

**Joella Robinson  
Houston Community College  
Distance Education**

**Spring 2011**

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**Course Syllabus**

Geography 1303  
CRN# 65070, 64798

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Use Blackboard Vista mail for all assignments.

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**Books**

Text: "Concepts & Regions in Geography", de Blij,  
Muller, 4th edition, Wiley  
ISBN 978-0-470-23713 Only the textbook is required.

Books HCC books can be purchased at all HCC  
bookstores, a list of stores can be found in the Spring  
Schedule booklet.

Bookstore Links

[HCC Bookstore Link](#)

[Wiley Publishing Link](#)

[Amazon Books](#)

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**Course Content**

Study of major world regions with emphasis on prevailing conditions and developments. Including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in these regions.

Core Curriculum Course.

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## **Course Goals**

1. Identify the causes and implications of the globalization of the economy.
2. Understand the differential impact of technology on global environments.
3. Analyze global communications across traditional borders and their impact on global social movements.
4. Comprehend global stratification and the roles of pre-industrial, industrial, and postindustrial societies in the world system.
5. Appreciate the ramifications of shifting geopolitical borders.
6. Document global demographic trends, i.e. population growth, size and composition, migration patterns, and indigenous populations.
7. Documentation of indigenous societies, their response to change, political addressment, land claims, and embracement of history and cultural values sometimes in collision with majorities, the impact of colonization, and globalization, on indigenous populations also provides more holistic coverage.
8. Enhance the knowledge of cultural trends regarding social institutions, i.e. religion family.
9. Define a “multicultural society” and consider

both the positive and negative qualities of multiculturalism.

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## **Course Structure**

### **HCC Course Withdrawal Policy**

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

### **HOW TO DROP**

- If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center.
- HCC and/or professors may withdraw students for excessive absences without notification (see Class Attendance below).
- Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an "F". It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may provide a written request to DE Counseling through the AskDECounseling form found at [de.hccs.edu](http://de.hccs.edu). However, please do not contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

Special Notice: Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

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## **Evaluation/Exams :**

Evaluation: There will be three tests and a final this semester. We will utilize online testing for all exams, including the final. The tests will include multiple choice, and short answer. Each test will cover assigned readings, lectures, discussions, and other activities covered in that particular unit of the course. Your lowest exam grade, (excluding the final), will be dropped at the end of the semester. If you miss one of the first three exams, you will receive a zero, and that will be the lowest grade dropped during grade

tabulation. NO MAKE-UP EXAMS WILL BE GIVEN. These exams will count for 75% of your grade. In the event that all exams are taken and your lowest exam grade is the final, all exams are averaged together for 75% of your grade. The final exam is mandatory. Failure to take the final will likely result in a failing grade for the course.

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## **Discussion:**

5% of your grade will be based on class discussion be sure to log in and participate in your classroom discussion section. Be aware that we will be dealing with sometimes controversial topics, and it is unlikely that we will all agree in discussion. Despite controversial topics, be sure to protect the learning environment by respecting others. I as the instructor of the class reserve the right to protect the class from disruption or intimidation. All discussion posts should be in your own words, no cutting and pasting will be accepted for credit and will result in a failing grade for the course. [What is plagiarism? \(From Turnitin.com\)](#) All discussion posts should be posted by due dates, and in the correct topic area for credit.

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## **Virtual Classroom Conduct**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all [HCC Policies & Procedures](#), the [Student Code of Conduct](#), the [Student Handbook](#), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be

subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

## SEXUAL HARRASSMENT

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office 713.718.8271.

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## Your Class Grade

The standard college policy is followed for all grades: A (90-100), B (80-89), C (70-79), D (60-69), F (below 60).

Please note that cheating, plagiarism, and collusion will result in a failing grade for the course. This policy will be enforced for all examinations, discussions, and assignments. (See the student handbook for further details on H.C.C. policy.)

