Class Policies GEOL 10 – Tutorial Script

Welcome to Geology 10 Lecture. This class is an introductory-level general education science class that provides a detailed look at Earth’s geological processes. Topics we’ll cover include earth formation and history, plate tectonics, rocks and minerals, volcanoes, earthquakes, Earth’s interior, mountain building, and erosional processes like waves, gravity, rivers, and glaciers.

I’m Katryn Wiese, your instructor. You may call me Katryn, Ms. Wiese, or Professor Wiese, whichever makes you most comfortable. I will call you by your first name. You’re welcome to call me by mine.

My website address is https://fog.ccsf.edu/kwiese. My website contains all the necessary information about how to contact me, including my office hours and email. Although my phone number is listed, I pick up the phone only during office hours and do not use voice mail. The best way to reach me is through email.

Email is the primary way I will be communicating with you outside class. I will be sending email to your CCSFmail account. To ensure that you receive email from me, you must make sure that you read your CCSFmail regularly or have it forwarded to another account.

To get from my faculty page to the class website, click on Class Websites and then Geology 10. Once you get to this page, bookmark it, so you can get here easily in the future. You will be accessing this web page on a weekly basis.

From the class website, you can see a welcome letter, letting you know more about how the class is set up. During the first week of the semester, you should review all these resources carefully and ensure you have the time and materials needed to be successful in this class. If this class is not the one for you, better to find out now when you have time to switch to another.

Click on Required Course Workbook to learn more about the required books for this class. The class workbook is required; it contains the syllabus, policies, helpful figures for each chapter, and assignments. You need to have a copy of this workbook with you whenever you are working on this class. In it you will complete assignments, take notes, and reference data, figures, and review material.

I have made arrangements with the Ocean Avenue UPS store to produce the workbook for students at a special rate. Details and order information are on the website. You can also have this workbook printed by the printer of your choice; however you must follow all the directions as described on the website, so that you end up with a complete bound manual that is double-sided and color. A hard-copy printed bound color version of this workbook is REQUIRED. The electronic PDF version is an acceptable substitute only if you have experience with and access to software that allows you to write and draw on the PDF version and save it. You MUST receive prior permission to substitute with the electronic PDF version. Please email me ASAP if you want to make that substitution or if there are financial reasons why you cannot purchase the workbook right away. To buy the workbook from the City College bookstore contact Rose Twymon who has arranged a few copies to be made for students whose books are covered by financial aid (the cost is much more expensive).

The official textbook in this class is the latest edition of Tarbuck and Lutgen’s Essentials of Geology. While the textbook is not required, it is still highly recommended that you have one. It is available in the bookstore. If you cannot afford the latest edition of the textbook, you can access reserve copies in the library, purchase a previous edition of the textbook from any outlet, or purchase a different textbook than the class textbook. Any introductory physical geology textbook is an excellent resource for questions you have while watching the video tutorials. Don’t let cost be a factor in procuring one. And be sure to get one right away. I usually have a few loaner books available at the start of the semester for students who have significant financial constraints. These are not the official class textbook, just loaner books to keep at home as a reference. I distribute them first-come, first-served. Contact me right away if you’d like to borrow one.

The class syllabus and lecture policies are the first few pages of your class workbook. These documents contain the full schedule for the semester PLUS all the policies for which you will be responsible. Please take time to read through these documents carefully and ask questions about anything you don’t understand. You will be held accountable for all these policies. Make sure you know them!
The syllabus shows the content that we will cover each week of the semester. The website has a table of contents aligned with the syllabus. Aside from week one, each week’s website section is set up the same way. This class is a flipped class, which means lecture happens outside the class before you come in for the week. We use class time for interactive questions and answers and discussion. The lectures you experience at home are a combination of videos and reading. You watch and read the lectures at your speed, complete some assignments based on them, and then come to the classroom to ask questions, discuss assignments, work with the instructor and your fellow students, and build your understanding.

Let’s explore an example: Plate Tectonics.

