GEOG 5200 Cartography & Map Design – Autumn 2017

Meeting Times:
Lecture: Tuesdays, 8:00am – 9:20am, Smith Lab 1009
Lab: Mondays OR Wednesdays, 11:10am – 12:30pm, Derby Hall 135

Instructor Name and Email: Dr. Emily S. Castellucci, castellucci.5@osu.edu
Office Hours and Location: My office is Derby Hall 1168. My office hours are by appointment only. If you would like to schedule a meeting with me, please visit my scheduling website: https://emilycastellucci.clickbook.net/. If you cannot make your appointment, please cancel.

Teaching Assistant Name and Email: Rohit Mukherjee, mukherjee.110@buckeyemail.osu.edu
Office Hours and Location: 10:00am – 11:00am, Mondays and Wednesdays, Derby Hall 1131

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.

Schedule: You can find a link to the course schedule on the course website.

Textbook: None. All readings and resources will be provided on the course website.

Evaluation:
- Labs: 48%
    - There will be 12 labs, and ALL labs will be counted toward your final grade in the course. No labs will be dropped.
    - Labs will be due every Wednesday, beginning with Lab 1 due September 13th and ending with Lab 12 due December 6th. There will be no lab due November 22nd due to Thanksgiving break. Labs will be released at least 2 weeks before they are due.
    - All lab assignments will be submitted via the course website in a quiz-like format. The questions will be provided to you in advance; you can find the questions at the end of each lab's instructions.
    - Do not expect to complete all of your lab work during the scheduled lab time. You will need to dedicate time outside of class to completing your labs.
    - Map Layout Revisions:
        - For most labs, you have the option to resubmit your map layout for regrading, after making changes based on the feedback that you receive. Assuming you do not introduce any new errors when you make changes, a portion of the points deducted due to errors on your map layouts may be returned to you after regrading.
        - The following percentages could be returned to you if all map layout errors are resolved and no new errors are introduced:

- Labs 1-4: 100%
- Labs 5-8: 50%
- Labs 9-12: 0% (Revisions are not accepted for these labs.)

Points deducted for lateness cannot be returned. Late map layout resubmissions are not accepted.

- Exams: 42%
  - There will be 2 exams, which will be administered using scantrons.
  - Each exam will contain 50 questions, but only 45 correct answers are required to make a 100%. The highest grade you can make on any exam is a 100%.
  - Please bring your BuckID, a scientific calculator, and a #2 pencil to every exam.
  - Exams will not be returned to you. If you wish to review your exam, you will need to schedule a meeting with your instructor.
  - Extra credit is available to boost your exam grades. You may wish to work on the extra credit early as a means of studying for your exams. Please see the "Extra Credit.pdf" file on the course website for more information.

- Participation/Attendance: 10%
  - Small assignments may be assigned in class or to be completed on your own time. These will be applied to your participation grade in this course.
  - Lecture attendance is required and will be recorded at all lecture sessions. You are allowed to miss only 1 lecture session without penalty.
  - Lab attendance is required and will be recorded at all lab sessions. You are allowed to miss only 1 lab session without penalty.
  - Excused Absences:
    - You may skip lab entirely and without penalty *only if* you have completed and submitted the lab that is due next *and* have completed the Request for Excused Absence Form.
    - All other requests for an excused absence (e.g. due to illness, etc.) also require completion of the Request for Excused Absence Form.

- *Grading Scale* (OSU standard scale):

o	A	93-100%	o	B-	80-82%	o	D+	67-69%
o	A-	90-92%	o	C+	77-79%	o	D	60-66%
o	B+	87-89%	o	C	73-76%	o	E	0-59%
o	B	83-86%	o	C-	70-72%			

Note: Your final grade as seen on the course website will be rounded to the nearest whole number (e.g. an 89.49 is a B+ but an 89.50 is an A) before being submitted to the University Registrar at the end of the semester.

Map Critiques:

Sometimes, during lectures, we will do "map critiques." This is when I show a map to the class, and we provide constructive feedback, noting the strengths and weaknesses of the map and providing specific suggestions for improvement. The maps that are shown in class may be drawn from external resources (i.e. books, the internet, etc.), but **I may sometimes draw examples from the maps that you have created in lab this semester. Therefore, be sure that every map layout**

that you create is one that is ready to be shown to your classmates! Note: I will anonymize maps created by students before showing them to the class.

Policies:

