

ENG 101 – WEEK 1 (9/14 – 9/22) – TASK LIST

Welcome to the course! You should find a well-organized online course that is the product of over two decades of my work in online education. Let's get started!

Here is a complete list of what we're working on this week. Please view the YouTube Video Lecture as soon as you can as that explains the course and what we'll be working on together.

****Complete each task or activity for our class by the deadlines listed below.**

Most activities are graded, marked with GRADED. Some like doing the reading, viewing the screencasts, clicking on links help you learn and understand (and complete the graded work).

Remember, these online activities are 30% of your course grade – beyond the formal essays for the course.

You can view this page and summarize it in your WRITTEN NOTES. Check off each step as you complete it. (RECOMMENDED)

If you have access to a printer, please print out this sheet. But you don't need a printer – if you take notes (summarize each task) and then just check each step off, you can keep track of everything that is happening for our online class.

****REMEMBER TO PACE YOUR WORK THROUGHOUT THE WEEK.** YOU SHOULD DO ABOUT HALF OF THESE TASKS AT ONE TIME, for example, the first few tasks on TUE. – THU. then the rest on FRI. – MON., at different days and times. **Build a schedule that works for you.** Our course is 'asynchronous' like most online courses in the 21st century, so you can have flexibility in doing the work. But you need to make time to do the work, which will take you several hours each week – in addition to the work of writing 4 essays (the 'formal assignments'). *It is not advisable (or even possible) to do all of the work in one sitting. Our online reading and activities add up to the equivalent of 4 hours of class time each week!*

**** CLASS TASK LIST / TO DOs – WEEK 1 ****

TASK

Check off each task as you complete it.

• OVERVIEW / COURSE GUIDANCE THIS WEEK

[] #1) View the [YouTube Video Lecture for an Overview](#) of Week 1 and Introduction to the Course.

[] #2) Browse to eng101.publishproject.com and explore the materials for our course for 10 – 15 minutes.

[] #3) Log on to Blackboard (bbhosted.cuny.edu) and explore the materials for our course for 10 – 15 minutes.

COURSE MATERIALS ARE POSTED IN BOTH WEBSITES. You can use both sites to keep up with the course!

[] #4) View Our [Weekly Task List](#) (this document) to understand this week's activities. It's part of the Screencast.

[] #5) View the [Course Syllabus](#) for a few minutes to understand the updated version of our course. It's also covered in the Video Lecture.

• **READING – Amy Tan's "Mother Tongue"**

[] #6) Read this: [Amy Tan, "Mother Tongue"](#) (Course Pack, pp. 9-13).

[] #7) Complete [Online Activity: Reading Questions on Amy Tan's "Mother Tongue"](#)

On Google Forms – GRADED, DUE TUE. 9/22 (11:59 pm)

• **DISCUSSION BOARDS – forums101.publishproject.com**

[] #8) Post a 125-word response to the [Discussion Board forum](#) (Welcome Post with questions) for this week.

You will receive an e-mail with your login for the Discussion Boards.

Your User ID is the first letter of your first name plus your last name (or names), up to 12 characters. For example: 'John Smith' = jsmith

Your passcode is the last 4 digits of your CUNY Student ID.

This information will be e-mailed to you at the e-mail address that is on file at CUNYfirst. If you haven't received this e-mail, please e-mail me at eng101.lagcc@gmail.com ASAP so I can send you another copy!

On our Discussion Boards – GRADED, DUE TUE. 9/22 (11:59 pm)

• **OPTIONAL VIRTUAL OFFICE HOUR**

[] #9) (For extra help) Virtual office hours will usually be offered on **Thursdays from 2 pm – 3 pm** in **Blackboard's Chat tool**, so we'll have one on this week **Thu. 9/17 from 2 pm – 3 pm**.

Here's the link:

<https://us.bbcollab.com/guest/92fff653a6c944619f24d0593df4da09>

These sessions are 'public' to our class and will let you communicate in 'real time,' mostly for questions. If you have specific questions, you can participate then, or if you want help more privately, please just send an e-mail to eng101.lagcc@gmail.com at any time.

You will receive an e-mail reminder each week for this virtual office hour. This is NOT a required 'class session,' but an extra chance for help beyond the 'asynchronous' materials we have for our course each week, just like in-person office hours.

On Blackboard Chat – THU. 9/17, 2 pm – 3 pm (Optional, not Graded)

ENG 101 – Composition I

Richard Dragan, PhD/MFA

eng101@gmail.com

eng101.publishproject.com

bbhosted.cuny.edu
