

## **LABORATORY FOR PHYSICAL GEOGRAPHY - GEOG1106-4 Fall 2023 Syllabus**

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### **Part 1: Course Information**

#### **Instructor Information**

**Instructor TA:** Stephanie Marquez  
**Email:** [snmarquez@miners.utep.edu](mailto:snmarquez@miners.utep.edu)  
**Learning Management Site:** UTEP blackboard  
**Classroom:** Geology Building 218  
**Lectures:** Wednesdays 3:00 PM- 4:50 PM  
**Office Hours:** W 2:00 PM- 3:00 PM at GEOL218 face-to-face  
**Supervisor:** Prof. Laura Alvarez ([alvarez@utep.edu](mailto:alvarez@utep.edu))

#### **Course Description and Objectives**

This course is the laboratory portion of Physical Geography GEOG1306. The course provides exercises and hands-on activities to reinforce the concepts from the theoretical counterpart. The lab also provides an opportunity to learn basic geographic techniques and concepts including the interpretation of physical geography data and field experiences. In addition, this laboratory provides a forum for continued discussion of lecture material in a small group format. Attendance to the theoretical section of this Lab course (GEOG1306-1 Physical Geography, 3 credit hour) is highly recommended as the theory will reinforce and provide a deeper understanding of the material in this Lab section. However, some previously-recorded lectures that support the Lab material will be made available within each module on blackboard.

#### **Reference Textbook & Course Materials**

- The recommended, but not mandatory, book is Geosystems: An Introduction to Physical Geography (10th Edition). Robert Christopherson and Ginger Birkeland. Prentice Hall.
- You will find lab presentations, weekly readers, laboratory handouts, lecture video recordings and additional information in our UTEP GEOG 1106 Blackboard course. If you encounter any problems accessing this course within Blackboard, please contact the UTEP helpdesk ([helpdesk@utep.edu](mailto:helpdesk@utep.edu)).

#### **Laboratory Structure and Attendance**

- This lab section is structured in 110 minutes presential sessions. **Students not attending the presential sessions or leaving before the Lab session ends will immediately get a zero (0) grade on that day's Lab** unless a previous, officially-supported excuse is presented.
- Students are tasked with previously going over the lab reader, recorded lectures and preparing the lab materials before each of the 12 weekly sessions. The reader will be

made available through the GEOG 1106 Blackboard lab page, at least one week in advance. Handouts will be distributed by the TA at the beginning of each session (printed and PDF). Students are not allowed to complete any portion of the lab before class. Should any portion of the lab be completed, the instructor will confiscate the copy and the student will be required to print out a new copy for in-class work. You are encouraged to bring your laptop, lecture notes, textbook, ruler and a scientific calculator to the lab sessions as they could be useful when answering lab questions.

- At the beginning of each session, the Lab TA will provide a brief (5 min) overview of the lab topics and explain the dynamics of the activities to develop with the corresponding expectations.
- Students will then work during the next 105 mins to fully complete the laboratory activity and submit individual answers. There are two ways of submitting your work: (1) **The same day of the Lab** by end of the session on paper and hand-written manner to the instructor TA. Students submitting their complete Lab work (all questions must be answered) by the end of each Lab session, will obtain an additional 10% of the Lab grade as extra-credit bonus. (2) **by 1:00 PM of the day following the Lab** through the Blackboard submission tool opened for each Lab module. Online submissions will need to be either typed or scanned and then converted to PDF. **All online submissions need to be in PDF format.**
- Students may use the help of the textbook and lecture notes during each lab session but are also encouraged to ask questions to the instructor when necessary. Please do use complete sentences and make sure instructors can read your answers!
- **If lab responses are written in an illegible manner, they will be marked as incorrect (if the instructor cannot read it, she or he cannot grade it).** Additionally, you will not be allowed to read your answer or re-write it for credit. It would, therefore, be beneficial to you, if you are careful to write your answers clearly.
- **Any lab not received by the submission deadline period will be marked as a 0, unless you have an excused absence. NO LATE LABS WILL BE ACCEPTED**
- **LABORATORY ATTENDANCE IS MANDATORY!** and students are required to attend every lab for the full allotted time. The student must be present in the lab classroom for the entire portion of the day's lab lecture and until she or he completes the lab in order to be counted as present. All students are required to sign a mandatory attendance list with the instructor.
- If a student misses a lab session without an approved excuse, she or he will not be allowed to receive credit for the assignments associated with that session. Excused absences will be given only for documented emergencies. Vacations, other exams, and work conflicts **are not** considered valid emergencies. Documentation (doctor's note, police report, etc.) for emergencies relating to lab absences must be turned in to the instructor for approval, no later than one week after a particular missed lab session. It is your responsibility to obtain valid documentation and deliver it to the instructor **within 1 week of the absence**. Documentation not received within this period will not be considered.

