

## SPRING 2012 ENGLISH 101 Online Sections 0230, 0231

**This class is completely online and is accessed via**

[www.lamc.mylabsplus.com](http://www.lamc.mylabsplus.com) or [www.lamission.edu](http://www.lamission.edu) through the online tab, then choose eCollege MyLabsPlus link. User ID is your student ID number and your password is PASSWORD in all CAPITALS.

**COURSE DESCRIPTION:** College Reading and Composition 1 (3 units). Prerequisite: English 28 or ESL 8 or appropriate skill level demonstrated through the ENL assessment process. This course further develops proficiency in critical reading and writing through the application of the principals 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.

**Instructor:** Parthenia (Ruthie) Grant, PhD. **Phone:** 818 660 9050. I prefer text messages. Please include your name and section number in the text.

**Email:** [doctorparthenia@aol.com](mailto:doctorparthenia@aol.com) or [grantrr@lamission.edu](mailto:grantrr@lamission.edu) **Campus Website:** [www.lamission.edu/English/grant](http://www.lamission.edu/English/grant)

**Office location:** Collaborative Studies Building, Faculty Offices

### COURSE POLICIES

**Note:** In order to pass this class, students must complete all essays, the midterm and the final research paper. □

**This syllabus is a guide to use throughout this course and is subject to change at the instructor's discretion.**

### NO LATE WORK IS ACCEPTED

Neither essays nor discussion board postings may be turned in late. There is no make-up work for discussion board postings, so do your discussion board postings when they are due. Write thorough postings if you want to receive full credit and remember that full credit is contingent on you responding to two of your classmate's postings. These postings will help you get started with ideas for writing your papers.

Get your work in by the due dates listed in this syllabus and on your course calendar. Even better, plan to get your work in early so that you can work out any problems you may have! Ask questions before the work is due but after you have reviewed all materials and read instructions at least twice. All work will be graded as a group after the due date. I will send you an email to tell you when your

grades are posted. Check your grade book often for discrepancies. Let me know immediately if there are any discrepancies. After the final exam date, there will be no discussion of grade discrepancies.

### **YOU WILL BE DROPPED FOR NON-ATTENDANCE:**

- If by day 7 of the semester you have not posted your first discussion board.
- If you do not show presence on a weekly basis via your postings and the submission of your required homework.
- If you do not check into the class on a weekly basis and show time working online. Your presence on line is equivalent to being present in class. One week of “absence” (or in this case non-participation) is the same as one week of absence in an on campus class which would result in being dropped from an on campus class.

### **Essay Submissions**

There are four separate steps for submitting an essay. Essays must be submitted as a saved Word 97-2003 document so that it can be opened on any computer. If you do not use Microsoft Word and “Save As” I will not be able to open your documents and you cannot receive a grade. That is why I also require that you cut and paste your paper into the dialogue drop box in addition to attaching it as a Word document in MLA format. This is important in expediting you getting your grade posted in when the work for your section number is graded.

1. Use the tools in My Search Lab when you are writing your paper. Go to:

- My Writing Lab (left side of home page, last item)
- Research Tools, My Search Lab (Tab on right lower side of page)
- Write My Paper (items on right side of page: Documentation and avoiding plagiarism, writing tools).

2. Submit rough draft to Pearson Online Tutor. □Note: An instructor will give you grammar, content and style feedback so that you can edit your paper before submitting your final copy on E- College. I do not see the work you submit to Pearson Tutor. Submit work to Pearson way before paper is due. Give Pearson at least four days to get the paper back to you. In any case, you need to submit your final edited version to me for grading via the E-College link by the due dates listed in the course calendar and in this syllabus. □Go to:

- My Writing Lab (left side of home page, last item)
- Pearson Tutor Services (Tab on right lower side of page)
- Follow instructions to upload your paper to the tutor

3. Submit your final copy to Pearson Source Check (for plagiarism). Go to:
- My Writing Lab (left side of home page, last item)
  - Research Skills (My Search Lab),
  - Pearson Source Check (third column last item) and follow instructions for uploading your paper.

