

**GCU 102: INTRODUCTION TO HUMAN GEOGRAPHY**  
**Fall Semester, 2014. Schedule Line No. 73638, Session C (full semester)**

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Email: Use Blackboard Send Email Function  
(I find that if students email from their email accounts to [mikekuby@asu.edu](mailto:mikekuby@asu.edu), it often winds up in my spam folder, which I don't check as often as my inbox)
- Professor's Office Hours:** Tuesdays 2:00 – 3:30 PM  
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Office Hours: Wednesdays 1-3 PM or by appointment
- Required E-Book:** Michael Kuby, John Harner, and Patricia Gober. *Human Geography in Action*, 6<sup>th</sup> edition. New York: John Wiley & Sons, 2013.

*Human Geography in Action* is an online textbook and lab manual using the WileyPlus platform. You should **not** buy a hard copy of the book, and if you already have one you still need to buy a registration code. You should buy the online registration code for \$54.50, which will give you the complete e-book with color graphics and online activities linked to our particular class section, at almost half price of the black-and-white hard copy price of \$92!). Please follow my instructions carefully. A two-minute step-by-step tutorial of the registration process can be viewed at: [www.wiley.com/college/twomin/stu/register.html](http://www.wiley.com/college/twomin/stu/register.html). The main steps are summarized in the **How to Purchase the Online Book and Activities**, listed in the Blackboard site under Course Documents & Quizzes.

IMPORTANT: The WileyPlus website will automatically grade your assignments and record your scores in a gradebook. Each individual student must therefore pay and register individually for our particular course website in order to get credited for completing the assignments on WileyPlus. You cannot share registration codes.

Please read this entire syllabus carefully. Because this is an online course, it is even more important than usual for you to know the rules, expectations, and schedule for the course. I cannot emphasize strongly enough how important it is for you to know the rules, be organized, read all my emails, and meet the deadlines.

### **1. Course goals and objectives**

This course is one of the required introductory courses for geography majors, as well as a General Studies course satisfying both the "Social and Behavioral Sciences" (SB) and "Global Awareness" (G) requirements. It is designed for all of these groups of students, or as an elective.

Geography literally means "description of the earth," and we use maps to *describe* what is where on the surface of the earth. At the college level, however, geography's main purpose is to *explain* the processes that lie behind the maps, or explain the implications of the maps. *Geography* can thus be defined as the study of how and why things

differ from place to place on the surface of the earth. *Human* geographers study the geographic patterns of human society—political, cultural, economic, and social activities—and the processes driving them. Basically, human geographers study the same kinds of things that other social scientists study, but with a focus on *where* things happen. An economic geographer might study transportation patterns and where different industries are located while a cultural geographer might study the spread of religions or the geographic distribution of cultural traits. A political geographer, on the other hand, would be interested in voting patterns or where wars break out.

This course is organized by type of human activity (cultural, population, economic, political, etc.), but uses case studies from around the world, making it ideal for both SB and G credit. The School of Geographical Sciences and Urban Planning offers two other 100-level geography courses. One is GPH 111, Introduction to Physical Geography, which is a lab science course focused on the natural world. The other is GCU 121, World Regional Geography, which is organized by region of the world and systematically covers the physical and human geography of the major world regions.

Geography is always in the news. Products, diseases, migrants, food, pollution, and terrorism from other countries increasingly affect the lives of ordinary Americans. The American public has become painfully aware that not only do we need to know about other places, but we also know less about the world than people in most other rich countries and even some poor ones. I hope you will find this course relevant to your daily life and current events.

## 2. Nature of this Online Class and Expectations

The course is built around a book/website of hands-on activities developed here at ASU but available through our publisher's website called WileyPlus. The book, *Human Geography in Action*, is a hands-on, activity-based approach—“**learning by doing.**” The usual structure of a college course will be turned on its head. Instead of activities being used to supplement the readings, the readings will mainly introduce what is needed to do the activities.

Each activity focuses on one of the core subfields of human geography, and illustrates them through a real-world example. Instead of trying to comprehensively (and superficially) cover the entire breadth of human geography, our goal is to learn a few really important topics, and learn them in depth. In addition to geographical knowledge and theory, you will also learn about **the kinds of research questions that human geographers ask and how they go about answering those questions**, which will help you understand more about the social and behavioral sciences in action.

