

WELCOME TO ENGLISH 125--ONLINE



**This document contains my rules and expectations for this class.
Look here first when you have questions. Then email me.**

How to Pass This Class!

There is a simple answer to this question:

DO THE WORK!!!!

What I have found is that students who do the work, pass the class. This means:

- Do all of the discussion boards and make sure you complete the number of posts that are required.
- Take all of the quizzes
- Write all of the essays (these are worth a large percentage of your grade)
- Revise your essays if you get below a C. Revise until you get at least a C.
- Don't hesitate to call, email, or come to my office to get help. My job is to help you. You are not bothering me.

Please Note I DO NOT assign extra credit, so don't ask.

Contact Information

During the semester, please feel free to contact me if you have any questions. Here are the different ways how:

1. You can **call me in my office**: 638-0300 ext 3246 during my office hour or another time. If I'm there and can talk, I will pick up. Likewise, if you come by my office at another time other than an office hour and I'm there, we can usually talk.

2. You can come see me IN my office. It's on the Reedley College campus, CCI 216.
My office hours are:

Mondays from noon to 1 pm and Wednesdays from 11 to 1 pm. I also have a virtual office hour on Fridays from 10 to 11.

- **Mondays from noon to 1 pm.**
- **Wednesdays from 11 to 1 pm.**
- **Fridays from 10 to 11 am.** This is a virtual office hour. I will not be on campus, but we can talk over the phone. You can email me your phone number, and I will call you back from a blocked number. We can also talk through Zoom.

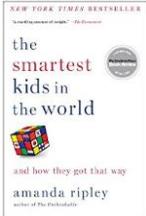
3. You can email me at lori.levine@reedleycollege.edu or through Canvas. If you do not hear back from me within 24 hours (unless it's the weekend), please email me again.

I understand that many of you work. If these times don't fit into your schedule, we can try and set up another time to talk. Some students find, however, that they can schedule a break during work that fits one of my office hours and we can talk over the phone.

Email Guidelines

Please email me when you have questions. Do not just send me an attachment but also include a message; for instance, if you are sending me a revision, please write a message telling me so. You can email me easily through Canvas! Because this is a writing class, I do ask that you

	<p>proofread your emails. Please no text message abbreviations and make sure you capitalize the letter “I” as well as punctuate your messages properly.</p> <p>Also, and I know that this is obvious, but if you email me, please check back for a response. Often, students don’t.</p> <p>And lastly, if I don’t respond back within 24 hours, PLEASE, PLEASE, PLEASE email me again. You aren’t bothering me. The only time I might take more than 24 hours to reply is over the weekend. I try and take that time off.</p>
<p>Course Description</p>	<p>Please make sure you are in the right class. You should have taken a placement test or successfully completed 252 to be in this class.</p> <p>In this course, students will develop the process of writing, revising, and finishing essays, which includes the logical development and organization of ideas. Students will avoid common writing errors, develop their writing skills by reading model essays and analyzing rhetorical strategies, develop critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas. This course is a companion to ENGL 126 and prepares students for ENGL 1A. Students must successfully complete written course work to receive credit—If you don’t write the essays, you won’t pass the class.</p>
<p>Course Goals</p>	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> A. Write an essay which includes an introduction, multiple body paragraphs, and conclusion of some sophistication. This essay will include: <ul style="list-style-type: none"> ○ a clearly defined thesis statement ○ unified supporting paragraphs, which begin with topic sentences ○ quotations that support the topic sentences and the thesis ○ supporting material and ideas that exhibit critical thinking ○ complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence) ○ descriptive vocabulary that exhibits growth and sophisticated word choice ○ avoidance of fragments, comma splices, sentence fuses and other basic skills errors, such as capitalization, spelling, homophone issues, verb tense issues, subject-verb agreement, pronoun agreement, word choice issues, confused syntax, etc. ○ use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page ○ writing that is free from plagiarism ○ demonstrated awareness of how to write from the 3rd person point of view for a specific audience B. Plan and revise independently, employing all stages of the writing process as necessary and appropriate. C. Complete a multi-paragraph in-class essay with a thesis and support.
<p>Workload Expectations</p>	<p>Students often think that taking an online class will be easier than a face-to-face class. I suppose that some online courses are easier than their face-to-face counterpart. This, however, is an English class and will require a significant amount of time and effort. Please remember that a face-to-face 125 class meets for almost 3 hours and 40 minutes a week. On top of that, for every unit you take, you are expected to do 2 hours of outside homework. This is a 4 unit class. You can do the math (but if you can’t, that’s between 8 to 12 hours a week). Yikes!! That’s a lot.</p>

