

Orientation Materials

**Instructions for
Preparing and Submitting
Your Distance Learning Work**

**Dr. Geoffrey Grimes
Professor of English**

Hello, students!

Please find enclosed important directions for submitting your work to me and for communicating electronically through e-mails. It is absolutely essential that you follow the directions and examples precisely!

While these directions may seem rather severe, they are necessary in helping me process literally hundreds of written exercises each year. In order for me to maintain your records accurately and to be able to access them through search/find electronic functions, all your files and messages to me must follow these protocols.

I am delighted that you have enrolled in one of my distance learning English courses offered over the Internet. Years of work and preparation lie behind the development of these courses, designed to provide you with a meaningful and engaging learning experience. Your attention to these details will assure our successful communication and timely return of your work.

Dr. Geoffrey Grimes

Instructor Information

Dr. Geoffrey A. Grimes

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The Course Website

Your courses are posted at the following website:

<http://www.distancelearningassociates.com>

The website version of the course represents all of the latest additions and any necessary revisions to links, course materials, exercise instructions, or other time-sensitive information.

The Course CD-ROM

The course CD-ROM is meant to serve as a backup copy of the course and instructional materials found on the course website. It will also be useful to you in the event that the website must be shut down for repairs or updating.

To use the CD-ROM, simply place it in the CD-ROM drive of your computer or laptop. An “autorun” feature will start the CD-ROM and open the homepage for your course.

If for some reason the “autorun” fails, it probably means that that function has been disabled on your station. In that case, open up “My Computer” and double-click on the CD-ROM drive icon. Double-click the file designating your course number; examples: ENGL2311.htm, or 2311.htm. That link will take you to the home page of the course. Also, you may open any other web page in the website and navigate back and forth to the home page or the table of contents for your course by clicking on the navigation links on each page.

Grading and Returning Your Work

I will try to respond in a timely manner (two or three days) to let you know that I have received your work. I will grade it on a first-come/first-served basis, and while it may take longer at peak periods of the semester, I will try to return your work within a week of receiving it. Sometimes, it may take longer. I will return it as an email attachment to a message to you.

General Course Policies

- 1) Follow the instructions for completing assignments found on the course website.
- 2) Follow exactly the instructions included in this packet for naming and saving your files, posting the correct information in the subject line, and posting a heading each time in every email you send me. I will delete any files or emails that do not conform exactly to these instructions.
- 3) Remember that I can accept assignments only in Microsoft Word files.
- 4) Keep a backup file for each assignment you create in case you need to resend it to me.
- 5) Keep each graded and returned exercise that I send to you. At some point I may need to ask you to resend it to me.
- 6) Follow the directions in the syllabus for identifying appropriate proctor agents to facilitate test taking and submission and other assignments that I might have identified for proctor support.
- 7) Submit your work in a timely manner. I do not police exact hours and dates for submissions because I simply don't have the time and the resources to do so, but you need to keep a steady pace in the submission of your work so that you don't fall behind.
- 8) I will award an incomplete to a student only on the condition that either I have had computer complications and have not been able to complete the grading of your work or if you need extra time to complete only the last assignment remaining in the course. I will entertain other types of emergency situations on a case-by-case review.
- 9) Call me if you need help. I am accessible to you and want to help you in any way possible.
- 10) Remember that plagiarism is a violation of the Student Code of Conduct. Plagiarism is the intentional presentation of someone else's materials or writing as if it were your own. Plagiarism will result in an automatic grade of "0" for the exercise, and it may not be made up. Flagrant cases of plagiarism—the wholesale copy of an entire work or sections of someone else's work—will be reported to the Dean and may result in failure in the course.

Composing Headings for all Assignments and E-mail Messages:

You must give me a heading at the top of the first page of each exercise *and* in the message window of each email you send me.