1. *Email correspondence policy.*
    a. You are responsible for all course related emails, so be sure to check your email frequently (i.e. daily on weekdays).
    b. When emailing your instructor at castellucci.5@osu.edu, always include the course number (e.g. 5200, etc.) somewhere in the subject or body of the email. (This is important since your instructor teaches multiple classes and needs to know to which class you are referring.)
2. *Course website policy.* You are responsible for all announcements, additional reading, assignments and other material posted at the Canvas site, so be sure to check it frequently (i.e. daily on weekdays). Note:
    a. You may find that it helps to update your notifications. You can do this by going to Account > Notifications. There are four notification options, and I suggest that you turn on "Notify me right away" or at least "Send daily summary" for everything until you figure out which notifications are most beneficial to you.
    b. There is a Canvas app available for iPhone and Android, which you may find beneficial for keeping up with the course website.
3. *Lab questions policies.*
    a. On the course website, there will be a discussion for each lab. If you have questions about labs outside of the scheduled lab time, you are required to use the appropriate discussion to post your questions. Your instructor and TA will be notified of your post and will respond as soon as possible. Please do NOT email your lab-related question to your instructor or TA, unless it is a grade-related question.
    b. Additionally, you are required to post your lab-related questions before 2pm on the day that the lab is due to allow your instructor and TA time to respond, so please plan accordingly (i.e. do not procrastinate)!
4. *Late policy.*
    a. All course assignments, other than labs, will not be accepted late.
    b. Labs will be accepted through the date the last lab is due, but late labs will be penalized 1 point for each business day late, up to 10 business days. It is possible for the late penalty to exceed the number of points awarded for correct answers, but a zero (not a negative number) will be assigned in these cases.
    c. Extensions will not be granted due to lost work; be sure you back up and keep all of your work.
5. *Exam policies.*
    a. Exams must be taken at the scheduled time, unless you have submitted the Request for Excused Absence Form, and it has been approved by the instructor. You also must contact your instructor in advance of the scheduled exam to schedule a make-up exam, except in the case of emergency.

b. You are expected to arrive to all exams *on time*. Students who arrive late to the exam will be permitted to begin the exam, until the first student leaves. After a student completes the exam and leaves, students who arrive late will not be permitted to begin the exam, will be asked to leave, and will be considered absent. Your absence will be considered unexcused, unless you submit a [Request for Excused Absence Form](), and it is approved by the instructor.

c. Make-up exam penalties:
   i. Make-up exams for excused absences will not be penalized.
   ii. Make-up exams for unexcused absences will be penalized 15%.

d. You are expected to finish all exams *on time*. Exams begin when schedule class time begins, and exams end when the scheduled class time ends. At the end of the scheduled class time, you are to stop working and turn in your exam. You may not continue working on your exam after the scheduled class time.

6. *Disability services policy*. Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 098 Baker Hall, 113 W. 12th Ave, Columbus, OH 43210; telephone 292-3307; VRS 429-1334; http://www.ods.ohio-state.edu/.

7. *Academic misconduct 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/pdfs/csc_12-31-07.pdf

Classroom and Computers:

You must swipe your BuckID to access the classroom in Derby 0135. (Note: The card scanners are sometimes unreliable. You may need to swipe more than once, and you may need to wait a second or two after swiping to open the door, giving the scanner a chance to unlock the door. If you continue to have problems, please notify the office staff in Derby 1036.)

To access the computers in Derby 0135 and 0140, you may use the following login information:
- Username: G5200
- Password: Geog-5200AU17

To access the internet, you need to visit the following website and login:
https://nauth1.auth.infosec.ohio-state.edu

If you need to return to the computer lab outside of class time, please be aware that the building is usually locked at night, over weekends, and on holidays, so be sure to plan accordingly. When you do return to the computer lab outside of class time, there may be a class in session. Please attempt to avoid interrupting classes that are in session, and if there *is* a class in session, check

the computer lab across the hall in Derby 140. It has the same software as Derby 135, and it is usually available.

If you would like to check the schedules for Derby 135 and 140, you can check the Room Matrix: https://delegated.osu.edu/psp/csosuda_1/EMPLOYEE/CAMP/c/OSR_CUSTOM_MENU.OSR_ROOM_MATRIX.GBL
1. Enter DB0135 for Derby 135 or DB0140 for Derby 140.
2. Select the date under "Show Week of".
3. Click "Refresh Calendar".
You will be able to see when the room is occupied and when the room is available.

Software:
You are NOT required to download the software we will be using in the course onto your own computer. However, information on obtaining ArcGIS and QGIS are provided here.

1) *ArcGIS*. This is the primary software that we will be using in this course. You may request a 1-year student trial license from your TA. Just email your TA, and your TA will send you an activation code. You will then need to activate the code and download the software here: http://www.esri.com/software/landing_pages/arcgis/desktop-ed. (If you want your version to match the version used on the lab computers this semester, you'll want to choose 10.4.1.)

   If you choose to go this route, there is a detailed document regarding the entire process of downloading and installing ArcGIS and authorizing it using an authorization code available on the course website, entitled ESRI_installation_tips.pdf. If your installation-related questions are not answered by this document, you will need to contact ESRI Customer Support at 1 (888) 377-4575.

   Please note that ArcGIS for Desktop is NOT certified or supported on the Mac operating system. However, if you have an Apple computer running Windows, you can install ArcGIS for Desktop using VMWare, BootCamp, or Parallels. To learn more, please visit this link: http://edcommunity.esri.com/software-and-data/mac-os-support.

2) *QGIS.* This is the secondary software that we will be using in this course. It is free and open source and can be obtained by visiting http://qgis.org/en/site/. Unlike ArcGIS, QGIS can operate on the Mac operating system.

   Please note that if you choose to install QGIS onto your personal machine, your instructor and TA are NOT responsible for answering your installation-related questions. You will need to troubleshoot such issues yourself.

ArcGIS Online. Although you cannot use ArcGIS Online in lieu of the desktop software, you may still find ArcGIS Online fun to explore! You can use your OSU account credentials to log onto ArcGIS Online. You can read more about this here: https://cura.osu.edu/agol.

Disclaimer: This course syllabus provides a general plan for the course; deviations may be necessary. Any changes will be announced by the instructor with as much advance notice as possible.