

GEG 212 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)

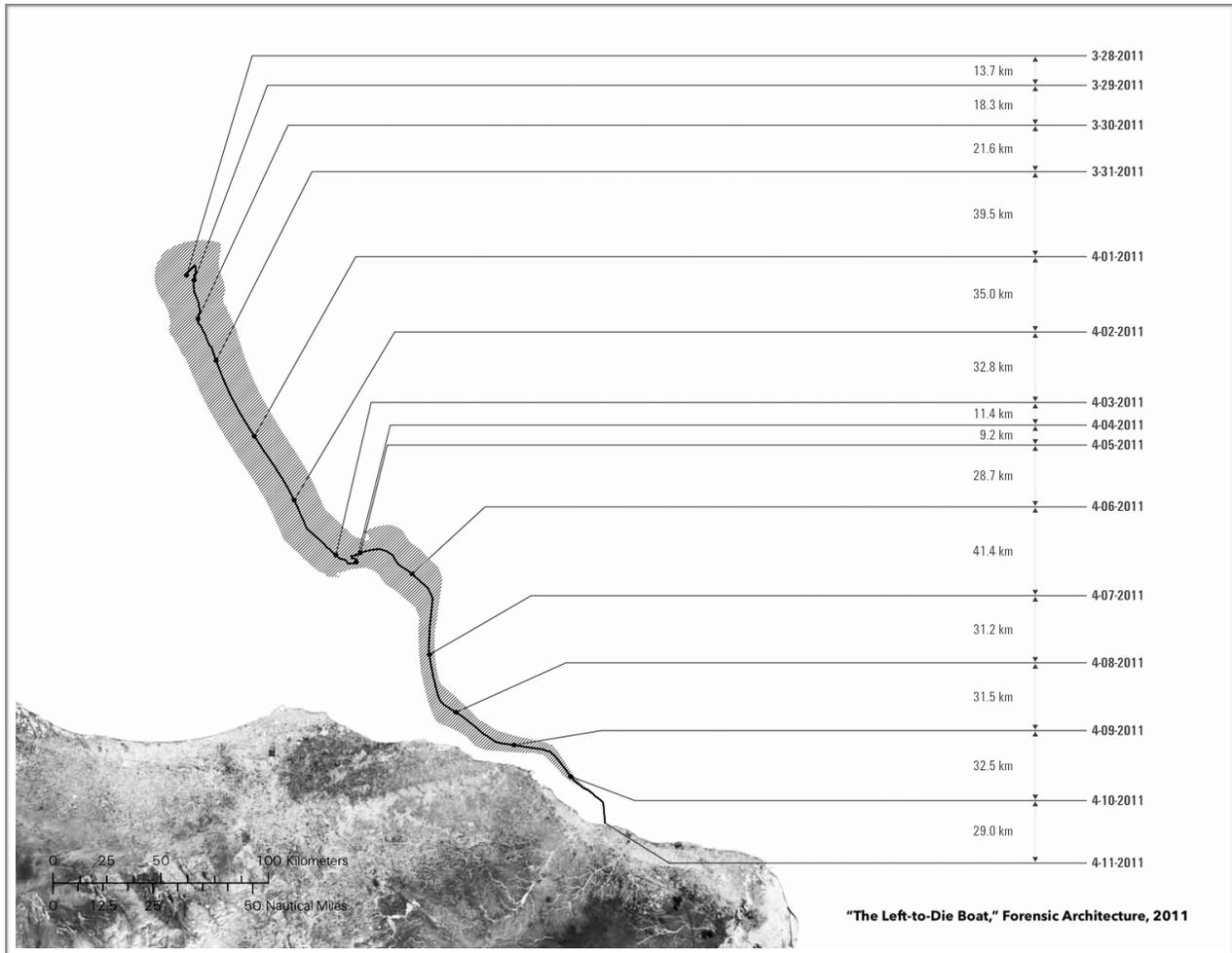
44053 | Spring 2019 | Tues & Thurs 4:40 PM-6:20 PM, | Lab 2N 103

DR. NERVE V. MACASPAC

Assistant Professor, Department of Political Science and Global Affairs

Office Hours: Tue/Thurs 1-2PM, 2N 117

nerve.macaspac@csi.cuny.edu



GEG 212: The course introduces the Geographic Information Systems (GIS) production process from data modeling and acquisition to editing, analysis, and cartographic output. It is divided between lectures that introduce the theory and implications of GIS and lab exercises to familiarize students with the many applications of the software. Required for Geography majors, open to all students. (social science). NOTE: This course satisfies the College Option. Prerequisites: ENG 111. 4 hours; 4 credits.

