

COMMUNITY COLLEGE OF PHILADELPHIA

Online English 101
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Distance English 101 Online Syllabus

ONLINE COURSE INFORMATION

All email and correspondence should ONLY be conducted through Web-Study and the email provided in it. Emails sent to my general email address may not be responded to in as timely a manner. Secondly, attachments will not be opened if sent to my regular email account. Be certain to follow Distance Learning protocols in submitting all assignments – it is your responsibility to do so. A failure to submit assignments by the due date listed (Sunday evenings at midnight) will be followed without exception, resulting in a 0 for that missed assignment. Therefore, it is suggested you don't wait until the last hour, but submit all work somewhat earlier to avoid problems in getting work in by the due date due to computer, internet or similar such problems which may occur at any time. Web-Study can be a rewarding experience, but it requires self-discipline and your strict adherence to getting all work in on time and allotting ample time for study, reading, and writing. I will work with you to make certain this is as productive an experience as possible.

COURSE DESCRIPTION

English 101 is an intensive writing course which offers various levels of instruction. Study includes short essays, literary readings, and 500 word themes of various purposes and strategies. Students who receive an MP grade will be able to plan and write well developed short essays using various methods of expository development. These short essays will be relatively free of grammatical errors and will reflect your understanding of the elements crucial to good writing. The successful MP student will also be able to write longer essays in which you logically support a strong thesis. The student who receives a passing grade (which will enable you to take English 102) must be able to write several satisfactory 500 word essays which represent various forms of expository development. Each essay must be controlled by a carefully developed thesis and be free of grammatical and mechanical errors.

GETTING STARTED

Begin with the News tab, and carefully review all information under each link. You should also check the News tab periodically during the week as important updates and information will be posted there. I have observed that many times students will email me questions that could have been easily addressed had they reviewed all course materials.

The most important link to become familiar with is the Timeline. Under this link are all of the required assignments and the dates each is due. Also, feel free to work several days, or even a week or so ahead. This can prove helpful if you know you are going to be away or busy in an upcoming week, as you can complete that work early.

REQUIRED TEXTS

Miller, George, THE PRENTICE-HALL READER, 8th edition, 2007, (Prentice-Hall, Englewood Cliffs, NJ). ISBN 013-195571-3

Hacker, Diane, RULES FOR WRITERS, 6th edition, 2008, (Bedford/St. Martins, New York, NY). ISBN 0312-48573-5

REFERENCE MATERIALS

You should have access to any standard dictionary and thesaurus to help you write most successfully – you may use an online version.

A jump or flash drive to save all your work. Also, be sure to backup all your work on your hard drive.

BASIC ESSAY FORMAT

1. Put a heading on all work including your name and date;
2. Skip a line and center an imaginative title for your paper;
3. Be certain to double space (skip every other line) in writing your paper;
4. Use a standard font for ease of reading;
5. Number all pages in upper right corner if essay is multiple pages;
6. Follow word-count totals in every assignment within 100 words – for an assigned paper of 500 words, for instance, an essay of 300 or 700 words would both not meet the requirements of the assignment and be graded down;
7. Save all your work in a floppy or jump drive.

COURSE ASSIGNMENTS

5 essays requiring expository development for:

- A Life Changing Event
- Narrative
- Descriptive
- Comparison and Contrast
- Cause and Effect

Weekly exercises from the handbook and reader

WEEKLY DISCUSSION FORUM

You are required to post up comments to the topic listed for every week of the semester. You are also urged to comment freely, offering feedback to the postings of other students. Even though this is a Distance class, and most of us will never meet face-to-face, we can have a sense of community through the Discussion Forum. However, be certain to remain civil in your comments, and not being judgmental or overly critical to the postings of others. Finally, try to post early during the week and to check back several times. Someone who only posts a comment at 11pm Sunday night has not really contributed to the Discussion Forum.

GRADES AND SUBMITTING ASSIGNMENTS

Remember that the entire course works around a point value system, so all your work for the entire course is worth 100 points. Each assignment and paper is valued at a certain number of points – this is listed in the NEWS section of the course and is also clearly marked on each assignment listing. However, the Distance Education Program calculates each assignment as 100 points, so even if you earn full credit of points it will show as an F. Therefore, **IGNORE ALL LETTER GRADES** as they are meaningless.

Make sure your work is properly pasted into the assignment box under the Timeline for that given week. Attachments and word documents frequently do not open and, therefore, could not be graded. Also, any emailed assignments will not be counted. In order for a grade to be assigned, it **MUST BE** submitted in the assignment box listed under the Timeline.

GRADE CALCULATION

Each essay will be awarded from 1 to 10 points, for a maximum of 40 points
Each assignment will be awarded from 1 to 5 points, for a maximum of 60 points

Your points will be totaled, and your final grade will be based on the following scale:

90 to 100 will receive an A
80 to 89 will receive a B
70 to 79 will receive a C
60 to 69 will receive a D
59 or less will receive an F