



SYLLABUS

GEOG 5200 Cartography & Map Design

3 Credit Hours, Hybrid

Lecture – online

Lab Sections: Derby Hall 0135, W&F 8 – 9:20 a.m.

Course overview

Instructor and Teaching Assistant (TA)

Primary instructor: Dr. Tammy E. Parece

Email: parece.1@osu.edu (preferred contact method)

Office hours: 10-11 Mon & Friday – Open Zoom Hours or by appointment

TA: John Layman

Email: layman.197@buckeyemail.osu.edu

Office hours:

Monday, 11 a.m. - Noon (in Derby Hall TA Office)

Tuesday, 1 – 2 p.m. in Derby Hall 0135

All office hours are through Zoom. Details about office hours are available on the course website. To request an appointment outside of the above times, please send both instructor and TA an email [with your availability](#) up to a week ahead.

Course description

A study of the cartographic techniques of map compilation and design including generalization, symbolization, reproduction, and GIS-based mapping with an emphasis on thematic mapping.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Explain the relevance of cartography in the present day.
- Tailor a cartographic representation according to purpose, audience, and medium.
- Differentiate between types of maps, especially thematic map forms.
- Prepare geospatial data and corresponding text and visuals for cartographic representation.
- Demonstrate familiarity with coordinate systems and projections, making appropriate choices based on scale, location, and extent.
- Communicate geospatial information using evidence-based cartographic principles.
- Critically examine cartographic presentations for strengths and weaknesses,

providing specific suggestions for improvement.

How This Course Works

Mode of delivery

Your lectures are online, and your labs (recitations) are in Derby Hall 0135.

- Please note that lectures in this course are *asynchronous*, meaning that *there are no required sessions when you must be logged in to Carmen at a scheduled time*. Lectures are pre-recorded, and you will be provided with a link to each lecture, which you can view anytime during the week that the lecture is assigned.
- Please note that *in-person attendance at labs is expected and strongly recommended*. However, due to the ongoing pandemic, lab attendance will not be explicitly required for grading purposes. In other words, absence from any lab meeting will not result in a grade penalty, e.g., loss of points toward an assignment.

Pace of online activities

This course is divided into **weekly modules**. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

You should complete all items in the module in the order in which they are listed. For example, if a lecture is listed above a lab, you should finish engaging with the lecture before you begin the lab. If you choose to begin the lab before engaging with the lecture, the system will allow you to do so, but you risk missing valuable information in the lecture that will affect your performance on the lab. This risk applies to all assignments: lectures, labs, exams, etc., so be sure to complete all items within each module in the order in which they are listed.

Credit hours and work expectations

This is a **3-credit-hour course**. According to [Ohio State policy](#), students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

Important: Do not expect to complete entire lab assignments during the scheduled lab time. Lab sessions are 80 minutes, and it takes longer than 80 minutes to complete a lab. Therefore, you will need to either 1) finish the lab using software installed on your own computer or 2) return to the computer lab when it is not being used for other classes. To find the room schedule, you can access the Room Matrix at https://delegated.osu.edu/psp/csosuda_1/EMPLOYEE/CAMP/c/OSR_CUSTOM_MENU.OSR_ROOM_MATRIX.GBL. Here is how you use it:

- Enter DB0135 for Derby 135
- Select the date under “Show Week of”
- Click “Refresh Calendar”

Course materials

- Required Textbook: Anthamatten, Peter. 2021. How to Make Maps: An Introduction to Theory and Practice of Cartography. Routledge Publisher
- Additional required reading materials/videos will be provided within Canvas.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357) **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills

- Basic computer and web-browsing skills
- Navigating Carmen: see the [Canvas Student Guide](#).
- [CarmenZoom virtual meetings](#)

IMPORTANT: The next two sections indicate equipment and software that you must be able to access to complete lab assignments for this course. You have access to these items in Derby 0135, but if you install the software on your own computer, you will be able to finish lab assignments at home. Also, you can bring to lab meetings a laptop with the software already installed; this will provide a consistent working environment.

Hardware

- Computer: current PC (Windows 7+) or Mac (OS X) with high-speed internet connection. Please note that ArcGIS Pro only works on Windows PCs
- USB Drive
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Software

Please keep in mind that you are NOT required to purchase any software for this class. You will use a word processing program, a spreadsheet program, Adobe reader and GIS. Please see the document in Carmen/Canvas with regards to access to these programs.

