

Instructor: Christine Koeller, GISP

Office location: Science Building, Room B329

Regular Office hours: I will be in my office and available for in-person questions on Tuesdays 9:30am to 10:30am and Thursdays 10:30am to 11:30am. You may also schedule an office appointment by email.

Virtual Office hours: Mondays 10:00am-11:00am and Wednesdays 2:00pm-3:00pm. RSVP for virtual office hours is required at least 24 hours in advance or office hours will be cancelled. See the Virtual Office Hours instructions in D2L for more information.

During virtual office hours, I will be available live through D2L's **Online Rooms (Ultra)**, i.e. Blackboard Collaborate. You can access Online Rooms (Ultra) through D2L, or with the following link:

<https://us.bbcollab.com/guest/e256ae21021c4c56b84c7fdfae61fdc8>

Phone: 715-346-2677

E-mail: ckoeller@uwsp.edu

Expected Instructor Response Times

- **I will attempt to respond to student emails within 24 hours** (excluding weekends or holidays). If you have not received a reply from me within 24 hours, *please resend your email*.
- If you have a general course question (not confidential or personal in nature), please post it in the **Discussions** link on the D2L in the “**General Course Questions**” forum. I will post answers to all general questions there so that all students can view them. Students are encouraged to answer each other's questions too.
- I will attempt to reply to and assess student discussion posts within 48 hours.

Course Description: Develop, use and maintain a geographic-based spatial information system (GIS) for resource management. Acquire and assess spatial data. Compare raster and vector data models. Computer-based geographic data handling, analysis, interpretation, and display. Cartographic and spatial modeling. Available for graduate credit as GEOG 541. **Credits:** 3 **Prerequisites:** None

Course Learning Outcomes: Competencies addressed in this course are tied to the Geographic Information Science and Technology (GIS&T) Body of Knowledge and the Geospatial Technology Competency Model (United States Department of Labor Employment and Training Administration). After successful completion students will be able to:

1. Define GIS and GIScience and identify examples of each. (CLO1)
2. Acquire and interpret GIS data and metadata. (CLO2)
3. Prepare GIS data by identifying: 1) measurement systems, 2) geographic representations, 3) GIS data models, and 4) GIS data collection methods. (CLO3)
4. Plan, create, encode, and assess GIS data. (CLO4)
5. Plan, conduct and assess GIS data queries and core spatial analysis techniques. (CLO5)
6. Discuss various ethical and societal issues in GIS&T. (CLO6)

Required reading materials

Geographic Information Systems and Science, Third Edition. Longley, P. A. Goodchild, M.F. Maguire, D.J. Rhind, D.W. John Wiley and Sons, Inc. 2011. **ISBN: 978-1-118-67695-0**

Additional readings available on D2L.

Course Technology Requirements: Minimum recommended computer and internet configurations for online courses can be found [here](#).

- You will also need access to the following tools to participate in this course:
- Webcam and microphone (when asking questions on the online room)
- Stable internet connection if not on campus (don't rely on cellular)
- Access to the UW-Stevens Point Remote Computer Lab (off-campus use only! learn more [here](#))
- If you are on campus, you may use a public computer lab to access the required software needed to complete this course.

Course Technology Accessibility Statements:

- D2L Discussion board: https://assets.d2l.com/wp-content/uploads/2017/09/Brightspace-Core-10.7.x-Web-Content-Accessibility-Guidelines-WCAG-2.0-Checklist.pdf?_ga=2.268006986.539565640.1507167067-852605136.1507167067
- D2L Gradebook: https://assets.d2l.com/wp-content/uploads/2017/09/Brightspace-Core-10.7.x-Web-Content-Accessibility-Guidelines-WCAG-2.0-Checklist.pdf?_ga=2.268006986.539565640.1507167067-852605136.1507167067
- D2L Quizzes: https://assets.d2l.com/wp-content/uploads/2017/09/Brightspace-Core-10.7.x-Web-Content-Accessibility-Guidelines-WCAG-2.0-Checklist.pdf?_ga=2.268006986.539565640.1507167067-852605136.1507167067
- MS Word: <https://www.microsoft.com/en-us/accessibility/office>
- PDF: <http://www.adobe.com/content/dam/acom/en/accessibility/pdfs/accessing-pdf-sr.pdf>
- ArcGIS for Desktop: <http://www.esri.com/legal/section508>
- Please note: In order to complete this course, you will need to be able to see maps that you are working with.