Student's Full Name: _____ Student ID No: _____

I. COURSE DESCRIPTION

The purpose of this course is to introduce students to fundamental principles and concepts behind the use and application of geographic information systems (GIS). Students will learn how to think spatially, become familiar with information technology, and learn how to conduct data analysis with GIS techniques and software. Key concepts and ideas are reinforced through practical lab assignments and activities with GIS. **This course requires a significant amount of independent work and time management.**

IMPORTANT: While this is an introductory or beginner course to GIS, robust computer, mathematical/statistical, and analytical skills are necessary to be successful in this course. Students are expected to be proficient in using common applications (such as knowledge of MS Word, Microsoft Excel, for example). **I will not be teaching basic computer skills.** Please consult with me as soon as possible if you have any concerns. Finally, this course expects a **high standard** of student participation and quality of work consistent to the high standards set by CUNY and CSI.

II. REQUIRED TEXTBOOK

Shin, M., J. Campbell and N. Burkhart. 2017. *Essentials of Geographic Information Systems, version 2.1*. Washington, D.C. Flat World Knowledge.

The textbook **must be purchased** via the following link: <https://students.flatworldknowledge.com/course/2588398>

III. COURSE OBJECTIVES

This course places an emphasis on continuous engagement with the assigned reading materials, assignments, and course activities. Throughout the course, students are expected to:

1. Develop, sharpen and reinforce your geographical knowledge and spatial awareness;
2. Demonstrate how a geographic perspective can complement, extend and be applied across the physical, biological, environmental and social sciences;
3. Learn about the research process, and in particular how research questions can be formulated, refined and answered with geographic information systems (GIS).

IV. COURSE DELIVERY METHOD

Course content will be available to students on the course webpage on Blackboard on a rolling basis (i.e., new content released each week on **Monday 12:00 noon**). Concepts, theories, skills and weekly assignments will be introduced, discussed and worked on during class on Tuesdays. Students will continue to work on the weekly assignments on Thursdays.

IMPORTANT: The last day of submission of all weekly Unit Assignments and Unit Quizzes is **Sunday at 11:55 PM** (think 8:55 PM to anticipate any cause of delay and avoid missing the deadline).

This flow permits students to learn and review course content in a flexible manner, and makes more effective use of lab time by having students engage in problem-solving activities. The **Discussion Forum** on the course homepage will serve as the primary venue for **ALL** questions related to the course. Students are expected to check and contribute to the discussion forum regularly.

V. LAB SESSIONS

All students are expected to attend each and every lab. Give yourself plenty of time to complete the assignments and attend the lab prepared.

Since assignments are posted on Mondays, it is expected that you come to lab having already reviewed and started working on the weekly assignment. Come prepared with specific questions, helpful pointers and suggestions for your classmates to get the most out of the labs. Lab sections serve as the arena where students can meet, collaborate, share ideas and work together.

You are permitted and encouraged to work together but the grading rubric for your weekly assignments includes a creativity and originality component to encourage and recognize independent work. Students who regularly attend lab perform better in this course.

VI. STUDENT RESPONSIBILITIES

This course format requires a significant amount of independent work and time management. Students have the flexibility to complete each week's assignment at any time during the week, but it is strongly recommended that you schedule **at least ten (10) hours** per week on your calendars and outside of labs to dedicate to this course.

In some weeks, the course may take more time, and other weeks, it may take less time. You will be given the structure, resources and guidance for learning the course content, but it is ultimately your responsibility to complete assignments on time, to learn new methods when necessary, and to seek out and share information as needed to complete the course successfully.

You are expected to stay engaged and informed about the course by attending lab, reading the weekly announcements, and posting to and participating in the course discussion forum. Students may, of course, interact with the professor or other students via the forum or during office hours.

Each student is responsible for the following:

- Completely reading the syllabus and understanding course requirements;
- Staying informed and up-to-date on all course-related work each and every week;
- Attending labs, reading announcements and participating in discussion forums;
- Posting and answering questions about the course and assignments to the course discussion forum for the benefit of other students;
- Completing all coursework by the assigned deadlines.

