

<b>Syllabus for: Laboratory in Oceanography</b>	
<b>Semester &amp; Year:</b>	Fall 2013
<b>Course ID and Section Number:</b>	OCEAN 11 -- #M3834
<b>Number of Credits/Units:</b>	3
<b>Day/Time:</b>	Thursday 12:45 pm - 3:55 pm
<b>Location:</b>	MM122
<b>Instructor's Name:</b>	Leslie Kashiwada
<b>Contact Information:</b>	Office location and hours: By appointment Phone: Email: leslie-kashiwada@redwoods.edu
<b>Course Description (catalog description as described in course outline):</b> An exploration of the conceptual material presented in OCEAN 10. Students will acquire practical laboratory and field experience using oceanographic skills, tests, and procedures. Laboratory exercises focus on chart reading, measurements of seafloor movement, seawater chemistry, wave celerity, and microscopic analysis. Field experience includes examination of coastal geology, wave and beach processes, habitats and marine organisms.	
<b>Student Learning Outcomes (as described in course outline):</b> 1. Use the formal methodology of the scientific method as an inquiry-based tool to critically evaluate oceanic phenomena.  2. Demonstrate the skills necessary to utilize basic instruments, tools, and tests used in oceanography.  3. Apply classification systems to organize and identify marine features and organisms	
<b>Special accommodations:</b> College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodations document to me as promptly as possible so that necessary arrangements can be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services.	
<b>Academic Misconduct:</b> Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.	

The student code of conduct is available on the College of the Redwoods website at:  
<http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf>

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

**OC-11 OCEANOGRAPHY LABORATORY**  
**Thursdays 12:45 - 3:55 p.m.**

**College of the Redwoods - Mendocino**  
**FALL 2013**

Instructor: Dr. Leslie Kashiwada

email: [leslie-kashiwada@redwoods.edu](mailto:leslie-kashiwada@redwoods.edu)

Office Hours: By appointment

Texts: Kashiwada, L. 2013. Oceanography Course Packet

Required materials: DOTS Tide Table, 3-ring binder and pencils, calculator  
access to a computer with internet connection

Recommended materials: set of colored pencils

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TENTATIVE LABORATORY SCHEDULE\*

DATE	TOPIC	READINGS
Aug 29	The Metric System: Thinking Metrically	Course Packet
Sep 5	Density and Isostatic Equilibrium	Course Packet
Sep 12	Maps and Charts	Course Packet
Sep 19	Plate Tectonics and Seafloor Geography	Course Packet
Sep 26	Seawater Chemistry	Course Packet
Oct 3	Ward Avenue Field Exercise	<b>Field Trip</b> , Online
Oct 10	LAB EXAM 1**	
Oct 17	Jughandle Field Exercise	<b>Field Trip</b> , Online
Oct 24	Coastal Swell and Current Gyres	Course Packet
Oct 31	Ocean Tides	Course Packet
Nov 7	Noyo Harbor Field Exercise	<b>Field Trip</b> , Online
Nov 14	Tide Pools	<b>Field Trip</b> , Online
Nov 21	Marine Sediments	Online
Nov 28	THANKSGIVING HOLIDAY	
Dec 5	Coastal Navigation	Course Packet
Dec 12	LAB EXAM 2**	

\* Note: The Instructor reserves the right to make changes to the course schedule as deemed necessary. All changes will be announced in class and a revised schedule issued.

\*\* Lab exams are noncumulative. **Absolutely no make-ups lab exams** will be given due to extensive prep time required to set up.

**Important dates to remember:**

- last day to withdraw and receive a refund - 9/06
- last day to petition for the pass/no pass option - 9/20
- last day for student initiated drop (no refund)- 11/01

## **BASIS OF GRADING:**

2 Lab Exams (210 points each)	420 points
Pre-Lab Homework (5 points each)	60 points
Laboratory and Field Exercises (30 points each)	390 points
Class Participation (10 points per lab exercise meeting)	130 points

Your final course grade will be based on the total number of points that you accumulate throughout the semester (out of 1000 possible points). Letter grades will be assigned from a curve constructed from the sum of the highest scores attained on each assessment.

A = 100-90% of the highest score, but no lower than 87% of the total points possible  
(1000 points X 0.87 = 870 points)

B = 89-80% of the highest score, but no lower than 77% of the total points possible

C = 79-70% of the highest score, but no lower than 67% of the total points possible

D = 69-60% of the highest score, but no lower than 57% of the total points possible

F = less than 60% of the highest score, or 57% of the total points possible

The above scheme allows for grading on a modified percentage basis. After the first lab exam I will post the total points to date, and I will continue to post them week by week thereafter. Keep track of your scores on the table provided below so that you will be able to track your interim grade throughout the semester.

## **DESCRIPTION OF EACH COURSE ASSESSMENT:**

Lab Exams (210 points each): Lab exams. **All exams will count towards your final grade. There are no makeups for lab exams.** The lab exams will consist of stations containing brief exercises taken from the lab manual including objects to identify, maps to read, data to collect, graphs to analyze, calculations to perform, and brief explanations of phenomenon observed or studied in the lab.

### Lab Exam Grading Rubric

Each station will have a point value between 1 and 5, which will be noted. The number of points you earn will be based on the number of correct answers. Spelling counts!

Pre-Lab Homework (5 points each): You are much more likely to successfully complete these labs if you have some idea of what you are doing before you start (even those of you who do not read assembly instructions). The Pre-Lab Homework leads you through the lab so that you become familiar with the activities and procedures you will be conducting with your group. You will not be allowed to participate in the lab activity until your Pre-Lab Homework is completed.

### Pre-Lab Homework Grading Rubric

Excellent (5 points)	Satisfactory completion (3-4 points)	Unsatisfactory completion (0-2 points)
Turned in at the beginning of class. Completed with thoroughness and attention to detail. Legible.	Turned in at the beginning of class. Mostly completed or completed with moderate attention to detail, and/or mostly legible	Turned in at the beginning of class. Mostly not completed or completed with little attention to detail, and/or not legible. Or completed during class.

Lab Exercises (30 points each): Participation in and completion of laboratory and field exercises and construction of a lab notebook comprises a big part of your grade (39%). You must maintain a lab notebook consisting of a 3-ring binder holding the course packet and all lab handouts. After you complete the activities for the week you need to complete all parts of the lab before turning in your write up the following week. Late assignments will be discounted by 10% for each day past due (e.g., Fri = 90%, Sat = 80%, etc...). Your labs will be returned to you the following week to place back in your 3-ring binder. Only those labs for which you were present and participated will be counted towards your grade. In other words, if you are absent, simply copying the data collected by your classmates and completing the questions on your own, although recommended as a study aid for the lab exam, will not be eligible to earn points in this part of the class assessment. However, if you know you must miss a lab, please contact me. It may be possible to makeup some or all of certain labs with adequate notification. However, some labs require too much prep to allow for makeups. Makeup labs will not earn participation points.

Lab Exercise Grading Rubric

Excellent (26-30 points)	Satisfactory completion (21-25 points)	Unsatisfactory completion (<21 points)
Data collection complete and accurate. > 90% of all renderings drawn and questions answered; thoughtful and accurate answers provided with appropriate examples to support argument. Answers legibly written in the student's own words, not plagiarized from other students or internet. A percentage of the total points reduced for each question not addressed.	Data collection mostly complete and accurate. > 80% of renderings drawn. Thoughtful and accurate answers provided with appropriate examples to support responses for > 80% of questions; Or renderings and answers provided to all questions but critical analysis is missing or incomplete; or examples are provided but are either not appropriate or not explained sufficiently. Answers written in the student's own words; not plagiarized from other students or internet. A percentage of the total points reduced for each questions not addressed.	Data collection incomplete and/or inaccurate. Many renderings not drawn. Little or no evidence of adequate reflection on the majority of the questions. Responses exceedingly brief or inaccurate. A percentage of the total points reduced for each question not addressed

Class Participation (10 points per class meeting): While presence at laboratory and field exercises determines your eligibility to earn points for your lab write up, the quality of your participation earns points comprising up to 13% of your total grade.

Lab Participation Rubric

Excellent participation (9-10 points)	Satisfactory participation (6-8 points)	Unsatisfactory participation (0-5 pts)
Active participation. Well prepared and contributes to collaborative activity. Does not dominate group.	Relatively active participation. Fairly well prepared and contributes to collaborative activity. Dominates group or shies from full participation.	Does not participate in collaborative activity because completing Pre-Lab Homework assignment or does not actively contribute to group.

**POINT KEEPER:** Use the spaces below to keep track of the points you earn:

Lab Exam 1 \_\_\_\_\_

Lab Exam 2 \_\_\_\_\_

EXAM TOTAL \_\_\_\_\_  
(out of 400)

<b>Lab Exercises</b>	<b>Homework</b>	<b>Lab</b>	<b>Class Participation</b>
Metric System	n/a	_____	8/29 _____
Density & Isostasy	_____	_____	9/5 _____
Maps & Charts	_____	_____	9/12 _____
Plate Tectonics	_____	_____	9/19 _____
Seawater Chemistry	_____	_____	9/26 _____
Ward Ave	_____	_____	10/3 _____
Jughandle	_____	_____	10/17 _____
Coastal Swell	_____	_____	10/24 _____
Ocean Tides	_____	_____	10/31 _____
Noyo Harbor	_____	_____	11/7 _____
Tide Pools	_____	_____	11/14 _____
Marine Sediments	_____	_____	11/21 _____
Coastal Navigation	_____	_____	12/3 _____
<b>HOMEWORK TOTAL</b>	_____	<b>LAB TOTAL</b>	<b>PARTICIPATION TOTAL</b>
	(out of 60)	(out of 390)	(out of 130)

**Attendance / Make-up Policy:**

You are expected to attend all lab class meetings. Laboratory exercises require special equipment and setups that are available only during scheduled class times. I will typically spend the first 30 minutes or so introducing each lab exercise, and the last 15-30 minutes discussing class results. If you maximize your use of the lab period, you will lessen your homework load. I routinely take roll. If you are absent you will earn no points for that lab exercise. However, if you know ahead of time that you must miss a lab please contact me. It may be possible to makeup some or all of a lab with adequate notification. Attendance on exam days is required.

Being present and on time to class will greatly enhance your ability to succeed in this course. If you are late to class, please respect the instructor and your classmates by entering quietly. If you must miss a class keep in mind that a this lab material will be on the exams so please make sure you obtain notes and other material from a classmate or from me. **WITHDRAWAL FROM THIS COURSE IS YOUR RESPONSIBILITY.** After the census period (9/09) students who do not show up for class will not be automatically dropped. If you must drop or withdraw from this class, please be aware of deadlines and college policy regarding these issues (refer to important dates on the first page of this syllabus). If you are thinking of dropping the class I encourage you to make an appointment to talk with me.

## **College of the Redwoods Resources and Information**

Online and Information and Databases: The college website [www.redwoods.edu](http://www.redwoods.edu) contains a great deal of information including policies, procedures, calendars, and other online resources. The Quick Links menu is the easiest way to navigate the website. If you need help finding information or if you do not have access to a computer with an internet connection please make an appointment to see me.

Disabilities: College of the Redwoods is dedicated to providing access to all classes for persons with disabilities. If you have a verified disability and need accommodation, or suspect you have a disability and wish to be evaluated for eligibility, you are encouraged to speak with Carole Freeman at (707) 962-2638.

## **Academic Honesty Policy**

You are encouraged to work together to complete homework assignments, review labs, and prepare for exams. However, all work you turn in must be your own independent, original work. In the event that any work is copied from another student, zero credit will be given to all students involved (regardless of who copied from whom).

All students are expected to abide by the rules for academic honesty outlined by the college. Any breach of academic honesty (cheating or other dishonest practice) in this course will result in a zero on that assignment and may result in dismissal from the class. Plagiarism is using someone else's ideas or words without proper attribution. Copying of homework assignments, lab write ups, and exams, or having another person do your work for you constitute plagiarism. Even though you will work in groups in class, each individual will be held responsible for the material covered during collaborative activities.

Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.

Academic dishonesty in any form may be reported to the vice president of CR, as per the student code of conduct available at <http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf> In particular, refer to page 9, Article VIII which begins "Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect."

