



Fall 2009 Syllabus

GIS Internship

Course number: GIS4944/5945

Credit Hours: 1-3

Prerequisites Co requisites: None

Term: Fall TERM A (8/24 – 12/11)

Important UWF dates (drop/add, withdrawal, holidays): <http://uwf.edu/uwfmain/calendar/>

Instructors and Contact Information:

GIS 4944: Amber Bloechle, email: abloechle@uwf.edu phone, 850-857-6121

GIS 5945: Dr. Zhiyong Hu, all graduate inquiries are to be passed through Ms. Bloechle.

Graduate Assistant: Leah Lewis, email: TBA

Course Description: GIS Internship is considered a supervised application of Geographic Information Science (GIS) in business, government, non-profit, educational or other related organizations. The course monitors students as they progress in their GIS Internship and encourages reading and research that may aid their GIS career development. Offered concurrently with GIS 5945; graduate students will be assigned additional work.

The course has two major goals; firstly to monitor the progress of students in their selected internships and secondly to develop a procedure for designing GIS.

Internship alternative: Students without an internship will conduct a GIS research project and follow along with the rest of the class with readings and discussions.

Course Format:

Internship course is more relaxed in comparison to previous online GIS courses since most time is spent actually working a job or completing the research project. You will complete bi-weekly lessons and communicate with your instructor and classmates using UWF email (Now through Google apps) and eLearning website discussion board. Since we won't be creating any deliverables in the class, we won't utilize the course blog. Instead, we will use the following:

eLearning: Access online through ARGUS or search elearning.uwf.edu

e-mail: Access online through ARGUS or search www.uwf.edu/helpdesk/google for more information.

The course consists of a sequence of lessons pertaining to managing a GIS and utilizing GIS in the workplace. All students (with internship or not) will complete reading and participation assignments. The first lesson includes an introduction to the course, a reading assignment with quiz and group declaration. The remaining lessons focus on a specific chapter of the required text. To complete these lessons you will read from assigned readings, visit and learn from recommended websites, answer questions in the form of online quizzes and participate in occasional class discussions. These lessons are to be completed by everyone. Students without an internship are provided special instructions to complete a research project along with regular lessons, which share similar due dates.

The course assumes no previous knowledge of specified topics assigned in class. However, all students must be competent users of ArcGIS software, email, word processing software, PowerPoint and an internet browser. We won't utilize GIS software for course lessons – all based on readings, but everyone should be knowledgeable of ArcGIS functions to participate and do well in the course as a whole (including job or research project).

Text Requirement: Tomlinson, R. (2003) Thinking About GIS: Geographic Information System Planning for Managers, Third Edition. ESRI Press, ISBN: 1-58948-119-4, Paperback

Other Requirements: Broadband internet access, UWF e-desktop for GIS access and UWF student email account.

Software / Computer Skills:

This course has an expectation that all students will have access to a web-connected (Broadband/High Speed) computer capable of running Windows 98 (or greater), Internet Explorer (Version 5.0 or greater), and UWF's e-desktop for GIS (software fee assessed). Students must understand the use of these software tools to be successful in this course. You will use Internet Explorer to access the course websites and submit many online assignments. It is up to you to acquire the skills to meet these requirements before enrolling in the course.

Responsibilities of Online Learners:

As an online learner, you will be responsible for determining the pace and schedule of your work. You can complete the readings and activities at any times that are convenient to you as long as they are submitted before the assignment deadline (late work is not accepted). You must also take the online quizzes at the specified times.

Although you might be completing your work hundreds of miles from the University of West Florida, you should expect to have frequent contact with your instructor and classmates via e-

mail and the online discussion boards. All assignments will be submitted using these tools. You can also use the online discussion board to ask questions, offer comments, and obtain advice from both your instructor and your classmates.

Lesson Format:

For each lesson, you will visit the course website in eLearning to obtain your instructions. You will then complete your work by doing some or all of the tasks listed below.

