

**Instructor:**

P. H. Sundquist, B.S.

Office: SB 226

Office Hours: By appointment

eLearning email: sundph01 (Preferred method of contact)

Geosciences Office Phone: 260.481.6249 (Leave a message, non-urgent method of contact)

**Course Description:**

Laboratory studies to accompany GEOL G100 and G210, GEOG G107, or AST A100. GEOL L100-05 will study a number of topics including minerals, rocks, geological time, topographical maps, and fundamental geological processes. This course satisfies the physical science laboratory requirement of the general education Area II course requirement.

**General Statement:** Students are expected to be familiar with the content of this syllabus.

**Attendance:**

According to university policy, attendance in this course is required. Students are expected to be in their seat at 9:00 A.M. ready to begin.

**Required Text and Computer:**

- Text book: *Earth Lab*, Second edition, Owen, Pirie, and Draper, 2006
- Computer: Students must be able to use Blackboard eLearning, download and print pdf files, and use a word processing program.

**Required Laboratory Supplies:**

- 10x hand lens or other magnifying device, calculator, scissors, red pencil, Scotch™ tape, and stapler

**Laboratory Time:**

Students will hear lecture and perform laboratory work each week. Students should preview the scheduled material before coming to laboratory meetings and bring a print out of the weekly lecture with them to each laboratory meeting. The weekly lecture will be available every Monday after 6:00 P.M. Lecture notes should be augmented during lecture. Lecture notes will be taken down after lecture. Students may work with others on laboratory assignments. However, students may not copy answers from others. Representing another's work product, as your own, is academic dishonesty and will be dealt with appropriately.

Students are to remain in the laboratory until (a) the current assignment is completed, or (b) the laboratory period ends. Students who finish their assignment before the period ends should turn it in to the instructor before leaving the laboratory.

**Laboratory Assignments:**

Laboratory assignments are due at the end of the laboratory period. However, some assignments may require work outside of the scheduled laboratory period. These assignments will be due at the beginning of (9:00 A.M.) the following laboratory period. Such assignments will be specified by the instructor.

Assignments should be neatly stapled together with the student's name written on the upper righthand corner of each page. Answers should be large, legible, and written in ink. Be neat! Do not scribble out answers; find a neat method to deal with changes. If a student's writing is illegible, for any reason, the work will not be graded. Graded assignments will be returned the following laboratory period.

**SB 225 Room Availability:**

Should a laboratory assignment require work outside of the scheduled laboratory period, or should a student desire to return to the laboratory to review the materials, an occupancy schedule for SB225 has been posted both outside of the room and on the Course Content page in eLearning. Please see the Geosciences secretary, located in SB 230, if the room is locked during available times; she will unlock the door.

**Late Work:**

It is the student's responsibility to complete assignments by the due date.

Official documentation of an acceptable and verifiable excuse for missing laboratory is necessary to turn in an assignment one day after the due date, without a penalty. Excusable absences include: 1. Illness of student or dependent family member 2. Court appearance or jury duty, 3. Dwelling fire, 4. Accident en route to IPFW, 5. Funeral of a close family member. Documentation must be from the: 1. Physician, 2. Judge, 3. Fire Chief, 4. Accident Report, 5. Obituary. Documentation for: 1., 2., and 3. must be on letterhead detailing the person's name, date and time, 4. Police accident report, and 5. Newspaper obituary.

Late laboratory assignments, without an excuse, will be accepted. However, they will incur a 25% per day penalty for each day it is turned in past the due date. Late assignments are to be turned in to the departmental secretary, located in SB230.

**Grading Disputes:**

Grading disputes must be made immediately after laboratory laboratory time is over. To make a dispute: write the question number and an explanation why the student believes the given answer is correct on the top of your assignment, and hand it to your instructor. Score adjustments, if warranted, will be made prior to the next laboratory meeting.

**Field Trip:**

A walking trip to the Indiana University-Purdue University Fort Wayne (IPFW) Geogarden, adjacent to the northeast wing of Kettler Hall, is required regardless of the weather.

**Laboratory Report:**

A two page report about the Geogarden is required. Specific requirements and expectations will be addressed during laboratory time.

**Practical:**

One practical examination is scheduled the week before Finals Week. Each of the twelve units covered throughout the semester will be tested.

**Review Session:**

Student questions about course content will be addressed during this laboratory meeting. Class will be in session until the laboratory time ends or the last question is answered, whichever comes first.

**Make-up of One Laboratory Assignment:**

The schedule allows for one missed assignment to be made up. Students must inform the instructor before 5 April 2011 of their desire to improve a missing or poor score. This is an optional laboratory period and attendance is not mandatory.

**Extra Credit:**

Extra credit is not available in this course. See the previous section (Make-up of One Laboratory Assignment).

