

# GEOG 381/571: Cartography and GIS – Course Syllabus

## Instructor Information

### Dr. Michaela Buenemann (Professor)



- Office: NMSU Main Campus, Breland Hall 139
- [Email](#)
- Phone: (575) 646-6493
- Advising: Tue, 10:00-10:45 & 13:00-15:00; Wed, 9:00-12:00 & 13:00-15:00; Thu, 10:00-10:45 & 13:00-15:00; by appointment. To ensure my time is all yours when we meet, either in person in Breland Hall 139 or via [Adobe Connect](#) in Canvas, please [sign up for an advising session](#).
- Response time: 1 business day to email; 3 business days to phone calls

### **FirstName LastName (TA for open lab section on XXX)**

- Office: Breland Hall XXX; Email: XXX@nmsu.edu; Phone: (575) 646-XXX
- Advising: XXX, by appointment; in person in Breland Hall XXX or via [Adobe Connect](#) in Canvas

### **FirstName LastName (TA for open lab section on XXX)**

- Office: Breland Hall XXX; Email: XXX@nmsu.edu; Phone: (575) 646-XXX
- Advising: XXX, by appointment; in person in Breland Hall XXX or via [Adobe Connect](#) in Canvas

## Course Introduction

### Course Overview

- Course prefix and number: GEOG 381/571
- Course title: Cartography & GIS
- Department: [NMSU Department of Geography](#)
- Semester: Fall 2018
- Credit hours: 4
- Course access: [online via Canvas Learning Management System](#)
- Meeting days and times: this course may be completed fully online and asynchronously; however, the professor and TAs will also be available in person in their offices or online via Adobe Connect during the advising hours noted above; in addition, the TAs will be available in person in the computer lab in Breland Hall 192 or online via Adobe Connect **during those days and times (TBD)**
- [Teaching philosophy](#)

## Course Description

This course will introduce you, primarily through lectures and labs, to the fundamental concepts and methods of cartography. Rather than to focus on the analysis and interpretation of maps (GEOG 281: Map Use), this course will emphasize the design and production of functional and aesthetically pleasing maps. Such maps are indispensable for effectively communicating findings obtained using Geographic Information Science and Technology (GIS&T), which includes Geographic Information Systems (e.g., GEOG 481/578: Fundamentals of Geographic Information Systems) and Remote Sensing (e.g., GEOG 373/573: Introduction to Remote Sensing). The fundamental principles of cartography (e.g., scale, projections, symbolization) that we will cover have changed little over the last few decades. The discipline has moved increasingly toward automation, however, and we will acknowledge this trend through assignments that require you to apply concepts discussed in the lectures using a commercial software package ([ArcGIS](#)) in the labs. That is, we will provide you with a solid foundation of cartographic principles in the lectures and introduce you to the computer-assisted application of those principles in the labs.

## Course Learning Outcomes

Upon completion of this course, you will be able to:

1. explain key cartographic concepts and methods,
2. analyze and interpret maps,
3. evaluate the quality of maps, and
4. create functional and aesthetically pleasing maps.

## Course Delivery Method

This course will be completely online and asynchronous, with optional in-person synchronous meetings. You may complete assignments in any order, but we strongly recommend that you complete them in the carefully designed order outlined in the [Course Schedule](#). You may submit assignments ahead of their due dates; [late work](#) will not be accepted except in unusual circumstances.

## Course Organization

This is a fast-paced course with a steep learning curve for many students. The course introduces a variety of interrelated concepts and methods relevant to cartography, geographic information systems, remote sensing, geography, and other sciences concerned with mapping. It also introduces you to ArcGIS software. We will deal with new topics every week and each is treated more or less separately in the readings, lectures, and labs. However, you can only become an excellent cartographer, if you understand all concepts and methods discussed in this course and how they relate. That is, you cannot create a high-quality map if you understand the principles of thematic map symbols only; you also need to be able to choose an appropriate scale and projection for your map, apply statistical concepts properly, and so forth. It is thus crucial that you always keep up with all course materials. To help you stay on top of things, we organized the course into five main [Course Modules](#), each of which will allow you to learn about several related themes using readings, lecture slides and videos, readiness assessment tests, lab exercises, and other miscellaneous materials. For more information about the organization of

the course, check out the [Course Map](#), the [Course Schedule](#), and the Course Tour Video on the [Course Introduction](#) page. For more information about the nature of assignments in the course, read the [Assignments and Criteria](#) section below.

