



**Joella Robinson**  
**Houston Community College**  
**HCC Online**

**Fall 2018**

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***Course Syllabus***

Anthropology & Geography

Geography Program

Department of Anthropology and Geography

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**Use Canvas mail for all assignments.**

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## Books

You have a free online book that can be accessed here;

<http://open.lib.umn.edu/worldgeography/>

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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, three credit hours or units.

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Objectives / Student Learning Outcomes – Courses at HCC have objectives which are centered on “Student Learning Outcomes” (SLOs). These reflect what students will know, be able to do, or be able to demonstrate once they have taken a course. The objectives for this course are guided by the measureable core competency and student learning outcome paradigms. Upon completion of this course, students will be able to:

- Define and explain the geographic concept of “region.”
- Locate significant geographic features of regions of the world and describe their cultural, economic, political, and physical characteristics.
- Demonstrate knowledge of each region’s role in a globalizing world.
- Apply geographic concepts to understanding current events, conflicts, and issues in a regional context.
- Utilize maps to understand locations of places, the connections between places, and spatial patterns and trends of cultural and physical phenomena on earth.

- Describe area and population patterns, important historical background, features that create regional unity or division, economic, urban and agricultural patterns, and geopolitical issues that help define each of the world's regions.
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**Core Competencies** – Courses offered at HCC which are taken within “core” status meet a set of stringent guidelines which will help the student advance core skills in foundational areas. World Regional Geography meets a Social and Behavioral Sciences core requirement at HCC. Social and Behavioral Sciences core area courses “focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human” and “the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on society and culture.” By taking a Social and Behavioral Sciences core offering, you will have the opportunity to further develop the following core competencies: critical thinking skills, communication skills, empirical and quantitative skills, and social responsibility skills. Throughout the semester, assignments and assessments in this class will help measure your advancement in each of these core competencies.

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### **Assignments as they relate to each of the core competencies**

**Critical Thinking Skills** - Examples may include, but are not limited to: research, reports, writings, use of Scientific Method, technology-based compilations or presentations which include analysis, analysis/solutions of problems/case studies, analysis of

spatial data and patterns, justification of results, and explanation of reasoning.

**Communication Skills** – Examples may include, but are not limited to: Assignments which present a grammatically correct essay or speech, effectively organized with a thesis statement, introduction, body, conclusion, supportive reasoning, and appropriately documented evidence. If the assignment is an oral presentation, the assignment should also require effective verbal and nonverbal delivery. Visual design elements should be incorporated into any communication assignment. Visual elements may include graphs, tables, charts, slides, or streaming video as examples.

**Empirical and Quantitative Skills** – Examples may include, but are not limited to: case studies, atlas exercises, reports, creating or analyzing tables and graphs related to statistical data, projects that utilize applied mathematics.

**Social Responsibility Skills** – Examples may include, but are not limited to group discussion exercises, group assignments, analysis within map exercises, written reports or essays, debate/point of view exercises, embedded essays on quizzes, spatial analysis through remote sensing or GIS techniques.

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## **Course Structure**

### **HCC Course Withdrawal Policy**

To help you avoid having to withdraw from any class, contact your online 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.**

## CLASS ATTENDANCE

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Canvas, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Canvas class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

**Special Notice: Students who repeat a course** for some 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, **excluding 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. Exam close out times are set very specifically, and they will close at the exact time listed, regardless of whether the exam is in progress, or completed.** Exams 1-3 will count for 50% 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 50% of your grade. The final exam is mandatory, **and worth 30% of your grade. Failure to take the final will likely result in a failing grade for the course. You will be provided with final exam locations and times.** Students who live or work outside the HCC service area and need to take the final exam at another college **MUST** make arrangements one month prior to the final exam.

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## **Virtual Classroom Conduct**

### **Virtual Classroom Conduct**

As with on-campus classes, all students in HCC Online 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 HARASSMENT**

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.

## **Campus Carry**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

## **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 50%

Current Event Quizzes 20%

Final Exam 30%

*Please use the above formula to average your class average and do not rely on the class average displayed online.*

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### **The HCC grading scale is:**

A = 100 – 90;.....4 points per semester hour

B = 89 – 80: .....3 points per semester hour

C = 79 – 70: .....2 points per semester hour

D = 69 – 60: ... .1 point per semester hour

59 and below = F.....0 points per semester hour

IP (In Progress) .....0 points per semester hour

W (Withdrawn.....0 points per semester hour

I (Incomplete.....0 points per semester hour

AUD (Audit) .....0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.



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## Student Services

Essential Needs Statement: Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

### Students with Disabilities

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

**Title IX of the Education Amendments of 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to: <http://www.edurisksolutions.org>. Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

### **Ability Service Contact Information**

**Central College**

713.718.6164

**Coleman College**

713-718-7376

**Northeast College**

713-718-8322

**Northwest College**

713-718-5422

713-718-5408

**Southeast College**

713-718-7144

**Southwest College**

713-718-5910

**Adaptive Equipment/Assistive Technology**

713-718-6629

713-718-5604

**Interpreting and CART services**

713-718-6333

## **Ask HCC Online Counseling & Advising**

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 [Ask HCC Online Counseling & Advising 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.

## **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.

## **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

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 [Upswing](#) on your Canvas log-in page. This directs students to the HCC tutoring site:

<http://www.hccs.edu/district/students/tutoring/>

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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 Eagle Online quiz feature and require the Respondus Online Program. 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**

### **Log In Information**

Your HCC Online ID is now the same as your HCC User ID which is used for Online Registration. [For example: W0034567]. If you don't know your HCC User ID, you can [retrieve it here](#). This password is independent of your Online Registration password. It is your responsibility to change your password. (You will be required to change it, the first time)

**Eagle Online should be used with Firefox** , failure to use the browser can lead to problems with quizzes and exams.

If you do not have this program you can download it for free.

<http://www.mozilla.org/en-US/firefox/new/>

You will also need the following free programs.

[Respondus LockDown Required for all Quizzes and Exams](#)

[Download Adobe Acrobat Reader](#)

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## **EARLY ALERT**

HCC has instituted an Early Alert process by which your professor will “alert” you through HCC Online counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

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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 resources link on the home page. 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 homepage, you will see the lecture titles that are assigned by the week. 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 every day, 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 your assigned quizzes assigned by the week, but with two overall due dates. Quizzes 1-5 will be due mid semester, and 6-10 near the end of the semester.

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. **Quiz close out times are set very specifically, and they will close at the exact time listed, regardless of whether the quiz is in progress, or completed.** Quizzes are to be taken through the Eagle Online 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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## Important Dates at a Glance

The course calendar feature presents you with your course due dates. "Important Dates at a Glance", can be found on your course homepage.

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## Exams

As you hopefully you have seen on your syllabus, you will have three tests and a final this semester. I am utilizing online testing for all exams, **excluding the final** (Department Policy).

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. **Exam close out times are set very specifically and they will close at the exact time listed, regardless of whether the exam is in progress, or completed. Failure to take the ON CAMPUS required final will likely result in a failing grade for the course. You will be provided with final exam locations and times.** Students who live or work outside the HCC service area and need to take the final exam at another college **MUST** make arrangements one month prior to the final exam.

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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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