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 Thursday evening, July 16th at 5:15 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 Mycommunicationslab.com. 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. PowerPoints are posted on Blackboard. Outlines are required with each speech and count toward your final grade.

The orientation will last the entire duration of the class, from 5:15 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: July 23rd and 30th, August 6th and 13th. All class sessions meet Thursday evenings from 5:15 pm to 9:45 pm.

Your textbook for this class is entitled: Public Speaking Handbook, by Stephen A. Beebe and Susan J. Beebe (see details below). You may purchase the online text and access to Mycommunicationlab.com through the link on Blackboard. This material includes the text, videos, helpful links to help you prepare your speech and the required chapter exams. The chapter exams are required and figured into your final grade with 180 points (10 points per exam) out of 1000 points. We will be using Blackboard as our discussion board site. You will be required to have 10 posts and 10 responses at 5 points each for a total of 100 points.

Course Materials and Technical Requirements:
Textbook and Access code information, including costs:
PUBLIC SPEAKING HANDBOOK By BEEBE & BEEBE, 4TH OR 5TH EDITION: 2014 PUBLISHER: PEARSON. If you purchase a new test, the Mylab access code is included. 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. Please use this to be sure that you are in the correct class. 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 the Blackboard Icon (BB) at the top of the College of the Canyons website: www.canyons.edu. Follow the login instructions for this course.

Computer Requirements:
- You will need an internet connection.
- Be sure that your browser is UP-TO-DATE so that you can access the Mycommunicationlab website. Be sure to change the website to the Pacific Time Zone.
- If you have difficulty with the website in any, please contact their tech support. (I cannot help you with this product at all.)
- 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. For the greatest success, you should be self-reliant 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 please contact their tech support. Please be aware that each week has specific due dates with limited access to the material based on these 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.Anett@canyons.edu. Or prof.arnett1@gmail.com
- **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 **5:15 pm Thursday evening, July 16th on the Canyon Country Campus, Room 604.** If you have questions about this course I can be reached at prof.arnett1@gmail.com which comes directly to my phone. For a faster turn-around please use the gmail account. You may also use Melissa.arnett@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.

Sincerely,
M. Jane Arnett