In the upper left-hand corner of each exercise or on a separate cover page, please include:

- 1) your first and last name,
- 2) your course and section number,
- 3) your student ID number,
- 4) file name of the exercise you are attaching

Here's an example:

John Student

Engl 2311: (section number)

Student ID: 5555555

(File name of the exercise you are attaching)

Creating a Heading in *Word*

To create a heading in *Word*, select “View”-“Header and Footer” from the Menu. A “header” (and “footer”) text box appears at the top (and bottom) of your page in which you can enter information. After adding your information in the “header” text box, select “Close” on the “Header and Footer” tool bar. The header information will appear embedded at the top of each page of your file.

Continue to the next page:

Naming and Saving your Exercise Files

When saving your exercises as Word files, please save them in this format:

for English 1301 exercises:

JDoe-Ex1 (or whatever the unit and exercise numbers are)

for English 1302 exercises:

JDoe-Ex1 (or whatever the exercise number is)

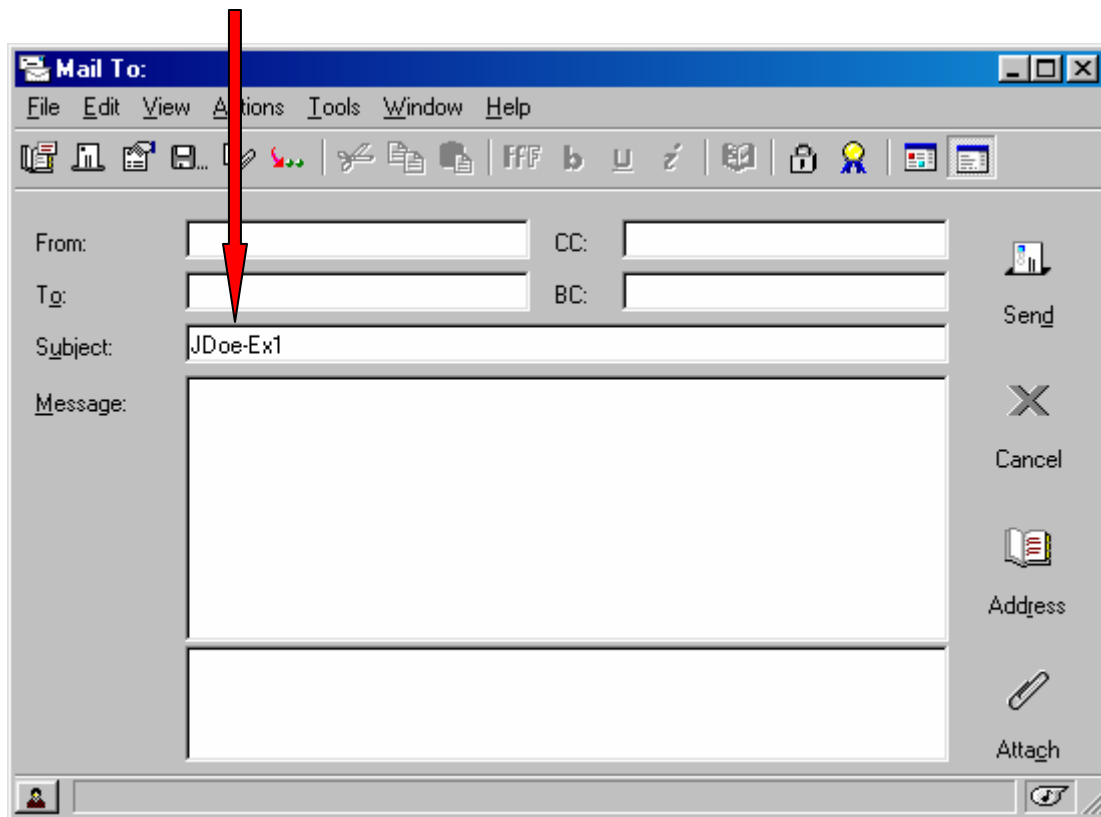
for English 2311 exercises:

JDoe-Ex1 (or whatever the Chapter and exercise numbers are)

for English 23xx (literature courses) exercises:

JDoe-Ex1 (or whatever the exercise number is)

Enter the appropriate file name in the “Subject” line of your e-mail messages that contain the attached assignment.



