COMS 105 Orientation Letter

Course Number: 105

Section Number: 17541

Name of Class: Fundamentals of Public Speaking (HYBRID)

Instructor: Scott McAfee

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Semester: Fall 2015

Class Starting Date: August 27th, 2015

Class Ending Date: December 3rd, 2015

Class Description: This course examines the principles and practices of public speaking, communication theory, and techniques for public speaking, including speech organization, development, research, audience analysis, reasoning, and presentation skills for the development of informative and persuasive speeches.

Learning Outcomes

After you have completed this course, you will be able to:

- Organize and deliver effective informative and persuasive speeches by applying the principles of public speaking.
- Utilize effective research skills using traditional and electronic resources.
- Analyze public discourse.

Required Course Textbook: Public Speaking Handbook by Steven A. Beebe Susan J. Beebe. Pearson Publishing. The most current course textbook information may be found by visiting the College of the Canyons bookstore.
**Other Course Materials Required**

My Coms Lab: Assignments, quizzes, and other materials or content may be accessed through the My Coms Lab portal found in BlackBoard.

This course uses BlackBoard as the official course learning management system. Students may access the course through BlackBoard by clicking on the following link:  
[https://bb9.canyons.edu/webapps/login/](https://bb9.canyons.edu/webapps/login/)

**Getting Started**

Initial instructions for beginning of class: There are three major steps students must complete before the first class meeting (August 27th, 2015):

1) Students should have checked their COC Email account for updates and announcements.

2) Students should have logged into the BlackBoard portion of the course.

3) Students should have read the first chapter of the textbook.

Testing regulations (included proctoring guidelines link): Testing may be conducted during our face to face meetings or online while quizzes will be conducted through BlackBoard. More information will be given during our class meetings. Alternative "on ground" testing accommodations may be permitted in cases of a verified disability.

**DSPS Information**: Students with disabilities who require alternative testing and/or accommodations are required to submit official COC DSP&S department documentation to the course instructor. Official DSP&S accommodation documentation may be submitted to the instructor through email at scott.mcafee@canyons.edu

**Welcome**

Welcome to the **Fundamentals of Public Speaking, Communications 105** online hybrid course. My name is Scott McAfee, and I will be your instructor. This course is a little different than many of you have taken because most of your work is completed independently through virtual instruction. However, we do meet five times over the course of the semester. Our first meeting will be at the orientation session on Thursday, August 27th, Valencia Campus, room HSLH-135.
At the orientation, I will review the requirements for this class, discuss ways you can succeed in the course, and discuss content covered in the first chapter of your textbook. **Attendance for this session—as with all other face to face meetings—is mandatory.** The dates for face to face class meetings are **8/27, 9/17, 10/15, 10/29, 11/19 and 12/3.** *Make sure you have reviewed these dates to safeguard against conflicts you may have in your scheduling. Absences, including missed class due to work and vacations, are not allowed.*

As I mentioned, this course is a hybrid class. It is unique because much of your work is self driven and the quizzes/chapter assignments are completed online through COC’s Blackboard course management system. Your speeches are completed face-to-face.

I look forward to meeting you!

Professor Scott McAfee