Welcome to Communication Studies 105, Public Speaking, Online Hybrid, at College of the Canyons. I am Todd Parker, the instructor for this course and I look forward to meeting you at the first class on Thursday, January 8th at 7:30 a.m. In the meantime, I would like to go over some important information that will contribute to your success in the class, and also help you prepare to take an online class. *Failure to attend the first day of class will result in an automatic drop, regardless of circumstances.*

Course Information:
Our first class session is on January 8th and will begin at 7:30 a.m. and last until 12p.m. (this will include breaks). Your attendance at the first class meeting and all other Thursday meetings is mandatory to successfully pass the course. Vacation plans or work commitments will prevent you from being allowed to remain in the course, so please make sure your calendar is cleared. Your participation grade and your ability to be successful will be greatly impacted if any portion of class is missed. At the first class meeting, I will provide you with a complete syllabus explaining the course and its requirements. We will also begin discussion and lecture that day.

The dates for all classes are: January 8th, January 15th, January 22nd, January 29th, and February 5th. This class meets only five times; therefore you may NOT miss class, arrive late, or leave early. The first three class meetings will be a “crash course” in communication and public speaking, focusing on organization and delivery. Speeches will be presented at the subsequent class meetings. You will have one exam and the format of this exam will be discussed at our first class session.

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.*

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 Thinkwell material.

**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 Todd.Parker@canyons.edu.

**The Uniqueness of Online Learning:**
Though an online class has greater flexibility when it comes to how you allocate your time, this class will require the same time commitment that any traditional class would. An online class poses challenges, as you will be required to read an online textbook and write speech presentations in a very short period of time. With that said, by being self-disciplined and able to work independently, you will maximize your success in this class. Therefore, your complete commitment is necessary in order to be successful. I will elaborate on this and explain much more about your participation at our first meeting.

I look forward to seeing you on January 8th. If you have questions regarding our Distance Learning program, you may call the Distance Learning Department at (661) 362-3600 or visit the distance learning website at College of the Canyons.

Sincerely,
Todd Parker
Adjunct Professor, Communication Studies
College of the Canyons
Todd.Parker@canyons.edu