

English 102
Sections B60, B61, B62
3 credits – 3 lecture

Instructor:

Michelle Lentz

E-mail: michelle.lentz@bc3.edu – preferred method of contact

Instructor will respond within 24 hours, except weekends may take 48 hours.

Phone: 724.287.8711 ext. 6220

Toll Free: 1.888.826.2829 ext. 6220

Office Location: Online

Office Hours: One of the many benefits of participating in an online course is not having to be at a certain place at a given time; therefore, I do not have set office hours. In lieu of this, I check my e-mail several times a day. You can expect a response to e-mails sent within 24 hours (slightly longer on weekends). If you do not get a response within this time frame, please resend the e-mail as I did not receive it.

Location:

Online at: <https://blackboard.bc3.edu> (there is no www.)

Students can login to Blackboard about 48 hours after registering and paying for courses, however, courses are **NOT available** until the first day of the class.

Course Description:

The emphasis of this course is persuasive writing focused on critical thinking, research, and the process of writing the research paper.

Text and/or Additional Course Materials:

See the BC3 Online Bookstore ([Course Materials page](#)) for required textbook(s), supplemental materials, and software. Please click the semester, when available, and choose the course by Course ID.

Chat sessions: (These require students to be online at a specific time)

Students **are not** expected to participate in periodic virtual class meetings or chat sessions. Instructor will provide dates/times on first day of class.

On-campus sessions:

None – All course work and exams are completed online.

Internet Student Resources:

Before classes begin, do the following:

- [System Check](#) – Analyze your computer settings, browser and Internet connection.
- [Personality test](#) – Is Online Learning right for you? Discover your chance for success.
- [ET Orientation](#) – **Educational Technology (ET) orientation (GENL_001B60) is REQUIRED for ALL NEW BC3 Online students or any student who has not taken an online class at BC3 in the past two years. You must register for the orientation as you would any other course.**

Objectives:

- A. Write papers in which he/she demonstrates his/her ability etc.
- B. Write research papers according to the most recent MLA or APA guidelines as noted in the Coyle text.

Course Mechanics/Schedule:

All work is to be submitted by the date and time that it is due. **You may submit your assignments one week prior to the deadline. No late work will be accepted.** No make-up tests will be given. *If there is an extenuating circumstance that prevents you from submitting an assignment by the deadline, you must contact the instructor **immediately** and plead your case. It is at the instructor's discretion to determine if and when the late work will be accepted.* Since your assignments are expected to be submitted in a timely manner, I will give you the same respect in returning a graded paper to you. You can expect your papers to be graded and returned within **1 week** of the **due date**. If, for some unforeseen reason, I am not able to complete the grading of papers within this time frame, a message will be posted in the announcement section to notify you. A complete listing of assignments and their due dates can be found in the Course Overview section.

Student Evaluation:

There will be a total of 5 formal writing assignments (Job Portfolio, Formal Research Paper, Short Story Analysis, Critical Review, and Persuasive Essay). All assignments are to be completed on the date assigned. All writings submitted to be graded must be **double spaced** in **final draft** form using **12 font size**. Each writing assignment will be worth 100 points, except the Formal Research paper, which is worth 200 points. There may also be quizzes and reinforcement activities in addition to the formal writing assignments. The point value for these will vary. Go to the Course Schedule portion of the Course Overview button for a complete listing of assignments and their deadlines. A detailed explanation of each assignment can be found in the individual units of the Course Content button. There is no extra credit available in this course.

Your final grade will be determined by the following:

- 90 - 100% = A
- 80 - 89.9% = B
- 70 - 79.9% = C
- 60 - 69.9% = D
- 0 - 59.9% = E

Since this is a writing course, it should go without saying that all writings submitted must be your own unique piece of work; therefore, I strictly follow the policy established by the college regarding Academic Dishonesty.

Additional Information:

For more detailed course information contact the instructor.