By the start of the first class of the week, you will need to have watched all the chapter video tutorials, read the appropriate chapters in the textbook, completed the chapter worksheet, and taken the online quiz (which is accessed through Google Docs and your CCSFMail). After this deadline, we will discuss the assignment in class and then you will compare your answers to the key and make any necessary corrections. Use discussions to ask and answer questions related to the week’s content. Your first resource for help is your fellow students. And everyone learns best by trying to explain things to others, so chime in.

Here are the video tutorials for Plate Tectonics. The simple VIDEO link gives you just the .mp4 file (you are welcome to download these to your local computer if you want to use them away from the internet). The VIDEO + CC link lets you stream the video over the internet with closed captioning. Here’s what a video looks like with the closed captioning turned on (notice the CC button allows you to toggle back and forth). Each video also has embedded quizzes, and whether you watch the .mp4 or the streaming version, the video will tell you to pause so you can consider the questions, then it will show the answers. Embedded quizzes are intended to help you reflect on the material and evaluate your own understanding. You can also see that each video has a corresponding script which includes word for word exactly what’s in the video.

It’s a good idea to watch every video at least twice – the first time take notes in your workbook, especially on the accompanying figures. Then after completely watching the video, complete the worksheet. Circle the questions that you are unclear about, and watch the video one more time to fill in those gaps. If you still have questions, consult the textbook and engage during the weekly discussions. To get full credit for these, they must be 100% complete with thoughtful answers, not necessarily correct.

Weekly quizzes are accessed through a link on the website, as shown here. To open the quiz, you must log in with your CCSFMail username and password. Quizzes are open book, open notes, but individual effort only (they are NOT collaborative). The only week that a quiz is not due is the week we have exams. Otherwise, including the week that follows exams, be sure you take this quiz on time. After it closes there are no makeups. (I do drop your two lowest quiz scores for the semester to handle emergencies.) Quiz questions and answers come from the video tutorials and accompanying worksheets.

By the second class meeting of the week, you should have completed your secondary workbook activity for the week’s content. Again after the deadline, if you’ve fully completed the activity, you will be able to discuss questions in class with fellow students and myself and compare your own version with a key and make corrections.

Students receive homework points for chapter worksheets and the secondary activity sheet of the week. I drop two week’s worth of these homework points for the entire semester to handle emergencies.

Class activities combined are used to help you understand the material, which you will then demonstrate on exams. As such, the exams and quizzes are the most heavily weighted. There are 3 total exams. Each is worth 21% of your total grade in the class. Your combined quiz scores are worth 22%. Your homework and activity points are worth 15%.

Exams are timed. Exam questions cover topics from weekly activities and worksheets. As such, it’s in your best interest to complete thoughtfully each assignment, take notes in your workbook, and carefully correct all your completed activities. Especially take note of the figures, and be sure you understand what they are saying. There are no makeups for exams.

Though assignment deadlines are spread throughout the week—you can complete all of them ahead of time. If the only time you have to give to the class is on weekends, please plan ahead and complete assignments the weekend before.
To get an average C grade in this class, the average student will have to put in nine hours per week of work (for a 17.5-week semester) – reading, watching the online tutorials, taking the online quizzes, completing worksheets and activities, reviewing the material in preparation for exams, and engaging in class discussion. 3 of those weekly hours are spent in class, and 6 hrs per week for homework. That time requirement is set by education code and must be met by all 3-unit college lecture courses. So be prepared! Also note that 9 hours per week means more than 18 hours a week to catch up if you are sick or absent one week. Please make sure that if you choose to stay enrolled in this class, you can commit to giving it the time required to be successful.

Your homework points and quiz scores are also indicators of your attendance in the class. If you miss 2 weeks of activities, 2 quizzes, or 1 exam without an immediate explanation and plan for catching back up, you will be dropped. PLEASE NOTE that I do not keep students enrolled just for financial aid or student visa status. If you plan to stay enrolled, you MUST keep attending and contributing.

The first week of the semester, in addition to watching this video tutorial, you will also need to complete the Class Policies worksheet, complete the Introductory Class Survey, buy the workbook, obtain a textbook, read and complete the workbook section on What is Science?, and meet your fellow students.

And that’s how this class runs. If you are prepared and willing to sign up for the work required for this class, then welcome on board!

[end credits]

Class Policies
Produced by Katryn Wiese
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