

BMP/OMP: CLIMATOLOGY (GR 4603)

ONLINE INSTRUCTOR: Christa R. Haney

DVD LECTURE INSTRUCTOR: Christa R. Haney

COURSE CONTACT: All course emails/postings must be through myCourses.

MyCourses is updated daily so that a record of all course correspondence is maintained.

OTHER IMPORTANT CONTACTS:

- ALL technical issues (access denied, server down, etc.) – Tracy Craven: TCraven@aoce.msstate.edu
- Registration, change of address, DVD problems, general inquiries etc. - Joy Bailey: JBailey@aoce.msstate.edu
- Degree evaluations, degree requirements – Mary Ann Dean: Mary@geosci.msstate.edu
- Admission issues – Lisa Carraway: LCarraway@aoce.msstate.edu
- MSU Bookstore: (662) 325-2247
- MSU Registrar: (662) 325-2022
- Dept. of Geosciences fax: (662) 325-9423
- If there is an important contact missing from this list, please consult the MSU directory at www.msstate.edu or email me

TEXTBOOK INFORMATION:

1] *The Climate of the Earth* by Paul E. Lydolph. Rowman & Littlefield Publishers. ISBN#: 0-86598-119-1

(Best to order through MSU Bookstore)

2] *The Atmosphere 11th Ed*, by Lutgens and Tarbuck. Prentice Hall Publishers. ISBN 10#: 0-321-58733-2

*****Please note that this is your Intro to Met text.**

COURSE OBJECTIVES:

- To learn the principles of the science of Climatology and climate controls for climates around the world, and
- To apply that knowledge to the following regions:
 - North America
 - Europe (Peninsular Europe and Continental Eurasia)
 - Central and South America
 - Africa
 - Asia
 - Australia and New Zealand
 - North and South Polar regions

ASSESSMENTS:

To access all course assignments, click the "Assessments" icon within the menu on the left part of the main course homepage. You are encouraged to work ahead in this class but please remember that all assessments are graded only on their due date and not before.

There are 3 types of assessments in this class:

1] Quizzes (12 in total)

Each quarter is divided into three units (a unit roughly corresponds to a week). You will have a reading (see “Learning Modules” for weekly readings and topics) and a lecture each week. After completing the required reading and lecture, you will take a quiz (under “Assessments”). Quizzes are not timed and can be opened as many times as you like. You can print them, complete your answers on paper and then log back into myCourses to submit your answers. You may do anything you want with the quizzes provided they are submitted online by the deadline listed under “Learning Modules”. NOTE: I drop the lowest quiz grade so if you miss a quiz, you can use this as your dropped quiz.

2] Quarter Homework Exercises and corresponding Quarter Homework Timed Tests (4 total)

This semester is divided into four quarters: 1st, 2nd, 3rd and 4th quarters. There are 3 units/weeks in each quarter so the 1st quarter corresponds to units/weeks 1-3. The 2nd quarter corresponds to weeks/units 4-6 etc. You will have a Homework Exercise AND a corresponding Timed Test for each quarter. First, you will need to print off the Quarter Homework Exercise located under “Learning Modules”. You may use any resource to assist you in understanding and completing your homework. Once you have completed the homework exercises for the quarter, you will take a **TIMED TEST** based on these questions. Basically, we’re testing you on a 20-question subset of your homework. Ex: in the homework, you may be asked what the Dfc climate is. On the **TIMED TEST** you may be asked a question such as:

Which of the following BEST describes the Dfc climate?

- A] rainforest
- B] tropical savanna
- C] boreal forest
- D] ice cap

All Quarter Homework Exercises are found under “Learning Modules” while all **TIMED TESTS** are under “Assessments”.

It is extremely important to understand that there is a strict 60-minute time limit on the quarter homework **TIMED TESTS**. Therefore, do NOT log into the homework **TIMED TEST** until you are ready to take it. ***If you log into a quarterly homework TEST without submitting it within one hour of logging in, you will receive a zero for that test. Also, points will be deducted for any question answered after the 65 minute deadline.*** You must have the homework tests submitted by the due dates listed under “Learning Modules”. No extensions will be given. Please do not ask me to make exceptions to this policy.

