Dear Student,

Welcome to Process of Communication, Communications 100, Section 29320 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.

**Learning Management System Information:** This course utilizes a LMS called Canvas for our (discussions, grades, assignments, resources, etc.). Please log into Canvas by visiting https://coc.instructure.com by August 21st. Login information will be emailed to you prior to the start of the course. If you haven’t used or want a refresher on Canvas, please visit the guides. If after two days of registering for the course you still do not see the Coms 100 link in Canvas, please contact Canvas Support at 661-362-3344.

**NOTE: OUR COURSE WILL NOT BE AVAILABLE IN CANVAS UNTIL SUNDAY, August 20th.**

You must login to our course and complete the first discussion board assignment for Week 1, by midnight on Tuesday, August 22nd. If the first week’s assignment is not completed by this day and time, 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 100 Canvas website by Sunday, August 20th.

I look forward to meeting you virtually on August 21st. Again, if you have questions about this course, I can be reached at tammera.rice@canyons.edu.

Sincerely,

Tammera Stokes Rice
Communication Studies