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## CLARIFICATION OF PERFORMANCE EXPECTATIONS

### What can you expect from me? Respect for students is demonstrated by...

#### 1. Beginning and ending class on time.

I will start class promptly. The class period is scheduled for 3 hr and 10 minutes. Although I will provide guidance on time management to help you get through the entire lab exercise, you will determine the timing and duration of your breaks. This is best done in consultation with your group members.

#### 2. Being organized.

All due dates for assignments and exams are stated here in the syllabus. All course materials will be provided or be made accessible to you in a timely fashion. If you need clarification on any due dates at any time throughout the semester, feel free to ask me.

#### 3. Treating all students fairly.

My policy for turning in late assignments, and the lab exercise make-up policy are both stated above. To remain fair to all students, I adhere strictly to these policies and you can trust that I give no special treatment to any one student. I will answer anyone's questions and help facilitate everyone's learning to the best of my abilities.

#### 4. Returning students' work in a timely fashion and grading equitably.

My primary concern when grading is to remain fair, equitable and consistent among all students. Because I carefully read your answers in the lab exercises and lab exams, I require some time to return them. A one-week turn-around time for grading lab exercises and lab exams is a reasonable expectation. Exceptions to this prompt return of work may occur, as I am human and life does not always go as smoothly as one would hope.

#### 5. Making sure that the workload of the course is appropriate

As in any science course, there will be a significant amount of work involved in this class. The amount of work required by me is equivalent to (and consistent with) the same class at any other community college, liberal arts college, or four-year university. This course covers similar curriculum, including vocabulary and conceptual-based issues, to what you will find at any other academic institution. The workload of this course is reasonable; I do not assign "busy work." The Pre-Lab Homework is designed to guide you through the lab exercise so that you are prepared you to do the work in class (like reading a recipe carefully and visualizing the steps before actually starting to cook).

#### 6. Being responsive to your individual learning needs and communicating effectively.

I will do my best to accommodate the various learning needs of all of my students. By its very nature lab classes consist of collaborative activities. I will use short "chalk-talks" and demonstrations before each lab exercise in order to communicate effectively with the greatest diversity of students.

If you require a specific accommodation, communicate this with me early in the semester so that we can make sure that you have all of the tools necessary for you to succeed.

If you would like clarification on a specific topic or term, please ask. I am always willing and ready to review material. If the amount of material that must be reviewed is too large for the allotted lecture time, a supplemental meeting time/place will be established or I will refer you to an appropriate source for further information.

I encourage your questions, comments, and discussion in class and expect that you will engage in class participation on a regular basis. I do ask that you keep your contributions relevant to our inquiry into oceanography and appropriate for the setting.

7. Being available and accessible to my students.

Because I do not have an office or regular office hours you will need to make an appointment with me to meet and discuss academic issues face-to-face. Of course my email address is another way to communicate with me. If you email me, allow 24 hours for me to return your email, 48 hours on the weekend.

**What do I expect from you? Respect for me and your classmates is demonstrated by...**

1. Arriving on time to class and staying for the entire class period.

If you are late, please enter quietly. If you must leave early please do so quietly.

2. **Turning your cell-phone and other electronic devices OFF.**

Cell-phones, PDAs, I-Pods, etc. must be turned off and in purses and daypacks during class. Bleeps, rings, and all other noises during class are distracting to your fellow students, disrespectful, and rude, and will result in confiscation of the offending electronic device during class. Laptops or notebook computers may be used in class for taking notes, but will be confiscated if not used appropriately. Recorders are also allowed as long as you ask me first.

3. Coming to class prepared. This includes the following behaviors:

- (a) Complete the Pre-Lab Homework assignment legibly and bring it to class;
- (b) Read the assigned lab exercise and take notes;
- (c) Bring your course packet and other required materials to class.

4. Engaging in proper classroom etiquette as follows:

- (a) Be courteous and respect other peoples' opinions.
- (b) Never speak while others (including your instructor) are trying to speak.

5. Participating fully in all class activities.

6. Turning your work in on time.

Please do not ask for personal exceptions. The assignment due dates and exam dates are explicitly stated in the syllabus, along with the late assignment and make-up policy. These dates will only be adjusted (in rare circumstances) for the good of the entire class as judged by the instructor.