ENGLISH 2343 – Form of Literature with emphasis in Multicultural Literature
Spring 2015 / CRN 47766
3 credit hours / 16 Weeks Regular Term

Instructor: Claire Kageyama

Contact Information: Please contact me via email at claire.kageyama@hccs.edu. Phone: 713-718-6671. (Note: This is the number to the English Department at HCC Central College.)

Office Location and hours: By appointment through the above email address. The best and most efficient way to reach me is through email. Since this is an online course, I prefer to have our communication take place through email. Send your message to both the above email address and the Eagle Online email. (See instructions at the end of the syllabus for sending an email via Eagle Online.)

If you write to my regular HCC Email (claire.kageyama@hccs.edu), please indicate the DE section by including your CRN # in the subject heading. That will be helpful to me since I am teaching 3 DE sections of English 1301. Email is the best way to reach me.

IMPORTANT Read through this entire document. The instructor reserves the right to make changes on the syllabus and course calendar.

Course Description
The purpose is to introduce students to a broad sampling of writers from various cultural backgrounds. The course explores the genres of literature and emphasizes the appreciation and understanding of the diversity of human cultural heritage, as well as teaching students to analyze literature through reading, class discussion, and written discourse.

Some Commentary on this "Course Description"
This Forms of Literature Class II focuses on Multicultural Writing—much of which is Asian American writing. If you are interested in reading about picture brides, persimmons, banana fronds, cocoa plants, sugar cane fields, and if you enjoy writing personal essays on the subject of home, heritage, and on an elder from a different generation, this class is for you. The research that you will do in the class will take place through personal interviews rather than from searching through the library stacks. My advice to all of you is to **do your best. Do your own writing.** In instances when you work with a tutor or use sources, acknowledge that you've done so by including rough drafts with comments and proper MLA citations. I want to see your process and areas where your tutor offered you feedback and you incorporated suggestions into your revised essay, and where you used sources in your essay. Remember that using sources according to MLA guidelines means quoting and citing, paraphrasing and citing words, phrases, ideas that belong to another writer or written work. It does not mean copying verbatim without quoting and citing or plagiarizing. More will be said about plagiarizing before your first essay is due and throughout the semester.

Prerequisites
Completion of English 1301 and English 1302.

Course Goal and Objectives
English 2343 is part of the HCC Core Curriculum. The goal of this English course is to have students engage in a process of draft writing and revision with emphasis in constructing multi-paragraph expository, analytical, and essays that have a clear purpose, sound organization, developed content, appropriate language, tone, word choice, effective sentences and paragraphing, and proper MLA citation format in response to multicultural readings and research.

In addition this course is meant to fulfill the core objectives. Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum,

students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in the core curriculum course will complete a research project or case study designed to cultivate the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective development, interpretation, and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Social Responsibility**—to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Student Learning Outcomes
1. Explain and illustrate stylistic characteristics of representative multicultural literature, including sections from fiction, non-fiction, poetry, and drama, written by a diverse group of contemporary writers.
2. Connect representative works of multicultural literature to human and individual values in historical and social contexts.
3. Demonstrate knowledge of forms of literature with an emphasis in multicultural writing.
4. Analyze literary texts relating to works of multicultural literature.
5. Critique and interpret representative works of multicultural writing.

Learning Objectives
1. To understand writing as a connected and interactive process of planning, shaping, drafting, revising, editing, and proofreading.
2. To engage in the writing process in out-of-class writing and in-class writing assignments.
3. To communicate well in writing in a variety of situations.
4. To apply basic principles of critical thinking in analyzing reading selections, in developing expository essays, and writing argumentative essays.
5. To acknowledge your sources accurately and appropriately in MLA format.

Instructional Methods
English 2343 is designed to cultivate social responsibility—to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

ALL REQUIREMENTS MUST BE FULFILLED TO PASS THE COURSE
1. Complete **ALL** assignments. Assignments vary in length, but a typical assignment requires 2 hours out of class for each hour of class (e.g. 2 ½ to 3 hours reading to prepare for a 1 ½ hour class session). At least 5,000 words must be written during the course in completing assignments of varying types and lengths that are relevant to course content. At least one written assignment will include information obtained through research that is related to one or more of the syllabus texts and is presented in current MLA format.
   a. Students must do in-class writing and participate in class activities or discussions when these activities take place.
   b. Papers must be turned in on the appropriate due dates. Late papers will be penalized. **Note: There will be no extra assignments created for work that is not turned in.**

2. Use a word processor (available in school labs) to fulfill written assignments. Make sure that the computer you are using has Microsoft Word.
3. Participate in class discussions or forums, and written assignments.
4. Maintain an overall average of 70 or above on written assignments and exams.

