University of California
Berkeley

AFRICAM W111
Race, Class, & Gender in the United States
June 23-August 15, 2014
ORIENTATION

Summer Sessions Tutorials for Online Courses
Introduction to Your Online Classroom
Setting Up your Notification Preferences
Setting Up your Personal Setting and Profile Picture
How to Use Announcements, Discussions and Conversations to Communicate in Your Course
How to Check my Grade
Finding a Proctor

Students who have taken this class in past years shared that, on average, they **spent at least 5-10 hours a week** on their course work. In order to be successful in the course, you will want to allocate at least this much time per week, if not more.

1. **Textbooks/Course Materials**

   - *Whitewashing Race, The Myth of a Color-Blind Society;* Michael K. Brown, Martin Carnoy, Elliott Currie, Troy Duster, David B. Oppenheimer, Marjorie M. Shultz & David Wellman; 2003

   - *The New Jim Crow: Mass Incarceration in the Age of Colorblindness;* Alexander, Michelle, 2010 **Online readings in .PDF format**

   - *Between Good and Ghetto: African-American Girls and Inner-City Violence;* Nikki Jones, 2010 **Online readings in .PDF format**

2. **Computer Requirements**
   - **Operating System**
     i. Windows XP SP3 and newer
     ii. Mac OSX 10.6 and newer
   - **Computer Speed and Processor**
     i. Use a computer five years old or newer when possible
     ii. 1 GB of RAM
     iii. 2GHz processor
   - **Mobile OS Native App Support**
     i. iOS 5 and newer
     ii. Android 2.3 and newer

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- **Screen Size**
    i. A minimum of 1024x600 – (Average size of a netbook)
- **Screen Readers**
    i. Internet Explorer 9 & 10 and Firefox - latest version of JAWS
    ii. Safari - latest version of VoiceOver
    iii. Chrome - there is NO screen reader for Chrome
- **Internet**
    i. High-speed Internet
    ii. Minimum of 512kbps
- **24/7 Tech Support**
    i. If you are having technical issues within your class it's important to notify them ASAP
    ii. **support@instructure.com** or 1-855-308-2758

3. **Course Logon**

- Classroom – http://summer.berkeley.edu/courses/online-courses

- Summer Session students need to authenticate and log in with their CalNet ID and passphrase
    o If you don't already have your CalNet ID you should contact CalNet directly
    o calnet@berkeley.edu or 510-642-4126

4. **Start Your Course**

- Students will be able to access their course(s) one-week prior to the start date. Please note the Instructor and GSIs will NOT be available for questions or assistance until the official start date.

- To begin your course:
    o Log in
    o From the global navigation go to "COURSE"
    o Choose your course
    o Click on the blue "START HERE" button
    o Work through the Student Orientation module and **complete** the required practice assignments
    o Review the Academic Integrity module and TAKE the PLEDGE to the ACADEMIC INTEGRITY AGREEMENT

==**PLEASE NOTE:** You will **NOT** be able to launch Module 1 until you have completed all the assignments in the Student Orientation module and TAKE the PLEDGE to the ACADEMIC INTEGRITY AGREEMENT==

5. **Learning Activities**

- Read the assigned textbook pages
- Watch and listen to the multimedia lecture presentations
- Engaging in interaction with GSI and professor
- Post short essays to a discussion forum
- Complete quizzes, midterm, and final exam

6. **Students with Disabilities**

- Any students requiring course accommodations due to a physical, emotional, or learning disability must contact the Disabled Students' Program (DSP), http://dsp.berkeley.edu/services.html, at the beginning of the course with their request. The DSP will review all requests on an individual basis. Please have your Disabled Student Program Specialist send the instructor a formal request by email by <mark>July 18, 2014</mark>

Description of Instructor, Graduate Student Instructor (GSI), and Online Program Coordinator (OPC) Roles:

The Course Instructor, Stephen Small, is responsible for the following activities:

- Monitoring discussion forums
- Creating and modifying all assignments, multimedia presentations, quizzes, and exams
- Reviewing requests for Incomplete or Pass/No Pass options
- Monitoring student progress
- Approval of final course grades

You should contact the Instructor through <u>course email</u> when you have the following issues:

- Questions about the course content and material, including readings, and multimedia presentations
- Course policies or procedures
- Requests for incompletes or Pass/No Pass option

Remember to post general questions about the content, materials, assignments, or other concerns to the Open Discussion Forum so all students can benefit from the response.

The GSIs are responsible for the following activities:

- Monitoring weekly discussion forum postings and providing feedback as necessary
- Grading student assignments and providing feedback to the student
- Monitoring and recording weekly student participation in the course
- Notification to student and Instructor of non-participation on a weekly basis
- Interacting with each student via email, postings, or the online collaboration tools (chat)
- Responding to student questions
- Posting announcements about course or schedule revisions

You should contact the GSIs through <u>course email</u> when you have the following issues:

- Questions regarding assignments, grades, discussion posts
- Attendance for any online collaboration (chat) sessions

The Online Program Coordinator (OPC), summer_online_support@berkeley.edu or 510-664-9898 is responsible for the following activities:

- Contacting students before or at beginning of course to outline learning preparedness issues
- Responding to student inquiries about online logistics

- Handling student issues regarding contact with instructor or GSI
- Assistance with offsite finals, including monitoring and getting final to and from proctoring site
- Backup contact for students who have not logged on to their course within a few days of the start date

You should contact the Online Program Coordinator when you have the following issues:

- If you cannot log into your course, and tech support is unable to help
- About your proctor site or questions or problems scheduling your proctor
- If you have difficulty contacting a faculty member
- If you have difficulty navigating the course site or using course tools
- General course information

9. **Final Exam Expectations**

   a. Your final exam will be available in an on-campus setting on <mark>**Friday, August 14, 2014 from 1-4 p.m. at TBD**</mark> for those who are in Berkeley.
   b. If you cannot attend on-campus you must secure a proctor at an approved proctoring site. Find out how to do this by reviewing the [Finding a Proctor Tutorial](#).
   c. Fill out the [Summer Session Proctor Application](#). The application must be submitted by <mark>**July 18, 2014.**</mark>