

**Psychology 1: Intro to Psychology**  
**Distance Education Online Course**  
*Class Orientation for Professor Rezec*

Hello and *welcome* to Psychology 1! For those of you taking your first online course and for others who may be familiar with online courses, here is some important information to ensure your success in this course.

If you are able to log onto the course, you will receive credit for completing this orientation by taking the quiz that is posted online. This quiz and Discussion Board Posting #1 are due by Wednesday, 0/12/07 at midnight and neither require the book. Then, we will be really ready to get started.

First of all, please make sure that you read the syllabus thoroughly once you access the course. I cannot emphasize this enough as many of the questions students have can be answered by reading the syllabus. The syllabus is your guide to specific requirements of the course. In most cases, assignments must be completed by Wednesday evening at midnight (just before the day turns to Thursday). However, there may be some instances in which this may not be the case. Please make sure you pay close attention to due dates on the Course Calendar posted on Blackboard. If you have any questions after reading the syllabus and viewing the course calendar, please make sure that you contact me for clarification.

Each week, we will have assigned reading (chapters in the textbook), a discussion board forum, and either a quiz or exam. There will also be one short written assignment meant to familiarize you with research in psychology. The lecture slides and chapter objectives posted are meant to help you pull out main concepts and theories from your readings and it may help you to look those over both before and after you read a chapter. There are no video or audio lecture files and all quizzes and exams will be taken online with a time limit applied only to exams and not quizzes. Quizzes can be taken at anytime before the due date (i.e., they are not “scheduled” to be taken within certain hours). You should plan on devoting 10-12 hours per week to this course.

I suggest that you immediately begin navigating through the website and get familiar with each area. The following is a description to the website platform and an outline of where you will be able to locate important areas on the site...

## **Blackboard**

Saddleback College online courses are offered through a website called Blackboard. The URL is: <http://socccd.blackboard.com>. If you are already enrolled in the class, you will be able to log in (using your username, which is usually the same as the part of your email address before the @saddleback.edu) and the last 4 digits of your social security number (or other number used to identify you by the school) followed by two zeros.

Once you log in, you should see that this course is listed at your landing site. Click on the small book icon next to the course. If you do not click on the course icon, all you will see is the announcement page for the course and not the full course main page.

For further tips on how to use Blackboard and system requirements, see the following site: <http://www.saddleback.edu/itc/user/blackboardfaq.html>

*You will need to email me for an access code to open the COURSE MATERIALS folder if one did not come with your textbook. You can access the course before buying the code in order to complete the orientation quiz and Discussion Board posting for the first week, but the code will allow you to take the remaining online quizzes and online exams, as well as give you access to the Course Materials button (see below).*

### **Required Textbook and Blackboard Access Code**

Huffman, K. Psychology In Action, (7<sup>th</sup> Edition, 2004). John Wiley and Sons Publishing. This should come with a card containing a Blackboard Registration/Student access code when you buy the book new from the Saddleback College bookstore. If you buy the book used, contact me for the accompanying access code.

Additional Required Readings: Additional research articles and web site links will be made available to on the course Blackboard website for students to read in order to complete the course Writing Assignments described below.

### **Main page**

- Once you are in our course website after clicking the book shaped icon
- Announcements- check here often, you can view them by day or week etc.
- Toolbar on the left that links you to each of the other areas on the website

### **Course Calendar**

- On the left hand side of your window, you should see a tool s section. Choose Course Calendar. A table of all due dates for the course will appear. Transfer the due dates into your own planner or print this up for quick reference.

## **Syllabus**

- Orientation information document (this document)
- Syllabus
- The written assignment will be posted here later

## **Staff Information**

- Instructor contact information
- A link to my website

## **Exams**

- Exams will be posted here. All quizzes will be placed *in their respective chapter folder*. You should refer to the course calendar for all due dates. Make sure you read the sections already posted under the Exam section of the site so that you know what types of things will kick you off of the online exam by accident. You will also be reminded of timelines for taking quizzes and exams etc. (these are also mentioned in the syllabus)

## **Course Materials**

- Very important! This will contain slides, chapter/unit objectives, and many helpful resources to help you learn. The information will be organized by chapter. A different chapter is assigned each week (see the syllabus and course schedule). There is nothing keeping you from working ahead if you so choose.

## **Discussion Board**

- This is the most interactive part of the class. You will post your responses to the questions and to other students on this part of the page weekly. Occasionally you will be required to work in groups. This requires you to go to the Communication tools on the left of your page and choose Group Pages. Hopefully, you will enjoy this part of the class and learn a lot through interacting with your peers. See the rules for Discussion Board posting that are always there to remind you to be appropriate and thorough in your postings.

- There will be a "Student Question Forum" on the discussion board in which you can ask me or your fellow students questions. You may also e-mail me directly with any questions regarding the course or class material.

## **My Grades**

- Check your grades- your grades will be posted here after every weekly quiz. Grades are posted every week or biweekly and an email will always be sent out to let you know that grades have been updated.

**Important note:** I will e-mail you via your Saddleback College e-mail account, therefore, you need to make sure you are checking your Saddleback e-mail account frequently. This is my only way of contacting you so please be sure to check this email account. It can be checked from anywhere using MySite ([www.saddlback.edu](http://www.saddlback.edu)). I usually reply to emails within 24 hours on weekdays, but not necessarily on weekends. To forward your saddleback email to another account, take the following steps: go to MySite at the site listed above, click on that link, click on the *email* tab on the upper portion of the page, click on the *email* link on the left, a window will open up that asks you for your login and your password. These were given to you at orientation (usually your first initial and last name followed by a number such as 0 or 1 and the last 4 digits of your student ID). Then, click the *options* link on the upper right, click on *settings* on the left panel, type in your forwarding email address in the box provided, and then click on *save changes*.

**Contacting your instructor:**

Please email me directly at [arezec@saddleback.edu](mailto:arezec@saddleback.edu) rather than clicking on the link to email me from within Blackboard. Your email will get to me faster that way. Make sure that the first two words in the subject line of your email to me at [arezec@saddleback.edu](mailto:arezec@saddleback.edu) say "*psych 1 webclass*" so that I can filter my email and answer your questions first. I also teach 6 courses and this will distinguish your email from my other students' emails so I know what class you are writing about. I will reply to your email within 24 hours on weekdays, and emails sent on the weekends on Monday afternoons.

**Comments** Online classes are not meant to be easier than onsite classes...if anything, they are typically more challenging as you need to take on a proactive role in your learning and stay organized. Furthermore, psychology is not a simple subject and many of you will have to shift gears your thinking about psychology for this course. Most of us think of mainly clinical psychology and therapy when we think of the field, but consists of a broad range of over 54 defined subareas of research. We will cover research topics in all the main areas of psychology. However, I tend to emphasize how the material relates to real life whenever possible (as does the text chosen for this class). Many students write to me after the course is over to let me know how relevant the material was to them long after taking the course. I hope that you will be one of them!

Just like any class, you will get out of this what you put into it. I look forward to guiding you along the way! Remember to a) take the first online quiz about the syllabus and orientation doc and b) finish the first discussion board topic posting and complete both by Wednesday, 9/12/07 at midnight in order to receive orientation credit.

Best wishes,  
Professor Rezec