**Course Overview**

Military English C099 provides training and practice in the basics of composition, grammar, and mechanics to enable the student to express ideas clearly in paragraph and essay form. Military English C099 is recommended preparation for Military English C100 (college freshman English).

**Textbook:**

*Evergreen: A Guide to Writing with Readings*, 9th Edition, by Susan Fawcett. This text is required.

**Student Learning Outcomes:**

All courses at Coastline have Student Learning Outcomes (SLOs). SLOs are the real-world skills that students will be able to demonstrate upon completion of the course. There are two SLOs for Military English C099:

1. Write a well-developed, coherent paragraph of at least 250 words in Standard English, and the paragraph will include a clear topic sentence, one or more specific supporting examples, and a concluding sentence.
2. Demonstrate sentence variety in your writing.

**Assignments and Grading**

| **Assignment** | **Point Value** |
| --- | --- |
| Quizzes (3) | 150 points |
| Paragraphs (3) | 75 points |
| Outline (1) | 10 points |
| Essay (1) | 100 points |
| Discussion Forum postings (10) | 50 points |
| Midterm Exam (1) online***The midterm exam is required.*** | 100 points |
| Final Exam (1) online***The final exam is required.*** | 100 points |
| **TOTAL** | **585 points** |

**Grading Scale:**

585 Total Points for all course assignments
409 - 585 points = Pass/Credit (P)
0 - 408 points = Not Passing/No Credit (NP)

**Grading:**

* Military English C099 is a Pass/Not Passing class; in other words, a letter grade is not possible. Your grade, Pass (P) or Not Passing (NP), will be based on how many points you earn.
* You can access your scores at any time; simply click on *Student Summary* on the left side of this page.

**Coursework**

**How Does This Course Work?**

Military English C099 provides you with instruction in an asynchronous mode; in other words, the *Course Lessons* provide you with instruction and assignments that you can access at any time. This course does not require real-time interaction with the instructor. There are different kinds of assignments that you will complete:

* **Exams:**
	+ There are Midterm and Final Exams for this course; these exams are taken online through Coastline's testing system. (There are no in-class or proctored exams for this course).
	+ See the *Course Lessons* for exam dates.
	+ Exams are accessed from the *Course Quizzes/Exams* link on the left side of this page.
	+ I score the exams once the exam window has closed. Once the exams are scored, the scores are posted.
* **Quizzes:**
	+ Quizzes are taken online through Coastline's testing system. Once quizzes are submitted, they are scored automatically, and the scores are posted automatically as well. (See the *Course Lessons* for due dates.)
	+ There are three quizzes, and all of them are multiple choice. Be sure to study the material assigned before you attempt the quizzes. You get only one chance to take each quiz, but once is enough if you are prepared. The quizzes are "open" for a limited time, so be mindful of due dates. Once the quiz is "closed," it is no longer available. Quizzes are accessed from the *Quizzes & Exams* link on the left side of this page.
	+ If you have problems accessing the quizzes, please call the Distance Learning Department. (714) 241-6216.
* **Written work:**
	+ This course requires you to complete writing assignments and then submit them to turnitin.com by their due dates. (See the *Calendar* for due dates.)
	+ Instructions for the assignments are contained within the *Course Lessons* (see the link on the left side of this page).
	+ When I receive your work, I make corrections, comments, and recommendations, and then I place a score on the paper. You can view your corrected paper on turnitin.com.
* **Discussion Forum assignments:** There are weekly Discussion Forum questions for you to answer. (See the *Course Lessons* for due dates.) These Discussion Forum questions provide you with valuable learning opportunities:
	+ You will learn more about your classmates. This course is an online learning community, so it is important that all of the community members "gather" and share and learn from one another.
	+ You will be able to communicate with your classmates on the Discussion Forum. Feel free to comment on what others write; as with so many other things, the more you offer, the more you receive, so take the time to be a thoughtful, active participant.
	+ You will have additional opportunities to write, which is extremely important. You will improve at a much faster pace if you write more.
	+ I will monitor the Discussion Forum; I look forward to reading your posts.
	+ On the Discussion Forum, be sure to
		- be respectful of others.
		- observe the due dates.
		- write in complete sentences.

**How to Submit to Turnitin.com**

**Students will submit all written work to Turnitin.com.**

**You are required to create a Turnitin.com account (if you do not already have one). This service is free, and it keeps your information confidential. You will not be able to complete your coursework without using Turnitin. Follow these instructions to activate your account.**

1. Go to [turnitin.com](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=http%3a%2f%2fturnitin.com%2fstatic%2findex.html).

