

Berkeley

SUMMER SESSIONS

Who to Contact for Support Guide

CHEM N3AL

Organic Chemistry Lab

June 22-August 14, 2015

Who Should You Contact for Support

The following is a description of the Instructor, Graduate Student Instructor (GSI), and your Online Learning Support Specialist.

The Course Instructor, Steven Pedersen, 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 grades
- Monitoring student progress
- Approval of final course grades
- Posting announcements about course or schedule revisions

You should ask the following types of questions on the discussion forums or in office hours, where the instructor or GSIs will answer them:

- General, non-personal questions about course policies and procedures
- Questions about the course content
- Questions clarifying assignments

You should contact the Instructor through course email when you have the following issues:

- Personal questions about course policies or procedures
- Requests for incompletes or pass/no pass grades
- Other questions which cannot be answered by your GSI

The GSIs are responsible for the following activities:

- Monitoring discussion forum postings and providing feedback as necessary
- Grading student assignments and providing feedback to students
- Monitoring student participation in the course
- Interacting with each student via email, discussion forums, and office hours
- Responding to student questions
- Posting announcements about course or schedule revisions

You should contact your GSI through course email when you have the following issues:

- Questions about grades

- Questions about course content and assignments which cannot be answered in the discussion forum or office hours

The Online Learning Support Specialist, Tracie Allen Littlejohn, is responsible for the following activities:

- Providing students with the Student Orientation Guide and the Who to Contact for Support Guide prior to the course start date
- Responding to student inquiries about online logistics
- Handling student issues regarding contact with instructor or GSI
- Backup contact for students who have not logged in to their course within a few days of the start date

You should contact your Online Learning Support Specialist when you have the following issues:

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