Let's get one thing straight before starting. If you are taking this online course because you think it's easier than a “real” course, think again! True, this course does have less reading than your average course, and it has no in-class meetings, and no final exam. However, you will have **online assignments for two chapters every two weeks**, which will take 1-5 hours each. Some will involve you leaving your house and going to a store or walking around a neighborhood making observations. You will calculate data on spreadsheets, make and interpret maps, read newspaper articles, analyze satellite imagery, find census data and compare it to a field study of a neighborhood, and debate with your classmates. There will be **a quiz every two weeks**. You will need to be self-motivated and organized and stay on top of things. We will move fast through a lot of material.

There are **no prerequisites** for this course in terms of having to know how to use advanced software. The activities will give you the “feel” for using geographic information systems (GIS), spreadsheets (like Excel), remote sensing of satellite images, and computer simulation, but you don't need any prior experience in any of these kinds of software.

Human geographers use math for certain kinds of analyses, and we introduce you to some of the most important ones in this course. We won't be using calculus, but you will work with log-log graphs and summation signs in some chapters. I like to think we've made this math clear and simple in our book.

### 3. Online Platforms

The course will use two different platforms because certain features are available only on one or the other but not both. Here's the main breakdown:

ASU Blackboard GCU 102 Site	WileyPlus GCU 102 Site
View narrated PowerPoints for each chapter	Read the chapters
Access discussion board for debate (Chapter 11 only)	Do all online assignments (except Chapter 11 debates)
Prepare for and <u>take</u> quizzes	Prepare for quizzes with Wiley Plus resources (web links, flash cards, 3-D globe, data, map quiz)
Check quiz grades and weighted average	View your assignment grades

### 4. Bi-Weekly Routine (2-Week Blocks)

The course is divided into seven 2-week blocks. Each block will consist of two chapters; two sets of assignments; and one quiz covering both chapters. You will have a 2-week window, from Tuesday at 1 AM to the following Monday at 11 PM to complete the assignments and quiz.

Try to follow the same routine for each 2-week block.

1. To start each week, **read the chapter's Introduction** online in the book on WileyPlus. It introduces the most important core concepts in that chapter's part of human geography. It provides the theoretical background and introduces the key terms and diagrams. You get to it in WileyPlus by clicking on the Read, Study, and Practice tab and then choosing the chapter and, under Reading Content, you will see a link to Introduction.
2. **Go over the goals and expected learning outcomes** of the chapter. These tell you what you will learn to do by reading the chapter and doing the hands-on assignments. To find these, just read on after the Introduction, within the same link.
3. **Read the Case Study** section, which provides the background information necessary for the particular case study in the online assignment. The idea here is that the theoretical concepts explained in the introduction could be applied anywhere in the world, but our hands-on activities will focus on one particularly relevant case study. So, for instance, we use AIDS in the US as our case study of spatial diffusion, and India as our case study of population dynamics. The Case Study sections gives the historical and geographic background to these case studies. The Case Study is in WileyPlus under the Read, Study, and Practice tab, or via a button at the bottom of every question.
4. **View my Flash Animation narrated PowerPoint** on our Blackboard site (also called a "Breeze Lecture"). These lectures range from 20 minutes to an hour. They are optional but recommended. Some students learn better by listening than by reading—and these offer more graphics than we could include in the book. These lectures cover the main concepts and expand on the topics in the book. They offer tips for success and important warnings about the week's assignments. The PowerPoints can be found on the Blackboard site under Course Documents & Quizzes. Each

chapter's lecture is divided into two parts: one relating to the Introduction section and one relating to the Case Study and assignments.

