**To be successful in this class, you will need to do the following:**

1. Read the course syllabus (The course syllabus is located under **Syllabus** on the Angel main page or choice #2 under the LESSONS tab).
2. Check the course calendar often--at least at the beginning of each course week. New assignments will appear on the calendar as we move through the quarter. (The CALENDAR Tab can be found at the top of the main ANGEL screen.)
3. Complete the Course Entrance Diagnostic Essay (available in the *Quizzes and Assessments* folder under the LESSONS tab) by midnight Wednesday, April 3. (To remain in the course, you must write a satisfactory Course Entrance Diagnostic Essay by this date).
4. Have all required textbooks in hand by the middle of the second week. The list of required texts can be found at the beginning of the course syllabus.
5. Take the quizzes (available in the *Quizzes and Assessments* folder) by the due dates specified on the calendar.
6. Complete the *Viewpoints* reading assignments as specified on the calendar.
7. Write a minimum of five journal entries per week. (Please read the information in the Journal Assignment folder below for the details).
8. Complete the posting assignments (available in the *Postings and Discussion Forums* folder) by the due dates specified on the calendar. (A posting is a one to two paragraph response to a question regarding a *Viewpoints* or core book reading.)
9. Write the required essays by completing the following steps. Directions for each essay will appear in the *Essay Assignments* folder when the particular essay is assigned. The assignments and due dates for the steps will appear on the calendar as we reach those points in the quarter.
   * Read the assignment information in the respective essay’s folder.
   * Create an Essay Planning Sheet (see the format in the *Essay Assignments* folder).
   * Write your rough draft.
   * Take your rough draft through the revisions described on *Viewpoints* pages 65-75 (pp. 60-75 in the seventh edition).
   * Post your rough draft to the appropriate Writing Group forum (found in the respective essay folder under Rough Drafts and Comments).
   * Peer edit each of your Writing Group members’ rough drafts by the respective due date. Please remember to be kind and constructive with the suggestions and comments you offer.
   * Revise your essay using whatever Writing Group feedback you feel is appropriate.
   * Submit your essay to the appropriate drop box (found in the respective essay folder).
10. Write a satisfactory end-of-the-quarter essay at a designated testing center (SCC's is located in the media center of the SCC Library).