Orientation letter for online Communication Studies courses taught by Julianna Kirschner

Hello, and welcome to my online Communication Studies class! I am looking forward to teaching and learning with all of you. After reading this letter, you are welcome to email me at julianna.kirschner@canyons.edu. I typically respond to emails within 24-48 hours. Be sure to include the course name in the subject line of the email.

**Enrollment**

Waitlist: If you are on my waitlist, I will contact you only if I have an opening. I will add only from the waitlist and in the order listed on the waitlist. You do not need to contact me unless I offer you a space. If I do offer you a space, you will need to respond within 24 hours.

If you are already enrolled in the class, you should login to the class Blackboard starting on the first day of class: bb9.canyons.edu. Take a look at the class syllabus, schedule, and requirements.

**Online Workload**

For each three-unit Communication Studies class, you should expect to spend nine hours per week on the class. This includes reading, completing assignments, exams, etc. It is important to recognize the amount of work online classes involve. Although you have a lot of flexibility in terms of when you complete assignments, you are responsible for ensuring that you are meeting deadlines.

To do well in this class you must have access to a dependable computer as well as reliable access to the internet. The school has many computers available for your use—check out the library, TLC, and ASG computer lab. Your public library also probably has computers for use, but the time allowed may be limited.

**Content**

The content of this course is the same as when I teach this class in a traditional format, but the only difference is the delivery of the material. Blackboard allows for class discussions in which everyone will be expected to participate. Written communication is just as important as spoken communication, particularly in the technologically driven world we live in today.

In addition, you will also take exams. These exams differ from my traditional format in that they are open book. However, they are rigidly timed and you will not have the time to look up more than a couple of items so it is imperative that you study the material well.
You will also synthesize material into written essays and response papers. You will have the opportunity to assess applications of communication, because listening is just as important to its practice as speaking.

**Due Dates**

Assignments are due at noon on the date specified in the syllabus, unless indicated otherwise. Use the calendar provided as a guide, but make sure you are submitting your work before the noon deadline passes that day!

You are welcome to email me at julianna.kirschner@canyons.edu if you have additional questions. I look forward to a great semester!

Best wishes,

Julianna Kirschner