

Instructions for Students Enrolled in Psychology 301 – Spring 2007

(Read all of this. The material will be included in an early quiz)

- There are five sections of Psy 301 – all taught over the Internet through BeachBoard. The instructors are Drs. M. Barone, V. Binder and K. Colman. Students in all sections will have the same assignments, instructions, grading policy, graders, etc.
- As soon as possible, and definitely by the end of the first week of the semester each student **must have an e-mail account registered on “MY CSULB” in order to access the course through BeachBoard and to receive course related e-mail.**

If you do not have a personal e-mail account already, you may obtain a campus account by going online to <http://www.csulb.edu/namemaster>. If, for some reason, you have problems getting an account online, (or if you have an account but have forgotten your password) go to the North Campus Help Center in the Steve and Nini Horn Center. To ask questions about the campus computing system (how to log on, how to correct a password, etc.) go to <http://helpdesk.csulb.edu>, phone the helpdesk (562-985-4959) or stop by the North Campus Help Center.

- To access Psychology 301, go to <https://beachboard.csulb.edu>. You will be asked for your campus ID (printed on your picture ID card) and the password for your account.
- **You should be able to have access on Monday of the first week**—try to access the course on that very first day of the semester. If you are not allowed access as a student because your e-mail account is not yet active, you may view an overview of the course by logging on as a guest.
- If you are confused by all of this, you will be able to ask questions about Psy 301 on BeachBoard (not about getting accounts or logging on) during the orientation sessions given by the instructors. **Though the orientation sessions are not required, the instructors strongly advise attending one. Extra credit is given for your attendance.**

Day	Date	Time	Room
Tuesday	January 30 th	12:45 to 1:45	304 - Barone
Wednesday	January 31 st	9:45 to 10:45	304 - Binder
Thursday	February 1 st	12:30 to 1:30	304 - Barone
Friday	February 2 nd	11 am to noon	304 - Binder
Monday	February 5 th	12:30 to 1:30	304 – Barone?
Tuesday	February 6 th	12:30 to 1:30	304 - Binder
Tuesday	February 6 th	6:30 to 7:30	300 - Binder
Wednesday	February 7 th	9:30 to 10:30	304 - Binder

- If you do not have your own home computer, you may use the computer labs on campus in the library or the Steve and Nini Horn Center.
- All e-mail initiated by the instructors will be sent to the e-mail account you have registered on “MY CSULB”. To send messages to the instructors, you must send them to psy301@csulb.edu, using your web or personal account. It is not possible (in Psy 301) to send messages to the instructors via BeachBoard.

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- Information about using BeachBoard (procedure for getting readings and assignments, taking quizzes, etc.) is:
 - online once you access the BeachBoard system at <https://beachboard.csulb.edu>
 - described at the orientation sessions (if needed)
- Eight of the assignments are available starting the first week of the semester. Four of these are due by Thursday of Week 2 of the semester (February 8th), so get started ASAP. An additional four assignments are due by Thursday of Week 3 (February 15th). Thus, by the end of week 2, you will have had an opportunity to earn 75 of the 1500 points available in the course and by the end of week 3, you will have had a chance to earn 175 points. **No late work is accepted, no matter what the excuse.** Psy 301 teaches professional behavior including personal responsibility, organization, and following instructions (for those who need practice with these critical elements of success in college and society) as well as the content of the course and practice using the Internet.
- There is one required paperback text for the course: *(Available for purchase in the campus bookstore and from amazon.com.)*

Kuther, T. L. (2006) *The psychology major's handbook*. Wadsworth.
- In addition to the required paperback text you will also need to access the APA Code of Ethics on the Internet. Check BeachBoard for a link to the Code once the semester begins. **And you will need to read:**
 - instructor-prepared documents posted on BeachBoard. You may find these on the *Texts/Readings* tab.
 - Documents posted for Psy 301 on the CSULB library e-reserves
- Throughout the course, information that is relevant to all students will be posted on the *Announcements* section of BeachBoard and/or sent to all students through their e-mail accounts. Therefore, you should check both of these sources at least three times a week—including at least once on Monday or Tuesday. Not reading announcements or failing to check your e-mail regularly is not an excuse for missed assignments.
- All questions about the *course content* should be sent via e-mail to psy301@csulb.edu. For questions to psy301@csulb.edu, please use the correct format as described on BeachBoard. (Questions about the mechanics of webmail and BeachBoard should be addressed to helpdesk@csulb.edu). The psy301@csulb.edu e-mail account is checked regularly, at least once a day (and often several times a day) Monday through Thursday noon. E-mail may occasionally be checked after that --- Thursday after midday, Friday, Saturday, Sunday—but not routinely. **Do not send questions about course procedures to an instructor's e-mail account. Only messages sent to psy301@csulb.edu or other addresses designated for certain future assignments will be answered.**

Have a good semester.