

SYLLABUS for English 101—Online—Fall 2009

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 Office Hours: on-line office hours—via chat room or instant message—time to be
 determined by class members

Online Office Hours: online-office hours—via Blackboard, e-mail, or instant
 message—time to be determined by class

Texts: *Bare Essentials* 11th ed., 2nd, 3rd, and 4th printing by Hayes-Scott
Suzi-Q by Shepherd

NOTE FOR STUDENTS NOT ON FINANCIAL AID:

If you wish, you can purchase the textbooks for this course from the online store of MARKETINGNEWAUTHORS.COM <www.MarketingNewAuthors.com>. This will be to your convenience. All you will have to do is order via the secure site and the books will be mailed to you! You just need to look at the left-hand side of the homepage under “MANA MENU,” and you will see the different “departments/categories.” You will not have to drive to any store; you just can order online. The process will be cost-effective. Furthermore, one of these texts will be offered as an e-Book; this will be even more to the advantage of the budget-conscious.. See below for more information.

The textbook, *Bare Essentials*, will be available as an e-Book and as a hard copy on the web site <MarketingNewAuthors.com> in its online store under the category of “Educational Resources.” You will see this listing on the left-hand side under “MANA MENU.” Once into this category, scroll down to *Bare Essentials*. Once in the book’s web page, you can make your choice for e-Book or hard copy. Also, the other book for this course, *Suzi-Q*, also, can be purchased at the same web site under the category of “Children’s” under ”MANA MENU.”

Now, do NOT worry about having your copy of *Bare Essentials* on the first or fifth day of class. You will need only Chapters 8 and 9 for the first two or weeks. And these chapters are on another web site for your convenience. Follow the directions below:

1. go to www.RobbieDeanPress.com
2. once at the starburst of the site, click onto the file “Orientation for Mott Students”
3. once into the file, you will see a lot of valuable information. Chapters 7 and 8 are in this file. Click and you will see the pdf file of these chapters. 101 Students only need to focus on Chapter 8.

By the 3rd week, if you have ordered the hard copy of *Bare Essentials*, you should have your book along with your other order of *Suzi-Q*.

PLEASE READ THE MAIN TEXTBOOK, *BARE ESSENTIALS*. THIS HANDBOOK IS THE RESULT OF YEARS OF REVISIONS BASED ON WHAT FORMER STUDENTS HAVE SUGGESTED. DR. FAIRY WROTE THIS BOOK WITH YOU IN MIND. YOU SHOULD STUDY THIS BOOK IN ORDER TO IMPROVE YOUR WRITING SKILLS. YES, USE THE BOOK!

PLEASE, PLEASE, PLEASE FOLLOW THE DIRECTIONS BELOW:

- Students **must type—double-spaced**--all work submitted to Dr. Fairy
- The **length of all themes**, except for the research theme (3-5 pp., not including the outline and works cited page), should be **2 to 3 pp.**
- With **every** theme be sure to **submit an outline**
- **ANY ASSIGNMENT that should be sent to Dr. Fairy as one paragraph, SHOULD NOT be sent as an attachment. Just place it in the e-mail or in the thread of the Discussion Board. LET ME REPEAT: DO NOT SUBMIT A PARAGRAPH AS AN ATTACHMENT!**
- All assignments sent to Dr. Fairy via attached file **MUST BE a MICROSOFT WORD** document; it **should not end** with “docx.” It must end with “doc.” So, be sure to save it so that it **ends with “doc.”**
- Dr. Fairy emails students within a **twenty-four hour time period** letting them know that she has received their homework. If a student does NOT receive such an e mail, s/he should email Dr. Fairy ASAP!
- **NO LATE WORK! NO LATE WORK! NO LATE WORK!**
- **If a student requests** for his/her work to be accepted late, Dr. Fairy **will lower** the grade for the next assignment **100 points.**
- Be sure to **SAVE** all attached files that you email to Dr. Fairy’s e-mail address with the following information: **last name, first name, & assignment number ie., Jones_Philip_Assignment #1.**
- **ALSO, BE SURE TO PLACE “Engl. 101 Student” in the Subject area of the e-mail and ALWAYS SIGN YOUR NAME whenever you send an e-mail message. Neither Dr. Fairy nor anyone else can be expected to remember your e-mail address.**
- **If there is no forum on the Discussion Board** for an assignment, this means that you should email and send the assignment to Dr. Fairy’s e-mail address as an attachment, if a theme assignment, or within the e-mail, if a paragraph assignment.
- Any assignment or e-mail message you wish to send to Dr. Fairy, be sure to send it **only** to <FairyHa@aol.com> and not to any other e-mail address.
- **To get into the Pass-Protected site (PP), you can receive the user name and password in three ways:**
 1. **from the instructor**
 2. **from a file on the Announcements page of Blackboard**

