very little time to devote to school because of other obligations, then your chances for success in this hybrid section are greatly reduced and you are urged to consider either an on-ground section with more in person interaction with your instructor or taking the course in a later semester when you have greater time resources.

**Basic Required Skills:**
College of the Canyons uses CANVAS for its learning management system. Therefore, it is important to prepare yourself ahead of time.
In order to prepare for this class after registering and before the class officially begins, please visit the following site, which provides a list of steps you need to take in order to succeed in this and other distance learning courses:

http://www.canyons.edu/Offices/DistanceLearning/OnLine/Pages/StudentChecklist.aspx

While you do not need to be a computer "genius" to take a course with a significant online component, there are some crucial skills you will need to be in control of. *If you are not confident with computers or technology, please reconsider whether this is the best course to help you meet your educational goals.*

Minimum skills needed for the course:

You will need to have ready access to current word processing software (Microsoft Word preferred). If you are working with a Mac, you need to know how to save or export documents into a .pdf file. 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 set page margins and fonts in Microsoft Word; you also need to know how to control spacing (no extra spaces between paragraphs) so that I can ensure fairness in determining whether your writing assignments meet minimum page requirements. By remaining in the course you are representing yourself as responsible for knowing how or being willing to learn to perform these basic computer tasks, which we will review during class time before assignments are due.

If you are not entirely comfortable with the above-described skills before this course begins, 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 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 tutorials at:

http://www.canyons.edu/Offices/DistanceLearning/Pages/MiniTutorial.aspx

You can also visit The Learning Center (“TLC”) for limited assistance.

I also recommend that before the orientation session (our first day of class, which is the mandatory face-to-face session on the Valencia campus), 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 learning environment:

http://www.canyons.edu/Offices/DistanceLearning/Pages/Assessments.aspx

Students who do well in online learning environments 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 create and save documents in a Microsoft Word format (.doc or .docx only)

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 up to half 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 is *expected*, and that late work is *not accepted* without official documentation of a court appearance, medical emergency, or death in the family.

I will be online at key times during the week to answer questions. 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. **Once the semester begins, allow at one full business day (Monday through Friday) for email responses.**

I will evaluate your performance based on specific assignment instructions. Assignments may include a weekly discussion board (including responses), quizzes, and reading journals. There will be an oral presentation and three 2-4 page essays throughout the semester, as well as other writing assignments appropriate to helping you achieve the official student learning outcomes for the course.

All essays will be submitted to Turnitin.com, a website that helps students learn how to correctly cite and document sources, and that also helps instructors detect both intentional and unintentional plagiarism (both are processed by the college via the same procedure: a referral to the Dean of Students for disciplinary action ranging from an F on the assignment to expulsion from the college).

**Our Course CANVAS Site:**
The online component of our course will take place on CANVAS at:

coc.instructure.com
Our course site will not be available until the first day of class when we meet in our computer classroom. (Your login will be your MyCanyons username and the password will be: students). In the meantime, there are helpful CANVAS tutorials you can access on the COC distance learning site (helpful CANVAS tutorial videos are under ‘step 1’):

http://www.canyons.edu/Offices/DistanceLearning/OnLine/Pages/StudentChecklist.aspx

I realize that this is a lot of information to take in all at once. Don't worry, though. While there is definitely a 'learning curve,' with thorough attention to detail and true determination, you can do it!

I look forward to meeting you all the first day of class and working with you throughout the semester.

Sincerely,
Dr. Tracey Sherard

Contact information (beginning Monday, August 21st, 2017. Emails sent before then will receive an automated out-of-office reply):

Email: tracey.sherard@canyons.edu
Phone: 661-993-6373

(In-person office hours and location will be determined and announced at the start of the term)