This is a sample letter from a COM 105 instructor. Additional information and dates will be provided by the assigned course instructor after enrollment. Please use the information below to assist you in understanding some of the course expectations prior to enrollment. *

Dear Student:

Thank you for enrolling in an online section of COM 105: Public Speaking. The Department of Communication wants you to be aware of some of the requirements of the class before the semester begins.

For this class, you must have the following:

Minimum Requirements	Details
Textbook	*Materials required in your booklist and/or OTC Bookstore site (e.g. The Art of Public Speaking by Stephen Lucas (12th edition))*
Access to the Connect Lucas course website	More information about Connect Lucas is provided on the following page.
Access to the GoReact website	More information about the GoReact website is provided on the following page.
A video/ audio recording device. A digital video camera (handycam) with a fire wire port also known as an IEEE1394 or DV port or a digital video camera (handycam) with a USB port is recommended.	The video camera must record in one of the following formats: .avi; .dv;. mov/qt; .mp4; or wmv. **IMPORTANT TO NOTE: Digital photography cameras, cell phones, IPods and low quality web cams are not recommended. These devices may not produce the audio and video quality required for the course. Substandard videos will not be accepted by your instructor.** *Please note that if you do not wish to purchase a quality digital recording device, you may record your speeches free of charge at OTC's Speech Center on the Springfield campus.* *More information on hours and location are provided below.*
Computer Speakers or Headphones	Required
A high-speed Internet connection (DSL or cable)	No dial up! Also, using a wireless Internet connection to participate in the course is strongly discouraged.
Microsoft Office 2003 or above	
Canvas experience	You should be proficient in the use of Canvas, including navigation, uploading assignments, accessing instructor feedback, participating in discussion, and taking online quizzes/exams.
PC users must have Windows XP, Vista or Windows 7 *and* Mozilla Firefox. **Mac users** must have Mac OS X v 10.3 or above *and* Mozilla Firefox.	

*Please note: The expectation is that you have all the required materials and equipment listed above and understand how to use them by the first week of classes. **You will be required to record and upload a test speech during the second week of school.***

Canvas: This online course will utilize Canvas as its primary course site.

Connect Lucas:

The required text for this course is *The Art of Public Speaking*, 12th Edition, by Stephen E. Lucas (2015, McGraw-Hill). The text is an ebook with an option to purchase a loose-leaf and additional online materials. Students must also be able to access McGraw-Hill's *Connect Lucas* online in order to complete required assignments.

The Art of Public Speaking required materials can be purchased at the OTC bookstore or online through McGraw-Hill publishing. **NOTE:** *If you cannot purchase your course materials at the start of the course, you can also register in Connect and have access without a code for a two-week time period. This will also give you access to the e-book during the two-week trial. For more information, ask your instructor during the first week of classes.*

Connect Registration

Once the course begins, you <u>**must**</u> **access all of your Connect assignments through Canvas**. You will be required to register and log into Connect through Canvas. Registration for Connect **will not** occur until the first week of classes. **You must obtain a course code from your instructor so do not attempt to register for Connect until your instructor provides directions during the first week of classes.**

 GoReact Registration

The GoReact website is where you will upload all of your speeches in the course this semester. An access code for GoReact much be purchased in the OTC bookstore in order to get registered onto this website. More specific instructions about registration will be made available to you in module 1 on blackboard. **Please do not attempt to register for GoReact until your instructor provides direction during the first week of classes.**

All OTC online courses require online students to appear for at least one proctored assessment. The phrase "proctored event" refers to the process of completing an exam or other assignment in the presence of an approved person called a "proctor", who will verify the student's identity and monitor the assignment completion process.

There will be one proctored event required for this course:

The Persuasion Speech: To complete the course, you will be required to appear either at OTC or at another approved proctoring location to have the persuasion speech recorded in front of an audience of at least five (5) people, at least 16 years of age or older. For each audience member you don't have with you will result in a 10% reduction in your final speech grade. You must schedule your proctored speech with OTC's Speech Communication Center between **SAMPLE DATES** for one of the following dates: **SAMPLES DATES.** Failure to schedule your speech and receive confirmation of your appointment from the Speech Center or your approved off-campus proctor by **SAMPLE DATE** will result in a 10% reduction in your final speech grade.

Specific times will be announced as soon as they are available, but please be aware that evening and weekend appointments will be limited. This may mean that you (and your audience members) may need to take off work and/or schedule a babysitter, so start planning for those possibilities now. You will be responsible for providing the audience and scheduling a 30 minute appointment to complete the speech with the OTC Speech Center. *Remember, if you are scheduling with the Speech Communication Center on the Springfield campus you must wait until registration opens on Sample Date..*

Tutoring for this class is available in the Speech Communication Center on the main campus in IC 200. Tutors will be able to assist you with speech organization, composition, outlining, and delivery. They will also be able to video-record your speech rehearsal and provide feedback. Scheduling an appointment is highly recommended. The Speech Center is open

from 9:00am – 1:00pm Monday through Thursday. For more information, contact the speech center at speechcenter@otc.edu or phone 417.447.8982.

Do not be misled into thinking that this class will be easier because it is offered online. You will be expected to keep up with and complete the assigned readings each week, in addition to taking chapter quizzes, completing and submitting speeches and homework, as well as participating in class discussion. You will be required to develop and deliver five speeches (includes test speech), plus do written critiques of some of your classmates' speeches. All assignments must be completed on time, and you must check the course site and your OTC e-mail account frequently. Due dates for assignments are posted in advance and **any hardware, software, processing or submission issues are solely the responsibility of the student to resolve (using the resources shown above) and are not valid reasons for late work, etc.** All speech files must be uploaded to the GoReact website following instructions provided.

If you have any questions, contact your instructor directly.

Regards,

Nathan Cassady, Lead Instructor

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