



Syllabus

Department of Geography and Anthropology, Kennesaw State University

Instructor: Mrs. Ulrike (Uli) Ingram

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Website: d2l.kennesaw.edu/

Office Hours: By appointment only

Class Format: ONLINE

Phone: 678-824-2620

COURSE DESCRIPTION:

This is a survey course for students with an interest in geographic concepts and methods.

Students will obtain fundamental geographic principles of place and space, and learn introductory geospatial techniques such as map reading, coordinate systems, scale, distance, direction, global positioning system (GPS), geographic information system (GIS), remote sensing, and spatial analysis. Student will also learn basic skills in collecting, manipulating, analyzing, and understanding geospatial data by using maps, aerial photos, satellite imagery, and Google Earth technologies.

COURSE PRE-REQUISITES:

There are no prerequisites for this course.

COURSE OBJECTIVES:

Students who successfully complete this course should be able to:

1. Develop basic skills for map reading, interpretation, and analysis.
2. Describe fundamental geographic concepts including location, direction, distance, and scale.
3. Review geospatial technologies including mapping, GIS, GPS, remote sensing, and spatial analysis
4. Identify basic geographic concepts and methods to study the spatial distribution of human and physical features on the earth.

Students will demonstrate their proficiency in the above by:

1. Completing reading and written assignments on time
2. Actively participating in discussions
3. Submitting chapter quizzes

COURSE DELIVERY FORMAT:

This is an online class.

Since this course will be conducted entirely on-line, you will have a much greater responsibility for keeping up with the course than you might have in other classes. In order to help you keep up with the work, I have set up the course by learning modules, which contain lectures, readings, quizzes, discussions, and written assignments.

This course is set up on a weekly schedule, covering one learning module per week. The materials for each learning module will usually be available from 8:00 am on Mondays till 6 pm the following Monday. All quizzes, discussions, and assignments are due at **6 pm on Mondays**. Please make sure to note this in your calendar. Other courses might have a midnight deadline. For each module, you will have a "lecture" to read, readings from the textbook or handouts, weekly quizzes about the assigned readings and lecture, and a group discussion in which to participate. There will also be written assignments during the course of the semester. You will need to make sure that you do not allow yourself to fall behind.

REQUIRED TEXTBOOK:

There is NO required textbook in this course.

GRADING:

Course Components	Points	Percent	Total Points
Contract	14	4	14
Assignments	20 pts x 6 assignments	32	120
Discussions	12 pts x 11 discussions	35	132
Quizzes	10 pts x 11 quizzes	29	110
Total:		100	376

Final grades for this course will be given based on the total score that is calculated using the scores for all the required components: A = 376-339; B = 338-301; C = 300-263; D = 262-226; F = less than 226

If you want to calculate your grade at the end of semester, remember to only include the contract, the highest 6 (six) assignments, the highest 11 (eleven) quizzes, and the highest 11 (eleven) discussions.

COURSE COMPONENTS:

During the course of the semester, you have several ways to demonstrate your command of course objectives. Note: all materials are required. However, you are only required to complete 11 out of 13 quizzes and discussions, and 6 out of 12 assignments.

COURSE CONTRACT:

The first assignment for this course is the course contract. By electronically “signing” and returning the blank contract file to me, you state that you have read all the “Start Here” documents and agree with the course policies. The blank contract is provided in the Start Here Module. You will need to download it. Open it and add your digital signature (meaning put your name next to Name:). Save the file as “YourLastName_Contract.doc.” Then upload it to the Contract dropbox in D2L. As part of the contract submission, you are also required to upload a photo of yourself to your D2L profile. You will also have to read and agree to the GIS lab policy here: <http://goo.gl/forms/yF6dJ9n1PS>. You will only receive credit for the contract if you complete all 3 parts (the contract document, your profile picture and the GIS lab policy).

DISCUSSIONS:

There will be 13 discussions topics throughout the semester. The discussions are based on the corresponding “lectures”, textbook chapters and/or handouts. You are required to participate in 11 out of the 13 discussions, or if you choose to participate in all 13 discussions, I will drop the lowest two grades. Each discussion is worth 12 points. For a discussion topic, you need to post your responses on the discussion board, as well as post replies to other students’ postings. You need to strictly follow the rules of netiquette and the requirements in the Discussion Instructions.

I take the discussion participation very serious, and expect you to as well. I will either participate in the discussions, or provide feedback after the fact. I will be able to tell who was actively participating and who was not. There will be **no extensions or make-up opportunities** for the discussions. If you are not able to post for a learning module, you will not be able to receive any credit for the discussions.

QUIZZES:

There will be 13 quizzes throughout the semester. You are required to take 11 out of the 13 quizzes, or if you choose to take all 13 quizzes, then I will drop the lowest two grades. Each quiz is worth 10 points. All quiz questions will be covered in the lectures, the textbook, and handouts. The format is multiple choice questions and short answers. There will be **no extensions or make-up opportunities** for the quizzes. If you are not able to take a quiz for a learning module, you will not be able to receive any credit for the quiz.

