Introduction to Oceanography

Instructor: Dr. T. James Noyes (a.k.a. “Jim”)
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Office Hours: Monday through Thursday, 11:10 a.m. to Noon, and by appointment. (On days with ASAs, office hours will be immediately after the ASA at the ASA site. Click on the class meeting links below for specific dates.)
Course Website: http://www.elcamino.edu/faculty/tnoyes
Textbooks: Professor Noyes’ Class Lecture Notes (Fall 2017) in bookstore (Required)
Trujillo and Thurman's Essentials of Oceanography (Recommended)
Other Materials: Colored Pencils (red, blue, green)
Binder(s), Paper, Ordinary Pens & Pencils, Erasers, Calculator
Class Meetings: Section #1548: Mondays and Wednesdays, 8:00 to 11:10 am, in NATS 218
Section #1550: Tuesdays and Thursdays, 8:00 to 11:10 am, in NATS 218

Syllabus for Oceanography 10 with Professor Noyes

The purpose of this assignment is for students to review the syllabus and learn how the class will be run. Review the information about the course below and on the following pages, and answer the questions interspersed in the text. It is worth 5.5 points.

Goals of the Course

In this course, we will survey a wide variety of phenomena and ideas from the discipline of oceanography. Our goals are both to learn about the ocean and how oceanographers study it. In particular, we want to address the questions:

Why is the ocean important?
How does the ocean affect our lives?

While attempting to answer these questions, we will find that what happens in the ocean often depends on what is going on at its boundaries (in the atmosphere and the Earth), the life forms inside it, and far off objects like the Sun and the Moon. The ocean can have a profound effect on all of these as well. At the end of the course, students will have a better understanding of natural processes (e.g., how coastlines change, the extent and variety of life forms on our planet), and be better armed to engage in today's scientific debates (e.g., global warming and climate change).
Specifically, students should be able to:

- describe and explain complex ocean systems to their family and friends
- back up their claims with evidence, examples, and pictures

**Official Course Description**

This introductory course in oceanography presents the ocean in terms of its physical, chemical, and biological environments. The topics include studies of: formation and modification of various waves types; tidal behavior; formation of water masses and ocean currents; beaches and the changing shoreline; coral reefs; physical and chemical properties of ocean water; marine environments; marine sediments; origin of sea floor and coastline features; the spreading sea floor and drifting continents.

**Course Objectives**

Students who pass this course will be able to:

- Explain the theory of plate tectonics and the formation and evolution of ocean basins through time and evaluate the data upon which the theory is based.
- Analyze the chemical and physical principles involved in the changing characteristics of ocean water and how these properties affect the behavior and movement of seawater.
- Explain interactions between the ocean and atmosphere, including how the ocean affects climate and the impact of global warming on the ocean.
- Compare and contrast the formation of surface ocean currents and the circulation of deep ocean water in terms of wind forces, Coriolis effect, and thermohaline differences.
- Explain how various wave phenomena such as refraction, reflection, standing waves, wave dispersion, the formation of surf, and the formation of tsunamis affect the formation of waves on the ocean.
- Evaluate the formation of tides in terms of dynamic and equilibrium theories and the daily and monthly cycles of tides and why these cycles occur.
- Explain the origin of coastal features such as marine terraces, barrier islands, spits, and tombolos in terms of wave energy, tidal influx, and sediment dynamics.
- Explain the origin and movement of marine sediments through the oceanic environment and explain the chemical and biological factors involved in the deposition and modification of sediments.
- Analyze the nature and distribution of productivity within the marine environment and the movement of energy through higher trophic levels.
• Compare and contrast the adaptations of organisms within different marine environments in terms of their response to physical and chemical factors.
• Interpret nautical charts, bathymetric maps and profiles.
• Perform dimensional analysis calculations and calculate percent, area, and volume.
• Prepare and analyze graphs, including time-series graphs, histograms, multivariate graphs, scatter plots, and pie charts.
• Utilize the scientific method to assemble a logical chain of reasoning from observation to inference.

Student Learning Outcomes

• Students can identify the salient features of the basic concepts of oceanography. (This includes the ability to recall the definitions of the specialized vocabulary of oceanography.)
  
  Assessment: A quiz at the beginning and the end of the semester.

• Students recognize and can accurately articulate how the ocean affects humans’ lives and how human activities affect the ocean.
  
  Assessment: A quiz and/or a written assignment at the end of the semester.

• Students can identify the key elements of the scientific method (hypotheses, tests, observations, conclusions/interpretation of observations) in popular accounts of scientific research in magazines, newspapers, etc.
  
  Assessment: A quiz and/or a written assignment at the end of the semester.

