

Dear ENGL 300 Students,

Due to the COVID19 situation, Faculty have been asked to begin shifting our face-to-face courses into some kind of online delivery. I am working on getting all of our ducks in a row and sorting out what to do about assignments and class time, but here are a few preliminary points to get us situated for next week.

1. **ANNOUNCEMENTS:** Please check the class blog regularly as this is where I will be giving you updates and providing materials for the class.
2. **EMAIL:** This shift in our practice will cause a sharp increase in email traffic. I will do my very best to stay on top of your emails and to reply as soon as I can. Students will be my priority, but I hope that you will be patient if it takes me a bit longer than usual to reply.
3. **CLASS TIME:** We will not be meeting face-to-face until further notice. **HOWEVER**, I will be available during our class time next week if anyone would like to come to my office to talk about the material or the assignments.
4. **OFFICE HOURS:** I will be holding my regular office hours but will shift the Thursday By-Appointment hours to **DROP-IN** hours.
5. **COURSE CONTENT:** Please continue with the readings. I will provide augmented PPTs and written lectures which will be posted on the **LINKS/DOCS** page of the class blog. I will make an announcement on the **ANNOUNCEMENTS** page when these are available. I may have to trim the reading list to accommodate the new conditions, so keep an eye on the Announcements page. Please be patient as it might take me a little while to shift my pedagogy. I will get you the material as soon as I can.
6. **ASSIGNMENTS:** We have **THREE** sets of assignments remaining: **ESSAY, CLASS CONTRIBUTION** and **REMIX/EXAM**.
 - a. **ESSAYS: MARCH 20:** I prefer **HARDCOPY** versions of your papers, but in the event that you cannot come to campus, I will accept electronic copies if they use the following format:
 - i. **WORD** documents only;
 - ii. **FILE** name and **EMAIL SUBJECT LINE: ENGL 300 ESSAY Your LAST name**I will be in my office until 4PM on March 20. You may drop your essays off in person to me there. Any electronic copies must arrive in my in-box by 4PM.

b. **CLASS CONTRIBUTION: APRIL 2:** I prefer **HARDCOPY** versions of your class contribution reflection but I will accept electronic copies if they use the following format:

i. **WORD** documents only;

ii. **FILE** name and **EMAIL SUBJECT LINE: ENGL 300 CLASS CONTRIBUTION Your LAST name**

I will be in my office until 4PM on **APRIL 2**. You may drop your essays off in person to me there. Any electronic copies must arrive in my in-box by 4PM.

c. **EXAM/REMIX:** I am going to ask for some **volunteers to shift their assignment choices from the Remix to the take-home exam**. I want to respect your choices, but I also feel that the take-home exam will be logistically easier to manage. That said, if you are really committed to your Remix idea, I will not force you to switch.

i. **EXAM: any time up to APRIL 17, 11AM:** You will receive copy of the exam in your UNBC email on APRIL 8. All exams must arrive in my in-box by 11AM. Use the following format:

- **WORD** documents only;

- File name and subject line: **ENGL 300 EXAM your LAST NAME**.

ii. **REMIX: Any time up to the end of the scheduled exam session: 11AM on APRIL 17:** *You will need to contact me ahead of time to make arrangements to submit your remix.* If it can be submitted as an electronic file, it must arrive in my in-box by 11AM on APRIL 17.

- File name and subject line: **ENGL 300 REMIX your LAST NAME**