Dear Online Communication Studies 105 student,

Welcome to fundamentals of Public Speaking hybrid/online. I am your instructor and I look forward to meeting you at the mandatory Orientation meeting on Thursday evening, September 14th at 5:00 pm on the Canyon Country Campus, Room 403. At the orientation, I will review the syllabus and explain the required assignments for this class. I will also explain how to navigate Canvas. 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. Outlines are required with each speech and count toward your final grade.

The orientation will last the entire duration of the class, from 5:00 pm until 9:20 pm (including breaks), and attendance for this session – as well as all other Thursday evening sessions – is mandatory. The dates for the remaining meetings are September 21st, 28th, October 5th, 12th and 19th. All class sessions meet Thursday evenings 5:00 to 9:20 pm.

Course Materials:
- Your e-book will be provided on Canvas. There will be NO cost for this text.
- Since the book is free, you have no excuse for not completing the assignments.
- Along with the e-text, there are quizzes that must be completed as part of the assigned material. These are also found on Canvas. Each exam is worth 15 points for a total of 225 out of 1000 points.

This course uses Canvas as the official course learning management system. Students may access the course through Canvas by clicking the Canvas Icon 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 Canvas.
- 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.

For the greatest success, you should be self-reliant and regimented in the timely completion of your work. No online late work or speeches will be accepted. Access to the website should begin the first week of class. 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 this instructor through email at Melissa.Arnett@canyons.edu.
- 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 **5:00 pm Thursday evening, September 14th on the Canyon Country Campus, Room 403.** If you have questions about this course I can be reached at Melissa.arnett@canyons.edu. I check my email each evening. Please allow at least a 24-48 hour turn-around response time for your email questions.

Sincerely,
M. Jane Arnett