

Spring 2012 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 with an interactive materials on the textbook publisher's website
- 📺 the Earth Revealed video series on reserve in the LPC LRC
- 🔑 the LPC Tutorial Center – it's free for students currently enrolled at LPC
- 💻 the LPC Computer Center (*for assistance with how to run the course Blackboard software*)
- 🕒 all required course exams are available for weeks (or months) before their timeout dates
- ∞ all required course exams may be taken an unlimited number of times before their timeout dates
- 🌐 excellent general-public-access online websites with basic geologic explanations and photos
- 🖥️ Professor Hanna's Geology website: <http://lpc1.clpccd.cc.ca.us/lpc/hanna/index.htm>

Required Materials: Text: *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 or campus distance education software.

Exam/Assignment/Quiz	Student Target Date for Completion	Timeout Date <i>-no extensions</i>	Points possible
Required Blackboard 'Check-In' Survey	by or before Jan 26	noon, Jan 26	-
Module 1 Exam	by or before Feb 6	noon, Feb 9	100 points
Module 2 Exam	by or before Feb 20	noon, March 1	100 points
Module 3 Exam	by or before March 5	noon, March 29	100 points
Module 4 Exam	by or before March 19	noon, March 29	100 points
Module 5 Exam	by or before April 2	noon, April 26	100 points
Module 6 Exam	by or before April 16	noon, April 26	100 points
Module 7 Exam	by or before April 30	1:30pm, May 24	100 points
Module 8 Exam	by or before May 14	1:30pm, May 24	200 points
Weekly Quizzes	noon, on Thursdays		100 points
TOTAL			1000 points

All of the required exams are available from the beginning of the term until their timeout date:

- All of these exams are comprehensive and include questions from previous topics and modules.
- Because all of the required exams in this class are available for weeks (or months), 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'.
<http://www.laspositascollege.edu/onlinelearning/index.php>
- Prof Hanna's geology course website (outside of Blackboard) is at
<http://lpc1.clpccd.cc.ca.us/lpc/hanna/index.htm>

GRADING

- Your term grade is based on the total number of points that you earn and accumulate.
 - The required Module exams total 1000 points.
You do not have to complete any of the extra credit if you do not wish to.
 - Example: you need to accumulate 900 points or more to earn an A
- | TERM |
|----------------------|
| Grading Scale |
| 900≤A |
| 800≤B<900 |
| 700≤C<800 |
| 600≤D<700 |
| F<600 |
- Grades are not rounded up; for example, if you have 899.95 points, you have earned a B. Extra credit can be used to boost your grade, but you must complete the extra credit by the posted deadlines (*do not wait until the end of the term*).
 - **Extra Credit:** Check the Discussion Board and/or the Exams folder to see what extra credit opportunities are available. 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. Then scroll to the bottom of your gradebook for your total of points.
 - **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.

- 🖥️ **Campus Computer/Online/Blackboard support:** 925-424-1142 email: LPCdistEd@laspositascollege.edu
website: <http://www.laspositascollege.edu/onlinelearning/index.php> Help with the Zone: 510-723-6966
- 🖥️ **LPC Computer Center:** 925-424-1144 <http://www.laspositascollege.edu/computercenter/index.php>
- 🖥️ **Zonemail login:** <http://stumail.clpccd.edu> Info: <http://lpc1.clpccd.cc.ca.us/lpc/hanna/zone/zonesummary.htm>

Instructor contact info: Open this course in Blackboard. Click on Communications in the left-side menu. Click on Messages. Send emails to the instructor from there. The instructor's replies to your emails will be delivered to your campus Zonemail email address. Your instructor works hard to reply within 24 hours whenever possible. If you do not receive a reply within 24 hours, resend your email and/or follow-up with a phone call or a visit to the instructor's office hours. If you send an email from outside of the Blackboard Messages location, use your campus Zonemail account. Office Hours: [Mon 1:00-2:25pm, Rm 1824/1829], [Wed 1:00-2:15pm, Rm 1824/1829], [Thur 1:45-2:30pm, Rm 2420], [Thur 2:30-3:00pm, online (email)]. Refer to the full syllabus on the following pages for more contact information.