	<p>Honestly, students who succeed in this class just do the work. They do the discussion boards on time, post the required amount of posts, and just as important, they think about what they post and how they reply to others. Students who succeed take all of the quizzes, they do the “other class work,” they posts rough draft paragraphs and pay attention to my comments on those rough drafts, and they write all the essays, paying attention to the directions. Many of these passing students also revise at least one of the essays.</p>
<p>Announcements</p>	<p>I will communicate to the whole class through announcements. Often I will post extra information or videos in announcements, so you need to pay attention to them.</p> <p>You need to go to your notifications settings and make sure that you change them so that announcements get sent to you when I post them. The last three announcements I make will be on the homepage too.</p> <p>Update notifications: Go to <account>, <notifications>. Next to announcements, click on the check mark (v).</p> <p>Check for new announcements at least 3 times a week. Many times I will ask you to reply so I know you are reading the announcements. I will give you points for this.</p>
<p>Supplies</p>	<p>Even though this is an online class, you still need some supplies.</p> <ol style="list-style-type: none"> 1. <i>The Smartest Kids in the World and How They Got That Way</i> by Amanda Ripley. Buy this right away. We will be using it starting Week 13. 2. You will need to print out most of the handouts I include in the modules, especially any articles or other texts you will read for the essays you write. You will want to annotate all texts. 3. On that note, and this might seem obvious, you need a good computer, a good printer, and some paper for that printer! 
<p>Attendance Policy</p>	<p>It is important that you participate in all aspects of this class which means completing assigned work on time. You completing work is how I take “attendance.”</p> <p>The first time I take attendance is during the first week. If you don’t complete the assignments on time, you will be dropped.</p> <p>Another way I take attendance is by making sure that you complete all quizzes, discussion boards, other work, and essays. PLEASE NOTE THAT ALL ASSIGNMENTS MUST BE COMPLETED ON TIME! If you don’t post to the discussion board or complete class assignments for 10 days in a row (including weekends) that means you are not participating in class and you run the risk of being dropped. If you decide that you no longer wish to participate in the class, then you are responsible for dropping yourself!</p> <p>I do understand that sometimes “life” happens and gets in the way of school. If something does come up, then you should contact me right away and occasionally, I will offer partial points if you post to a discussion board late (although still with-in the discussion board time frame) or if you take a quiz late.</p>

<p>Class Grades</p>	 <p>This class is a graded class which means that you will get an A, B, C, D or F.</p> <p>Grades can be viewed through the Canvas grade feature. Go to the “Grades” Tab. The grades for this class are weighted.</p> <ul style="list-style-type: none"> • Discussion Boards, Quizzes, and Other Assignments 20% (I will drop the 3 lowest grades in this category.) • Essays 70% • Final 10% <p>Grade Scale A= 90-100% B=80-89% C=70-79% D=60-69% F=0-59%</p> <p style="text-align: center;">IT IS YOUR RESPONSIBILITY TO MONITOR YOUR GRADES!</p>
<p>Essay Information</p>	<p>Below is some general information you need to know regarding your essays.</p> <ol style="list-style-type: none"> 1. Since this is a writing class, you will be writing a lot of essays during the semester. If you decide not to turn in one or more of these writing assignments you will not pass the class. For each essay, you will have plenty of opportunity to get help. 2. MLA FORMAT: All essays must be written in MLA format. There is a video on this as well as a handout in a folder under the General Information Module. Essays not written in MLA format will lose points. 3. WORD PROCESSING FORMATS: Save your documents as a .doc, .docx, or .rtf. I cannot read essays submitted in other formats. 4. TURNING IN ESSAYS: All essays will be submitted to Turnitin (a link will be provided for each assignment on Canvas). If you are having an issue turning in an essay, contact me IMMEDIATELY. Revisions can be emailed to me, or if you want your revisions graded quicker, you can bring them to my office and I will review it with you there. 5. CONFERENCES: Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays. 6. LATE ESSAYS: I have a 1 week grace period for the out-of-class essays except for essays due at the end of the semester. You need to contact me and explain why you need an extension. You cannot do any timed essays late either. 7. REVISING ESSAYS: Occasionally, if you get a D or an F, and sometimes even a low C on an essay, I will let you revise it. The goal is to help you pass the class, and sometimes, you might

