

# Course Information

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**Distance Learning Course:** ENG 111.41P/C Writing and Inquiry

**Course format:** Teleclass/Hybrid

**Textbook:** NO textbook required. We will use ONLINE CONTENT, which will be posted on Blackboard.

**Course Prerequisites/ Corequisites:** DRE 098 or Placement test score

<b>Instructor Information</b>	
Name	Angel Solomon
Office phone number	336-322-2229
E-mail address	<a href="mailto:Angel.solomon@piedmontcc.edu">Angel.solomon@piedmontcc.edu</a>
Office location	C111
Office hours	

<b>Types of Required Assignments</b>	<b>Frequency of Assignment</b>
Class Labs	0
Discussion Forums	Weekly
Projects	Final Portfolio
Tests/Exams	Final Exam
Quizzes	Grammar Quizzes - 4
Journal Entries	0
Writing Assignments	4 Essays
Other	Outlines, reviews, homework

<b>Course Policies and Requirements</b>	<b>Hours</b>
Average number of hours per week to be successful in a 12 to 16 week course	6 or more
Average number of hours per week to be successful in a 8 week course	
Number of proctored exams required in this course	0
Number of times a student will need to travel to campus	8

**Additional attendance requirements:** In this hybrid class, attendance is tracked weekly in two ways: face-to-face meeting; completion of online work. You will accumulate an absence if either you do not attend the face-to-face meeting of our class OR if you do not complete any of the online assignments for a particular week. For example, if you

- a. miss class, but complete the online work: 1 absence for that week
- b. miss class, and do not complete the online work: 2 absences for that week
- c. attend class, but do not complete the online work: 1 absence for that week

In accordance with the College's attendance policy, should you accumulate seven (7) absences, you will not receive credit for this class. That is, your grade would be either a W or an F, depending on the point in the semester when the seventh absence occurs.

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**Policy on make-up exams and/or late assignments for this course:** All assignments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date and time. Late assignments and quizzes may be accepted up to one week (7 days) after they are due; however, heavy deductions will occur regardless of the excuse. See rubrics. Bring printed essay drafts to class for peer and self-review. If you do not bring a printed draft, you will not receive credit for the review.

<b>Software/Technical Requirements</b>	
Do assignments require the use of supplements bundled with the text book?	No
Is additional software required?	<p>Yes, Students are expected to</p> <ol style="list-style-type: none"> <li>1. Have basic computer competency which includes:               <ol style="list-style-type: none"> <li>a. the ability to use a personal computer to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives and on secondary storage devices such as floppy disks;</li> <li>b. the ability to use a word processing program that runs on a PC or Macintosh computer to create, edit, format, store, retrieve, and print documents;</li> <li>c. the ability to use an electronic mail system to receive, create, edit, print, save, and send an e-mail message with and without an attached file; and</li> <li>d. the ability to use an Internet browser to search the World Wide Web.</li> </ol> </li> <li>2. Have ongoing reliable access to a computer with Internet connectivity for regular course assignments</li> <li>3. Utilize Microsoft® Office 2013 OR 2016 (for P.C.) or 2011 OR 2016 (for Mac) including Word, PowerPoint, and Excel to learn content and communicate with colleagues and faculty; have the ability to regularly print assignments</li> <li>4. Maintain and access regularly a student email account</li> <li>5. Use Internet search and retrieval skills to complete assignments</li> <li>6. Apply educational technology skills to complete expected competencies</li> <li>7. Utilize other software applications as course requirements dictate</li> <li>8. Utilize Blackboard to access course materials and complete assignments</li> </ol> <p>In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements and the web browser configuration information located on the Technical Requirements web page, <a href="http://www.piedmontcc.edu/OnlineDistanceLearner/TechSupport/TechnicalRequirements.aspx">http://www.piedmontcc.edu/OnlineDistanceLearner/TechSupport/TechnicalRequirements.aspx</a></p>

**Additional comments:** My preferred method of contact is email. I will answer email as soon as possible. Please allow 24 hours, Monday through Friday, for a reply. If you have not heard from me within that time frame, please send another email. I do check email on weekends. If I am going to be away from an Internet connection, I will let you know. If you have a question, please be sure to put "Question" or "Question about" as the subject of the email message. If you do, you're likely to get a faster response. Please include your name on all correspondence.