3] Exams (2 total)

You will have a midterm exam and a final exam. You typically have 5-7 days during which the exam is open. You can open an exam one time only and will have 65 minutes from that moment to complete the exam. The exam dates are listed under “Learning Modules” under ‘Due Dates’. Again, no extensions will be given. Official medical, military, legal etc. documentation must be provided to the instructor in order to be given consideration for late exam access. ***If you log into an Exam without submitting it within one hour of logging in, you will receive a zero for that test. Also, points will be deducted for any question(s) answered after the 65 minute deadline.***

******Due dates** can be found within myCourses under ‘Learning Modules’. It is important to understand that **all deadlines are firm – and you are responsible for meeting them. Any missed assignment will be assigned a grade of zero. Students will only be permitted late access to an assignment in the case of documented**

medical, military, personal, legal etc. excuse. The burden of proof and documentation is on the student. Please do not ask me to make exceptions to this policy.

TEST RESULTS & GRADES:

Test results and grades for quizzes, homework exercise test and exams will be available after each due date. Once the test results are released by the instructor, you will go to "My Grades" to see your grade. (This is on the menu to the left of your screen) If you'd like to view your graded quiz etc. to see what question(s) you answered incorrectly, then you'll need to click on "Assessments". Rather than clicking on the assignment itself, click the action link beside the assignment. (The action link is the little grey box with a downward-pointing arrow). When the action link expands, click the command "View Submission". This will bring you to a new page. On this new page, click "Attempt 1" and this should bring up your assignment. The green check box is located to the right of the correct answer for each question. The student's answer is always the little white sheet with a check mark to the left of the answer. If you answered incorrectly, you will see 0%. If you answered correctly you will see 100% for that question.

CALCULATING FINAL GRADES:

Average of 11 highest quiz scores = 10% of your final grade (I drop the lowest quiz grade)

Average quarterly exercise test score = 30% of your final grade

Average exam score = 60% of your final grade

Viewed individually, a single quiz counts for 0.83%, each homework exercise timed test is worth 7.5%, and each of the exams accounts for 30% of your grade for the semester. Here is a quick way to calculate your grade:

(1) Add the 11 highest quizzes, divide by 11, and multiply by 0.1

(2) Add the 4 quarterly exercise scores, divide by 4, and multiply by 0.3

(3) Multiply your midterm score by 0.3

(4) Multiply your final exam score by 0.3

(5) The sum of the products of steps 1 - 4 equals your final grade on a scale of 100

Letter grades for the semester are assigned on the following scale: A (89.5%+), B (79.5%-89.49%), C (69.5-79.49%), D (59.5%-69.49%), F (< 59.5%)

TECHNICAL ISSUES:

In the event of technical issues, you can exit myCourses and re-enter to finish your assignment. In the event that your problems occur during a TIMED assignment (Quarter TEST or exam), you must log out of myCourses and re-enter. Keep in mind that if you were out of myCourses for 4 minutes, you are allowed to exceed the time limit by those 4 minutes without penalty. However, as soon as you've completed that timed assignment, you must contact myself, or our technology coordinator (Tracy Craven) ASAP in order to document the problem. Be sure to make note of any error messages that you are given as we will need this info to diagnose your computer problem. Tracy's email is Tcraven@aoce.msstate.edu.

If you should have severe computer problems, you may need to find an alternate computer to finish any timed assignments by the deadline. Students have used computers at work, public library, friend's house etc. in order to meet deadlines and not fall behind.

ACADEMIC HONESTY

You are required to read (and will be held accountable to) the standards set out in Mississippi State University's Policies and Procedures for Academic Honesty. Both the Departments of Continuing Education and Geosciences expect our students to maintain high standards of excellence and academic integrity. All students must follow MSU's Honor Code which reads: "**As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.**" If you have evidence of cheating in this class, you are obligated to report it to the instructor.

