

**Elementary Oceanography OCE-1001-4 (On-line Section)      Fall 2008**

NOTE: This syllabus is a guide to the course and is subject to change. If so, you will be notified via Announcements on the course BlackBoard web site. You are responsible for keeping track of the course schedule and assignment due dates, so check for Announcements frequently.

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<u>TAs</u>			
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Course Web Site: We will use the FSU Blackboard system available from: <http://campus.fsu.edu>. The Course Library has “reader” files you can install on your computer so you can read Word, Excel, and PowerPoint files. You’ll also find the BBC Blue Planet videos and PowerPoint slide shows for each chapter.

Text: A.P. Trujillo and H.V. Thurman, *Essentials of Oceanography: 9<sup>th</sup> edition*, ISBN 0-13-240122-3 (Pearson/Prentice Hall). If you choose not to buy the hardcopy of the text, you can purchase an access code directly from the publisher which will allow you to read the full text electronic version of the textbook online. Go to the e-book link on the course website and follow the procedure to purchase access. We recommend purchasing a hard copy of the textbook if possible.

Objectives: To introduce you to the scientific study of the ocean, so that you will have a better appreciation for its role as part of the entire earth/ocean/atmosphere ecosystem, and how it influences our lives. In addition, this course seeks to provide you with an understanding of the scientific process and the role of technology in supporting scientific study.

Evaluation/Grading Procedure: Your combined Homework score will count as one exam grade. The Homework, four section exams, and the Final Exam, yields six possible 100% scores, and we drop the lowest score before calculating your grade. In the example below, the student scored well on the Homework and all four section exams, so they could get a “zero” on the final exam, since that would be their lowest score and would therefore be dropped. If you get a low score on a Section Exam, you can raise your grade by getting a better score on the Final Exam. **Make-up exams will not be offered.** If you miss an exam, thus earning a “0” score, that would be the score we would drop. Because of the wide time window open for exams, neither sickness nor internet access are excuses from an exam; also, it is your responsibility to avoid conflicts with religious holy days. If you get arrested, are hospitalized, **CONTACT ONE OF US BY EMAIL BEFORE YOU MISS AN EXAM!!**

<u>Example:</u>		<u>Grading Scale</u>	
HW	90/100	≥90.00	A
Quiz 1	85/100	≥86.66	A-
Quiz 2	79/100	≥83.33	B+
Quiz 3	75/100	≥80.00	B
Quiz 4	89/100	≥76.66	B-
Final Exam	0/100	≥73.33	C+
	418/500=83.60% (B+)	≥70.00	C
		≥66.66	C-
		≥63.33	D+
		≥60.00	D
		≥56.66	D-

Homework: You are responsible for doing the homework exercises (Chapter question set and Visualizing Oceanography) for each chapter on the BlackBoard Web Site. When you complete each section, your scores will automatically be posted to the gradebook.

## Instructions for Completing the Homework Sets and Submitting Your Scores

There are TWO sections of homework problems for each chapter. You must complete and submit each section to get full credit. The Homework due dates shown in the Course Schedule are guidelines to keep you on track. Homework sets should be completed before each Section Exam, since these homework questions will form the basis for the Section Exams (and the Final Exam). If you learn the answers to the homework problems, you will know the answers to the exam questions.

1. Go to the Assignments section of the course BlackBoard web site and click on one of the Chapter or Visualizing Oceanography homework assignments.
2. Answer all of the questions by clicking on your answers. Some questions have multiple correct answers.
3. When you have answered all of the questions, click "Submit" at the bottom of the section.
4. You will have the opportunity to see your score, and the answers you got correct. You can go back to Step 2 and re-enter correct answers for all of the questions. You can go over each homework section as many times as you want to get 100% correct before your final (best) scores are accepted.
5. Once you are satisfied with your score, you should print your homework questions and answers as a study guide for the exams.

## Instructions for Completing Examinations:

**ALL** students must submit a completed "Proctor Designation Form" to the FSU Center for Assessment and Testing prior to attempting the first examination. This form is available in the Course Library of the Bb course website. See "Proctored Exam Information" below. Local students simply choose the FSU CAT as their testing center.

All student must read and understand the procedures for taking examinations at the FSU Testing Center (or any other offsite testing center); these instructions are posted below and in the Course Library of the Bb course website.

**Section Exams:** Four section exams will be given during the term, each exam covering 3-4 chapters. Exam questions will be taken primarily from the homework exercises so that studying the homework questions will prepare you to do well on the exams.

**Final Exam:** A Cumulative Final Examination will also be given. Once you complete all of the homework sets and the four section exams, you may calculate the grade you would get if you got a "0" on the Final Exam to determine if you wish to take it or not.