Note: I do not read the papers in the Source Check. I am notified if there is a case of plagiarism. Make sure you have in-text citations and a work cited page. You need in-text citations for both paraphrased and quoted text. The plagiarism exercise in week one, the MLA materials and the Write My Paper Tool will help you to avoid plagiarism. Also, if you have questions, ask me before your paper is due.

4. CRITICAL!!!!!!!!!!!!!! Submit your final copy of your essay via the weekly assignment link in E-College, which is linked to the grade book. This is where I read your paper and assign your grade.

**IF YOUR PAPER IS NOT PROPERLY SUBMITTED IN E-COLLEGE, YOU CANNOT GET CREDIT FOR THE ASSIGNMENT! NOTE:** You will NOT get credit by emailing the assignment to me as the gradebook is not linked to my email. Again, you should aim to get your work in early so that you can work out any submission problems before the paper is due. Ask me if you have questions.

- All essays and the research paper must be done in MLA format, have in-text citations, a work cited page, and make reference to all assigned reading, viewing materials and include outside sources.
- Include a copy of your Pearson Source Check Receipt at the bottom of your paper.
- It is your responsibility to make sure that the essay is posted in E-College via the link in the weekly assignments area so that it will be available for me to read and grade. To submit your essay for a grade, make sure you fully upload it and hit the submit button. If I open the document and it is blank, or if the document cannot be opened, I cannot give you credit for the assignment. I send an email to all the class when the grades are posted. If you do not see a grade, you will know that your assignment was not available for me to read.
- It is the student's responsibility to submit work by the deadline and in the proper place.

- It is also the student's responsibility to monitor the grade book for discrepancies. The student must contact the professor immediately, but definitely before the final exam, to resolve any discrepancies regarding missing grades or work. Grades and/or missing work will not be negotiated after the final exam is due.

Dropping this class:

If you want to drop this class, then make sure that you do so, preferably before the last drop date. Check the LAMC schedule of classes for dates. If you fail to drop this class officially, you will receive an "F" for this class.

Final Research paper (which is also your final exam):

Final research papers are due on the first evening of the final exam week, not the last Sunday of Final Exam week. You will be given several weeks to prepare for this paper before submitting it. Please see Course Calendar tab on homepage for the exact date. No late papers will be accepted for the final assignment because I have a deadline for grading papers and turning grades.

Incompletes:

No incompletes will be given for this class.

Checking your email:

Check your email on a regular basis, for I send you emails with pertinent information. I reserve the right to make changes to the syllabus, and you will be notified of changes via your email. It is your responsibility to check your email and keep abreast.

Course Content and Courtesy Towards Peers and Instructor:

The goal of a college education is to help students be objective and analytical about positions and beliefs that may be in contrast to or that differ from their own. All students are expected to approach course materials in an open-minded and objective manner. Political, religious and other personal belief

systems may not be used as an excuse for being exempted from activities, discussions and homework assignments or for being disrespectful or combative of other people's viewpoints in the discussion board. Review the course material carefully. If you are uncomfortable with viewpoints that may differ from your own, you should consider taking another class. Also, this class may not be appropriate for minors given the content and the discipline required. □