Questions about the Course Material and Course Goals, Objectives, and Outcomes

Answered the numbered questions below using the information provided above and on the previous pages. Do the same for other numbered questions that follow.

1. True or false? “Oceanography 10 is mainly about marine biology (ocean life).”

2. True or false? “After taking this course, you should be able to discuss how the ocean affects people’s lives with family and friends.”

3. True or false? “Students who take this course will practice using the scientific method and applying it to ocean science, not just learning facts about the ocean.”
General Comments

Course Prerequisites: None

Recommended Preparation: eligibility for English 84

Everyone can master the material covered in this class. However, as with all things in life, the material will come easier to some people than others depending on their preparation for this class, their own natural abilities, and how much time they can and choose to devote to this class. It is very important that you keep up with the work load, because the material in each section builds on what came before it. In my view, oceanography is not a spectator sport: one learns by doing, by engaging the material. I am here to help, but fundamentally students are responsible for their own learning.

This class is equivalent to a University of California or California State University class, so your work is expected to meet their standards. Oceanography is a lecture-and-lab course, so you are really taking 2 classes; expect to spend 2-classes-worth of time on this class. Since this is a 4-unit lecture-and-lab class, El Camino College guidelines suggest that you can be expected to spend at least 6 hours per week on this class outside of class meetings in addition to the 6 hours and 20 minutes of class time each week.

You should bring your lecture notes packet to class every day, because we will refer to them frequently. Sometimes we get ahead of schedule or behind schedule, so bring the lectures notes covering the topic of the day as well the topics before and after it. A set of colored pencils will often be useful. A calculator may sometimes be useful. If you need a calculator during exams or quizzes, one will be given to you.

Students are expected to learn some course material outside of the class time. Lecture and lab time will be used to identify key concepts and explore challenging concepts in more detail, but class time will not cover all of the course material. Students have a variety of resources which they can use to learn and reinforce the course material, including readings in the lecture notes packet, readings in the textbook, online lectures, online practices quizzes, and more.

4. What is the single, most important thing to bring to class each day?

5. Many students tell me this class is more work than other classes that they have taken at El Camino College. Why is this class more work than most other classes at ECC?

6. How many hours per week can you be expected to work on this course outside of the classroom?
7. True or false? “All course material will be covered in class. In other words, if you ignore the homework, and come to class and take good notes, you will know everything that you need to know to pass the exams.”

Alternate Site Activities

We will visit the ocean several times as a part of this class; these visits are called “alternate site activities” (ASA). All students must fill out an Alternate Site Activity Waiver, and turn it in to their instructor prior to the first ASA.

ASA dates, times, and locations are noted on the course outline and in the lecture notes, and students are expected to plan accordingly. Adequate class time will be provided for students to get to and from ASA sites so that they will not be late for their other classes or responsibilities.

Students must provide their own transportation to and from the ASA sites. According to El Camino College guidelines, instructors cannot take students in their vehicles.

Come to ASAs “rain or shine”; bring rain gear (e.g., coats, umbrellas), because we will see and do whatever we safely can in the rain.

Instead of going on an ASA, you may do an alternate activity that will familiarize you with the same course material: go to the “Online Labs” section of the course website and download the slides (pdf files) and audio files (mp3 files) for the ASA. Use them to complete the ASA. It is due 1 week after the ASA at the beginning of class. Enter your answers into the appropriate task in the Canvas course management system (CMS). (Note: Do the ASA task, not the ASA practice quiz.) If you submit the online ASA after the due date, notify your instructor that you have completed the online ASA and that it needs to be evaluated.

8. What is an ASA?

9. If you attend an ASA and have a class after oceanography 10, will you need to notify the instructors of those other classes that you will be late?

10. If you miss an ASA or cannot attend (perhaps because of transportation or medical issues), what should you do?
Grading

The following tables show how grades will be assigned and the relative value of each category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labs</td>
<td>≈ 14%</td>
<td>A</td>
</tr>
<tr>
<td>Lab Reports (Homework)</td>
<td>≈ 6%</td>
<td>B</td>
</tr>
<tr>
<td>Units (Homework &amp; Participation)</td>
<td>≈ 28%</td>
<td>C</td>
</tr>
<tr>
<td>Diving Deeper Homework</td>
<td>≈ 12%</td>
<td>D</td>
</tr>
<tr>
<td>Exams &amp; Quizzes</td>
<td>≈ 40%</td>
<td>F</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Grades will not be “curved.” (i.e., I do not have a fixed number of A’s, B’s, etc. in mind), but I reserve the right to adjust the percentages needed for an A, a B, a C, etc. I believe that students should not compete with one another for the best grades, but learn from and help one another. I will be pleased if the entire class achieves A’s.