VII. COURSE RESOURCES

Course content takes a variety of forms and formats such as readings, online content, screencasts and online videos. You are encouraged to take advantage of these and other resources that you have access to in order to get the most out of this course.

This may mean watching a video more than once or finding an alternative resource through a search of the Internet. Please share any and all resources that you find valuable with others on the Discussion Forum to enrich the learning of others as well.

VIII. TECHNICAL REQUIREMENTS

Most content for this course can be accessed with any computer or laptop with Internet access. Several items can also be accessed via smartphone and tablet. To ensure consistency across lab sections and assignments, the following applications are considered to be the standard for the course: LibreOffice and QGIS version 2.18 or later. All assignments can be completed on a Windows, Mac or Linux (x86/x64) computer.

Each student must bring their **own USB flash drive** (minimum 16GB). You will label your USB flash drive with your name, GEG 212, and email address (in case you leave or lose your flash drive). Students are expected to back up all their projects in their personal computer, laptop and/or external drive regularly.

IX. COMMUNICATIONS PROTOCOL

Given the number of students enrolled in the course, it is neither practical nor efficient to respond to questions via email. **Therefore, the Discussion Forum on the course webpage will be the primary venue for almost ALL communication.** To ensure that questions are answered in a timely manner and to benefit all students, the following communication protocols for the course have been established.

- Post **ALL** questions related to the syllabus, course requirements, course organization, weekly assignments, and course content to the Discussion Forum on the course webpage so that everyone can benefit;
- Direct questions about lab access, student accounts, forgotten password, and technical problems in the computing lab to the Student Technology Help Desk (phone: 718-982-3695; email: helpdesk@csi.cuny.edu).
- More info on re-setting forgotten passwords here: https://www.csi.cuny.edu/sites/default/files/pdf/studenthelpdesk/hd_slaspaswordreset.pdf

X. MAKING THE MOST OF THE DISCUSSION FORUM

To facilitate collaborative learning, students are expected to contribute to the course Discussion Forum by both asking and answering questions. An active **Discussion Forum** will make the course a more effective and rewarding learning experience for everyone.

In other words, students are expected to contribute and monitor the discussion forum regularly. For those posting questions related to the assignment, do not expect immediate responses from your classmates or professor particularly in the evenings or during weekends. Please allow up to 24 hours for a response, and if you know the answer to a posted question, please respond. I will take note of regular contributors.

Forum posts should be specific and informative. Posts that contain questions that are ambiguous (e.g., “Help, I’m stuck!”) or where the answer is obvious (e.g., “What is this week’s deadline?”) may not receive a response. Any requests for others to complete any work (e.g., “What is the answer to X quiz question?”), or that include unconstructive remarks (e.g., “This week’s assignment \$ux!”), will be also be ignored and may be removed.

XI. COURSE REQUIREMENTS / EVALUATION PROCEDURES

UNIT ASSIGNMENTS (40%): Students are required to complete ten (10) Unit Assignments that complement course content. Weekly lab sessions are dedicated to reviewing previous assignments and course content, introducing procedures and the current assignment, and to helping students get started. Unit assignments are to be submitted on the Blackboard course webpage. Grading rubrics will accompany each unit assignment. **The last day to submit unit assignment is Sunday at 11:55 PM.** Late submissions or emailed unit assignments are **not** accepted and will not be graded. No exemptions, no excuses.

UNIT QUIZZES (10%): You are also required to complete ten (10) Unit quizzes. **The last day to take each Unit quiz will be Sunday at 11:55pm.** If you miss the deadline for a quiz, you will receive a score of zero (0) for that quiz. **There are no makeups for missed unit quizzes.** No exemptions, no excuses.

PRACTICAL MIDTERM EXERCISE (10%): There is no midterm exam in the course but there is a required practical midterm exercise that will be administered on Week 8. Details will be announced on Week 6.

FINAL PROJECT AND FINAL PROJECT PRESENTATION (30%): You are required to create a final GIS project that is focused on an issue in the physical sciences, social sciences or human-environment interactions. You will be given the general parameters of your final project and are responsible for conducting the GIS-based research, analysis and write-up of results. In addition, you are required to prepare a **5-minute presentation** to the class. Final project will be **due Tuesday, May 7 at 11:55 PM.** Details and parameters will be announced on Week 12.

ATTENDANCE, QUALITY OF PARTICIPATION, AND COOPERATION (10%): Your attendance, quality of participation, and cooperation are required in the course and will count towards your final grade.