### Helpful Hints

- Check the assignments and the grade book weekly.
- This class requires that you have consistent access to a computer and a strong reliable internet connection, plus some basic knowledge on using email, word document and internet browsing. If you are not competent in these skills, consider taking a traditional lecture class.
- Stay ahead: if you know you will have some free time, then complete a few of the assignments ahead of time and submit them. This way, if you get busy with work, families, TV or emergencies ... you have some flexibility and do not have to worry about missing deadlines.
- You can always do assignments early but never late.
- Don't wait until 11pm to start your assignments. Procrastination does not serve online learning.
- Please email me through via text 818 660 9050, voice mail or the "EMAIL" icon located at the top of the screen. Sign your name each time and indicate which section and class you are in. I teach many classes, and I will not know who you are if you do not fully identify yourself. Any communication to the class will be sent directly to your personal email account. If you need to change email accounts, please make sure that you enter the new email address in your E-College account via LACCD's student registration system.
- Your grades will be posted under "Gradebook" located at the top of the screen.
- This class holds the same academic standards as in-person classes. Therefore, respect, honesty, cheating, and plagiarism guidelines are strictly enforced. If any of these are violated, the student may receive a "fail," and/or be excluded from the class/campus. Please see your

campus schedule/catalog for more information. This syllabus is a guide to use throughout this course and is subject to change at the instructor's discretion. Please do not hesitate to ask for assistance, for it is my goal that you succeed in this class. Feel free to contact me with your questions.

☐ **Required Books and Access Codes:** Support our bookstore if possible!

REQUIRED PURCHASE: E-College (My Labs Plus) Access Code – required to access most of the virtual course's features. It may be bought either:

- In the bookstore, where it comes bundled with a copy of Research Writing Simplified: A Documentation Guide 5<sup>th</sup> Edition by Raymond Clines. The Research Writing Simplified can be used as a reference when you write papers. No assigned readings will be given from this reference book.

OR

- If you are distant from campus, log into [www.lamc.mylabsplus.com](http://www.lamc.mylabsplus.com). You will have the option to buy the access code online. Keep in mind that you will not get a copy of the reference book, Research Simplified, when you order online. This book is only available for free with the access code if you buy through the Mission College Bookstore. Since Research Simplified is a reference book, it is not required. The price is about the same whether you buy online or on campus.

**E-College Log In Instructions:** Please go to the end of this document for detailed instructions. Go to [www.lamc.mylabsplus.com](http://www.lamc.mylabsplus.com). Your User ID is your student ID number and your password is PASSWORD (which is case sensitive so use all CAPITAL letters).

REQUIRED PURCHASES:

My Writing Lab, Pearson Tutor, Research Tools (My Search Labs) are included in E-College and are valuable tools for all aspects of the writing process.

REQUIRED BOOK: The Geography of Bliss by Eric Weiner.

You may also find this book in the library. You will be using this book in Weeks 11 and 12. Do not wait until you need it to obtain a copy. I suggest that you begin reading the book and take notes right after the midterm in Week 9. The required readings are: ☐ Introduction ☐ Chapter 2 (Switzerland) ☐ Chapter 3 (Bhutan) ☐ Chapter 5 (Iceland) ☐ Chapter 9 (India) ☐ Chapter 10 (U.S.A)

**English 101 Student Learning Objectives:**

At the successful completion of this course, you will be able to:		Domain of Learning which is addressed  (Bloom's Taxonomy)	Method of Assessment
SLO#1	Produce a unified essay of 1,000 words that shows a mastery of critical thinking, logical organization and mechanics.	1. Written and Oral Communication  2. Problem Solving.	Writing Final:  The production of an essay in response to a writing prompt
SLO#2	Identify and analyze the logical fallacies in academic articles, literature, and other media.	1. Written and Oral Communication  2. Information Comp  3. Problem Solving  4. Aesthetic Responsiveness  5. Ethics and Values  6. Global Awareness	Discussion Board Postings
SLO#3	Produce a 6 to 8 page word research paper which utilizes library research materials and documents evidence.	1. Written and Oral Comm.  2. Information Tech.  3. Problem Solving  4. Aesthetic Responsiveness  5. Ethics and Values  6. Global Awareness	Research Paper

**GROUP DISCUSSION POSTINGS:** The discussion forums are the main area for class participation. They represent 25% of your grade. Discussions forums will open at 7:00 AM on Mondays and close the following Sunday at 11:00 PM.

- Your initial response to the topic is due no later than 11:00pm Friday
- Your second post responds to 2 other students, due 11:00 PM Sun.