Course Structure: This course will be delivered entirely online through the course management system Desire 2 Learn (D2L). You will use your UWSP account to login to the course from the [D2L Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

Technical Assistance: If you need technical assistance with D2L and/or remote lab, or to report a problem with D2L you can:

- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)
 - IT Service Desk Phone: 715-346-4357 (HELP)
 - IT Service Desk Email: techhelp@uwsp.edu

Student Evaluation: The grade you earn in this course will be based on discussions, lab exercises, quizzes, exams, and additional assignments.

Discussions:

- Students must participate and complete classroom discussions throughout the course using the D2L discussions board. Those who do not attend and complete the first discussion board assignment may be required to drop the course. It is the student's responsibility to officially drop the course through the Registration & Records Office or on the web. Be sure to read through the entire discussion description and follow the instructions for posting. **Extensions are not allowed; late discussion posts will not be graded;** make sure you complete your posts on time in order to receive credit.
- Class discussions are 10% of your overall course grade.



Examinations: There will be one midterm and one final examination in this course. The final exam is comprehensive. Exams are timed; you will have 60 minutes after you start to complete each exam. This will require you to prepare well and manage your time to be successful. The exams will only be open for a 24-hour window; be sure to read the course schedule and make note of exam dates and times. If you miss the exam without prior coordination with the instructor, you will be assigned zero points. You are not allowed to copy, share, or save exam questions. ***You must complete each exam by yourself***, you are not allowed to work with anyone else during the exam. The midterm exam and final exam will each count towards 15% of your overall course grade (a combined 30% of your total grade for the course).

Quizzes: There will be required quizzes that cover the required readings and class lecture material. Quizzes are administered through D2L over a multiple day window; you will be notified in D2L when quizzes are assigned, available and due. It is your responsibility to regularly check D2L for available quizzes and due dates. You are expected to complete the quiz independently and you are not allowed to copy or share quiz questions or responses with yourself or other students. **Quizzes not completed before the due date and time will be given a score of zero, extensions are not allowed.** Quizzes will count towards 15% of your overall course grade.

Spelling and grammar: This is a university course, written composition along with spelling and grammar will be evaluated as part of your grade on most assignments and lab exercises.

Lab Exercises: The lab component of this course includes hands-on GIS lab exercises that account for 45% of your overall course grade. You will incorporate what you learn in lectures and readings to lab.

Accessing Lab Exercise Data and Saving your Work

Lab exercises are primarily conducted on a campus server referred to as the **Z: drive**. Each student is assigned a folder on the Z: drive. You will find instructions for accessing your Z: drive folder in D2L under the Content section. Students should map a network drive to this server location:

z:\uwsp.edu\files\CLS\GEO\classes2

Lab exercises should be saved in your student folder on the Z: drive. Most labs also require materials to be uploaded to a D2L Dropbox for grading. Review the lab deliverables in the lab instructions for detailed information about what to turn in.

Lab Expectations:

- Lab exercises vary in length. In general, lab exercises take 2-6 hours to complete.
- Grading rubrics are provided with each exercise. Follow the grading rubric!
- Lab instructor assistance is not available during weekends and evenings; you must plan accordingly to receive instructor assistance! Questions sent after 3:00pm Friday will not be addressed until the following Monday or non-holiday.

Lab Exercise Due Dates: Lab due dates are specified on D2L and in the course schedule. Please note that lab exercises are due at 11:30pm on the day they are due. Instructor assistance is not available during weekends and evenings; it is recommended you complete labs when instructor assistance is still available.

Penalty for late Lab Exercises: Late lab exercises are subject to a **10%** deduction of the total possible points for each additional day after the due date and time. Late lab exercises **must** be turned in to the D2L Dropbox if required in the lab instructions. Late lab exercises will not be graded until you notify the instructor that you have completed the exercise and it is ready for grading. Late

assignments will *only* be accepted up to one week past the scheduled due date.

Lab Group Work with Microsoft Office 365/OneDrive: Some lab exercises may include group activities that require collaboration and file-sharing; in this class we will use Microsoft Office 365. Microsoft Office 365 is a suite of software products and services with cloud-storage capabilities (OneDrive). You do not need a separate account to use Office 365 on campus, your UW-Stevens Point account is your Office 365 account.

- To start using Office 365/OneDrive, go to <https://office.uwsp.edu> and sign in with your UWSP credentials. When asked if you are using a Microsoft for Work account, select “Work”. To learn more about Office 365/OneDrive, visit our Help Resources at: <http://www.uwsp.edu/office/Pages/Help-Resources.aspx>.
- Group work: It is your responsibility to contribute adequately when working in groups. Failure to contribute or inadequately contribute may result in a lower lab grade for group exercises.
- Your Office 365/OneDrive files are managed privately; you have the ability to share files or folders with others at UW-Stevens Point or keep documents private. However, assignments for this class will require you to contribute to documents that are shared with members of your class and your instructor for this course.