ASSIGNMENTS:

Reading assignments are the “lectures”, textbook chapters, and other handouts I will post in the weekly learning module. Please keep up with the lectures, and finish the readings, and take the weekly quiz after every “lecture.”

There will also be several written, map, or image identification assignments. You are required to complete 6 (SIX) out of 12 assignments, or if you choose to complete more than 6 assignments, I will record the highest 6 grades. Each written assignment is worth 20 points. You will submit your completed assignments through the assignment drop-box in Desire 2

Learn (D2L). I will NOT accept assignments by email.

LATE SUBMISSIONS:

I will accept late submissions for the assignments up to one week late. You will lose 10% for each day of lateness. Since the assignments are due at 6 pm on Monday, if you submit your document after 6 pm on Monday, you will lose 10%. If you submit it on Tuesday, you will lose 20%, and so forth. If you would like to submit an assignment late and receive credit for it, you need to email me to let me know. D2L does not always notify me of late submissions after the initial deadline has passed. I do NOT accept late submissions for the discussions or the quizzes.

COURSE POLICIES:

FILE POLICIES:

FILENAMES: You need to include your last name at the beginning of the file name. For example for the chapter1 exercise, I would name my submission: Ingram_Chapter1.doc. If you do not include your last name at the beginning of the file name, I will take off 5 (FIVE) points.

FILETYPES: If you submit the incorrect file format, I will take off 5 (FIVE) points.

Be sure to read the Paper Requirements document in the Start Here module for more details.

TECHNOLOGY REQUIREMENTS:

Internet: Since this course is conducted entirely on-line, it is required that you have access to a computer with a reliable and HIGH speed internet connection. If you don't have reliable internet at home, you need to find a backup location. You will have to log into D2L **SEVERAL** times a week for this course. You will not be able to complete parts of this course with just a tablet or a phone. You must be able to send email with attachments, and upload documents in D2L. If you find yourself unable to log in multiple times per week and actively engage with this course, I would recommend you withdraw from this course. I cannot make exceptions for students who are only active in this course 1 or 2 days per week.

D2L training is available here: <http://uits.kennesaw.edu/support/d2ltraining.php>

If you have any questions about D2L, please ask me for help first and then as a second step contact KSU's ITS (Information Technology Service) in one of the ways below:

Email: studenthelpdesk@kennesaw.edu

Call: 470-578-3555

Walk-in support: See <http://uits.kennesaw.edu/support/> for times and locations

If you do contact ITS, you need to copy me in on the service request email.

Adobe Reader: You will need Adobe Reader to open the lecture files, readings, and assignments (which are in pdf format). If you do not already have Adobe Reader installed, you can download it for free at: www.adobeacrobat.com.

Word Editor: You will need Microsoft Word for some of the written assignments. If you do not have access to Microsoft Word, you can use Open Office instead. Open Office is a free software available at: <http://www.openoffice.org>. Alternatively you may connect to the GIS lab remotely and use Microsoft Word remotely instead of installing Open Office.

Remote Connection Option: For any of the written assignments that require a software that you do not have installed on your home computer, you may either install it on your home computer or connect remotely to the GIS lab. There are some programs that require a license that is too expensive for you to purchase. Those programs are available in the GIS lab, so you can work remotely for those assignments. For more details about how to connect to the GIS lab remotely, please see the following link: <http://virtualowl.kennesaw.edu/>

In order to run the virtual client successfully, your computer will need to meet the following minimum requirements: Windows 7 or higher; Mac OS 10.8 or higher; Ethernet cable; Mac AirPort turned off; Display resolution above 800x600

COMMUNICATION:

In any email you send me, you need to include the course and section number and your name in the subject line as well as the subject itself (for example: Geog 1102 John Smith – question about xyz). This applies to emails in D2L or to my Kennesaw.edu email address. I will respond to all emails that contain questions. If you send me an email you can expect an answer within 24 hours. If you do not receive an answer, please send me a follow-up email, in case your first email did not

reach me.

There are two ways to email me:

- 1) D2L Mail Tool. NOTE: I can only respond to D2L emails from my computer, not my phone when I am away from my desk.
- 2) My KSU email address (uingram@kennesaw.edu). You are absolutely required to put the course name and your name in the subject line. I have 100 students each semester, so I am not going to search for your name to find which course you are taking in order to answer your specific question.

For any questions that may benefit other students as well, I'll ask you to post your question on our Questions Discussion Forum, so others will see the question and answer too rather than me answering multiple, individual emails.