Attendance in labs is required. If you need to be absent from the class temporarily for emergency reasons or reasons beyond your control, you should notify me via email before the class or as soon as possible. Students who are absent in class are required to submit a printed or digital copy of an excuse letter determined valid by a corresponding CSI office (e.g., CSI Health and Wellness Services for medical-related reasons, etc.). Regardless of the reasons for absence, you are expected to ask your classmates what transpired in class. If you accumulate three (3) absences with or without a valid excuse, you will be asked to drop the course.

If you arrive late in class after 15 minutes or later for whatever factor—commute, emergency or work schedule—be aware that your tardiness might be disruptive of the labs. You are welcome to attend the class but please enter

the lab and occupy a computer station as quietly as possible. If you regularly arrive late in class, you will be asked to drop the course.

Quality of participation refers to your contributions in the lab and discussion forums, as well as willingness to help other students. This also refers to your timely completion of course requirements. Finally, there will be in-class activities (individual, paired or group) and all activities you will complete during the lab are required and included in your grade.

Cooperation refers to your ability to be a productive (as opposed to a disinterested, unmotivated and/or disruptive) member of the lab. If you are not interested with the course materials, assignments and requirements or unable or unwilling to cooperate, please consider enrolling in another course to allow students who are invested to learn the materials in this course the maximum value of their time and work in learning GIS.

XII. BASIS OF GRADE

Unit Assignments	40%
Unit Quizzes	10%
Practical Midterm Exercise	10%
Final Project and Presentation	30%
Attendance, Quality of Participation, and Classroom Cooperation	10%

Grading scale for the final grade:

100 - 93% = A
90 - 92.9% = A-
89.9 - 87 = B+
86.9 - 83 = B
82.9 - 80 = B-
79.9 - 77 = C+
76.9 - 70 = C
69.9 - 62 = D
61.9 - 0 = F

Final grades are final. The registrar has strict rules about retroactively changing grades. If you believe that extraordinary extenuating circumstances merit consideration for your grade, issues must be raised **during** the semester in a timely fashion before final grades are submitted and **not after** grades have been submitted. No retrospective excuses or individualized requests for extra credit will be considered.

XIII. LAB POLICY

Students are expected to follow and observe respectful and professional conduct at all times. This course is taught with the assumption that everyone here is an adult and a university student (in other words, you are not a high school student and not regarded as one). I expect each of you to be responsible for your university education regardless of your unique circumstances.

Finally, each of us is responsible in creating our lab as a safe, respectful, enjoyable, creative, and intellectually engaging space for learning and critical thinking. Students are expected to offer respect, dignity, kindness and empathy to each other at all times. Integrity, respect, ethics and professionalism will guide our lab to maintain a productive, supportive and intellectually rewarding learning environment for all.

As CUNY students, be aware also that you are governed by the following disciplinary policies:

- Rules and Regulations for the Maintenance of Public Order pursuant to Article 129-A of the Educational Law** (cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/)
- CUNY Bylaws** (policy.cuny.edu/bylaws/article-xv/); and
- Core values of Impact, Excellence, Partnerships, Equity, Curiosity, and Teamwork** that CUNY is known for (cuny.edu/about/administration/offices/evaluation/about-us/our-mission-vision-core-values-2/).

Any case of disorderly behavior, non-cooperation, obstruction or disruption of teaching and student learning, conduct that threatens the health and safety of any person, and other violations of the above-mentioned policies will be referred to CSI Student Affairs Officer for investigation (see policy.cuny.edu/bylaws/article-xv/).

Finally, students are expected to review and follow the rules in the use of the computer lab. Students who do not follow these rules will be asked to leave the lab and/or encouraged to drop the course.

XIV. ACADEMIC HONESTY, CHEATING AND PLAGIARISM

CUNY policy states that academic dishonesty including cheating, plagiarism, internet plagiarism and obtaining unfair advantage multiple submissions is prohibited, and is punishable by penalties, including failing grades, suspension, and expulsion.

As per CUNY academic policy:

- **Cheating** includes copying from another student during an examination or allowing another to copy your work. Unauthorized collaboration, taking an examination for another student or asking or allowing another student to take an examination for you are all cases of cheating.
- **Plagiarism** is the act of presenting another person's ideas, research or writing as your own. Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source and presenting another person's ideas or theories in your own words without acknowledging the source are all cases of plagiarism.

