Description
This course will explore the art and science of cartography, using tools available in ArcGIS. Computers make creating maps easier, but sound cartographic principles must still be applied to achieve meaningful results. Students will develop the skills necessary to develop professional-looking maps for publication or research and learn various techniques to create the best map for the task at hand.

Course Objectives
During this course, students will:

- Understand the basic principles of visual representation of data and apply cartographic theory to communicate the data effectively.
- Gain competency in the cartographic tools of ArcGIS and the design process for computer generated maps.
- Apply critical thinking and communication skills to prepare visualizations which meet a variety of needs, and reflect sound cartographic ethics.
- Interpret, evaluate and constructively critique maps with the goal of increasing competency, understanding and appreciation of map design.
- Acquire competency with major geospatial data sources, and be able to acquire and prepare data to communicate visually with a range of audiences.

Assigned Texts
- Principles of Map Design, by Judith A. Tyner
- Other readings as assigned during the semester.

Attendance Policy and Classroom Behavior
Your attentive presence is expected at all class sessions, as is participation in class discussions and activities. If you are unable to attend class, it is your responsibility to get the information covered in class. I will not be taking daily attendance, but this is not a large class, and I will notice if you are not here. Regular patterns of absence will adversely impact your participation grade.

Disruptive behavior will not be tolerated. You are expected to be respectful to your instructor and your fellow classmates. Phones, mp3 players and other distractions should be turned off and out of sight during class. Laptops and tablets may be used for notetaking, so long as their use is not distracting. If you will be arriving late or need to leave early, please do me the courtesy of informing me in advance.

Lab and Computer Use
A considerable amount of class time will be spent “hands-on”, however additional time outside of scheduled class hours will be required to master the skills and concepts presented in this course. A standard rule of thumb is two hours for every hour of class time. Cartography is time-consuming, and work done at the last minute is evident in the quality of submission. In addition, while I am here to help you, I am not available in the middle of the night, so keep in mind the hours during which you can expect to find someone to help if needed.

You may use the computer lab at any time, except when another scheduled lab/class is in session. A schedule is posted outside the door for your reference. You are encouraged to purchase a flash drive (min. 1GB) to back up
your work and allow you to collaborate with your final project partner, however saving information to the U:\ drive allows you access to your data from other campus labs.

**Course communications**

This syllabus and other course materials will be posted to Moodle. Some assignments may be completed there as well. Any changes to the schedule will be posted in the Announcements section. Make sure you are checking your Humboldt email, as messages will be sent there.

Your best bet for communicating with me is by direct email. Please do not wait until the end of the semester if you are struggling with concepts or skills. This information is cumulative, and your future success depends on your current comprehension.

**Evaluation and Grading**

Examinations and assignments are listed in the course outline below, and are subject to change. Changes will be announced in class, and posted on the course website. Additional assignment due dates will be announced when the assignments are given. You are responsible for knowing when your work is due.

Assignments will typically be given on the first class meeting of the week, and be due by the start of the first class meeting of the following week for critique, unless otherwise noted. Late work will be accepted up to one week past the due date, at a penalty of 50% of earned points. Beyond one week, late work will not be accepted. **Maps which are not present at critique will be counted as late.**

Your grade will be composed of lab exercises, two exams, reading quizzes, a final project, and class participation. You will only be permitted to make up an exam or quiz with an excused absence. An excused absence means that you have a) notified me in advance and received confirmation from me that your notice has been accepted or b) provided a written medical excuse. You must still make arrangements to take the test, and my willingness to be flexible improves with the amount of advance notice I receive. Failure to be aware of due dates because of class absence does not constitute an excuse — any changes to due dates will be posted on the class website.

While the participation component is not large, it can bring a borderline grade to the positive side. Participation does not mean being the first one to speak up when a question is asked, but rather thoughtful and measured contribution to the class discussions and critiques. All grades will be posted in the Grades section of Moodle.

**Academic honesty:** Students are responsible for knowing policy regarding academic honesty. For more information, visit: [Academic Honesty Policy](#) or [HSU Catalog](#)

**Students with Disabilities:** Persons who wish to request disability-related accommodations should contact the Student Disability Resource Center in House 71, 826-4678 (voice) or 826-5392 (TDD). Some accommodations may take up to several weeks to arrange. [Student Disability Resource Center](#)

**Add/Drop policy:** Students are responsible for knowing the University policy, procedures, and schedule for dropping or adding classes. [Schedule Adjustments (Adding or Dropping)](#)

**Course Schedule:** The course schedule is posted to Moodle, and is subject to change. Please see Moodle for the most current version.