



Welcome to ITV - The Week-End College!

You are enrolled in:

English 101 (7974)
(UC: CSU) 3 Units

College Reading and Composition I

This is the first freshman composition course that meets requirements for the BA at four-year colleges and universities. This course develops proficiency in critical reading and writing through the application of the principles of rhetoric and the techniques of critical thinking. Students will write expository essays based on college-level readings. Emphasis is placed on the research paper.

The Weekend College classes combine video lessons and online activities with weekend class meetings. You should complete all three components to successfully pass the class. The course requirements are in the online syllabus. If you have questions contact your instructor via email or by telephone during their office hours listed above.

Instructor
Aaron M. Stell, M.A.
(818) 364-7600, ext. 7151
ams1902@lausd.net

Office Hours
Tuesdays, 4:30 PM – 8:00 PM
and
Thursdays, 4:30 PM – 7:00 PM

Getting Started

Even though you do not meet with your instructor until the first weekend after the semester begins, your class begins on January 5, 2009. Follow the checklist below to get started in your class now.

1. Choose a Campus

Select the campus to attend your weekend class and make note of its time and location.

2. Buy Your Books

The back of this page lists the required and recommend books for your course. Buy your books as soon as possible so that you can get started on your assigned readings. Textbooks can be purchased at City, Southwest, Mission, Valley, and Pierce Colleges or from most online bookstores.

3. Log In

The class website opens **Jan. 5**, log in and read your course syllabus. It will list all assignments and quizzes times and due dates. You can find log-in instructions on the last page of this letter.

4. Email Your Instructor

Once you have logged in, email your instructor and let him know that you have successfully logged in to the class website.

5. Plan Your Schedule

Weekend College courses are fast paced—covering a lot of material in a short period of time. At a minimum, you can expect to spend 10 to 12 hours per week completing the assignments. Schedule time in advance for reading the textbooks, watching the video episodes, and completing the online assignments. If you plan to watch or record the videos on the educational cable channel LA 36, also note those times and set your Tivo or DVD recorder in advance. You can find the broadcast schedules on the back of this page.

Classroom Location Schedule

Attend class at any one of the four campuses: L.A. City, L.A. Pierce, Southwest or L.A. Valley College. The instructor teaches at all four locations.

Day	Campus	Time	Location
Saturday	L.A. City College	9:00 A.M. – 12 Noon	DaVinci Hall, Rm. 305
	Southwest College	1:30 P.M. – 4:30 P.M.	Lecture Lab., Rm. 108
Sunday	L.A. Pierce College	9:00 A.M. – 12 Noon	Business Bldg., Rm. 3203
	L.A. Valley College	1:30 P.M. – 4:30 P.M.	Foreign Language Bldg., Rm. 104

Attendance at the class meetings is expected.
If you fail to attend, you may be dropped from class

Winter 2009 CALENDAR

January 5 – February 8, 2009

Important Dates and Deadlines

Last Day to Add classes by STEP or Online	Jan. 4
Semester Begins	Jan. 5
Last Day to Drop or Change Classes	Jan. 8
<i>(without Incurring Fees)</i>	
Cablecasts Begin on Cable Channel LA 36	Jan. 8
Last Day to ADD by FAX or in-person.....	Jan. 9
Last Day to Drop Classes Without a "W".....	Jan. 15
<i>(no refund)</i>	
Last Day to File for Credit/No Credit	Jan. 21
Last Day to Drop with a "W"	Jan. 29
<i>(After this date a grade must be issued)</i>	

Class Meeting Schedule

Class Meeting	Jan. 10 & 11
Class Meeting	Jan. 17 & 18
Midterms Exams.....	Jan. 24 & 25
Class Meeting	Jan. 31 & Feb. 1
Final Exams.....	Feb. 7 & 8

A photo ID is required to take exams.

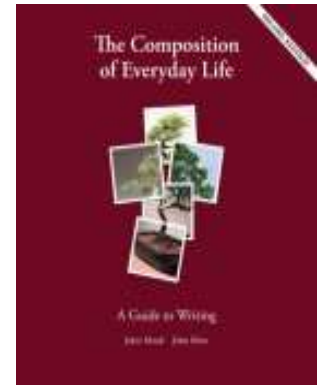
Textbooks

Required:

- Title: The Composition of Everyday Life – A Guide to Writing
- Author: Mauk and Metz
- Edition: 2/E, 2007
- Publisher: Thomson Wadsworth
- ISBN: 978-1-4130-1849-3

Recommended:

- Title: Student Course Guide for the *The Writer's Circle*
- Author: Martin, Diane
- Edition: 2/E, 2008
- Publisher: Thomson Wadsworth
- ISBN: 978-1-4130-3396-0



Textbooks are available in the college libraries. Most libraries have the texts on Reserve, (two hour use, in the library) some libraries have copies in the General Collection. Individual Library Policies apply and they may be different at each campus. Generally, students must have a valid student ID *for the campus they intend to use*, to check out or use library materials. For example, to check out books from Pierce College Library students must have a valid Pierce College Student ID. Students who enrolled only in ITV classes may obtain a Mission College ID through the Admissions Office at Mission College.

