

August 21, 2011

Dear Student,

Welcome to Intro to Psychology! My name is Ms. Lanzon and I will be your professor for Introduction to Psychology for the fall 2011 semester. The first day of class is August 25, 2011. You are to log in on that day and begin checking out the course. If you are unable to log in at that time, you need to contact Registration as soon as possible. The course is set up in packets located underneath the Course Material icon. Tests are located underneath the icon named Examinations. Discussion Board assignments can be accessed either through the packet or by hitting the Discussion Board icon on the left of the screen. The packets give complete information for the assignments due. Packets will be opened up on Monday morning of each week. You have to have a current textbook for this course. The textbook is called Psych (second edition) and is written by Spencer Rathus.

Chapter one assignments include: reading chapter one thoroughly, answering your first discussion board and replying to others' postings, answering your first critical thinking assignment, and taking your first exam over chapter one. These assignments are due by August 28<sup>th</sup> at 11:59 p.m. You are to incorporate the material from the chapter you have read into all of your written assignments. Discussion board and critical thinking assignments are not just your opinion. Critical thinking assignments are to be typed in Word, spelling and grammar checker used, and then the answer copied and pasted into a Ucompass email from you to me. You **ONLY** use Ucompass email for this course. Otherwise, your assignments will not be graded. You must follow this process for the entire semester. If you do not do both parts of the discussion board assignment (answering the question for other to view and replying to other students' postings) you will only receive a possible 5/10 points. If you do not answer assignments in proper English, you will lose points. Thus, no text language allowed. This is a college course and I expect college level writing. If you need help with writing or test taking, we have a Learning Lab that is located on the second floor of the Learning Resources Center. Also, their number is 313-845-9563. Finally, HFCC offers free tutoring.

Your exams are one hour and fifteen minutes long. Do not take the exam without reading the assigned chapter. Once you enter the test, you cannot hit the back button, surf the web or hit refresh. If you do, you are likely to lose the exam and end up with a zero. If you go over the allotted time for the exam, you will lose a point (equal to four answers) for each minute you go over. So, once again, read the chapter and take notes on it before opening up the exam. I am available to help you prior to 9 p.m. My cell number is 734-968-7884. I can also meet with you by appointment. Set aside 3-5 hours of time during the week for this course. All introduction to psychology courses have a mandatory cumulative 100 question final examination. In order to receive an "A" in this course, you must pass this exam with at least a score above 50. So, if you have an "A" going into the final, your score on the final must be above a 50 to maintain that grade.

You also have a formal critical thinking paper that is due on October 16<sup>th</sup> at 11:59 p.m. You are to read an assigned article and follow the paper guidelines given to you when writing the paper. You are to use proper English when writing your papers for this class. That means, "I" is always capitalized when referring to one's self. It means you are to answer in complete sentences and paragraph form. You are to indent your paragraphs as well. You are also to use APA format for this paper. Here is a helpful APA guidelines website:  
<http://owl.english.purdue.edu/owl/resource/560/01/> Make sure you use it!

I hope this letter gets you started with the course. If there are ANY questions or if you need ANY help I am here for you either by phone or by meeting with me. Take care and welcome aboard!

Sincerely yours,

Ms. Lanzon

734-968-7884