	<p>need to work more on your essay. If I offer you the chance to revise an essay, you will have 1 week to contact me about revising that essay. We will then need to talk about the essay. Often times, students want to skip that step, but usually when they do, they don't make significant revisions. Please find the time to talk to me. After we talk, you will have another week or so to revise it (we will agree on a due date). To get a better grade, you will need to significantly improve your essay. If it looks like too much of the essay is the same, you will not get a better grade. Again, to get a revision graded more quickly, bring it to my office, and I'll review it with you there.</p> <p>8. SHARING WORK: At my discretion, sentences and/or paragraphs may be taken from essays or other assignments and shared with the class to help illustrate grammar concepts, writing concepts, MLA guidelines, and more.</p>
<p>Discussion Board</p>	<p>The discussion boards are where you will write about readings that we will be using for our essays. Some students decide not to do the discussion boards, don't do all of the required posts, or do them outside of the due date. Please note that the discussion boards along with a few other assignments are worth 15% of your grade. If you decide not to do a significant portion of the discussion boards on time, and if your other grades are borderline, you might end up with a D or F for the class because the discussion boards are worth so much.</p> <p>As you are writing in the discussion boards, keep these rules in mind:</p> <ol style="list-style-type: none"> 1. Use spell check and proof read your entries. 2. Be substantial. Occasionally, I ask you to write a certain number of words. I do this so you remember that your posts need to be thought out. 3. Take the time to think about what you are writing so that your comments are well-written and complete. 4. When responding to someone, uses there name. 5. Write using paragraphs. Do not write one long paragraph. That makes it difficult to read. 6. If I ask you to respond to others, don't merely say "I agree." Instead, explain why you agree or disagree. Try to carry on a discussion. I will give you some language to help you with this. 7. Remember that this is an academic environment and not a text message, an instant message, or an e-mail to your friends. Your comments should be grammatically sound. Your words should also be spelled correctly and your sentences punctuated correctly. Inappropriate language is not acceptable. 8. Make sure that you capitalize "I." Do not abbreviate words. Make sure you use academic English. "Stupid" is not very academic and doesn't tell the reader much! <ol style="list-style-type: none"> a. The following is an example of what is not allowed: i really thing that this is a stupide essay bec i dont like it i really like the other essay better b. This is better: I thought that the author's supporting arguments were weak. For instance, the example he used regarding visiting his grandparents did not go into enough detail to really convince me of his point. 9. Remember that a portion of your grade is based upon the quantity, but more importantly, the <i>quality</i> of your discussion board participation.