- Read assigned materials.
- Visit recommended websites to read or obtain data.
- Take an online quiz on the lesson topic.
- Report to your supervisor on a weekly basis and complete internship work.

Specific-

- Towards the end of the semester, internship students will evaluate the agency they are working for and employers will receive an email from instructor asking to evaluate you/student on work conducted throughout the semester or duration of job.
- Students without internship will conduct research, write a proposal, create a procedural analysis and final presentation based on a GIS topic approved by instructor during the first weeks of class. Each step/portion of the project will build on previous steps with specific due dates for each so at the end of class you will have completed a full research project.
- All students will create a resume including GIS specific skills, etc.
- Graduate students will create a portfolio (optional for undergrad students).
- All eligible students will complete final forms to exit the Online GIS Certificate Program.

Lesson Availability and Due Dates:

All lessons will be posted at the start of class. A list of the modules, due dates and quizzes are shown in the Course Assignment Schedule document on the course website. We will work on a bi-weekly schedule, meaning we will spend two weeks on a particular topic. Assignments/quiz will be due every two weeks by 5pm on specified Wed. evening.

Please Note: Because students in this course are from multiple time zones it is impossible to honor the time table of each different zone. The schedule will apply to the U.S. Central Time zone (Pensacola, FL) regardless of the time zone you live in/work from. It is up to you to figure out the time difference for your specific location. If you plan to be away from your studies at any time or while on vacation, it is your responsibility to work ahead and be certain that you meet the posted deadlines.

Participation:

The participation component of this class will be assessed through graded discussion posts and overall involvement in the class. There will be at least three occasions where I will assign a graded discussion post. The required post may be a written summary pertaining to additional readings or open discussion. Posts must be well written using proper grammar, spelling, etc. All required discussion assignments will be graded.

Quiz Policy:

Quizzes are administered in eLearning course website. Starting with Module 1, all quizzes must be completed by/before 5pm Wednesday evening (see course assignment schedule for specific dates).

To access quizzes, log on to eLearning, select GIS Internship course and then select the Quizzes link. From here, a list of quizzes will appear (past, present, and future). Click on the appropriate quiz and select START. Make sure you are prepared before taking the quiz. Quizzes are timed based on length, so make note before you begin and notice the running clock. All quizzes in this course include at least two short answer questions. Answers should be clear and concise.

Quiz grade - will automatically be posted to the Grades link in most instances. Hand-grading by the GTA is required for all quizzes in this course. Please allow a couple of days past the due date for final quiz grades to appear in the gradebook.

Tips: Take the quizzes on a reliable, freshly restarted computer with only one window open. This will minimize the possibility of computer crashes or freeze-ups during the quiz. After your quiz is complete, you may view results by going to the Quizzes link once again and selecting the appropriate quiz under the "Past Quizzes" section.

Quiz/Bi-Weekly Project problems will be handled in the following ways:

- You forget a quiz or are out-of-town: You can take the make-up quiz on Wed, Dec. 2nd.
- Your quiz is unsuccessful because of a computer problem or human error: You can take the make-up on Wed. Dec. 2nd.
- You exceed the time limit on a quiz: One minute of overtime is not penalized because the clock on the eLearning server starts before the quiz loads on your computer. One point will be deducted from your score for each additional overtime minute.
- Two or more of your quizzes are missed or unsuccessful: You can take a make-up quiz to replace the first quiz score. Other missed or unsuccessful quizzes will receive a score of zero.

Learning Topics:

- Weeks 1-2: GIS the Whole Picture.
- Weeks 3-4: Strategy and Planning.
- Weeks 5-6: Developing a Technology Seminar.
- Weeks 7-8: System Scope and Data Requirements.
- Weeks 9-10: Data Models and System Requirements.
- Weeks 11-12: Cost Benefit Analysis and Implementation Plan.
- Week 13: Finals Week – tie up loose ends and insure all submissions/evaluations are complete.

