**EWRT-002 (69Z) Critical Reading Writing and Thinking**

Ken Weisner/De Anza Spring, 2015

EWRT 2.69Z— CRN #43682

**Message from your Instructor:**

Welcome everyone! This is a brief, general orientation for students enrolled in this online course. It is intended to help you access your course materials and provide you with some general contact information. *There is no on campus orientation for this course.*

**Expanded Description:**

ARE YOU READY FOR ONLINE LEARNING?

The online learning environment is not for everyone. Before you jump in, you may want to assess your learning style, your computer skills and your computer equipment. Most of the course materials, with the exception of your books, and all of the feedback that you will receive will be online. If you are accustomed to face-to-face instruction, you will need to adjust to the online environment where feedback is not instantaneous. You should have a reliable internet connection and your own email account. For information about computer set up, please see the How to Get Started section below.

FACULTY CONTACT INFORMATION

The best way to reach me is by email at weisnerken@fhda.edu. I check my email regularly throughout the day during the week up until midnight. **Since I am on campus less frequently, please do not attempt to contact me by phone if you need immediate help.** My faculty website contains links to my course descriptions and to the De Anza College [Catalyst Web Site](https://catalyst.deanza.edu/) where your online classroom is located. If you need help and whenever you do not understand something, please contact me and ask for help.

**How to Get Started:**

* [Apply](http://www.deanza.edu/) for admission to De Anza College and [register](http://www.deanza.edu/) for this class, if you have not already done so. Completing this orientation DOES NOT enroll you in the course.
* Complete this distance learning online orientation and submit the Student Information Form. If you do not do this by the deadline, you are telling us that you are no longer interested in the course and you will be dropped so that others may add.
* Read the course description for EWRT 2 online available at my faculty website.
* This course uses a course management software called Catalyst. To enter your Catalyst classroom go to the De Anza College [Catalyst Web Site](https://catalyst.deanza.edu/) and follow the directions for log in. You will find instructions and information about your username and password on the [Catalyst Web Site](https://catalyst.deanza.edu/). Bookmark this page on your computer.
* NOTE: Students who are adding after the course begins will need to obtain an add code from the instructor, process the add with De Anza registration, and pay the course fee. Once you have done this, you will be in the system and you will be able to log in to the class web site. Contact me by email if you are on the waiting list and if you are interested in adding the course. If I am adding students I will only add those on the waiting list in order of priority.
* If you have never taken a Catalyst course, please visit the Catalyst Site where you will find links to useful information.
* In order to use the messaging function within Catalyst you need to configure your browser to allow pop-ups.
* Make sure that your email account has enough capacity as you will receive feedback on your work via email.

A SUGGESTED ROUTINE:

* Log in to your Catalyst classroom throughout the week.
* Check your weekly assignment schedules in the Lessons for each week. You will find directions and links for all of your assignments in these weekly lessons. If you will need to access web-based texts, you will find links to them here.
* Class discussion will take place throughout the week using Catalyst "Forums." Instructions for the discussion assignments are located in the weekly lessons and in the specific forums.
* Assignments (essays, drafts/peer review) have their own links and are located in the weekly schedule.
* Complete writing assignments usually due Monday through Friday. The assignments will be open for a limited time, typically 72 hrs. Submit your assignment during this time frame. No late assignments will be accepted and there will be no make-ups for these daily assignments.

Your success depends on your active involvement in the online community, so spend quality time at least 5 days a week reading and responding to the class discussion. Try to log in to the class web site every day so that you can gauge for yourself on a daily basis what you will need to do and when you will need to complete the reading and writing assignments. You should plan on devoting about 15 or more hours per week to this class, and spend that time reading course material (book, online texts, student and instructor discussion posts, etc.), completing informal writing activities (class discussion, quizzes, surveys, etc.), and composing formal writing assignments (essays and final paper). **The minimum course requirement is for you to complete all of the assignments by their deadlines.** The software tracks your participation and records each time you enter and exit the system and notes how long you spend in each classroom space! You will do well in the class if you complete your work in a timely manner and if you participate actively. Please do not hesitate to contact me—(weisnerken@fhda.edu) or through “messages” in Catalyst on our website—if you have questions or do not understand something. You will be able to access the course site and view a calendar of reading and writing assignments beginning the first day of the quarter. Good luck and welcome!