Dear Student:

I would like to introduce myself to you. I am Wendy Brill-Wynkoop (pronounced wine-coupe), Department Chair of Photography at College of the Canyons, and your instructor for this online course. Welcome to a wonderful course that will not only introduce you to the history of photography, but one that also touches on the history of technology, American history, and the history of art.

Many students register for distance-learning courses believing that it will require less time. Although the length of the course is only five weeks the same amount of material is covered as in the normal 16-week semester. **This is a very fast paced, intensive, 5-week course. Each week of course material is equal to three weeks of material covered during a 16-week semester.** While you will spend fewer weeks in the classroom the art of discovering information, and the responsibility of scheduling learning into your busy lives, will be on your shoulders. In reality, many distance-learning courses are more of a time commitment than a traditional lecture course, and I praise you for being up to the challenge.

There are several things you should be aware of before we begin:

1. **This is a short-term, intensive section, 100% online, 5 weeks** There are NO face-to-face meetings for this course.
   
   
   You do not have time to order the book and wait for it to come. Please make sure you pick up a copy of the book as soon as possible.
   
   **Materials:** Because this course is completely online it is **ESSENTIAL** that you read through **ALL** course materials located on the course website. The course website will be available beginning the first day of class (please see the schedule of classes for specific date).

2. **Course Website:** https://coc.instructure.com/login/canvas (note there is NO “www”)
   
   Your username is your MyCanyons username (i.e. jdsmith)
   
   The default password is “students”
   
   For assistance with the Canvas site: http://www.canyons.edu/Offices/DistanceLearning/Pages/CanvasAccess.aspx or call 661-362-3344 or direct your question via e-mail to cvsupport@canyons.edu

3. **Email:** Student E-mail - COC provides student email account for all college business and communication. Please go to http://www.canyons.edu/offices/admissions/Pages/StudentEmail.aspx In order to comply with FERPA, correspondence with the college not coming from your student email account will be disregarded. I will be sending out announcements through the course site and you will miss important information if you forget to check your email. Certain e-mail providers will either block or forward emails automatically to a bulk mail folder. Please double check that course email communications are not in your spam folder.

4. You should be computer literate, with at least basic knowledge of Internet navigation and email procedures. The college can only provide minimal technological support.

5. The course will require approximately 10-12 hours of time per week and your daily presence on the class discussion board is required.

This course is divided into Learning Units. Each Learning Unit is approximately one week in length. Generally, for each Learning Unit you can expect to complete the following coursework:

- Read three to four (3-4) chapters from your textbook
- Review PowerPoint lectures online
- Answer review questions online
- Participate in one (1) online discussion
- Take an online Unit Exam

**There are a total of five (5) Unit Exams for this Course.**

If you have any questions that cannot wait until the orientation, please do not hesitate to email me. See you soon.

Sincerely,

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