- Get your first post in early so others can respond.
- The following rubric will be used to measure discussion board participation.

<b>GRADE</b>	<b>Quality</b>	<b>Relevance</b>	<b>Contribution</b>	<b>Bigger Picture</b>	<b>Quote</b>
<b>Excellent = 5 points</b>	Appropriate comments: thoughtful, reflective and respectful of other student's postings.	Clear reference to assignment or prior posting being discussed.	Further the discussion with questions or statements that encourage others to respond.	Clearly connects the posting to text or reference points from previous readings, activities and discussions.	Appropriate comments: thoughtful, reflective and respectful of other student's comments.
<b>Good/Fair = 3 points</b>	Appropriate comments and responds respectfully to other student's postings.	Some reference but taken out of context, the reader would not understand.	Participates but does not post anything that encourages others to respond to the posting.	Vague or possible connection to reference points from previous readings, activities and discussions.	Appropriate comments and responds respectfully to other student's comments.
<b>Poor = 2 points</b>	Responds but with minimum effort or detail. (i.e. "I agree with the statement.")	Posting is attached to the right discussion but does not clearly reflect the assignment.	Less than required number of postings. Does not further the discussion.	Mentions the text, videos or previous activity without logical link to the topic.	Responds, but with minimum effort (i.e. "I agree with Mary.")

**Grading Standards: 90-100 = A; 80-89=B; 70-79=C; 60-69=D; Below 60=F**

There will be two short essays (2-3 pages); one midterm (4 pages); and one final research paper (6-8 pages)

Week One: HW Task 2: 1.96%  
 Week One: HW Task 3: 1.96%  
 Discussion Board Postings: 13.44%  
 Pearson/Mytutor Receipts: 6%  
 Essay Week 5: 18.75%  
 Midterm Outline: 1%  
 Essay Week 8 (Midterm): 18.75%  
 Essay Week 11: 18.75%  
 Final Research Paper: 18.75%

EVALUATION RUBRIC FOR ALL ESSAYS[1] Essays are worth a maximum of 20 Points, which represents an A or a perfect score

Item	A /B (17-20 Points)	C (14-16 Points)	D (13-14 Points)
Content	The content is superior	The content is average	The content is below average. The paper is mostly a summary of the reading.
Thesis	Your thesis is excellent, and your paper follows the thesis.	Your thesis is average, and your paper somewhat follows the thesis.	Your thesis is below average, and your paper does not follow the thesis.
Introduction and Conclusion	Your introduction and conclusion are on point, and the reader can easily follow your line of reasoning from start to finish.	Your introduction or conclusion are on point, and the reader can somewhat follow your line of reasoning from start to finish.	Your introduction and conclusion are not on point, and the reader cannot easily follow your line of reasoning from start to finish.
Support	Your argument relies on evidence from the reading or research rather than on emotion.	Your argument relies on some evidence from the reading or research rather than on emotion.	Your argument relies heavily on emotion rather than on fact. Evidence from the reading is lacking.
Grammar and Punctuation	Your grammar and punctuation were excellent with	Your grammar and punctuation were average with errors that did not get in	Your grammar and punctuation were below average with errors that get in the

	minimal errors.	the way of the meaning of your paper.	way of the meaning of the paper.
MLA Format	You used signal phrases along with in-text citations if required. Your works-cited page, if required, was excellent. Your heading and headers are correct. You used 12 font.	You forgot an occasional signal phrase, or an occasional in-text citation. The works-cited page, if required, was average. Your heading and headers are mostly correct. You used 12 font.	You mostly forgot to include signal phrases. The in-text citations were sometimes missing. The works-cited page, if required, was not MLA. Heading or headers are not correct. You did not use 12 font.
Outline	Follows MLA	Mostly follows MLA	Not yet an outline – or missing.
Paper Length	Meets the requirement	A little short of the requirement	Does not meet the requirement
Did You Cite Required Class Materials as well as outside sources?	Thorough use of required materials and outside sources	Average use of required materials and outside sources	Inadequate use of required materials and outside sources