5. Before you start the assignment in WileyPlus, **check for any recent emails** to see if there are any pointers or warnings pertaining to this chapter.
6. Now you are ready to **do the online assignments on WileyPlus**. Click on the Assignment tab in WileyPlus and look for the assignments for the chapter. Do the assignments in the correct order, starting with Activity 1, because in some chapters the activities build on each other sequentially. How to do them should be obvious from the buttons and links, but here are some basic instructions:
  - Click on the desired assignment.
  - Click on the first question in the left margin.
  - Read the instructions, if any.
  - Click on Link to Animation to do the activity as instructed.
  - Click on Link to Text to re-read related parts of the book.
  - Answer the question. Most questions will be objective, but occasionally I will assign an open-ended written question, in which case please write in complete sentences and justify your answer (that is, explain *why*). Written questions will not immediately get scored in the gradebook; they'll be graded after the due date.
  - You must click Submit to officially answer the question. As soon as you do, your points (for the objective questions) will be immediately recorded in the Gradebook.
  - Generally, you will be allowed at least three attempts at each question, but some assignments will allow more or fewer attempts than others. Make sure you know how many attempts are allowed (it will tell you at the start of the assignment).
  - Click on the Hint if there is one. Sometimes the hint may only appear after a wrong attempt.
  - Click on the next assigned question, or just click Next.
  - If you are interrupted or lose Internet service, you may return at any time before the deadline to answer the remaining questions that you have not yet submitted. There is no time limit for doing the WileyPlus assignments other than the following.
  - You will have a 2-week window to complete the assignments (and quiz) for each 2-chapter unit. You may start an assignment as early as Tuesday morning at 1AM, and must complete each assignment by the following Monday at 11PM. **No late assignments are permitted.**

For some chapters we won't do all assignments that are in the book. See the schedule in the syllabus. Also, in some weeks the assignment will involve leaving your computer (the horror!) and venturing into the real world to do something. In particular:

- For Chapter 2 you will have to go to a store that sell postcards to do a little research.
  - For Ch. 10 you will need to learn how to use the Census website, and will have to take a field trip on your own to a neighborhood.
7. After completing an assignment, always **check the WileyPlus gradebook** to see if your score has been automatically recorded. Every other week (beginning in Week 5) we will transfer these WileyPlus grades into the Blackboard gradebook, where they will be weighted and combined with your quiz grades.
  8. We encourage you to **check out some of the web resources** for each chapter. These are interesting web sites with cool animations or good examples relating to the core concepts or the case study. You can find them under the Read, Study, and Practice tab. Other interesting resources in WileyPlus include the *3-D globe* (requires Shockwave), the *map quiz* for learning where places are, and the *Area and Demographic Data* to look up economic and demographic facts about countries around

the world. Other web sites that were not included in the book, or that pertain mainly to Arizona, can be found in the chapter folders in Course Documents & Quizzes in the Blackboard site.

9. Repeat steps 1-8 for the second chapter for the two-week block.
10. Every other week, you should **study for the quiz** by looking over the key terms and the graphics in WileyPlus before taking the test. Make sure you know the definitions and can think of an example of each term in the real world. Quizzes will include questions about the activities, so review the online activities by going to Read, Study, and Practice in WileyPlus and clicking on Computerized Chapter Activities. Here you can look at the animations again without answering all of the questions. You can also practice your terms and definitions using the **Flash Cards** in the Read, Study, and Practice section.
11. Once every two weeks you will **take an online quiz** that covers the previous **two** chapters. Quizzes can be found in the Blackboard site under Course Documents & Quizzes. Quizzes will be timed and consist of randomized objective questions. The time window for completing quizzes is the same as the 2-week window for the related assignments: from Tuesday at 1 AM to the following Monday at 11 PM. Quizzes are timed and must be completed in 30 minutes or less. Quizzes are randomly generated from pools of questions from each topical area, so no two students will get the same set of questions.
12. After completing the quiz, always **check the Blackboard gradebook** to make sure the quiz was successfully submitted. If the grade is not recorded for some reason, email me to reset your quiz. You are allowed only 2 free quiz resets over the semester (for more information on quizzes and the reset policy, see the section on Quizzes below).

## 5. Weekly Schedule and Exceptions

We will cover all the chapters in the book in numerical order, in 2-week blocks, with a few exceptions:

1. You have almost 3 weeks for the first unit (Chapters 1-2), but you also must complete Assignment Zero in WileyPlus and the Syllabus Quiz in Blackboard.
2. You will have an entire 2-week block *plus an extra week* for Chapter 11 and we will skip Chapter 12.
  - a. In Week 11 you will individually do the first two assignments in WileyPlus, which will be due at the end of the first week.
  - b. Starting in Week 12 we will have a multi-part debate on urban sprawl in Blackboard, with 4 days for each part (your timely participation will be worth 50 points each). Assignments 1 and 2 will count as one chapter's worth for your grade, and the debate will count as a second chapter's worth, and the quiz on Ch. 11 alone will count as a normal quiz on 2 chapters.
  - c. You will get a 10-day window for the Ch. 11 quiz, which will overlap into the first week of the Chapter 13-14 time block.
3. Finally, you will then have the rest of the semester until the day before finals begin to finish Chapters 13 and 14. This is a 3-week window of time and it includes 1 week of overlap with Ch. 11 to finish the Ch. 11 quiz. If you want to, you can finish this course before Thanksgiving!

