Summer 2015 Online Course Syllabus:
Oceanography Geol 12-DE1

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Welcome to Oceanography!
Geology 12-DE1 Summer 2015

Oceanography is an amazing and fascinating subject, which covers topics such as
- Beaches and shorelines
- The deep sea – the geology, marine life and the conditions of the deep ocean
- Islands and Reefs and Amazing marine life
- Waves & Tides & Tidal Waves (tsunamis)
- Marine Resources & Marine Pollution
- Seawater chemistry & physics (e.g., salinity and water pressure and buoyancy)
- Oceanic & Atmospheric circulation (e.g., The Gulf Stream, El Nino & La Nina, etc.)
- And many other topics

Check out these Oceanography Photo Galleries WHOI MBARI

- The ocean covers over $\frac{2}{3}$ of our planet, which means that less than $\frac{1}{3}$ of our planet is above sea level!
- The geology of the ocean floor is the geology of more than $\frac{2}{3}$ of our planet!
- In a world with global communities and economies, the process, resources and fate of the oceans are important to everyone.

Since you are taking this as a Distance Education course, you have opted to take the course without the traditional classroom meetings, which means that you won’t be meeting each week on campus with the instructor and other students. Instead, you will be choosing your own study times that fit your own personal schedule in your own personal location – which will probably mean that you will be studying by yourself. Some students will have their own personal motivation that will drive them to succeed while studying alone. Many other students, however, will struggle with trying to study on their own.

As a result, there is a course Discussion Board available in Blackboard, where students can create study groups, and set up times to meet regularly, where you can share things that you find interesting (or amazing), and you can share links to marine websites that you found useful or informative, and you can share your recommendations on how to learn the material. You can tutor and support each other.

Since this is a 6-week summer session, the course will move through the semester content quickly. A regular semester is 18 weeks, which means that for a 6-week summer session, in one summer week, you will need to cover 3-weeks-worth of ‘regular semester’ content. This is a serious commitment, and you need to make sure that you never procrastinate and get behind (you can’t take a vacation during the summer session, because by the time you come back, too much material will have passed for you to catch up). The course is very do-able by everyone, as long as you give yourself the time to study, and stay ahead of the timeout deadlines.

You will need to make sure that you deliberately maintain and cultivate a positive attitude while studying. Can you do this? Yes! Just remind yourself of all of the amazing topics in this course, and you should look forward to learning the course material – oceanography is wonderful and there are interesting and astonishing things to learn in this course.
Summer 2015 Online Course Syllabus:
Oceanography Geol 12-DE1

> The first 2 pages summarize some brief course info.
> More detailed info is in the following pages (full syllabus).

You are your own teacher in a Distance Education course.
To assist you with learning the material, you have the following tools:

- Course textbook
- the LPC Computer Center (for assistance with how to run the course Blackboard software)
- Online practice questions for each module
- Links for oceanic websites and online marine videos
- a class Discussion Board where you can form study groups with other students if you can make it fit your schedule

Required materials, email, online course software, computer access:

- **Textbook:** *Introductory Oceanography, 10th ed* by Thurman and Trujillo.
- **Access to a computer with an internet connection.** Computer must be able to run the campus distance education software called Blackboard. The student will have to use the campus Computer Center if the student’s personal computer and/or ISP does not work appropriately with the campus website, campus distance education software, or campus Zonemail.
- **Blackboard:** Students must login to Blackboard at least every other day, check the posted announcements for information, and complete course work before the timeout deadlines, and stay above the required course minimum levels (see the Drop Policies section for details)
- **Zonemail:** Students must check their campus Zonemail accounts at least every other day for class announcements and information. Students must also use their Zonemail accounts when sending emails to the instructor.

<table>
<thead>
<tr>
<th>Exam/Assignment/Quiz</th>
<th>Student Target Date for Completion</th>
<th>Timeout Date -no extensions</th>
<th>Points possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Quizzes</td>
<td>see Blackboard for timeout deadlines</td>
<td></td>
<td>100 points</td>
</tr>
<tr>
<td>Discussion Forum Participation</td>
<td>see Blackboard for timeout deadlines</td>
<td></td>
<td>100 points</td>
</tr>
<tr>
<td>Module A Exam</td>
<td>by or before June 17 noon, June 18</td>
<td></td>
<td>100 points</td>
</tr>
<tr>
<td>Module B Exam</td>
<td>by or before June 24 noon, June 25</td>
<td></td>
<td>100 points</td>
</tr>
<tr>
<td>Module C Exam</td>
<td>by or before June 30 noon, July 2</td>
<td></td>
<td>100 points</td>
</tr>
<tr>
<td>Module D Exam</td>
<td>by or before July 7 noon, July 9</td>
<td></td>
<td>100 points</td>
</tr>
<tr>
<td>Module E Exam</td>
<td>by or before July 14 noon, July 16</td>
<td></td>
<td>200 points</td>
</tr>
<tr>
<td>Module F Exam (Final Exam)</td>
<td>by or before July 21 noon, July 23</td>
<td></td>
<td>200 points</td>
</tr>
</tbody>
</table>

- Each of these exams are comprehensive and include questions from previous topics and modules.
- Because all of the required Module exams in this class are available for at least 2 days, and because they can be taken an unlimited number of times before the timeout dates, there are no deadline extensions.
- Plan ahead and do not miss an exam because you waited until the last minute.
- Instructions for accessing Blackboard, the Zone and/or student Zonemail, can be found through the main LPC Campus website, and then click on ‘Online Learning’.
GRADING

- Your term grade is based on the total number of points that you earn and accumulate.
- Example: you need to accumulate 900 points or more to earn an A
  Example: If your term total at the end of the semester is 872 points, then your term grade would be a B.

