

## Class Policies Physical Geology Lecture (GEOL10)

**Instructor:** Duane DeVecchio, e-mail: [ddevecchio@ccsf.edu](mailto:ddevecchio@ccsf.edu) website: <http://www.surfaceprocesses.com>  
**Office hours:** Tues and Thurs. 11-12 pm or by appont. Earth Science website: <http://www.ccsf.edu/Earth>  
**Grading scale:** A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=<60%. No curve.  
**Grading:** Your grade is equally divided between each exam and the total for all your daily quizzes. Specifically, there are 3 exams in the class, each is worth 25%, with the remaining 25% coming from your weekly quiz scores.  
In-class iClicker questions will be incorporated into your quiz grades and can only help your grade.

**Time required (units)** – For each lecture unit, expect to put in 1 hour in lecture and 2 hours in homework for an average grade of a C. For example, a 3-unit lecture class requires 3 hours in class and 6 hours homework weekly for a C average. Each student will need to put in more or less time, depending on his or her background and study techniques. Study session schedule at <http://www.ccsf.edu/Earth>

**Class prerequisites** – There are no official prerequisites. However, without the following basic skills, you will need extra help and time in this class: comprehensive reading, writing, algebra, basic geometry, and basic chemistry. If you are weak in these areas or have any questions at any time, come to office hours, see the tutor, attend study sessions, make an appointment, or e-mail me. I'm here to help!

**Handouts and Lectures**– All class handouts must be purchased through the bookstore and can also be found online at: <http://www.surfaceprocesses.com> click on Teaching then Physical Geology. Lectures will also be posted each day following class at the same web location as the handouts. If you miss class, please catch up quickly on your own or with the help of your classmates so you don't fall farther behind. It is essential that you **keep all materials in one notebook for easy reference and bring it with you to class. You will need to access these handouts throughout the semester, easily, during class.**

**iClicker** – We will be using iClickers during the semester, but you **do not need to purchase one**. After Week 2 or so I will explain how checking an Earth Science loaner will work and how they will be utilized in class for learning. We will use these during class to track attendance, assess homework completion, and track classroom participation. You must have it with you each class.

**Weekly Homework** – #1: Read assigned new chapters. Learn vocabulary words and begin thinking about the new chapter questions **from the Class Reader**. Start writing out answers to the ones that you pick up from the reading, especially the ones marked with an asterisk (\*) (you won't be able to answer all of them). The more time you put in ahead, the more you'll get out of the lecture. Note: you will demonstrate your completion of this task through a daily quiz. #2: Review previous week's chapter questions and make sure you have a written answer (in your own words) to each question. Seek help from me or classmates for material that still hasn't clicked or just to help review. #3:). **WHILE DOING HOMEWORK, YOU CAN PREPARE A SINGLE PAGE OF NOTES TO USE ON QUIZZES – one page – your own writing (or typing). You will attach this page to the quiz. You must transcribe anything you use from the book or my handouts.**

**Attendance** – Your attendance will be tracked through your iClicker in-class responses. If you are absent for more than three classes (determined by quiz scores) or miss an exam (without immediately making contact to discuss your options), you WILL be dropped. I will not keep students enrolled just for financial aid or student visa status – if you want to stay enrolled, keep attending and contributing. **You must take exams and quizzes on scheduled days.** Exceptions are made only when alternate arrangements have been made prior to the exam/quiz or as soon as possible after extenuating circumstances.

**Cheating** – The highest level of integrity is required for all quizzes and exams. Anyone found cheating will receive a zero on the exam or quiz and face disciplinary action at the college.

**Loaner books** – See me if, at any time, you need a temporary loaner book.

**Seeking Help** – If you have questions, come to office hours, see the tutor, attend study sessions, make an appointment, or e-mail me. It's your responsibility to seek needed help. We're here if you're ready! \*Students who begin **meet with me** an average 30 minutes per week, typically increase their grade by 10-25%.

**Cancelled classes** – If class is cancelled, for any reason, keep up with homework assigned on syllabus.

**Cell phones/pagers** – Please turn all electronic devices off before coming to class.

**Sleeping in class** – I assume your bed is more comfortable than the classroom. Please stay at home if you're too tired to stay awake in class; otherwise you drain my energy, and your fellow students suffer.

**Leaving class** – When arriving late to class or leaving class while it is in session, please be as non-disruptive as possible. There is no need to ask permission or give excuses. You're all adults, so I assume you're making the best choices for yourself.

**Eating and drinking – No gum chewing in the room at all.** No food or spillable drink containers on the tables or desks during class. Feel free to bring food, but eat it only outside the classroom. Sealed water and coffee mugs will be aloud at your desk.