As shown in the Course Schedule, the exams are available starting from the beginning of the semester, and remain available until each course section is completed. You must attempt each exam before the deadline for that exam has passed:

Section 1 exam: Sept. 2 – Sept. 19

Section 2 exam: Sept. 2 – Oct. 17

Section 3 exam: Sept. 2 - Nov. 17

Section 4 exam: Sept. 2 – Dec. 5

Final Exam: Sept. 2 - Dec. 12

If you wait until the last day to take an exam at the FSU Testing Center, or show up too late in the day, you may not be able to take the exam since they are often very busy. **DO NOT WAIT UNTIL THE LAST DAY TO TAKE THE EXAMS. TAKING THE EXAMS IN A TIMELY MANNER IS YOUR RESPONSIBILITY.**

You will be able to track your progress through the assignments in BlackBoard. Remember, if you keep up with the pace of the course, complete all of the homework sets, and complete the first four section exams, you may not have to take the Final Exam (since we will drop your lowest score, such as a zero score on the Final Exam, before assigning grades). If you are on a scholarship that requires you to take final exams, you will have to log in to take the Final Exam, but if you are satisfied with your scores up to that point you can submit it without

actually trying to answer any questions. You can always try to improve your grade by taking the Final Exam. There is no extra risk involved in taking the Final Exam. If it ends up being your lowest score, that is the score we will drop.

“Attendance” Policy: The First Day Attendance link on the course web site has been activated, and will be open for 24 hours beginning at 01:00AM on Monday August 25, 2008. You are required to verify your enrollment by logging on to <http://campus.fsu.edu>, navigating to OCE-1001 online, and clicking on the First Day Attendance link. Enter the passcode OCE1001 when prompted.

It is to your advantage to keep up with the chapter readings and homework sets according to the schedule on the next page, since the section exams rely on your knowledge of that material. Videos and extra web-based information will be made available throughout the course, so you will need to log in to the web site frequently to check for the latest posted information. Announcements will also be posted on the web site, and automatically emailed to all students. You should check the course web site and your email frequently (every 1-2 days at least) for course announcements.

Honor Code: You are bound by the FSU Academic Honor Code as written in the FSU Student Handbook. You have the responsibility to (1) uphold the highest standards of academic integrity in your work, (2) refuse to tolerate violations of academic integrity in the University community, and (3) foster a high sense of integrity and social responsibility on the part of the University community.

Learning Assistance: The TAs will be available at regularly scheduled times via the Discussion Boards or Live Classroom links on the BlackBoard web site to discuss the textbook material, the homework sets, exam grading, or just to talk about marine science. You can email us at any time with serious questions. We are here to help you learn about oceanography. If you are having trouble with the class, please do not wait until the end of the term to ask for help.

#### **Procedures for On-Site Testing:**

1. Students may come to the Test Center between 8:30 a.m. and 7:45 p.m. (Mondays through Thursdays) or 8:30 a.m. and 3:45 p.m. (Fridays) within the exam window(s). Any time limits will be imposed through Blackboard. ***NO BOOKS, NO CALCULATORS, NO PHONES!***
2. Students will present their FSU ID card to Reception (UCC 1200), who will use the card to check students in.
3. Students will sign a paper Distance Learning log.
4. CAT proctors will confirm students' identity and confirm the student is on the course roster.
5. After checking in (UCC 1200), students will enter the Test Center (UCC 1100) where a proctor will;
  - a. Reconfirm identification (and swipe the students in)
  - b. Distribute color-coded scratch paper/pencils (if instructor requests)
  - c. Escort students to their testing station
  - d. Enter password to enter the test after students navigate to their exam
  - e. Monitor examinees for signs of cheating
6. If there is a problem which CAT staff are unable to resolve, the student will be told to contact their instructor. *CAT will not be able to allow the student to test later.*

COURSE SCHEDULE: NEXT PAGE

Course Schedule/Topics to be covered:

OCE1001 Online Fall 2008			Chapter Reading	Homework Due Dates	Exams
August	25	M	1		All exams open
	26	T			
	27	W			
	28	Th			
	29	F		Chapter 1	
September	1	M	2		
	2	T			
	3	W			
	4	Th			
	5	F		Chapter 2	
	8	M	3		
	9	T			
	10	W			
	11	Th			
	12	F		Chapter 3	
	15	M	4		
	16	T			
	17	W			
	18	Th			
	19	F		Chapter 4	Section 1 Exam (Chapters 1-4) closes
	22	M	5		
	23	T			
	24	W			
	25	Th			
	26	F		Chapter 5	
	29	M	6		
	30	T			
October	1	W			
	2	Th			
	3	F		Chapter 6	
	6	M	7		
	7	T			
	8	W			
	9	Th			
	10	F		Chapter 7	
	13	M	8		
	14	T			
	15	W			
	16	Th			
	17	F		Chapter 8	Section 2 Exam (Chapters 5-8) closes
	20	M	9		
	21	T			
	22	W			
	23	Th			
	24	F		Chapter 9	
	27	M	10		
	28	T			
	29	W			
	30	Th			