Overall grades and scores on individual tasks will be posted in the Canvas course management system. Note that Canvas automatically shows your grade based on the work that you have submitted, not the total points possible. (Unclicking “calculate only based on graded assignments” will change this.) Thus, your grade may be an overestimate if you skip some assignments or if the instructor has not graded some of your work yet.

Oceanography Tutor

During some semesters, there is an oceanography tutor. Contact the Learning Resources Center (second floor of the library, (310) 660-3593 x3511) to learn if they have a tutor and, if so, what the tutor’s hours are. The more students who ask about the tutor, the more likely they are to employ one.

11. Where can you find information about your current grade in the class?

12. True or false? “There may be an oceanography tutor who can help you with oceanography 10 in the Learning Resource Center in the library.”
**Exams**

The *study guides* list potential topics and questions for the exam and quizzes. The study guides will be handed out in class, and also can be downloaded from the course website. Use the in class lectures, readings, online practice quizzes, and labs to complete the study guides.

Exams and quizzes will be given at the beginning of class. If you are late to class, you may miss some (or all) of the exam. I do not create and administer “make-up” tests. Students may take the same test if it is being administered to another class. If this is not possible, I will use your score on the last exam (the final exam) to assign a grade for the exams and quizzes that you did not take. Your grade on missed tests will be your grade on the last exam with no extra credit – 10%, with a maximum possible grade of 85%. This typically means that it is not possible to get an “A” in the class if you missing 2 or more exams.

Exams will involve answering a variety of different kinds of questions: multiple choice, fill-in-the-blank, short answer, making sketches, etc. When answering short-answer questions, write as if you were trying to explain the concepts to a friend or family member who has *NOT* taken the class: Carefully explain your reasoning, and use evidence, examples, and pictures to support your claims. You are free to work with other students to draft answers ahead of time, and I would be happy to comment on your drafts.

Please use the restroom *before* beginning an exam. *Do not* leave the room during an exam, even to go to the bathroom, because if you leave the room for any reason, you must turn in your exam. In other words, you will not be allowed to continue the exam when you return. If you have a medical issue or for some other reason need an accommodation, submit a doctor’s note or other supporting materials *at the beginning of the semester* (the standard procedure for all such requests), and an accommodation will be made based on the instructions of the Special Resource Center. I have been told that I may only make accommodations based on materials submitted before the exam, not based on materials submitted after the exam.

Since there is no make-up possible for the last exam and the exam is long, I will allow students to use the restroom during the last exam if they ask permission before leaving the room, but I will take off points based on the length of their absence: 1 point if they are gone for 1 minute, 2 points if they are gone for 2 minutes, 4 points if they are gone for 3 minutes, 7 points if they are gone for 4 minutes, 11 points if they are gone for five minutes, and so on.

I sometimes ask students to change seats or hand out multiple versions of an exam to discourage cheating.

Students may *not* use electronic devices like calculators, cell phones, games, and translators during exams and quizzes; please put them away prior to the test. If students take them out during a test, they will be penalized. (If English is your second language, you may use a paper
dictionary for translation. I reserve the right to look through the dictionary to make sure that it
does not contain any notes or other course-related information. If you need a calculator, one will
be given to you.) Of course, students may not use any kind of notes, textbooks, “cheat sheets”,
etc. during a test.

During exams you will be allowed to briefly (about 10-15 minutes) discuss the answers to the
questions with other students midway through the exams (but not the quizzes). During
“discussion time,” you are not allowed to work on your exam, check your notes, look in your
textbook, leave the classroom, use electronic devices like cell phones or games, etc. I think
“discussion time” helps reduce “silly” mistakes, allows anxious students a chance to break
through mental blocks, and helps everyone “de-stress” a bit during the exam. Do not expect to
have enough time to get “all the answers” from your friends; there is not enough time to learn all
the answers. For example, the answers to some of the short-answer questions are too detailed:
you must already “know” the answers, and only need someone to “jog” your memory.

During the last week of the semester, there will be an exam which covers the last few weeks of
the course; in other words, it will not be a “comprehensive” exam. However, there may be
questions that are not in the practice exams. These questions may not be given out before the day
of the exam or before the “discussion time,” so you will not have the opportunity to discuss them
with other students. The questions will be related to themes that I have emphasized throughout
the entire course.

13. True or false? “Study guides will be given out. Study guides contain questions like those
that may appear on the exams and quizzes.”

14. What happens if you miss an exam? How can you make up the points that you missed?

15. True or false? “Students may NOT leave the room during an exam to use the restroom.
Students should use the restroom before beginning an exam.”

16. True or false? “Students may prepare and use a page of notes (a “cheat sheet”) during
exams.”

17. True or false? “During a small portion of the exam, students will have the opportunity to
talk to other students about the exam questions.”