**Chapter Questions Handout** – Are all included in the manual or will be posted at <http://surfaceprocesses> for you to download and print. For each chapter, you will receive a list of questions, from which most future exam questions on that chapter will come. BEFORE attending class each week, carefully and thoroughly read the assigned chapters and review the chapter questions. The more you read and study the material before class, the more you will get out of class, and the better you will do on exams. All classroom activities assume that you have taught yourself all you can on your own first and that you have a basic understanding of the material. If you do not prepare well enough, you may have difficulty following and participating in classroom discussion. If at the end of the week you still have questions or doubts on any of the topics, seek help ASAP. Start early. **These questions will appear on weekly quizzes and the exams.**

**Quizzes** – Starting on **page 7 of the class reader** you will find a vocabulary list for each chapter that that is keyed to the syllabus and the weekly Quizzes. Prior to each week's class, as you read the new chapter, learn the vocabulary and review the questions we will be covering – try to learn as much as you can on your own. Also every week, review the material we covered the week before (answers to the previous week's chapter question sheet). The first class period that begins with a new chapter will start with a quiz (see syllabus) that takes the first 10 minutes of class. **NOTE: If you show up late, no guarantees you can still take the quiz – the quiz ends when everyone finishes or 10 minutes after class starts, whichever occurs first!** ½ of the quiz content covers vocabulary for new material (matching); the other ½ covers chapter questions from the previous week (old material, short-answer). (Note: there will be a few extra-credit questions on the quiz from the new chapter – any starred question from the chapter question sheet – asked in short answer format.) You may start quizzes up to **10 minutes early**. If you cannot attend class for legitimate reasons, you may make up the quiz ahead of time. (You cannot take quizzes after the fact, only on time or before!). If you are late to class, you miss the quiz. To accommodate emergencies, I drop your two lowest quiz grades. If you have difficulties making quizzes or are not doing well on quizzes, please see me ASAP to discuss. *Quizzes occur daily on the first day the class meets.* **WHILE DOING HOMEWORK, YOU CAN PREPARE A SINGLE PAGE OF NOTES TO USE ON QUIZZES – one page – your own writing (or typing). You must transcribe anything you use from the book or my handouts.**

**Pass Sheets and Exams** – Included on the manual are Pass Sheets for each of the three exams – with ~70% of the questions that will be on the exam. As long as you can answer these questions correctly on the exam, you will get the lowest C. All additional exam questions that you answer correctly will help you to raise your grade from a C to a B (80-89) or A (90+). **YOU MUST BRING YOUR COMPLETED PASS SHEET WITH YOU TO TAKE THE EXAM – NO SHEET – NO EXAM.** If the sheet is missing any answers – any blanks – you will not be able to take the exam. (The pass sheet is your ticket, but you cannot use it ON the exam.)

Exams are closed notes, closed book. You will have the entire period to complete the exam, which will consist of questions from the Pass Sheet, multiple choice, and short answer questions that cover topics that have appeared on chapter question handouts. **NO DICTIONARIES OR ELECTRONIC DEVICES ALLOWED DURING EXAMS OR QUIZZES (CALCULATORS OK IF NECESSARY, BUT UNPROGRAMMABLE ONES ONLY).** Please ask me during the exam if you don't understand a question. You will need to bring your own pencil and eraser. Although the first 2 exams are not comprehensive and exams will focus on the chapters covered since the last exam, you will need to remember some are the basic information from previous exams in order to answer some questions. **Final note: we do NOT go over pass sheets in class – these are for you to complete on your own, with your classmates, or in office hours with me.**

**Getting the best grade – Follow this plan to get the highest grade possible:**

1. Teach yourself BEFORE we go over the material in class. Read each chapter thoroughly. Learn the key words and compose and write answers to as many of the questions on the chapter handout as you can on your own. If you do this before each new chapter you will get an A on all of the Quizzes, which will lock-in 25% of your course grade. **THIS IS HUGE!**
2. Use class to deepen your understanding. Ask questions, take notes on the correct answers to the questions, and participate in in-class discussions and activities. Note: You will not have time during class to write verbatim what you hear in lecture. If you need such detail, bring a tape recorder.
3. Review material after class. Review and study question handout (and correct answers) at the end of each week. If you are missing any answers or don't feel confident about some of your answers, compare with other students in the class and/or check the answers with me. **Be sure you have all of your answers on the PassSheets are correct before you take the exam.**
4. I strongly urge you to make friends with others in the class, and to work together preparing for daily quizzes, completing PassSheets, and studying for exams. If you confused about any aspect of the class please come to my office for help.

**Please keep all class materials in one notebook for easy reference.**