## Required Courses, Skills, Hard- and Software, Browsers, and Textbook

### Prerequisites and Co-requisites

There are no prerequisites or co-requisites for this course.

### Skills

Taking an online course requires a number of skills. At a minimum, you will need to meet certain technology responsibilities to complete the work for this course. If you have questions about technical requirements for the course, please contact us immediately. To begin in this course, you must be able to:

- obtain access to an internet connection, preferably broadband, and a working computer for the duration of this course;
- proficiently use Microsoft Office applications (see the [Microsoft Office Training Center](#));
- conduct searches and find resources on the Internet (see the [NMSU Library](#), [Research Help for Students](#), and [Internet Tutorials](#));
- send and receive NMSU emails and email attachments in and out of class (see [NMSU email](#));
- use Canvas tools (see the [Canvas Student Guide](#));
- install software on your computer;
- maintain backups of all your course work (see [5 Ways to Back Up Your Data](#));
- follow technical instructions to accomplish new tasks; and
- demonstrate a willingness and ability to learn new skills.

### Computer Hardware & Software

To participate fully in this course, you will need access to the following technologies:

- Windows or Macintosh desktop or laptop computer with internet access as well as microphone and speakers (built-in or external headset);
- [Windows Virtual Machine](#) (to run ArcGIS software) — Mac users only
- [Canvas Learning Management System](#) (Note that Canvas is not fully supported in mobile devices; i.e., while there is a free Canvas mobile app, its functionality is currently limited. To ensure full Canvas functionality, access Canvas on your computer.)
- [Adobe Connect](#)
- [Microsoft Office](#) (for reading and creating Microsoft Word, PowerPoint, and Excel files)
- [Adobe Acrobat Reader](#) (for reading PDF files)
- [Google Account](#) (for collaborating using Google Docs; note: you do not have to have a Gmail account – you can link your Google account to any email address)
- [ArcGIS Desktop 10.6](#) (for mapmaking; free for students — we will give you a license code during our first Adobe Connect meeting)

## Web Browsers

Use any of the following browsers to access Canvas. Please remember to update the web browser you are using on a regular basis.

- [Chrome](#) (recommended)
- [Firefox](#)
- [Safari](#)

## Textbook

You are required to obtain a textbook for this course and have three options for doing so: you buy/rent 1) the required text (Dent, B. D., J. Torguson, and T. W. Hodler. 2009. *Cartography: Thematic Map Design*. 6th ed. Boston: McGraw-Hill), 2) an earlier edition of the text, or 3) any introductory cartography book of your own choice. If you choose a book other than the required book, you are responsible for correlating the content of your chosen book with the required reading assignments. Note that you may be able to check out the book from a library and that you may be able to purchase the book for discounted prices at used bookstores, thrift stores, or online at amazon.com, barnesandnoble.com, or textbookland.com.

## Communication

### Canvas Course Management System Website

This course will be offered completely online via [Canvas](#), where you will have access to all course materials (e.g., lectures and labs); your grades; as well as communication tools such as Announcements, Messages, Discussions, Collaborations, and Adobe Connect. To access these resources, simply [log in to your Canvas account](#) and click the link for this course. Canvas is critical element of this course and you are required to review its contents regularly. If you encounter problems related to Canvas, please contact us immediately.

### Email and Canvas Messages

You can reach us at the NMSU email addresses provided under [Instructor Information](#) above or via Canvas Messages. Note that your NMSU email account is the official means of communicating with the university. Information critical to your success at NMSU is delivered to you via this account, and you are expected to follow rules and policies provided to you via this communication method. Any email from you to us should be sent either through your official NMSU email account or through Canvas Messages. Please be advised that due to privacy and security concerns, we are unable to respond to emails from or about students that do not originate from an official NMSU email address. Unless we are away from the office with limited access to email, we will respond to your messages within one business day. Similarly, we expect you to respond to our emails in a timely manner. So, please access your NMSU email and Canvas accounts frequently.

