

Welcome to English 28 Online!

Hello! Thank you for enrolling in this English 028 class. I have designed it for us to work together on improving your reading and writing skills. To help you decide if this class is right for you, I have prepared this letter listing pointers about the class. The following is information to help you succeed in this class. Please read it carefully and feel free to email me (heyning@lavc.edu) if you have any questions.



Professor Marion Heyn

What you should know about the content of the class:

English 28 is a reading- and writing-intensive class that teaches you how to craft thesis-driven, research-based college-level essays. **Hear what a former student has to say about the class:**

Be prepared for a heavy workload in English 28, it consists of reading, writing, writing, and more writing. There may be times where you feel overwhelmed by the amount of writing needed for this course but remain patient and push yourself; in the end it will be beneficial. There are many tools that will be accessible for you to use when doing your writing assignments, but the best tool of all is practice. With practice, you will break down the walls [of] apprehension you may have when it comes to writing. The fear of having nothing to say or the unconfident thoughts that tell you that you are not using the right word will evaporate with practice. Practice makes perfect!

English 28 is the prerequisite course to English 101, and placement into either of them is by successful completion of the prerequisite course or placement via the English

Placement Test. If you are not sure which course is correct for you or have not yet taken the English Placement Test, please see the LAVC Counseling Department.

English 28 students in this class will read about **30 short essays** and a **full-length book** about Central Asia (Afghanistan and Pakistan). **Discussions** of the assigned readings are **required and graded**. **Group work—all arranged fully online**—will be required for the coursework. By the end of the term, you will have **written approximately 10,000 words** in the form of essays, discussion postings, and reading journals.

Please, if you have any objections to reading about the war in Iraq and Afghanistan or working in groups, choose another section of this class. The reading/writing topic and collaborative work are required and graded. I am looking for students willing and able to participate fully in the class work.

Students will be completing the same course work as the regular classroom course; that means that you should **expect to spend between 9 to 12 hours per week on this one course**. **Please note that is 9 to 12 hours every week. It is not a typo, nor an exaggeration!**

What you should know about the structure of the class:

- The class is entirely online—there are no required on-campus meetings. All work is done in Etudes, the campus learning management system.
- This is NOT a self-paced class. Everyone works at the same pace.

Listen to a former student:

Although this is a virtual class, it is designed to offer you everything a traditional classroom would. The discussion and group forums made me feel like a part of a group, where you can state an opinion, debate, provide feedback and help one another.

This has been a rewarding experience for me. I have grown as a student and learned to accept constructive criticism not only from the Professor but also my peers. I can also say

that I have learned exciting new words and different ways of brainstorming and formulating my ideas. More importantly, I feel that I am prepared for English 101 and confident I will succeed in that class as well.

- You have a great deal of flexibility in doing the course work, but regular participation and **weekly** submission of work is essential to success.
- You will be required to download and upload word processing files. If you do not know how to do that, **please take the time to learn BEFORE class starts**. English 028 assumes that you know how to do those tasks.
- This class will require you to work in teams with other classmates, but that will all be done online. You will need to log on several times during the week, preferably daily, to complete the team project.

A former student states:

Reading and class participation are very important as well. You will have group mates to help you along the way though. Share ideas, debate or just shoot the breeze....your fellow classmates are there to help. Professor Heyn does a great job of explaining everything, but if you have any questions, she is there to help.

- This class proceeds at the same pace as the in-person sections. You will need to log on several times every week—weekends only will NOT do! ☹️ Content and assignments will open and close on specified dates—you can't do it all the last week. In addition, the class content is constantly building on previous knowledge. It is very important to keep up and make sure you understand all of the current material before we move on. **We move on together, as a class.**

My former student advises:

Professor Heyn will provide the tools needed to succeed in this class.
It is your choice whether you succeed or not.

- An online class is not any easier, nor does it take any less time than the on-campus version. You need to have enough time to learn and be self-motivated and self-disciplined to succeed. If you are not sure if an online class is really for

you, take the quizzes and view the tutorials at:

<http://www.lavc.edu/virtualvalley/studentThingsToKnow.html>

http://www.foothill.edu/fga/pre_assessment.php

<http://www.lavc.edu/virtualvalley/tutorials.html>

Do not slight this: The reason many students fail at online learning is that their skills were not developed enough for the technical environment.

