



**School of Arts & Science
ENVIRONMENTAL TECHNOLOGY DEPARTMENT**

**ENVR 140-x01, x02
Introduction to ArcGIS
2008W**

COURSE OUTLINE

The Approved Course Description is available on the web @ _____

Ω Please note: this outline will be electronically stored for five (5) years only.
It is strongly recommended students keep this outline for your records.

1. Instructor Information

(a)	Instructor:	Trisha Jarrett		
(b)	Office Hours:	Thursday 12:30 to 1:30 or by appointment		
(c)	Location:	Fisher 314/E110		
(d)	Phone:	370-3423	Alternative Phone:	
(e)	Email:	jarrett@camosun.bc.ca		
(f)	Website:			

(a)	Instructor:	Steve Hann		
(b)	Office Hours:	Wednesday 1:00PM to 2:00PM or by appointment (F314)		
(c)	Location:	E110		
(d)	Phone:	686-4569 (cell)	Alternative Phone:	721-4569 (home)
(e)	Email:	coastline@shaw.ca		
(f)	Website:			

2. Intended Learning Outcomes

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

This course is an introduction to computer-based analytical tools and concepts in environmental analysis. A specific environmental analysis project provides the experience of working with a spatial data set. Students design and carry out the analysis by organizing and analyzing the data using current software tools (Arc View ArcGIS9x).

It will help to prepare students for using GIS in a working environment.

The student will be able to:

- Understand nomenclature and terms commonly used in GIS and ArcGIS specifically
- Become familiar with spatial data formats
- Become familiar with GIS data and tools
- Effectively store and retrieve spatial data

3. Required Materials

Text:

Getting to Know ArcGIS desktop – second edition Updated for Arc GIS 9, Tim Ormsby et al.

4. Course Content and Schedule

Class/Lab Times:

Section A E-110 Monday and Thursday 10:30AM – 12:20PM
Section B E-110 Monday and Thursday 1:30PM – 3:20PM

Attendance to every class is mandatory. You must notify me with a valid excuse if you cannot attend a class otherwise you will be penalized, as attendance is part of your final grade. If you miss a class, it is your responsibility to make up what you missed on your own time before the next session, not during the next scheduled class. Priority will be given to helping students who attended the last class and are working on current tasks.

Tutorial Times: TBA

Note: The tutorial is meant to be for you to work and practice skills or ask for help with specific questions. Use this time to make up for missed classes.

If students do wish to see instructor during the sessions in the lab, please plan to attend promptly in order to ensure that instructor is present and that there is sufficient time to address your question or problem. If you would like to make an appointment to ensure contact with the instructor, or arrange for help at a different time, please do so via phone or email

Quizzes

Students must notify instructor of a forthcoming absence prior to the lab period by either email or by phone. Failure to notify the instructor in advance of your absence will result in a “0” for a quiz. If you are late for a quiz, you will not be given extra time.

Do's

- I Attend tutorial sessions if you need practice or extra help
- II You will be assigned space on the data server for storage of your files. Lost data is not the responsibility of the computer lab or instructor.

Don'ts

- I No food or drink of any kind in the lab
- II. No computer games
- III No working on other classes or personal computer use during class unless all assigned work is completed. Browsing the Internet or writing emails or working on assignments during lectures will not be tolerated.

Upon completion of this course the successful student should be able to:

- Manage spatial data.
- Use ArcGIS tools to explore, query and map spatial data
- Understand nomenclature and terms commonly used in GIS
- Use ArcView ArcGIS to assess, query, and map spatial data
- Use ArcGIS Help to assist you in the tasks listed above.

5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

Item	Value	Comments
Assignments and Tests	40%	These will include four in-class quizzes. If you do not attend, you will be given “zero”. If you are late, you will not be given extra time.
Term Project	25%	Group term project
Final Exam	30%	Both written and practical
Instructor's Assessment	5%	Based on attendance and class participation
Total	100%	

(a) Assignments

- Assignments are always due at the beginning of class unless otherwise specified.

- Assignments submitted to instructor after due date will have marks deducted at a rate of 10% per day. If assignments have been graded and returned to the class, no grade will be given.
 - All assignments and projects must be typed. **No hand-written papers will be accepted.**
- (b) Quizzes
- Students must notify instructor of a forthcoming absence **PRIOR** to the lab period. This can be done by email or by phone. Failure to notify the instructor in advance of your absence, you will result in a "0" for your quiz.
 - If you are late for a quiz, you will not be given extra time.
- (c) Exams
- A mark of 50% must be attained on class work in order to pass the course. Otherwise an F will be awarded.
- (d) Other (e.g. Project, Attendance, Group Work)
- Full attendance at the lab sessions is mandatory
 - Each absence will result in loss of "instructor's assessment" marks
 - Late arrivals greater than 20 minutes will be considered an absence.
 - If you are absent the day an assignment is due, it is your responsibility to make arrangements with the instructor **PRIOR** to the class, or late penalties will apply.
 - If you are absent the day a project is assigned, it is your responsibility to contact the instructor and get the assignment and information, etc.

6. Grading System

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description

I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 ^d course attempt or at the point of course completion.)
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED