

# Geography 183 – Cartographic Representation Spring 2017 – Syllabus

## Course Overview & Policies

**Instructor:** Dr. Alicia Cowart  
alicia@berkeley.edu  
Office: 515A McCone Hall  
Office hours: Thurs 10:30am – 12:30pm  
& by appointment

**Class Meetings:**  
Mon & Wed at 9:30am – 12:30pm  
CAGE Lab, 535 McCone Hall

**The Course:** This course is designed as an introduction to cartographic methods, design, interpretation, and history. Students will learn to map qualitative and quantitative data and master the basic principles of visual presentation of information and to prepare maps for publication. These goals will be accomplished through lectures and by learning the cartography industry's standard computer programs. Students will learn to interpret and critique thematic maps and learn map editing techniques. Students will also become familiar with the history of cartography and the political implications of mapping. This course will primarily focus on preparing static maps for print.

**Grading:** Grading for the course will be based on in-class and out-of-class assignments, a midterm exam, and a final project (with multiple components). The breakdown of points is listed below. See the class schedule for a complete list of assignments.

The total number of points available in the class is 1,000.

- Assignments 525 points total
- Midterm 100 points
- Final Project 375 points total  
(includes Proposal, Draft I, Map Narrative, Draft II, & Final Map)

**A note about grades:** Because meeting deadlines is an essential component of learning and practicing our craft, deadlines are of paramount importance to your grade. Most assignments are due on the date stated in the course schedule at 9:30am, unless otherwise noted. Late assignments will be marked down. Final projects and associated assignments may not be late.

For Ai assignments, you will have the opportunity to turn in a second draft (called a "re-do"). Only assignments that are complete and meet deadline will be eligible for the re-do. Even if you receive a high score on the first draft, you must do the re-do. You are only eligible for an A for this course if you strive for perfection in your graphics.

A hint about making re-dos simple: Make the first draft as perfect as possible. If the first draft only has a couple of graphic errors, the re-do will be accomplished in a couple of minutes. The more energy you put into the first draft, the less energy you will spend overall.

**Texts:** *Principles of Map Design* by Judith A. Tyner and *Designing Better Maps: A Guide for GIS Users* (1<sup>st</sup> or 2<sup>nd</sup> ed.) by Cynthia A. Brewer. Both books are relatively inexpensive and attainable online or at the bookstore. They are also on 2-hour reserve in the Earth Science & Map Library in the basement of McCone Hall. Additional readings will be provided on bCourses. Reading assignments are to be completed prior to class on the day they appear in the schedule.

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**Attendance:** Lectures and computer labs are mandatory. There are no make-up labs. If you have physical or mental health issues that may interfere with your attendance or prompt arrival, please discuss these with the instructor BEFORE an attendance issue arises. There are organizations on campus that can help with communicating these concerns and the instructor can only be flexible if she knows an issue exists.

*Absences:* After two absences\* you must provide a verifiable excuse for the third and fourth absences. Unexcused third or fourth absences will result in the loss of 25 points from your final grade. A fifth absence (excused or not) will result in a loss of 25 points, as will all subsequent absences.

*Tardiness:* After four late arrivals you will be asked to meet with the instructor. Continued tardiness will result in point loss for the course at the rate of 10 points per late arrival. \*Note: Though it is possible to miss class twice without losing points, missing class lectures and computer labs will generally be detrimental to your learning and consequently your final grade.

**Enrollment:** This class is offered every semester and fulfills the Geography Department's methodology requirement and is an elective for the GIS minor in the College of Natural Resources and College of Environmental Design.

**Equipment:** Each student is required to carry a portable data storage device or have reliable cloud storage for their work. Do not leave your work on workstation desktops—it will be deleted!

**Software:** The course primarily uses Adobe Illustrator CC 2015. As a UCB student, you are allowed one download of this software. Go to [s.berkeley.edu](http://s.berkeley.edu). We will also use ArcGIS, QGIS, and AGOL. All software is provided on lab stations. If you're interested in a one-year student license of ArcGIS, email your request to the instructor ([alicia@berkeley.edu](mailto:alicia@berkeley.edu)). Note: The CAGE lab is currently running ArcGIS 10.4. If you use ArcGIS in another lab on campus that is running a newer version of the software, be sure to save your files as ArcGIS 10.4 so that they will open on our lab computers.

**Lab Assistance:** There will be several lab interns to assist students with computer assignments. The lab interns will each choose a two-hour session when they will be available every week. The interns' names and CAGE help hours will be posted on the CAGE Lab door and on bCourses. The instructor will also be available for lab help on a limited basis. Keep in mind that the instructor has other obligations within the Geography Department and is not available for lab help at all times that she is present in McCone Hall.

**Cheating and Plagiarism:** Cheating and Plagiarism will not be tolerated. While you should assist each other in problem solving and sharing information, it is a violation of the campus Student Conduct Policy to copy work or turn in another's work as your own. If you turn in another's work, you will automatically receive an F as your final grade for the course. If you knowingly give your work to another to turn in as their own, you will also automatically receive an F as your final grade for the course. If you inadvertently provide your work to another by leaving it on a computer desktop or otherwise allow access, you will receive zero points for the work in question.

A successful effort to deceive and thwart my digital forensics skills will require more work on your part than just doing the assignment.

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## CAGE Lab Rules

### **Lab Access:**

Students will be allowed access to the CAGE Lab using their Cal ID card. The lock mechanism on the CAGE Lab door has memory and logs entries. Students may also be issued a key to the building (McCone Hall). Your McCone Hall key must be turned in by the end of the semester. **Keys are due the last day of final presentations!**

To retain your lab access code beyond the end of the semester, see the instructor.

### **Food & Drink:**

No food or beverage is allowed in the CAGE Lab at any time. Spill-proof water bottles are allowed – to-go cups are not! Place your food/drink on the table outside the door while you are in the lab and take it with you when you leave!

### **Mobile devices:**

Keep them in your pocket, purse, or backpack with the sound turned off during class.

### **Hygiene:**

Always wash your hands prior to entering the lab to help keep the desks, computers, screens, keyboards, and mice clean (yes, mice – mice are animals). If you think you may have a cold, please wipe down the keyboard and mouse after you use it. All keyboards and mice may be wiped with a small amount of Windex. Let the interns take care of cleaning the computer screens.

### **Items not allowed in the cartography lab:**

Food of any kind  
Bicycles and watercraft  
Guests without special permission  
Audible music  
Unauthorized software