Paper Format:
· Black ink (in class and out of class assignments)
· White computer processing paper
· Length -- two to three full pages (approx. 300-500 words) on in class written essays & out of class typed questions and answers and out of class typed **"short" essays (approx. 750-1,000 words)**;
· **Hand in rough drafts with final drafts** -- out of class typed papers (This can be done by submitting them in multiple files
· **Typed papers must adhere to MLA style format**
· All major assignments need to be turned in with the material saved on a flash drive with adequate memory capacity (You will keep the flash drive and make sure that you maintain backup copies of your work.
· All work completed outside of class needs to be created utilizing Microsoft Word so it will be compatible with the lab/instructor computer software.

Student Assignments
You will write five essays this semester. In some cases, you may be asked to compare/contrast one text with another, engage in expository writing or analysis of a person's or character's ethos, social, historical, and political situation, and so on. **These essays must follow proper MLA format and be written solely by you**. It is unacceptable to have someone else write the essay for you. Whether you realize it or not, your thoughts and ideas matter and need to be expressed in your essays!

MLA Format: MLA is the required format we are using in English. Your essays must be typed in 12 pt. font, double-spaced with no extra space between paragraphs; paragraphs should be indented 5-7 spaces. Your first page must include a proper heading, page headers, with page headers on subsequent pages. You must include parenthetical citations for quotes, paraphrases, and ideas that are not your own. Failure to acknowledge sources, ideas that are not your own will result a "0" – F. Failure to put quotation marks around the author's words will result in a "0" – F. Failure to put in parenthetical citations for ideas not your own, for paraphrases will result in a "0" – F. Failure to include a Work Cited page will result in a "0" –F.

Essay#1 and #2 are short essays on home and heritage.

Essay #3 will be your midterm. Typically, I give you a prompt or series of prompts that are based on the readings you've done up to that point in the semester. The essay is written within a limited time frame and cannot be rewritten or revised once the time period for submission has ended and the exam has been submitted.

Essay #4 may be a longer essay than Essay #1 and Essay #2. You must locate a person to interview who is from another generation and make sure that your essay follows proper MLA format.

Essay #5 is your final exam. You may take it during the latter part of Week 15 or the early part of Week 16. As with the midterm, I may take two or more essays that you've read, or two essays about a debatable topic that you haven't read and ask you via a prompt to write an essay. The essay is written during a limited time frame and cannot be rewritten or revised once the exam time has ended and the exam has been submitted. In addition to these components, there may be a few questions about MLA format.

You will find specific topic prompts for Essay #1, Essay #2, and Essay #4 in the weekly Topic sections of the course shell.

Course Calendar

The Course Calendar is an extension of the Syllabus or (Part Two of the Syllabus). The Course Calendar lists assignments week by week and contains important due dates. You will find the Course Calendar posted in a separate Pdf. File in the Eagle Online WEEK ONE Toggle or Topic area after the syllabus.

Essay Submission

There are three main ways you may be asked to submit work. One is through an Eagle Online portal such as Turnitin.com; the second is through a portal I post in the Week/Toggle section; another is through Eagle Online Email attachment. I will indicate specifically how I want you to submit your essay in the Essay Topic sheet for each assignment or I will send you an Eagle Online Quickmail.

Weekly Assignments and Submissions

Most of the time, your weekly assignments will be due and submitted by Sunday at 11:55 p.m. It is important that you submit work by this time to prevent being penalized. The weekly Topic section with assignments for a particular week will close once that week has ended. Once the section has closed, you will be unable to go back and access it. My late policy: I take off 10 pts. for every day the essay is late.

Midterm Exam
Please see Essay #3 above.
Final Exam
Please see Essay #5 above.

