

# GEOL 1301 Lab Syllabus

## Course Information for All Sections

### Spring 2018



#### Coordinator Contact Information

Name: Taylor M. Hughlett, Ph.D.  
 Office Number: GS 220  
 Office Telephone: 817-272-2738; 817-272-2987  
 Email: [taylor.hughlett@uta.edu](mailto:taylor.hughlett@uta.edu)  
 Faculty Profile: <https://mentis.uta.edu/explore/profile/taylor-hughlett>

#### Graduate Teaching Assistant Contact Information

GTAs can be contacted by the departmental phone: 817-272-2987

GTA Name	GTA Email	Office GS	Office Hours		Sections Taught
			Day	Time	
Emmanuel Higa	<a href="mailto:emmanuel.higa@mavs.uta.edu">emmanuel.higa@mavs.uta.edu</a>	140A	Tu	4:00 – 5:00	018, 021
Mustafa Kaya	<a href="mailto:mustafa.kaya@mavs.uta.edu">mustafa.kaya@mavs.uta.edu</a>	130	Tu	2:00 – 3:00	016
Md Golam Kibria	<a href="mailto:md.kibria@mavs.uta.edu">md.kibria@mavs.uta.edu</a>	123	Th Th	11:00 – 12:00 3:30 – 4:30	014, 025
Sadananda Silwal	<a href="mailto:ssilwal@uta.edu">ssilwal@uta.edu</a>	243	Tu	11:00 – 12:00	011
Farnood Sobhbidari	<a href="mailto:farnood.sobhbidari@mavs.uta.edu">farnood.sobhbidari@mavs.uta.edu</a>	142	W W	10:30 – 11:00 2:30 – 3:00	013, 017
Hepeng Tian	<a href="mailto:hepeng.tian@mavs.uta.edu">hepeng.tian@mavs.uta.edu</a>	121	M W	3:00 – 4:00 3:00 – 4:00	022, 024
Kimberly Tidd	<a href="mailto:kimberly.barry@mavs.uta.edu">kimberly.barry@mavs.uta.edu</a>	144	Th	11:00 – 12:00	012
Daniel Valencia	<a href="mailto:daniel.valencia@mavs.uta.edu">daniel.valencia@mavs.uta.edu</a>	142	Th	11:00 – 12:00	019, 026
Shawn Zhang	<a href="mailto:yuxiang.zhang@uta.edu">yuxiang.zhang@uta.edu</a>	142B	M	4:00 – 5:00	015, 020

For issues that cannot be resolved by the GTA, contact the Coordinator.

### **Time and Place of Class Meeting**

Section	Day	Time	Room
011	Monday	11:00 – 12:20	GS 243
012	Tuesday	11:00 – 12:20	GS 243
013	Wednesday	12:30 – 1:50	GS 243
014	Thursday	12:30 – 1:50	GS 243
015	Monday	12:30 – 1:50	GS 243
016	Tuesday	12:30 – 1:50	GS 243
017	Wednesday	11:00 – 12:20	GS 243
018	Thursday	2:30 – 3:50	GS 243
019	Friday	11:00 – 12:20	GS 243
020	Monday	2:00 – 3:20	GS 243
021	Monday	6:30 – 7:50	GS 243
022	Thursday	11:00 – 12:20	GS 243
024	Wednesday	4:00 – 5:20	GS 243
025	Tuesday	2:00 – 3:20	GS 243
026	Wednesday	2:30 – 3:50	GS 243

### **Lab Goals**

To learn selected topics of Earth Science by collecting and analyzing data and information. Most of these topics will supplement material from the lecture portion of the course.

## Lab Safety Training

Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are no exceptions to this University policy.

**Failure to complete the required training will prohibit participation in any lab activities, including those for which a grade is assigned.**

In Blackboard, click on “Lab Safety Training” under “My Blackboard”. Click “Welcome” from the left pane to start and follow the instructions. Send your certificate of completion to your lab GTA. Please note that Firefox is the recommended browser for the training.

## Due Dates

Labs are due one week from the day the lab is assigned, at the beginning of your scheduled lab time. The due date for the last lab of the semester will be set by your lab instructor. 20% will be taken off for each day the lab is late. If the lab is more than 5 days late, a zero is recorded.

Labs can only be made up if documentation (i.e. doctor’s note, hospital admittance, etc.) is presented as to why the student was unable to make it to their assigned lab time. Your TA must be notified within 48 hours of the missed lab in order to allow for a lab make up, unless extenuating circumstances arise. All missed assignments must be completed by the end of the week of finals.

## Lab Material

**Students are responsible for downloading and printing the labs before coming to class,** if they don’t use a laptop to access them during class. Labs will be submitted in printed form to the GTA, unless otherwise stated by the GTA.

