



**Joella Robinson**  
**Houston Community College**  
**Distance Education**

**Fall 2016**

***YOUR COURSE IS IN EAGLE  
ONLINE CANVAS***

<https://hccs.instructure.com/login/ldap>

### ***Course Syllabus***

Anthropology & Geography

Geography Program

Geography 1303  
CRN# 15473,15446

Office Hours: Anytime by appointment.  
Phone: 281-580-6182 (Home office phone.)  
E-Mail: [joella.robinson@hccs.edu](mailto:joella.robinson@hccs.edu) (HCCS e-mail)  
Use **Canvas** mail for all assignments.

### **Books**

Text: The World Today: Concepts and Regions in  
Geography 7/e" by Nijman, Muller, and de Blij,  
ISBN: 978-1-119-11636-3

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

#### Bookstore Links

- [HCC Bookstore Link](#)
- [Wiley Publishing Link \(Include E-Book\)](#)
- [Amazon Books \(Kindle & Rental\)](#)
- [Chegg Rental](#)

#### Course Content

This course is an introduction to the world's regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process. This is a core curriculum course that fulfills a Social and Behavioral Science requirement.

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.

**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.

**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, and 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.

## **Course Structure**

### **HCC Course Withdrawal 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. The last day for student withdrawals is October 28th.** This must be done prior to 4:30 PM on October 28th in order to receive a "W" on your transcript.

## **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 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.

### **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.** 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. 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.

### **Disability Services**

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- Tamara Petty  
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.

## **Virtual Classroom Conduct**

### **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 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.

**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 25%

*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.

## Student Services

### 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.

### **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 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.

### **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 **25% of your final grade**. Acceptance of late work and penalization for late work is subject to the instructor's discretion.

## **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 Class in CANVAS**

<https://hccs.instructure.com/login/ldap>

**Eagle Online should be used with Firefox or Chrome**, 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.

Firefox

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

Chrome

<https://www.google.com/chrome/>

You will also need the following free programs.

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

[Download Adobe Acrobat Reader](#)

**EARLY ALERT**

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

## **Syllabus**

You viewed a copy of the above class syllabus, yet the class will always have it posted for you. You can access under course resources heading on the home page. The syllabus tells you how your class grade will be derived and general class policies.

## **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.

## **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.

## **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.

## **Exams**

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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**. 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 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.

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

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