Assessments – These are the percentages for the work you do this semester:

Essay #1: 10%

Essay #2: 10%

Class Work/ Homework/Forums, Journal Assignments and Participation
(i.e., includes online attendance/professional conduct) 20%

Midterm Exam/ Essay #3: 20%

Essay #4-Essay (including Outline and Draft(s)): 20%
Final Exam/ Essay #5: 20%

Essays that are graded: Essay 1, Essay 2, Essay 3 or Midterm, Essay 4, Essay 5 or the Final Exam

Forums and Journal Assignments are graded collectively with attendance under active participation. You do not receive an individual letter grade for each Forum or each Journal assignment as you do for the above essays.

Active Participation: Active participation is about participating, completing any and all assignments posted, and submitting the work to me (on time), checking email daily for messages and information from the instructor, being professional and courteous -- (practicing good netiquette).
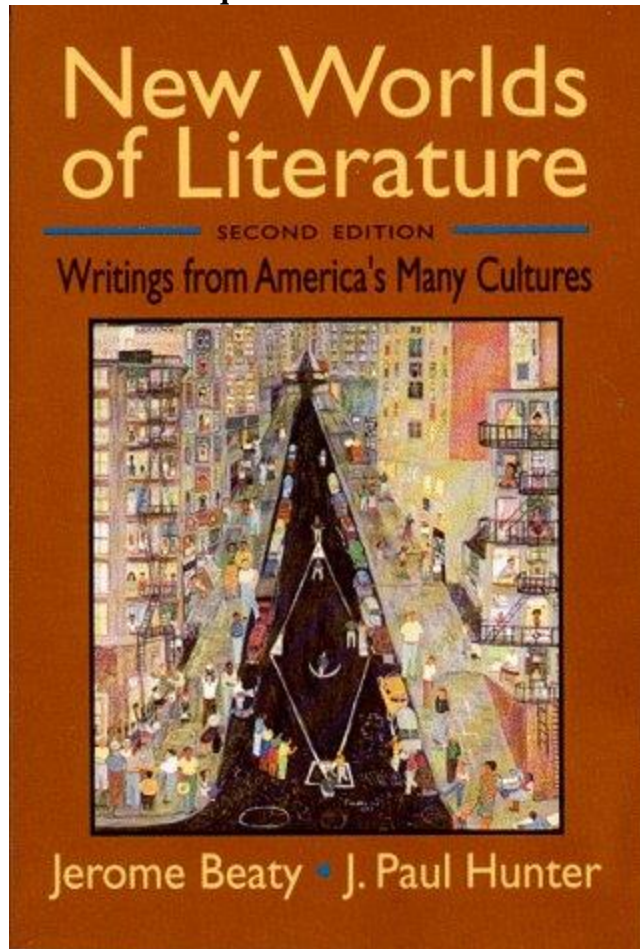
Instructional Materials
Required Texts and necessary "goods"
1. **Weekly access to a reliable computer:** This Distance Ed. English 2343 course cannot be accessed any other way but through a computer—not just any computer, but one that possesses appropriate software and speed. Make sure that the computer you use has **Mozilla firefox**, an internet browser recommended for Eagle Online and the one I will use every time I log in to check your work and respond to your inquiries). Note: If you are using the computers in one of the HCC campus labs, make sure you note the lab hours. The campus will be closed during Spring Break,

so plan ahead or make arrangements to use a computer elsewhere. To succeed in this class, you must be familiar with **Eagle Online 2.** In addition, you will need to use software like **Microsoft Word** for writing and submitting written assignments and essays. **Adobe Reader** for accessing PDF files is also a must. A media player such as **Windows Media Player** and **Quick Time** will prove useful as well.

2. **A trustworthy flash drive:** Yes, as with other classes you have taken or will take during your college career, you will need a flash drive or something of that nature to save your writing. Make sure your flash drive has enough memory and holding capacity to store **five essays** ranging from **750 to 1000 or more words.**

You will need **Required Texts**

•**Beaty, Jerome, and J. Paul Hunter, eds.** *New Worlds of Literature*. **2nd ed.**
• **New York: Norton, 1994.   0-393-96354-3**

3.
   You can purchase these textbooks from the Central College bookstore, Amazon.com, Barnes & Noble. There are also some online vendors who rent textbooks. I don't know much about the book rentals, but I have had a few students who have rented books before. In any case, regardless of what your situation is, be it financial, physical, and/or emotional, you are responsible for obtaining these required textbooks. If you choose an online vendor you should rush order these books as you will need them once the semester starts. **Remember: You must have these books when the course starts. How you purchase these books is up to you. You, and only you, are responsible for having the book on time. I will not accept excuses**

for not having the book (or not having the means—financial, psychological, physical, geographical—whatever it is—you name it-- to access the books. I've been teaching since 1992 and I have heard nearly every excuse).