- DURING the **FIRST WEEK OF THE COURSE, NO LATER THAN SEPT. 8**, all students should email Dr. Fairy their home address, just in case the college does not have the correct address. Dr. Fairy mails all assignments to the address that the college has given her; if there is a different address, it is the student's responsibility to make certain Dr. Fairy has the correct address.
- DURING the **FIRST WEEK OF THE COURSE, NO LATER THAN SEPT. 8**, you should read thoroughly this **WHOLE** syllabus. If there are any typographical errors, questions about an assignment, its content or date due, or any aspect of this syllabus that seems contradictory or unclear, **YOU SHOULD EMAIL** Dr. Fairy no later than Sept. 10.
- **REGARDING THE FINAL EXAM** (research theme), please know that **ANYONE** who does **NOT** submit this exam on time will **NOT BE ABLE** to do the optional assignment or any other extra credit work to make up for the missed final. That missed assignment like all others earn the student 0 points (0%) rather than a 50%, if you try your best but earn an E (any points below 180 pts.).

**NOTE: FOR CLASS POLICIES AND ONLINE
ORIENTATION AND ALL OTHER INFORMATION GO
TO:**

www.RobbieDeanPress.com

A General Overview of Dates When Assignments is Due

Please note that all reading assignments, *unless otherwise indicated*, should be completed the first day of the week they are assigned.

All other dates for works that are due are the following:

- Sept. 8** **Email Dr. Fairy your home address**
- Sept. 9** **Writing Assignment Number One—theme outline only**
- Sept. 18** **Part I Preparation for Research project**
- Sept. 23** **Writing Assignment Number Two—theme outline and theme**
- Oct. 2** **Writing Assignment Number Three—3 messages conveyed—outline and theme (Part II Preparation for Research project)**
- Oct. 12** **Writing Assignment Number Four—Comparison & Contrast**
- Oct. 28** **Writing Assignment Number Five—RESEARCH PLAN (This assignment must be in my office at the Humanities Division no later than 4:00 PM)—Part III Preparation Research project**
- Nov. 6** **Writing Assignment Number Six—Body Paragraph 1 of Research Theme (Part IV Preparation for Research project)**
- Nov. 16** **Writing Assignment Number Seven—Excerpt Paragraph or Character Analysis Paragraph**
- Nov. 30** **FINAL EXAM, Writing Assignment Number Eight—RESEARCH THEME**
- Dec. 10** **Writing Assignment Number Nine—(Optional)**

PLEASE DO NOT USE THE ABOVE OVERVIEW AS A REPLACEMENT FROM READING THOROUGHLY THE FULL SYLLABUS. THERE ARE SOME TASKS AND READING ASSIGNMENTS THAT ARE NOT INCLUDED IN THE ABOVE; STILL, YOU ARE RESPONSIBLE FOR COMPLETING THEM WITHIN THE PROPER TIMEFRAME.

IF THERE ARE ANY QUESTIONS, DO NOT HESITATE TO SEND AN E MAIL TO DR. FAIRY AT HER E-MAIL ADDRESS: <FairyHa@aol.com>.

