

# Syllabus for GEOG 105 World Geography

## Required Materials

**Textbook:** Contemporary World Regional Geography, 4th Edition  
Bradshaw, White, Dymond, and Chacko

*The questions for the exams are taken directly from this specific textbook. If you have the 3rd edition or Essentials version, you may not be able to answer all of the questions.*

**Google Earth software** - free download: <http://www.google.com/earth/>. On the Google Earth site click on the Download Google Earth button and follow the instructions provided.

## Course Policies

Your active participation is essential to the success and effectiveness of this course. Your thoughts and insights into the material being discussed are critical. You will be interacting with your peers in discussions board, and with me, your instructor and the textbook through the exercises, assignments, and quizzes.

**Contacting the Instructor:** The best way to communicate is via e-mail through the “Messages” on Blackboard. You will typically get a response within 24 hours Monday through Friday, on week-ends and holidays, the next business day. You can also request a campus meeting or video conference.

**Attendance:** The Metropolitan Community Colleges attendance policy states that a student will be withdrawn from a course if he/she misses two consecutive weeks or one-third of the semester. Failure to submit assignments for two consecutive weeks may result in your withdrawal. Until the “last day to drop without academic assessment” I will drop a student utilizing the districts attendance policy. After that date, I will issue grades on an “as earned” basis.

*NOTE: You are responsible from withdrawing from courses you stop attending (logging in and submitting work).*

You must log in to this course during the first week of class and complete the assignments that are due that week to be considered as attending. Logging in to Blackboard without submitting the required assignments does not count as attendance.

**Need Technical Help?** If you need technical help with the online classroom, contact [Blackboard Student Support](#) through the website or calling (toll free, 24/7) 888 296 6136. The MCC Information Center at 816 604 1000, option 3, can assist with MCC email and password issues. The Student Resources tab at the top of the Blackboard page has answers to many questions you may have about using Blackboard in My Support.

**Tutoring Centers:** Each MCC campus has a Tutoring Center available to all MCC students. More information is available at [Tutoring](#).

**Self-Check:** The accompanying [textbook site](#) has self-check activities where you can review vocabulary and concepts. Each unit has a practice exam to help you review for the exam.

**Satisfactory Academic Progress:** In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC. Also, you must accomplish your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester.

**Students with Disabilities:** Metropolitan Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act which prohibits discrimination in admission or access to its programs based on disability. If you need accommodations due to a documented disability, or if you have any emergency medical information to share, please contact the main MCC number, 816 604 1000, and ask to be directed to a Disability Services Office Coordinator, or you can use number 816 604 3318 for TDD.  
*NOTE: It is the student's responsibility to seek these accommodations; the instructor is not obligated to provide accommodations until notified by the Disabilities Support Services office that a student has formally requested accommodations through their office.*

[Blackboard Accessibility Information](#)

## Assignments and Grades

### Grading Scale:

A 90 – 100%

B 80 – 89%

C 70 – 79%

D 60 – 69%

F 59% or less

### Grade Distribution:

Syllabus Quiz	30 points
Discussions	140 Points
Chapter Assignments	600 Points
Google Earth Exercises	180 Points

Unit Exams	400 Points
Final Exam	100 Points
Total Points	1,450

## Exams

Four unit exams and a comprehensive final exam are given in this course, in addition to the Syllabus Quiz. *Late work is not accepted and no make-up exams will be given.*

One exam is a proctored. You will be required to take it in a supervised environment. Visit [Distance Education Testing](#) for locations and other useful information. The Information Center, 816 604 1000, can also provide more details about campus testing centers.