Grades are not rounded up; for example, if you have 899.98 points, you have earned a B. There are numerous extra credit options that allow you the opportunity to earn a few extra points to boost your grade – just stay ahead of the timeout deadlines.

Extra Credit: To explore the extra credit options: Click on ExtraCredit/Makeup in the left-side menu for this course in Blackboard. All of the extra credit covers core course content, typically going beyond the basics, with questions and material that are more challenging and require more time and thought than the basic module exam questions.

The easiest way to pass the course - is to complete the required module exams.

To view your grades, click on ‘Your Ocean Grades’ in the left-side menu for this class in Blackboard. Your term total of points is right at the top of your gradebook.

Unlimited attempts: You have the option of unlimited attempts on almost all exams and quizzes, until the timeout deadlines.
- The last attempt counts. That’s the last time that you opened each exam or quiz.
- To view your attempts on an exam: click on your exam score in your Blackboard gradebook.
- If your summary gradebook page shows a symbol
  ➲ You are not locked out of retaking the exam
  ➲ simply CLICK ON THE SYMBOL
    ✿ this will bring up a list of your attempts on that quiz or exam
    ✿ check your last attempt
    ✿ if your last attempt shows a numerical score, then you get those points in your term total.
    ✿ If your last attempt does not show a numerical score, then you need to retake the exam before the timeout deadline.

To figure out your Term Letter Grade:
- View your Term Total of points in your Blackboard gradebook
- and then compare that to the Term Grading Scale (on a previous page in this syllabus)
- The total points displayed in your Blackboard Gradebook is your term total.
- There are no extensions of the deadlines– all of the required quizzes and exams were available for unlimited attempts for an entire week.

You have access to view your grades through 5pm on July 23 (the last day of the summer session). After 5pm on July 23, the Blackboard Geology course materials will become unavailable for viewing.

Contacting the Instructor: Send all emails from your campus Zonemail email account and send emails to the instructor to rhanna@laspositascollege.edu. For the summer session, the campus is open Monday through Thursdays. I plan to check, and reply to, emails at least once a day, Mon-Thur. If I can, I may also check emails over the weekend (Friday, Sat & Sun). If you send an email and if you do not receive a reply within 36-48 hours, follow-up with a second email – and continue working on the course quizzes and exams – do not get behind while waiting for an email from your instructor. Deadlines will not be extended, so stay ahead of the deadlines and keep working on the course content and exams.

<table>
<thead>
<tr>
<th>Term Grading Scale</th>
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<tbody>
<tr>
<td>900 ≤ A</td>
</tr>
<tr>
<td>800 ≤ B &lt; 900</td>
</tr>
<tr>
<td>700 ≤ C &lt; 800</td>
</tr>
<tr>
<td>600 ≤ D &lt; 700</td>
</tr>
<tr>
<td>F &lt; 600</td>
</tr>
</tbody>
</table>
STEP 1: Print and then read the Course Syllabus
- Login to this course in Blackboard and click on the Syllabus button in the left-side menu.

STEP 2: Login to Blackboard
- make sure that you know how to use the software and that you know how to find the course exams
  (see the syllabus for details and instructions)

STEP 3: Take the Required Quiz Anemone before the deadline at 11:59pm,
Monday, June 15. Failure to take this quiz before the deadline may result in being dropped from
the course (see the following pages for the instructor’s drop policies). The quiz is online - on
Blackboard.

STEP 4: Start studying and working your way through the exams and modules
- click on the Modules button in the left-side menu for this course in Blackboard.

STEP 5: Finish all Exams/Quizzes before they time out
- see the Module folders in Blackboard for all required Quiz and Module timeout deadlines
Of all of the courses that are available for distance education, Oceanography is one of the best
because of the wide variety of high-quality materials available for the student.

Examples include:
• the clearly presented material in the textbooks (with clear diagrams and photos)
• the interactive, online publisher’s materials
• the award-winning DVDs/ streaming videos available in the LPC library

Very few courses have this range and depth of high quality material available for students to take
advantage of. Add in the fact that the course includes interesting topics such as Waves, Tides,
Earthquakes, Volcanoes, the basic geology of Hawaii, etc…. and Oceanography is a course that
students can succeed with on their own.
Course Topics

Introduction
- History of Oceanography
- Formation of the Earth and Oceans
- Geologic Time

Marine Geology
- Plate Tectonics
- Sea Floor Geology
- Marine Sediments
- Shoreline and Beach Geology

Marine Physics and Chemistry
- Seawater Physics and Chemistry
- Air-Sea Interactions
- Ocean Circulation (currents, etc)
- Waves
- Tides

An Intro to Marine Life and Ecosystems
- Marine Habitats
- Marine Biological Productivity
- Pelagic and Benthic Marine Life

Marine Resources and Environmental Oceanography

See the Module Folders in Blackboard to correlate topics with textbook chapters and term dates

Student Learning Outcomes (SLOs):
What are you supposed to learn in this course?
- An overview of oceanography and marine science
- The foundations of oceanography and marine science
- The basics of each of the chapters in your textbook. For this course to transfer to whatever 4-year college you choose to transfer to, you need to learn the basics of each chapter in your textbook. The textbook table of contents is a good summary of the course topics that you need to become familiar with.