### Announcements

We will use the Announcements tool in Canvas to send time sensitive and regular information to the entire class. To ensure you receive this information the moment it is posted, set your

notification preferences in Canvas to “right away”. To do so, in Canvas, go to Profile > Notifications > Announcements and change the setting “Notify me right away.”

## **Advising Hours**

Our advising hours are provided under [Instructor Information](#) above. During these hours, we will be available in person in our offices or online in our Adobe Connect rooms as noted under [Instructor Information](#) above. To meet with Dr. Buenemann, [sign up for an advising session](#) with her prior to the meeting. If none of her ten weekly advising hours work for you, please [email her](#) to set up an appointment during an alternative time. To meet with the TAs, simply drop by their physical or virtual offices during their office hours or a pre-arranged time.

## **Phone Calls**

Phone calls are not our preferred mode of communication and our response times to voice messages may be up to three business days. Our phone numbers are provided under [Instructor Information](#) above.

## **Expectations**

### **What You Can Expect From Us**

We will be available to you during our advising hours and scheduled appointments as well as via NMSU email and Canvas messages. Don't be shy and contact us as soon as ambiguities, problems, or worries arise. We will take all of your questions, comments, and concerns seriously and respond to you as promptly and as specifically as possible. We will do our very best to provide you with a high-quality learning experience, grade assignments fairly, and offer feedback on your work within one week of turning it in. We reserve the right to make changes to course materials, assignments, and policies to better accommodate your learning needs. Any changes made will be published as soon as possible via Canvas Announcements and will not adversely affect your workload or grade. We encourage each of you to be both teacher and learner in this course. To that end, we like to encourage interactions among participants and do not wish to be "sages on the stage."

### **What We Expect From Ourselves and You**

Enrollment in this course and acceptance of this syllabus is your contract constituting acceptance of all NMSU policies and codes as well as all specific guidelines outlined in this syllabus. We will do our very best to facilitate learning (i.e., to help you achieve the [Course Learning Outcomes](#) stated above)—we will always prepare and present class materials to the best of our abilities; give you tasks that will help you better understand key concepts and methods; and encourage cooperative, student-centered learning. You are responsible for learning itself. In addition, we expect all participants in the course to follow the netiquette conventions below.

## **Netiquette**

Netiquette is a set of conventions that promote polite and effective interactions over various

kinds of networks such as live chat systems, internet discussion boards, or mailing lists. Our online course expectations for netiquette are:

- Always be polite and respectful in online correspondences.
- Remember that the concept of "politeness" is defined for us by the families and cultures of which we are a part. What is considered polite communication in one family or culture may be impolite in another. Sometimes you may inadvertently seem impolite or feel that someone else was being impolite. Talk it out instead of assuming the person meant to be rude.
- Pay attention to your word choice. Be sensitive to others.
- Do not attack. Don't flame someone. It is possible to disagree with an idea without personally attacking the person espousing the idea.
- Listen gently to others' views. Listen actively.
- Think critically. Seek clarity of meaning and understanding.
- Question ideas, not people.
- Begin all messages with a proper greeting that includes the name of the person/s you are contacting and conclude all messages with a closing that includes your name.
- Use spell proper spelling, grammar, and punctuation.
- Avoid using all caps (All caps is considered shouting.).
- Use emoticons and acronyms to convey your emotional intent and avoid misunderstandings.
- Attempt to see things from other people's perspectives.
- Use relevant supporting information.

## Online Preparation

This is a 4-credit hour course that will require approximately 10 hours of work per week. In addition, it will have to suit your style of learning. To determine if distance education is the right choice for you, see if you have the [characteristics expected of students enrolled in online courses](#).

## Grading Policy

### Grade Components and Weights

Your final course grade will be based on the points you earn on the following assignments.

