

Dear student,

Welcome and thank you for enrolling in the following web course!

Please note that while the *majority* of the course content and course mark for **PSYC 1020HW WEB 2011WI** [*Introduction to Psychology I: Experimental and Biological Bases of Behaviour*] is completed using on-line (internet) resources (WebCT / myLearning System), please be aware that in this course the final exam is a “live” [face-to-face] final.

That is, you will be obligated to travel to either the Oshawa or Peterborough campus of Trent University to complete the final exam during the (scheduled) final exam period (see below for other options).

For this current course, **PSYC 1020H W WEB 2011WI**, a three hour final exam is scheduled for **the final exam period in April 2011**.

The actual date, time and location (on each campus) is TBA.

PLEASE READ & ACKNOWLEDGE

Declaring your final exam site preference

If you are registered for this course and are writing the final exam in Peterborough then you do not have to do anything.

If you are registered for this course and are writing the final exam in Oshawa then please use the

Online Course Final Exam Site Declaration form

[FOUND ON THE MAIN PAGE OF THE PSYC 1020H-W WEB 2011WI WEBCT SITE]

If you are registered for this course and are:

(a) In Ontario, but located more than 200 kilometers from either Trent campus (Oshawa / Peterborough);

(b) In a different province; or

(c) Out of the country;

then please complete the

Online Course Final Exam Site Declaration form

so that arrangements can be made to set up a proctored final exam.

YOU NEED TO RESPOND WITH YOUR CHOICE BY:

FRIDAY 15 February 2011.

Text & CD-Rom

Please note that this course requires you to purchase the current edition of this text

[Weiten, W., & McCann, D. (2010). *Psychology: Themes and variations* (2nd Canadian ed.). Toronto: Thomson / Nelson] as well as the PsykTrek 3.0 CD-ROM (PsykTrek 3.0: A Multimedia Introduction to Psychology by Wayne Weiten (CD ROM)).

The CD-ROM is necessary for a variety of reasons, such as submitting completed simulations and demonstrations, which are a marked portion of the course.

NOTE: this CD-ROM will come “bundled” with the text if purchased at the Trent Peterborough Bookstore. The text & CD-ROM may also be available at the Oshawa campus.

Please contact the Oshawa campus for times / dates when text may be purchased.

Alternatively, you can order on-line from Follett’s which is affiliated with the Trent bookstore in Peterborough [www.effollett.com]. You can navigate to the Trent Peterborough portion of this website and order the package. Any questions?

Call the Trent Peterborough bookstore (705-748-1111).

PLEASE READ & ACKNOWLEDGE

Accessing this on-line course

The web course is accessed through Trent's WebCT / myLearning System site

[<http://www.trentu.ca/admin/it/webct/>].

If you have [internet / telephone] connectivity issues, issues logging into WebCT or any other computer related problems, then use the menu found on the left side of the WebCT homepage – usually this will help solve many of the issues you might be having.

If problems persist, then please contact Trent Information technology help (Trent IT help) **immediately** [<http://www.trentu.ca/it/>]

You may wish to use the computers available on either campus of Trent University to complete various components of the course.

IF COMPUTER PROBLEMS OCCUR - THEN USE OF COMPUTERS ON CAMPUS OR AT LOCAL / AREA LIBRARIES CAN BE A PRACTICAL ALTERNATIVE.

PLEASE READ & ACKNOWLEDGE

Modules & time limits

This web course is organized into a set of “modules”. Each module is concerned with a specific aspect or related group of topics in psychology (e.g., principles of learning).

Each module has a variety of components that you as a student are *obligated* to complete (e.g., discussion topic, PsykTrek assignment, quiz).

Please note that each module will be available for a limited time of SEVEN (7) days: Usually from Monday till the following Sunday. Please check the course outline for actual dates and time limits.

As a consequence, completion of the components (within a module) must be accomplished in a timely manner. For example, participating (offering your views) on a discussion topic is required for most modules. Contributions for any particular discussion will be accepted during the time frame while that particular module is ‘active’ (i.e., until 6 pm on the final day of the module).

Otherwise your contribution(s) will not be assessed and NO mark will be assigned.

Also, note that, in general, late submissions of any component (made after the module time period has expired) will not be accepted.

Also note that quizzes and the term test are only available during a scheduled “interval” of time. For example, any particular quiz is ‘active’ at the end of each module for **one day only**.

Note that you may start and complete a quiz or a test at anytime during the active period. For example, if a quiz’s availability is scheduled to end at 8:00 am, as long as you are logged in and are “active” in the quiz itself before the end time, you will be allowed to complete that quiz.

Because of how the WebCT / MLS server works, it is important to periodically **“save”** your quizzes and especially your term test as you complete them (by clicking on the appropriate button).

Otherwise, there is a risk of your responses NOT being saved.

PLEASE NOTE THAT ALL ASSIGNMENTS, DISCUSSIONS, SIMULATIONS, TESTS & QUIZZES ARE EXPECTED TO BE COMPLETED IN FULL AND ON TIME (SUBMITTED BY THE DUE DATE/TIME) REGARDLESS OF OTHER ON-GOING CONCERNS (E.G., JOB RESPONSIBILITIES; TRAVEL ARRANGEMENTS; VACATION PLANS; OTHER OBLIGATIONS).

EARLY SUBMISSIONS ARE ALWAYS WELCOME!

PLEASE READ & ACKNOWLEDGE

Submissions

As part of this course, you are asked to submit various types of written work, such as lab assignments. It is important to submit the labs in a format that can easily be accessed. Therefore, it is best to submit labs (and other written work) as either a: (i) Microsoft Word file; or (ii) RTF file. An Open Office document is also acceptable.

Formats such as Excel or .pdf or .pages can NOT be used.

Written work submitted as an Excel or .pdf or .pages file will NOT be marked.

Please note: It is preferred that ALL course work be submitted via the assignment drop box that can be found on the WebCT site. On the WebCT site, there is a small file that shows you how to use the assignment drop box.

Please contact Ashley Olver [ashleyolver@trentu.ca] if you have any questions about accessing / utilizing the assignment dropbox in WebCT.

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Use of discussion boards for responding / posting of discussions ONLY

Please do not use the discussion board or WEBCT email in attempting to contact Professor Adams or Ashley Olver, as you will NOT get a reply.

Please do not use the discussion board to ask other students for advice or anything else regarding the course – it is best to email Professor Adams or the Ashley directly! A careful reading the syllabus will, usually, clear up most questions you may have.

When using the discussion board it is important to understand that your postings and responses to other students should be fair, moral and ethical.

If you are unsure about proper netiquette, please

find out more by using these links:

<http://www.trentu.ca/it/ethics.php>

<http://www.albion.com/netiquette/corerules.html>

PLEASE READ & ACKNOWLEDGE

Students Registered with DSO

If you are currently registered with the Disabilities Services Office (DSO), please ensure that the DSO communicates with Professor Adams **immediately** regarding the particulars associated with your accommodation.

Please note that students seeking accommodations for this course (PSYC 1020H-W Web 2011WI) **MUST** communicate with DSO and inform DSO of the accommodation(s) they require.

Otherwise **NO** accommodations will be allotted.

PLEASE READ & ACKNOWLEDGE

Acknowledgement

ONCE YOU HAVE READ THIS NOTICE, PLEASE SEND AN EMAIL to Professor Adams (jadams@trentu.ca) or to the course teaching assistant Ashley Olver (ashleyolver@trentu.ca) VERIFYING THAT YOU HAVE READ, UNDERSTOOD & ACKNOWLEDGE THE CONTENTS OF THIS NOTICE.

Thank you and good luck in the course!

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