18. True or false? “During a small portion of the exam, students will have the opportunity to
check their notes and study guides.”
Labs, In-Class Activities, Attendance, and Participation

If you are late to class, late coming back from a break, or need to leave early, please do so quietly. Notify me about your absence when I am not speaking to the entire class so that you will not lose additional credit for participation. You do not need to explain your absence or tardiness (feel free to do so if it would make you feel better), but I expect you to get the notes on what you have missed from other students. I teach multiple sections of oceanography, so if you miss a class, you are welcome to attend one of my other classes to make it up. (Check the other sections’ course outlines on the course website and talk to me to make sure that you attend the correct lecture or lab, because each section is on its own, slightly-different schedule owing to tide conditions and holidays.)

ECC policy is to drop a student if they miss 10% of a course, 3 or 4 class meetings of oceanography 10. Therefore, if you miss four or more class meetings (12 hours and 40 minutes of class time), I can drop you from the class (but do not assume that I have dropped you before the deadline for withdrawal!). Tardiness, leaving early, and leaving the class for extended periods of time count towards the maximum allowable absence time (12 hours and 40 minutes of class time). The only excuse for missing class that will be accepted is a verifiable medical problem.

Make sure that you get the “stamp(s)” on the appropriate daily activities; it is your proof of attendance and that you can get credit for participation. This makes it easy to correct any mistakes that I make when recording attendance and scores.

Your participation score is largely based on completing the in class activities like labs and units to my satisfaction, but it can be influenced by good and poor participation in class. Examples of good and poor participation include (but are not limited to):

<table>
<thead>
<tr>
<th>Good Participation</th>
<th>Poor Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>asking questions during class</td>
<td>talking loudly and/or frequently during lecture</td>
</tr>
<tr>
<td>asking questions during breaks</td>
<td>using your mobile phone inappropriately during class</td>
</tr>
<tr>
<td>asking questions outside of class</td>
<td>frequent tardiness</td>
</tr>
<tr>
<td>working on labs and units</td>
<td>regularly returning late from breaks</td>
</tr>
<tr>
<td>helping others</td>
<td>copying notes during class time</td>
</tr>
<tr>
<td></td>
<td>doing work for other classes during class time</td>
</tr>
</tbody>
</table>

Refer to the course outline daily to determine the labs and other materials that you will need to bring to class. If you do not bring the correct labs and other materials to class, you cannot fully participate in classroom activities and you will hamper the learning of others who are kind enough to share their materials with you. If you forget to bring your lab or other materials to class, do not leave the room to print the materials. Instead, take notes on separate sheets of paper, and make sure that you get the “stamp” on your work, or you may not be able to prove that you
attended class. (In addition, answers to lab questions and some other in-class work need to be submitted online. See below.) Of course, students may not use labs or other materials from previous semesters.

In general, students may work in groups of up to 4 students. However, no student should ever copy directly from another student’s work. Student are permitted to exchange information verbally and to gesture and show one another what is on their paper, but students must actively exchange the information, not passively let other students copy their work. Both the person copying and the person who allowed them to copy will be penalized (typically 1 pt each).

Your instructor will move around the room to answer questions and give feedback about your answers. Take advantage of this opportunity: do not waste time struggling with the activities; ask questions! This is the best way to insure that you will get full credit. In addition, material from the activities will appear in homework, lab reports, and on the exams and quizzes, so make sure that you get the correct answers!

Students also may check their lab work by submitting their answers to the lab questions in Canvas course management system (CMS). This may be especially useful if your instructor is busy working with other students.

Once your group has finished the lab or other in-class work, notify your instructor. Work on the related lab report or study guide, or homework assignment (e.g., upcoming units) until your instructor has a chance to review your work. In short, you are expected to work on your oceanography class during class time.

During class time, students are expected to work on material related to the class. Do not take out work for other classes, read a book, fiddle with an electronic device, etc. Students who are not working on class activities during class time (copying other students’ work, working on homework, using mobile phones for personal use instead of working on the lab, etc.) will be penalized. Do not used your electronic device to access non-class related websites or take out any materials which make it appear that you are not participating (e.g., notes for other classes), or you will be penalized.

If a student misses part of the time spent working on the lab or other activity in class (e.g., is absent, is tardy, leaves early, or takes too long of a break) or a student does not bring the appropriate lab or other materials to class, the student must answer the lab or other questions in the appropriate task in the Canvas CMS to obtain credit for the day’s work. Students can see which answers they got wrong in Canvas so that they can ask questions, and students may redo the task again and again to improve their score. (Scores will be rounded up to the nearest half point, so students do not need a perfect score on the labs to receive full credit for them.)

