Dear Student:

Welcome to Psychology 101: Introduction to Psychology, Section # 11986 for the Fall 2014 term August 25-December 13. This course is delivered and taught 100% online; there are no classroom meetings. My name is Professor Michelle LaBrie and I will be your online instructor. Please read this entire letter for details about logging into the course and the details of the course requirements including the requirement of proctored exams. If you cannot or do not wish to take these proctored exams, it is best that you enroll in a different course. If you have any additional questions after reading this letter in its entirety, please feel free to send me an email.

Psychology 101 will journey through the fascinating discipline of Psychology. Psychology is the scientific study of behavior and mental processes. The course covers topics such as the brain and behavior, sleep, dreams & drugs, learning, memory, intelligence, motivation, development, gender & sexuality, health & stress, personality, and psychopathology and therapy. This course is 3 units; it is UC and CSU transferable and it applies to the Associate Degree.

Course Availability
The course will be available on COC's Blackboard system beginning Monday, August 25, 2014. You will not see the class in Blackboard until the first day of class, when it is made available. On or after that date, you must login to Blackboard, https://bb9.canyons.edu/ to enter our classroom.

How do I log in to the online classroom?
Blackboard is the course management system supported by COC, and I will use a Blackboard website to teach the class. Because this is an online format, you must log onto our class’s site daily to review announcements, submit assignments and to participate in online discussions with classmates and myself. If you are unable to participate in this manner, this is not the course for you.

If you are not already familiar with the Blackboard course management system, I strongly suggest that you complete the Blackboard Tutorial located here: http://ondemand.blackboard.com/students.htm

Login instructions for Blackboard:
1. Open your web browser and go to http://bb.canyons.edu/
2. Click on the “Blackboard Login” button.
3. Enter your username and password.
   a. Your username is your 7-digit COC Student ID Number.
   b. The initial password for everyone is “student”. If you already have used Blackboard 9 during the past several semesters and changed your password, use that password.
4. Once logged in, you should see a link on the right hand side of the screen for this class. Click the link to enter the course.

After you log in the first time, be sure to change your password. Through email, I may communicate your progress, grades, and assignments. When sending an e-mail, please use the COC email provided inside your My Canyons account. If I do not recognize your email address because your name is not in the “From” line and the subject line does not identify you as a student your email will be deleted without a response.
Confirm your presence in the online classroom:
Log in to the website and post to the "Roll Call" Discussion Board no later than 11:59pm on Tuesday, August 26, 2014 to confirm your presence in the online classroom. In a face to face class on the first day, the instructor calls the roster and each student who is present raises his/her hand and/or says "Here!" so the instructor knows that the student is present in the classroom. The "Roll Call" Discussion Board is our class Roll Call. Log into Blackboard, enter the "Roll Call" Discussion Board, add a new thread and just type "here," "raises hand" or something to indicate that you have successfully logged into the online classroom and are present. Doing so will confirm your enrollment in the course and avoid being dropped as a "no show." You can and will be dropped from the class if you do not log in and post to the "Roll Call" Discussion Board inside the online classroom by that date and time. No exceptions will be made. A student from the waiting list will then be added in your place. Please note: it is the student’s responsibility to drop and withdraw from the course after this point. If you no longer wish to continue in the course, please consult Admissions and Records for drop and withdrawal deadline dates and use the online registration system to withdraw. It is your responsibility to be accountable for your academic records. If you stop participating in the course after the withdrawal date, will result in a final grade of “FW” or “Failure to Withdraw” on your transcript.

If the class is closed and you would like to add...
If you are on the official waiting list, the COC web registration system automatically adds students from the waiting list to the course. All wait-listed students will receive priority over those not wait-listed. If there is room in the course, I will add students based on their number on the waiting list. If you are on the waiting list, send me an email indicating your interest in adding the course. If there is room in the course, I will email you a 4 digit add code that will allow you to add the class through the COC online registration system, “My Canyons.” If you are on the waitlist and I do not receive an email from you by Tuesday, August 26, 2014 by 11:59 pm, I will conclude that you are no longer interested in the course and I will delete your name from the waiting list. Important note: You must PAY for the class, not just register, before you can access Blackboard. Keep in mind; if you add the class, it may take one to two business days before your account is created in Blackboard and you will not be given additional time to complete assignments.

