

WELCOME

My name is Dr. Michael Hale, Ph.D, and I will be your composition professor this semester. I am glad you are in my class, and I look forward to the start of the semester.

It is my goal to be an understanding and caring professor that is deeply concerned with finding the appropriate support to help you succeed in my class and in college. I know college composition is a challenging class, that many students dread taking, but I am here to make it more understandable, more manageable, and therefore accomplishable.

Please read below to learn more about my class and feel free to email me if you have any questions: mhale@santarosa.edu

WEEK 1: TO DO LIST

1. Click this link [Course syllabus and orientation materials](#) for an orientation to my class. Make sure you read all of the links on this page including Class Theme, My Approach, and Class Policies
2. Watch the welcome video on the Canvas Announcements
3. Complete the Welcome Survey by Sept 5th. Click this link [Welcome Survey](#)
4. Start the homework that is due on Sun, Sept 10th by clicking here: [Unit 1: First Week Assignments](#)

Helpful Tips

1. There are no required textbooks for this class. All assignments will be delivered via Canvas for free.
2. Add my faculty email mhale@santarosa.edu and my Gmail account hale.srjc@gmail.com to your contacts. I also suggest setting alerts for when you receive emails from me, so you will not miss important announcements.
3. In Canvas, click on View Canvas Notifications. Make sure you are receiving notifications when I post announcements, update your grade, change an assignment, etc.
4. If you are new to college and feeling slightly nervous, don't worry, I was as well. Please consider building a support team. Click this link to learn more: [How to Build a Support Team](#)
5. If the thought of writing essays terrifies you, please read this page by clicking this link: [help with writing assignments](#). Also, read My Approach to Teaching Composition located in the syllabus above.
6. If you are new to Canvas, Zoom, or other computer technology used in this class, make an appointment with a peer coach at the Welcome

Center welcome.santarosa.edu for one-on-one tutoring or check out these helpful video tutorials.

- [Video overview of Canvas for students](#)
- [Follow this link to find answers to Canvas questions.](#)
- [How to join Zoom as a participant.](#)

Typical List of Activities Each Week

- 1) Make sure you check your email regularly (several times per week).
- 2) Read the weekly announcements on Canvas (posted Monday mornings)
- 3) Watch the weekly overview video (posted in the announcements Monday mornings and listed in the [Weekly Videos](#) link). This is a 15-30 minute video of me providing 1) an overview of what is due that week, and 2) providing helpful tips to complete your assignments. Starting in week two, I will also use these videos to answer your questions from the weekly progress report (You will learn about the progress report next week).
- 4) Start the reading/viewing assignments first. While they say they are not due until the end of the week, you need to finish the reading and viewing in order to complete the writing assignments that are also due at the end of the week. In other words, pace yourself. Do the readings and watch the videos throughout the week. Do not wait until the end of the week to do all of the reading/viewing and writing. That is a recipe to overwhelm yourself. You will have 25-50 pages of reading per week, or 1-2 hours of videos to watch, or a lighter mixture of both.
- 5) The Weekly Short Tutorials are meant to help you with general skill development. They cover basic skills you frequently need in college such as emailing your professor in a professional manner and annotating reading assignments and taking notes. Some high schools teach these basic skills, some do not. Some students picked up these skills in high school, some did not. I place them in the unit to help develop your skills overall and also to provide helpful tips on skills you need during that particular unit.
- 6) If you get stuck or confused at any point, do not give up or procrastinate. Reach out for help. I am here to help you :) [How to book an individual office hour appointment.](#) Beyond me, the Writing Center and Tutorial Center is also available to help you both online and face-to-face.

I wish you luck this semester. Please remember, I am here to help you.

Sincerely,

Dr. Michael Hale, Ph.D.