GENERAL INFORMATION

Course Overview: Geographic Information Systems (GIS) are computerized systems designed for the storage, retrieval and analysis of geographically referenced data. GIS uses advanced analytical tools to explore at a scientific level the spatial relationships, patterns, and processes of cultural, biological, demographic, economic, geographic, and physical phenomena. By the end of the course, students will have sufficient background to identify spatial characteristics of diverse application areas enabling them to integrate spatial thinking and GIS analysis into their academic research and careers.

Online Course Notice: This course will be taught online through UMCP’s Enterprise Learning Management System (http://elms.umd.edu). The log-in information is the same as for your university e-mail. Lectures will be delivered at that address via the "Live Classroom" link on the left navigation bar. You can participate in Live Classroom just like you would in a normal lecture hall, but you need a microphone (required) and webcam (recommended). Lecture slides and notes will also be posted to ELMS. You will also interact with the instructors during the designated computer lab time.

Target Audience: This course is intended for anyone who wants to learn the fundamentals of GIS and develop basic geospatial data manipulation skills. This course can serve either as a termination for a more general program or as a gateway to 400+ level classes in Geography, especially GEOG473 (Advanced GIS), GEOG475 (Advanced Computer Cartography), and GEOG476 (Programming for GIS). Graduate students, undergraduates, non-Geography majors and undeclared majors are all welcome to take this course.

Prerequisites: No prior coursework is required, but basic computer skills are a must.

Geography Major Program Information: GEOG373 counts as a gateway course for Geography majors. For further information on course selection, see GEOG advisers in Rm. 2108 LeFrak Hall (geog-advice@umd.edu).
COURSE MATERIALS

Required Texts:

Required Equipment: For lectures, a **headset with a microphone and webcam.** For labs, you MUST have a **data storage device that can hold all of the data** on the data DVD, along with your own lab documents. If you intend to only use your personal computer for labs, this can be the internal hard drive. If you plan on using multiple computers (ie: desktop and laptop, home and work, etc), you MUST put all lab data on a portable storage device, such as a USB stick or external hard drive.

Software: We will use Esri ArcGIS 10, provided as a six-month trial copy in the workbook by Gorr and Kurland. Be sure to by a new copy of the Gorr and Kurland book to ensure that you have a new, unused trial DVD. **This software is NOT compatible with the Macintosh operating system (on Apple computers).** You must have **Microsoft Windows installed.** For Mac users, you can install Windows concurrently with your existing operating system. See here: [http://support.apple.com/kb/HT1461](http://support.apple.com/kb/HT1461)

Computer Labs: There are several computer labs in LeFrak Hall available to you.

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<tr>
<th>Operator</th>
<th>Locations</th>
<th>Hours</th>
<th>More Information</th>
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<tbody>
<tr>
<td>GEOG</td>
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<td><a href="http://www.geog.umd.edu/openlab/">http://www.geog.umd.edu/openlab/</a></td>
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These computer labs have ArcGIS and other basic software such as MS Office and Internet Explorer. To print in the lab, you must have a Terrapin Express account through Dining Services ([http://dining.umd.edu/terrapin](http://dining.umd.edu/terrapin)). Use a USB flash drive or portable hard drive to store your data.

Everyone will get storage space on the "S:" drive of the GEOG lab computers. Whenever possible, please use the GEOG labs. If you are having technical difficulties in the GEOG labs, send an email to our tech staff at geoghelp@geog.umd.edu. **Do not** contact the tech staff for course-related issues; contact your instructor or TA instead. Also, contact BSOS for problems with their labs, not GEOG.

You must utilize the open lab time if you cannot install ArcGIS on your personal computer or if you need a dedicated location to work on your assignments outside of normal lab hours (which is a certainty). If for some reason the labs are not open, please see if the lab manager is at his desk in LEF2172.

**These computer labs are closed on late evenings and weekends.** The university cannot accommodate every circumstance and cannot keep these labs open 24/7. It is your responsibility to
ensure you can visit these labs while they are open if you cannot install ArcGIS on your personal computer. You will have at least 40 hours each week to work in the computer labs.

GRADING

Homework Assignments (50%): Assignments will test the materials you are learning in the lab and will be drawn from the Gorr and Kurland workbook. A new assignment will be given out during every lab period. Assignments are submitted in ELECTRONIC format via ELMS.

Quizzes (10% each - 20% total): Two online quizzes will test your knowledge of materials learned during lecture and in the course textbook. These quizzes will be delivered via ELMS at 6pm on the dates in the schedule and are approximately 30 minutes in length. You will not be tested on the specific features of ArcGIS learned in lab.

