Dear Virtual Psychology Student,

Welcome to the Online edition of Psychology 172: Developmental Psychology at College of the Canyons. My name is Professor Micheal Huff and I am your instructor for the course and am looking forward to working with you during the coming semester! Please read this entire letter for details about logging in to the course and the amount and type of work required. If you have any further questions that this letter does not answer, please send me an email at micheal.huff@canyons.edu.

To start things off….
This is a 100% online class, which means that there will not be any on-campus or face-to-face meetings. Examinations will be administered at the TLC at the Valencia campus. 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 reserve an appointment to take each exam. You may do so online http://www.canyons.edu/offices/TLC/Pages/default.aspx

You must make a reservation to take the exam in the TLC lab. 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.

This course will be available on Blackboard beginning on the day that the class officially starts. Instructions for logging in to Blackboard can be found here: http://bb9.canyons.edu.

**Only officially enrolled students will have an account, and you must complete the orientation discussion board by February 10, or risk being dropped from the course.**

***If you are positions 11-20 on the waitlist, it is quite unlikely I will be able to add you to the class. Students will be added if spots become available in the first week of the class.

What you need to do in this class….
It’s all in the syllabus!
Required Materials and Technology

I strongly recommend purchasing the textbook prior to the beginning of class, as course work will begin immediately.

The book is: Life Span Development
Edition: 2ND 14
Publisher: PEARSON
ISBN: 9780205951031

Given that this is an online course, you MUST have available to you a computer with reliable internet access and a valid e-mail address that you check regularly, preferably daily.

Please remember that 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 e-mail messages sent with time sensitive information about assignments and due dates.

Are You Ready for Online Coursework?
As noted above, work for this class will be completed using Blackboard (Bb), an online course management system. In order to succeed in this course, you should be familiar (at a minimum) with using internet browser software (such as Internet Explorer, Firefox, etc.) and with sending and receiving e-mail. If you are unsure of your skill level and whether or not you are ready for online learning, please visit http://www.canyons.edu/Offices/DistanceLearning/Pages/SucceedInDistanceLearning.aspx.

As the instructor of this course, it is my job to help you learn about the field of psychology and give you constructive feedback toward that end. I will help you with using BlackBoard (Bb) and other online tools necessary to complete course assignments. However, it is not part of my job to provide instruction on how to use a computer, the fundamentals of the internet, e-mail programs, or any other basic aspect of online learning. It is your responsibility to ensure that you have reliable equipment and network connections before signing up for this (or any) online class. A flaky computer or unstable internet connection is not an acceptable reason for missing assignments in this course.
If you are already familiar with taking online courses, this class will likely feel comfortable. If this is the first time you have taken an online course, I’d like to point out the differences between the online environment and the traditional classroom. Although online classes have many advantages, including added flexibility, they are unique in several ways and, therefore, may not be for everyone. First, online and hybrid classes require students to utilize good time management skills and possess a high level of self-motivation, since the instructor is not visible on a daily basis, and "out of sight" can mean "out of mind." Although I make every effort to keep you apprised of deadlines, I will not always be visible to you and will not be repeatedly asking you about why you have not completed your assignments. Second, online and hybrid courses require students to learn by reading course material and responding in writing on examinations and assignments. If you enjoy reading and feel that you communicate well in writing, then this format may be for you. To successfully complete this hybrid course, you must read the required textbook, complete discussions and other writing assignments, quizzes and exams.

Because this is an online course, you are required to master the material outside of a classroom setting. This requires approximately 10-15 hours per week of studying in order to complete the reading assignments and other work for this class. If this seems like more than you can manage without external prompting, perhaps a more traditional class is for you. If you are highly motivated, then this is the course for you. This class promises to provide you with a good overview of the field of psychology, as well as the opportunity to interact with a wide variety of students from many different backgrounds.

If you have specific questions about this course, please contact me by email at Micheal.huff@canyons.edu.

Again, welcome to the class!

Sincerely,

Micheal Huff

Professor, Psychology

College of the Canyons