#### Grade Components Table for Undergraduate Students (GEOG 381)

Assignments	Units	Points	Weight
Exams	4	340	34.0%
Labs	12	360	36.0%
iRATs	10	100	10.0%
tRATs	10	200	20.0%
Total	36	1,000	100.0%

### Grade Components Table for Graduate Students (GEOG 571)

Assignments	Units	Points	Weight
Exams	4	340	28.3%
Labs	12	360	30.0%
iRATs	10	100	8.3%
tRATs	10	200	16.7%
Term Project	1	200	16.7%
Total	37	1,200	100.0%

### Grading Scale

Your final course letter grade will be based on the following fractional scale.

#### Grading Scale Table

Grade	Percentage	GPA
A+	> 100%	4.0
A	95% to 100%	4.0
A-	90% to 94%	3.7
B+	87% to 89%	3.3
B	84% to 86%	3.0
B-	80% to 83%	2.7
C+	77% to 79%	2.3
C	74% to 76%	2.0
C-	70% to 73%	2.0
D+	67% to 69%	1.0
D	64% to 66%	1.0
D-	60% to 63%	1.0
F	< 60%	0.0

### Assignments and Criteria

You will complete four types of assignments for this course: individual readiness assessment tests (iRATs), team readiness assessment tests (tRATs), labs, and exams. In addition, if you are a graduate student, you will complete a term project for this course. All assignments are intended a) to help you acquire the learning outcomes (LOs; i.e., descriptions of things you should be able to do) of individual units, modules, and the course as a whole and b) to help us assess the extent to which this actually happened. Recall from the [Course Learning Outcomes](#) section above that you should be able to do four major things upon completion of this course: explain key cartographic concepts and methods; analyze and interpret maps; evaluate the quality of maps; and create functional and aesthetically pleasing maps. As you can see, being able to do these things requires both conceptual and practical knowledge and skills in cartography.

Throughout the course, we will provide you with **readings, lecture slides and videos**, and **other miscellaneous materials** to help you learn the more conceptual aspects of the course. These materials promote a rather passive mode of learning, however, and do not provide you or us with feedback about how much you have actually learned. This is where the RATs come in. The **iRATs**, which are open book homework assignments to be completed by you individually,



challenge you to actively engage with the course material. The iRATs give you and us an indication as to what does or does not make sense to you. They are only the first step, however, and meant primarily as an incentive for you to prepare seriously for the tRATs. **TRATs** are also open book homework assignments and identical in content to the iRATs, but they are to be completed by you in collaboration with your team members. The tRATs thus provide you with an opportunity to learn course material interactively and cooperatively through critical discussions with your peers; many of the problems that you were unable to resolve on your own or uncertain about in the iRATs will be resolved in the tRATs. That said, if we notice muddy points while evaluating your tRATs, we will be sure to address them in follow-up Canvas posts. The **lab exercises** are designed to help you learn the more practical aspects of the course. The first ten labs provide background materials that emphasize the close linkage between the conceptual and practical aspects of the course as well as step by step instructions for making maps in ArcGIS software. The labs thus allow you to develop the skills necessary for making maps on your own, an ability that you will demonstrate in the last two labs of the semester as well as the final exam. TAs will be available throughout the semester to help you troubleshoot lab problems as needed. Finally, the **exams** are incentives for you to (re)learn class materials and means for us to assess your learning in this course. The first three exams are proctored, closed book, and focused on the conceptual aspects of the course. The last exam is non-proctored, open book, and focused on the practical aspects of the course. That said, all course elements are intricately linked as noted in the [Course Organization](#) section above.

If you have any questions about the purpose of instructional materials and their relationships to each other, please let us know. Note that we will evaluate all assignments within one week of their respective due dates. Each assignment category is described further below. For even more information, see the specific assignments in [Canvas](#).

