August 28, 2014

Dear Student,

Welcome to COMS 105 Hybrid Fundamentals of Public Speaking (fall 2014). My name is GiGi Hessamian, and I will be your instructor. To succeed in this course, you must have a current email address, regular access to a working computer, reliable internet access, and the motivation to work and learn independently.

Allow me to answer a few basic questions…

1] **What is a hybrid course?**
   The course is referred to as a “hybrid” because it will be held partly online and partly in the classroom.

2] **When and where do we meet?**
   We will have actual face-to-face classroom meetings on scheduled on five Wednesdays (10/8, 10/29, 11/12, 11/26, 12/10) from 1-5pm in room HSL 233 at Valencia campus. You will receive a course schedule and calendar on the first day of class.

   Wednesday October 8th is a mandatory orientation. You must attend this class meeting to keep your slot in the class. Anyone failing to attend the orientation meeting will be dropped from the course. No exceptions.

3] **Can I look at the syllabus?**
   Not quite yet. The syllabus, course schedule, and assignments will be handed out at orientation. Please don’t contact the college or the department asking for it.

4] **What book will we use?**

I hope this information is a helpful starting point!

Sincerely,

GiGi Hessamian
Instructor