There are two ways to contact me by phone:

- 1) If you need a quick response, you can send a text message to [678-824-2620](tel:678-824-2620). You will need to include your name and the course you are taking in each of your messages.
- 2) You may also call me at that number. Please leave a message. I don't answer calls from unknown numbers, but I will call you back if you leave a message.

If you want to connect with the other students in this class, you need to use the default discussion topic.

Grades: The quiz grades are usually available right after you submit the quiz. For the assignments and discussions, I will try to post grades within one week of the due date. The grades will be posted to the D2L gradebook. After I have posted a new grade, it will notify you the next time you log into D2L that there is a new grade available for you to view.

COURSE NETIQUETTE:

Rules of conduct for discussion board and email.

In all correspondence on discussion boards and email, you are required to use standard English. Abbreviations are not allowed. Your postings on the discussion boards are part of your assignments, therefore proper grammar and correct spelling is expected. Please proofread your submissions before posting.

Use of the electronic communication modes on D2L is restricted to relevant course material and questions. You must be respectful at all times of other students and the professor. Profanity or derogatory comments are not allowed. You will receive one warning for any postings or emails that are deemed inappropriate or disrespectful. After the first warning, you will receive zero credit for any disrespectful postings, and the postings will be deleted.

Continued misuse of the discussion board or email will lead to a failing grade in the course.

Please refer to any of these websites for detailed netiquette guidelines.

1. <http://www.albion.com/netiquette/>
2. <http://www.studygs.net/netiquette.htm>
3. <http://kennesaw.edu/elearning/netiquette/>

KSU SERVICES AND POLICIES:

FINANCIAL AID ATTENDANCE COMPLIANCE:

You are responsible for determining your enrollment status in all classes to protect your financial aid monies. **NOT ATTENDING A CLASS FOR WHICH YOU ARE REGISTERED IS NOT THE SAME AS WITHDRAWING FROM THE COURSE.** You must complete an online withdrawal to be removed from a course. If you stop attending class but do not complete an online withdrawal **BEFORE** the last day to drop without academic penalty, you will receive a grade of WF, which counts as an F in calculating your grade point average and counts as a completed course for determining your financial aid award.

ACADEMIC INTEGRITY:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious or intentional misuse of computer facilities and/or service, and misuse of student identification

cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.

For the any written content, you are not allowed to copy any sentences or paragraphs directly from books, journal papers, lectures, newspaper articles, websites, or other people’s work. This kind of action is considered as Plagiarism. Please write in your own words or using appropriate citation for very short quotes. You will need to give the source of each citation, and list it in References.

Every written assignment that you submit in this course will be checked for plagiarism using TurnItIn. TurnItIn is integrated into D2L. You will NOT have to create a TurnItIn login, or upload your assignments to TurnItIn. After you submit your assignments to D2L, an originality report will be generated showing me whether the content is original to you. I will contact you individually if there is an issue after running your assignment through the TurnItIn program. If your TurnItIn score is higher than 20%, I will email you to discuss the cause and consequences.

DISABILITY:

Kennesaw State University provides support for students with disabilities through the KSU disabled Student Support Services (<http://sds.kennesaw.edu/>). It is the student’s responsibility to identify himself or herself as an individual with a disability. A qualified individual in the area of the identified disability must provide the documentation of the disability. This documentation must show how the disability creates a significant impact on the individual’s academic performance; it should include suggested accommodations that are reasonable to provide in an academic setting.

KENNESAW STATE POLICY ON INCOMPLETES

Please read the section on the following website about the grade “I” (for incomplete) and how to change an “I” to an actual grade: <http://catalog.kennesaw.edu/content.php?catoid=24&navoid=2170>

KENNESAW STATE STUDENT CODE OF CONDUCT

Please review the following link for Kennesaw’s policy on student code of conduct: <http://scai.kennesaw.edu/codes.php>

SUPPORT SERVICES AND OTHER RESOURCES:

KSU Policies: <http://distanceed.hss.kennesaw.edu/elearning/onestopshop.html>

KSU student support services: <http://learnonline.kennesaw.edu/resources/index.php>

KSU student resource links: <http://registrar.kennesaw.edu/policies/>

Confidentiality and Privacy Statement: <http://enrollmentservices.kennesaw.edu/training/ferpa.php>

University – Student Rights Statement: <http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263>

Course Accessibility Statement (ADA statement): <http://sds.kennesaw.edu/guidelines/institutional-policies.php>

D2L Start Page: <http://d2l.kennesaw.edu/>

Help with D2L: <https://web.kennesaw.edu/acs/service/desire2learn>

More Help with D2L: <https://web.kennesaw.edu/acs/pages/desire2learn/student-resources-d2l>

ESRI (company that makes ArcGIS software) Website: <http://www.esri.com/>

CAREER SERVICES:

The College of Humanities and Social Sciences is pleased to offer academic advising to students in the Undergraduate Advising Center (UAC). The UAC is located in Pilcher 129, on the first floor near the Foreign Language Resource Center. Their hours are Monday - Thursday 8 am - 6 pm, and Friday 8 am to 5 pm. Students are strongly encouraged to make appointments using the website, <http://www.kennesaw.edu/hssadvising/appointments.php>, or by calling the Center during office hours at 770-794-7728. For more information, visit the UAC website: <http://www.kennesaw.edu/hssadvising/home.php>.