Your full syllabus is the following pages.

In the full syllabus you will find more information about how this course is structured, exams, grading policies, course drop policies, module exam checklists, contact information for campus computer support, instructor office hours and other contact information, course content, course tools, etc.

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Oceanography Geology 12-DE

Where to Start?

STEP 1: Print and then read the Course Syllabus

- If you don't already have a copy of it, print the syllabus from Prof. Hanna's website (go to the LPC website and then to the list of Faculty Websites, or 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 'Check-In' Survey Quiz before the deadline (see the front page of the syllabus for the deadline). 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

- use the Homework button in the left-side menu in Blackboard as a guide

STEP 5: Finish all Exams/Quizzes before they time out

- *see the deadline dates and course calendars in the syllabus*

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 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

• 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.

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. 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 deadlines specified in the course syllabus. 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).

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. If you want to make sure that you get dropped – then make sure that you take care of the drop paperwork yourself. 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.

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.

→ **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.**

Don't rely solely on remote communication for urgent issues or concerns

= never leave it to just an E-mail or just a Phone Message

- **Yes, this is a Distance Education course, but if you have urgent issues or circumstances, and you need to have them addressed in a short time period, then bring them to the instructor's regularly scheduled office hours and speak to the instructor in person.**
- As detailed in this course syllabus, the instructor holds by-phone-office-hours once a week, and Distance Ed students can send emails to the instructor through Blackboard (click on the Communications button in the left-side menu), however, **if you have special or unique issues or circumstances, do not simply leave an e-mail or a phone message and then sit around waiting for the instructor to get back to you.** Phone messages are jotted down and can get lost. E-mail responses can be forgotten amongst the myriad of other e-mails and issues. The instructor attempts to return phone calls and emails as time permits, however, the reality of the world that we live in is that remote messages can be lost or forgotten in the fast-paced and demanding world that often overtakes our best intentions.
- 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 or phone message for the instructor, 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.

End of Term Dates

End of Term Dates

- 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 major exams were available for unlimited attempts for weeks (or months).

 - You have access to view your grades through noon on May 25 (the last day of Finals Week). After noon on May 25, the Blackboard Geology course materials will become unavailable for viewing.

 - **Upgrade Option** You may upgrade (substitute) 1 or 2 of your Module exam scores with your score on the Upgrade Review Exam (open the folder titled “Upgrade a low exam score?”, which is just below the Module Exam folder).
- To exercise this option, login to Blackboard and open the Module Exams page and then open the ‘Upgrade a Low Exam Score’ folder. Take the exam, and then fill out the request (listed just below the Upgrade exam), and click on the Submit button. **This request must be submitted before 2pm, Thur, May 24.**

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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.

All LPC students with courses that use Blackboard should read the LPC Online Learning Web Page at <http://www.laspositascollege.edu/onlinelearning/>

Blackboard Login Instructions are at: <http://www.laspositascollege.edu/disted/blackboard.htm>

LPC Computer Center: <http://lpc1.clpccd.cc.ca.us/lpc/803compcenter/index.shtml>

If a student's home computer/ISP will not access or run the course web pages or Blackboard website, then the student must use the LPC Computer Center to access course materials and exams. Neither LPC nor the course instructor is responsible for troubleshooting the student's home computer set-up or internet connections. Your instructor is a geologist, not a computer technician.

ENROLLED STUDENTS:

Step 1: Read the Campus Online Learning webpages listed above

Step 2: Logon to Blackboard.

Step 3: Find this Oceanography course: Geology 12

Step 4: Open the section called 'Module Exams'

You should find the Blackboard 'Check-In' Survey Quiz. Click on the link and take the Check-In Survey quiz.

Step 5: If you have done steps 1-4 successfully, then you can open your textbook get start working on the content for the Module 1!