If you are not on the official wait list, I will consider adding you after any officially waitlisted students. Send me an email indicating your interest; if there is room in the course after all of the waitlist students have been accommodated, I will send you an add code. Important note: You must PAY for the class, not just register, before you can access Blackboard. Keep in mind; if you add the class, it may take one to two business days before your account is created in Blackboard and you will not be given additional time to complete assignments.

Course Requirements:
We will be using the textbook Ciccarelli, S. K. & White, J.N. (2011). Psychology: 4th Edition for College of the Canyons, (4th ed). Upper Saddle River, NJ. Prentice Hall. ISBN # 1269914138 or ISBN 13-9781269914130. Either text will meet the course requirement as long as you are using the 4th edition of the text; previous versions of the text are not equivalent; and, yes, access to the text is required. And, yes, access to the text is required. Many options for the text are available, including an e-book and rental options are available. Please see my website for the link to textbook options. The printed text is available in the bookstore; here is the link for the COC Bookstore. You may also purchase the book from other online sources. I have also seen it listed on several online rental websites such as
textbooks.com, chegg.com, valorebooks.com and others. I highly suggest you investigate options to access the textbook. You need access to the textbook or ebook on the first day of class. You do not need to purchase any additional study guides or access codes. If you choose to use a previous version of the textbook, there may be material on which you are tested that is not covered in a previous edition of the text. You are responsible for the material covered in the 4th edition. The quizzes, assignments and exam questions will be based on the 4th edition of the textbook.

There is extensive reading, chapter quizzes, web research, self-assessments, writing assignments, discussions in Blackboard, and four large exams over the duration of the term. During the term, you will also complete assignments and will access streaming video content via the web and use these videos as subjects in the discussion board.

Because this is an online course, you must have regular access to a computer that has reliable internet access. Before continuing in the course, please make sure that you have a reliable computer with internet access. If you do not have a computer at home, computers are available on the College of the Canyons campus. You may also wish to check your local public library. If your internet connection is dropped because of a faulty connection or you have other difficulties with your computer, it is your responsibility to troubleshoot the problem. COC does provide Blackboard support for students, but having faulty equipment is not a valid excuse to make-up a quiz, assignment or discussion board post. It is your responsibility to log into Blackboard to complete assignments, check for new announcements, and review assignment deadlines.

Exam Requirements
This course is a 100% online, which means that all work will be done online and there are no classroom meetings. However, the 4 unit exams will be proctored at the Tutorial Lab at the Valencia campus (LTLC 126) or another suitable facility closer to you. Exams are proctored in the TLC to ensure they are completed without the aid of the textbook or outside notes to maintain the academic rigor of this transferable course. It also ensures that compatible browsers are used for exams, which decreases the number of technological issues experienced while taking each test. **Although exams are completed online in Blackboard, they are “closed-book”. NO outside resources of any kind (no textbook, notes, websites, or other human beings) can be used while completing the exam.**

Each of four proctored exams will be available in the TLC on specific dates listed in the course syllabus. Please do not wait until the last minute to take each test. You will need to call the TLC in well in advance to set up an appointment (at 661-362-3349) to take each exam. This will allow you to verify their hours of operation (which are limited during the Winter & Summer Sessions) and ensure there is a computer available for you use when you arrive. Arriving to the TLC at the last minute without an appointment would be taking a great risk of missing an exam, as the TLC serves many students and computer terminals can be occupied for extended periods of time, especially in the afternoons and evenings. Exams must be completed by the submission deadline to be eligible for credit.

If you are not local to the Valencia campus (local being defined as living in the Santa Clarita, Antelope, or San Fernando Valleys) you need to find an authorized, alternate educational facility, such as a local community college or university, to take each exam. If this applies to you, you will contact the proctoring
facility prior to the exam, obtain their contact information and contact Kimberly Haglund (661-362-3349) or kimberly.haglund@canyons.edu) in the COC TLC lab to make arrangements. Since there are a large number of students taking 100% online classes at COC, Kim will need some time to verify the status of the facility and send out exam details to the proctor.

