

## **CAUTION! CAUTION! CAUTION!**

**First, let me be very clear. I DO want you in this course, this academic community. However, YOU MUST WANT to be here. YOU must be prepared. So before reading the online orientation and before choosing to stay in this course, YOU need to be able to do the following:**

- **Follow directions**
- **Read the syllabus**
- **Be able to send email**
- **Be able to attach files and send them**
- **Be committed to doing your best in this academic community**

**ALSO, YOU MUST HAVE:**

- **A computer in your home**
- **The software program Microsoft Word must be in your computer system**

**NOW, if you meet the above criteria, then, please continue. I welcome you to read the Orientation.**

## **ORIENTATION TO ON-LINE ENGLISH 101**

The first thing you will learn about taking an online class is it requires a lot of self discipline. You cannot afford to get behind, There is a considerable amount of reading and writing. Every assignment is a building block for the next one. That is why it is important that you do every assignment; that is why I do not accept late work. Thus, the second thing you will learn about taking an

online class is the need for you to submit any assignment ON TIME.

Yes, I realize a student can become ill with the flu or, unfortunately, a loved one may need your care. As much as I may care, personally, as your college professor, I must recognize that my role is not that of a social worker, psychologist, or spiritual leader. I am your instructor. I have to make certain that every student that comes under my charge fulfills the objectives set by the Humanities Division of Mott Community College and the State of Michigan Dept. of Education. Thus, if a student does not meet these objectives, and to do this is by submitting the assignments, legally, I cannot pass the student. Even more importantly, morally, I cannot. Now, there may be other instructors who can—maybe. However, I am not one of them; if you wish, then, find that instructor and take his or her course wherever it is. I do not want to seem blunt or uncaring; however, my years of teaching have taught me that it is best to let students know “up front” what is and what is not. Also, he or she needs to know why I am so rigorous. Legally and morally, I have an obligation. Now, it is up to you to decide if you wish to meet these expectations.

Expectations of English 101—online:

- No late work, no late work, no late work
- A minimum of three separate responses to different classmates’ work per assignment, i.e. in order for you to improve your writing, you can best do this by helping a classmate; thus, there is a requirement that you provide responses to other online classmates’ papers—yes, a final grade is earned for these responses
- A thorough demonstration of your ability to research and provide written evidence of the results of that research
- A minimum of three e mail dialog journals for the semester
- Follow directions
- When unclear about any facet of the course, please ask me! The only stupid question is the one you DO NOT ask!

- Try to do your best; if your best is a C, this I can accept; however, even if you earn a B but your best is an A, um, this is not acceptable
- Treat your instructor as you would wish to be treated—with respect and courtesy

Beyond these expectations, although I realize most of you are not interested in having any “touch feeley” relationship with your fellow classmates, you will need to forget that aloof attitude. In order to survive in an online course, you need to see it as more than just an electronic place to get the grade and run.

I treat my online classes as if they were communities. Therefore, you will notice that I shall refer to you as neighbors, the online classes as neighborhoods, and I serve as your city council representative. Now, in order for any neighborhood to thrive, everyone must do his/her share of the work keeping the neighborhood clean and viable. And that means I expect every neighbor to help one another and help himself/herself by responding to each other’s work. There is a kind of commitment that is needed for a neighborhood to continue to grow. And I expect that commitment from each and every member of the English 101 and English 102 online communities. If you do not feel you can give that commitment of time, hard work, sharing of ideas, suggesting of ways to improve others’ writings, then, the English 101 and English 102 online communities of which I am your professor/council representative, you should not even consider moving in!

Now, having said this, let me continue speaking to those of you who are ready to move in to English 101 Online Neighborhood or English 102 Online Neighborhood.

**Let’s look at the syllabus for this course. It is either in the packet that you have received from the Distance Learning**

**Office or you can find it in the same web page you found this Orientation.**

**Look at page 1 of the syllabus. Please note the seven (7) bulleted items under “Please, Please, Please Follow the Directions Below.”**

**Next, you will see on pp. 2-3, a general overview of the assignments for this course/academic community. A more detailed description is on pp. 5-16. I STRONGLY suggest that you read EVERY ITEM ON EVERY PAGE very carefully BEFORE YOU DO THE FIRST TASK.**

**Every assignment is a preparation for the Final Exam which is a five-paragraph research theme. As you read the Class Policies, you will see that you are allowed one assignment that you do NOT have to submit. This is for emergencies. You will not incur a penalty. If you do ALL of the assignments for this semester, then, at the end of the course, I, Dr. Fairy will drop the lowest grade earned in the second-half of the semester. I strongly suggest that you NOT miss one assignment. Why? Every assignment is a building block to help prepare you for the writing of the final exam. Still, if you are considering missing an assignment, I suggest that you NOT miss the midterm exam and final exam.**

Now, you may be asking yourself: um, who is this Fairy C. Hayes-Scott? Is she crazy? Yes, well, in, a good sort of way. I am crazy about life; I am crazy about teaching; and I am crazy about my students. The kind of crazy I am talking about is a kind of love crazy. You must understand that I truly LOVE teaching; it is a necessary ingredient to my very life. If I could not teach, I would not be able to live a full life. So, you must understand that I have high expectations of myself; likewise, I have high expectations of my students.

