

GEOG 5200S Cartography & Map Design – Spring 2017

Meeting Times:

Lecture: Tuesdays, 8:00am – 9:20am, Smith Lab 1009

Lab: Wednesdays OR Thursdays, 8:00am – 9:20am, 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: Ariel Rawson, rawson.29@buckeyemail.osu.edu

Office Hours and Location: Wednesdays and Thursdays, 9:20-10:20am, Derby Hall 1145

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.

Texts (required): All readings will be provided on the course website.

Evaluation:

- Labs: 40%
 - There will be 8 labs, which will be due Thursdays; see dates and times on the course website.
 - All lab assignments will be submitted via the course website. More specific instructions regarding how to submit your lab assignment will be provided 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.
- Service: 30%
 - You are required to complete a minimum of 15 service hours this semester.
 - You are required to complete a mapping project in collaboration with our service partner.
 - You will find more details below under "Learning Outcomes" and "Service Learning Partner." Even more details will be release as the semester progresses.
- Exams: 20%
 - There will be 2 exams, which will be administered using scantrons.
 - Each exam will contain 44 questions, but only 40 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.
 - See lecture schedule for dates of exams.

- Participation/Attendance: 10%
 - Small assignments may be assigned in class or to be completed on your own time. These will be applied toward your participation grade in this course.
 - Lecture attendance will be recorded. You are allowed to miss only 1 lecture session without penalty.
 - Lab attendance will be recorded. You are allowed to miss only 1 lab session without penalty. Note:
 - You may leave lab early *only if* you have completed and submitted the lab that is due next.
 - You may skip lab entirely *only if* you have completed and submitted the lab that is due next *and* have notified your TA in advance via email.
- *Grading Scale* (OSU standard scale):

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

Learning Outcomes:

Specific to Cartography and Map Design

The course goal is that students learn basic principles of cartographic communication. More specifically, the objectives are that after successful completion of this course...

- Students will know how to produce maps.
 - Students will utilize elements of cartographic communication.
 - Students will decide how and when to use different types of maps.
 - Students will make informed decisions about map design in a given situation.
- Students will know how to consume maps.
 - Students will read and understand different types of maps.
 - Students will critically evaluate maps and articulate why a map is “good” or “bad.”

Specific to Service-Learning

The "S" at the end of “5200” indicates that this offering of 5200 is a service-learning course.

Service-learning is “a form of experiential education characterized by student participation in an organized service activity that 1) is connected to specific learning outcomes, 2) meets identified community needs, and 3) provides structured time for student reflection and connection of the service experience to learning” (OSU Service-Learning Initiative).

- General Education (GE) statement: This course fulfills GE requirements for the Open Option Service-Learning category.
- Goals: Students gain and apply academic knowledge through civic engagement with communities.

Expected Learning Outcomes:

- Students make connections between concepts and skills learned in an academic setting and community-based work.

- Students demonstrate an understanding of the issues, resources, assets, and cultures of the community in which they are working.
- Students evaluate the impacts of the service-learning activity.

Service-Learning Partner:

Our service-learning partner for this semester is the Columbus Metropolitan Libraries (CML). You will be serving in their Homework Help Centers (HHCs) and collaborating with them to complete a mapping project. CML branch locations are off campus and most of them will be most conveniently reached by car, but bus and bike transportation is an option too. It is the student's responsibility to arrange their own transportation to and from service activities. No transportation or reimbursement for related expenses will be provided by the University.

Starting in the 4th week of classes, you will begin serving in the HHCs. The service requirement will be a minimum of 15 hours total spread across ~10 consecutive weeks, averaging a commitment of ~1.5 hours per week. You will have the opportunity to schedule a time that fits with the HHCs operating hours Monday-Thursday 3-7pm at one of the following five locations:

- Northern Lights
- Karl Road
- Gahanna
- Hilltop and
- Reynoldsburg

To be able to do the service, you must...

- Complete an online application at <http://www.columbuslibrary.org/about/volunteer>. Important: Please key the course number, 5200S, after your last name so that you can be quickly spotted as a student in this course.
- Complete three forms. One of these forms is an authorization for a criminal background check. The libraries don't allow anyone to work with them who has a felony of any kind or charges related to theft, assault, concealed carry, crimes of a sexual nature, or arson. If running a criminal background check will be a concern for you, please come see me to discuss your options. The cost for the criminal background check will be covered by the CML. (Note: We will complete these forms on the first day of class, but if you miss the first day of class, you can find these forms on the course website. Print them out, sign them, and return them to your instructor ASAP.)
- Complete mandatory Cultural Diversity Training during the 2nd and 3rd weeks of labs. Gale Gray, Nelson Hewitt, and Abdikhayr H. Soofe from the City of Columbus will be joining us to facilitate this training. Important: You *must* attend both sessions! I cannot understate the importance of your attendance at this training; please do whatever you need to do to ensure that you will be present.

Only after your application, forms, and training are complete will you be able to begin serving in the HHCs.

Policies:

1. *Email correspondence policy.* When emailing your instructor at castellucci.5@osu.edu, always include the course number (e.g. 5210) 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. 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 5pm 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.* Labs and other assignments will be penalized 10% for each business day late and will not be accepted beyond 1 week late. 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 a documented reason for your absence. You also must contact me in advance of the scheduled exam to schedule a make-up exam, except in the case of emergency.
 - b. Additionally, you are excepted to arrive *on time* to all exams. 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 and will be asked to leave.
6. *Disability services.* 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 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>
7. *Academic misconduct.* 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: G5210
- Password: Geog-5210SP17

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 sometimes locked at night and over the weekends, so be sure to plan accordingly. Also, when you do return to the computer lab outside of class time, be sure to check the schedule on the door. There may be a class in session, so please attempt to avoid interrupting classes that are in session. 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.

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.

ArcGIS. 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 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>.

QGIS. QGIS 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.

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.