**No deadlines will be extended ever**, except in the case of major WileyPlus or Blackboard system outages on the evening of the final deadline. You might say to me that something completely unexpected came up on the day things were due, and my response will be: "You had 2 weeks to work on it, *it's your fault* you left it for the last day."

Week	Topic	Read	Assignments	Quiz
Wks. 1 -2 Aug. 21 – Sept. 8	Course Introduction True Maps, False Impressions: Making, Manipulating, and Interpreting Maps	Ch. 1	- Buy WileyPlus registration code. - Do Assignment ZERO (familiarizes you with WileyPlus and counts toward your grade) - Take syllabus quiz in Blackboard - Do Assignments 1 and 2	Ch. 1-2
	Layers of Tradition: Culture Regions at Different Scales	Ch. 2	- Assignment 1 (for Middle East) - Assignment 2 (for American Southwest) - Assignment 3 (no need to buy or hand in the postcards)	
Aug. 27	<a href="#"><u>Last day to register or drop/add without college approval</u></a>			
Wks. 3-4 Sept. 9 – Sept. 22	Tracking the AIDS Epidemic in the US: Diffusion Thru Space and Time	Ch. 3	- Assignments 1-3	Ch. 3-4
	Newton’s First Law of Migration: The Gravity Model	Ch. 4	- Assignments 1-4	
Wks. 5-6 Sept. 23 – Oct. 6	One Billion and Counting: The Hidden Momentum of Population Growth in India	Ch. 5	- Assignments 1-2 only	Ch. 5-6
	Help Wanted: The Changing Geography of Jobs	Ch. 6	- Assignments 1-2	
Wks. 7-8 Oct. 7 – Oct. 20	Rags and Riches: The Dimensions of Development	Ch. 7	- Assignments 1-4	Ch. 7-8
	<b>Fall Break: October 14-15</b>			
	Food for Thought: The Globalization of Agriculture	Ch. 8	- Assignments 1 and 3 only	
Wks. 9-10 Oct. 21 – Nov. 3	Take Me Out to the Ball Game: Market Areas and the Urban Hierarchy	Ch. 9	- Assignments 1-2	Ch. 9-10
	Reading the Urban Landscape: Census Data and Field Observation	Ch. 10	- Assignments 1-2	
Nov. 5	<a href="#"><u>ASU Course Withdrawal Deadline</u></a>			
Wk.11-12 Nov. 4 – Nov. 24 <b>(1 extra week)</b>	The Disappearing Front Range: Urban Sprawl in Colorado	Ch. 11	- <b>Assignments 1-2 due Monday Nov. 10 (1 week)</b> - <b>Assignment 3 (Debate in Blackboard)</b> • <b>Part 1 due Friday Nov. 14 (4 days)</b> • <b>Part 2 due Tuesday Nov. 18 (4 days)</b>	Ch. 11  <b>Quiz Nov. 15-24</b>
Wk. 13-15 Nov. 18 – Dec. 6 <b>(3 weeks)</b>	BreakingUp is Hard to Do: Nations, States, and Nation-States	Ch. 13	- Assignment 2 only It is very helpful to read all the Iraqaphobia readings <i>before</i> answering the questions.	Ch.13-14
	Preserving the Planet: Human Impact on Environmental Systems	Ch. 14	- Assignment 1 - Assignment 2 (Aral Sea only)	

## 6. Quizzes

Biweekly quizzes in Blackboard will be the primary way of assessing how much you have learned. **There is no final exam in this course and no extra credit.** Each quiz will cover two chapters. You will find the quizzes in the folders within Course Documents & Quizzes. You can take it any time during the 2-week window, but because the quizzes do cover the materials in the assignments, it is highly recommended to do the quiz last (duh!). Each quiz will consist of 25 objective questions (true-false, multiple choice, etc.) randomly generated from a large pool of questions for each chapter. Each question will be worth 4 points. Quizzes have a 30-minute time limit. This means you need to protect yourself from all distractions when you take the test, and you need to study for the quizzes because you will not have enough time to look up the answers as you go.