If you cannot or do not wish to take these proctored exams, it is best that you enroll in a different course.

Technical Requirements:
This course is offered 100% online; there are no class meetings. This is a 100% online class, which means that there will not be any on campus or face to face meetings. However, exams will be proctored at the Tutorial Lab at the Valencia campus (LTLC 126) or another suitable facility closer to you. Exams are proctored in the TLC to ensure they are completed without the aid of the textbook or outside notes to maintain the academic rigor of this transferable course.

There are several technological requirements in order to complete the course.

- The class requirements will be completed using Blackboard, an online course management system as a virtual classroom. Firefox, Chrome, Safari and Internet Explorer 10 are compatible browsers. It is highly recommended that you utilize the first week of the course to determine if your resources are compatible with the requirements of this course. It is recommended that you use the on campus computers labs if you do not have reliable internet access at home. Computers are available for your use in the Library and in the TLC at both campuses if your computer is unreliable. Please check with the library and/or TLC lab for hours of operation; they have evening and weekend hours.
- Possess or have regular access to a consistently working computer with reliable internet access to explore websites and access streaming video over the internet.
- It is your responsibility to use a computer with reliable internet access. If your internet connection is dropped because of a faulty connection or you have other difficulties with your computer, it is your responsibility to troubleshoot the problem. While COC does provide online support for students, having faulty equipment is not a valid excuse to request a make up on a quiz, exam, or discussion board post, nor is it a valid excuse for missing any announcements posted or email messages sent with time sensitive information about assignments and due dates.
  - A note about wireless connections: Many of you may be using laptop computers with wireless internet connections. In the past couple of semesters, wireless connections have proven unreliable when completing work in Blackboard, often resulting in work not being submitted properly. If you decide to use a wireless connection, please be sure that it is reliable and will not disconnect while you are completing your work
  - If you do not have a reliable computer and internet connection elsewhere, you can use the computers on the COC campus in the Tutorial (Learning) Lab now located in the library, room LTLC 126. (Please do not use the computers in the COC Student Center as the browsers have a higher security setting and you may not be able to access portions of the course successfully.) If you are not local to the COC campus, you might try a public library for internet access, although computers at such places may not be set up in such a way that they will work properly with Blackboard and often allow users a very limited amount of time.
  - Email: You possess the ability to send and receive email COC email. If you haven’t already done so, set up your COC email. Click here for directions to set up your College of the Canyons Email. All email communication MUST be sent via your COC email provided. If you do not set up your email address, you will not receive communication from me about the course and it will
be your responsibility to discover any missed information. If you are having trouble accessing your COC email, log into your MyCanyons account and reset your MyCanyons password. This will reconnect your COC email to your MyCanyons account. 
http://www.canyons.edu/Offices/Admissions/StudentEmail.asp

***Computer or network failures are not valid excuses for missing a exam, assignment or quiz in this class, nor is missing important announcements because you didn't check your email.**

Are you ready for an online class?
Learning in the online world requires strong time management skills and a consistently high level of self-motivation. Although I will be in the online world with you, participating in the online discussions and providing weekly feedback to you, I am only present if you log in to the classroom. Thus, there is a significant amount of effort required for success in the online world: in addition to keeping up with the reading for the course, there are discussion board topics, online web pages to view and comment on coupled with weekly assignments, and a quiz to be completed for each chapter or unit. In addition, exams will occur approximately every month. You should expect to spend 6-9 hours per week completing the reading assignments and additional requirements for this class. If this sounds like more than you can manage without external prompting, perhaps a more traditional class is for you (I also teach this course face to face.) If you are highly motivated, then this is the course for you.

I look forward to having you join this class. This course will likely give you amazing insight on the intentions and behaviors of other human beings. If you have any questions about the course, please feel free to contact me via e-mail at michelle.labrie@canyons.edu. Please write Psych 101 in the subject line of the e-mail message or I may not respond. I generally respond to properly identified emails within 48 hours. I’ll “see” you online Monday, August 25, 2014.

Warmly,

Michelle LaBrie

Professor Michelle La Brie
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http://www.canyons.edu/faculty/labriem