	31	F		Chapter 10
November	3	M	11	
	4	T		
	5	W		
	6	Th		
	7	F		Chapter 11
	10	M	12	
	11	T		
	12	W		
	13	Th		
	14	F		Chapter 12
	17	M	13	Section 3 Exam (Chapters 9-12) closes
	18	T		
	19	W		
	20	Th		
	21	F		Chapter 13
	24	M	14	
	25	T		
	26	W		
	27	Th		
	28	F		Chapter 14
December	1	M	15	
	2	T		
	3	W		
	4	Th		Chapter 15
	5	Last Day of Class		Section 4 Exam (Chapters 13-15) closes
	8	Finals Week		
	9			
	10			
	11			
	12			Final Exam (Chapters 1-15) closes

## Proctored Exam Information

**Local students (within a 100-mile radius of Tallahassee)** must test on-site with the Center for Assessment and Testing (CAT).

### Students who live outside Tallahassee

- must choose a proctor from the CAT's List of Approved Proctors. Choose a proctor from our (<http://learningforlife.fsu.edu/cat/test/distancelearning/docs/ApprovedProctors.pdf>) AND complete the proctor approval process within the first two weeks of the semester. This requirement is firm. Many of the proctors that students have used in past semesters are not on this list.

- Students who live more than 100 miles away from the nearest proctor on the list must contact the CAT as soon as possible. It is in your best interest to do so before Drop/Add is over. The change was made to enforce strict security standards. Essentially, the only proctors on the list are test centers at institutions of higher learning. Fees vary for the use of a testing facility and the proctor's time to receive, monitor, and return your exam. Please be sure to determine if there is a fee, what it is, and when it must be paid. Testing centers often require prepayment, and your receipt for payment may serve as your ticket to the proctored exam session.

### Conditions of Testing:

1. All students must submit a written Proctor Designation Form: (<http://learningforlife.fsu.edu/cat/test/distancelearning/docs/application.pdf>) **at least two weeks prior to their first exam date** or by the **second week** of the semester, which ever comes first. Exam access will not be granted to a proctor until the student has been told their requested proctor has been approved.
  - One form cannot be used for multiple courses or for multiple semesters: students must submit a new application for every course each semester.
  - Each form is considered individually.
2. All students testing at FSU's Center for Assessment & Testing must be checked in and seated in the Test Center, UCC-1100, between 8:30 a.m. and 7:45 p.m. (Mondays through Thursdays) or 8:30 a.m. and 3:45 p.m. (Fridays) on their assigned testing dates. Students who arrive late in the day might face long lines -students who cannot be **seated** by 7:45 pm (or 3:45 pm on Fridays) will be turned away.
3. All students testing at FSU's Test Center **MUST** present a valid FSU ID card to be able to register and then test. Students who do not have a valid, functional FSU ID (with photo, or in addition a photo ID) will be turned away.
  - Any students who leave to retrieve their FSU ID card (or obtain a replacement through the FSU Card Center) must return in time to be seated by 7:45 p.m. (Mondays through Thursdays) or 3:45 p.m. (Fridays).
4. If a student is caught cheating or falsifying their identification, her/his exam will be terminated and he/she will forfeit the chance to test. A report will be sent to the instructor or department.
5. Hats, head gear, wraps, etc. may not be worn during exams (except that which is prescribed for religious purposes) at FSU's Testing Center. Students may not have access to any personal belongings while testing. Storage will not be provided.
6. All cell phones must be turned off completely prior to entering the facility (FSU or off-site). **If a student's cell phone vibrates, or makes ANY alert or sound, before or after being seated, their exam will be terminated and the student will forfeit his/her chance to test.** If a student accesses his/her cell phone (or any other personal item) while testing, the student's exam will be terminated. A report will be sent to the instructor or department.
7. Any local students who attempt to test outside the test window will be referred to their instructor. Due to the volume of on-site exams, CAT may not be able to accommodate exceptions to local students' scheduled test dates.
8. **For additional information, see:** <http://learningforlife.fsu.edu/cat/test/distancelearning/index.cfm>.