When and where to take the proctored exam

- It is up to you to plan for your testing time and location.
- Contact your preferred MCC campus testing center. The contact information, testing hours, location, etc., are all available at [Distance Education Testing](#).
- Some testing centers allow walk-in testing. Even though you do not have to schedule an appointment, it is best to call them to verify that walk-in testing is available for when you want to test.
- Some testing centers require advance notice so be sure to arrange testing as soon as possible.
- If you are out of the area now or will be during the time the exam is available you will need to arrange proctoring and get your instructor's approval. Examples of off-campus locations include other colleges, public libraries, high schools, and government or military education offices. Examples of unacceptable proctors are relatives, direct supervisors, and clergy.
  - You are responsible for paying any proctor fees.
  - After you have found a testing center that will accommodate you, send the instructor the testing center administrator's contact information. Your instructor will notify you when the arrangements are complete. The proctoring arrangement should be set up at least a week prior to the exam.
- If you have accommodations through [Disability Support Services](#), make sure you notify the testing center of those accommodations. Contact the Disability Support Services office for any assistance.
- You do not have to notify the instructor where/when you are testing if you are taking the test at an MCC facility.

Exams will be a mixture of multiple choice and true/false questions and will cover material from the textbook. You will have 90 minutes and two attempts to complete each unit exam. Each exam is worth 100 points and the syllabus quiz is worth 30 points.

Each question in the exam is pulled from a pool of related questions, so every exam will be unique. Once you click on the exam link, the exam will open and the timer will begin. If for some reason you experience a technical problem, wait a few minutes and then log back into Blackboard and re - open the exam to finish. Once the exam has been opened the timer will not stop, even if you close your browser. If you log right back onto Blackboard and continue with the exam you should have no problem finishing within the time limit.

You must complete the final exam. Failure to take the final exam for the semester may result in an F for the class (even if you are passing before the final exam).

### **Discussion Requirements**

There are seven discussion forums in the course. You must post at least twice in each forum for full credit, once to the original prompt and once in response to another student's post. You are not limited to just one response; feel free to use the discussion boards to talk about those current events that interest you. However, you will only be evaluated on your one posting and response for each region.

Current event summaries must be of articles related to a location within the specified region being discussed and be have occurred within the past six months. Your post should relate back to the course, not just a random fact or news story from the region. No topic should be covered twice, in any manner.

Each discussion forum is worth 20 points; ten points for the current event post and source and ten points for the response. If you wait until the last 24 hours before the discussion closes to post you will receive no more than 50% credit for that forum. Your post and your response should also be posted on different days.

You must select a news story from one of the following sources (links are provided in External Links):

1. New York Times
2. Wall Street Journal
3. NPR (National Public Radio)
4. BBC (British Broadcasting Corporation)
5. Al Jazeera

You are expected to keep all discussions civil and behave in a respectful manner to your fellow students. This includes being respectful of the people in the regions that are being discussed. You should not speak derogatorily of other peoples, cultures, customs, or beliefs. The discussions may address controversial questions and topics that generate debates, but please remember that although you may disagree with another person's view or opinion, you are to show the respect due to another human being. Remember to follow proper "netiquette" rules: adhere to the same behavior online that you follow in real life. Detailed Netiquette information is provided in the Orientation & Navigation section of the course.

If you fail to respect other students or act in an inappropriate manner you will be removed from the discussion and will face possible disciplinary action as lined out in the Student Code of Conduct.

### Discussion Grading Rubric

To receive full credit you must meet the requirements of an original post by providing a full paragraph summary of the article, relating the article to the course material and including a source citation. Additionally, you must provide a well thought out response to another student’s post. It is wise to post well before the deadlines so you have time to a broader choice of topics. Posts must use correct grammar, spelling, and punctuation to receive credit. As noted above, if you wait until the last 24 hours before the discussion closes to post you will receive no more than 50% credit for that forum. Your post and your response should also be posted on different days.