**RATs:** There will be ten iRATs and ten tRATs. All RATs are required to earn the maximum number of points in this course (i.e., 1,000 points). iRATs will be individual efforts worth 10 points each and graded based on the percent of RAT problems you attempted to solve (i.e., you get points for effort). tRATs are team efforts worth 20 points each and graded based on the quality with which your team completed all RAT tasks (i.e., each problem is worth a certain number of points and your team earns no, partial, or full credit depending on the completeness and correctness of the solution). All members of a given team will initially receive the same grade for a given tRAT (i.e., the grade earned by the team). However, tRAT grades will be adjusted three times during the semester using peer evaluations, which assess each individual team member's contributions to the success of the team. For example, if a team earned 18 points on a tRAT and team members A, B, and C earned peer evaluation scores of 0.8, 0.9, and 1.0, respectively, then the adjusted tRAT grades for team members A, B, and C will be 14.4, 16.2, and 18 points, respectively (i.e., 80%, 90%, and 100% of team grade, respectively). It is thus in your own best interest to always contribute as much as possible to the tRATs. iRATs and tRATs will be open book homework assignments and identical in content. However, each iRAT will also require you to make a contribution to our discussion boards. Moreover, tRATs will usually be due about one week after iRATs to ensure all team members are prepared to make contributions to the tRATs. The iRATs will account for a combined total of 100 points (10% and 8.3% of the final course grade for undergraduate and graduate students, respectively). The



tRATs will account for a combined total of 200 points (20% and 16.7% of the final course grade for undergraduate and graduate students, respectively).

**Labs:** There will be twelve lab exercises, each accounting for 30 points of your final course grade or for a combined total of 360 points (36% and 30% of the final course grade for undergraduate and graduate students, respectively). Labs will be graded based on the quality with which you completed all lab tasks (i.e., each task is worth a certain number of points and you earn no, partial, or full credit depending on the completeness and correctness of your work). We invite you to collaborate with others to solve lab problems, but your lab submissions must clearly be your own work. All labs are required to earn the maximum number of points in this course (i.e., 1,000 points).

**Exams; Proctored Mid-Term Exams and Non-Proctored Final Exam:** There will be four exams, all of which are required to earn the maximum number of points in this course (i.e., 1,000 points). Exams 1, 2, 3, and 4 will account for 60, 75, 90, and 115 points, respectively, and thus for a combined total of 340 points (34% and 28.3% of the final course grade for undergraduate and graduate students, respectively). Each exam will be cumulative, assessing your learning since the beginning of the semester. All exams will be individual efforts. Exams will be graded based on the quality with which you completed all exam tasks (i.e., each task is worth a certain number of points and you earn no, partial, or full credit depending on the completeness and correctness of your work). The first three exams will each be up to 75 minutes long and proctored. You have three options for completing these exams. 1) If you live within a 75-mile radius of Las Cruces, you may have your exams proctored in Breland Hall, Room 194. This is at no cost to you. 2) If you live more than 75 miles from Las Cruces, you may arrange to have your [exams proctored at an approved offsite location](#), as described in greater detail on the [NMSU Office of Distance Education](#) (ODE) website. Complete the online [Proctored Testing Form](#) and work with the ODE exam proctor to finalize the arrangements. The costs charged by the offsite exam proctoring site or proctor are your responsibility. Make the arrangements as far in advance as possible as last-minute arrangements are stressful for all involved. 3) You may take a [proctored exam with ProctorU](#). It is your responsibility to pay for this service. To incur the lowest cost, schedule your ProctorU exams well in advance of the exam deadlines. Moreover, to ensure the successful completion of your exams, be sure to conduct a tech check prior to each exam. Independent of how you choose to complete the first three exams, bring to each a photo ID (e.g., Campus ID or Driver’s License), a pencil, scrap paper, a ruler, and a simple graphing [calculator](#) (i.e., one that would be allowed on AP exams). No other materials will be allowed. Your scrap paper will be collected after each exam. Finally, as described in detail on the [Map Competition and Awards \(Final Exam\)](#) webpage in Canvas, Exam 4 will require you to create an original, functional, and aesthetically pleasing bivariate quantitative thematic map and to participate in the final exam map competition. The exam schedule is as follows:

Exam #	Onsite in Breland Hall 194 on the NMSU Main Campus in Las Cruces	Offsite or Proctor U
1	Sep 21, 8:00 – 12:00	Sep 17, 00:01 – Sep 21, 23:59
2	Oct 12, 8:00 – 12:00	Oct 8, 00:01 – Oct 12, 23:59
3	Nov 9, 8:00 – 12:00	Nov 5, 00:01 – Nov 9, 23:59
4	n/a	n/a

Note that onsite exams are due by 12:00 and offsite and Proctor U exams by 23:59 on the days indicated above (i.e., exams need to be completed and submitted by these times).