To view the campus course outline for this course, go to http://www.laspositascollege.edu/courseOutlines/index.php

To learn about the campus SLO system go to: http://www.laspositascollege.edu/SLO/index.php
Drop Policies:

1. First, if the student wants to drop this course before the NGR or W date, then it is the student’s responsibility to follow the drop procedures and deadlines posted by the LPC A&R (Admissions and Records) office. [http://www.laspositascollege.edu/admissions/RegistrationDates.php](http://www.laspositascollege.edu/admissions/RegistrationDates.php) It is not the instructor’s responsibility to drop the student before the NGR or W date.

If a student enrolls in a course and does not complete enough work to earn a passing grade, then the student will earn an F in the course. If a student enrolls in a course and never attends, it is the student’s responsibility to drop the course before the appropriate deadlines (NGR or W) in order to prevent an F on their transcript.

2. The instructor may choose to drop students who are not attending or are not completing the necessary course work by the exam/quiz/assignment deadlines specified in the course syllabus and/or the timeout deadlines specified in Blackboard. Please note that this is the instructor’s option – and not a guarantee that the instructor will take care of the drop procedure for the student. If a student wants to ensure that they are dropped from a course, then the student must complete the drop procedure themselves (and not assume that the instructor will do it for them).

You may be dropped

- if you do not complete all of the required quizzes or exams,
- if you do not participate in the required Module Discussion Forums
- or if any of your scores are below 60%,
- or if you have not logged in and completed work for credit within any 6-day period. Except for the quizzes and exams during the first week of the term, the remaining required quizzes and exams are all available for an entire week, and you have unlimited attempts until the timeout deadline – so you can work towards insuring that your scores are well all above 60% and completed well before the timeout deadlines.
- if you do not complete Weekly Quiz Anemone, Weekly Quiz Bathyscaphe, AND Module Exam A
- if you miss all of the required Weekly Quizzes and Module Exams that time out in the same calendar week (Mon-through-Thur).
- if you do not login and complete required course work for credit at least every 6 days. For example, on June 24, any students who had not accessed the online course materials in Blackboard since June 18, could be dropped.
- if you do not have at least 70 term points by noon on Thur, June 18, and at least 200 term points by noon on Thur, June 25, and at least 275 term points by noon on Thur, July 2, and at least 350 term points by noon on Thur, July 9
- if you do not monitor and check your LPC Zonemail email account, and the Blackboard announcements for this course, every other day or so for announcements, reminders and possible information or warnings about being dropped from the course

- Additional drop-requirements may be sent via class Zonemail and/or may be posted in the Blackboard announcements for this course. You are responsible for monitoring your campus Zonemail email account and to watch for course information announcements in Blackboard.

3. NEVER ASSUME that the instructor will take care of dropping you from a class. Sometimes, an instructor may miss a name when going through the drop lists, or it may be past the drop deadlines. If you want to make sure that you get dropped – then make sure that you take care of the drop paperwork yourself, before the drop deadlines. It is your responsibility.

4. If A&R (Admissions and Records) drops you because you failed to pay your fees (or fines or such), it is your responsibility to get this matter resolved in a timely fashion so that you can get re-enrolled in the class with enough time so that you do not miss any course or exam deadlines.

Oceanography Dist Ed Course (online)
Add Policies:
- Students who add must meet the same deadlines as the students who were pre-enrolled.
- **Note:** You will not be able to logon to Blackboard and complete any of the online exams until you have completed the Add process (submitted your add number, paid for the class, etc.).
- Students who add do not get extensions on exam or course deadlines.

**STUDENTS WHO ADD:** You will not be able to access any of the Blackboard course materials until you have completed your registration. After you have completed your registration into the course, your Blackboard account should be available within 4-8 hours on regular business days (you may have to allow more time on weekends or holidays). If you have an enrollment ‘issue’, you must resolve this with Admissions and Records – your instructor has no authority or control over the class roster (in other words, your instructor can not electronically add students; only A&R can do that).

### Special Needs or Concerns

Students with special needs and concerns (disabilities or such) should
- speak with the instructor at the beginning of the term
- all special needs that require special accommodations must be documented
- speak with the LPC DSPS office (Disabled Student Services) and explore what options and facilities and materials are available to assist you with your college education

**Photo Interpretation** is a key concept and skill in an introductory Geology course (please refer to the official LPC Course Outline for this course for details). Students with vision impairments or other vision problems will need to speak with the instructor at the beginning of the term in order to make special arrangements with respect to exam questions which require students to evaluate and identify the geology displayed in photos.

- Don’t ask a friend, family member or counselor to deal with course issues for you. Whenever you possibly can do it yourself, you should. Get the information first-hand – that way, you’ll have the best chance of understanding your options (second or third-hand through friends or family rarely works effectively).
- It is your responsibility that you pass the course – it is not the instructor’s responsibility that you pass the course – so make sure that you follow up on things – don’t just leave it at an e-mail or phone message that someone else is supposed to return.
- If you do leave an email, do not put your other Geology/Oceanography coursework on hold while waiting for the instructor to get back to you. Time marches on while you are waiting and the end of the term is a hard and fast deadline. Keep studying and keep up on the content of the course. Don’t go into a ‘holding pattern’ and get behind.