Access to a college level dictionary. Your dictionary may be an old-fashioned paper dictionary, but it can also one that you access online.

HCC Policy Statement – ADA
Special Conditions
If you have any special conditions, extenuating circumstances, or needs that may affect your progress in this course, please notify me. Discuss with me any special accommodations that you have documented through the Ability Support Services counselors so that we may better meet your needs. So that I can accommodate your special needs, you must provide me with a letter of accommodation from the Ability Support Services or Disability Support Services. Do this as soon as possible. (I recommend that you get the letter from Ability Support Services or Disability Support Services either before the semester starts or at the beginning of the semester). Note: I cannot accommodate your needs unless you present me with the accommodation letter. The following is a list of Disability or Ability Support Services Counselors at the various HCC Campuses:

Central Campus	Jaime Torres and Martha Scribner	713-718-6164
Northeast Campus	Kim Ingram	713-718-8420
Northwest Campus	Mahnaz Kolaini	713-718-5422
Southeast Campus	Jette Lott	713-718-7218
Southwest Campus	Dr. Becky Hauri	713-718-7910
Coleman Campus	Lorenzo Walker	713-718-7082

Counseling
Counseling is available at each campus. Check with the information desk at the campus. Distance Education students may receive advising and counseling through the online request form at AskDECounseling.
Computer Facilities
There are numerous computer labs at the HCCS college campuses. Specific available hours are posted at each site.
Tutoring
Check with the tutoring lab at various HCC Campus. At Central College the tutoring lab is located in the San Jacinto building. **Be sure to bring your books and assignments with you when you go to the tutoring lab on the third floor of the San Jacinto building. Check the lab door for available tutoring hours. If you cannot make it to campus, but wish to work with a tutor, you may access a tutor at AskOnline from the HCC home and library page.**

HCCS Libraries
Check campus libraries for library resources. If you wish to access sources via your computer, you can go to the HCC home library page (HCCS Library) and find resources for distance education students under Library Resources. If you have trouble accessing resources, you may email an HCC Librarian for assistance.

HCC Policy Statement – Academic Honesty
Academic Honesty
Plagiarism results in a grade zero on that project. Cheating or collusion results in a grade zero on that project. Plagiarism or collusion on a second major assignment results in a zero in the course. Consult

the *Student Handbook* for definitions and more information on scholastic dishonesty and other policies of the school. **See SCHOLASTIC DISHONESTY and Plagiarism Policy.**

Cheating
SCHOLASTIC DISHONESTY:
According to the 2014-2015 Student Handbook for the Houston Community College System :
"Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. 'Scholastic dishonesty' includes, but is not limited to, cheating on a test, plagiarism, and collusion. **'Cheating'** on a test includes:
-- Copying from another student's test paper;
--Using materials during a test that are not authorized by the person giving the test;
--Collaborating with another student during a test without authority;
--Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
--Bribing another person to obtain a test that is to be administered.
'Plagiarism' means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
'Collusion' means the unauthorized collaboration with another person in preparing written work offered for credit".
Please note the possible consequences of such dishonesty, as stated in the 2013- 2014 Student Handbook: Possible punishments for academic dishonesty may include a grade of "0" or "F" for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System .

Plagiarism
Plagiarism Policy
Plagiarized papers or projects will receive a grade of "0" (zero) -- no exceptions. Cheating or collusion will also result in a grade of "0" (zero) on that paper or project. Plagiarism or collusion on a second major assignment will result in a zero in the course. Students need to be aware that the instructor will be utilizing plagiarism software and internet sources to check student work for potential plagiarism. This will be discussed in more detail during class lecture.

