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Course: Communication 100 – Process of Communication  
Semester: Fall 2017 (August 21 – December 9, 2017)  
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Welcome to COM 100 - Process of Communication! Over the next sixteen weeks we will be diving into the explanation of theoretical concepts of communication and assessment. We will examine how each concept is utilized within various communication contexts and how these concepts, theories and ideas are used each day and with each interaction that we have.

To be successful in this course, you must be able to take the initiative and ask for help whenever you need it. This course is 100% online. All of your coursework and communication with your instructor and classmates will be entirely online. It will require you to manage your time well and ask for assistance when needed. In general, do not wait until any minor problem has escalated into a major one.

This is a wonderful foundation course in communications. It will provide you with perspective on your communication tactics with others and the knowledge to observe and predict communication behaviors of others based on the theories we learn.

Take a few minutes to read the below requirements for this course. Make sure you have the capabilities both technically & personally to be successful. I look forward to working with you this semester.

**REQUIREMENTS: DO YOU HAVE WHAT YOU NEED?**

**Textbook:**

✓ **The textbook is not optional.** To be successful in this course you will need to have the textbook. All of our quizzes, tests, discussion boards and activities stem from the textbook. This will start with your first assignment in week 1. If you opt not to get the textbook, your grade will reflect it. Trust me, I am speaking from experience.

I realize that the books are expensive. Consider renting it, buying the e-copy or looking for it online. Since this is an online course, I cannot make you go to the library, however, the text is available there.
Technology:

- You need a computer with Internet access that you can use regularly, almost daily, and for as long as you need. If you do not have what you need at home, you can use the computers on campus or perhaps in a local library. You can use multiple computers – you do not need to be on the same computer each time you log in to the course. The key here is that you have enough time on a computer, often enough, to participate fully in the course and complete all the assignments and exams. **A Smart Phone or tablet is not a computer.** It may work for some things, but you will have difficulty completing the assignments if these are your only technology mediums. You do not need the “latest and greatest.” Your computer should meet the following requirements:

  - PC - Pentium IV Processor, 800 MHz or higher, 1 GB MB RAM, a sound card, 8X DVD-ROM drive or higher, 40 GB hard disk or larger
    - or
  - MAC - Apple Macintosh G3, 1 GB MB RAM, sound card, 8X DVD-ROM, 40 GB hard disk or higher

- You need software as follows:
  - Internet Browser with JAVA, Flash enabled (e.g., Internet Explorer, Firefox, Safari, Chrome),
  - Microsoft Word XP or higher that creates .doc and .pdf files (MAC users: sorry, but file-type converters are problematic)
  - Adobe Acrobat Reader 8.0 or higher
  - Archiving software that makes .zip files
  - Multimedia software that plays video and audio files (e.g., Windows Media Player, QuickTime Player)

**You need proficiency as follows:**

- Use of web browser software, including configuration of browser preferences for security, printing, JavaScript, Java, Cache, Multimedia, and other advanced settings. This sounds a bit daunting, but it refers to such things as knowing how to modify the options in case you can’t see or print a web page, a video isn’t playing in the web page, etc.
- E-mail sending, receiving, forwarding, saving, printing, attaching files, and retrieving attachments.
- Use of web-based communication tools, such as discussion forums, chat, and webinars. (You will need to use the Blackboard tools for this class. Similar tools outside of Blackboard are optional for your group work, according to your group’s preferences.)
- Word processing software including creating, modifying, saving, retrieving and designing .doc files, with complete control over font color and size, page layout and orientation, margins, tabs, bullet lists, hyperlinks, and media file insertions.
Troubleshooting and getting assistance. Online students must know where to go, and have the motivation to do so immediately, when outside assistance is needed. “I couldn’t log in [upload my file, find my document, see the video, etc.]” are never acceptable assignment replacements in an online course. All resources have support, and online students must be proficient and expedient at obtaining support when needed. I am not your Technical Support resource.

Scholarship:

- Self-starter – online classes are quite different from on-ground classes. Many classroom students are passive learners. They wait for learning to “come” to them. Students who avoid being called on, neglect to read ahead for class, sit mute during class discussions, and otherwise remain inactive will not succeed in this online class. Online students are not “called on,” nor is there the possibility of being “passed over” in discussions and activities. Online class participation is proactive.

- Disciplined, especially at time management – it is simply not possible to fall behind, and then scramble to catch up in this online course. Failing to meet deadlines is the equivalent of failing to take the class, and too many missed deadlines result in an instructor drop or a failing grade (see syllabus for specific deadlines and policies.) Only students who can discipline themselves to participate regularly and frequently should consider taking this online course.

- Comfortable with working outside a classroom environment –this course occurs asynchronously (not in real-time). On-ground students often express a need for immediate, face-to-face interaction with the instructor and classmates, to maximize their learning potential. If the thought of an online class makes you feel empowered by your control over time, location, distractions, etc, you might be a great candidate for an online course. If the whole idea makes you feel isolated and unsupported, you might not want to stay in this class. (Do keep in mind that there are synchronous tools available. If you just think you might need to “chat” with students sometimes, see if you can encourage classmates to form “chat” groups.)

- Writing proficiency. You need to be both comfortable expressing yourself almost entirely in writing, and proficient at writing with regard to grammar, spelling, and punctuation. Are you permitted to drop the occasional smiley into a discussion board post? Certainly. Does spelling, grammar, and punctuation “count?” Oh, yes, it does. I don’t expect perfection, but I do expect college-level skills in all submissions, including discussion posts.

Are you scared yet?

I hope not. Now that you see what you need to take the course, I hope you can make the best decision for your learning preferences and current abilities.

So, again I say, to those who choose to stay in this course:
Welcome to COMS 100 Process of Communication – ONLINE CLASS

I'm in. What's next?

On the first day of class, according to the COC Schedule and Course Calendar, log in to Canvas

Here is how:

- College main page at www.canyons.edu and click on the button at the top of the page.
- To log in, you need to be enrolled in the course. Your user name is your seven-digit student ID number (example 2222228). The default password is “student”. Make sure you change the password once you have accessed the system.

Routinely, log into Canvas (M-F), check the announcements and assignments, and make sure you are on schedule.

To contact me, e-mail me at gabrielle.temple@canyons.edu. Don’t hesitate to e-mail me with any questions or comments. The mistake would be not to e-mail me. You won’t “bother” me. This is what I do. I will usually respond within 24 hours unless it is over a weekend. During a weekend it could take up to 48 hours for a response.

I open the course a few days early so you can get in and look around. I will send you an email when I do this. It is usually the Wednesday, before classes start.

IMPORTANT!! I require all students to use their COC e-mail address for all e-mail correspondence in this course. This means I require you to e-mail me from your COC e-mail address, and I will ONLY send e-mail to you at your COC e-mail address. I do this in part for your own protection. Using only COC e-mail makes it possible for COC to retain records of all e-mail communication. You will have to decide how you are going to access your COC e-mail, and you are going to have to be diligent in checking that e-mail frequently. COC Computer Support can help you set up your outside mail clients to process e-mail from multiple accounts if you like. Tell them I sent you. They’ll love that.

See you online on August 22nd!