Course Title: Critical Reading, Writing, & Thinking

Course Code: ENGL 103

Professor: Mary Angelino

Format: 100% Online

Course Introduction & Welcome Letter

Hello, my name is Mary Angelino and I will be your instructor for English 103 online—welcome! I’m looking forward to reading and thinking about your writing this semester! This letter serves as our orientation since we are not formally meeting on campus. Below, I will give you a basic overview of the course and how it will function. Make sure to note the required textbooks (which you should purchase immediately) and other various resources available to you to help you succeed in English 103.

Course Description
This 100% online 103 course focuses on close textual analysis, argumentative/persuasive writing, and critical thinking skills. We will be analyzing contemporary issues affecting both American and global societies by reading essays and formulating critical responses. This course meets CSU/UC transfer requirements. A "C" or better in English 101 is a prerequisite. Class time will be used for discussion, analysis, and evaluation of assigned readings and for writing activities concerning various rhetorical concepts and strategies.

Student Learning Outcomes:
At the end of the course, students will be able to:

- Evaluate the strength of written and visual arguments on a range of different issues and controversies.
- Compose logical, well-reasoned arguments on selected topics such as popular culture, politics, social issues, and moral and ethical issues.

Required Textbooks:


- **Important Note:** Please purchase the correct edition for both required texts (9th for *Signs of Life* and 12th for *Asking the Right Questions*). Earlier editions are
missing articles and homework questions we’ll be using in this class.

- Optional: Any grammar handbook, but Rules for Writers, 9th Edition by Diana Hacker and Nancy Sommers is preferred

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. If you are unfamiliar with Canvas, you can go to http://guides.instructure.com/m/4210/c/56054 to view a multimedia tutorial about how to access Canvas. This is not the orientation, but it will give you a chance to get used to how Canvas works early on, before the semester starts. Canvas staff is excellent and tries to keep our network functional; however, problems seem inevitable. If you ever have technical difficulties, you should call the Canvas Student Support line at (661)362-3344 during college business hours, or (877)889-9052 for 24/7 support—please take a moment to put these numbers into your cell phone.

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 TLC Website.

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.
Communication
We will use COC email to communicate online. You should make a habit of checking your email at least 3 times a week.

Course Overview

- **This course requires a substantial weekly time commitment**: You should expect to spend approximately 4 hours per week logged into the class Canvas shell viewing PowerPoint lectures, reading handouts, and participating in discussions to replace the “classroom” time this class would have spent if it met face to face. You also should expect to spend approximately 6+ additional hours per week completing writing assignments and reading the material to be prepared for class, just as you would for any other course. This course meets the IGETC Arts and Humanities requirement for transfer to CSU and UC and therefore requires the same amount of total work hours as a regular face-to-face section. **Please do not take this class because you don’t have time in your schedule to take a “real class.”** This is a real college class that requires the same time commitment as a class that meets face to face – the only difference is that the time of day that you complete your work is more flexible when you take an online class. Our class-wide discussion boards (where much 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 post or respond by a predetermined deadline. To successfully complete this course, you will need to log onto our class website several times per week to view documents and PowerPoints, submit assignments, and participate in discussions. Meeting the multiple weekly deadlines and carefully reading everything I post will be crucial to success in the class.

- **This course requires much self-discipline.** Although I am providing you with instruction and feedback every week, you will shoulder much more responsibility for reading and completing assignments in a timely manner than a student in a normal class. One of the reasons we have multiple weekly due dates is so that you cannot fall too far behind, but you need to plan ahead and use your time wisely in this course. People who fall behind, even by one week, have a much higher withdrawal and failure rate than those who miss a similar amount of time in a face-to-face class. Thus, it is crucial that you stay current with weekly assignments. If you fall behind, contact me immediately. Again, this class requires a substantial time commitment. We will work at a reasonable pace and build toward our major papers, but I want to warn you now—this is a composition and critical thinking course—that means A LOT of reading and writing, every week, for 16 weeks.

- **This course requires self-reliance.** I am happy to answer your questions, but before you send me a question, check that the answer is not already available to you either in the class notes/instructions, your textbook, or on the Canvas course site in the Ask Course Questions Here discussion board. Also, take advantage of the information and resources provided by the college: the COC Writing Center (TLC), the COC Distance Learning
services, and the Canvas Resources services, all of which are linked above and on the course homepage. Part of being a professional college student is taking responsibility for your own learning and discovering how to find the resources needed to succeed. You have a lot of available support, but you must seek it.

- **This course requires much patience.** One thing you will have to be patient with is me. Your best chances for getting a quick response from me are during my availability hours listed in the syllabus. Generally I will try to respond within 24 hours to emails sent Monday-Friday. The grading window for your smaller assignments (Journals, Discussion Board Assignments, and Prewriting Assignments) is 3-5 days after the due date. For major papers, expect your grade within 10-12 days after the due date.

- **This course requires weekly computer and internet use.** You should have regular and consistent access to a computer with word processing software, email, and a high-speed Internet connection. If you do not have this access at home (or if you have temporary technical difficulties at home – it happens to all of us!) you should identify an alternate location or multiple locations (a friend’s house or a coffee shop with wifi, for example) where you will have reliable computer and internet access. College of the Canyons’ computer labs, including the TLC and library, are excellent resources for you if you need computer/internet access.

- **This course requires you to learn and use basic technology skills.** While you do not need to be a computer “expert” to take this course, you should have a certain level of comfort and competence with computers. To succeed in this class, you should be able to: Navigate the Internet, send and receive email attachments, upload work to Canvas, cut and paste text from documents, compose and format documents in a word processing program, and save documents as PDF files. You should also be able to back up all of your course work as you prepare it. For example, you should save your work to your hard drive, and consider purchasing a jump drive (thumb drive), which will give you more flexibility and a back-up to your hard drive should your computer be infected by a virus or suffer hardware failure. Googledocs or dropbox are other great options for backing up/saving your work. If you are not able to do these things independently, this online class is not the best format for you. Some of the initial challenge of this course involves learning the technology. It takes some getting accustomed to it all, but don’t worry—after the first couple of weeks, it will all seem very natural to you.

**Getting Started & Next Steps**
The course syllabus, containing important course policies and procedures, the calendar of weekly assignment deadlines, and much more detailed information about how the course is structured overall, can be found on our course Canvas shell when it goes live at 9am on the first day of school. On that day, you will have access to the course in Canvas, and should log in to view the course syllabus and assignment instructions in Module 1. I will be sending the syllabus and other instructions to you via email a few days before our semester starts so you can begin working on the assignments that are due during the first week of instruction. Be sure to print and read the syllabus thoroughly as soon as I email it to you so I can clear up any questions about the course you may have. One of the most helpful things you can do in this course is to ask questions. That
is why I have created a “Course Questions” discussion board (listed under “Ask Course Questions Here” on the course menu in Canvas), which is a place for you to ask questions about the course. If you see a question there you can answer, feel free to help your classmates. But I will check this board regularly to see if anyone is having concerns or problems. I very much want all of you to succeed in this course, and I look forward to working with you all this semester.

Thanks and please let me know if you have any questions.

Kind Regards,

Professor Angelino