1. **Textbooks/Course Materials**
   - There is no textbook required for this course—all readings will be within the course.

2. **Computer Requirements**
   - Windows XP or Mac OS X capabilities
   - Internet Explorer (7.x or higher) for PC or Mozilla Firefox (3.x or higher) for Mac
   - Sun Java Runtime Environment installed
   - JavaScript enabled
   - Be sure that your browser accepts cookies from the originating server.
   - Highspeed internet is highly recommended—with dial-up; PowerPoint presentation and web video will be very slow, if not impossible.
   - 24/7 Tech Support: **1-866-786-8197** or [onlinehelp@berkeley.edu](mailto:onlinehelp@berkeley.edu)

3. **Summer Sessions Student Orientation**
   - **Overview:** The orientation is designed to help familiarize you with the tools and features that you will need to complete MCB W61. Activities included in the orientation will assist you in developing a comfort level for working within the online environment so that you are better equipped to focus on learning rather than on the technology.

   - You will be enrolled in the orientation as well as in your course and have access throughout the term. You will be able to access your online orientation 1 week before the start of your course.

4. **Course Logon**
   - Classroom – [http://summer.berkeley.edu/courses/online-courses](http://summer.berkeley.edu/courses/online-courses)
   - Summer Sessions students need to authenticate and log in with CalNet ID and passphrase (follow the instructions on the homepage.)

5. **Start Your Course**
   - To begin your course, go to the “modules” tab and select the “START HERE” folder.
• You must read and agree to the terms outlined in the Academic Integrity document in order to access your course materials.

6. Learning Activities

• Read the assigned textbook pages
• Watch and listen to the PowerPoint lecture presentations
• Read web-based announcements and posting assigned during the course
• Compose and post assigned responses to lectures and readings
• Complete midterm exams and final exam
• Complete writing assignments

7. 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 July 26, 2013.

8. Description of Instructor, Graduate Student Instructor (GSI), and Program Coordinator Roles:

The Course Instructor, Dr. Chhibber, 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 course mail when you have the following issues:

• Questions about the material, including readings, assignments, multimedia presentations, discussion forums, and collaboration (chats)
• Questions concerning quizzes/exams
• Course policies or procedures
• Requests for extensions or incompletes

The GSIs, TBA, are responsible for the following activities:

• Moderating small group collaboration (chat) sessions
• Monitoring and responding to Discussion Board posting on a daily basis
• 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
You should contact the GSIs through course mail when you have the following issues:

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

The Program Coordinator, Tracie Littlejohn, summer_online_support@berkeley.edu or 510-664-9898 is responsible for the following activities:

- Distribution of the course materials
- Notifying students about textbook information
- Monitoring course and orientation sites
- Posting announcements about course or schedule revisions
- Maintaining student records, database updates, and address changes

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

- If you have not received your course materials
- 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

- Your final exam will be available in an on-campus setting on Wednesday, August 14, 2013 from 9 a.m. - noon for those who are in Berkeley. Please consult your course site for location

- If you cannot attend on-campus you must secure a proctor at an approved proctoring site. Please review the “How to Find a Proctoring Video”, available on the Summer Sessions website: http://summer.berkeley.edu/courses/online-courses. Look on the right hand side, where it says “Online Tutorials” – you’ll find the button for it below. You must have your proctor application to Tracie by July 26, 2013