→ **Written Documentation Policy for Extenuating Circumstances** As a matter of academic integrity and fairness to all students, extenuating circumstances must be supported with formal, written documentation from an outside official source (e.g., a doctor). Documentation of extenuating circumstances must be submitted by the student or a family member (not another student) within one to two weeks of the extenuating circumstance. The Instructor will notify and consult with the Dean and Vice President regarding the student's situation. **In order for an extenuating circumstance to be valid, all of the student's courses must be suffering to the same degree and from the same situation, and the student must have been passing this course (average scores of 70% or higher on required quizzes and exams) before the extenuating circumstance occurred**
Computer and Internet Use Required

This course requires that the student uses a computer and the internet to access course exams and other materials. Las Positas College uses the software program Blackboard for online courses. Students do not need to download Blackboard onto their computers. Students will access Blackboard through their computer’s internet web browser.

Reference/Contact List

REMINDER: The campus is open M, T, W, Th for the summer
The campus is closed Fri, Sat & Sun

⇒ Online: Click on Communications in the left-side menu for this course in Blackboard
(where the addresses below will be active links)
⇒ Las Positas Website: http://www.laspositascollege.edu/
⇒ Las Positas Online Learning Webpage:
  http://www.laspositascollege.edu/onlinelearning/index.php
  email: LPCdistEd@laspositascollege.edu or (925) 424-1142.
  Note: Do not send ‘Geology questions’ to the computer techs! Questions about Geologic content should be answered by the material in your textbook, the Earth Revealed videos or by doing a websearch on the topic in question.

⇒ Blackboard Login Instructions: http://www.laspositascollege.edu/onlinelearning/index.php
  Blackboard Login Page: https://clpccd.blackboard.com/webapps/login/
  LPC Blackboard support: http://lpc1.laspositascollege.edu/blackboardsupport/

⇒ Zonemail: http://www.laspositascollege.edu/ZoneInfo/index.php
⇒ The Zone: https://myportal.clpccd.cc.ca.us/cp/home/displaylogin

⇒ LPC Computer Center/Support: http://www.laspositascollege.edu/computercenter/

How emails will work between you and the instructor

⇒⇒ Use your LPC Zonemail email account when sending emails to the instructor ⇐⇒

A) When the instructor broadcasts general info emails to the entire course, the instructor accesses a campus-generated course email list that includes all of the students’ LPC Zonemail email addresses AND the email addresses that students have in Class-Web (that means that if you have your LPC Zonemail emails forwarded to your personal email account, you may see all of the class emails showing up twice).

B) When you send emails to the instructor you need to login to your LPC Zonemail email account and send your email from there - please do not send emails to the instructor from your personal (outside of Zonemail) email accounts. Anyone can create an 'outside' email account, however, LPC Zonemail email accounts are only available to registered students.

C) I recommend that during the semester, you log directly into your LPC Zonemail email account every day and check for emails from your instructors, and the campus, regarding important course
and/or campus information and bulletins (I do not recommend simply trusting email forwarding to personal email accounts).

D) You do not need to go through 'The Zone' to login to your LPC Zonemail email account (see below) (You can also go directly to the Blackboard login page, without going through 'The Zone' if you do not wish to - scroll down for link if you are interested).

The instructor’s email (for geology/course content questions)  rhanna@laspositascollege.edu
emails are typically responded to within 24-36 hours (M, T, W, Th)

If you do not receive a reply within 36 hours,
* A. Send a Follow-Up email (resend your email, double-checking that you entered the instructor’s email address correctly)
And
* B. Send a 2nd copy to the alternate email address available for the instructor
- Click on Communications in the left-side menu for this course in Blackboard
- you will find the alternate email address listed there
* C. You can also send an email from within Blackboard
- read the information in the Communications area for this course in Blackboard

If you do not receive a reply from this instructor to any of the above email methods/addresses,
==> Immediately contact LPC Computer Support (see the address above) to address the issue (they can get in touch with the instructor, and may possibly be able to help you troubleshoot the issue if there is a problem with your emails getting to instructors). For anything where you care about the reply by a certain date, always follow-up if you do not receive a reply within 36 hours.

Since this is a summer distance education course, the instructor will not be on-campus during the summer, and will be using email for class communications. If you can not reach the instructor via email (e.g., you’ve lost all internet connection), then phone the campus and ask the STEMPS Division Administrative Assistant to send an email to the instructor for you (include your phone number and your Zonemail email address) – and remember, that no confidential information about your course status or grades will be discussed over the phone. You need to send emails from your LPC Zonemail email account to discuss that type of information.
BLACKBOARD CRASHES OR GOES OFFLINE????

(it happens....)

What to do if Blackboard goes offline or stops working or responding properly:
- for example, if you can't even get it to let you login - or if the login page won't come up at all...

1. **First: check the LPC Online Learning Webpage for announcements and status reports:** (check to see if this problem has already been reported and whether or not it's being worked on). Announcements (if there are any) should be posted at the top of the page.