Note that Blackboard quizzes do NOT automatically stop when you reach the time limit—they just keep on going. You will be penalized if you take more than the 30 minutes allowed for the quizzes. You are normally given a 1-minute warning—however, not all computers show the 1-minute warning every time. Have your browser “status bar” ON to see your elapsed time. For best results, keep track of your elapsed time with a watch or clock. Not seeing the 1-minute warning or the elapsed time on your computer is no excuse for going over the time limit. **You will be penalized 1 point for every 10 seconds over the allowed time.** If you exceed the allowed time, a red exclamation point (!) will show up under “Grades.” The instructor will later replace those exclamation points with a score that reflects the late penalty. Each question is worth only 4 points, so keep that in mind when deciding whether it is worth it to go over the time limit, because you will lose 6 points per minute. Sometimes there will be a delay after you click submit before it registers with Blackboard, so we give you a **30-second grace period** before we start to penalize you.

When taking the quizzes on Blackboard, you are not able to look at the questions ahead of time. When you finish your quiz, click “submit” (and not “save”—if you hit save, your quiz score, ironically, might be lost). In fact, never use the “save” buttons (any of them). Your score is recorded automatically and you will receive immediate feedback on your answers. Check the Gradebook right away to make sure your score was posted.

If you have any technical problems with the quizzes, please email us (using the “Send Email” function on Blackboard). Most problems are due to trying to click out of your quiz once begun, trying to save your quiz and return to it, lost internet service, lack of high-speed internet. A DSL or cable modem is needed, especially for quiz submission. As mentioned above, check the Gradebook to make sure your quiz score was recorded.

Occasionally, due to these kinds of technical problems, or if you click on the quizzes before you are ready to take them, either accidentally or intentionally, you may see a blue “padlock” in the Gradebook instead of the numerical score. If you see this padlock, you will need us to “reset” your quiz. Email us (professor *and* TA) using the “Send Email” function on Blackboard immediately (or at worst within 24 hours) to request the reset. By emailing both of us, chances are one of us will see it and be able to help you fairly quickly.

You are allowed at most two (2) “free” resets during the semester for technical problems (each individual quiz attempt is considered separate). The 3<sup>rd</sup> reset will cost you a 5-point deduction on your quiz score, the 4<sup>th</sup> will cost you a 10-point reduction, and so on. Resets may only be used for technical problems, and only if requested within 24 hours of the initial attempt. Resets are not for quizzes that you forgot to take on time. I can tell the difference between a quiz you started to take that froze and a quiz you did not take on time.

Disability Accommodations. I am willing to make reasonable accommodations for students with limitations due to disability, including learning disabilities (this accommodation usually means longer time limits allowed on quizzes). If you fall into this category, you must contact me within the first 4 weeks. In order to be

accommodated for disabilities, students must be registered with the Disability Resource Center at the Tempe Campus:

- Phone: 480-965-1234 (TDD: 480-965-9000)
- Email: Disability-Q@asu.edu

English as a 2<sup>nd</sup> Language. I am willing to make reasonable accommodations for students whose native language is not English by allowing longer time limits allowed on quizzes. If you fall into this category, you must contact me during the first 4 weeks. In order to be accommodated for being a non-native English speaker, you must meet with me in person and I may ask for certain kinds of written proof.

## 7. Grades

Your lowest two assignment grades and lowest two quiz grades will be dropped automatically from your course average. Assignments and exams are counted as follows.

Assignment Zero	1%	(familiarizes you with WileyPlus)
Syllabus Quiz	1%	(makes sure you know the rules)
Online Activities	48%	(best 12 of 14 activities at 4% each)
<u>Quizzes</u>	<u>50%</u>	(best 5 of 7 quizzes at 10% each)
Total	100%	

Your final grade is based on your weighted average after dropping your worst two quizzes and worst two chapter assignment scores according to the following percentage scale.

