

Date August 15, 2011

Dear English 235 Students:

Welcome to AMERICAN LITERATURE BEFORE 1900, ENGLISH 235. This course is 95% online. That means you will attend classes via the Internet, except for one on-campus session. My name is Dr. Michael Daher, and I am the professor for this course. You will communicate with me via email (mdaher@henryford.ucompass.com), telephone, (313-845-6457) and/or Discussion Board. It is necessary to visit the HFCC campus only once--for a mid-term examination-- to complete this course. You may, however, schedule on-campus office visits for discussion and assistance, if you wish.

An online course requires a certain level of commitment and self-discipline from students. To succeed you must participate in the course on a regular basis. Put time aside each week, just as you would if you were attending classes on campus, to participate in your online course and complete the necessary work. It is very difficult to do well if you get behind. Assignments receive no credit unless submitted on time.

If you're not sure you're ready for the commitment of an online course take the self-test on the HFCC Ucompass login page, <http://henryford.ucompass.com>. Click the **Student Resources** link and then click "**Is online for you?**" to learn if your learning style and self-discipline is suited for online education.

There are certain technical requirements for success in this course. You are responsible for the necessary hardware and software, as well as the ability to use both competently. You must have access to a computer with a CD-ROM drive. You must be able to access the Internet. To ensure that your computer is ready for online learning click "**PC Requirements**" in the **Student Resources** section of the Ucompass login page, <http://henryford.ucompass.com>. The **Technology Analysis** at the bottom of the page will evaluate your computer resources to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page.

Should you need Technical Support with your Ucompass course click the Tech Support link on the Ucompass login page. Call the support numbers listed or submit your issue via e-mail and you will receive a timely response.

How your online course works:

The web address for your online course is: <http://henryford.ucompass.com> **You will not have access to your online course until the first day of regular classes for the semester.**

Log into Ucompass using your **WebAdvisor username** and the four-digit **mmdd of your birth** as your password (if your birthday is July 4, your password would be 0704). If you do not know your WebAdvisor username find it through the HFCC website <http://www.hfcc.edu>. Click the blue WebAdvisor box, then click the link for Students and follow the prompts to display your username.

Each time you enter the course you will see the Announcements page. Review this page regularly for new course information.

Each week you will receive a new assignment in the form of a packet in the Course Materials section of your course. This packet will contain instructions for completing weekly assignments. Each weekly assignment will include some combination of 1) textbook readings, 2) A "Short Answer Commentary" assignment, 3) a "Formal Sentence Outline" or a "Transliteration" assignment, and 4) Extra Credit Options. You will have one week to complete the assignments. All assignments mentioned in this paragraph will be due at **11:00 P.M. Sunday of the week** they are assigned.

It is your responsibility to keep up with the readings and the course work. After the due date has past and the new packet for the upcoming week is made available to you on Monday morning, you will no longer have access to the previous week's packet of information. NO LATE ASSIGNMENTS WILL BE ACCEPTED.

The text book for this course is **The Norton Anthology of American Literature, Seventh Edition, General Editor Nina Baym, Volumes A, (Beginnings to 1820), B (1820-1865) and C (1865-1914).** **New York: Norton, 2007.** The three volume set is identified by its publisher, with a single W. W. Norton **ISBN code—978-0-393-17627-8.** This single number **represents all three volumes.** You may purchase the three volume set directly from the publisher (W. W. Norton) on-line at a cost of \$68. You may also purchase this set of texts either in-person or on-line at the Henry Ford Community College bookstore. (To order online from HFCC, visit the College Store web site: <http://collegestore.hfcc.edu/>)

Henry David Thoreau's motto provides a succinct formula success in this class: "Aim High." You will take away from the class precisely what you invest in it. Contact me at any time with questions or concerns you have (mdaher@henryford.ucompass.com). Communication is absolutely essential in an online course. **Email, post, or call--- just communicate!** *The only stupid question is the one you don't ask.* Please feel free to inquire about the content or operations of the class any time you wish

Best Regards,

Dr. Michael Daher