## Illness Precautions

Please stay home if you have symptoms of a communicable illness. If you are feeling unwell, please let the TA instructor know as soon as possible, so that we can work on appropriate accommodations.

## Course Policies

- **Academic integrity:** You are encouraged to discuss and collaborate during lab exercises; however, you must formulate your own answers and the work you turn in must be your own, i.e. you may not simply copy someone else's answers and turn them in as your own! Cheating will absolutely not be tolerated. Students are expected to adhere to the University Student Academic Integrity Policy. University procedures and policies will be followed if cheating, plagiarism, or tampering is suspected.
- **Student conduct:** A major component of learning process in this lab involves discussion, and therefore we strongly encourage you to participate in the classroom dialogue. However, we do insist that you be respectful of your fellow classmates at all times. Please be aware that other students come from different backgrounds and may hold different beliefs. We ask that you be sensitive to these issues and behave in an inclusive manner. In addition, in the interest of fostering a productive learning environment, disruptive behavior of any kind will not be permitted. Exercise common sense at absolutely every opportunity and act accordingly.
- **Cell phones:** No cell phone use during lab (including text messaging). Cell phones ringing during labs are disruptive and distracting, so please turn your phone to "silent" during lab time. If you must use your cell phone, please leave the classroom; however, an extended leave may result in an absence for the day.
- After a courteous warning, if you fail to adhere to the policies above, you will be asked to leave the classroom. Leaving the classroom means that you will be absent and will receive a "0" for that lab. If you choose to stay, but fail to adhere to the policies, you will still be considered absent and receive a "0" for that lab.
- Should you decide to drop this course for whatever reason, you must submit the relevant forms to the Office of the Registrar by the appropriate date. Failing to do so will result in an F grade for the course. If at the time you withdraw from the course you are scoring a failing grade, you will receive an F grade. If not, you will receive a W for withdrawn.
- Anything that appears to be cheating, plagiarism, or other forms of academic misconduct will not be tolerated. Apparent misconduct will be dealt with by immediate referral of the circumstances through the regular university channels.
- The instructor has the right to institute new policies during the semester to ensure safety and positive learning environment for all students.

## Technology Requirements

- Course content (i.e. Lab readers and handouts) is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause

complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

- You will need to have access to a computer/laptop and a printer. You will need to download or update the following software: Microsoft Office and Excel, Adobe Acrobat Reader and Google Earth. Check that your computer hardware and software are up-to-date and able to access all parts of the course.
- If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal.
- **IMPORTANT:** If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

### **Incomplete Grading Policy**

- Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to the instructor immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

### **Accommodations Policy**

- The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal.

### **Scholastic Integrity**

- Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

## Plagiarism Detecting Software

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

## Part 2: Tentative Schedule (subject to slight changes)

Week #	Lab #	Date	Topic
1	0	Aug. 30 <sup>th</sup>	Welcome, Syllabus and Rules
2	1	Sep. 6 <sup>th</sup>	Orientation, scale and maps
3	2	Sep. 13 <sup>th</sup>	Location and seasons
4	3	Sep. 20 <sup>th</sup>	Global temperatures and precipitation
5	4	Sep. 27 <sup>th</sup>	Atmospheric circulation
6	5	Oct. 4 <sup>nd</sup>	Moisture and atmospheric stability
7	6	Oct. 11 <sup>th</sup>	Air masses and weather
8	7	Oct. 18 <sup>th</sup>	Water budget
9	8	Oct. 25 <sup>rd</sup>	Earth interior and the rock cycle
10	9	Nov. 1 <sup>th</sup>	Plate tectonics, earthquakes, volcanoes
11	10	Nov. 8 <sup>th</sup>	Mass movements and karst
12	11	Nov. 15 <sup>th</sup>	Fluvial processes and landforms
13	12	Nov. 22 <sup>th</sup>	Desert processes and landforms
14	No Lab	Nov. 29 <sup>th</sup>	No Lab
15	No Lab	Dec. 6 <sup>th</sup>	No Lab

## Part 3: Grading Policy

Following a short lecture, the assigned labs must be completed and turned in before the end of lab that day (or according to the instructor's submission extension). Twelve labs will be assigned over the course of the semester. The grade value of each lab is 100/12 or 8.3333%. A perfect score for the twelve labs will add up 100%.

### Final grade table

Percent grades will be rounded to one decimal place and letter grades will have the following equivalence:

Letter Grade	Grade Point	Percentage (%)
A	4.0	89.5 to 100
B	3.0	79.5 to 89.4
C	2.0	69.5 to 79.4
D	1.0	59.5 to 69.4
F	0.0	59.4 to 0

## Part 4: Course Resources

UTEP provides a variety of student services and support:

### Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

### Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

### Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transportation resources may submit a ticket request assistance to [studentsuccess@utep.edu](mailto:studentsuccess@utep.edu)
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.