Course Objectives or Competencies—English 101:

No one instructor has prescribed these objectives. The English faculty of the Humanities Division of Mott Community College has set up these objectives.

1. Demonstrate awareness of audience and purpose for writing by making appropriate choices in content and organization to suit the particular rhetorical situation.
2. Use prewriting methods that help generate and focus ideas before drafting a paragraph or essay.
3. Draft essays, each of which supports one main idea with relevant details and examples.
4. Revise essays, going beyond surface-level corrections to rethink issues of focus, development, and organization.
5. Use transitions so that one idea flows smoothly and logically into the next.
6. Use a variety of sentence lengths and structures.
7. Use concrete, specific words to create a mental picture for the reader.
8. Use standard English grammar, punctuation, and spelling.
9. Recognize and demonstrate elements of an essay: introduction, thesis, body/support paragraphs, conclusion.
10. Demonstrate basic research skills by locating and selecting pertinent materials in the library, including the on-line library data bases.
11. Write an original research essay, using parenthetical citations and providing a list of works cited using MLA guidelines.
12. Participate in the social sphere of the writing class through open discussion and peer feedback by expressing respectfully and clearly questions and suggestions.

What is the relevance of these objectives/competencies?

- Increase the ability to communicate to a wide range of people
- Increase the ability to brainstorm in a manner that will help one generate ideas before performing a task at home, work, foreign environment
- Increase ability to develop one idea and generate support for that idea at home, work, vacation, etc.
- Increase the ability to improve one's method of approach to any situation

- Increase the ability to communicate with people in a manner that does not confuse the listener or reader
- Increase the ability not to be boring when presenting one's ideas, thus, keeping the attention of the listener or reader
- Increase the ability to be very clear in providing examples during a discussion so to promote more clear communication with reader and/or listener/s
- Increase the ability to avoid those grammatical errors that can distract a reader or listener, i.e. in situations like a job interview
- Increase the ability to present a focused oral or written presentation
- Increase ability to use a variety of research sources to cope and master the challenges of this century, i.e. ability to research information about an illness that has afflicted a loved one or self, ability to check to see if a certain automobile is really safe, ability to learn about new topics without being dependent on an "expert"
- Increase the ability to write an piece of research independently
- Increase one's ability to receive and share constructively suggestions for improvement; also, an increase in the ability to learn from a wider audience, not necessarily agree, but to respect and be more open to new ideas

Of course, there are more reasons than the above. However, this information should help you understand "why am I doing all of this stuff" ☺.

Method of Evaluation

Evaluation by Instructor

Evaluation by Students

First-Half of Semester:

2/3 of grade based on written assignments

1/3 of grade based on argumentative essay

Final Grade of Course:

1/4 of grade based on midterm grade

2/4 of grade based on all grades earned after midterm

1/4 of grade based on research theme

You will notice that there is an evaluation sheet in your text and the same one is in a folder on the Pass-Protected Site (PP). You can use this sheet as a checklist to make certain you are following the guidelines for writing a solid college theme. The total point value is 300. All points are turned into a grade:

300	=	100%	A+	4.0
282-299	=	95%	A	4.0

276-281	=	90%	A-	4.0
267-275	=	88%	B+	3.8
252-266	=	85%	B	3.5
245-251	=	80%	B-	3.0
237-244	=	78%	C+	2.8
222-236	=	75%	C	2.5
213-221	=	70%	C-	2.0
207-212	=	68%	D+	1.8
191-206	=	65%	D	1.5
180-190	=	60%	D-	1.0
0-179	=	50%	E	0.0
Non-submission of work=		0%	E	0.0