Please prepare yourself to succeed!

- Due to the nature of the online environment, there will be a lot more reading and writing involved in this class than in a traditional class. That's why I love teaching online! ☺ I hope that you enjoy learning that way!

My successful students enjoy online learning, too:

When I first read this I have to admit I was a little intimidated. It sounded like a lot of work but now I know it really is not bad.There will be a lot of other assignments that you will be working on at the same time as these mentioned above. So take a deep breath, manage your time wisely, and let your fingers do the writing. You will learn that this class is very valuable to your success as a writer.

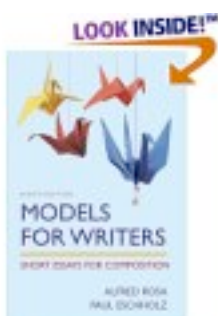
- The class will be available starting the first day of the semester (no sooner) through the Etudes website. A link to the website and information on how to figure out your username and password (It's really easy! ☺) can be found at: <http://www.lavc.edu/virtualvalley/studentLoggingInOnline.html>
- Make use of the LAVC Writing Center. Specially trained writing tutors can help with all kinds of writing, from class assignments to resumes. For those who cannot attend the Writing Center's regular hours, an email tutoring service, using Etudes, is also available. The service is free to all LAVC students.

English 28 Class Textbooks

The following books will be used for the class. **Please purchase them as soon as you are enrolled.** They are available at the LAVC Bookstore and Amazon.com; other bookstores may also carry them. All required books are on reserve in the LAVC Library, so not having the money to buy them is not an excuse for missing work.

REQUIRED—Everyone will need this one:

Models for Writers: Short Essays for Composition, 9th ed. OR 10th ed.



A former student says:

The assigned textbook reading *Models for Writers*, is very helpful. And unlike other textbooks it's interesting. I enjoyed reading the short essays. It helps to have an essay to read as an example following a lesson. A big assignment for this class is the reading learning logs (RLL). These too will be very helpful, they helped improve my writing.

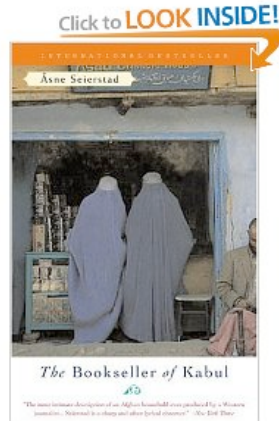
by Alfred Rosa, Paul Eschholz

- We will start with *Models for Writers*. Buy it first if you can buy only one book right now.

ALSO REQUIRED—Choose only ONE of the following four books:

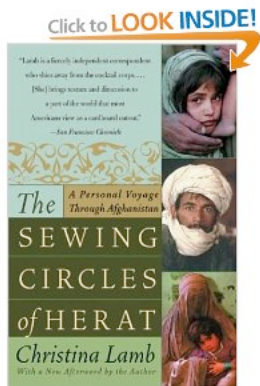
You can wait until the class starts and we discuss this; we won't be using these books until Week Three; or, if you are eager to get all books at once, check them on Amazon.com. Most have the "Search Inside" feature which permits you to read a few pages to get the flavor of the book. Choose the one that MOST interests YOU. Choose only ONE!

- *The Bookseller of Kabul*



by Åsne Seierstad OR

- *The Sewing Circles of Herat: A Personal Voyage Through Afghanistan*



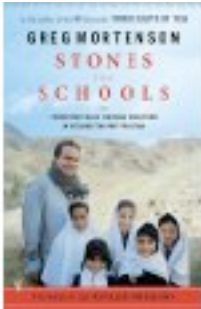
by Christina Lamb OR

- *The Forever War* (Be sure it is the correct one—there is another with the same name—check the author's name)



by Dexter Filkins OR

Stones into Schools (This one is by the author of *Three Cups of Tea*, a favorite with students)

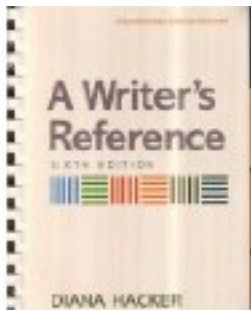


by Greg Mortenson

Select ONLY One of the four books above, the one that you are most interested in reading and writing about.