2. If the online Learning page does not have an announcement posted that deals with your latest issue or problem with Blackboard, then call and leave a phone message *(LPC Instructional Technology Student Support)* (see previous page for numbers and addresses)

3. If you only get a recording when you call, then leave a complete voice message and then also send an e-mail (see previous page for numbers and addresses)

4. Make sure that you give the computer techs all of the crucial info
   - your phone number and e-mail so that they can get back to you
   - exactly what happened when Blackboard stopped working or responding and what you were doing when it happened (what other programs you had open, what you clicked on, what you typed, etc.)
   - what messages you got (error messages from your web browser, etc.)

-> Please be aware that the LPC Computer Techs are not paid to sit by the computer 24hrs/7days/week. The basic rule of thumb is that the computer techs are working the same hours that the LPC Computer Center is open. In general, they are not open late at night, during holidays, Saturday afternoons or Sundays or during breaks between semesters or any other time that the campus is closed. Therefore, if you have a problem with Blackboard at midnight, it is most likely that the computer techs will not know of the problem until the campus reopens in the morning (if it's a regular school day). For another example, if you have a problem with Blackboard at 4am on a Saturday, the computer techs will not know of the problem until 8am on Monday morning (assuming that that Monday is not a holiday). *Your instructor does not have any way to get in touch with the computer techs beyond the same phone numbers and email addresses posted here.*

http://www.laspositascollege.edu/computercenter

-->> What's the moral of the story? **Always leave yourself *plenty* of time to get your exams done - always take your exams at well ahead of the timeout deadline.** Deadlines will not be extended if Blackboard goes offline the night before a timeout deadline - you should have finished the exam days before that.
**Exams**

- **All required exams/quizzes are available for at least 2 days before the specified timeout day (except for the quizzes and exams that timeout in the first week).**
- You may take these required exams an unlimited number of times until the timeout deadline.
- **The last attempt counts** (not the highest score)
  - If you take the exam more than once, the last attempt is the one that counts.
  - So – don’t retake the exam unless you are prepared to accept a lower score than you already have. No amount of pleading, whining or begging will change this.
  - If you re-open an exam that you have already taken, and then change your mind about retaking the exam – it’s too late. Once you’ve re-opened the exam, you have to retake it; otherwise, your last score is going to be a zero, and that will stand as your exam score.
  - If you take the exam and your last attempt shows as symbol of some sort, this means that something went wrong (you went over time, or there was a computer glitch, etc.) and that you have to retake the exam.
- Each time you take retake an exam the questions will come up in random order and will be pulled at random from a much larger pool of questions…. Which means that each time you retake an exam you will see a lot of questions that you have seen before as well as some that you haven’t.
- **Each exam** will be comprehensive but will emphasize the material covered since the previous exam.
- **Exam answer keys are not posted or available for downloading or distribution.** This is because the major, required exams are open-book and may be taken an unlimited number of times. If the answers were posted in any fashion, the exams would be useless.
- **If you send an email, from your LPC Zonemail email account, the instructor will look up the first three questions missed only.** The instructor will not give the student the answers to the missed questions. Please remember that the instructor will only look up the last attempt that the student made. The instructor will not look up missed questions on Extra Credit quizzes.
- **Online Exams** that you can take an unlimited number of times – are a privilege – not a right

**Weekly Quizzes**
- Worth a total of at least 100 term points.
- Typically time out at noon on Mondays and Tuesdays.
- Students who do not complete these quizzes each week may be dropped from the course.
- See the Extra Credit folder to makeup for missed Weekly Quiz points (assuming that you are not dropped for missing the required quizzes)

**Pop Quizzes** With traditional in-class pop quizzes, the students who are present in-class that day take an unannounced pop quiz that usually lasts 5-15 minutes. Students who miss class that day miss the pop quiz and miss the opportunity to earn those points. Pop quizzes can not be ‘made up’. In this online distance education course, pop quizzes may be available: If available, these on-line pop quizzes will only be available for a short time. If you login to Blackboard during that time, then you can attempt the quizzes. If you don’t login to Blackboard during the time the quiz is active, then you will miss the opportunity to earn those points.

Login often… and check the announcements page and your Zonemail email, as well as your Blackboard gradebook!!!
Extra Credit

• Each Module exam includes a little extra credit to counterbalance spaz-clicking (‘oops, clicked on the wrong one’), possible errors in a few questions and/or simply a few questions that the student misinterprets or does not agree with the wording. Each required Module Exam will include an extra credit question or two.

• There are two online 50-point Extra Credit/Makeup Quizzes available (in Blackboard).
  • Each of these Extra Credit quizzes has 50 questions
  • Each of these Extra Credit quizzes will select 50 questions from a pool of more than 1800 questions that can cover the entire course content (the entire textbook).
  • Each of these 50-point Extra Credit quizzes is comprehensive and can cover the material from the entire term and the entire textbook
  • There are no ‘freebie’ questions on these 50-point Extra Credit quizzes
  • Once you score higher than 80 on one of these quizzes, another 1-question, 50-point quiz will become available. Answer that 1 question correctly and you will earn the 50 points of extra credit. You will have unlimited attempts at the 1-question, 50-point quiz, until the specified timeout date and time.
  • Each of these quizzes (A & B) opens a different 1-question, 50-point quiz; therefore there are a total of 100 extra credit points available here.