97.0-100% = A+	87.0-89.99% = B+	77.0-79.99% = C+	60.0-69.99% = D	Under 60% = E
93.0-96.99% = A	83.0-86.99% = B	70.0-76.99% = C		
90.0-92.99% = A-	80.0-82.99% = B-			

Grades will not be curved, although I reserve the right to *lower* the cutoffs as deemed appropriate in order to place it where it will distinguish a meaningful difference between students. No extra credit assignments will be allowed, so don't ask.

Grades will be updated bi-weekly on Blackboard. When I say that I will "drop" the worst scores, it does not mean that they will disappear from the gradebook. It means they will be dropped from the calculation of your weighted average. Your weighted averages will be updated every two weeks, as follows:

- Beginning after Week 2, I will calculate your weighted average *without* dropping any quizzes or assignments.
- Beginning after Week 6, I will start dropping your single lowest quiz and single lowest assignment from the calculations.
- Beginning after Week 10, I will start dropping your lowest two quizzes and lowest two assignments.



## 8. Tips on how to succeed in the course

- Top 10 Tips for Success Online - <http://succeedonline.asu.edu/top-ten-tips-for-success-in-online-classes/>
- ASU Online student orientation: <http://asuonline.asu.edu/how-it-works/online-student-orientation>
- Complete everything *well* before the due date—give yourself a safety margin by not waiting for the last minute. **No late assignments or quizzes** will be accepted. Allowance for unforeseeable circumstances is handled by dropping your lowest two quiz scores and lowest two assignment scores. Don't wait until the last minute to start an activity or quiz. It may take longer than you think. Computers can fail. Websites can be down. Even if you can finish it, you'll end up rushing it and doing badly. In this class, being organized and staying on top of the assignments is the key to success.
- Every semester, there is a stunningly strong correlation between those students who complete all the quizzes and those who miss some. Theoretically, you can miss two quizzes and two assignments with no penalty. However, wasting these “drops” on purposely skipped quizzes and assignments is downright foolhardy. The drops of your lowest scores are your insurance policy and/or margin for error for emergencies or poor grades. If you don't waste them on work you didn't bother to do and instead save them to drop your lowest scores, I guarantee you will get a better grade. In any case, if you should miss the deadline for a *third* quiz or a *third* assignment, sorry, you are out of luck. Don't even *think* about asking for an exception.
- Read test and homework questions carefully before answering. The most common error students make is to misunderstand what is being asked. If you still have questions, email me.
- If there is an open-ended question, justify your answer, and use complete sentences and proper grammar. Your answers will be graded on both content and quality of expression.
- Quizzes will be timed, so just because they are online and open-book doesn't mean you don't have to study for them. Look over the key terms and the graphics before taking the test. Make sure you know the definitions and also can think of an example of each term.
- Quizzes will include questions about the activities, so review the online activities before taking the test. You can look at the maps, animations, spreadsheets, and simulations without answering all of the questions again.
- If you are having trouble, come see me in person at office hours.
- ABOVE ALL, BE ORGANIZED, DON'T PROCRASTINATE, AND MEET THE DEADLINES.

## 9. Email Policies

Allow 24 hours on weekdays or 48 hours on weekends for a response from us. We will of course try to respond immediately if we're online. Emailing to both professor and TA will increase your chances of getting an earlier response. Use the “Send Email” function on Blackboard rather than just emailing from your non-ASU account. When sending emails, subject lines should be clear and specific. Blank subject lines, or subject lines with words such as “hi” or “question,” are unclear and easily mistaken for spam. Requests for resets for quizzes should include the word “reset” in the subject line.

**All correspondence from me will be sent to your ASU e-mail account.** I strongly recommend that you check your ASU email account several times a day for course-related email. Make sure your ASU email

address is working and your mailbox is not “full.” I will try to post all emails as Announcements in Blackboard, so if you think you missed an email, check the Announcements. If you see an announcement that you didn’t get as an email, then you probably have an email problem. Not reading my emails/ announcements is one of the the biggest source of problems for students in this course.