If you have any problems accessing the Blackboard webpages, I recommend visiting the LPC Computer Center and trying to access your Blackboard account from there. If it works from on-campus, then you will know that the problem lies with your home computer. You will then need to decide whether you want to try and fix your computer so that you can access Blackboard from home or whether you simply want to run the exams and such from the LPC Computer Center. Word of caution: troubleshooting your home computer can be extremely time consuming and frustrating – and **you** are the one who will have to fix the problems and spend the time – the school is not responsible for maintaining or fixing your home computer or software. Don't waste too much time on your home computer set-up when there are perfectly good computers on campus... and you will need to spend your time learning the Oceanography content of the course – not learning how to fix your computer.

STUDENTS WHO HAVE TO 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).

Reference/Contact List

⇒ **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 Distance Ed Webpage:** <http://www.laspositascollege.edu/disted/index.htm>
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. If none of these resources work, then you may come to your instructor's office hours for assistance.

⇒ **Blackboard Login Instructions:** <http://www.laspositascollege.edu/disted/enrolled.htm>

⇒ **LPC Computer Center/Support:** <http://lpc1.clpccd.cc.ca.us/lpc/803compcenter/index.shtml>

The instructor's email (for geology/course content questions)

rhanna@laspositascollege.edu emails are typically responded to within 24-36 hours.

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.

PHONE: Phone messages are no longer the best way to get in touch with the instructor (since students rarely, if ever, leave phone messages anymore, the instructor can forget to check the phone!). Email is much more reliable. If you do not need a prompt reply, the instructor's phone is (925) 424-1319.

The instructor's office hours are listed on page 2 of this syllabus

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.
<http://www.laspositascollege.edu/onlinelearning/>
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 at **925.424.1142** (LPC Instructional Technology Student Support)
3. If you only get a recording at the above phone number, then leave a complete voice message and then also send an e-mail to **LPCdistEd@laspositascollege.edu**
4. Make sure that you give the computer techs all of the crucial info
 - o your phone number and e-mail so that they can get back to you
 - o 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.)
 - o 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.

You can also leave a voice mail message for your instructor (refer to the section of the syllabus with the instructor's office hours), but please be aware that your instructor will not get this voice mail message until the next school day and not until there is time to listen to messages after classes are over. Your instructor can not fix Blackboard access problems (unfortunately).

Exams

- **All required exams/quizzes are available for weeks (or months) before the specified timeout day** (see the first page of the syllabus for specific dates).
- 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.
- **The time limit for each exam is stated at the beginning of the exam - if you go over that time limit, your score is a zero (0).**
 - If you have studied sufficiently, then you should be able to complete the exam within the time limit.
 - If you are having trouble finishing within the time limit*, then you probably need to study more. If you study more and are still having trouble finishing within the time limit, then come to the instructor's office hours and we will schedule a time for you to take the exam in my presence (during my office hours on another day). You must still complete the exam before the timeout deadline posted at the beginning of the syllabus. I will give you unlimited time when you take the exam in my presence; however, you will only be able to use your textbook and you will not be able to use any other notes, materials, CD-ROMs, internet, etc.
- **Almost *all* of the exam questions are included in the Homework Practice Questions!** To view the questions, and practice with them, click on the Homework button in the left-side menu for this course in Blackboard.
- **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.
- **Students who come to the instructor's regularly posted office hours may ask the instructor to look up which questions the student missed.** *The instructor will look up the first three questions missed only, and 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.

However, if you do not wish to deal with the computer (or if your computer or Blackboard are booting you out of the exams), then you may exercise the following option:

Any student who wishes to, may make arrangements to take the exams during the instructor's office hours.

- The instructor will provide a printed copy of the exam for you to complete in the allotted 60 minutes.
- As with most traditional paper exams, you will have only one attempt at the exam (you can not have unlimited attempts).
- As stated in the course syllabus, you may use your textbook, but may not use any other notes or materials such as CD-ROMs, internet, etc.
- The exam must also be completed before the scheduled time-out deadline (as specified in the course syllabus), so students must make arrangements ahead of time (at least a week before a timeout deadline).

Of note, I have made this same opportunity available in previous terms... and not one student has chosen to take the exams in the 'old traditional' fashion. This tells me that even though some students were frustrated with computer/technical issues, their frustration was not high enough to make them want to give up the opportunity to retake the exams and improve their scores.