The last day to submit make-up work is the Friday of week 15 (spring and fall semesters).
During the summer semester, the last day to submit make-up work is the Wednesday of week 8.

Make sure that you do all the activities in class that require equipment, maps, etc. before you leave class. You can access pictures and video of some lab activities from the course website. Click on the “online labs” link. Students who miss a class can complete the lab at home using these materials, and should enter their answers in the Canvas CMS so that they can receive some (or full!) credit for doing the lab.

19. You can be dropped if you miss too many classes, leave early too often, or arrive late too often. How many classes can you miss to and still remain in the class? In other words, what is the maximum number of classes that you can miss without being dropped?

20. What should you do each day in class to make sure that you have evidence that you attended class and participated in class activities like labs?

21. What is the only excuse that will be accepted for missing class?

22. What should you do if you find that you have brought the wrong materials to class (e.g., lab)?

23. If you finish your lab or other in-class work early (e.g., before the end of class), what should you do?

24. What is the maximum group size for group work? In other words, what is the largest number of students that may be in one group?

25. True or false? “One fast and acceptable way to complete labs is to split up the different experiments and activities between group members, and the copy one another’s results.”
**Homework: Units, Lab Reports, and Diving Deeper**

Homework assignments may be submitted electronically. Students should use the task in the Canvas to submit these homework assignments electronically. If students submit them via email or a conversation (message) in Canvas, they will be asked to submit them via the task in Canvas and this may result in late penalties. If for some reason no task is available in Canvas, submissions via email or conversation (message) in Canvas will be acceptable until the error is corrected.

Students will be expected to read and learn some information on their own in homework assignments called “Units.” Each unit is a topic or subtopic within the course. Class time will be used to review and reinforce the essential points, apply them, and extend them. Students may submit a physical copy of their work at the beginning of class, or submit their work online. If they submit their work online, it will be automatically scored. Students will have the opportunity to learn which of their answers were incorrect and resubmit the homework. Students may also ask questions about the homework at the beginning of class before submitting it. **Unit homework assignments are due at the beginning of class** (e.g., 8 a.m.), and ordinary late penalties apply.

Students should use their labs to complete the lab report homework assignments. Each lab report assignment has specific questions about the lab. The questions ask students to describe their observations and discuss the implications of the observations (typically, make inferences, and construct argument supporting their beliefs). **A student’s lab report score in the class will be based on their 6 best lab reports.** Students may choose which 6 lab reports they will do. Lab reports are worth 5 points. Since lab reports typically have questions worth a total of 6 or 7 points, it is possible to get extra credit points on every lab report.

**Diving Deeper** homework assignments are related to the Unit readings and lecture activities. Students are asked to answer short-questions related to a topic or theme, and then use the same information to write a detailed answer to an essay or long-answer question. Students will demonstrate to their reader how the individual pieces of information are related to one another and lead to a deeper understanding of how the ocean works, how the ocean affects humans, and how humans affect the ocean. **A student’s Diving Deeper homework score in the class will be based on their 6 best Diving Deeper homework assignments.** Students may choose which 6 Diving Deeper homework assignments they will do. Diving deeper homework assignments are worth 10 points. Since Diving Deeper homework assignments typically have questions worth a total of 12 to 14 points, it is possible to get extra credit points on every Diving Deeper homework assignment.

I refer to lab report and Diving Deeper homework assignments as the essay assignments. Essay assignments must be typed or submitted online; handwritten work will be downgraded.
During spring and fall semesters, students may submit (or re-submit) 2 essay assignments per week until week 15. (For the purpose of submitting an essay assignment, a week begins on Monday and ends on Sunday. Sundays are your last chance to slip in assignments for the previous week.) No essay assignments will be accepted after the Friday of week 15. During summer semesters, students may submit (or re-submit) 4 essay assignments per week until week 7, 2 essay assignments by the Wednesday of week 8, and no essay assignments will be accepted after the Wednesday of week 8.

Due dates for essay assignments on the course outline and in Canvas are suggestions. They are intended to remind students to submit essay assignments regularly.

26. In general, how should students submit homework assignments electronically?

27. True or false? “If a Unit homework assignment is submitted at 8:05 a.m., it will be considered late and receive a late penalty.”

28. How many lab report homework assignments do you need to submit?

29. How many Diving Deeper homework assignments do you need to submit?

30. True or false? “It is OK to submit handwritten essay assignments like lab reports and Diving Deeper homework assignments.”

31. How many essay homework assignments (lab reports and Diving Deeper) can you submit (or re-submit) each week?

32. For the purposes of submitting essay assignments (lab reports and Diving Deeper), what is the first day of the week and the last day of the week?

