Arnett – Hybrid Online Com 105-10737

Summer session 2014

Dear Online Communication Studies 105 student,

Welcome to fundamentals of Public Speaking online. I am your instructor and I look forward to meeting you at the mandatory Orientation meeting on Monday afternoon, June 16th at 12:30 pm on the Valencia Campus, Hasley Hall, Room 205. At the orientation I will review the syllabus and explain the requirements for this class. I will also discuss ways to help you succeed in this class and explain how to navigate the Thinkwell Website. Included in this session will be the first two topics of discussion: Outlining, Introductions and Conclusions. I will be explaining the various organizational designs and the correct outline format required for all your speech outlines. Outlines are required with each speech and count toward your final grade. Also be thinking of an interesting personal experience that you will share with a classmate as you introduce each other in our opening session.

The orientation will last the entire duration of the class, from 12:30 pm until 5:00 pm (including breaks), and attendance for this session – as well as all other Monday afternoon sessions – is mandatory. You will receive a syllabus listing all assignments at the orientation. The dates for the remaining meetings are: June 23rd, June 30th, July 7th, July 14th, and July 21st. All class sessions meet Monday afternoons from 12:30 pm to 5:00 pm.

Your textbook for this class is electronic and entitled: Thinkwell Public Speaking (ISBN #1-60538-027-X). You may purchase the videos through the website Thinkwell website, www.thinkwell.com. This material includes the video lectures, required quizzes/exercises, audio, graphics, links to speeches, and animation. When you purchase the Thinkwell package, it will access all the multimedia videos for the course and the software required for watching them. Completion of the Thinkwell Online exercises is required and figured into your final grade. This site will also be used to navigate the entire online process. We will not be using Blackboard.

To logon to Thinkwell:
Go to www.thinkwell.com
Select "Public Speaking"
Select "Classroom Section"
Choose state, school and section
To purchase materials online you may pay with either a credit card or paypal account.
You will need an internet connection to complete the online requirement. **If you do not have the internet at home, both campuses have free Wi-Fi. Also College of the Canyons computer labs can be used to watch and read the Thinkwell text. You can also register with Thinkwell and access the online materials through the computer lab.**

The pace of this course is very rapid and requires a commitment from you to do the course work on your own initiative. For the greatest success, you should be self-reliant, stimulated, and regimented in the timely completion of your work. No late work or speeches will be accepted. Also, you will not be able to access the website before the first week of class.

Other College of the Canyons websites which might be helpful include:

- **Distance learning home page:** [http://www.canyons.edu/offices/distance_learning](http://www.canyons.edu/offices/distance_learning) This page is filled with important information and resources.
- **Online Learning Readiness Assessments:** [http://www.canyons.edu/offices/distance_learning/info/Assessments.asp](http://www.canyons.edu/offices/distance_learning/info/Assessments.asp)
- **Counseling 070 Information:** [http://www.canyons.edu/offices/distance_learning/info/COUNS070.asp](http://www.canyons.edu/offices/distance_learning/info/COUNS070.asp) This link gives beneficial information to students contemplating online learning for the first time.

I look forward to meeting with you at **12:30 pm Monday afternoon, June 16th on the Valencia Campus, Hasley Hall, Room 205.** If you have questions about this course I can be reached at Melissa.arnett@canyons.edu or prof.arnett1@gmail.com (which comes directly to my phone). I check my emails daily, but not 24/7. Please allow at least a 24 hour turn-around response time for your email questions.

Sincerely,

M. Jane Arnett