Complete the following tasks and reading assignments listed below by SEPT. 3

Tasks

- Go to the website <www.RobbieDeanPress.com>.
- Click on “Orientation for Mott Students.”
- Now, go to the folder “Sample Outline and Theme.” There is a color-coded outline and theme. Please note how the two relate to one another. For every example of the topic sentence, you should note there are two-five sentences developing EVERY EXAMPLE. It is very important that EVERY EXAMPLE is extremely SPECIFIC. So, it may require two sentences; still, it should not take more than five sentences to get to the explicit details of each example.
- Some professors will tell you to give more details. Dr. Fairy is reiterating this point. However, she has decided to be a little more explicit, trying to give you some kind of idea as to how much you need to write in order to achieve this goal. It may be a bit prescriptive; however, for those who are not English majors, and most are not, this should give you the specificity needed to write well-developed college themes. So, follow this guideline. OK?
- Next, note that whatever SENTENCES are in the outline, the EXACT SAME SENTENCE is in the theme, except for the addition of a transitional word if deemed necessary.
- Now, go to the folder that refers to Chapter 8 & 9. Go to Chapter 8 and note the outline and theme by Sarah Lovins. Just like the color-coded theme about Dr. Fairy’s favorite singers, the outline and theme by Ms. Lovins relate. When YOU write your outline and theme, your outline and theme should closely relate.
- The outline should serve as the blueprint for your paper. And just as one does NOT build a house before presenting the blueprint to the potential buyers of the house, you, too, should NOT write the paper before you set up the outline. In others words, before you decide to drive to go to any destination, know how you are going to get there and where you are going. Clear?
- No, this is not the only way to outline, but it is the way I want you to follow for this course. Former students have shared that it has helped them really see where they were going in the development of their paper. Also, it makes it much easier for me to

see if you are following a good path, too. As stated above, the outline is the blueprint of the paper, so the paper/house should follow the blueprint. Clear? If you do not like some things in the blueprint, change the blueprint. Do not build the house and, then, decide to change things. That is costly; it wastes time. Time is money, and few of us have time to waste either. So, use this outline in way that will save you time!

THE MAJOR READING ASSIGNMENT:

- Read *Suzi-Q* by **October 1**.
- On the PP, there is the August 2005 Special Literary Edition of the *International Journal for Teachers of English Writing Skills* (Journal.Literature.Aug.05). **NEAR THE BACK** of the journal, you will find a section entitled “Excerpts.” There are excerpts from different books. Be sure to read ALL of them thoroughly. You may want to take notes so that you can remember what you have read, if you choose to read early in the semester

The excerpt must be read by **November 16**.

LET ME REPEAT WHAT I STATED IN THE ORIENTATION. BEFORE YOU DO ANY WORK, IT IS BEST THAT YOU READ CAREFULLY ALL OF THIS SYLLABUS!!! Then, you will not need to ask such questions as:

- **How can I get into to Pass-Protected site?**
- **When is the research theme due?**
- **Where are the photos and poems that Dr. Fairy has referred to in the syllabus?**
- **When is my first assignment due?**
- **Do I have to have Microsoft Word? Can’t I use another software package?**
- **I broke my leg and was in the hospital for ten days; can I submit my work in late?**
- **When must I let Dr. Fairy know what I want to research?**
- **Can I research on anything, or are their designated topics?**
- **When must I submit my research plan? Can I email it or do I need to send it via snail mail, Federal Express, DHL, or UPS to get to her office mailbox?**
- **Where can I find an evaluation sheet?**
- **What is the last requirement for this course/academic neighborhood?**

HOW SHOULD YOU FOLLOW THIS SYLLABUS?

On page 4, there is an overview of written assignments. On the following pages is a more detailed explanation of ALL written and reading assignments due for this course. Each week is devoted to a particular item of study. Some weeks an assignment is, also, due; sometimes, there is not an assignment, reading or written.

Still, Dr. Fairy strongly suggests that you review and study the item designated for the week.