**Term Projects (Grad and Honors Students Only!):** Grad and honors students will be required to complete a research poster as part of their course work (20% of final grade).

### **Curving of Grades**

Individual assignments and tests will not be curved (↑ or ↓). We *may* make adjustments of the final letter grade after an assessment of the class curve at the end of the term. We consider class participation and improvement over the term as justification for discounting a grade that is uncharacteristically lower than others.

### **Grades on Canvas**

You may use Canvas to keep track of grades that you earned for specific activities (e.g., an exam or a lab) as an individual or as part of a team. However, do not use summary grades in Canvas to assess your overall class performance as these grades are inaccurate. As described below and discussed online, your team grades will be adjusted upward or downward based on peer evaluations, which Canvas does not take into account. To help you keep track of your actual overall grade, use [this Excel spreadsheet](#).

### **Incomplete Grades**

An I (Incomplete) grade will be assigned only if you are unable to complete the course due to circumstances beyond your control (e.g., documented illness, documented death, or crisis in your immediate family) that develop after the last day to withdraw from the course. An I grade will not be used to avoid assigning of D, F, U, or RR grades for marginal or failing work.

### **Late Work**

Work not received by the deadline will not be graded and given 0 points, except in unusual circumstances. We have three major reasons for not accepting late work. First, it is difficult to keep up with students who turn things in late and determine just how much to dock an assignment. Our time is better spent on improving course materials and providing better feedback. Second, there will be no confusion concerning when assignments are due. Third, imposing hard deadlines will prepare you for the real world. To ensure you meet all deadlines, allow extra time for glitches in computer hardware and software, internet connectivity, etc.; i.e., start working on assignments early and try to submit them ahead of time. If you are unable to submit your work on time due to extenuating circumstances, please discuss the situation with us well before anything is due so that we can develop solutions that support you.

### **Attendance**

Because this course is fully online and asynchronous, we do not require attendance. However, if you are unable to submit an assignment on its due date due to university-sponsored activities, work-related events, or cultural or religious observances, please make arrangements to submit it prior to the due date.

### **Class Withdrawals**

Withdrawal from this course is solely your responsibility; we will not drop you from this class under any circumstances. If you no longer wish to be enrolled in this course, you must withdraw from it. If you are still on the class roll at the end of the semester, you will receive a grade based on the work submitted.

### **Honors Students**

If you wish to have this course count as an Honors course, you may initiate the process by completing the [Course by Contract form](#). We will assign you additional work that will permit you to gain Honors credits for this course. These credits will count as upper division credits towards the accumulation of 18 credits needed to graduate with University Honors. For additional information on pursuing the Honors recognition at graduation, contact the Honors College at 575-646-2005 or [email Dean Chaiken](#). Completed Contract forms must be submitted in person to the Honors College no later than one week after the beginning of each semester.

### **Academic Integrity**

Enrollment in this course and acceptance of this syllabus is your contract constituting acceptance of all University policies regarding academic integrity, including but not limited to cheating and plagiarism. You are expected to comply fully with the NMSU Code of Conduct as presented in the [Student Handbook](#). Students who are judged to be guilty of [academic misconduct](#) on any graded class component will receive no points for that component, and we reserve the right to consider more severe penalties such as failure of the course and referral to the Dean and Student Judicial Affairs.

### **Student Support**

NMSU is committed to ensuring all students have the support they need to be successful and expand their educational horizons.

