ENGL 120: Introduction to College Reading and Composition II
Thank you for your interest in English 120 with Instructor Cottle. Classes begin on August 18, 2014. The information below will help you prepare for your hybrid class.

Access Requirements:
This is a hybrid course. Students should sign up only if they can attend the mandatory class meeting once a week. A hybrid course has an Internet component, which means that students are expected to access the course in Moodle, before and after class meetings, throughout the week to stay up to date with assignments in reading and writing, online resources, and activities. This hybrid course will help students improve their writing by creating a flow of learning with face-to-face and online activities that are collaborative and supportive.

The course is not a self-paced course but a community of learners working through a 17-week semester, with in-class meetings once per week. It unfolds week-by-week with the whole class participating. If you are seeking an independent studies course, know in advance that this is not one. The workload is different from an online class and a face-to-face class but by no means less time consuming or difficult. For success in this course, be sure you have good Internet access, which can be anywhere and anyplace with a mobile device; in addition to the technology, be sure you have ample space in your schedule for study and reflection. It is recommended that students log onto Moodle before and after class to work in the course, but students can pick whichever days and times are suitable, with 24/7 access and with the class unfolding week-by-week. You will receive email announcements and reminders a couple of times per week.

Students will access the class web site in Moodle via MyCOM. For information about getting a MyCOM account, read the FAQ's on the MyCOM Portal login page. #6 on the Portal login page explains how to get to Moodle.

First Day of Class Instructions:
Enrolled students should attend the first day of class and log in on the same day to hold their spot in the class. If a registered student does not login to the class site on the first day the class meets, then his or her spot may be given to a student on the waitlist. (The waitlist is usually long and there is a shortage of class spots to meet the demand; so know that I will honor the waitlist if you do not confirm your spot and begin the course as required.)
Waitlist & Add Codes:
If you are on the waitlist or attempting to add the course, you must attend the first two class meetings to indicate your desire to take the course and to receive course start up information. Please include your name, the section number of the class you wish to add, and your COM Student ID (if you have one) in your email.

Course Materials:

Book Purchase:
Students may purchase their books online by visiting COM's online bookstore, or students may buy the books at the COM campus. Please purchase the editions listed, since content and pagination in old editions of texts do not match with course assignments. This is not a course where you can get by without reading the assigned texts because the quizzes and assignments are based on specific text passages.

What To Do When You First Access The Course in Moodle:
Take some time to familiarize yourself with these two helpful Moodle FAQs for students and bookmark them for future reference:
- [http://www.marin.edu/DE/faq.html](http://www.marin.edu/DE/faq.html)
- [http://docs.moodle.org/26/en/Student_FAQ](http://docs.moodle.org/26/en/Student_FAQ)

It is important to note that in order to end a Moodle class session, you must click on the logout button which is found on the right side of your browser window at the top. Simply closing your browser does not end your session. If you do not log out, your session will remain active. The next person to use the computer will have full access to your account.

I hope this email answers your preliminary questions. I look forward to working with you in English 120 and in guiding you on your journey as you become a more skillful and confident writer. Please feel free to e-mail me if you have any questions along the way.

Best,

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