Original article summary post	Points
Complete full paragraph summary of the article. Included proper source citation. Related topic of article back to the course material.	10
Short paragraph addressing some of the article’s main topics or only cursory discussion of the topic, no source.	7
A few sentence post or does not summarize the article fully. Does not relate article back to the course material.	4
A one sentence post.	1
Response to another student	
Complete well thought out paragraph response adding to the discussion or raises new perceptions, questions, or ideas. Relates the article back to the course material. Not posted on the same day as the summary post.	10
Short paragraph addressing some of the ideas. Does not relate the article to the course material. Not posted on the same day as the summary post.	5
One sentence response; something like “yeah, I totally agree with you...”	1

Short paragraph addressing some of the ideas. Does not relate the article to the course material. 5

Fails to respect the other students' opinions and beliefs or is disrespectful to others. Should this occur, student will lose all credit for the discussion board and face possible disciplinary action. 0

## Chapter Assignments

Chapter assignment questions serve as a tool to help you critically read and comprehend the assigned readings from the textbook. Chapter Assignments are located in the chapter folder for that unit. The questions are designed to be completed as you read through the chapter. Each chapter assignment has five questions.

The questions are short essay questions dealing with important topics, concepts, and regional information. If you have questions regarding a chapter assignment contact the instructor through Messages, not in the comment section of the chapter assignment.

Answers should be in complete sentences and should adequately answer the question – typically requiring more than just a few sentences. Treat the short answer/essay questions as that – essays. You should have a minimum of five sentences, or one complete paragraph, per question posed. Your answers should use complete paragraphs, not lists or bullet points.

## Chapter Assignments Grading Rubric

Answers are complete, well thought out paragraphs, with insightful discussion addressing the question. The question was answered in sentence form, complete with proper capitalization and punctuation. All parts of the question have been answered and answered correctly. Answers are supported with material that has been drawn from the reading material. 10 points

Answer, although correct, was a brief paragraph that addressed some of the question or only provides cursory discussion. Paragraph did not provide support from the text. The question was answered in sentence form, complete with proper capitalization and punctuation. 8 points

Parts of the question have been answered correctly, but provides minimal or no support. The question was answered in something resembling a sentence, with proper capitalization and punctuation. 6 points

The majority, or entirety, of the question has not been answered correctly. The answers may provide some support material, but does not make the answers any 4 points

more correct. Proper capitalization, punctuation, and grammar are essentially lacking.

Question was answered with only one to two brief sentences, with no support. 2 points

Question was either not answered or the answers provided was copied from the textbook or otherwise plagiarized from another source. 0 points

### **Google Earth Exercises**

Since this is a geography course it is important that you become familiar with geographic regions around the world. To meet this objective you will be required to complete exercises relating to locations from the region being covered using Google Earth. You will need to download and install, or find access to, Google Earth in order to complete the exercises. Links to the free download are in this syllabus and External Resources.

The Google Earth exercises are in the chapter folders. These exercises are designed to supplement key topics and regions discussed in the textbook as you study the chapter. The exercises ask multiple choice or fill-in-the blank questions.

Questions for the exercise come from a pool of related questions so each attempt will be different. The objective of the exercise is to help you become more familiar with world regions so if you do not do well on your first attempt you may continue to re-take the exercise until the due date. Each time you complete the exercise the questions will be different. If you submit multiple times your highest score will be counted.

### **Academic Honesty**

You are expected to follow the college regulations and guidelines relating to academic honesty. Please refer to the Student Handbook for detailed information.

Academic dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.

5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for students suspected of academic dishonesty.

At no point in this course is it acceptable for you to submit others work as your own, or use the ideas of someone else as your own. It is also unacceptable for you to share your own work with another student. You are more than welcome to converse about how to solve a problem. However, you must prepare and submit your own work reflecting your own ideas as the final submission of an assignment.

Any incident of cheating (including but not limited to any of the five types of academic dishonesty listed) may result in an “F” grade in the course.

### **Grievance Procedures & Sexual Harassment**

Questions or concerns about any aspect of this course should be directed to the instructor so you and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for you to make an appointment with the Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the Enrollment Manager at 816 604 4487.