Thank you for your interest in Online English 151! Before our adventure in online learning begins on August 19, 2013, I want to apprise you of a few details about your instructor and this course. The detailed information below is intended to be honest and helpful, but not to scare you. So here is what you need to know, and thanks in advance for the time you will take to read what follows.

**Access Requirements:** No mandatory campus visits are required to take this course. The course, however, is not a self-paced course but an online community of learners working through a 17-week semester. It unfolds week-by-week with the whole class participating in weekly exercises and discussions together. If you are seeking an independent studies course, know in advance that this is not one. **You do have to log on at least 3 different days a week** to work in the course, but you can pick whichever days and times suit you. A new week of course content with assignments is released each Monday for you to work on during the week.

Students should always access the class website in Moodle via MyCOM. For information about getting a MyCOM account, read the FAQ's on the MyCOM Portal login page. #7 on the Portal login page explains how to get to Moodle.

**First Day of Class Instructions:** All enrolled students are required to login to the class Moodle website between 6 pm Monday, August 19 and 6 pm Tuesday, August 20, 2013 to hold their spot in the class. If a registered student does not login to the class site during this 24-hour period, his or her spot may be given to a student on the waitlist. (The waitlist is long and there is a shortage of class spots to meet the demand; so know that I will honor the waitlist if you do not confirm your spot and begin the course as required.)

**Waitlist & Add Codes:** If you are on the official Admissions and Records waitlist, email the instructor, Alisa Klinger, to indicate your desire to take the course and to receive course start up information. Please include your name, the section number of the class you wish to add, your waitlist number, and your COM Student ID in your email. I do honor the official waitlist, adding students in the order they appear on the waitlist. So please register for the waitlist before contacting me. If the waitlist is full, please wait until August 20th to contact me about adding the course. I will not give out add codes before August 20th, and you will receive no priority for contacting me before August 20th. No matter how desperately you want to take the course, there is no advantage to be had by emailing me in advance of August 20th.

**Course Materials:**
Required: Sheila Cooper and Rosemary Patton, *Writing Logically, Thinking Critically*, Seventh Edition (Pearson Longman) ISBN 978-0-205-11912-7. (Be sure to get the 7th edition; please do not purchase the 5th or 6th edition since they do not contain all the material we will need for this course.) **You must have a course textbook to take this course. It is your responsibility to ensure you have the correct edition of the text**
by the first day of class.

Recommended: Diana Hacker, *A Writer's Reference for Online Learners*, 7E, Seventh Edition, (Bedford/St. Martin's) ISBN 9780312551995 (Please use this one with the new MLA 2010 updates. Don’t spend your money on any other editions, as they are out-of-date and you will not be able to participate in buy-backs.)

**Book Purchases:** Students may purchase their books online by visiting COM's online bookstore, or students may buy the books at the COM campus. Please purchase the editions listed, since content and pagination in old editions of texts do not match with course assignments. This is not a course where you can get by without reading the assigned texts because the quizzes and assignments are based on specific text passages.

**What To Do When You First Access The Course Online:** Be advised that Moodle works best with Firefox. Not all features function with Safari for Mac users. Moodle is not compatible with Google Chrome.

If you run into any technical problems, check your browser using the helpful information at the following link: [http://ilearn.csumb.edu/BrowserTestFiles/index.php](http://ilearn.csumb.edu/BrowserTestFiles/index.php)

Take some time to familiarize yourself with these 2 helpful Moodle FAQs for students and bookmark them for future reference:

[http://www.marin.edu/DE/faq.html](http://www.marin.edu/DE/faq.html)
[http://docs.moodle.org/20/en/Student_FAQ](http://docs.moodle.org/20/en/Student_FAQ)

Finally, there is an important note that you should read and heed at the top right of your Moodle home screen: **"Closing this browser does not end your session. In order to end a session you must click on Logout (top right side of browser window). If you do not log out, your session will remain active. The next person to use this computer will have full access to your account."** Make yourself a sticky note to remind yourself to log out!

I hope this Course Welcome Letter answers your preliminary questions. If you have others, please email me.

I love my job and I love critical thinking. Know that I look forward to working with you in Online English 151, hoping to make you feel positive about your work and excited about critical thinking too.

I look forward to our adventure in online learning!

Cheers, Alisa  
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