• Additional Extra Credit
  ▪ Additional online extra credit quizzes and exams may become available at the instructor’s discretion. Logon and check out the list of exams often (once a day or once every other day).
  ▪ Extra credit quizzes (when available) do not have ‘freebie’ questions.
  ▪ Extra Credit will not harm your score – it can only help. For example, you need at least 900 term points to earn an A in this course – and you can earn those 900 points from the required exams (without completing any of the extra credit exams or pop quizzes).

Check Your Blackboard Gradebook After You Complete Each Exam

As soon as you complete each of the exams, your scores should be visible in your Blackboard gradebook. Make sure that you check your gradebook as soon as you are finished with each exam - and make sure that your scores show up. If they do not, you will have to either 1) retake the exam before the timeout deadline. Remember: deadlines are not extended (whether it was due to your own error or a computer/technological problem or other issue).
Exam Deadlines and Policies

- The required Weekly Quizzes and Module Exams are each available for unlimited attempts for at least 2 days (except for the first quizzes and exams that timeout during the first week).
- Target Dates are when you should have the quizzes or exams completed by.
- After each Target date, these required quizzes and exams will remain open for at least an additional 24 hours. This is the emergency extension time. You should never plan to use the emergency extension time. You should always plan to complete all of the Weekly Quizzes and Module Exams by the posted Target Dates. However, if you encounter an unexpected emergency (e.g., you lose your internet connection, or the dog chews on your computer or such), you will have an additional 24 hours to locate another computer or another location with an internet location so that you can complete the exam or quiz.
- The timeout deadlines are at the end of the emergency extension period after each Target Date. Both Target Dates and Timeout Deadlines are specified in Blackboard for the Weekly Quizzes and Module Exams.
- There are no extensions beyond the Timeout Deadlines.
- Pop Quizzes, Extra Credit, or other types of additional activities, quizzes, etc, may be available for varying lengths of time (they may be available for only a few hours, or only a few days, and there is no emergency extension time).
- NOON – the timeout deadlines are at noon for all required Weekly Quizzes and Module Exams – except for the first two Weekly Quizzes (which timeout at midnight). In general, Pop Quizzes, Extra Credit, and other such assignments, quizzes, activities will also generally have noon timeout deadlines (exceptions are possible, however, so read the Blackboard postings carefully).

If the online materials are not accessible for you….

- The deadlines will not be extended – all required exam dates were given to you weeks ahead of time or on the first day of the term. DO NOT WAIT until only a few days before the deadline to attempt to access the online materials and/or quizzes.
- Servers go down. Computers crash. The day or two before a deadline, the system is overloaded with students all trying to access the same online materials. The deadlines will not be extended.
- If the LPC server goes down, the deadlines will not be extended.
- If the Blackboard server goes down, the deadlines will not be extended.
- DO NOT WAIT. DO NOT LEAVE YOURSELF WITHOUT ANY OPTIONS.

If you have left yourself several weekdays (M-Th), or a week, to deal with computer/internet problems:

- If you cannot access the online materials from home, use the Computer Center in Building 800.
- If you are having problems with Blackboard, visit the Computer Center and/or follow the instructions on the LPC Distance Education webpages.

If you do not know how to access or use the online materials, visit the Computer Center in Building 800, Mon through Thur.
Oceanography is a course where students CAN learn the material outside of the traditional classroom setting.

- The topics are well presented in most basic college oceanography textbooks.
- The introductory topics do not require advanced mathematics – however, if you like the mathematical approaches, there are several topics in the course where you can delve into this, so contact the instructor for recommendations if that is what you like to explore.
- There are outside website resources for intro oceanography online; examples include, the NOAA, the USGS website, Google Earth, NASA’s Visible Earth website – color satellite images, Earth and Moon Viewer, The National Earthquake Information Center, Cascade Volcano Observatory, Geology by Lightplane by Louis J. Maher, Jr., Associated Bay Area Governments (ABAG), the instructor’s personal geologic online photos albums (thousands of photos), etc.

Distance Education courses are very different from ‘regular’ in-class courses.

You are your own teacher, your own motivator and your own taskmaster in this course. This is both extremely challenging and extremely rewarding – and it also one of the main purposes of college – for you to learn how to teach yourself… and to practice at teaching yourself. When you get out of college, your boss will not want to show you how to do everything. Your boss will expect that you will be a self-learner… and that you taught yourself how to learn in college. Distance Ed classes give you the maximum opportunity to be in charge of your own learning.

For ‘regular’ in-class courses, the completion rate generally averages 70-75% at Las Positas College. A Time (magazine) study that I saw a few years back cited a 60% completion rate for courses at UC Davis. What does this mean? On average, 70-75% of the students who enroll in a course at LPC will finish that course with a passing grade (A, B or C). On average, 60% of the students who enroll in a course at UC Davis will finish that course with a passing grade. Now, these are averages – some courses will be lower (e.g., Math or Chemistry), while other courses will often tend to have higher completion rates.

Distance Education courses often have average completion rates of 50%, and some Distance Education courses such as Math, may only have a 15% completion rate. What causes the difference? Are Distance Education courses harder than ‘regular’ in-class courses? Not in terms of material required – that should be equivalent to the ‘regular’ in-class courses.