I have learned, however, that many students, do not have high expectations of themselves. Many do not care if an instructor loves teaching or has any care for them. As a few previous online students told me, their purpose was to get the grade, do as little as possible, and be left alone. If this is the case for you, then, you need to consider very seriously if you wish to take this course with me, Fairy C. Hayes-Scott, Ph.D.

How can I best describe myself? Well, some years ago, I took a personality test. I was quite surprised as to how “on target” the test was. And so, let me share the results as it applies to me as a college professor:

The best adjective to describe this person is **responsible**.

She is efficient at organizing procedures and detailing rules and regulations. She likes to see things done correctly. She tends to be impatient with those who do not carry out procedures with sufficient attention to those details, prescribed by those with the most experience, that will get the job done right. She may, at times, be abrupt with those who do not follow the rules correctly. She am realistic and matter-of-fact.

She is loyal to her students, friends, and family.

She is very punctual and expects others to be, also.

The instructor is relatively easy to get to know; she does not confuse people by sending double messages. She says exactly what she means to say. She is quite dependable and consistent, and what she seems to be is what she is.

Finally, this instructor does not do anything if she does not have a thorough love and commitment to it. And so, she is teaching not

because she has no other choice; it is her first choice; it is a major part of her life. She loves sharing ideas with others!

So, if your purpose to is to be a slackered in this course or see how many ways you can insult, try to intimidate, or waste time comparing me to all of the other teachers who told you that your writing was “all that,” again, you need to consider very seriously if you wish to take this online course. I believe the class policies will explain very clearly how serious I am about teaching, about showing respect, and receiving respect.

General Information for the course:

- The class policies for this course are on this site. I expect for you to send to me ASAP via mail (see the address at the beginning of this orientation), if you agree with these policies, a printout of the signature sheet, with your having printed your full name, your having signed your name, and your placing the date. Until I receive this signed copy of the class policies, you are not to post anything onto the Discussion Board after Week 3.
- If you click onto the menu above onto “Syllabus 101” or “Syllabus 102” (whichever is your course), then, your syllabus will automatically download onto your hard drive. It is set for Microsoft Word, which is the software package you MUST have for this course. It is also set for Adobe Acrobat PDF files. Thus, you should have no problem opening the file. If you do, contact me immediately.

Now, you need to know how to use Blackboard. If you were able to get into this site and send me an e mail, then, Blackboard will be very easy. It is just another site, only designated for Mott Community College students.

You will need to get into Blackboard to receive the announcements for this course, send e mail messages to all in the class, and to participate in the discussion groups on the Discussion Board. So, you **CANNOT AVOID BLACKBOARD IF YOU WANT TO**

TAKE AN ONLINE COURSE AT MOTT COMMUNITY COLLEGE, and you should not want to. It is really a wonderful site that allows us as a class to communicate with one another.

Directions to enter Blackboard:

- Go to [blackboard.mcc.edu](http://blackboard.mcc.edu)
- Login—now don't worry; the college has already put in a user name and password for you; your user name is the first initial of your name and your last name; your password is the last four digits of your social security number; so—login!
- If you wish to change your e-mail address from the one that the college has assigned you, please do so immediately. Since all general e mails will go to the address that Blackboard has on file, you will need to make the change on Blackboard for it to know. Blackboard will give you directions to make the change. It is very easy, so just follow the directions. If you have any problems, let me know.
- Now, you should click onto your course. There, I want you to go to the announcements for the course.
- Now, I want you to click onto the Discussion Board. You will see that I have already placed a topic for discussion. I shall want your response to it and I shall want you to respond to at least three other people who share their responses. Why? I want you to get the feel of communicating on the Discussion Board.

Now, what's next? I want to see how well you can submit an assignment to me. There are two ways—via an attached file or you can just paste it into an e mail message to me. Now, in order for you to submit an attached file to me, you **MUST HAVE MICROSOFT WORD!!! It cannot be Wordpad, Word Perfect, or Tiddlywinks. It MUST BE Microsoft WORD!** This is the only way I shall be able to read your attached files.

What do you need to view the CD? **MICROSOFT WORD OR ADOBE ACROBAT READER** (you can download this for **free** by going to:

<http://www.adobe.com/products/acrobat/readstep2.html>).

In order to hear the poetry readings on the PP, you will need Quicktime 3.0 or higher. It also can be accessed for FREE from [www.Apple.com](http://www.Apple.com).

Whew! I have provided a lot of information in this orientation. I want you to take a deep breath and stop reading anything else. Walk away from your computer or this Orientation. After at least 30 minutes, come back to it. Review and please, please, please feel free to e mail for any question that comes to mind ([FairyHa@aol.com](mailto:FairyHa@aol.com)). I cannot emphasize enough that there are no stupid questions if you ask them. OK?

Again, welcome, my Students! I do hope I have the opportunity to meet you one day. If not, because distance just makes that impossible, I hope that our dialogue will be one in which we both get to know one another better and, most importantly, you gain the writing skills that you wish to learn and I love to teach.

Sunrises and Sunsets,

*Dr. Fairy*

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