The 'old traditional' method of testing is to take an exam once, and see what your score is... and what it is... is what it is, and you're stuck with that. The online testing software allows students the opportunity to retake their exams (when instructors make this option available), and to improve their scores (and hopefully, their knowledge-base). However, this wonderful tool and opportunity is a privilege that comes with a price... This price is that students must decide how to deal with 'computer/software/technical frustration' when it crops up. If there is any student who finds that they can not (or do not want to) deal with the technical frustrations, then they are more than welcome to take the exams in the old traditional fashion.

The campus computer techs are in touch with the Blackboard support personnel, and hopefully, the computer issues will be resolved in either this version of the software or a future update. However, as the instructor, **I recommend a practical and positive approach** – do not let yourself get too frustrated. If the software is booting you out and it's making you angry and you don't want to deal with it – then don't – instead, come to my office hours and we'll set it up for you to take the exams in the old-traditional fashion (I have 19 years of experience with the 'old standard way' of conducting exams) during my office hours.

Weekly Quizzes

- Worth a total of at least 100 term points.
- Typically time out at noon on Thursdays
- Students who do not complete these quizzes each week may be dropped from the course.
- If you miss a weekly quiz, and you do not want to be dropped, send the instructor an email – from your LPC Zonemail email account – stating why you missed the quiz and that you do not want to be dropped from the course. However, do not assume that the instructor will drop you if you miss the weekly quizzes
- Missing 2 weekly quizzes in a row, or missing many of the weekly quizzes, may cause the instructor to drop you. If you are missing several course quiz/exam dates, you will need to provide documentation of what you are going to do to catch up in order to successfully pass the course. You may also have to provide formal documentation of your extenuating circumstances so that you will not be dropped.
- If you send the instructor an email (or leave a phone message) regarding your wishes to not be dropped, and you do not receive a reply from the instructor within a day or two, then follow up with another email and a phone message. You may also leave a message by calling the campus switchboard and they will leave a note in the instructor's mailbox.

- Use the extra credit quizzes and the extra credit Discussion Board activities to makeup for missed Weekly Quiz points.

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).

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 that the quiz is active, then you will miss the opportunity to earn those points.

Login often... and check the list of exams and quizzes!!!

Exam Deadlines and Policies

❖ **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-F), or a week, to deal with computer/internet problems:**


- If you can not 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 and/or visit your professor's office hours (but please remember that your instructor is a geologist and not a computer technician!)

If you do not know how to access or use the online materials, visit the Computer Center and/or your professor's office hours.

If you miss the Upgrade Exam deadline, the last chance to take this exam and get some points is the Friday of Finals Week, May 27 between 12-2pm.

- You must notify the instructor before Fri, May 27 that you will be coming on May 27 during this time to take the exam
- You will take the exam on the LPC Campus – come to the instructor's office (Rm 1829 or 1824). *This makeup option is a privilege, not a right, and is at the instructor's discretion and purview.*
- You will have one attempt at the exam
- You may use your textbook, but no other notes or books.
- You will have 1 hour to complete the exam (unless you arrive after 1pm).
- You must be finished by 2pm
- The exam may be on the computer, or it may be on paper.

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** or 2) visit the instructor's office hours before the timeout deadline to see if your exam results are somewhere that the instructor can access them. *If they are not, then you will have to retake the exam before the timeout deadline.* Remember: deadlines are not extended - you can use the Upgrade Exam to make up for 1 or 2 missed Module Exam deadlines (whether it was due to your own error or a computer/technological problem or other issue).

In the past, there have been a few students who have reported that they successfully completed their exams, hit submit, Blackboard showed them their score for their exam, and everything appeared to be fine. However, when the students looked in their Blackboard gradebook for their score, all they saw was a padlock symbol which is the symbol for 'exam in progress'. When the students came to my office hours, I looked up their exams and found that while all of their questions had been saved – none of their answers were saved. Consequently, there was no record, or proof, of the students' work or scores. Each of these students had to retake their exams before the timeout deadline. This problem has been reported through the LPC computer techs to the Blackboard techs. To date, however, I have not received any further information regarding this issue.