THE FULL SYLLABUS

Week One—Sept. 6-12—Getting Acquainted & Preparation for the Development of an Outline and Theme

Tasks

Make certain you can gain access to **all items on the Pass-Protected Site (PP)**; this includes the photos and poetry readings; **if not, you are to contact me this week!**

Remember: In order for you to gain access to the PP site, you will need to get the user name and password from Dr. Fairy. She gave this information at the on-campus orientations. It will also be available on the Announcements Page of Blackboard. If you have any difficulty, contact Dr. Fairy: <FairyHa@aol.com>.

NOTE: IF YOUR COMPUTER SYSTEM DOES NOT OPEN THE FILE, YOU MAY NEED TO DOWNLOAD QUICKTIME FROM THE APPLE WEB SITE (www.apple.com). If it still does not work, then, choose any of the first 6 poems in the August 2005 journal that is on the PP.

Be certain you can open EVERY file on the PP by **September 5**. If you cannot open every file, be sure to inform Dr. Fairy.

Writing Assignment Number One—Theme Outline Only

Choose one of the topics:

- A. **Set up an outline answering the following question: Who are your three favorite singers? Be sure to choose three songs each has sung that can help illustrate why you have chosen these singers.**

Or

- B. **Set up an outline answering the following question: Which three poems/stories in the August 2005 journal that is on the PP site you**

feel are the best works. Be sure to explain why you have chosen these works.

Post the theme outline on the Discussion Board of Blackboard in the file noted: “Writing Assignment Number One.” Due: Sept. 9, 11:59-1/2 P.M.

I strongly suggest that you work hard to follow the examples provided in the handbook and on the PP (Theme—How To Set Up.doc and Theme/Outline Sample.color.doc). These demonstrate how I expect your five-paragraph theme to be set up. Be sure to submit your outline and theme, with the outline being first. There are clear guidelines as to how the introductory paragraph and concluding paragraph should be set up. I expect you to follow these guidelines (see the evaluation sheet that is on the PP; I am not saying these are the only ways to develop an introductory paragraph and concluding paragraph. However, for most English 101 students, they are not familiar with any way of developing these paragraphs appropriate for a college theme. And so, this is why everyone in this online community will learn the same way, and learn it well. And so, when you go to English 102, you will be able to use this confidently until your English 102 instructors teach you the other ways of setting up these particular paragraphs. OK?

NEXT, I shall respond to your work on Discussion Board. I shall ask three (3) questions and provide one positive comment. These should serve as guides for you to think of ways of improving your work and developing a revised outline and theme.

Week Two—Sept. 13-19—Preparation for Research Theme

Task—Preparation for Research theme (Final Exam)—Part I (see the topics from which you can choose); Part II will be Assignment Number Three; Part III will be Assignment Number Seven; Part IV will be Assignment Number Nine.

Part I: You will have to send me an e-mail stating the topic for a five-paragraph theme that will require research. You will have to find **NINE DIFFERENT WRITTEN SOURCES** (these can be from books, magazines, scholarly journals, encyclopedias, and Internet articles) on one of the following topics:

- 3 aspects about a religion (you need to name the religion) that is not well-understood by many in the United States
- 3 aspects about the culture (you need to name the culture) of one of the countries that is a major economic competitor of the United States
- 3 benefits of space travel (if you choose this topic you will have to use the thesis sentence on page 155 of Chapter 8, 11th edition of *Bare Essentials*)

PART I requires that you ONLY email to Dr. Fairy your choice from the above. Due: Sept. 18, 11:59-1/2 P.M.

Week Three—Sept. 20-26—Outline and Theme

Writing Assignment Number Two—Theme Outline and Theme

Whichever topic you set up your theme outline on Assignment Number One, now, you are to improve your outline and theme. Due: Sept. 23, 11:59-1/2 PM.

Week Four—Sept. 27-Oct. 3—Reviewing Grammar and Writing a Theme

Reading Assignment (Grammar)

In *Bare Essentials*, you will find the chapters that cover various grammatical items.