UNDERGRADUATE ADVISING CENTER:

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WRITING CENTER:

If you need any help with writing your assignments for this class, you can ask me specific questions. If you are looking for more general help with writing, please contact the English Department's writing center. It is located in the Humanities Building in room 242. The phone number is: 770-423-6380. The website is: <http://writingcenter.kennesaw.edu>.

LIBRARY:

KSU's library provides a variety of resources to KSU students. The on-campus library is called the Sturgis Library and is located in Building 17 (on KSU's campus map). It features books, and many current and bound periodicals. KSU's library also has a searchable website which will easily let you find newspaper and journal articles, as well as additional research for your discussion postings. The library website is available at: <http://library.kennesaw.edu/>

Product/Software	Privacy Policies	Accessibility Policies
ArcGIS (ESRI)	http://www.esri.com/legal/privacy	http://www.esri.com/legal/section508/swguide
Microsoft Office	https://privacy.microsoft.com/en-us/privacystatement/	https://www.microsoft.com/enable/products/office2013/
Voicethread	https://voicethread.com/howto/category/privacy-faq/	http://voicethread.com/about/features/accessibility/
Youtube	https://www.youtube.com/static?template=privacy_guidelines	https://support.google.com/youtube/answer/189278?hl=en
Adobe	http://www.adobe.com/privacy.html	http://www.adobe.com/accessibility/compliance.html
Kaltura Mediaspace	https://corp.kaltura.com/privacy-policy	https://corp.kaltura.com/sites/default/files/Datasheets/Kaltura%20Accessibility%20Datashet.Pdf
Google Earth	https://policies.google.com/privacy?hl=en&gl=us	https://www.google.com/accessibility/

TENTATIVE COURSE SCHEDULE:

Week	Dates	Topic	Reading	What's Due
1	Aug 13-27	Introduction to the Course	Intro*	Aug 27: Contract, Q1, D1
2	Aug 27-Sept 4	Geospatial World	Chapter 1	Sept 4: Q2, D2, A1
3	Sept 3-10	Where are you?	Chapter 2	Sept 10: Q3, D3, A2
4	Sept 10-17	Georeferencing	Chapter 3	Sept 17: Q4, D4, A3
5	Sept 17-24	GPS	Chapter 4	Sept 24: Q5, D5, A4
6	Sept 24-Oct 1	Spatial Data and GIS	Chapter 5	Oct 1: Q6, D6, A5
7	Oct 1-8	Using GIS for Spatial Analysis	Chapter 6	Oct 8: Q7, D7, A6
8	Oct 8-15	Using GIS to make a Map	Chapter 7	Oct 15: Q8, D8, A7
9	Oct 15-22	Route Planning	Chapter 8	Oct 22: Q9, D9, A8
10	Oct 22-29	Remotely Sensed Images from Above	Chapter 9	Oct 29: Q10, D10, A9
11	Oct 29-Nov 5	How Remote Sensing Works	Chapter 10	Nov 5: Q11, D11, A10
12	Nov 5-12	Images from Space	Chapter 11	Nov 12: Q12, D12, A11
13	Nov 12-19	Studying the Environment from Space	Chapter 12	Nov 19: Q13, D13
14	Nov 26-Dec 3	Geospatial Cloud + Other Current Developments	Chapter 15	Dec 3: A12

Key: Q = Quiz, D = Discussion, A = Assignment

* Introductory documents are located in the Start Here Folder in D2L

IMPORTANT DATES TO NOTE:

- Aug 13 (Monday): First day of classes
- Oct 3 (Wednesday): Last Day to Withdraw without Academic Penalty
- Nov 14: GIS Night (more details to come)
- Nov 19-25 (Mon-Sun): Fall Break
- Dec 3 (Monday): Last day of classes

NOTE: this schedule may look intimidating, but remember you have two "freebie" weeks for the discussions and quizzes, and you only have to complete 6 of the assignments. Many of my past students complete the first 6 assignments to get them

out of the way, and then they can focus on final exams or projects in their other courses. I would highly recommend you don't wait until assignment 7 to get started just in case.

This course syllabus provides a general plan for the course; deviations may be necessary. I will let you know throughout the semester if the schedule will change. These announcements will be sent via D2L e-mail. I would highly recommend you have your D2L email forwarded to your phone or device you check the most often. You will be held accountable for the announced changes, so make sure that you check your D2L and KSU e-mail often.