Students without Internship – Research Project:

The research project grade includes completion of the following: project topic with description, reference list and justification, project proposal, procedural analysis PowerPoint and final presentation. Students are expected to gather and prepare data, create a locational map, and perform geospatial analysis utilizing software learned throughout the entire GIS program. This project is similar to the Applications in GIS project but with more focus on research and preparation. Full guidance is given within course content. Under NO circumstances can the final research project presentation be submitted after the due date.

Graduate-Level Course Requirements:

Students enrolled at the graduate level will be required to complete extended and/or altered versions of the undergraduate bi-weekly assignments. Grad-specific instructions are included within course material. Portfolio – Graduate students will be required to create a personal portfolio. In general, the portfolio will include previous experience, list of GIS related skills and examples of best work (from internship, previous course work, current job if applicable, etc.). The portfolio is meant to be something students can use outside of this program to showcase GIS skills.

Grading/Evaluation:

Grading Scale		
A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	60-66%
F	0.0	0-59%

Participation: 10%

Quizzes: 40%

Internship Evaluations or Research Project: 50%

Course Communication Policy:

Communications about assignments, course policy and content should be available to all students in the course. It would be unfair for instructors to give advice by email or phone to one student and not to all others in the course. We will place all of these discussions in the open by using the "Helping Each Other" conference. Posting your questions in this conference will be your fastest method of obtaining assistance. Instructors will read this conference at least once every 48 hours and respond to questions as needed. In many instances one of your classmates will know the answer and respond before your instructor's next visit to the website. This is how things should work communications among students is encouraged. Any questions about course content or course policy that are sent to the instructor will be returned to the sender with instructions to post them in the "Helping Each Other" conference.

Questions about grades or matters of private concern should be sent to Ms. Bloechle by email messages from your UWF email account. This allows your instructor to communicate grades and other private information with some assurance that she is communicating with the proper person.

Instead of holding office hours a couple times per week, your instructor will normally check and respond to the "Helping Each Other Conference" a couple times per day. You can be assured that she will respond no less than once every 48 hours unless previously announced. If you have a situation where email communications are not possible you can call 850-857-6121. If she is not in when you call please leave a clearly spoken message on the answering machine with your phone number and some potential times for her to return your call.

Your Study Schedule:

Be prepared to spend a couple of hours per week completing reading assignments. If you are just starting an internship, you must log 10-15 hours per week to meet the 150 requirement by

the end of the semester. Students completing the research project should spend at least 2-3 hours per week and sometimes more on research, writing, analysis, presentation etc.

The key to success is self-motivation and perseverance. Set some special work hours every week and stick to them. Learning at home requires much greater dedication than learning on-campus. This course allows you great flexibility as long as you meet the inflexible deadlines.

You can begin working as soon as the first lesson is posted. The amount of time needed to complete a lesson will vary depending upon the length of the lesson, your reading speed, and your writing ability.

Email Communications:

All UWF students are given an e-mail account that should be used for all electronic communications about academic matters. It is your responsibility to learn how to use your UWF/Google e-mail account and check it on a regular basis. You are responsible for any announcement or assignment that is sent to your UWF e-mail account. To assure that your academic information remains confidential, your instructor will not respond to requests for private information with a return address that is outside of the UWF e-mail system

Program Goals:

This is a required course for completion of a certificate in GIS.

Expectations for Academic Conduct/Plagiarism Policy:

Academic Conduct Policy: ([Web Format](#)) | ([PDF Format](#)) | ([RTF Format](#))

Plagiarism Policy: ([Word Format](#)) | ([PDF Format](#)) | ([RTF Format](#))

Student Handbook: ([PDF Format](#))

ASSISTANCE:

Students with special needs who require specific examination-related or other course-related accommodations should contact Barbara Fitzpatrick, Director of Disabled Student Services (DSS), dss@uwf.edu, (850) 474-2387. DSS will provide the student with a letter for the instructor that will specify any recommended accommodations.