Student conduct which does not meet our standards of academic honesty is in violation of MSU's Honor Code and is described in the Academic Operating Policies and Procedures (AOP) section 12.07. This policy is available online at <http://students.msstate.edu/honorcode/> and in Volume II - Academic Affairs, Section 12 Academic OP/Student (Academic Misconduct 12.07). AOP 12.07 gives a detailed description of the Policies and Procedures for Handling Academic Misconduct (including your rights as a student). The Departments of Geosciences and Continuing Education shall follow these procedures in instances of Academic Dishonesty or Misconduct.

Acceptable practices in this course are as follows:

QUIZZES - open book. You are encouraged to discuss content and debate answers with each other and with the instructor, but your final answer choices must be your own.

HOMEWORK EXERCISES - open book. Use any and all available resources to complete the homework exercises. You may work together if you like, but the answers & essays to homework questions must be in your own words.

EXERCISE TESTS - refer only to your completed homework. The timed homework exercise test is a subset of questions from your quarter homework exercises. This means that you must refer to your homework exercises to answer the questions on the timed test. No timed homework exercise test or exam may be viewed until you are ready to complete the test and submit it within the specified time period. ***Do not print or save any homework exercise test until its deadline has passed and the Instructor has released its results to the class.***

EXAMS (Midterm and Final) - open book. Use any and all available resources to complete the examination questions in this course. However, remember that since these are timed exams, time spent looking for the material can potentially take significant time away from answering the questions. Therefore, it is more important to know the material and concepts rather than simply having the resource materials available. ***You are specifically forbidden to download, save, print or otherwise possess either exam at any time unless individually authorized to do so by the Instructor.***

COMMUNICATION

Classroom Etiquette: We are civil to each other at all times. Upper-case words or phrases, multiple question marks and/or exclamation points, and other e-quivalents of raising one's voice are unacceptable. We do not belittle our peers, the instructor, the materials, or the program. This does not mean we can't disagree; merely that we will do so courteously. It doesn't mean you can't complain; only that you should do so politely and privately - that is to say, via email and after careful thought. The instructor reserves the right to ignore offensive e-mail and to remove inflammatory postings from the bulletin board without further explanation. Repeat offenders may have access to bulletin board/email revoked and risk possible dismissal from the program.

Discussion Board (Classroom): This is your classroom, and as such it is the proper venue for questions that are of interest and/or benefit to the class as a whole. Because

of the volume of questions and answers, the Discussion Board is split into sections (a/k/a “topics”). Everyone is required to check the Discussion Board at least once each week, and everyone must read all messages in the Instructor Postings “Required Reading” section. You will be held responsible for knowing the contents of these required messages.

The “Student Questions” section is for all inquiries related to course material, upcoming quizzes etc. Examples of proper bulletin board use include requests for guidance on how to interpret a question or find references to specific course content (including questions on current homework and on upcoming quizzes) etc. Please remember, though, that the time to ask questions is **before** a quiz or quarterly exercise test is due, not after the deadline. I have large test banks in this class, and in many cases the order of questions on my end is not the same as on your end. **I ask that you cut and paste the specific question you’re referring to and that you give me your perspective. This will expedite the process of my answering your questions.**

Mail (Office Hours): Think of an e-mail message as a private conversation with the instructor during office hours. This is where to ask questions primarily applicable to you personally, or which you prefer not to ask in open class. E-mail is also the venue for complaints, personal issues, questions about your specific grade, questions about past assignments, and correspondence about topics that are generally related to the course but venture far beyond the level at which the class is studying.

Chat Room: This is the Internet equivalent of a student lounge. Given that our students are scattered worldwide, thus making synchronous communication very difficult, we do not use chat rooms to deliver information from the instructor to the students. The chat rooms are for student use only. If a group wants to use the chat room to discuss course content or to discuss topics of mutual interest, the chat room is an excellent tool to use. The GDLP faculty and staff will not be involved in chat room discussions. Chat room communication between students will be viewed by the GDLP faculty and/or staff only to make sure MSU policies are being followed. Chat room communication will not be shared with anyone in any way other than those students in the room at that time.

