

University of California
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PSYC W1
General Psychology
June 23-August 15, 2014
ORIENTATION

Summer Session Tutorials:
[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 Your Grade](#)
[Finding a Proctor](#)

The estimated workload for this course is **7-10 hours per week**. 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

- *Introduction to Psychology* (Cengage, 10th ed., 2014), by James W. Kalat
 - Be sure to purchase the **Kalat** book, and be sure to purchase the 10th edition; other sections of Psychology 1 and 2 may use different texts
 - **ISBN-10: 1133956602**
 - **ISBN-13: 9781133956600**
 - The book is available from <http://www.cengagebrain.com/> with several purchase options
 - Hardcover, paperback, loose leaf, rental or eBook
- *ZAPS: The Norton Psychology Labs* (2009), by Ton De Jong and colleagues
 - An online resource and requires Adobe Flash player
 - The registration code for this website must be purchased separately through <http://books.wwnorton.com/books/detail.aspx?id=22664>
 - Approximate retail price is \$30
 - **ISBN: 978-0-393-11623-6**
 - Class ID is: **QQ58ER54**
 - You will need this after you have bought and registered with ZAPS

2. Computer Requirements

- **Internet**
 - i. High-speed Internet
 - ii. Minimum of 512kbps

- **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
- **Screen Size**
 - i. A minimum of 1024x600 – (Average size of a netbook)
- **Screen Readers** (only needed for students blind, visually impaired or have a learning disability)
 - 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
- **Mobile OS Native App Support** (mobile devices not required)
 - i. iOS 5 and newer
 - ii. Android 2.3 and newer
- **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 – <https://bcourses.berkeley.edu>
- Summer Session students need to authenticate and log in with their CalNet ID and passphrase
 - If you don't already have your CalNet ID you should contact CalNet directly
 - calnet@berkeley.edu or 510-642-4126
- Personalize your settings (only takes a minutes)
 - Choose **Settings** from top right menu
 - Customize your settings and add your profile picture
 - For more information how to do this view the [Setting Up your Personal Setting and Profile Picture](#) tutorial
 - Set notification preferences (you can choose to receive course communication through a personal email account or mobile device)
 - We recommend setting your preference for receiving Announcements to ASAP (via text or email) in case we need to contact you on short notice
 - For more information on how to do this view the [Setting Up your Notification Preferences](#) tutorial

4. Start Your Course

- Students will be able to access the Student Orientation Module for the course one week prior to the start date.
- To begin your course:
 - Log in
 - From the global navigation go to "COURSE"
 - Choose your course
 - Click on the blue "START HERE" button

- Work through the Student Orientation module and **complete** the required practice assignments
- Review the Academic Integrity module and “TAKE the PLEDGE” to the Academic Integrity Agreement
- All other Modules will be locked until the official start date.

PLEASE NOTE: On the official start date you will NOT be able to launch Module 1 until you complete 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
- Engage with the Instructor and GSI via office hours and the Queries and Comments discussion board
- Post short essays to a discussion forum
- Complete online ZAPS assignments for Active Discovery Learning and Research Participation Experience
- Complete two midterms, 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 Thursday, **July 3, 2014**

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

The Course Instructor, John Kihlstrom, is responsible for the following activities:

- Monitoring discussion forums
- Creating and modifying all assignments, multimedia presentations 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 incomplete 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 the GSIs 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 Program Coordinator (OPC), summer_online_support@berkeley.edu or 510-664-9898 is responsible for the following activities:

- Providing students with the learning preparedness orientation document prior to the course start date
- 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 in 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
- If you need a 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
- If you have general course information questions

7. Final Exam Expectations

- Your final exam will be available in an on-campus setting on **Friday, August 15, 2014 from 9-Noon at TBD** for those who are in Berkeley.
- If you cannot attend the on-campus final exam you must secure a proctor at an approved proctoring site. Find out how to do this by reviewing the [Finding a Proctor Tutorial](#).
- Fill out the [Summer Session Proctor Application](#). The application must be submitted by **July 18, 2014**.