Active Participation

HCC Policy Statement – Attendance
Attendance Policy—(You are dropped when you hit the 6th hour, not 6th hour and first minute, but the 6th hour. Note: this primarily refers to a face-to-face class)
HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. This policy will be enforced. Your participation is required. You must not only log in to Eagle Online. You log in and do the weekly assignments and submit them. If you are only logging in and not doing the assigned work, you'll be counted absent and dropped from the course. **You will be dropped for missing 3 major assignments**. **See Withdrawal Policy below.**

In other words, pay attention to this policy!
Attendance will be taken every class period and this policy will be enforced. HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. **Students who intend to withdraw from the course must do so by the official last day to drop – March 24, 2015 (4:30pm).** Students who prefer to receive an F rather than a W will need to discuss the situation with the instructor before they stop attending the class. A student must drop or be dropped by the instructor before the official last day to drop to receive a "W". The "W" cannot be changed later to a letter grade. A student who misses more than six hours of class after the drop deadline will earn an "F".

HCC Course Withdrawal Policy
Withdrawal Policy:

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in the Fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than **six** total course withdrawals **throughout** their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed.

**If you do not withdraw before the deadline, you will receive the grade that you are making as the final grade. This grade will be an "F" or "FX". Those students who stop attending class and do not drop by the drop date are subject to earning an "FX" grade.

**You should visit with your instructor, an HCC counselor, or HCC Online Student Services to learn what, if any, HCC interventions might be offered to assist you to stay in class and improve your performance. Such interventions could include tutoring, child care, financial aid, and job placement.

International Students:
Receiving a "W" in a course may affect the status of your student visa. Once a "W" is given for the course, it will not be changed to an "F" because of the visa consideration. Please contact the International Student Office 713-718-8528 if you have any questions about your visa status and any other transfer issues.

Student Course Reinstatement Policy
Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Students who are dropped from their courses for non-payment of tuition and fees who request reinstatement after the official date of record can be reinstated by making payment in full and paying an additional $75.00 per course reinstatement fee. (Check with registration as the fee may have increased.) The academic dean way waive the reinstatement fee upon determining student was dropped because of a college error.

Repeat Course Fee
The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective Fall 2006, HCC started charging a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Since this is an online course, we do not meet face-to-face. However, examples of respectful behavior still apply to the virtual classroom.
1. You should at all times be courteous and respectful.
2. You should do your own work. It is totally unacceptable to have someone else (even if that someone else is a friend or relative) log in using your username and password.
3. You should log in every week, complete the weekly assignments, major assignments, and turn them in on time when they are due.
4. You should review the DE Student Handbook, the complete syllabus, course calendar, **check Eagle Online email and HCC email, and check for Eagle Online posts and forums daily** so you are aware of course policies and procedures, and updates I might be sending you about assignments.

Use of Camera and/or Recording Devices
These devices should not be on during class and areas where instruction takes place. At the beginning of class you are expected to turn off your phone, computers, cameras, ipods, and other devices. **Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs.**

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Student Abilities for information regarding reasonable accommodations.

Instructor Requirements
As your instructor I will try to do the following:
- Provide the grading scale and explain how essay are graded according to a point system.
- Facilitate an effective learning environment through class activities, discussions, visual and verbal texts, and lecture.
- Offer description of projects and assignments
- Inform students of policies such as attendance, withdrawal, make-up work, essays.
- Provide course outline and calendar; assignment sheets for various essay assignments.
- Arrange to meet with individual students during scheduled office hours.

To be successful in this class, it is the student's responsibility to:
- Attend class and participate in class discussions and activities.
- Read, reread the assigned texts; do your best to view them from a critical and diplomatic perspective.
- Complete required assignments and exams:
  Essay #1, Essay #2, Essay #3 or Midterm Exam, Essay #4, Essay #5 or Final Exam
- Ask for help when there is a question or problem
- Work with a tutor in the Learning Emporium on the third floor of San Jacinto building, (if you are able to make it to Central College). If you are not, there are other tutors at various HCC campuses, and there are tutors on AskOnline. Please work with a tutor if you need help with your writing, especially if are told to do so.
- Keep copies of all essays and assignments, including this syllabus, handouts, and assignments.
- Come to your (virtual) class prepared with your books, paper, and pens. (Note: For an online course, that means be prepared to turn in completed assignments when they are due. Have the books purchased and ready to use when the course starts. Have access to a computer and be adept at using the computers so you can complete and submit assignments to Eagle Online.
- Turn off your electronic devices before entering the classroom. (And, it goes without saying that for an online class, that would mean turning off your devices should we meet face-to-face or speak on the telephone.)
- Complete the course with a 70% passing grade.