## 10. Technical Support

If you are running into technical problems, first make sure you understand how to use the software, that your computer and software are compatible with it, and that you are following the instructions carefully. You will most likely run into problems without a fast, powerful Internet connection such as from a cable modem or DSL. It is your responsibility to find a compatible and reliable computer and Internet connection before you miss a deadline for technical reasons. Then, it is important to determine if the problems are occurring on the ASU Blackboard site or the WileyPlus site. The following are some technical assistance resources for you:

### Technical Support at ASU:

- Please direct questions about the my.ASU Blackboard system to [myasu-q@asu.edu](mailto:myasu-q@asu.edu) or call 480.965.6500.
- A **Blackboard User Manual** is available in the Tools section of our course web site.
- Click on [ASU Blackboard Help](#) which you can find on the Blackboard Home tab.
- See ASU Technical Support (<http://asuonline.asu.edu/student-resources/technical-support>)
- [ASU Network or Blackboard Outages](#)—To see the current operating status of ASU’s network of servers, go to the following link: <http://systemstatus.asu.edu/help/availability.asp>. The “myASU” system, which includes Blackboard, has scheduled outages for maintenance. To see these, go to the following link: <http://systemstatus.asu.edu/status/calendar.asp?ct=1&vt=1>.

### Technical Support at WileyPlus:

- The main hub for the available resources is: <https://www.wileyplus.com/WileyCDA/resources-and-support/students.html>. The **FAQs** include questions about the hardware and software requirements. There are **also 2-minute tutorials** on most topics.
- Go to the WileyPlus **First Day of Class** website: <http://www.wiley.com/college/fdoc/index.html>.
- Use the WileyPlus Live Chat help, available through either of the above web sites or <http://wileyplus.custhelp.com/>. Live Chat is really the best way to work through any technical problems, such as registration or how to do something. It’s available Mon-Fri, 24 hours/day and Sat-Sun 4:00 PM - 11:59 PM EST.
- [WileyPlus Outages](#)—Log into your WileyPlus account and click on the Home tab and look under System Announcements.

### Technical Support by Us:

- If any technical issues come up, we will notify everyone by email. Look in your recent emails or the Blackboard announcements before you email me. I will try to respond as soon as possible but no later than 24 hours on weekdays and 48 hours on weekends.

## **11. Student conduct statement (Netiquette, policies for online discussions, electronic communication policies, academic integrity policy)**

Students are required to adhere to the behavior standards listed in Arizona State University STA 104-01: *Student Code of Conduct* (<http://www.asu.edu/aad/manuals/sta/sta104-01.html>), ACD 125: *Computer, Internet, and Electronic Communications* (<http://www.asu.edu/aad/manuals/acd/acd125.html>), and the *ASU Student Academic Integrity Policy* (<http://www.asu.edu/studentlife/judicial/integrity.html>).

Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under STA 602-10 <http://www.asu.edu/aad/manuals/sta/sta602-10.html>. Appropriate behavior is defined by the instructor. This includes the number and length of individual messages online. Course discussion messages should be cordial in expressing differences of opinion and focused on the assigned discussion topics. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

**Policy on Academic Integrity.** Members of this class are expected to submit their own written work. Plagiarism is defined as taking writings or ideas from someone else and passing them off as your own writings or ideas. A student who commits an act of cheating or plagiarism will receive a grade of zero for the course. Cheating and plagiarism include, but are not limited to:

- Presenting without formal acknowledgment (i.e., bibliographic citations) the ideas of others, wherever encountered: printed material, electronic media, public lecture, private correspondence or conversation.
- Presenting the words of others, whether in direct quotations or paraphrase, without crediting the source and indicating where the other's words begin or end.
- Submitting as one's own work material prepared by another. This includes submitting work from other's files; purchasing, borrowing, or downloading papers or other information; or employing a ghost writer, paid or unpaid.
- Copying another's work, in part or in whole or allowing one's own work to be so used.
- Submitting the same paper for more than one course without the express knowledge and consent of both instructors.
- Inventing bibliographic citations or other research documentation.
- Using notes or other material in a test without the instructor's knowledge and consent.
- Accepting credit for participation in a group project without making a demonstrable, substantive contribution.
- Representing oneself as another student or allowing oneself to be so represented.

## **12. Syllabus disclaimer**

Every effort will be made to avoid changing the course schedule or rules but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email and Announcements. Please remember to check your ASU email and the course Announcements often.