Everyone is required to buy only two books for the class, but this third one is highly recommended:

A Writer's Reference, 7th ed.



by Diana Hacker

This is an expensive book, so try to buy it used. The 6th or 5th ed. is okay, too. It is an English handbook, with the rules of the language nicely organized. I use it myself when I am writing. It will see you through all of your English classes, assigned essays, and research. Please buy it, if you can afford it.

Computer Software Requirements

- Students enrolled in the course must have the word processing application Microsoft Word or a **fully-equivalent and compatible alternative**. **WordPad and Works are NOT acceptable**. Students who do not have Microsoft Word (part of MS Office) can purchase it for under \$100 (regularly \$500+) as part of the College Buys program at <http://www.journeyed.com/fccc/>.
- Students who cannot afford that can download a copy of Open Office, which

works well. Be aware that Open Office is a large program that takes up lots of memory and the download takes a long time, so do it before terms starts--

<http://www.openoffice.org/index.html>

- New versions of MSOffice (2007) are set to save files with a **.docx** extension. Those files will not open for many users. If I cannot open your submitted files, you cannot expect to get credit. Learn how to change the file extensions to the standard, cross-platform .doc extension. See the Microsoft website for help with this. **(If you do not understand what I am saying here, spend some time learning how to use MSWord—see the online help manual or sit down with someone who knows the program. Do it BEFORE the semester starts, if possible. Computer skills are a must for online learning!)**
- **All class work must be submitted to the Etudes course site;** some assignments must be submitted as .doc or .rtf file attachments. You must be fully familiar with working with text files and attachments in order to succeed in this course. **(Here, too, you can get help at the college computer labs, once the semester starts.)**

What you need to do:

- Make sure that you have easy and reliable Internet access. Dial-up service works, but you will find it very slow. DSL or cable access are recommended.
- Check to make sure that your computer system is adequate, that you have all the needed software, and that your browser cache settings are correct. Please see the following web pages for instructions on setting up your computer and **do it BEFORE class starts:**

<https://myetudes.org/portal/site/!gateway/page/4243c7b4-9b68-45fc-0016-148ad08653aa>

Need help with the technical stuff? Contact the LAVC

Etudes Help Desk: <http://www.lavc.edu/virtualvalley/help.html>

Email: virtualvalleyhelp@lavc.edu

Phone: 818.778.5834

- Every computer that you use must be set up according to the Etudes System Requirements
<https://myetudes.org/portal/site/!gateway/page/4243c7b4-9b68-45fc-0016-148ad08653aa>
- Have a back-up computer lined up (such as the computer labs on campus or the public library) in case of problems. **Technical difficulties will not be an acceptable excuse for late or missed work.**
- Have a working email address that you check regularly. I will send out important announcements to the class via the email that you list with the Etudes class site.
- **Post your introduction to the class Discussion forum no later than Friday of the first week of semester. If you do not do so, I will drop you from the class as a “no show.” Your place will be given to a student waiting to add.**
- Log on at least three times a week, preferably every week day, after that. Does that sound like a lot? **Maybe my former student can convince you that it is not:**
...Even so, taking the initiative to log on at least once a day will help keep you up to speed. Don't be shy to ask for help. Posting new questions or pointing out typos in the forum “Class Questions” may even earn you extra credit points. It doesn't take much to participate in the discussion groups. Professor Marion only requires a short one-hundred [word] response to only two of your peers....
- **Read all** of the content materials, **complete** the assignments, and **participate** in the discussions. **Participation in discussions, reading circles, and peer writing groups is required and graded.**
- Ask questions whenever you have them. **Listen to this former student:**
Finally, I would highly recommend asking questions; ask questions whenever you feel

lost or just need a little help; after all, others may be thinking the same thing you might be thinking. Just be careful not to ask questions that have already been asked, this shows that you are not on the ball, and you may even lose points. If you follow all of these basics, you'll most certainly learn to be a much better writer, reader and have a pleasant experience along the way

- Learn some new interesting, useful, and even fun (honest!) things!

How to contact Professor Marion:

If you need to contact me before class starts, email is your best option—my email address is heynmq@lavc.edu. My campus phone number is 818-947-2532. I usually work from my home, but occasionally you can find me in my campus office, Campus Center Room 240. I look forward to meeting you in the discussion forums online during the first week of class.

Happy writing!

Professor Marion ☺

Marion Heyn

Professor of English

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