If something similar should happen to you, then you should either follow the steps specified in the paragraphs above, and/or you should work on some of the extra credit quizzes and exams to make up for any points that are lost due to technological snafus or weirdness.

Basic Course Websites

⇒ **Become familiar with these websites and bookmark them on your computer.**

1. The Las Positas Website

<http://www.laspositascollege.edu/>

- where you can find the section called ‘Class Web’ – where you can register for classes online, check your semester schedule, view your transcript. etc.

2. The LPC Online Learning (Distance Education) Page/ Website

<http://www.laspositascollege.edu/disted/index.htm>

- has general Distance Ed information as well as login and contact information

3. The Blackboard Login Page/ Website

<http://clpccd.blackboard.com/>

- *where all of your Oceanography Exams are* (under Module Exams)
- *where your Oceanography grades are displayed* (Your Ocean Grades)
- to login to Blackboard, follow the directions on the Distance Education webpage for Enrolled Students (students who haven’t added yet, will not be able to access Blackboard).

4. Prof. Hanna’s Geology Directory Page/Website

<http://lpc1.clpccd.cc.ca.us/lpc/hanna/frameset.htm>

- where you can find General Geology information and links
- where you can find the instructor’s office hours and weekly schedule

⇒ **Next, you should browse through each of these websites and become familiar with what they offer and how they are set up.**

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>

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 topics do not require any advanced mathematics.
- 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.

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.
Go to your instructor's posted office hours.

How much time is this class going to take?

College courses are generally based on this formula:

For every 1 hour in-class, students should be studying 2 hours on their own.

Example: Therefore, a standard 3-unit lecture course has 3 hours/week of class meeting time and each student should be studying 6 hours/week outside of class – for a total of 9 hours/week.

3 units → 3 hours/week in class + 6 hours/week studying outside of class = 9 hours/week total

Study hours = twice the number of units. If you are taking math classes, or physics or chemistry, or English 1A, then shade in some extra study time beyond the basic 2 hours for each unit. If you are a non-science major, then you will probably need more than 2 hours/unit of studying when you take science classes.

Full-time students

For a full-time student with 15 units, $15 \times 2 = 30$ hours of study time each week.

15 hours in-class/week + 30 hours of study time each week = 45 hours of college work/week. That's why 15 units is considered a full-time student – 15 units is equivalent to a full-time job.

FOR THIS CLASS: This is a 3 unit-class where you are your own teacher; therefore, you need to plan at least 3 hours/week of 'teaching yourself' (using the publisher's online textbook website, LPC geology videos and the textbook). And you also need to plan at least 6 hours/week of studying the material in more depth (working the online exam practice questions, rereading sections in the textbook, studying the photos and diagrams in the textbook, exploring the publisher's online textbook website and the videos in the LPC LRC, etc.)

On average, you will need to plan at least 9 hours/week for this course -the same as for students who are enrolled in the regular 'in-class' sections. Remember 9 hours/week is an average – and no student is average. Some students will be able to pass this course and will be able to get by with less than 9 hours/week... while other students will need to spend more than 9 hours/week.

Students who generally need more than 9 hours/week:

- Students with learning disabilities or other special needs – and I have to say that these students rarely fail to impress me because they rarely complain about the extra time needed for them to succeed. Most of the time, these students are very aware that they will have to put in many extra hours studying... so they just do it! My heartfelt congratulations and kudos to those students.
- Non-science majors who really dislike all science courses (their attitude often slows them down considerably and makes studying harder and... slower...)
- Students who want to do more than just pass – students who want to learn the material exceptionally well and/or want to get a top-flight A-grade

Now the formula and comments above are generalizations and apply to average students. Each class is different and each student is different. You will need to assess your own abilities and needs and make adjustments to your own personal weekly schedule to accommodate the hours that you need to study to succeed in your college courses.

COURSE TOOLS

You are your own teacher in a Distance

To assist you with learning the material, you have the following tools:

☞ **Course textbook**

- The course textbook is very well done and is your most important course resource. Some students have added ‘tabs’ to important pages so that they can quickly turn to what they need. Examples include the Geologic Time Scale, the world plate tectonic maps, chapter title pages, etc.
- Pay special attention to all photos and diagrams in the text. Exams will include geologic photo interpretation where the student will have to evaluate the geology displayed in a photo.
- Almost all exam questions can be answered from the information that is in the textbook.