**Code of Student Rights, Responsibility, and Conduct:**

Students are required to follow the *Code of Student Rights, Responsibility, and Conduct*. Students may find this policy in the *Undergraduate Bulletin*, or the *Student Handbook and Planner* that is published each Fall Semester, or on the web at: [http://www.ipfw.edu/senate/STU\\_CODE.HTM](http://www.ipfw.edu/senate/STU_CODE.HTM). Students are expected to read and understand the *Code*. *Code* infractions are serious matters and will be handled appropriately. To violate the *Code* is to put your status as a student at IPFW at jeopardy. At a minimum, violations of the *Code* will result in a grade of zero being given for those assignments. At a maximum, violations of the *Code* will result in expulsion from the course or university.

**Students with Disabilities:**

Students needing assistance or special arrangements should contact the Services for Students with Disabilities (SSD) office as soon as possible to make arrangements for special needs. Students who obtain the necessary documentation attesting to their need and submit it to the instructor will be accommodated. SSD is located in WB113, telephone 260.481.6658.

**Course Grading Scale:**

<b>A+</b>	96-100%	<b>B+</b>	86-89%	<b>C+</b>	76-79%	<b>D+</b>	66-69%
<b>A</b>	93-95%	<b>B</b>	83-85%	<b>C</b>	73-75%	<b>D</b>	63-65%
<b>A-</b>	90-92%	<b>B-</b>	80-82%	<b>C-</b>	70-72%	<b>D-</b>	60-62%

**Course Point Distribution:**

<b>Work Product</b>	<b>Number times (x) Maximum Point Value</b>	<b>Total Percentage of Course Points</b>
<b>Practical</b>	1 x 24	24
<b>Report</b>	1 x 16	16
<b>Assignments</b>	12 x 5	60
<b>Total</b>	100	100

**All scores will be posted in eLearning.**

**Other services for students:**

Center for Academic Support & Advancement (CASA), KT G23, 481.6817, [www.ipfw.edu/casa](http://www.ipfw.edu/casa)  
- Study skills development, tutoring, STEPS short courses, supplemental instruction, ESL

The Writing Center, KT G19, 481.5740, <http://www.ipfw.edu/casa/writing/>  
- Peer tutors who can help with all phases of the writing process

Information Technology Services (ITS) Help Desk, KT 206, 481.6030, [www.its.ipfw.edu/helpdesk](http://www.its.ipfw.edu/helpdesk)  
- Information on all aspects of computing at IPFW; hardware and software support (including Blackboard Vista 4); student e-mail accounts

Helmke Library Service Desk, 481.6505, [www.lib.ipfw.edu](http://www.lib.ipfw.edu)  
- Reference librarian help, books, journals, reference, interlibrary loan reserve

Career Services, KT 109, 481.0689, <http://www.ipfw.edu/career/>  
- Assistance with on and off-campus job placement and internships

Center for Women and Returning Adults, Walb 120, 481.6029, [www.ipfw.edu/cwra/](http://www.ipfw.edu/cwra/)  
- Workshops, support groups, counseling, and other programs

Multicultural Services, Walb 118, 481.6921, <http://www.ipfw.edu/odma/>  
- Skills workshops, support groups, diversity training, counseling, mentoring, cultural heritage programs; ASAP program

International Student Services, KT 104, 481.6034 or 6923, <http://www.ipfw.edu/iss/>  
- Visa and INS issues; help with housing, counseling

Mastodon Advising Center (MAC), KT 109, 481.6595, <http://www.ipfw.edu/mac/>  
- Appointments with professional academic advisors; help with guiding students in deciding on their major and ultimately their career; help for exploring students, deciding students, and readmitted students; and various student resources.

Dean of Students Office, Walb 111, 481.6601, [www.ipfw.edu/dos/](http://www.ipfw.edu/dos/)  
- Student health insurance, mentoring, grade appeals; free short-term personal counseling and support

**Tentative Laboratory Schedule (Subject to change as conditions warrant):**

<b>Week Number</b>	<b>Laboratory Date</b>	<b>Textbook Lab Number</b>	<b>Topic</b>
1	11 January	1 and 2	Minerals
2	18 January	3	Igneous Rocks
3	25 January	4	Sedimentary Rocks
4	1 February	5	Metamorphic Rocks
5	8 February	6 and 7	Maps
6	15 February	9	Geologic Time
7	22 February	12	Earth's Structure and Plate Tectonics
8	1 March	14	Streams and Rivers
9	15 March	15	Groundwater and Karst Topography
10	22 March	18	Glaciers
11	29 March	19	Deserts
12	5 April	Field Trip	Geogarden
13	12 April	16	Shorelines & Oceans OPTIONAL
14	19 April	All	Review Session
15	26 April	Practical	TEST