UC Berkeley PS W145A Understanding Political Developments in India

Orientation

1. Textbook(s)
   - 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) or Mozilla Firefox (3.x or higher); please note Safari and Chrome are not supported browsers
   - 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, PPT presentation and web video will be very slow if not impossible.
   - 24/7 Tech Support: **1-866-786-8197**

3. Course Logon
   - Classroom Access – [http://summer.berkeley.edu/courses/online-courses](http://summer.berkeley.edu/courses/online-courses)
   - Summer Sessions students need to authenticate with a CalNet ID (follow the link and the instructions on the homepage.)

4. UC Berkeley Summer Sessions Student Orientation
   - **Overview:** The orientation is designed to help familiarize you with the tools and features that you will need to complete MCBW 61. 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 your course and have access throughout the term.

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

**Dr. Chhibber is responsible for the following activities:**

- Monitoring discussion forums.
- Creating and modifying all assignments, multimedia presentations, quizzes, and exams.
- Reviewing requests for extensions.
- Monitoring student progress.
- Approval of final course grades.

**You should contact Dr. Chhibber 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.

**Your GSI is 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 your GSI when you have the following issues:**

- Questions regarding assignments/grades.
• Attendance for any online collaboration (chat) sessions.

**The Program Coordinator, Courtney Gomas, 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 Courtney at 510-642-7345 or cgomas@unex.berkeley.edu if 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.

8. **Final Exam Expectations**

• Your final exam will be available in an on-campus setting on Wednesday, August 8th, from 9am-12pm 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. For details, please reference the proctor approval. You must have your proctoring site secured by July 15th, 2012. You must notify Courtney about your final exam and proctoring arrangements.