Grading scheme: The course the grading scheme is based on the following:

Item	Percent of Grade
Midterm Exam	15%
Final Exam	15%
Quizzes	15%
Lab Exercises	45%
Discussions	10%
Total	100%

<u>Letter Grade</u>	<u>Minimum Percentage Required</u>
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
F	<63

Attendance (online activity) will be monitored according to the [UWSP attendance policy](#). If you go two weeks or more with no visible class progress in D2L, the records and registration office will be notified that you have stopped attending.

Course Management: This course uses the Desire2Learn (D2L) for course management and administration. Course information, grades, lecture information, quizzes, exams, due dates and additional reading materials will be accessed and circulated via D2L. D2L should be your primary source for course administration, announcements and communication outside of class. Additionally, course announcements may be communicated via your UWSP email. You are expected to check D2L and UWSP email daily during this course.

Netiquette Guidelines:

Netiquette is a set of rules for behaving properly to foster safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting. Avoid using vernacular and/or slang language.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable.

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). Netiquette: Make it part of your syllabus. *Journal of Online Learning and Teaching*, 6(1). Retrieved from http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

Build Rapport: If you have trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Dropping This Course: It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP Academic Calendar for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Academic Misconduct: UW-Stevens Point Chapter 14 ([link](#))

There is no tolerance for Academic Misconduct in this course. I expect everyone to work independently to complete assignments, labs, quizzes, and examinations. Academic misconduct is subject to Disciplinary Sanctions as outlined in Chapter 14.04 of the student academic standards and disciplinary procedures.

UWSP 14.03 Academic Misconduct Subject to Disciplinary Action

- (1) Academic misconduct is an act in which a student:
 - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
 - (b) Uses unauthorized materials or fabricated data in any academic exercise;
 - (c) Forges or falsifies academic documents or records;
 - (d) Intentionally impedes or damages the academic work of others;
 - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
 - (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

UWSP 14.04 Disciplinary Sanctions

- (1) The following are the disciplinary sanctions that may be imposed for academic misconduct in accordance with the procedures of s. UWSP 14.05, 14.06 or 14.07:
 - (a) An oral reprimand;
 - (b) A written reprimand presented only to the student;
 - (c) An assignment to repeat the work, to be graded on its merits;
 - (d) A lower or failing grade on the particular assignment or test;
 - (e) A lower grade in the course;
 - (f) A failing grade in the course;
 - (g) Removal of the student from the course in progress;
 - (h) A written reprimand to be included in the student's disciplinary file;
 - (i) Disciplinary probation; or
 - (j) Suspension or expulsion from the university.
- (2) One or more of the disciplinary sanctions listed in sub. (1) may be imposed for an incident of academic misconduct.

Inclusivity Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated.

Disability Services:

The University of Wisconsin Stevens Point is committed to providing students with disabilities the academic accommodations and auxiliary aids necessary to ensure access to all university services, programs and activities. If you require classroom accommodations, you must notify me of your registration with the Disability and Assistive Technology Center within a reasonable timeframe and I will make every effort to accommodate your request. See <http://www.uwsp.edu/disability/Pages/faculty/accomodations.aspx> for additional information.

The **Disability and Assistive Technology Center** is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu.

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

UW-Stevens Point Emergency Procedures: (applies to students on campus)

- *Medical Emergency:* In the event of a medical emergency call 9-1-1 or use Red Emergency Phone (if available). Offer assistance if trained and willing to do so. Guide emergency responders to victim.
- *Tornado Warning:* In the event of a tornado warning, proceed to the lowest level interior room without window exposure at [e.g. second floor hallways, SCI A224/225]. See www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx for floor plans showing severe weather shelters on campus. Avoid wide-span structures (gyms, pools or large classrooms).
- *Fire:* In the event of a fire alarm, evacuate the building in a calm manner. Meet at Parking Lot T. Notify instructor or emergency command personnel of any missing individuals. For more information on fire emergency procedures, review the following:
<http://www.uwsp.edu/rmgt/Pages/em/procedures/grounds/fire-explosion.aspx>.
- *Active Shooter/Code React:* Run/Escape, Hide, Fight. If possible, your best option is to run away from the attacker to safety. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders. If you are unable to escape, use your best judgment. Review the Active Shooter/CODE REACT procedures on campus at <http://www.uwsp.edu/rmgt/Pages/em/procedures/violence/active-shooter.aspx>.

See UW-Stevens Point Emergency Procedures at www.uwsp.edu/rmgt/Pages/em/procedures for details on all emergency response at UW-Stevens Point.