33. What is the last day to turn in essay assignments at the end of the semester? How is this different from previous weeks?

34. True or false? “You can re-submit a lab report or Diving Deeper homework assignment in a later week and attempt to get a higher score.”
**Extra Credit and “Make-Up” Work**

**Exams and Quizzes**

I do not create and administer “make-up” exams and quizzes. Instead, I will use your score on the last exam to assign a grade for the exams and quizzes that you did not take. Your grade on missed exams and quizzes will be your grade on the last exam with no extra credit – 10%, with a maximum possible grade of 85%.

The practice quizzes in the Canvas CMS are primarily for practice. However, to encourage students to practice, some extra credit points will be added to students’ test scores if they take the practice quizzes covering the same material as a test prior to taking the test. (A test is an in-class exam or quiz.) For example, if exam X covers topics 1A, 1B, 2A, and 2B, so students’ scores on these practice quizzes will apply towards their exam X score. Note: Students may take the practice quizzes again and again to improve their scores.

Bonus extra credit is available for the last exam (the final exam). A student’s score on ALL previous exams will be brought up to 10% less than their score on the last exam, up to a maximum of 85%. For example, if a student gets an 82% on their last exam, then every one of their scores on previous exams that was less than 72% will be brought up to 72%.

**Unit Homework Assignments**

If a student misses a lecture class, they can submit the Units that they missed as homework to make up the participation points that they missed.

Students can always turn in Unit homework assignments late, but students may turn in late work with no late penalty (or resubmit work) three times each semester: see the discussion of “life happens” waivers in the late work section below. In addition, there are optional homework assignments that may be done to make-up for points lost on Units homework assignments or done instead of Units homework assignments. They will not increase your Units homework score above 100%. You may turn in THREE of these assignments during the semester. You may repeat the same assignment more than once by finding a different article or website. During spring and fall semesters, the first optional homework is due by the end of week 13, the second is due by the end of week 14, and the third is due by the Friday of week 15. You may use “life happens” waivers for these assignments. In this case, write the week that it applies to on the waiver. There is one exception: no assignments will be accepted after the Friday of week 15. During summer semesters, the due dates are the Monday of week 7, the Wednesday of week 7, and the Wednesday of week 8.

Note: scores on Units will be rounded up to the nearest 0.5 points. So, if your score is within 0.5 points of the maximum score, there is no need to redo it in Canvas to try to get a higher score. Note: your instructor has to do this by hand and it is not a high priority, so it may take some time.
for this to happen.

**Labs**

Scores on make-up Labs and ASAs will be rounded up to the nearest 0.5 points. Thus, if your score is within 0.5 points of the maximum score, there is no need to redo it in Canvas to try to get a higher score. Note: your instructor has to do this by hand and it is not a high priority, so it may take some time for this to happen.

You may get up to 5 points extra credit for labs by doing the Cabrillo Aquarium ASA (14F) found on the course website at the bottom of the “labs” webpage. (We will not do this ASA as a class, because the aquarium is not open during class time.) It will not increase your labs score above 100%. You **must** take a picture of yourself in front of a recognizable part of the aquarium (e.g., the whale statue) to prove that you were there. To receive credit, show your instructor the picture, and give your work to your instructor to review. Note: Your instructor may wish to ask you questions about the aquarium.

**Essay Assignments: Lab Reports and Diving Deeper Homework Assignments**

Since lab reports are worth 5 points each but typically have questions worth a total of 6 or 7 points, it is possible to get extra credit points on every lab report. Since Diving Deeper homework assignments typically have questions worth a total of 12 to 14 points, it is possible to get extra credit points on every Diving Deeper homework assignment.

**About Extra Credit Points**

In general, extra credit points added to an item will not increase the value of that item above 100%. For example, extra credit points will not increase a student’s exam score above 100% of the value of the exam. The only exception is essay assignments: exceptional lab reports and Diving Deeper homework assignments may receive more than 5 points (lab reports) or 10 points (Diving Deeper), and these points will not be reduced in any way.

35. True or false? “If a student’s score on the last exam (the final exam) is much better than their scores on one or more of the earlier exams, the instructor will increase their scores on the earlier exams.”

36. True or false? “The Canvas CMS contains practice quizzes. Students who score well on ALL of the practice quizzes related to a test will receive some extra credit on the test.”
37. True or false? “There are optional homework assignments which can “make-up” for lower scores or missing scores on the Units homework assignments.”

38. What is the extra credit ASA (lab)?
   What special task do you need to do if you choose to do this extra credit task?

39. True or false? “Scores on Units and make-up Labs and ASAs submitted in Canvas will be rounded up to the nearest 0.5 points.”