## Group Project

A mandatory group project over three weeks is part of the lab. Groups will be arranged by the lab instructors and are expected to collaborate, submit a report, and present their work in class. More information is available on Blackboard.

## Optional Lab Field Trip (Extra Credit)

This optional field trip will be in the Arbuckle Mountains of Oklahoma, about 2 hours north of Arlington. Field Trip Slots are given on a first come, first serve basis.

1. Sign up by going to <http://signup.com/go/PgfDqzc>.
2. Select your preferred date and mode of transportation (note that there are only 4 spots open per day for taking a personal vehicle), and click Sign Up
3. Enter your email address, name, phone number, and section number. Leave the number of spots selection at 1.
4. Click save and done, and you are now officially registered.

You also have the ability to delete yourself from a list. Follow these instructions if you need to do so:

1. Go to <http://signup.com/go/PgfDqzc>.
2. Select the "My Spots" button and click Remove.
3. Click "Yes" on the confirmation that pops up.

If you have any questions regarding this process, please email the lab coordinator, Taylor Hughlett, at [taylorh@uta.edu](mailto:taylorh@uta.edu).

**To receive credit for the field trip, all three (3) days of the group project must be attended and completed.**

## Grading

The lab counts as 25% of the total course grade. Your lecture instructor will average your weighted lab score with the lecture assessments. The lab portion has a maximum of 100 points distributed as follows:

- Labs 1 through 9: 72 points. Each lab will receive a maximum of 8 points (partial credit given).
- Group Project: 28 points.
- Field Trip (optional): 20 points (extra credit). **These points will only be given if the group project has been completed**

## Attendance

Attendance is required in order to complete the hands-on work. In extenuating circumstances, you may attend another lab section with the approval of your TA and documentation of why you could not attend their section. Your lab must be signed by the TA of the lab you attend in order to receive credit for it. The due date for your lab does not change.

## Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog:

<http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

for graduate courses, see

<http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

## Drop Policy

GEOL 1301 consists of a lecture portion and a lab portion. To drop the lab, you must drop the whole course. Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw.

Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

## Disability Accommodations

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

## **Non-Discrimination Policy**

*The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

## **Title IX Policy**

The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

## **Academic Integrity**

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the

student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

## **Lab Safety Training**

Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

## **Electronic Communication**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

## **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

## **Student Feedback Survey**

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

## **Final Review Week**

The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

## **Emergency Exit Procedures**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit by following the exit signs. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and

instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Students should also be encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

## Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

### **The English Writing Center (411LIBR):**

The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

## Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

### **Library Home Page** [library.uta.edu](http://library.uta.edu)

**Librarian to Contact:** Andy Herzog,

Ph.: 817-272-7517, Email: [amherzog@uta.edu](mailto:amherzog@uta.edu), Office: Central Library, 516B

### **Resources for Students**

#### **Academic Help**

Academic Plaza Consultation Services [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

Ask Us [ask.uta.edu/](http://ask.uta.edu/)

Library Tutorials [library.uta.edu/how-to](http://library.uta.edu/how-to)

Subject and Course Research Guides [libguides.uta.edu](http://libguides.uta.edu)

Subject Librarians [library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians)

### **Resources**

A to Z List of Library Databases [libguides.uta.edu/az.php](http://libguides.uta.edu/az.php)  
Course Reserves [pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do)  
FabLab [fablab.uta.edu/](http://fablab.uta.edu/)  
Special Collections [library.uta.edu/special-collections](http://library.uta.edu/special-collections)  
Study Room Reservations [openroom.uta.edu/](http://openroom.uta.edu/)

**Teaching & Learning Services for Faculty**

Copyright Consultation [library-sc@listserv.uta.edu](mailto:library-sc@listserv.uta.edu)  
Course Research Guide Development, Andy Herzog [amherzog@uta.edu](mailto:amherzog@uta.edu) or your subject librarian  
Data Visualization Instruction, Peace Ossom-Williamson [peace@uta.edu](mailto:peace@uta.edu)  
Digital Humanities Instruction, Rafia Mirza [rafia@uta.edu](mailto:rafia@uta.edu)  
Graduate Student Research Skills Instruction, Andy Herzog [amherzog@uta.edu](mailto:amherzog@uta.edu) or your subject librarian  
Project or Problem-Based Instruction, Gretchen Trkay [gtrkay@uta.edu](mailto:gtrkay@uta.edu)  
Undergraduate Research Skills Instruction, Gretchen Trkay [gtrkay@uta.edu](mailto:gtrkay@uta.edu) or your subject librarian.