All unit assignments, final project and other course requirements must be your **original work**. You are also required to use Chicago style citation for all data and other references you use in completing you unit assignments and final project. Learn the Chicago style citation here: chicagomanualofstyle.org/home.html

Finally, any case of cheating and/or plagiarism will not be tolerated. If you cheat or plagiarize in the unit assignments, final project or other course requirements, you automatically receive an **F** in the course and your case will be reported to the appropriate CUNY office for investigation. No excuses, no exemptions.

Be proactive in protecting your academic integrity. Review the policy, other examples of what acts constitute a violation of academic honesty, and list of strategies in preventing academic dishonesty immediately: csi.cuny.edu/sites/default/files/pdf/facultystaff/handbook/Appendix_L_CUNY_Policy_Academic_Integrity.pdf

XV. COURSE SCHEDULE

WK	TUE		THU		SUN	
1	Jan 29	<p>COURSE WELCOME Course Syllabus and Requirements</p> <p>Assignment before Thurs: Introduce yourself with a photo on the course webpage on Blackboard, under <i>Welcome & Introductions</i> thread.</p>	Jan 31	<p>COURSE INTRODUCTION Preliminaries</p> <p>What is GIS?</p>	Feb 3	
2	Feb 5	<p>UNIT 1 DEFINING GEOGRAPHY</p> <p>Assigned reading: Chapter 1: Introduction, <i>Essentials of Geographic Information Systems</i></p>	Feb 7	<p>UNIT 1 DEFINING GEOGRAPHY</p>	Feb 10	<p>Unit Assignment 1, due 11:55 PM: Maps in the Wild</p> <p>Unit 1 Quiz, due 11:55 PM</p>
3	Feb 12	<p>NO CLASSES</p>	Feb 14	<p>UNIT 2 GIS & GIS DATA</p> <p>Assigned reading: Chapter 2: Data, Information and Where to Find Them, <i>Essentials of Geographic Information Systems</i></p>	Feb 17	<p>Unit Assignment 2, due 11:55 PM: Computing Techniques for GEG 212 and GIS</p> <p>Unit 2 Quiz, due 11:55 PM</p>
4	Feb 19	<p>UNIT 3 SURVEY OF GEOSPATIAL INFORMATION TECHNOLOGY</p> <p>Assigned reading: Chapter 3: Map Anatomy, <i>Essentials of Geographic Information Systems</i></p>	Feb 21	<p>UNIT 3 SURVEY OF GEOSPATIAL INFORMATION TECHNOLOGY</p>	Feb 24	<p>Unit Assignment 3, due 11:55 PM: Story Mapping with ArcGIS Online</p> <p>Unit 3 Quiz, due 11:55 PM</p>
5	Feb 26	<p>UNIT 4 MAPS & MAPPING</p> <p>Assigned reading: Chapter 4: Cartographic Principles, <i>Essentials of Geographic Information Systems</i></p>	Feb 28	<p>UNIT 4 MAPS & MAPPING</p>	Mar 3	<p>Unit Assignment 4, due 11:55 PM: Reference Mapping</p> <p>Unit 4 Quiz, due 11:55 PM</p>

6	Mar 5	UNIT 5 MAPS & RESEARCH Assigned reading: Chapter 5: Geospatial Data Management, <i>Essentials of Geographic Information Systems</i>	Mar 7	UNIT 5 MAPS & RESEARCH	Mar 10	Unit Assignment 5, due 11:55 PM: Thematic Mapping Unit 5 Quiz, due 11:55 PM
7	Mar 12	UNIT 6 INTERROGATING THE MAP Assigned reading: Review Chapter 5.5: Searches and Queries, <i>Essentials of Geographic Information Systems</i>	Mar 14	UNIT 6 INTERROGATING THE MAP	Mar 17	Unit Assignment 6, due 11:55 PM: Map Selection and Queries Unit 6 Quiz, due 11:55 PM
8	Mar 19	MIDTERM EXAM	Mar 21	NO CLASSES	Mar 24	
9	Mar 26	UNIT 7 GEOGRAPHIC COORDINATE SYSTEMS & MAP PROJECTIONS Assigned reading: Chapter 6: Data Models, and Review Chapter 3.2: Map Scale, Coordinate Systems and Map Projections, <i>Essentials of Geographic Information Systems</i>		UNIT 7 GEOGRAPHIC COORDINATE SYSTEMS & MAP PROJECTIONS	Mar 31	Unit Assignment 7, due 11:55 PM: Map Projections Unit 7 Quiz, due 11:55 PM
10	Apr 2	UNIT 8 MAP ABSTRACTION Assigned reading: Chapter 8: Geospatial Analysis II: Raster Data, <i>Essentials of Geographic Information Systems</i>	Apr 4	NO CLASSES	Apr 7	Unit Assignment 8, due 11:55 PM: Working with Raster Data Unit 8 Quiz, due 11:55 PM
11	Apr 9	UNIT 9 BASICS OF SPATIAL DATABASES Assigned reading: Chapter 7: Geospatial Analysis I: Vector Operations, <i>Essentials of Geographic Information Systems</i>	Apr 11	UNIT 9 BASICS OF SPATIAL DATABASES	Apr 14	Unit Assignment 9, due 11:55 PM: Table Joins Unit 9 Quiz, due 11:55 PM

