

Welcome to English 132!

My name is Professor Tamanika Terry Steward and I will be teaching your Advanced College Writing and Research course. After the first day of official classes, I can be reached via email at tterry@henryford.ucompass.com.

I hate to begin my letter with a word of warning, but I feel compelled to offer this advice to all those signed up for this course: if you are even slightly uncomfortable with technology or lack confidence in your writing skills, it would not be wise to maintain your enrollment in this course. You will likely suffer a great deal of frustration and may even ultimately fail the course if you are even slightly intimidated by the writing process and/or basic computer functions.

This does not mean that you have to be a Geek Squad employee or run a computer store to effectively understand the technology for this course. It also doesn't mean that you have to be Kurt Vonnegut to be able to satisfy the English criteria of this course. You should, however, have the elements of basic grammar completely mastered. For example, you should understand what constitutes a complete sentence, possess competence with regard to subject/verb and pronoun/referent agreement, and be fairly knowledgeable in questions of punctuation. Likewise, while you need not be a computer programmer, you should be extremely comfortable in utilizing basic computer software applications. You should have a reasonable level of experience with a word processing program - preferably MS Word - and should be very secure in communicating via e-mail, including the process of sending attachments. If this does not describe you, I highly recommend that you enroll in a traditional section of ENG 132 to help ensure your success.

The texts that you will need for this course can be purchased from the HFCC Bookstore or online. These are the textbooks that are required for this course:

- **Asimov, Issac. *I, Robot***
- **Butler, Octavia. *Bloodchild and Other Stories***
- **Winkler, Anthony C. and Jo Ray McCuen. *Writing the Research Paper: A Handbook 8th editon***

As you can see from the texts listed, we will be reading and writing about literature. Literature is a great tool to help students sharpen their critical reading, critical writing and critical thinking skills. In this course, we will read and write about topics and stories in science fiction. Science fiction is an interesting type of literature that helps us to critique humanity, in general, and our selves, in particular. I hope that you will find the stories interesting and helpful as you sharpen and practice your critical reading, writing and thinking skills. You will also learn how to conduct effective research so that you will be able to write a long research essay by the end of the course.

You may be thinking, besides reading science fiction and doing research, what else is the basis of this course?

This course is designed to further develop your proficiency in argumentative writing. Writing assignments will be more advanced than assignments in ENG 131. Throughout this course, we will focus on writing, reading comprehension, and editing. You will also learn research techniques to help you write a research paper at the end of the course. It is my hope that by the end of this class you can analyze writing to write effective and coherent essays, increase your information literacy skills, learn effective documentation skills and conduct effective research for college.

On the first day of the semester, PLEASE MAKE SURE TO LOGIN TO UCOMPASS. Give yourself an opportunity to acclimate yourself to the online system, especially if you are new to UCompass. There is an tutorial on the UCompass webpage that offers information regarding how to effectively navigate the system.

When you access the course, you will want to access the syllabus and course materials. To access the Syllabus, you will need to click on the Syllabus button located at the top left hand side of your screen. Once you access the screen for your syllabus, you can view and download the document. To access course materials for the class,

please click on the Course Materials button. I have divided all of your course materials into weekly course packets. Each course packet contains the information that you will need for that week, including objectives, assignments, instructions and guidelines and activities for that particular week. At the beginning of each week (unless another date is given to you), I will give you access to the weekly packet. **All assignments and course work are due by the date given to you.** To access that packet for that week, go to Course Materials and click on the packet name for that particular week and follow the instructions. **Please be sure to read the course announcements each time that you enter into the course.** I will continue to place important announcements related to course business routinely. You should make it a habit to check the announcements at least 4 times a week. **Monday through Friday I will be available online throughout the day. My availability will be less on Saturday and holiday weekends. I will not be online Sundays and/or holidays.**

You must be aware that an online course does not mean easier. What you have committed to is a course that will require you to do as much work as you would in a traditional 15-week semester. The online component of this course does not mean that you will commit less time to assignments. It means that you will commit adequate study and writing time a week for each credit hour of this course. Remember you are enrolling in an execrated course. This means that for every week of this class you should be willing to devote enough time for two weeks of study, reading and writing. Therefore, you should have set aside **at least 9-12 hours a week** to effectively fulfill the requirements of this course. The online portion of this course is not optional. It is mandatory. There are no hard copy "make-ups" for work you are supposed to submit online. You will use UCompass to download assignments, retrieve handouts, access information for your in-class essays and submit your work.

You should also be aware that a 95% online course is NOT a fully online course. There are times during the semester in which you are expected to come to campus to have face-to-face meetings with me AND/OR you must come to campus to write exams. Your meeting with me will be at the beginning of the semester to officially "check-in" to the course. You are expected to meet me so that I can officially meet you and give you information that will be beneficial for you to get started with the class and so that I can make sure that you are enrolled in the class. Please look for a message from me via Web Advisor regarding a "check in" Orientation. The Orientation will take place at HFCC's Main Campus.

I will inform you what time and where the Orientation will take place before the semester begins.

Please bring the following items with you at "check-in":

- 1. HFCC or State issued identification**
- 2. A photocopy of your ID**

The second and third times that you will come to campus will be on the scheduled weeks of your in-class essay and Final Exam. The HFCC English Division guidelines require that each ENG 132 student write two in-class essays. This will mean that you will have to be on campus to write and submit your in-class essays. Please look on your syllabus for the weeks you are to come to campus to write your essays. You will need to devote at least two hours on the day that you take your in-class essay. In order to pass the course, you must complete both in-class essays and receive a passing grade for at least one of them.

You are expected to do a lot of reading and writing in this course. The point of this class is to help you to further advance your critical reading, writing and thinking skills. You should come to this course as if you are a determined and talented student who has chosen to have a coach strengthen your writing skills. Like any good coach, it will be my job to help you to improve, giving you guidance along the way. I will not tell you what you want to hear if you are not fulfilling the criteria of the assignment, or if you do not complete the assignment. In this class, there are no "As" or "Bs" for just turning the assignment in. As and Bs are given to those who satisfy the assignments at an advanced level as outlined by the particular assignment's guidelines and the guidelines of the HFCC English Division.

Last, it is expected that you can write an essay that has an effective introduction with a thesis statement, body paragraphs with at least 8-10 sentences per paragraph, and a conclusion. You should also be able to write an effective paragraph or series of paragraphs to answer questions for homework and other assignments. Topic sentences and supporting sentences should be familiar to you; we will not cover this in our class. However, if you

are in need of a refresher, I will provide you with information about the essay and paragraph writing at the beginning of the course.

Okay, now that you have an idea of what you have gotten into, you should be ready for this course. Remember, on the first day of the semester you will need to download and read the Syllabus and look at the Packet for the week. Also, make sure that you devote some time in your schedule to attend one of the Orientations for the course. If you have any questions regarding the syllabus, please take notes and feel free to ask questions via UCompass email. Please make sure that you read the syllabus in its entirety so that you are fully aware of the guidelines and expectations of this class.

Once again, welcome to ENG 132. I look forward to an enlightening semester.

I look forward to meeting you! Look for future announcements.

Prof. Tamanika Terry Steward