Program/Discipline Requirements
English 2343 is a core requirement regardless of your major. Whether you realize it or not, you will write letters, essays, resumes during your college career and when you apply for a job. You will need to write well in whatever program, discipline, and/or field of study you choose.

EGLS3 -- Evaluation for Greater Learning Student Survey System
At Houston Community College, professors believe that thoughtful student
feedback is necessary to improve teaching and learning. During a designated
time, you will be asked to answer a short online survey of research-based
questions related to instruction. The anonymous results of the survey will be
made available to your professors and division chairs for continual improvement
of instruction. Look for the survey as part of the Houston Community College
Student System online near the end of the term.

Grading
Your instructor may conduct surprise quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find that you are not mastering the material and skills, you are encouraged

to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Grading Percentages
A (90-100) = Exceptionally fine work
B (80-89) = Above average work
C (70-79) = Average quality work
D (60-69) = Below Average work
F (0-59) = Failing work

Grading Percentages
Essay #1   10% of your final grade
Essay #2   10% of your final grade

Quizzes/Class Work/
Homework/Participation
(i.e., attendance/conduct)   20% of your final grade

Midterm Exam/ Essay #3   20% of your final grade
Essay #4-Research Paper
(including Outline and Draft(s))   20% of your final grade

Essay #5 (written during the final exam) 20% of your final grade

Please Note: Once you log in to your Eagle Online Course Shell, you will have access to the Complete DE English Syllabus and the DE Course Calendar. It is in the DE Course Calendar that you will find the list of readings and assignments, all of which will be explained and accompanied by assignments and activities in each weekly Toggle section.

Eagle Online

To start this course, you will need to log in to Eagle Online. To do that you will go to the following link:

https://eo2.hccs.edu/login/index.php

Again, make sure that you have a browser like Mozilla Firefox or MS Explorer to open the above browser. I myself use Mozilla Firefox. I have found that Firefox works best with my computer to get into Eagle Online.

Eagle Online ID and Password

If you are having trouble with your Eagle 2 Online Username and password you create after your initial login and can't remember it, you should call 713-718-5275. Choose "Option 1" for assistance.

If this is your first time logging in to Eagle Online, you should change your password once you've logged in for the first time.

For DE Technical Support (if you are in need of additional assistance for logging in) go to the link from the DE "Student HelpDesk" tab on the Eagle Online page. You can also find the technical support link from the main HCC home page www.hccs.edu (click on the "Distance Ed" tab. On the Eagle Online page, click "Eagle Online Help Desk" under "Tech Support".

Your first date to access Eagle Online is **Jan. 20, 2015.**

Your last date to access Eagle Online will be announced, but at least until **May 11, 2015. I will let you know later of the exact last date of access.**

To send an email message to Claire Kageyama in Eagle Online 2 Quickmail. Here's how do this: (Now mind you, this is new for me and my instructions might be flawed! However, I think this is how Quickmail works!)When you log in to this course on Eagle Online, you will see a box called QuickMail List in the top right side of the page. **See the tutorial for Quickmail. The instructions below were for the previous Eagle Online Email.**

1. Click on "New Mail."

2. Then click on the "Role" button. You will then use the alphabet lists to click on "K" for my last name, or "C" for my first name, or you may click on the button to see "All users in this course."

3. Click on my name—Claire Kageyama—or you may click on the "To" button.

4. Next, click on the "Close this window" tab. This should take you back to the "Role" page. On the "Compose" page you will see my name in the "To" box of the message.
5. Type in a subject for your message—in this case, "Question About Assignment" Then attach a Word file to your message. Hit "Send" and you're done.

Throughout the semester, you will send your work to me as attachments. Be sure to use word processing such as Microsoft Word (as my own computer uses Microsoft Word. Your word processing program should be compatible with mine so I can open and read your submitted work.)