Carmen Access

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you can connect to Carmen at all times, it is recommended that you

take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes.

If none of these options meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

Grading and faculty response

Grades

Assignment or category	Percentage
Labs (9)	45
Project	25
Exams (2)	24
Discussion Participation	06
Total	100

Assignment information

Exams (24% of total grade)

There will be 2 exams. Each exam will be...

- *Available early.* You may take the exam any day during the week before it is due, or you may take the exam on the day that it is due. Late exams are not accepted.
- *Timed.* Exams are 50 minutes. (If you are registered with SLDS for extended time accommodations, please confirm that time has been granted before you begin the exam.)
- *Open-note.* You can use the lecture slides, the handouts, your notes, the textbook, etc. But this does not mean you can get assistance from another student, the instructor or the TA.
- *Completed independently.* You should complete the exam by yourself. Collaboration with one or more other persons is considered academic misconduct.
- *Allowed only one attempt.* The exam must be completed in one sitting.

- *Graded immediately.* Your grade should be visible as soon as you click Submit. However, correct answers will not be available immediately; please check back after a week to review the correct answers.
- *Password protected.* You'll find the password (also known as "access code") in the quiz instructions, so make sure you read the instructions before you click Take the Quiz.
- Do your best to ensure that you have a reliable internet connection and a reliable device (desktop, laptop, tablet, or phone) for accessing the exam *before* you get started.

Q: What happens if I lose internet connection while taking the exam?

A: If you lose connection momentarily, you should be able to resume the exam. If you lose connection for longer than the exam is available, the exam will automatically submit when the time is up. If you do completely lose access, cannot resume, and the exam submits before you can reestablish connection, be sure to let me know. There may not be much that I can do, in the interest of fairness to all students, but I certainly want to hear about the situation.

- *Tip 1:* If you have a smartphone with a web browser, you should be able to use your cellular network (even if the WiFi connection is unavailable) to log in to Carmen on your cell phone's web browser and resume the exam, as long as the time isn't up. It's not ideal since you probably won't be able to access any notes efficiently, but at least you can still access the exam and enter answers.
- *Tip 2:* To make your internet connection a little more stable, make sure nothing is streaming like video or online games. If you have roommates that are watching Netflix or gaming, you might want to ask them to take a break while you take your exam so that your WiFi access can be prioritized.

Discussions (6% of total grade)

You have two required discussion posts.

Introductory discussions posts – introduce yourself to the class and post replies to other students. Find something in common with others, you may find a study partner (2% of grade). Due August 31. 2nd required post is Practical Applications of GIS due November 22 (4% of grade).

Final Project

You have a final project that is worth 25% of your grade. You will create and design a multi-variate thematic map. More information about the project is available on Carmen. No late submissions.

Labs (45% of total grade)

There will be 9 labs. You will be provided step-by-step instructions for each lab, but keep in mind that the process of completing any given lab may not go as smoothly as planned. Unexpected challenges may arise, so it is best to plan for this. Set a goal to submit each lab in advance of the deadline. That way, if unexpected challenges do arise, you have time to deal with them before the deadline passes. Some labs are written documents, some are submitted in a quiz-like format. These are not timed quizzes, just a mechanism to easily submit your answers. Some questions are graded automatically, and some require manual grading.

Late assignments – labs only

Lab Assignments are accepted late up to one week. (The only exception is Week 15; assignments in Week 15 are not accepted late.) The late penalty is 5% per day of the graded responses. The late penalty will not reduce grades to below 70% of the graded responses. Late penalties are managed by the course website and automatically applied.

Extensions are NOT typically granted due to getting “stuck,” encountering unexpected errors, software crashes, lost work, lack of internet, or other such issues. These are realistic issues that you are likely to encounter when performing GIS work outside of this class, and you need to learn how to manage these issues. However, do keep in touch with your instructor/TA when issues arise so that we can provide support.

Grading scale

92.5–100: A	80.0–82.49: B-	66.5 –69.99: D+
90.0–92.49: A-	76.5–79.99: C+	60.0 –66.49: D
86.5–89.99: B+	72.5–76.49: C	Below 59.99: F
82.5–86.49: B	70.0 –72.49: C-	

Note – I do not round up. An 89.99 does not round up to 90%. If you want an A/A-, you must achieve 90% or better.

Instructor feedback and response time

Grades and feedback

You can generally expect grades and feedback to be returned within **7-14 days** once the assignment’s deadline has passed, depending on the complexity of the assignment.

E-mail and discussion boards

You can generally expect a reply to e-mails and discussion board posts within **48 hours on school days**. Email and discussion board activity usually occurs during normal work hours (8am-5pm), and although you might receive replies to emails and discussion board posts outside of those hours, please do not expect this. The determination of urgency is ultimately at the discretion of the instructor/TA, but you are encouraged to identify urgent issues as urgent so that we can make every effort to prioritize them.

What should I call my instructor?

Use the proper title when addressing your instructors/TA. Recommended resource: [What should I call my professor?](#) For example: Because Tammy E. Parece has a Ph.D., it’s always Dr. Parece, *never* Ms., Mrs., or Miss.

Participation, discussions, and notifications

Student participation requirements

The following is a summary of everyone's expected participation:

- **In-person attendance at lab meetings: FLEXIBLE**
In-person attendance at labs is expected and strongly recommended. However, due to the ongoing pandemic, lab attendance will not be explicitly required for grading purposes. In other words, absence from any lab meeting will not result in a grade penalty, e.g., loss of points toward an assignment.
- **Participating in discussion forums: 2 are required – see above, others are FLEXIBLE**
For every lecture, there is a discussion board (e.g., Lecture 1 Q&A), and for every lab, there is a discussion board (e.g., Lab 1 Q&A). ***If you have questions about lectures or labs, you are required to post your questions in the appropriate discussion boards, rather than contacting your instructor/TA privately.*** If you attempt to contact your instructor/TA privately with your question, you will be directed to post your question on the discussion board before it is answered. Using the discussion boards for Q&A is how your instructor/TA can answer questions most efficiently, other student who might have the same questions can see the responses, and the discussion board becomes an excellent archive for making edits to course content in future semesters. Thank you for participating in the Q&A discussion boards!
- **Logging in: AT LEAST ONCE PER WEEK**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*.
- **Confidential Questions:** Don't post questions online that may indicate answers to graded assignments and questions in reference to your own grades. The former is an academic integrity concern, and the latter is a privacy concern.

Discussion and communication guidelines

The following are expectations for how we should communicate as a class. Please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. (Note: Excessive grammar, spelling, or punctuation errors in discussions or any other assignment submissions will be penalized at the discretion of the instructor/TA.) A more conversational tone is fine for non-academic topics.
- **Tone and civility:** Maintain a supportive learning community where everyone feels safe and people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. For the textbook or other course materials, list at least the title

and page numbers. For online sources, include a link.

- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Managing notifications

How can I manage notifications about course activity?

You can tailor your notifications by going to Account > Notifications. You can choose Email and/or Push notifications. You can choose what types of activity you want to follow.

If you are not receiving notifications of discussion board activity, you may need to subscribe to the discussion board itself. Open the discussion board and click Subscribe (near top right). Alternatively, make a reply, and you will be automatically subscribed.

If you want email notifications but you're not getting any at all, regardless of activating email notifications, then you may need to go Account > Settings and verify your email address.

Other Course/University Policies

Health and safety requirements

All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>). Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

Absence related to COVID-19

Continuous engagement with this course is essential to learning the material. Students are expected to attend class and engage with assignments and discussion prompts for every scheduled meeting. Students who need to miss class or who are not able to participate due to illness (COVID-19 or other illnesses), exposure to COVID-19, care for family members exposed to COVID-19 or other reasons are expected to contact the instructors as soon as possible to arrange for accommodation. Students in special situations or those requiring specific, long-term or other accommodation should seek support from appropriate university offices including but not limited to [Student Advocacy](#), [Student Life Disability Services](#) and [the Office of Institutional Equity](#).

Health and safety requirements

All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes optional wearing of a face mask in any indoor space and maintaining a safe physical distance at all times. If you make an appointment to meet with me in my office, I do request that you wear a facemask.

Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this class. Cheating or plagiarism of any kind is not tolerated.

Ohio State's academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

Disability Services

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, please register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Mental Health Statement

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Sexual Misconduct/Relationship Violence

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu

Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide

opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Disclaimer

This course syllabus provides a general plan for the course; deviations may be necessary. Such deviations may be made for individuals or for the entire class, as deemed appropriate by the instructor. Any changes that affect the entire class will be announced by the instructor with as much advance notice as possible.