Dear Student,

Welcome to Process of Communication, Communications 250, Section 17595 online course. My name is Tammera, and I will be your instructor. Please read this entire letter, and if you have any further questions, please email me at tammera.rice@canyons.edu. I will do my best to reply to you within 24 hours.

Throughout the semester, we will explore the theoretical approaches to interpersonal, small group, gender, intercultural, mass media, and organizational communication. This course is a little different than many of you have taken because all of your work is completed virtually though discussion boards, online quizzes, writing assignments and exams. You will not be required to meet online at a specific time; however all of your assignments are expected to be completed and “turned-in” by the designated due date.

In order to be successful in this course you must have reliable access to the Internet, a web browser and a word processing program.

If you are enrolled in this course, you need to complete the Blackboard Tutorial at COC’s Distance Learning Page – http://www.canyons.edu/offices/distance_learning/OnlineOrientation/

By completing the tutorial, you will have a better understanding of how to login to and navigate within our class website. Blackboard is a course management system supported by COC. I use a Blackboard website to teach the class, so it is imperative that you be familiar with the features of Blackboard. If you have problems logging into Blackboard, first visit http://www.canyons.edu/offices/distance_learning/BBSupport/Bbtechsupport2.asp for important information. If after two days you still do not see the Coms 250 link in blackboard, please contact Blackboard Support at www.bbsupport@canyons.edu or 661-362-3344.

NOTE: OUR COURSE WILL NOT BE AVAILABLE IN BLACKBOARD UNTIL SUNDAY EVENING OF THE FIRST WEEK OF CLASSES.

You must login to our course and complete the first discussion board assignment by midnight, Monday, August 24th. If all the week’s assignments are not completed by Thursday, August 27th then you will be dropped from the course.


If you are already familiar with online courses, then this class will feel comfortable to you. However, if this is your first time taking an online course, then you should be aware that this course runs at a quick pace and relies upon your commitment to do the coursework independently. Ideally, you should be self-reliant, motivated and disciplined in your work ethic. After you have registered for the course, you can download my syllabus on our Communications 250 Blackboard website by Sunday, August 23rd.

I look forward to meeting you virtually on August 24th. Again, if you have questions about this course, I can be reached at tammera.rice@canyons.edu.

Sincerely,
Tammera Stokes Rice
Communication Studies