

Course Materials

You will need the following skills and materials for this online course.

Technical Requirements

- Frequent access to a computer with a high-speed Internet connection and web browser. For more information, visit the [Canvas Supported Browsers web page](#)ⁱⁱ.

Recommended Skills

- Basic computer skills (word processing, e-mail, file management).
- Basic Internet skills (use of browser, searches, uploading/downloading files).
- Familiarity with discussion boards and social networking.
- Ability to resolve technical issues.
- An open mind and patience for learning new tools.

Learning Management System (LMS)

- You will use the Canvas LMS to take the course. To access Canvas, visit the [Sierra College Canvas web page](#)ⁱⁱⁱ. If you have trouble logging in, click the Help button at the bottom of the Canvas Login page.
- If the Canvas LMS is ever down for a prolonged period, visit [my website's Emergency Plan web page](#)^{iv} for instructions.

Google Apps for Education

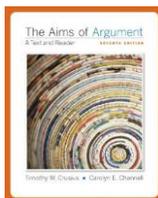
- You will be using several Google tools for communicating and collaborating. Visit the [Google Sign Up web page](#)^v to setup a free account.

Word Processing Program

- A word processing program that will create .pdf files.
- If you do not have a program, you can use free Google Docs, as well as the student computers on campus.

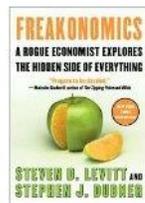
Textbooks

- The following textbook by Week One:



The Aims of Argument: Text and Reader (7th ed) by Timothy Crusius and Carolyn Channell. ISBN-13: 978-0077343798

- The following book by Week Six:



Freakonomics: A Rogue Economist Explores the Hidden Side of Everything by Steven D. Levitt and Stephen J. Dubner. ISBN-13: 9780060731335

Course Organization

Each "work week" begins on Monday and ends on Friday. Be sure to check the weekly outline each Monday morning, so you can plan for your activities during the week. I often make the information available during the weekend for students who like to get ahead.

You will have some activities due on Wednesdays and some on Fridays.

Time Expectations

You should plan for 9 hours of coursework each week. (The formula for most college courses is 2 hours of outside assignments per lecture hour). Outside assignments for this course typically include research, reading, and writing. Lecture hours typically include written or video lectures, other websites, discussions, exercises (individual and collaborative), and writing projects.

Coursework

The course is organized into weekly modules. Each module contains resources and activities about one or more topics.

Resources

Resources for learning may include textbook chapters, online sources, non-fiction books, and lectures. They provide the comprehensive information and details that you need to learn about the topic.

You should study the resources by Wednesday of each week.

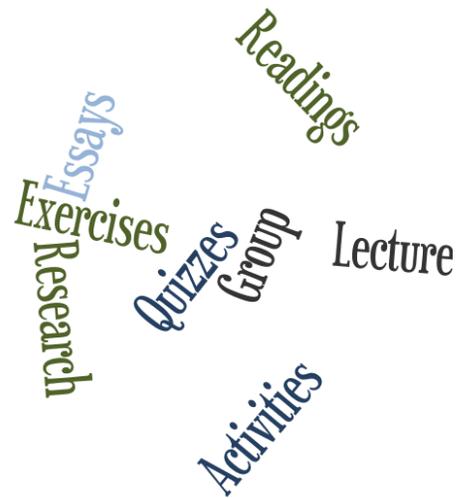
Activities

Activities include practice and assessments.

You will complete practice activities to help you work toward achieving the Student Learning Outcomes. Practice may include discussions, collaborative projects, and other exercises.

Assessments allow you to demonstrate that you have met the Student Learning Outcomes. Assessments may include quizzes, editing projects, and writing projects.

Some activities will be due Wednesday while some will be due Friday.



Course Ground Rules

Following the ground rules will ensure that the course runs smoothly and is fair for all students.

Participation

Regular attendance and class participation is vital to achieving the Student Learning Outcomes and earning college credit.

Participation in online courses involves regularly participating in discussions, contributing to collaborative activities, and maintaining professional conduct.

Your Participation is graded.

Communication Policy

Email is the best way to contact me. I check email several times a day, less often on weekends. I typically respond to email within 24 hours, possibly longer on weekends. If you don't hear back from me within 24 hours during the weekdays, assume I did not receive your email and resend it.

When you send an email, identify yourself with your name and the course you are in. Also be sure to use complete sentences and proper grammar. Remember that your reader is an English instructor who appreciates these things.

Drop Policy

If you do not login or participate in discussions for more than two weeks, you may be dropped from the course. If you choose to drop yourself, be sure to officially drop through the Admissions Department and be mindful of the drop deadlines.

Late Work Policy

You must submit all assignments by the due date to receive full credit*. Assignment submissions receive a 10-point penalty each day they are late. Note that some assignments are only 10 points, so you will not be able to make those up. Also, you may not be able to make up some activities because they required your collaboration with a group.

Keep the confirmation email from our LMS when you submit a paper; you may need to provide proof of submission.

