Dear Developmental Psychology (Psych 172) Online Student,

Welcome to an online edition of Developmental Psychology at College of the Canyons. My name is Tammy Mahan, and I will be your instructor throughout this course. Please read this letter in its entirety for details about logging in to the course and the amount of work required. If you have any additional questions please feel free to contact me at tammy.mahan@canyons.edu.

How do I access the course?
This course will be available on COC's Canvas system beginning on the calendar day that the class is scheduled to begin at 12:00 Noon.

Additional information regarding Canvas is located on the COC Distance Learning website.

To complete the orientation for the Canvas operating system, please go to: https://coc.instructure.com on the first day of class and login to the course. Once you log in, you will find instructions for the orientation activities. Make sure to allow yourself at least two hours to complete the orientation. If you have any trouble logging in, you can visit The Learning Center on campus or call 661-362-3344 for assistance (during regular business hours). Completing this orientation/tutorial is not the same as logging on to the website for class. Make sure you complete the tutorial and then login to the Canvas class website to ensure your enrollment in the class. If you do not login by the specified date, you will be dropped from the course.

Class officially begins on the MONDAY of your scheduled semester. You can and will be DROPPED from the class if you do not log in and complete the introduction assignment in Canvas by 11:59pm on WEDNESDAY (of the first week of class). No exceptions will be made. Completion of your introduction will serve as proof of login and involvement and will hold your seat in the class.

PLEASE NOTE: IT IS NOT MY RESPONSIBILITY TO DROP YOU FROM THE COURSE. IF YOU FAIL TO PARTICIPATE IN CLASS, AND DO NOT DROP THE COURSE ON YOUR OWN ACCORD, YOU WILL RECEIVE AN “F” or an “FW” IN THE COURSE.
What happens if I want to add the class or if I am waitlisted?

All wait-listed students will receive priority over those that are just trying to “crash add” the course. If you are waitlisted, availability within the course will be determined by the third day of the first week. Slots will be determined by the number of students who are dropped due to not logging in prior to 11:59PM on the night prior. For example, if five of the currently enrolled students do not login, those five slots will become available and the first five students from the waitlist will be contacted via email with an ADD code. All students who will be offered an add code will be notified via email.

How do I take my quizzes and exams for this course?

VERY IMPORTANT, PLEASE READ: All homework (includes quizzing and chapter exams) can be taken from home. All exams must be PROCTORED. It is your responsibility to set up a proctoring facility if you do not live locally. All local students must contact the TLC for an appointment (661-362-3349).

All exams will be given on specific dates that will be noted in the syllabus. You will have a six day “window” to take the exams (Monday-Saturday). The exams will be available within that timeframe from the time the TLC opens on that given day until it closes. Please note, all exams must be scheduled via an appointment. You will not be allowed to take the exam on a “walk-in” basis.

All assignments, pre-tests/post-tests, chapter tests and discussion boards can be completed at home, within the given timeframes. All due dates will be available in the course syllabus. Late or partial work is not accepted.

What are the required materials for this course?

You will need to purchase the following textbook with access to My Development Lab (My Psych Lab) as soon as possible (please see various options, etc). If you add the class late, it is highly recommended to purchase the Ebook with My Development Access (My Psych Lab) so you can have immediate access to the course materials. You can buy the textbook used if you like, but all students MUST have an ACCESS CODE to My Development Lab (My Psych Lab).

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*Please NOTE: Other versions of this text do exist. If you purchase a used copy of this text, you will still need to purchase an access code. Here are a few of your options:

1. As pictured above; brand-new book with access code and e-book (This option allows you to have a traditional book as well as access to a full online textbook).
4. Access code WITHOUT e-book (if you choose this option you will need access to a traditional textbook).

Given that this is an online course, you will need to have a computer with reliable internet access and a valid e-mail address. If you do not have a computer elsewhere and are local to COC you can use the computers on campus, either in the library or in the Tutorial Lab. It is your responsibility to ensure that you check your email on a regular basis and have an accurate email address on file. It is also your responsibility to ensure that you have a reliable internet connection and all of the appropriate equipment to complete the course content.

How do I know if I am ready for online coursework?
As noted above, your work for this class will be completed using Canvas, an online course
management system. Although not a requirement, it will be very helpful if you are familiar with using internet browser software (such as Netscape, Safari, Google Chrome, Firefox, etc.), with sending and receiving e-mail, as well as attaching a file to an e-mail message. If you are unsure of your skill level and whether or not you are ready to take a class online, you may want to visit this site to take a number of self-assessment surveys.

Who is my instructor?
I have taught Developmental Psychology on numerous occasions within the traditional classroom as well as the online and hybrid formats. Despite the fact that the online environment is somewhat different that the traditional environment, it posses both new challenges and benefits.

Due to the fact that this is an online course, it is going to move very quickly. You will need to be both prepared and ready for the challenge. In addition to the exams, you will have online assignments, discussion boards, and quizzing. You will need to pay very close attention to the due dates of all of these assignments. All assignments are DUE BY 11:59 PM on the assigned due date. Students will need to login to the course website at least 4 times per week. I expect students to invest a minimum of 10-12 hours per week into this course (time invested will vary dependent upon semester and overall length of course). Please feel free to contact me if you should have any additional questions and/or concerns. The best way to contact me is via email at: tammy.mahan@canyons.edu . During the traditional workweek, I will do my best to respond to you within 24 hours.

Some helpful information:

Distance Learning Website:  http://www.canyons.edu/distancelearning

Exam Proctoring Information:  
http://www.canyons.edu/Offices/Distance_Learning/stusupport/proctor.asp

Counseling 070 Information:  
http://www.canyons.edu/Offices/Distance_Learning/info/COUNS070.asp
If you have specific questions about this course, please contact me by phone at (661) 362-5802 or e-mail at tammy.mahan@canyons.edu. If you have general questions about distance learning programs at College of the Canyons, you can contact visit the COC Distance Learning Web Site. I look forward to working with each of you in the online environment!

Sincerely,

Tammy L. Mahan, E.d.D.

Psychology Professor, College of the Canyons