ONLINE COURSE INFORMATION
Fall 2021 Semester

COURSE: ENGL 152 L1

INSTRUCTOR: M. Toll

English Composition II

EMAIL: mpersin@monroeccc.edu

There are many benefits of online courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Some students struggle in an online format while other students excel. Students who excel in an online format are:

➢ Highly self-motivated
➢ Have strong computer skills
➢ Possess good time management skills
➢ Know how to study independently
➢ Possess good communication skills

Online classes at MCCC are **NOT self-paced**. Instruction is delivered in an entirely web-based format. Students must complete exams, assignments, etc. by specified due dates. Some exams and assignments may be required to be completed at an authorized location as established by the instructor.

When taking an online class students are responsible for:

- A reliable computer with Internet access and Microsoft Word; course specific software will be described below
- Knowing how to email attachments
- Maintaining his or her own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates
- Having access to a printer if needed for personal use of online materials

It is the student's responsibility to log into Brightspace multiple times each week to keep up with communication, assignments and other coursework.

Brightspace

Online courses use Brightspace course management system as the means of communication between the students and the instructor.

It is the student's responsibility to be able to log into Brightspace and maintain his or her computer setup to work properly with Brightspace.

The Brightspace Login can be found on the College's webpage, www.monroeccc.edu. **Brightspace courses are made available to students on the day the course begins**. Please see the Start Date below.

MCCC Student Email
It is essential that online students use their MCCC student email account. This will be the primary means of email communication between you and your instructor. For more information about activating your MCCC student email account, visit the college's webpage at www.monroeccc.edu.

NEED HELP?

BRIGHTSPACE HELP DESK: 734.384.4328 or elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	Students will use research strategies to explore topics and write research papers that demonstrate their findings. The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.
COURSE BEGINS	Wednesday, August 25, 2021
COURSE ENDS	Monday, December 13, 2021
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process. If you are a first-time online student at MCCC you must complete an online orientation course (ONL-001). You will be automatically enrolled into the online orientation course, which will provide you with critical information on the technical, study, reading and writing skills necessary to be a successful online student. This course will be listed in your MyCourses module in Brightspace and there will be 4 modules to complete. Please note that all four modules will NOT be visible when you first login, but will become visible once you complete the requirements for each module. Please complete **FL2021-ONL-001-L1 by August 21, 2021**. Failure to complete the online orientation by the above date may result in de-registration from your Fall 2021 online course.
PROCTORED EXAMS OR ASSIGNMENTS	None, all coursework is completed online.
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	**Some** online classes require students to take exams at authorized, proctored locations. Test proctoring centers are authorized testing locations where a staff person administers a test or assignment. If students are not able to arrange transportation to MCCC's main campus for testing, a proctored test site must be arranged. Students near the MCCC campus can take the test in the Testing Center. Additional information on the Testing Center can be found at https://www.monroeccc.edu/testing. It is the student's responsibility to make arrangements for proctoring with his or her instructor. Students should also be aware that some testing sites have service fees, which are the responsibility of the student.
COURSE MATERIALS AND TEXTBOOK INFORMATION	Textbook information can be found on the MCCC Bookstore's webpage, http://www.monroeccc.edu/bookstore/. Textbook information is posted approximately one month prior to the beginning of the semester. IMPORTANT: Please ensure you are validating the entire course name and number when searching for and selecting books to purchase on the Bookstore website. Required texts for classes can vary depending on instructors or if the classes are being held online.

	Please contact the MCCC Bookstore for additional information, 734.384.4140.
COURSE EXPECTATIONS	This is a writing-intensive course. Students will be required to keep up with the reading assignments and discussions, complete reading quizzes, and submit writing assignments and components **culminating in a 12-15 page paper**. Students must also participate in online writing groups to give peer feedback based on instructional objectives. Please be aware that writing submitted in this course will be scanned by plagiarism software, and all writing should be the student's own work created specifically for this course.

BRIGHTSPACE SYSTEM REQUIREMENTS

Browser Requirements:

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

For the most current Brightspace operating system and browser requirements, please go to
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser
and access the Desktop support section.

Software Requirements

Download/access web-based Microsoft Office applications:
1. Go to www.monroeccc.edu and click CURRENT STUDENTS
2. Next click on EMAIL from the list of links on the left, it will open another window
3. Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., tperson23456@my.monroeccc.edu) and your email password, which initially is your seven-digit student ID#.
4. Click on the **9-dot square** in the upper left corner next to the word "Outlook", some Office Suite icons appear
5. Click on the **Office 365 with an arrow** link, more Office Suite icons appear
6. Finally, click on the **Install Office link** and follow the instructions
   NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.

	FYI - You will not be able to download Microsoft Office until the first day of the semester. **Other System Recommendations** • Broadband internet connection • Webcam
COMPUTER REQUIREMENTS	PC or Mac computer systems with Windows 10 (or Mac equivalent OS) is required. **Chromebook Use Limitations:** Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks may not work with when taking quizzes requiring *Respondus Lockdown browser in Brightspace*. **Mac Computer Use Limitations**: The Microsoft Access application does not work on a Mac.
COURSE SPECIFIC SOFTWARE	Word processing software that can create .doc and .docx files. Microsoft Office can be accessed through the college.
WHERE DO STUDENTS START	A Weekly Announcement will be posted to Brightspace the first day of class.
OTHER INFORMATION	While a tentative schedule is outlined on the course syllabus, always check the Weekly Announcement for the most up-to-date calendar.
STUDENT LOGIN INFORMATION	To login to **Brightspace, E-mail, or WebPal**, go to www.monroeccc.edu and click on CURRENT STUDENTS on the menu bar, then click on Brightspace, email, or WebPal from the links that appear on the left side of the screen. **Brightspace** - Login to Brightspace using your unique MCCC Webpal username (i.e., the first part of your MCCC email address) and 7-digit student ID number for your password (or whatever password you use for your MCCC college email account). **E-mail** - Your email address is your MyWebPal user name followed by @my.monroeccc.edu (i.e. jsmith12345@my.monroeccc.edu). Your password is your seven-digit student ID number (including leading zeros). **WebPal -** You need a WebPAL user ID and a password to access WebPAL. Your WebPAL user ID is usually your first initial and last name (i.e. Mary Smith = msmith). To find your user ID, click on ***"What's My User ID?"*** on the WebPAL home page. Your initial password is your six-digit birthdate (i.e. January 1, 1970 = 010170). After logging on the first time, WebPAL will ask you to change your password. If you are a returning student and can't remember your password, click on ***"What's My Password?"*** on the WebPAL home page, then choose **"Reset my password."** If you have an e-mail address on file, WebPAL will send you a new password.
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