[1] Jill Dahlman, University of Hawaii at Manoa College of Languages, Linguistics, and Literature

**Please see schedule of classes for all LAMC calendar dates.**

**Spring Semester 2013 - February 4 to June 4**

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**WEEK 1: Monday, 2/4/2013 to Sunday, 2/10/2013– (Autobiographical Essay and Homework Tasks #1, 2 & 3):**

**Before you post your autobiographical essay on the discussion board, do the following:**

**Note: All of the materials below are found by going to the E-College Home Page for the course. On the left hand side you will see tabs. Click on the tabs to access materials.**

- Read the syllabus  
  
View Announcements and Success Tips in the E-College home page menu.
- View all three parts of The Peaceful Warrior. Go to: E-College homepage, Weekly Assignments, Week One
- Read excerpt and listen to audio interview of Malcolm Gladwell's about the 10,000 Hour Rule for Success. Also, view video: The Rosenthal Effect regarding Self Fulfilling Prophecies. Found in Weekly Assignments, Week One.
- Read How to Write A Basic Paragraph Found in Weekly Assignments, Week One.

**Homework Tasks #1: Discussion Board Posting**

**Discussion Board Postings:** Go to E-College Weekly folder and click on "Discussion" Tab. **Your Discussion Board Posting is due on or before Friday by 11:00 pm. Your comments to the postings of at least two other students must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

**Homework Task #2: Autobiographical Essay upload. All you are doing is uploading the essay that you posted on the Discussion Board for classmates to comment on to the Grade book. The point is for you to learn how to upload essays through the drop box via the hotlink as per instructions in Week One. For this short autobiographical essay, it is not necessary to send a copy to Pearson Tutor or to Pearson Source Check.**

**Homework Task #3: Review all the plagiarism materials located in the Plagiarism Tab (located on left side of homepage), take the plagiarism quiz and send a copy of your receipt to me via the homework hotlink. You may also cut and paste your test results into the drop box, which may be easier for some to do.**

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**WEEK 2: 2/11/2013 to 2/17/2013**

**In "Weekly Assignments/ Week Two"**

- Read Plato's Allegory of the Cave. Take notes as you read. The information you gather will be used in your discussion topics listed throughout the semester.
- View all video clips posted in week two's assignments.
- View the video clip on the Structure of a Comparison Contrast Essay. Read How to Write an Argumentative Essay

**Discussion Board Postings:** Go to E-College Weekly folder and click on "Discussion" Tab. **Your Discussion Board Posting is due on or before Friday by 11:00 pm. Your comments to the postings of at least two other students must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

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**WEEK 3: 2/18/2013 to 2/24/2013**

**In "Weekly Assignments/ Week Three"**

- Read and take notes from "Our Lives, Controlled From Some Guy's Couch" By John Tierney.
- View all videos posted for this week on MLA and writing
- Read the lyrics to "This Place is a Prison."

**Discussion Board Postings:** Go to E-College Weekly folder and click on "Discussion" Tab. **Your Discussion Board Posting is due on or before Friday by 11:00 pm. Your comments to the postings of at least two other students must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

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**WEEK 4: 2/25/2013 to 3/03/2013 (First draft of Week 5 essay due to Pearson Tutor)**

**In "Weekly Assignments/ Week Four"**

- Follow instructions for this week's essay assignment.
- View the clips from The Matrix
- Read Excerpts from Gregg Braden's book The Divine Matrix

- Read “Philosophical Influences in the Matrix.”
- Read Week 5 essay instructions. Write first draft and submit first draft to Pearson Tutor by end of week.

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**WEEK 5: 3/04/2013 to 3/10/2013 (Essay due)**

**In “Weekly Assignments/ Week Five”**

- Read and view all materials.
- Follow Homework instructions:
- Essay due at end of this week. See instructions at top of syllabus.