12	Ap 16	UNIT 10 BASIC SPATIAL ANALYSIS AND GEOPROCESSING Assigned reading: Chapter 9: Web Mapping, <i>Essentials of Geographic Information Systems</i>	Ap 18	UNIT 10 BASIC SPATIAL ANALYSIS AND GEOPROCESSING	Ap 21	Unit Assignment 10, due 11:55 PM: Spatial Analysis Unit 10 Quiz, due 11:55 PM
13	SPRING BREAK					
14	Ap 30	FINAL PROJECT Lab	May 2	FINAL PROJECT Lab	May 5	
15	May 7	FINAL PROJECT Lab FINAL PROJECT DUE 11:55 PM	May 9	FINAL PROJECT PRESENTATIONS COURSE CONCLUSION <i>Last day of class</i> COURSE EVALUATION		

***NOTE:** Course content may vary or be adjusted at any time upon the discretion of the professor.

XVI. HOW TO SUCCEED IN THIS COURSE

Your success in GEG 212 Introduction to GIS will require diligence, organization and persistence. **You must attend the weekly labs.** The course is designed so that you must complete the same general sequence of activities each and every week. Specifically, each week you are required to:

1. **Review course content** (e.g., assigned reading materials, in-class lectures and demonstrations, short video lectures, Unit assignments) that is released on **Mondays by 12:00 noon** (beginning Week 2);
2. **Complete the Unit Assignment** by the **11:55 PM, Sunday deadline;**
3. **Take the Unit Quiz** by the **11:55 PM, Sunday deadline;**
4. **Stay engaged and contribute** by posting to the discussion forums, starting new discussion threads, and helping your classmates!
5. A practical midterm exercise will be administered in Week 8 and a **final project will be due during May 7, Tuesday at 11:55 PM.**

It is up to you exactly when during the week you choose to complete the above Unit activities. **Note:** The labs serve as a setting where you can learn more about the Unit material, meet your classmates, work with others, receive support from the professor, and focus on completing your Unit assignments. **All students are expected to attend their lab sections each and every week. Students who regularly attend labs perform better and get more out of the course.**

You are also encouraged to remain actively engaged in the course by posting questions, helping each other and contributing whatever you think your classmates may find interesting to the Discussion Forum on the main course webpage. The more engaged and active you are, the more you will get out of this course!

XVII. SEEKING SUPPORT

As a CUNY CSI student, you may request and receive support that will help you achieve your academic and professional objectives. Reach out for support and maximize the services CUNY provides to students to help you succeed (note that most of these services have been covered by your fees). Some of these include:

a. The Writing Center: Schedule individualized consultation to improve your writing and how to navigate particular reading and writing assignments with The Writing Center. The Center assists students in improving writing skills in all subject areas by providing the students with meaningful feedback and guidance and

through a better understanding of course requirements, assignments and readings. Learn more here: english.csi.cuny.edu/writing-center.html and visit the Center in 2S-216 or call at 718.982.3635.

b. Tutoring: The Center for Academic Student Assistance offers drop-in tutoring in 1L-117 and 1A-108. Click here to learn more about their services: csi.cuny.edu/students/academic-assistance/tutoring

c. Research Support: Access the CUNY library catalog; articles from journals, magazines, and newspapers; and unique digital content from the library through CSI OneSearch. onesearch.cuny.edu/primo_library/libweb/action/search.do?vid=si

d. Library Subject Specialists: Our expert librarians offer assistance with research assignments and projects. Visit library.csi.cuny.edu/how-do-i-contact-a-librarian/, call the reference desk at 718.982.4010 or email your research-related questions to reference@csi.cuny.edu.