ADDITIONAL COURSE POLICIES:

Policy regarding late/missed assessments: because all assessments are open for nearly 3 weeks, it is important to work ahead in this class. As stated above, you may work ahead but not behind. Any missed assignment will be marked with a grade of zero unless there are extenuating circumstances which can be documented: military deployment, hospitalization, court subpoena etc.

Policy regarding student behavior: we are to be respectful to one another at ALL times. Never ridicule or berate a fellow student for asking what you consider to be a ‘stupid’ question. Also, if you find you have several questions during **each** week, I ask that you save some of those questions for email. Only post questions that will benefit the class as a whole and will contribute to a positive learning environment. Whining and complaining are strongly discouraged.

TIPS ON SUCCEEDING IN THIS COURSE:

1] Plan your semester and work ahead. Distance learning is a fabulous way to learn – but only if you are able to manage your time and work well outside the ‘normal’ structure of a classroom. One of the many benefits of distance learning is that you have the flexibility to view your lecture and attend class at your convenience. However, many students do not manage their time appropriately and rush through their assignments. It is critical that you manage your time and work ahead of schedule. (Most assignments are available for 3 weeks so that is plenty of time to budget) This will leave you time to

ask questions, think about the material and study. In general, the students who earn the highest grades are those that are skilled at working ahead and budgeting their time.

- 2] Learn your way around myCourses. This class will likely be different from your other classes. Play around and navigate through the course in myCourses. See what is under "Learning Modules" etc. Be sure to know what resources are at your disposal.
- 3] Participate in class. Ask questions about the material as you learn it. There is no such thing as a 'stupid' question. I always assume that if one student requires clarification on a concept, then there are likely others.
- 4] Print out and review the Lecture Outlines ahead of time. They can be found under "Learning Modules". These are not lecture transcripts but they will help you to keep organized and accurate notes.
- 5] Your goal should be to learn the material. Strive for understanding - not just high grades. I write many 'application' questions on the exams so don't just memorize your notes. To excel in this class, you need to understand important concepts and be able to apply them.
- 6] To perform well on your exams, systematic study is preferable to cramming. Be sure to review your notes each week and be sure that you understand the key concepts being taught. Ask questions along the way if you need clarification on a specific concept. Don't wait until the night before your exam to review your notes.
- 7] While a high-speed internet connection is not required, it is certainly recommended – especially for the timed exams where time is of the essence. If you do not have a highspeed connection, I would consider finding one for your midterm and final exam.

STUDENTS WITH SPECIAL NEEDS:

I always accommodate students with special needs, learning disabilities etc. Here is a link to MSU's students with disabilities website: <http://www.msstate.edu/dept/sss/> As with on-campus students, you are responsible for contacting the university's Student Support Services to document your disability. Specific instructions as to how to document any of a number of disabilities can be found at the website above. If you would like clarification, please contact me at the beginning of the semester so that special arrangements can be made.

HOW DO I BEGIN?

All assignments for this class (and their due dates) are listed under 'Learning Modules' in myCourses. The first assignment is quiz 1. I would print off a paper copy of this quiz and keep it handy while I completed the required text readings and viewed lecture 1. Quiz 1 and all other assignments in this course will be listed under 'Assessments'. After all quiz questions are answered on paper, you will submit your answers online. To do this, click on "Assessments", "Quiz 1", then click 'Begin Assessment'. Your quiz will pop up in a separate window so you'll need to **make sure you do NOT have a pop-up blocker turned on**. For each question, click the circle next to the answer you wish to save & click the "save answer" button beneath each question. After all questions have been answered, click 'Finish'. After you click 'Finish', Quiz 1 has been submitted for grading. I will grade your quiz along with the rest of the class on the due date. Remember NOT to miss an assignment deadline as you will receive a zero on this assignment.

DROP THIS CLASS:

If you decide to drop this class, please visit the course homepage for instructions. The bottom right-hand link contains instructions/procedures on how to drop a class. Please

remember that the earlier you drop, the greater chance you have of getting a refund.

Lastly, I look forward to working with you this semester.

Climatologically yours,

Christa Haney

Sample