Many folks do not complete Distance Ed classes because they have difficulty being their own ‘taskmasters’. Oceanography is a course that almost anyone can pass – if they put in enough time to learn the material – and it’s just about as simple as that! If you can find the time and you have the motivation, then you can succeed in this course. Many folks, however, do not have that motivation… and we are all so good at procrastination… so they will not complete many of their college courses (especially as freshmen)... This is not a measure of how smart these folks are, but rather it is a more a measure of how they were not able to find the time or self-discipline to make themselves study the material adequately.

If you find that you are falling behind and are not succeeding in this course, it is probably not because you aren’t smart enough to learn the course material, but rather that you didn’t put in enough time to learn the material. You may have to drop the course and take it over again. That is not the end of the world, nor does it mean that you are a failure. It means that you are human. So, learn from the experience, clear more time in your schedule for the next term and sign up and do it over.

Oceanography Dist Ed Course (online)
This Oceanography course has high quality materials available for you to use (textbook, publisher’s online textbook website, videos, etc.) and the material in the intro Oceanography course is not too complicated and most the concepts are fairly straightforward. Compared to many other college subjects, Oceanography is a course where there is a very high potential for students to be able to teach themselves the basic core material – if the student can put in enough time. If the student can not put in enough time, then the student will not be able to pass the course (and this applies to almost all transferable college courses).

So there it is… if you can put in enough time, then you can succeed in this course.

**PLAN AHEAD**

- You must plan ahead and clear enough time in your schedule for you to be able to learn the course material.

- If you find yourself with a problem (your computer doesn’t work, your quizzes don’t seem to be working properly, you can’t logon to Blackboard, etc.), you must have enough time to deal with getting the problem resolved.

- The school does not provide computer/geology support 24 hours/7 days a week.  
  - If you have a computer problem at 3am in the morning, you will have to wait until regular business hours before you will be able to speak with a computer/Distance Ed support person.  
  - If you have a geology question or some such for the instructor, you must allow several days to a week for the instructor to get back to you. Your instructor teaches many other classes and attends various campus meetings, as well as overseeing the LPC Geology Program.

- So what should you do while waiting for a response?  
  · Continue studying – do not get behind and do not let yourself fall into a ‘holding pattern’ with no geological progress. Deadlines will not be extended because you were waiting for an answer. Passing the course is your responsibility and no one else’s.  
  · Go to the Computer Center during its posted hours.
How much time is this class going to take?

In the end, it depends greatly on each person. Some students find the content interesting and they become hooked and they spend time on the class and enjoy it and find it exciting and fun. Students with really busy, over-scheduled lives may struggle with enjoying the course simply because they really don’t have time to spend enjoying the content – hopefully, this won’t be you.

If you find that you are struggling to find time to learn the material, and instead are just ‘exam-jumping’ (going from exam deadline to exam deadline and going straight to the exams without studying or reading or even looking at the chapter content), the get onto the Discussion Board and find a study group – or make a study group. If no one is replying to you on the Discussion Board, send an email request to the instructor, and I can send an email broadcast to the entire class to help you solicit participation in a study group.

Work with others in your family or friends – get them involved in helping you learn the material – it’s a lot more fun and enjoyable if you do it with others. You have to take the exams and quizzes yourself, but get your family and friends to help you learn the material. Make games out of quizzing each other on the textbook content – especially the photos and/or diagrams.

If you see it as fun, and invite them to learn it with you, you just might be surprised how much fun you might have with them learning the course content.

Much depends on your attitude. If you think its fun, it most likely will be, and you’ll find it easier to stay ahead of the course deadlines. If you get ‘down’ and your attitude is negative, then you’re most likely going to find it very challenging to stay on top of the course material and the course deadlines. Don’t let a negative attitude ruin your chances of learning and enjoying this course content – if you find that you are struggling to get motivated one day, then jump on the Discussion Board, check out one of the video or website links provided in the Module folders, or send the instructor an email and ask for a link to something fun in Oceanography for you to spend a little time exploring and enjoying. And – if you find a great, fun, amazing oceanic video or website, post it on the Discussion Board for everyone to check out.

A regular Fall or Spring Semester is 18 weeks. Since this is a 6-week summer session, you need to complete 3 weeks of course work in every summer week! Many students like the fact, however, that it means that they can just take one class during the summer, and just focus on that subject (instead of taking the class during a regular Fall or Spring semester with 4 other classes at the same time).
Can you use a different textbook, or a different edition of the course textbook? (this is an often-asked question).

The course textbook is the one listed on the front page of the course syllabus. When course assignments or exam references are made to chapter or page numbers, these will refer to the textbook listed on the front page of the course syllabus.

What this means is that if you have a different textbook, or a different edition of the textbook, then your page and/or chapter numbers will not match with those posted in assignments, the syllabus or emails sent out by your instructor.

If you send me a geology-content question, I may reply by directing you to specific chapters and/or pages in the textbook. If you do not have the course textbook listed on the front page of the syllabus, then you will not be able to find the correct information to answer your question.

If you choose to use something other than the official course textbook, that is your risk; in other words, if you choose to use a different textbook, or a different edition of the textbook, you may never use that as an excuse for not being able to successfully complete a quiz or exam, or course assignment or the course itself.

Some students are able to use other textbooks, or other editions of the textbook, to get the information that they need for the course. For other students, however, they need the course textbook as listed on the front page of the course syllabus. Every student is different, and there is no way for me to determine which students will not succeed unless they have the official course text.

Over the years, it has been my experience that most students find the course much easier if they have the official course textbook to work with throughout the term.