e. Counseling: The Counseling Center offers support to students with academic difficulties, such as developing time management skills or coping with test anxiety, as well as personal development. If you wish to receive counseling services or support, please contact the Counseling Center at 718.982.2391 or counseling@csi.cuny.edu. You may also visit csi.cuny.edu/students/counseling-center/academic-counseling. Students are given the opportunity to develop effective strategies that will help them achieve academic and personal success. All counseling services are free and confidential.

f. Student Accessibility Support and Services: If you have temporary or permanent disability and require support in order for you to successfully fulfill the requirements of this course and discussion section, please review the information at csi.cuny.edu/campus-life/student-services/center-student-accessibility and contact the CUNY CSI Center for Student Accessibility at 718.982.2510 or email CSA@csi.cuny.edu. You may also visit their office in Building 1P, Room 101 to explore and request what services and support you may avail based on your specific needs.

XVIII. OFFICE HOURS

My office hours are on **Tue/Thurs from 1-2:00 PM at 2N 117**. If you have questions that are not addressed in this syllabus, if you need further clarification about the materials covered in class, or if you are experiencing challenges in meeting your target grade in the course, visit me during office hours. Students may sign up for a 15-minute consultation during office hours.

To reserve a time slot, you are required to sign up in this link: doodle.com/poll/r8gsbc84ua79h7uu

Make sure to sign up as early as possible and **at least an hour** before office hours to reserve a time slot that works for you. I encourage each of you to come to office hours **at least once** throughout the semester. If you plan to visit but did not sign up, you would have to wait for an available time slot or after the visit of the last student who has signed up for office hours. If you are late to your chosen time slot and there is another student waiting in line, the professor will meet with the next student and you would need to sign up for the next available time slot.

Due to the large number of students enrolled in my courses, I will limit individual office hour visits to 10 minutes if there are many other students waiting. If you cannot attend regular office hours, send me an email to request for an appointment. In the email subject line, write **GEG 212 office hour request**. Include in your letter at least **two (2) dates and time slots** when you are available to meet along with a brief description (i.e., one or two sentences) of the purpose of your visit.

If you have further questions or if you need to reach me by email, you are required to write in the subject line: **GEG 101 (topic of your letter)**. Professors receive at least 50 emails in a day. I prioritize responding to emails regarding concerns directly related to the course that **have not** been covered in the syllabus and/or class announcements.

IMPORTANT: I reply to emails within 48 hours and between 830AM – 5PM during weekdays when class is in session. If you sent me an email on weekends, you will get a response not later than end of Tuesday. I do not open work emails on weekends (because it's the weekend.) I am not available by phone or social media.

Finally, **emails are official letters.** Be self-aware that you are expected to present yourself and write your letter in a professional manner. Avoid writing and sending an email that **does not represent you** in a way you would like to be represented. **Emails are not text messages** and you must never start your email to a professor with “hey.” As mentioned above, always **use the required subject line.** Second, always **use a salutation** in writing to a professor and **use a signature** to present yourself in the best professional manner. More guidance provided in this link: <https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>

VIII. REMINDERS

- ✓ Please do not talk during lectures and demonstrations. Students who ignore this policy will be asked to leave.
- ✓ Please do not use your smart phones during lectures and demonstrations.
- ✓ Please regularly check the syllabus for important dates related to course materials and assignments, quizzes, exercises, final project, and other due dates.
- ✓ As a rule, there are no make-up quizzes and missed assignments.
- ✓ I do not post lectures or lecture slides to Blackboard. Students are expected to pay attention to the lecture and take notes. Please exchange contact information with a couple of your classmates in case you should be absent and need notes.
- ✓ Cheating or plagiarism will result in a failing grade.
- ✓ Course schedule, materials and exercises are subject to change. Any changes will be announced in class and reflected on the course website. Please visit the course website regularly for the most recent version of the syllabus.
- ✓ **TO COMPLETE before Thurs, Jan 31:** Introduce yourself with a photo on the course webpage on Blackboard, under *Welcome & Introductions* thread. Do not delay.

Welcome to GEG 212 and good luck!