Complete the reading by Oct. 3 of the following:

Chapter 1—Correction Symbols & Review

Chapter 3—Parts of Speech

Chapter 4—Parts of a Sentence

Chapter 5—Verb Groups

Chapter 7—Punctuation

Complete the reading by Oct. 3 of the following:

“Paraphrasing Tips.doc” on the PP site

Chapter 10—Exposition—Research, pp. 185-192; 193

The above reading assignments will help you review key grammatical items. Also, there will be information that will help you with using direct quotes in your work as well as how to paraphrase. You will need to have read all of the above and implement the lessons learned in order to do the next writing assignments well.

Week Five—Oct. 4-10—Grammar Review

Reading Assignment: Read and study again Chapter 1. Also, read and study Chapter 6.

Any questions you may have you should post in the forum “Grammar Questions and Answers” Due: Oct. 4

Week Six—Oct. 11-17—Comparison and Contrast

Reading Assignment:

Read the Comparison & Contrast theme on the PP.

Also, read the file that discusses Comparison & Contrast on the PP.

Complete the readings by Oct. 12.

Task:

By **Oct. 7**, ask questions on the Discussion Board in the forum “Comparison and Contrast—Questions.” By **Oct. 12**, the outline and theme will be due. It will be too late to ask. And Dr. Fairy will not answer any inquiries about C & C. Why? She wants to impress the importance of your NOT waiting until the last minute to think about, prepare, and write an assignment ☺. So ask your questions by **Oct. 7**.

Reading Assignment:

Do more research for your research theme

Review all material you have read, thus far.

Chapter 10, pp. 191-201 in *Bare Essentials* and on the PP, “research MLA Citations.doc.”

Task

Any question you have about research, be sure to post those questions on the Discussion Board in the forum, “Questions About Research.” **Post by Oct. 17**

Dr. Fairy will place on Blackboard more information about the research theme that will be due at the end of the course. The research theme will be the final exam for the course.

Week Seven—Oct. 18-24—Comparison and Contrast

Choose **one** of the following to write a well-developed comparison and contrast outline and theme:

- two characters in *Suzi-Q*
- the person you are now with the person you wish to be ten years from now
- two poems that are on the PP

Writing Assignment Number Four, the outline and theme are Due: Oct. 12, 11:59-1/2 PM.

Week Eight—Oct. 25-31—Preparation for Research

Writing Assignment Number Five—Research Plan

Submit the following via the mail **ONLY** to:

Dr. Fairy C. Hayes-Scott
Humanities Division
Curtice-Mott 1101
Mott Community College
Flint, MI 48503

- Outline, following the format of the one on pp. 185-190. Yes, you are to place in parentheses the name of the source (if no name, then the first three or four key words of the title of the article) and the page number (no page number if it is a web source or something taken from an encyclopedia)
- **ONLY** the page by which you plan to use information. You are to have them in the order they are mentioned in your outline
- **WRITE IN BIG BOLD PRINT** at the top of the page of every source, the name of the author or title and page number (if from a book or magazine not found on the Internet)
- **CIRCLE** the actual section of information you plan to use in your research theme
- On a sheet of paper other than the outline, you should write your soul sentence.
- Also, on that same sheet of paper, **write the introductory paragraph** for this research theme

All of the bulleted items **must reach** my office **NO LATER THAN 4:00 PM on Oct. 28.**

Week Nine—Nov. 1-7—Review

Post on the Discussion Board in the forum “Review.” Any questions you might have regarding any material covered, post in this file. **Due: Nov. 7.**

Week Ten—Nov. 8-14—Preparing the Research Theme

Writing Assignment Number Six—Theme Outline and Body Paragraph 1 of Research Theme

Submit the first draft of body paragraph one of your research theme to the Discussion Board for **review by your online neighbors. Due: Nov. 9, 11:59-1/2 P.M.**

Task:

Responses to Research Body Paragraph One—Respond to the first draft of body paragraph one of **at least five classmates—Due: Nov. 12, 11:59-1/2 P.M.**