Continue to the next page:

Sending an E-Mail Message

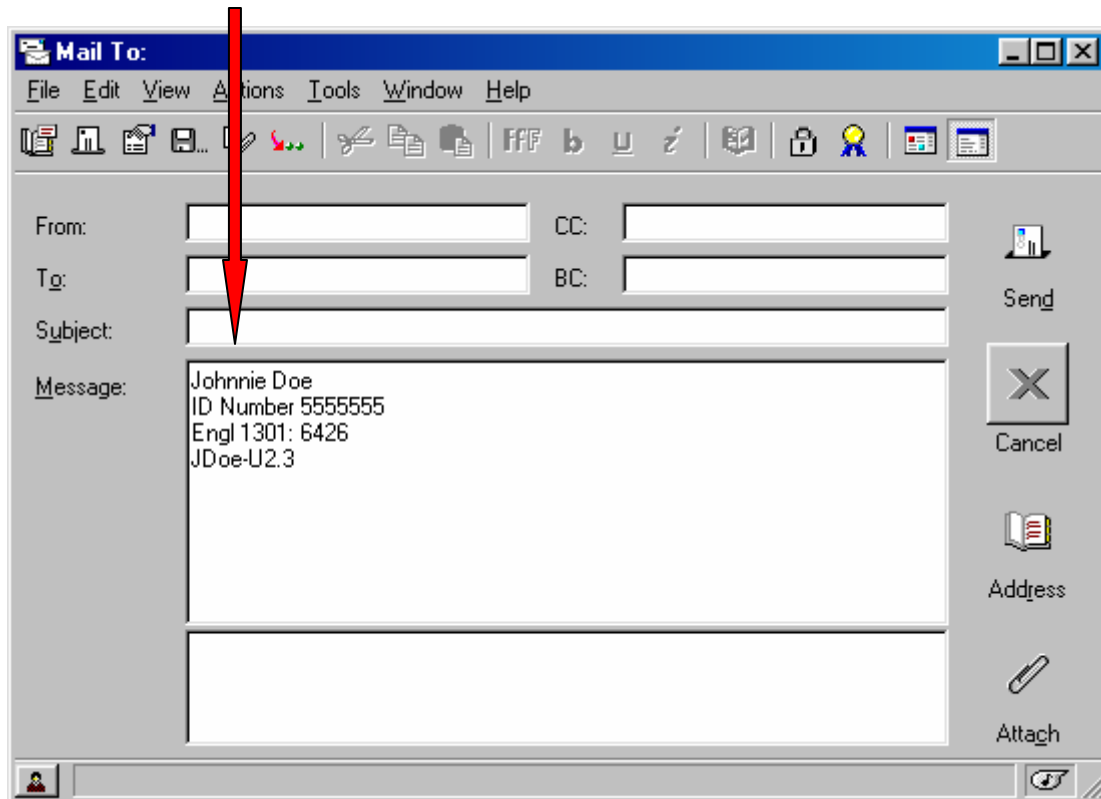
What to post in the “message window”:

Every time you send me an e-mail message, you must include—in the **message window**—the following three elements, in addition to the file name of the assignment you are attaching if you are submitting an exercise:

- 1) Your first and last names
- 2) Your 7-digit student ID (not your social security number)
- 3) Your course and section number

And if you are attaching an exercise,

- 4) The file name of the exercise you are attaching



Continue to the next page:

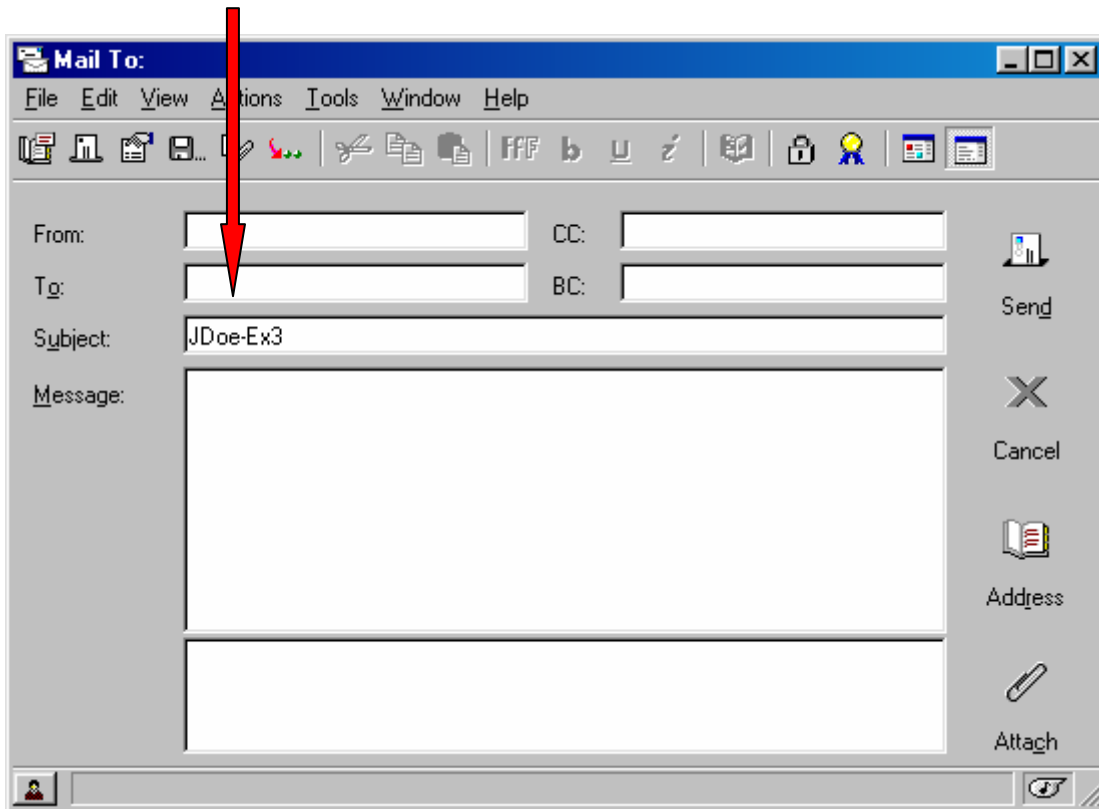
Sending an E-Mail Message

What to post in the “subject line”

Every time you send me an e-mail message, you must include—in **subject line**—the include the appropriate information as illustrated below:

If you are sending me an assignment

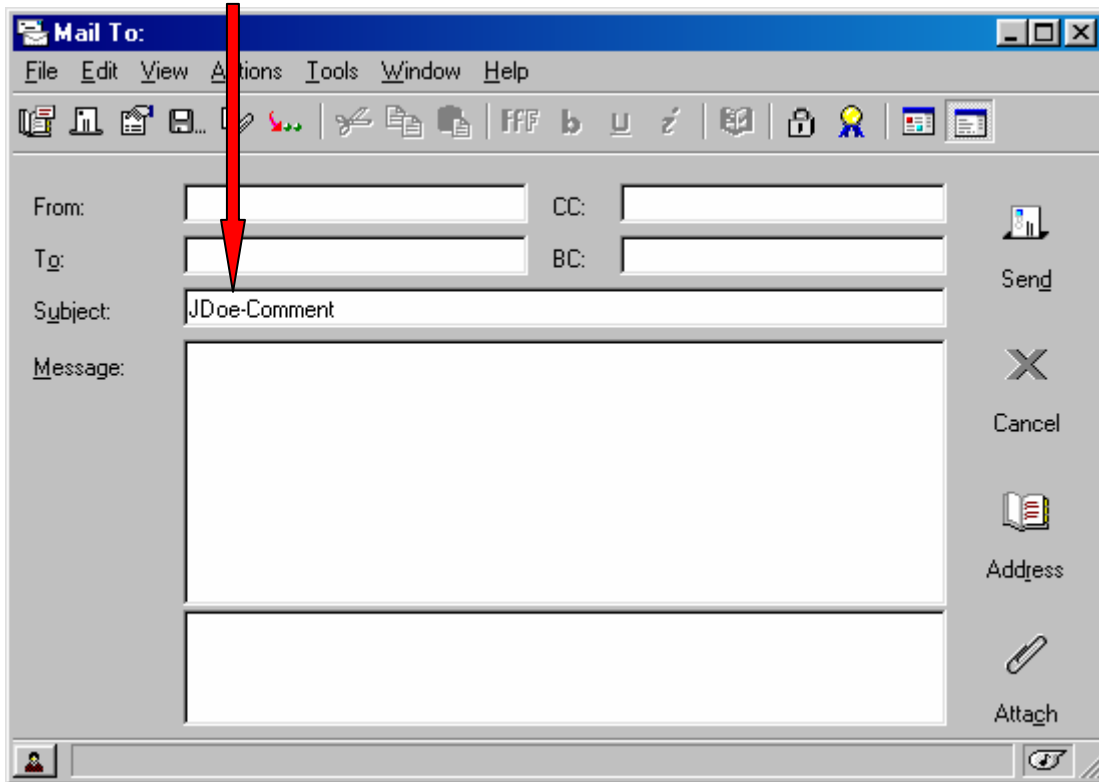
If you are sending me assignment, in the subject line, enter the file name of the exercise that you are attaching (e. g. JDoe-Ex3)