Ultimately, you must make your own decision. If you choose to use something other than the official course textbook, that is your risk; in other words, if you choose to use a different textbook, or a different edition of the textbook, you may never use that as an excuse for not being able to successfully complete a quiz or exam, or course assignment or the course itself.
The Blackboard Gradebook

- You have unlimited attempts on the required Module Exams, until the specified timeout deadlines.
- Your last attempt is what counts (not the highest score).
- Because you have unlimited attempts on the exams (until the timeout deadlines), do not sit around thinking that the instructor is going to clear symbols from your gradebook. Read the info below:

**The Blackboard gradebook shows:**
- ‘Upcoming’ for exams/quizzes, etc that are active and available (which means that you can work on them while they show as ‘In Progress’)
  - ‘Upcoming’ does not mean that the exam/quiz is waiting for action from the instructor, but rather ‘Upcoming’ means that the exam/quiz is waiting for action from you!
- A blue circle at the far right side is for exams/quizzes that you have opened but not finished. You will not receive any points for that exam (or quiz) until you reenter the exam and finish all of the questions and click the Submit button.
- Once you have completed a quiz (or exam) at least once, then you will be able to click on the exam in the gradebook and bring up a list of your attempts on that quiz (or exam)
- If you do not see a score for an exam (or quiz), check for the following:
  - Check to see if you can click on the exam/quiz title in the gradebook and bring up a list of your attempts. If you can, you get the points shown in your last attempt (if the last attempt is incomplete, you will not have any points).
  - If you see a blue circle at the far right, then go back to the exam (or quiz) and re-enter the exam and finish it.

**Again: Do not wait around for the instructor to clear symbols or to take care of something in the gradebook that is marked ‘Upcoming’ — action is required by you to take the exams/quizzes. Once you do, they will go from ‘In Progress’ to ‘Graded’ status.**

- If you are confused about any of your scores, send the instructor an email, from your LPC Zonemail email account – do not wait until near the end of the semester to ask those questions (because it will be too late for you to do anything if the exam/quiz timeout deadlines have passed)

Timeout deadlines for Module Exams can be found in the course syllabus.
For each quiz or exam, your last attempt is what counts, so make sure that you successfully complete and submit your last attempt. Do not try to abort your last attempt. Once you have reopened an exam or quiz, then any previous scores do not count, and you must finish and complete the quiz or exam that you have just opened.

What counts is your last attempt. If your last attempt shows a numerical score, then you get those points in your term total. If your last attempt does not show a numerical score, then you do not have any points for that quiz or exam, and you need to retake (or finish) the quiz, and complete it, before you can get any points.

**IF YOUR GRADEBOOK SHOWS A SYMBOL** instead of a score for your last attempt on a quiz or exam, **YOU ARE NOT LOCKED OUT OF RETAKING** the quiz or exam. Do not wait for the instructor to make the symbol go away, because that isn't going to happen. Just go and retake the quiz or exam, then go back to your gradebook, click on the symbol (or title) showing for that quiz or exam, this will bring up your list of attempts, and you can double-check that your last attempt now shows a numerical score.
The score of your last attempt counts (not your highest score).
If you reopen an exam or quiz, then none of your previous attempts on that exam or quiz will count at the end of the semester for your term total.

If you reopen an exam or quiz and do not complete (submit) this latest attempt, it will be automatically submitted for you after the timeout deadline (within 24-48 hours after the timeout deadline), and at that time, your term total will be automatically adjusted to reflect your score on that last attempt (even if you didn't complete it).

--> So do not reopen an exam if you are not certain that you intend to finish your new attempt, and that you have the time to do so.
--> If you reopen an exam and do not submit the attempt, then your score for that incomplete attempt will become your score on that exam sometime after the timeout deadline.

*** Everyone should double-check their Blackboard gradebooks and make sure that you do not have any incomplete attempts (symbols instead of numerical scores) that have not been completed or submitted.
Letters of Recommendation: If a student wishes to request that I write a letter of recommendation for a scholarship, entrance to a college, or for a job, you must come to me at least a week before any deadlines. Please bring all of your materials and information to my office hours during the Fall or Spring semesters (I am not on campus during the summer session). I will write the letter while you are present – and only if you are present – and you will have the opportunity to proofread the letter.

If you want (or need) a letter of recommendation, here are some things to consider: Were you on-time to class? or were you often late? Did you attend all classes? or did you often miss classes? Did you complete all of the homework (online assignments, online quizzes, etc)? or did you miss many of the homework quizzes or assignments? Were you an enthusiastic student with a positive can-do attitude? or were you often cranky or whiny or sullen or negative in your attitude or approach? Did you complete extra credit activities and/or assignments or quizzes? or did you only do the minimum that you needed to? Did you finish the course with more points than were required for an A? or did you just make sure that you were just above the minimum for an A, and then you stopped participating, submitting work, attending, etc? These are the types of things that will be addressed in a letter of recommendation, so you should read through and think about what the responses will be. If the answers to the above questions are positive, and you are a student who had a positive attitude, and you regularly attended classes, completed all in-class and online work, including some extra credit beyond what was required, and if you ended the course well above the minimum number of points needed for an A, then contact the instructor via email regarding what to bring to office hours during the Fall or Spring semesters (I am not on campus during the summer session) where you can get a letter of recommendation written.