Video

The Writer's Circle

Four Ways to Watch the Videos

1. Watch the lessons on the Los Angeles Educational Channel, LA 36. The broadcast schedule is:
Thursdays, Jan. 8 – Dec. 15 @ 7:00 AM – 9:00 AM
2. Purchase a complete set of the DVD's from the L.A. Pierce College Bookstore:
www.piercebookstore.com or 818-347-0313
3. Available in Broadband at: www.lamission.edu/ITV
4. Watch the video lessons in the Learning Resource Centers at any of the LACCD Colleges. You must bring your fee receipt to view the videos.

Online Class Website

Step 1. Where do I go to log on to this course?

- Go to <http://etudes-ng.fhda.edu/portal>
- Bookmark this page!
- Enter your user ID

Step 2. What is my User ID?

In lowercase letters and with no spaces:

- use the first 2 letters of your first name
- *and* the first 2 letters of your last name
- *and* the last 5-digits of your student ID #

Example: Donna Smith:

Student ID #: 88 455 6789

User ID:

My User ID is: _____

Step 3. What is my Password?

Using four numbers together with no spaces:

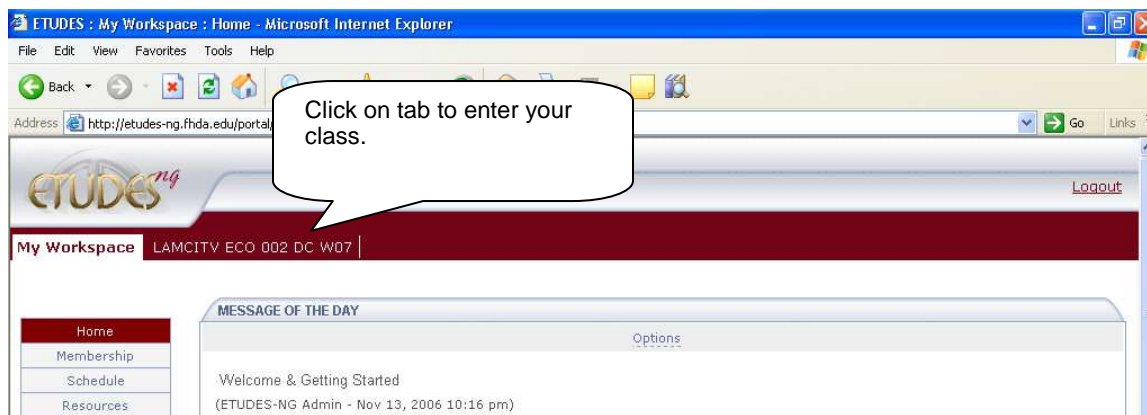
- use two numbers for your birth month
- *and* use two numbers for the birth day

Example: if your birth date was January 3

Password:

My Password is: _____

Once you have logged in you will see two sections on the top left of the page, My Workspace and on the right, your class website. Your class website begins with LAMCITYV. Click on the tab to enter the course. See the example below:



E-mail your instructor once you have successfully logged in to the course website.

NOTE TO AOL USERS: Launch either an Internet Explorer or a Netscape browser after you connect using AOL and minimize the AOL Browser. DO NOT USE THE AOL BROWSER.

Add/Drop Classes & Check Grades

Forms for adding/dropping a class or requesting an official transcript can be found at www.lamission.edu/itv. These forms can be faxed to (818) 833-3598 or brought in to our office.

To Add/Drop a class and check Official Grades online, visit www.laccd.edu.

To Add/Drop classes through the Student Telephone Enrollment Process (STEP):

1. Call (213) 689-8888 or (310) 605-0505 or (323) 226-1999 or (818) 988-2222
2. Press 0 for ITV/The Weekend College
3. Follow the instructions to complete your request

We're here to Help

If you need technical assistance logging in to your course, contact ITV Technical Support at (818) 833-3596 or send an email to mckennpg@lamission.edu. Be sure to include:

- Your full name
- Course title and instructor
- Student ID
- Your phone and e-mail address
- Date enrolled