### **Academic Learner Services Support**

- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If you have questions or need an accommodation in the classroom (all medical information is treated confidentially), contact: Trudy Luken, Director; [Student Accessibility Services \(SAS\)](#) - Corbett Center, Rm. 208; Phone: (575) 646-6840; [E-mail](#).
- NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation, and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation. For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact: Lauri Millot, Title IX Coordinator; Agustin Diaz, Title IX Deputy Coordinator; [Office of Institutional Equity \(OIE\)](#) - O'Loughlin House, 1130 University Avenue; Phone: (575) 646-3635; [E-mail](#).
- [NMSU Police Department](#): (575) 646-3311

- [NMSU Police Victim Services](#): (575) 646-3424
- [NMSU Counseling Services](#): (575) 646-2731
- [NMSU Dean of Students](#): (575) 646-1722
- For Any On-Campus Emergencies: 911

## Student Support Services

- The [Math Success Center](#) provides students continuing support with math supplemental instruction, tutoring, and testing.
- The [Writing Center](#) offers free services to all NMSU students through one-on-one consultations at any stage in the writing process, from understanding assignment directions to revising final drafts. The Writing Center is staffed by graduate assistants who teach undergraduate writing courses in the English Department and offers online consultations for distant learners. Consultants advise students on aspects of proofreading and editing, but do not provide editing services.
- The [NMSU Student Success Center](#) offers a variety of programs and services, including Freshman Year Experience, Campus Tutoring Service, Learning & Study Skills Workshops, Peer, and TRIO Student Support Services. The Student Success Center also serves students through Career Services and Financial Literacy.
- The [NMSU Center for Academic Advising and Student Support](#) offers centralized advising for undergraduate students. We also encourage both undergraduate and graduate students to meet with [faculty in the NMSU Department of Geography](#) concerning any questions and concerns.
- [NMSU Financial Aid and Scholarship Services](#) offers timely and understandable information about financial aid and scholarship options to all students.
- The [NMSU Registrar's Office](#) supports all students at NMSU; [registering for classes](#) at NMSU requires three steps: academic advising, registering for classes, and paying the tuition and fee bill.
- [Other resources for NMSU](#) students include [tutoring services](#), the [library](#), [career services](#), the [Aggie Health and Wellness Center](#), and more. Numerous webpages provide information on [distance education](#) for online students.

## Technical Support

The ICT Customer Service Center is equipped to deal with all of your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm Monday through Friday Mountain Time. Please feel free to contact them at (575) 646-1840 or via [e-mail](#). You can also go to the [Student Technology Help](#) web page and [Student Resources](#) located at the [Canvas](#) web page for additional information on Canvas. For assistance with ArcGIS, contact your TA or Dr. Buenemann as [described above](#).

## VPAT Statements

A Voluntary Product Accessibility Template, or VPAT, is a standardized form developed by the Information Technology Industry Council to show how a software product meets key

regulations of Section 508 of the Rehabilitation Act. Below are the VPATs for the primary tools in this course.

- [Microsoft Products](#)
- [Apple Products](#)
- [Canvas](#)
- [Adobe Products](#)
- [Google Products](#)
- [ESRI Products](#)

## Privacy Policies

We take protecting and honoring your privacy very seriously at NMSU. The privacy policies for tools used in this course are noted below.

- [Microsoft Products](#)
- [Apple Products](#)
- [Canvas](#)
- [Adobe Products](#)
- [Google Products](#)
- [ESRI Products](#)

## Important Dates

You may add courses through Thursday, August 16, 2018 without instructor permission and through Friday, August 24, 2018 with instructor permission. Late registration fees will apply for courses added after Wednesday, August 15, 2018. The deadline for dropping this course with a “W” is Monday, October 15, 2018. You may withdraw from the university (withdraw from all classes) through Friday, November 30, 2018.

## Syllabus Modifications Statement

We reserve the right to make changes to course materials, assignments, and policies to better accommodate your learning needs. Any changes made will be published as soon as possible via Canvas Announcements and will not adversely affect your workload or grade. For the most recent version of the syllabus, always consult Canvas.