40. Which kinds of extra credit points allow students to get more than 100%?

**Late and Incomplete Work**

Work which is late or incomplete (e.g., missing information like a name, section, or date) will be penalized, in part because it makes extra work for your instructor. In addition, students who turn in work late have had more time to work on and prepare for the assignment than other students; if late work was not penalized, it would be unfair to students who rushed to finish their work on-time or turned in their work on-time but incomplete.

For Units homework assignments, the late penalty is:

- maximum score of 90% if your work is turned in within 3 hours of the due date,
- maximum score of 80% if your work is turned in within 48 hours (2 days) of the due date,
- maximum score of 70% if your work is turned in within 96 hours (4 days) of the due date,
- maximum score of 60% if your work is turned in within 1 week of the due date, and
- maximum score of 50% if your work is turned in within 2 weeks of the due date;

*after 2 weeks, late work will NOT be accepted.*

Note that it may be difficult or impossible to turn work in during some time periods (e.g., the weekend), but late penalties will still apply because the author will have “extra time” to complete their work. Students are responsible for submitting the work as-soon-as-possible, and may therefore wish to submit the work electronically.

Notice that the late penalty is the maximum score that you can receive. In other words, if your work is not turned in at the beginning of class, it cannot receive better than an “A−” (90%); if it is 48-hours late, it cannot receive better than a “B−” (80%); and so on.
The minimum late penalty is 0.5 point. So if a 4-point assignment is late or incomplete (e.g., missing your name), you cannot receive more than 3.5 points.

Note that essay assignments cannot be submitted late; they simply are submitted during the next week, and “life happens” waivers cannot be used to change the date of submission.

During spring and fall semesters, the **Friday of week 15 is the last week to turn in late work** and extra credit work like the Cabrillo Aquarium ASA or optional homework assignments; no late work, make-up work, or extra credit will be accepted in week 16. **All work for the class (e.g., make-up labs) must be completed and turned in on or before the Friday of week 15 of the semester. No work will be accepted after this time.** (The Climate Change and Sandy Shores ASA labs are exceptions because they are due in week 16.) During summer semesters, the Wednesday of week 8 is the last day to turn in late work.

Late work and resubmitted work has the lowest grading priority, so it may take long-than-usual for your instructor to evaluate and process late work.

If you know that you will have a problem making it to an exam or class, contact me ASAP (as soon as possible). I am often willing to “work with you” if you contact me far enough ahead of time. The old saying “it easier to ask forgiveness than to ask permission” does not apply; if you ask permission after the due date has passed, I will apply a late penalty to your work. If I did not, it would not be fair to the other students who I have penalized for late work, or the students who did the work on time and therefore did not get “extra” time.

41. How late can student submit Units homework for at least some credit: 1 day, 2 days, 1 week, 2 weeks, 1 month, or the Friday of week 15?

42. How many points will you lose on a 4-point assignment if you turn in a Units homework 5 minutes after class begins?

43. What is the last day of the semester that work will be accepted?

44. True or false? “If you know that you will miss an exam or class, contact your instructor to see if he can offer an accommodation or so he can recommend the best course of action.”
“Life Happens” Waivers

To avoid late penalties on a Unit homework assignment, completely fill out a “Life Happens” (LH) waiver and staple it top of a completed physical Unit homework assignment. (The waiver may be turned in by itself for work submitted online.) The late homework still must be turned in within 2 weeks of the due date as normal, but no late penalty will be applied. LH waivers also may be used to resubmit Unit homework assignments for reevaluation.

During spring and fall semesters, LH waivers must be used by the Friday of week 15; no work will be accepted after the Friday of week 15. During summer semesters, LH waivers must be used by the Wednesday of week 8; no late work will be accepted on the Wednesday of week 8, even with a LH waiver attached.

Unused LH waivers may not be turned in at the end of the semester for extra credit, because the purpose of LH waivers is to act as a safety net: everyone makes mistakes and unexpected events happen which can keep students from attending class or finishing their work on time. Students who do not need to use their LH waivers do not get extra credit for submitting unused ones. Instead, they should feel grateful that no unexpected and difficult events occurred during the semester, or fortunate that they were able to overcome adversity.

45. What is a “life happens” waiver? How can you use it? What can it do for you?

46. True or false? “A “life happens” waiver can only be used for a Units homework assignment.”

47. How late can student submit Units homework with a “life happens” waiver: 1 day, 2 days, 1 week, 2 weeks, 1 month, or the Friday of week 15?

48. True or false? “You can use a “life happens” waiver to turn in homework during week 16.”

49. True or false? “At the end of the semester, students may turn in unused “life happens” waivers for extra credit.”
Plagiarism & Cheating

If I judge you to have plagiarized an assignment or cheated on a test, then at the very least you will get no credit for the assignment or test. I reserve the right to fail students who cheat. I have been instructed to report even minor infractions to the college so that the college can identify problems and issue appropriate guidance – and establish a history of behavior as evidence for disciplinary action, if necessary.