* In a business setting, you might be able to miss a deadline if you work out an arrangement with your manager or client ahead of time. Therefore, let me know in advance if you will be missing classes due to medical procedures, jury duty, military service, or college activities.

Netiquette

More information about netiquette is provided in our Getting Started module. The following list highlights some key points:

- Adhere to the same standards of behavior online that you follow in real life.
- Respect other people's time and bandwidth.
- Be forgiving of other people's mistakes.

If your communication or behavior is intended for ill will or distracts anyone from learning or teaching, you may lose Participation points and be referred to the college Student Discipline Officer for disciplinary action.

Plagiarism

Plagiarism is representing another's work as your own. Any time you cut and paste, you must cite the source. Any time you communicate an idea that was not yours, you must cite the source. Nobody should write a paper for you, and nobody should "fix" your paper. You can receive suggestions and instruction, but you must always have control of your paper--you make the edits yourself.

I use TurnItIn.com for plagiarism detection. I also compare essays to student emails and classwork (every piece of writing exhibits a certain skill level and tone). If an essay contains plagiarism issues, the essay grade may be lowered or receive a zero depending on the severity. If you demonstrate a pattern of plagiarism (submitting more than one essay with plagiarism issues), then you will be referred to the college Student Discipline Officer for disciplinary action.

For more information about college policies, visit [Honesty in Academic Work^{vi}](#).

Accommodations

If you have a health problem, a learning disability, or a physical need of some kind, contact the Disabled Students' Programs and Services (DSPS) to discuss your needs and obtain documentation for me. Visit the [DSPS web page](#)^{vi} for more information. I am committed to helping all students achieve their educational goals.

Assignments and Grading

You will earn points for the following categories of assignments.

Item	Description	Points
Participation	Contribution and professional conduct: being present, completing your equal share of collaborative activities, and no disruptive behavior.	100
Practice	Activities that are credit/no credit (you earn points for successful completion). They may include exercises, collaborative projects, and other tasks.	260
Assessments	Activities that are evaluated for a grade. They may include brief writing responses, essays, quizzes, and other projects.	640
	Total:	1000

Your final course grade is based on the following points:

Points	Final Grade
900-1000	A
800-899	B
700-799	C
600-699	D
0-599	F

I grade all activities within a week after you submit them. If you do not receive a grade after one week, contact me to make sure I received your submission.

Schedule

So that you can plan ahead, the following table provides the dates, resources, and activities. Details will be described in the weekly outlines.

Week	Start and End Dates	Resources	Activities
1	Aug 25 - Aug 29	<ul style="list-style-type: none"> Getting Started Basic MLA Format 	<ul style="list-style-type: none"> Setting Up Tools. 5 points. Due. Wed. Meet our Class Collaborative Presentation Submission. 5 points. Due Wed. Getting Acquainted Discussion Post. 5 points. Due Fri. Initial Writing Self-Assessment. 10 points. Due Fri. Week One Quiz. 5 points. Due Fri.
2	Sept 1 - Sept 5	<ul style="list-style-type: none"> Chapters 1 and 2 in <i>The Aims of Argument</i> Critical Reading and Responding Critical Thinking The Writing Process 	<ul style="list-style-type: none"> Critical Thinking Discussion Post. 5 points. Due Wed. Critical Thinking Discussion Response. 5 points. Due Fri. Week Two Writing Process Practice. 5 points. Due Fri. Week Two Writing Response. 10 points. Due Fri. Week Two Quiz. 5 points. Due Fri.
3	Sept 8 - Sept 12	<ul style="list-style-type: none"> Chapters 3-5 in <i>The Aims of Argument</i> Argument Analysis Inquiry 	<ul style="list-style-type: none"> Analysis Discussion Post. 5 points. Due Wed. Analysis Discussion Responses. 5 points. Due Fri. Inferences Collaboration. 5 points. Due Fri. Inquiry Practice. 10 points. Due Fri. Week Three Quiz. 5 points. Due Fri.
4	Sept 15 - Sept 19	<ul style="list-style-type: none"> Chapters 6, 7, and 8 of <i>The Aims of Argument</i>. Research Convincement Fallacies 	<ul style="list-style-type: none"> Fallacies Discussion post. 5 points. Due Wed. Fallacies Discussion Responses. 5 points. Due Fri. Research Activity. 5 points. Due Fri. Convincing Argument Outline. 10 points. Due Fri. Week Four Quiz. 5 points. Due Fri.

Note: This sample syllabus only contains the first four weeks of the course.

ⁱ <http://shannonmendez.com/office-hours/>

ⁱⁱ <http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support>

ⁱⁱⁱ <https://sierra.instructure.com>

^{iv} <http://shannonmendez.com/emergency-plan/>

^v <https://accounts.google.com/SignUp?service=mail>

^{vi} https://www.sierracollege.edu/_files/resources/about-us/board/policies/chapter5/Administrative-Procedure-5515.pdf

^{vii} <http://www.sierracollege.edu/student-services/specialized-programs/disabled-students/index.php>