For every response, you should do the following:

1. ask three questions about the outline or body paragraph one
2. the questions should focus on any aspect of the work that you feel that the writer should consider improving
3. provide one positive comment
4. do NOT tell the person that “you have written a good paragraph” or something similar; your questions should make the writer analyze and try to improve his/her work

Week Eleven—Nov. 15-21—Review of Paragraph

Writing Assignment Number Seven—Excerpt Paragraph

Choose:

In one well-developed paragraph, indicate which one or three excerpts that are in the back of the journal you felt was/were the most interesting. **Due: Nov. 16, 11:59-1/2 P.M.**

Or

In one well-developed paragraph, provide a character analysis of one of the characters in *Suzi-Q*. **Due: Nov. 16, 11:59-1/2 P.M.**

You are to post your paragraph on the Discussion Board so your neighbors can see what you have read. You will post your paragraph in the forum “Excerpt Paragraph or Analysis Paragraph.”

How will this assignment be graded? For the writer of the paragraph, the grade will be an A, B, C, or E. Everyone in the neighborhood should understand and be able to write a well-developed college paragraph. There should be no doubt how to write a solid content and mechanics presentation.

Week Twelve—Nov. 22-28—Review

Although there is no task or assignment due this week, that does not mean you should not be working to prepare for the next upcoming assignment.

Week Thirteen—Nov. 29-Dec. 5—FINAL EXAM

The Final Exam should be submitted only to Dr. Fairy via e-mail. The following should be submitted:

1. outline
2. research theme
3. works cited page

Writing Assignment Number Eight—Final Exam is Due: Nov. 30, 11:59-1/2 P.M.**Week Fourteen—Dec. 6-12—Revision****Writing Assignment Number Nine—Optional—Due: Dec. 10, 11:59-1/2 P.M.****Week Fifteen—Dec. 13-19—Evaluation and Grades**

Grades and Evaluations

Final Requirement

In order for Dr. Fairy to improve the course and the manner in which she teaches the course, she will place on the Announcements Page of Blackboard by Week Fourteen an evaluation sheet. It will be to evaluate the course, assignments and her manner of teaching. You need to return this immediately. Be sure to return the evaluation sheet and your answer sheet (do NOT make any marks on the evaluation sheet). You should send to Dr. Fairy a code that you plan to place on the return envelope. The secretary will give Dr. Fairy the codes of the envelopes received. That will be the only way Dr. Fairy will know that you have returned the evaluation sheet and answer sheet. The secretary will destroy the envelopes and give to Dr. Fairy the evaluation sheets. In this way, Dr. Fairy will never be able to identify who wrote an evaluation. Upon receiving the codes, Dr. Fairy will send to you via e-mail your grade. Remember: DO NOT PUT YOUR NAME ON THE EVALUATION. Make all answers on a separate sheet. Now, do NOT MAIL the evaluation to Dr. Fairy. Mail them to:

Ms. Karen Janness
Secretary
Humanities Division
1101 Curtice-Mott Bldg.
Mott Community College
Flint, MI 48503

Ms. Janness will not give Dr. Fairy any of the evaluations until I have submitted all course grades into the Division. Thus, you can be assured that your comments will not influence in any manner your course grade.

My Dear Student:

You have completed all of the requirements for the course. I thank you so very much for being my student. I wish you the best. If you submit your envelope with code on it as well have sent the code to me, I shall post your final grades on the Announcements page before the end of the semester. If you do not agree with the posted grade, you are to respond to me within 24 hours. If you do not respond to me within 24 hours, then, I shall not consider changing the grade. If you have not provided an envelope with a code, then you will find your grade at the Registrar's Office or on the Mott web site whenever the Registrar's Office posts grades. No grade will be changed since you did not take advantage of my giving everyone the opportunity to get his/her grade way ahead of time.

I wish you the very best!

*Sunrises and Sunsets,
Dr. Fairy*