Quizzes	<p>You will take reading quizzes and grammar quizzes throughout the semester. Here are some quiz tips:</p> <ul style="list-style-type: none"> • Don't wait until the last day to take a quiz. • Print out all quiz material. • Review the material and take notes before you attempt a quiz. • Review your answers and make sure your answers are edited and grammatically correct when necessary. Points will be deducted for grammatically incorrect answers. • Apply what you have learned in the quizzes to your essays.
Other Assignments	<p>You will be assigned other work that does not fall into one of the categories above, this includes replying to announcements which I will occasionally ask you to do for points.</p>
Late Assignment Policy	<p>As I said earlier, I do understand that sometimes "life" happens and you won't get your work completed. If something does happen, you need to contact me right away. Do not wait until 2 weeks after something has happened and you have disappeared from the class. If this happens, then you will probably be dropped.</p> <p>As I said under the attendance policy, I do not accept late work. I will occasionally give partial credit to discussion boards that are started late; however, you are still responsible for completing the discussion board within the proper time frame, and if you wait until the last minute to do all posts, you will not get full credit.</p> <p>I DO have a late policy for essays. See above in "Essay Information."</p>
Plagiarism	<p>Plagiarism is bad, bad, bad and will not be tolerated. Plagiarism is defined as follows:</p> <p>Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Copying someone else's Discussion Board counts as plagiarism. Copying someone else's essay or parts of his/her essay is also plagiarism.</p> <p>If you plagiarize in my class, I will give you a zero on the assignment even if the assignment has already been graded and I find out that you plagiarized after the fact. You might fail the class, and I might report you to the VP of Student Services.</p>
Computer Skills	<p>Skills Needed:</p> <ol style="list-style-type: none"> 1. Familiarity with computers and how they work 2. Knowledge of basic word processing programs (saving files, using spell check, using grammar check, moving text, using the help function, etc.) 3. Knowledge of how to access the Internet and navigate the Internet (use a browser, utilize search engines, save and or print from the Internet) 4. Knowledge of how to send e-mail and e-mail with attachments <p>Hardware Needed</p> <ol style="list-style-type: none"> 1. PC or Apple equivalent at home in good working condition and relatively current. If you do not have a computer at home that is in good condition, then you should take a face-to-face class.

	2. You need a good internet connection at home.
Computer Problems	I cannot help you with your computer. If you need help with your computer, call a computer technician. If you have problems with Canvas call 844-303-0348. This is the first year I am using Canvas and so I'm still getting familiar with it. They do have a lot of excellent videos tutorials. Go here to find them: https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Students
Canvas Issues	Wait and try again in a few minutes. If that doesn't work, do the following: <ul style="list-style-type: none"> • Turn off your computer entirely. Let it sit for a minute or two. Then turn it on and try accessing the web site again. • Try accessing another website from your computer that you have not accessed recently. This will clarify if the problem is with Canvas or with your own browser or internet service provider. • Hit the refresh button. Sometimes a "page not found" screen gets stuck in the browser's cache. Refreshing the page will sometimes clear it. • Turn off any parental control or other content filters. Sometimes these filters, as valuable as they are, can filter out good content as well as bad. • Try a different web browser. I usually use Google Chrome. Occasionally, I use Firefox. These seem to work well with Canvas.
Canvas Outages	Occasionally, Canvas might go down and will not be accessible. If Canvas goes down for an extended period of time (24 hours or more) then assignment due dates will be adjusted accordingly. An announcement will be posted with new due dates.
Accommodations for Students with Disabilities	If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. I will work with the DSPS office to make sure that you get the help that you require. In order to get accommodations, you must be signed up with DSPS.
Important Dates	<p>January 8 (M) Start of Spring 2018 semester January 8 - March 9 (M-F) Short-term classes, first nine weeks January 15 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed) January 19 (F) Last day to drop a Spring 2018 full-term class for full refund January 26 (F) Last day to register for a Spring 2018 full-term class in person January 26 (F) Last day to drop a Spring 2018 full-term class to avoid a "W" in person January 28 (SU) Last day to drop a Spring 2018 full-term class to avoid a "W" on WebAdvisor February 16 (F) Lincoln Day observance (no classes held, campus closed) February 19 (M) Washington Day observance (no classes held, campus closed) March 9 (F) Last Day to drop a full-term class (letter grades assigned after this date) March 12 - May 18 (M-F) Short-term classes, second nine weeks March 26 - 29 (M-Th) Spring recess (no classes held, campus open) March 30 (F) Good Friday observance (no classes held, campus closed) (classes reconvene April 2) May 14-18 (M-F) Spring 2018 final exams week May 18 (F) End of Spring 2018 semester/commencement</p> <p>Our Final will be Monday, May 14 by Midnight.</p>