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**WEEK 6: 3/11/2013 to 3/17/2013 (Midterm Outline to do as HW assignment)**

**In “Weekly Assignments/ Week Six”**

- View Animal Farm Synopsis video
- Read e-book version of Orwell’s Animal Farm.
- Follow Homework instructions: Homework: Midterm Essay Outline □ Review the midterm essay question in Week 8. Write a detailed outline this week for your essay. Include quotes and sources that you plan to use. Submit in week 6 hot link.

**Discussion Board Postings:** Go to E-College Weekly folder and click on “Discussion” Tab. **Your Discussion Board Posting is due no later than Friday by 11:00 pm. Your comments to the postings of at least two other students must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

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**WEEK 7: 3/18/2013 to 3/24/2013 (First draft of midterm due to Pearson Tutor)**

**In “Weekly Assignments/ Week Seven”**

- Read and view The Communist Manifesto

**Discussion Board Postings:** Go to E-College Weekly folder and click on “Discussion” Tab. **Your Discussion Board Posting is due on or before Friday by 11:00 pm. Your comments to the postings of at least two other students must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

**Homework: First Draft of Midterm Essay due to Pearson Tutor for review this week.** □ Read the instructions for the Midterm Essay in Week 8. Write your first draft then submit for tutor review at Pearson Smart Tutor via MyWritingLab tab in your virtual classroom. Allow a four day turn around. To submit your paper, go to My Writing Lab, homepage, right hand corner, click Pearson Smart Tutor and follow directions.

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**WEEK 8: 3/25/2013 to 3/31/2013 (Midterm Due). This is really two weeks because it includes part of the Spring Break**

**(Midterm Due)** See instructions under Weekly Assignment.

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**SPRING BREAK: MARCH 29-April 5, 2012**

**WEEK 9: 4/1/2013 to 4/07/2013**

**In “Weekly Assignments/ Week Nine”**

- Read Machiavelli Text. Note that the entire book is included. However, read only Chapter XVIII.
- View Medici clips
- View Coldplay’s “Viva la Vida” video and read the lyrics

**HEADS UP: Make sure that you have a copy of *The Geography of Bliss*** (see required texts). Begin your readings. Take notes as you read. Do not wait until Week 11 to obtain the book and do the readings. Required readings:  
□ Introduction □ Chapter 2 (Switzerland) □ Chapter 3 (Bhutan) □ Chapter 5 (Iceland) □ Chapter 9 (India) □ Chapter 10 (U.S.A)

**Discussion Board Postings:** Go to E-College Weekly folder and click on “Discussion” Tab. **Your Discussion Board Posting is due on or before Friday by 11:00 pm. Your comments to the postings of at least two other students**

**must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

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**WEEK 10: 4/08/2013 to 4/14/2013**

**In “Weekly Assignments/ Week Ten”**

- Read Gilbert’s “Eat, Pray and Love” excerpt
- Read Greg Braden’s “Spontaneous Healing of Belief.”
- Read Emerson’s essay on Self Reliance and background materials
- View Logical Fallacies videos.
- View all videos on happiness and positive psychology
- Go to week 11 and read the essay instructions. Write the first draft of the week 11 essay, and submit to Pearson Tutor by end of week 10. Use week 11 to make edits.

**Discussion Board Postings:** Go to E-College Weekly folder and click on “Discussion” Tab. **Your Discussion Board Posting is due on or before Friday by 11:00 pm. Your comments to the postings of at least two other students must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

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**WEEK 11: 4/15/2013 to 4/21/2013 (Essay Due 4/28/2013)**

**In “Weekly Assignments/ Week Eleven”**

- Go to Weekly Assignments for instruction on this week’s Discussion Board Essay on Bliss.
- Begin assigned readings from Geography of Bliss.
- Week 11 Essay due. See instructions at top of syllabus.