Continue to the next page:

2) If you are sending me a “comment”

If you are sending me a comment, then enter your first initial and last name followed by a hyphen, then, the word “Comment” (e.g. JDoe-Comment)

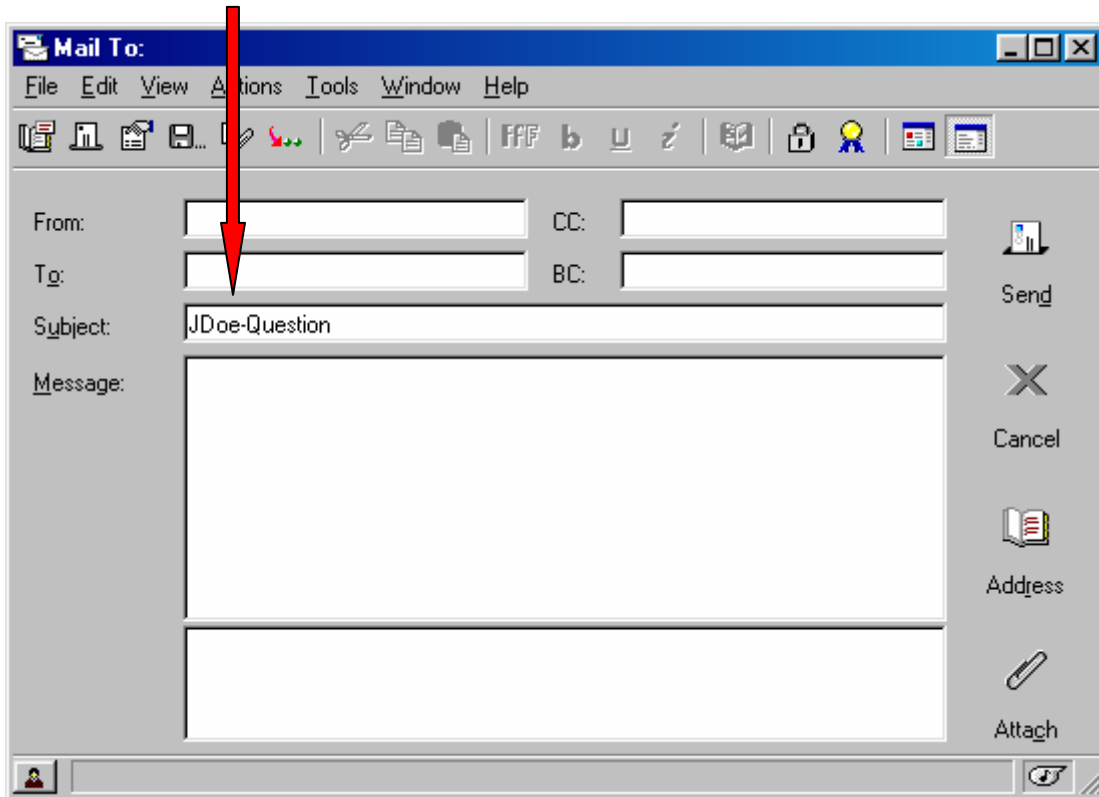


Note: Do not attach an assignment to a “Comment” message. I will delete it.

