

ESOL 016

Course policies for the online part of the class

This is a flex course. Flex is a short form of the word flexible, which means that the class can be done in a couple of ways. Normally students come to the classroom and leave when it is over. With a flex class, you will do most of the class together, but you will also do part of the class by using a computer (called online) outside of the time when you meet with your teacher and the other students. The teacher will set up what you need to do online and be part of the course, but you will not meet face to face for this time. here are some policies or rules for the online part of the class.

Participation in the Online Part of The Class is Required Too

ESOL students know that they have to attend class and can only have 12 absences in a quarter. For the online part of the class, you have to be there too and do work. This means reading the required material and doing the assignments. Your teacher will keep track of all of these items and give you reports on your attendance and performance both in the classroom and online.

Contacting the Instructor When you wish to contact me, you should plan to do so whenever possible by emailing me. You can also use the “Ask John” section of the weekly discussion web to ask questions about assignments. Of course you can also call my office number, which is on the syllabus.

How I Respond to Students In general, when you send me a direct question, either privately or to the discussion area, you should expect to receive a response from me within 24 hours. When I don't respond to your discussion postings in the weekly folder, it doesn't mean I'm ignoring you or that I'm displeased with your response -- it simply means that I trust students to carry on their class discussion without constant instructor control. When a major assignment is due (an essay, for example) you should expect to receive your critiqued and graded work back within 48 hours of the assignment deadline unless I post a message indicating otherwise.

Online Communication The online part of this course will be a very different experience from other ESOL classes. We will see each other for 4 days a week, but the assignments will require that you work more than that. In addition to class time, we will get to know each other very well in other ways by reading each other's written questions, comments and essays.

Flexibility and Responsibility We will appreciate the freedom allowed us by this course's schedule: We will do our coursework on a regular basis, but when we have the time, not only when it is time for our daily class sessions. Bear in mind, however, the online part is required and you will have to keep up with the assignments. In the first week, we will do an exercise where you will schedule your online work. Keep with this plan or you will get behind. It will take personal discipline on your part.