2. If you are a new user, click on "Create Account." If you already have an account you’ve used for other classes, you may use that account again.

3. Scroll down to “Create a New Account.” Below that, click on "Student." You will be asked for a “class ID number” and a “class enrollment password.” Use the following to enroll in this course:

Class ID: 5315318

Class Enrollment Password: delta

Once you’ve completed these steps, you’ll be enrolled in the course on Turnitin, and you’ll be able to submit your work. [Follow this link for turnitin.com](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=https%3a%2f%2fturnitin.com%2fstatic%2ftraining%2fstudent.php" \t "_blank) [training videos.](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=https%3a%2f%2fturnitin.com%2fstatic%2ftraining%2fstudent.php)

After the due date, you can view your corrected work on turnitin.com. (Click on the GradeMark icon to view your corrected work.)

**NOTE:** **Because formatting is crucial for all of your assignments, you must always submit your work via “file upload.” Do not cut and paste because this will not preserve your formatting.**

**Tips for Success in This Course**

* **Watch Your Deadlines Very Carefully:** Late work will not be accepted, and there are no exceptions. Experience has shown that it is extremely difficult for students to pass this course once they have fallen behind; therefore, be mindful of due dates.
* **Read the Comments and Corrections You Receive on Your Written Work:** If you don't understand the comment or correction, be sure to ask for clarification. The feedback on your written work is very important because the expectation is that you will learn to avoid making the same errors on subsequent assignments.
* **Watch Your Spelling:** Spelling is a basic skill, and competency must be demonstrated in order to pass the class. Always check your spelling very carefully before you submit your work. We all make spelling mistakes occasionally, but too many misspelled words weaken your writing and distract your reader; moreover, numerous spelling problems suggest that the writer was careless and/or the paper was not edited.
* **Give Yourself Enough Time to Succeed:** Schedule plenty of time every week to complete the assignments. Writing is time-consuming; it can't be rushed.

**E-mail Communication**

* **To eliminate the potential for communication problems, use your Coastline e-mail address for this course**.
* When you send me an e-mail for any reason, **always identify yourself in the subject line**. For example, "Your Name, ME099, Lesson 6."
* As this is an online course, our communication will take place online via e-mail and the Class Discussion Forum. Check the Class Discussion Forum and your e-mail often.
* Always be polite and respectful when sending e-mail or posting messages on the Discussion Forum. The way one communicates with close friends in text-messages is often very different from the way one should communicate in an educational environment. Always use complete sentences, including punctuation. [Review these tips regarding e-mail etiquette](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=http%3a%2f%2fowl.english.purdue.edu%2fowl%2fresource%2f636%2f01%2f" \t "_blank).

**Academic Honesty**

**Plagiarism and Cheating:**

* Either will result in a zero for the assignment. Please don't submit work from other courses or from other semesters; recycling writing like this is pointless as it does not help you improve.
* All work that you submit online is sent to a special website (http://www.turnitin.com) to ensure originality, so please don't plagiarize.
* In Military English C099, the writing assignments and topics are based upon students' own personal experience. **Research is not required, nor is it appropriate for this course. In other words, don't use outside sources; you will use outside sources in Military English C100 but not in Military English C099.**
* Please review [Coastline's Academic Honesty policy](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=http%3a%2f%2fcoastline.edu%2fdivisions%2fpresident%2fpage.cfm%3fLinkID%3d312).

**Support Services**

**Counseling Services:**

Coastline's [Counseling Department](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=http%3a%2f%2fwww.coastline.edu%2fdepartments%2fcounseling%2f) offers a variety of support services. I strongly advise you to visit with a counselor when you have questions about your educational plans.

**Technical Support:**

Coastline's Distance Learning Department offers [Technical Support](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=http%3a%2f%2fdl.coastline.edu%2ftechnicalhelp.htm). If you have technology-related questions or problems, the Distance Learning Department can help you.

**Tutorial Support:**

Coastline's [Student Success Center](https://owa.coastline.edu/owa/redir.aspx?C=y3q-jGZtqUaxl-XAn9Uhrz5oReO6WM8Iv6vlrmbc3m0PSX0qio873hPHiyPb5bKfNK5KcAETBhA.&URL=http%3a%2f%2fwww.coastline.edu%2fdivisions%2fstudents%2fpage.cfm%3fLinkID%3d400) offers tutorial support for English composition and other subjects. Take advantage of this resource!

**How Do I Drop This Course?**

Contact Admissions & Records (714-241-6176). For drop dates, click on *Important Dates* on the left side of this page.

In addition, students may be dropped for lack of participation.

**The instructor reserves the right to make changes in course policies at any time if it becomes necessary.**