Continue to the next page:

3) If you are sending me a “question”

If you are sending me a question, then enter your first initial and last name followed by a hyphen, then, the word “Question” (e.g. JDoe-Question)

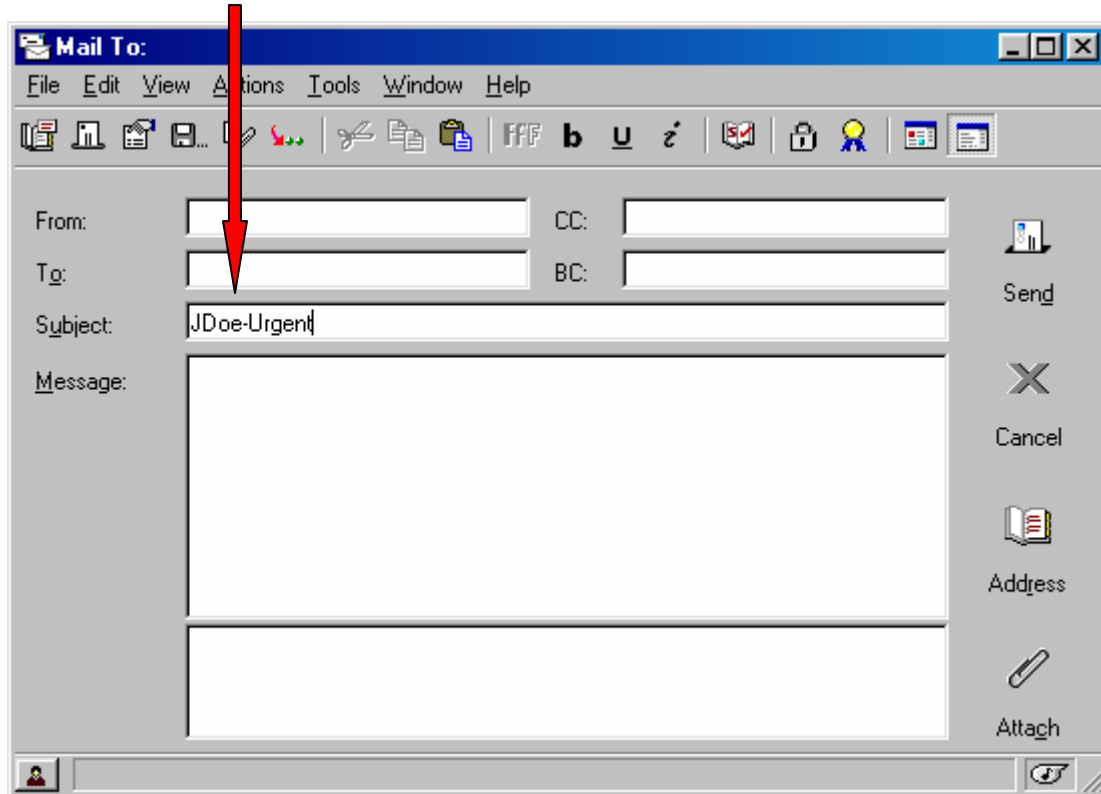


Note: Do not attach an assignment to a “Question” message. I will delete it.

Continue to the next page:

3) If you are sending me an “urgent” message

If you are sending me an urgent message, then enter your first initial and last name followed by a hyphen, then, the word “Urgent” (e.g. JDoe-Urgent)



Note: Do not attach an assignment to an “Urgent” message. I will delete it.

If you have questions, please contact me by e-mail at geoffrey.grimes@navarrocollege.edu or call me at (972) 740-3125.

Dr. Grimes

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