Plagiarism (“copying”) is presenting someone else’s work as your own. Altering a few words here and there does not make the work your own, nor does eliminating, adding, or switching the order of a few sentences or clauses. It is still copying. Make sure that you present the information in your own words. You may use quotes (“ ”) to indicate where you have used someone else’s material, but do not let your answer become a string of quotes without any of your own analysis.

It does not matter if you copied from a reading assignment, a textbook, the discussion forums, a website, a fellow student, etc.; in other words, the source that you copied from is irrelevant. Copying without attribution is still stealing someone else’s work and claiming it is your own. It is lying about your own efforts and understanding.

The following shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

I. Dishonesty
   a. Cheating, plagiarism..., or engaging in other academic dishonesty including but not limited do:
      i. Representing the words, ideas, or work of another as one’s own in any academic exercise...
      ii. Copying from another student or former student or allowing another student to copy from one’s work.
      iii. Allowing another individual to assume one’s identity or assuming the identity of another individual.

From Board Policy 5500 of El Camino College, Academic Honesty and Standards of Conduct

50. True or false? “Your instructor has been told to report even minor examples of plagiarism so the college can establish a body of evidence, and identify and fix problems.
51. True or false? “It is OK to copy someone else’s work, and then change, eliminate, add, or reordering a few words. This is not considered to be copying or plagiarism by the college or your instructor.”

52. True or false? “It is OK for two students to work together to complete an assignment, and submit identical assignments. The students do NOT have use their own words when answering the questions in the assignments.”

Contacting Your Instructor

I will check my email (tnoyes@elcamino.edu), Canvas inbox, and voicemail (310-660-3593, ext.3356) at least once per day on the days when I teach (unless I am away on an ASA).

Use your ECC email to insure delivery to my ECC email account; emails from non-ECC email accounts may be blocked by the ECC spam filter. I recommend asking for an email reply to acknowledge receipt of your work: if you do not get one, make sure to follow up in class or with another email.

I would be happy to meet with you outside of my regular office hours (in other words, at a time that is more convenient for you); just make an appointment. You are also welcome to drop by my office anytime, but I cannot guarantee that I will be available to meet with you.

53. True or false? “Students can make appointments with their instructor to meet outside of his regular office hours.”

54. True or false? “It is OK to drop by your professor’s office anytime, even if it is not an office hour (though he cannot guarantee that he will be available).”
Adding & Dropping

Students will **not** be allowed to add this class after the add deadline. If you do not attend class, I will assume that you are no longer in the class and drop you. ECC policy is to drop students after they miss 10% of a class (3-4 class meetings), even if you have a medical excuse, and I will drop students who miss such large amounts of class time. On the other hand, **it is the student's responsibility to initiate the procedure of dropping or withdrawing from a course:** do not expect me to do this for you in time for you to have the best mark on your transcript; you may end up with an “F” in the class instead of no grade or a “W.” Although you do not need to inform me of your drop or withdrawal, I would appreciate being informed and being given the chance to talk to you before you withdraw from the class. I would hate for a misunderstanding to cause you to drop the class unnecessarily and lose time (and money).

Recording in the Classroom

The use of any recording device during class without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students who present official documentation from the Special Resource Center to the instructor prior to recording. This is to protect privacy and to create a safe classroom environment where all participants can discuss potentially controversial or sensitive subjects freely. If you want to take a photograph or make an audio or video recording, you must get the prior written permission of the instructor. The instructor also may require the verbal and/or written permission of everyone present. Even if a student gets permission to record, the recordings are only for personal use and may not be distributed, posted, published, or shared in any manner. A student who records without instructor permission or distributes any recordings is subject to disciplinary action in accordance with El Camino College District Administrative Procedure 5500 Standards of Student Conduct.

55. True or false? “If you miss too many classes and do not contact your instructor to tell him that you wish to remain in the class, he may drop you from the class without consulting you.”

56. True or false? “Before recording them, you should always ask someone if it is OK for you to record them, and you should not share the recording without their permission.”
El Camino College Statements

Mission Statement

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Non-Discrimination Policy

The policy of the El Camino Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to, discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation in any program or activity that is administered by, funded directly by, or that receives any financial assistance from, the State Chancellor or Board of Governors of the California Community Colleges.

ADA Statement

If you have a documented disability and wish to discuss academic accommodations, please contact me as soon as possible.

Notifications

Students will be notified ahead of time when and if any changes are made to course requirements or policies.