Welcome to Communication Studies 105, Public Speaking, Online Hybrid, at College of the Canyons. I am Victoria Leonard, the instructor for this course and I look forward to meeting you at the first class on Monday, June 16th at 7:30 a.m. In the meantime, I would like to go over some important information that will contribute to your success in the class, and also help you prepare to take an online class. Failure to attend the first day of class will result in an automatic drop, regardless of circumstances.

**Course Information:**

Our first class session is on June 16th and will begin at 7:30 a.m. and last until 12:00 p.m. (and will include breaks). Your attendance at the first class meeting and all other Monday meetings is mandatory to successfully pass the course. Vacation plans or work commitments will prevent you from being allowed to remain in the course, so please make sure your calendar is cleared. Your participation grade and your ability to be successful would be impacted greatly if any portion of a class is missed.

At the first class meeting I will provide you with a complete syllabus and course packet which will explain the course and its requirements, as well as give you a great number of useful handouts. We will also begin discussion and lecture that day.

The dates for all classes are: June 16th, June 23rd, June 30th, July 14th, and July 21st. This class meets only five times, therefore you may NOT miss class, arrive late, or leave early. Basically, the first and second meetings will be a “crash course” in communication and public speaking, focusing on organization, delivery and visual aids. Speeches will be presented at the subsequent class meetings. You will have two exams and the format of these will be discussed at our first class session.

**Course Materials and Technical Requirements:**

The platform for this course is through both Blackboard and the Thinkwell Publishing Company. Your textbook is an online textbook entitled: *Thinkwell Public Speaking* published by Thinkwell.com. Please visit www.thinkwell.com for information on the course materials. The online textbook is delivered in video lectures that combine audio, graphics, and animation to make “reading” a more interesting experience. You will need the access code to use the online textbook. Any other materials you purchase are optional, as most materials can be printed from your computer. Please do not attempt to do any course work until after our first night of class.

**Computer Requirements:**

- INTERNET CONNECTION
- If you use a PC: Recommended System - Pentium 200 Mhz or faster with Windows 95, 98, 2000, NT, or XP; 64 MB RAM and a sound card.
• If you use a MAC: Recommended System – PowerPC 200 Mhz or faster with MAC OS 8.1 or later and 64 MB RAM.
• If you do not have the minimum system requirements at home, any College of the Canyons computer lab can be used to access the Thinkwell material.

The Uniqueness of Online Learning:

Though an online class has greater flexibility when it comes to how you allocate your time, this class will require the same time commitment that any traditional class would. An online class poses challenges, as you will be required to read an online textbook and write speech presentations in a very short period of time. With that said, by being self-disciplined and able to work independently, you will maximize your success in this class. Therefore, your complete commitment is necessary in order to be successful. I will elaborate on this and explain much more about your participation at our first meeting.

I look forward to seeing you on June 16th. If you have questions regarding our Distance Learning program, you may call the Distance Learning Department at (661) 362-3600 or visit the distance learning website at College of the Canyons. I can be reached at (661) 362-3441, or at victoria.leonard@canyons.edu.

Sincerely,

Victoria Leonard
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