In-Class Final Exam (20%): A cumulative, written, in-class final exam will test your knowledge of materials learned during lecture and in the course textbook. This exam will be administered in LEF1124 (room subject to change) on the final day of class, Thursday, August 16, 2012. You will not be tested on the specific features of ArcGIS learned in lab.

Lecture Participation and Attendance (10%): To encourage participation online, brief pop quizzes will be inserted throughout lectures about topics that were just discussed. These quizzes are not punitive; instead, they give participation credit to the students alert during lecture. Occasional online discussions will also count for participation credit in this category.

All students are required to attend lectures and lab sessions according to the class schedule. Should a student miss a class or lab due to illness, religious holiday, or emergency, the student should contact the instructors before class or as quickly as possible. Please inform the instructors the first day of class if you have any religious observances during the winter term. Written documentation is required for an excused absence.

Grading Scale:

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<th>Letter Grade</th>
<th>Range (%)</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>A+</td>
<td>100 – 97</td>
<td>C+</td>
<td>79.99 – 77</td>
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<tr>
<td>A</td>
<td>96.99 – 93</td>
<td>C</td>
<td>76.99 – 73</td>
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<tr>
<td>A-</td>
<td>92.99 – 90</td>
<td>C-</td>
<td>72.99 – 70</td>
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<td>B+</td>
<td>89.99 – 87</td>
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<td>69.99 – 67</td>
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<td>B</td>
<td>86.99 - 83</td>
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<td>66.99 – 63</td>
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<td>B-</td>
<td>82.99 - 80</td>
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Due Dates and Late Policy: Lab due dates are explicitly stated. Lab assignments will be accepted up to four (4) days after the due date. Each day late for the assignment will result in a 5-point (10%) deduction for the assignment. If you are ill or physically indisposed and cannot submit your assignment on time, you must notify the instructor before class and provide a written doctor’s note when you return for you to have a chance to make up the assignment. This policy may seem strict,
but this class will move rapidly and it is in **your best interest** to turn in everything on time to avoid falling irrecoverably behind. Please contact the instructors if you are struggling and we will aid you as best we can.

**ADMINISTRATIVE**

**Academic Integrity:** The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit [http://shc.umd.edu/SHC/Default.aspx](http://shc.umd.edu/SHC/Default.aspx).

**Honor Code:** The University also has a nationally recognized Honor Code, administered by the Student Honor Council. The Student Honor Council proposed and the University Senate approved an Honor Pledge. The University of Maryland Honor Pledge reads:

"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination."

Unless you are specifically advised to the contrary, the Pledge statement should be written and signed on the front cover of all papers, projects, or other academic assignments submitted for evaluation in this course. Students who fail to write and sign the Pledge will be asked to confer with the instructor.

**Disabilities:** If you have a documented disability and wish to discuss academic accommodations, please speak to the instructor on the first day of class. We will make every effort to accommodate students who are registered with the Disability Support Services (DSS) Office and who provide us with a University of Maryland DSS Accommodation form which has been updated by the second class.

**Student Conduct:** Students must abide by the university’s Code of Student Conduct. Please treat your peers and instructors with respect, turn off cell phones during class, remain quiet until called upon, and so forth. We do not anticipate any problems. However, as instructors and staff of the university, we have the right to ask any student disrupting the class to leave immediately. Such disruptions will be referred to the Office of Student Conduct ([http://www.ipo.umd.edu](http://www.ipo.umd.edu)).

**Inclement Weather Policy:** **Online classes will continue as normal even if the university is closed due to inclement weather.** The one exception to this rule is the in-class final exam, which will be postponed until the university re-opens. If an assignment is due the day of the cancellation, or if a quiz/exam is scheduled, they will be postponed or rescheduled until the next class since I realize some students attend class from the campus. If you cannot attend lecture, you can view the recorded lecture on ELMS whenever possible. The university’s operating status is available on the school website ([http://www.umd.edu](http://www.umd.edu)) or by phoning 301-405-SNOW.
Finally, keep these realities in mind:
1. Because this course is held during the summer, concepts will be introduced at a rapid pace.
   Each day of class is equivalent to about 1.5 weeks during the spring/fall semester.
2. Many students struggle with this course even during the much longer spring/fall semesters, so
   please do not take the materials lightly.
3. If you are taking another class concurrently and/or if you have a full-time job, it is your
   responsibility to ensure you can to devote sufficient time to your studies.
4. We, the instructors, will do our very best to help you through the course. However, we can only
   devote a finite amount of individual time since there will be roughly 30/40 students enrolled and
   only three weeks of classes.
5. The instructors will be available via email and will try to respond as soon as possible, usually
   within 24 hours. However, do not wait until the last minute to ask questions, as there may not
   be time for a response.