### Final Grade Breakdown

Tests 75%

Current Event Quizzes 20%

Discussion 5%

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## **Student Services**

### **STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the [Disability Support Services Office](#).

DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester:

District ADA Coordinator – Donna Price –  
713.718.5165

Central ADA Counselors – Jaime Torres & Martha  
Scribner – 713.718.6164

Northeast ADA Counselor- Kim Ingram –  
713.718.8420

Northwest ADA Counselor – Mahnaz Kolaini –  
713.718.5422

Southeast ADA Counselor – Jette Lott - 713.718.7218

Southwest ADA Counselor – Dr. Becky Hauri –  
713.718.7910

Coleman ADA Counselor – Dr. Raj Gupta –  
713.718.7631

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an

email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

## **DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES**

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

## **LIBRARY RESOURCES**

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreement

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Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

## **ONLINE TUTORING**

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Blackboard log-in page. This directs students to the HCC [AskOnline](http://hccs.askonline.net/) Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

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## **Current Events Quizzes**

To improve your knowledge base of the world and keep up with international current events, you will be

expected to read assigned articles and take quizzes based on the provided readings. You will be provided with instructions and a breakdown of articles to be read. The articles can be found under current event articles and they will correspond with the topics and/or regions you will cover in class. All quizzes will be taken through the Blackboard Vista quiz feature. Due dates can be found on the course calendar. The quizzes will constitute **20% of your final grade**. Acceptance of late work and penalization for late work is subject to the instructor's discretion.

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## International Students

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration.

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

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## Class Guidelines

### BLACKBOARD STUDENT USER ID

Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From [www.hccs.edu](http://www.hccs.edu), under the column "CONNECT", click on the "[Student System Sign In](#)" link
- Then click on "Retrieve User ID" and follow the instructions.

Or use the direct link to access the Student Sign In page:  
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

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The default student password is “distance.” Students will then be prompted to change their password after their first login.  
Please visit the Distance Education Technical Support website if you need additional assistance with your login.

### **DISTANCE EDUCATION (DE) ADVISING AND COUNSELING SERVICES**

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

### **ASKDECOUNSELING FORM**

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

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### **EARLY ALERT**

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

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### **Syllabus**

You viewed a copy of the above class syllabus, yet the class will always have it posted for you. You can access it by clicking on the course content link on the

home page, or the link that appears on the blue sidebar to your left. You will see the title "Syllabus" click on this and you will see the class syllabus. The syllabus tells you how your class grade will be derived and general class policies.

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## **Class Lectures**

If you click on the course content page, you will see the title "Class Lectures", these units are your lectures for the course. You will see notes, graphs, pictures, and links to articles. If you simply print out the class unit sections be sure to see all links, graphics, and articles contained within the class unit. The units should be done in the order they are assigned over the course of the semester. Do not attempt to print out the entire course in one sitting! The world changes everyday, I reserve the right to make needed changes up until three weeks prior to assignment.

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## **Current Event Quizzes**

You will find complete instructions on the quizzes by clicking on the title "Current Event Readings and Quizzes" on the course content page, or the sidebar to the left under course content. Due dates will appear on your course calendar. After the due date has passed the quizzes will no longer be available to take for class credit. Quizzes are to be taken through the Blackboard quiz feature. You have two opportunities to take the quiz and the highest grade will be taken for the grade book. Answers for quizzes do not appear until all quizzes are completed for security reasons.

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## **Course Calendar**

The course calendar feature maps out your assignments as we go through the semester. First, click on the title "Calendar", found on your course homepage. You will see the title of the class unit assigned and the textbook assignment for the week. You will see reviews for exams post one week prior to the exam dates.

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## **Exams**

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As you hopefully have seen on your syllabus, you will have three tests and a final this semester. I am utilizing online testing for all exams. The exams will consist of multiple choice and a map. I will present a review one week prior to the exam, which will include the map that you will be presented with at test time. It will be the exact same blank map. No surprises! You are eligible to drop one of your first three exams, excluding the final. Let this act as a curve rather than an exam you decide not to take. Failure to take the required final will likely result in a failing grade for the course. Students who live or work outside the HCC service area and need to take paper exams at another college, or at one of our HCC testing locations MUST make arrangements prior.

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I hope these notes help you with the class, e-mail or call me if you have additional questions!

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