☞ **Textbook publisher’s website.** Check the instructions in your textbook for the website address and login instructions. Typically, the publisher’s website includes practice quizzes which allow the students to view the correct answers after submission. Please note: use of the textbook publisher’s website is not required for this course, and if you complete quizzes on the publisher’s website, they can not be submitted for credit in this course. The textbook publisher’s website is a tool for you to use and access and explore.

☞ **The Earth Revealed video series** on reserve in the LPC LRC

- These videos can help with the topics of Plate Tectonics, the Formation of the Earth, Shoreline/Beach Geology, etc.
- The Earth Revealed (ER) Video Series is a 26-part series of 30-minute segments and each segment deals with one basic topic/concept of this course. Made to be an intro geology telecourse, the videos are well done and generally stick to the topic without spending too much time on esoteric details.

☞ **Homework Exam Practice Questions.** Click on the Homework button in the left-side menu for this class in Blackboard. Almost all of the exam questions are available for viewing and practice before you take the Module exams.

☞ **The LPC Tutorial Center** – it’s free for students currently enrolled at LPC

☞ **The LPC Computer Center**

- for assistance with how to run the course Blackboard software

☞ **All Module exams** are available from the beginning of the term until their timeout dates. Almost all course quizzes/exams may be taken an unlimited number of times before their timeout dates.

- You can complete this class as fast as you want to.
- You can take an exam and then go back and study some more and then retake the exam!

**You are welcome to come to my regularly scheduled lectures.
If you do, there are a few things that you should be aware of:**

Emergency Procedures

IF THE FIRE ALARM GOES OFF:

1. Exit the room calmly and promptly

- we may be able to go back to class in just a few minutes or
- we may not be allowed back into the building for hours
- **make sure that you have your car keys and ID** so that you can drive home when school officials allow us to do so
- Please do not stay in the building while the alarm is going off – the alarms are loud enough that they drive most people from the building – please take the hint and leave the building

2. Our class will exit the building down the stairs near the elevator

3. Our class will meet just beyond the small parking lot behind the Science Building.

In the area between the parking lot and the school's perimeter road

→ **Note: changing construction on campus may modify this. Watch posted signage.** ←

4. We will have to wait until school officials inform us as to whether we can re-enter the building and when we can do so.

5. If the campus is closed for several hours and students have to leave the campus without their books, etc: School officials will collect the materials from each classroom and take them to the Security Office where students may reclaim them – *always make sure that you have your first and last name on all of your books and other personal belongings* that you bring to school.

6. Missed or cancelled class time, classes or exams

- **The school does not reschedule missed or cancelled class times**
students must read that material on their own before the next exam
- **Missed or cancelled exams will not be rescheduled** – *make sure that you take all online exams well before their timeout deadline (days ahead of time)*

EARTHQUAKES

- **If an earthquake occurs during class, take cover under your tables.**
 - Stay away from the windows and any broken glass.
- **When it is safe to do, the class will exit and follow the emergency procedures listed above.**
- **Please be careful – lecture classrooms are designed as auditorium seating**
Remember, you will need to slide your chairs in to be able to exit along the rows between the tables.

What if the instructor is not there when class is supposed to start?

(How long should you wait?)

- Things to check if the instructor is not present when class is supposed to start:
 - Check the doors to the classroom
Whenever possible, the campus tries to post notes regarding cancelled classes
 - Check the LPC website listing of cancelled classes
-You'll need to find a computer connected to the internet
- go to the LPC homepage and then click on the link to 'Classes Not Meeting Today' \
 - Make sure that the campus has not been evacuated due to a fire alarm (look for large groups of people standing around in the parking lots and ask them what is going on)
- **If there is no note posted on the door, no fire alarm evacuation, and this geology class is not listed on the website with the other classes 'not meeting today',** then your instructor has probably been held up in traffic (or some such) and should arrive shortly. *Please wait 15 minutes before leaving.*