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 Tuesday evening, February 24**th **at 5:30 pm on the Canyon Country Campus, Room 604.** 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 and Introductions/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 the class.

The orientation will last the entire duration of the class, from 5:30 pm until 9:45 pm (including breaks), and attendance for this session – as well as all other Thursday evening sessions – is **mandatory.** You will receive a syllabus listing all assignments at the orientation. The dates for the **remaining meetings are:** March 10**th** and 31**st**, May 12**th** and 26**th**. All class sessions **meet Tuesday evenings from 5:30 pm to 9:45 pm.**

Your textbook for this class is entitled: Public Speaking Handbook, by Stephen A. Beebe and Susan J. Beebe (se details below). You may purchase the online text and access to Mypearsonlab.com through the link on Blackboard. This material includes the video lectures, required quizzes, audio, graphics, links to speeches, and animation. Completion of the online quizzes is required and figured into your final grade with 180 points out of 1000 points. This site will also be used to navigate the entire online process. We may be using Blackboard as our discussion board site. You will be required to have 12 posts and 12 responses at 5 points each for a total of 120 points.

**Course Materials and Technical Requirements:**

Textbook and Access code information, including costs:
PUBLIC SPEAKING By BEEBE EDITION: 2014 PUBLISHER: PEARSON
ISBN: 9781269620499
COST: $53.60 -$71.45

*The access code to the mycommlab version of the text is mandatory. The link can be found on our Blackboard site.

To purchase materials online you may pay with either a credit card or paypal account.
Course Management System Information: 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/

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 online material.

This course 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. Access to the website should begin the first week of class. If you are having difficulty, please contact me to have the issue resolved. Please be aware that each week has specific due dates.

Other College of the Canyons websites which might be helpful include:
- 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 Melissa.Arnett@canyons.edu.
- Distance learning home page: 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
- Counseling 070 Information: 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 5:30 pm Tuesday evening, February 24th on the Canyon Country Campus, Room 604. If you have questions about this course I can be reached at prof.amett1@gmail.com which comes directly to my phone. I can answer these very quickly. You may also use Melissa.amett@canyons.edu which I check almost daily. Please allow at least a 24-48 hour turn-around response time for your email questions from that address. So for a faster turn-around please use the gmail account.

Sincerely,

M. Jane Arnett