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**WEEK 12: 4/22/2013 to 4/28/2013**

**In “Weekly Assignments/ Week Twelve”**

- Read and view all posting on week 12 and take notes.
- Complete readings from The Geography of Bliss.

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**WEEK 13: 4/29/2013 to 5/05/2013**

**Discussion Board Postings:** Go to E-College Weekly folder and click on “Discussion” Tab. **Your Discussion Board Posting is due on or before Friday by 11:00 pm. Your comments to the postings of at least two other students must be posted on the Discussion Board by Sunday, midnight. For specific instructions, see each Weekly Assignment.**

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**WEEKS 14 & 15: 5/06/2013 to 5/19/2013 (First draft of Final Research Paper due to Pearson Tutor by 5/12/13 to allow time for feedback and corrections)**

Manage your time so that you will be able to submit the final research paper by the due date.

- Review all materials in Weeks 14 and 15. Read the instructions for your research paper.
- Collect your notes
- Write your outline
- Write your draft. Revise as best as you can. Do not forget in text citations and works cited page. Include all resources from class plus your own outside resources.
- By end of week 14: submit rough draft of your final paper to Pearson’s Smart Tutor for evaluation ([www.mywritinglab](http://www.mywritinglab)). See top of syllabus for instructions.

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**WEEK 15 & 16: 5/20/2013 – 5/26/2013 Final Research Paper Due**

- Refer to Week 14 for original instructions for this paper and be sure to give yourself extra time to make the changes suggested by the Smart Tutor before submitting your final paper. Go to the top of the syllabus for instructions.

## **Important Dates:**

**Please refer to the official LAMC semester schedule.**

**A note for special needs students from DSP&S:**

## **Our Mission is your Access and Success**

Disabled Students Programs and Services (DSP&S) at Los Angeles Mission College is a support system that enables students to fully participate in the college's regular programs and activities. We provide a variety of services from academic and vocational support to assistance with Financial Aid. All services are individualized according to specific needs. They do not replace regular programs but, rather, accommodate students' special requirements. The program is dedicated to meeting the educational, occupational and personal needs of disabled individuals.

## **Who Qualifies**

In order to qualify for services, excluding personal care, a student must have a verifiable disability. These disabilities can include physical disabilities, psychological disabilities, learning disabilities, blind/visual impairment, deaf/hard-of-hearing, acquired brain injury, and other health ailments. A team approach to the following services helps you succeed in your chosen field of study.

**The DSP&S Office is located in Instructional Building room 1018. Please call us for an appointment with our DSP&S Counselors.**

**For further information:**

**Website address is: <http://www.lamission.edu/dsps/>**

DSP&S Program Director 818-364-7734

DSP&S Phone number: 818 – 364 - 7732

**If you have special needs, please feel free to contact your instructor.**

**3 Easy Steps to Log into MyLabs Plus** □□1) Log in to your course via your campus url [www.lamc.mylabsplus.com](http://www.lamc.mylabsplus.com) □  
<<http://www.lamc.mylabsplus.com/>> □□2) Your login name is: Student ID Number (88-----) □□ Your Password is: PASSWORD (All CAPS)

**3) Click on your MyLab Course Name (i.e. English 101)**

**Note: You will not be asked to enter the My Labs Plus or E-College access code that you purchased until you use the My Writing Lab portion of the course.□□□**

### **HOW DO I GET HELP?**

MyLabsPlus offers 24/7 support at 888-883-1299 or  
[helpdesk@esc.mylabsplus.com](mailto:helpdesk@esc.mylabsplus.com)

**ALL ESSAYS ARE DUE ON SUNDAY BY MIDNIGHT (PST) THE WEEK IT IS ASSIGNED, EXCEPT FOR THE FINAL RESEARCH PAPER WHICH IS DUE ON THE FIRST EVENING OF THE FINAL EXAM WEEK (see syllabus for the exact dates, PST).**