



Course Approval Form

For approval of new courses and deletions or modifications to an existing course.

registrar.gmu.edu/facultystaff/curriculum

Action Requested:

Create new course Delete existing course

Modify existing course (check all that apply)

Title Credits Repeat Status Grade Type

Prereq/coreq Schedule Type Restrictions

Other: _____

Course Level:

Undergraduate

Graduate

College/School: Science Department: GGG

Submitted by: Nektaria Tryfona Ext: 4884 Email: ntryfona@gmu.edu

Subject Code: GGG Number: 501 Effective Term: Fall Spring Summer

(Do not list multiple codes or numbers. Each course proposal must have a separate form.) Year 2014

Title: Current -

Banner (30 characters max including spaces) GGG DE Orientation

New GGG Distance Education Orientation

Credits: (check one) Fixed 1 Variable _____

Repeat Status: (check one) Not Repeatable (NR) Repeatable within degree (RD) Repeatable within term (RT) Maximum credits allowed: _____

Grade Mode: (check one) Regular (A, B, C, etc.) Satisfactory/No Credit Special (A, B, C, etc. +IP)

Schedule Type Code(s): (check all that apply) Lecture (LEC) Lab (LAB) Recitation (RCT) Internship (INT)

Independent Study (IND) Seminar (SEM) Studio (STU)

Prerequisite(s): None Corequisite(s): _____

Instructional Mode:

100% face-to-face

Hybrid: ≤ 50% electronically delivered

100% electronically delivered

Special Instructions: (list restrictions for major, college, or degree; hard-coding; etc.)

Are there equivalent course(s)?

Yes No

If yes, please list _____

Catalog Copy for NEW Courses Only (Consult University Catalog for models)

Description (No more than 60 words, use verb phrases and present tense)	Notes (List additional information for the course)
Describes study structure and basic expectations (in terms of time commitment, expectations, technical issues and communication) for DE courses in the GGS Department.	The course is self-paced, enabling students to proceed at their own speed.

Indicate number of contact hours: Hours of Lecture or Seminar per week: 2 Hours of Lab or Studio: _____

When Offered: (check all that apply) Fall Summer Spring

Approval Signatures

Department Approval _____ Date _____ College/School Approval _____ Date _____

If this course includes subject matter currently dealt with by any other units, the originating department must circulate this proposal for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this proposal.

Unit Name	Unit Approval Name	Unit Approver's Signature	Date

For Graduate Courses Only

Graduate Council Member _____ Provost Office _____ Graduate Council Approval Date _____

For Registrar Office's Use Only: Banner _____ Catalog _____

Course Proposal Submitted to the Curriculum Committee of the College of Science

1. COURSE NUMBER AND TITLE: GGS 501: Distance Education Orientation

Course Prerequisites:

Catalog Description:

The course familiarizes students with the study structure and basic expectations (in terms of time commitment, expectations, technical issues and communication) of DE courses in the GGS Department.

2. COURSE JUSTIFICATION:

Course Objectives:

Online learning has certain particularities, which distinguish it from the traditional face-to-face education. The main objective of this course is to familiarize incoming graduate students with these particularities in general and Mason's online education environment in particular, in order to optimize their subsequent learning experience. More specifically, the objective of this course is to familiarize students with:

- **Course expectations.** Students will experience and understand what it means to work online in lab-based courses (e.g. the ones offered in our online GEOINT program).
- **Time commitment.** Students will understand the time effort that is required for them to complete online courses in their program of study, focusing in particular on:
 - (a) studying / assignment time, and
 - (b) time required to create one's personal online learning environment (e.g., installing specific s/w, following instructional videos, switching between environments and tools).
- **Technology requirements.** Students should will become familiar with key technical issues behind online education in general and Mason's environment in particular.
- **Methods for online communication with peers and instructors.** Online communication is a key component of distance education, yet very different from in-class interaction. Its particularities will be explained to and also experienced by the students at this early stage, in order to optimize their subsequent experience.

Course Necessity:

The orientation course is mandatory for graduate students entering the online GeoInt program, and will also be open to graduate students entering other GMU online programs (with approval of instructor). Its main function is to educate and prepare students for their forthcoming online learning experience, in order to optimize their gain from the subsequent courses that they will be taking through online distance education.

By establishing a common baseline of expectations and capabilities at the beginning of their graduate studies, this course optimizes the students' online learning experience.

By the end of this course students will be able to:

- evaluate the time requirements of lab-based courses,
- understand course expectations,
- understand the particularities of working 'at their own' pace in an online course,
- collaborate online with colleagues and instructors,
- prepare their personal learning environment. and
- navigate through the course website and the course management system

Course Relationship to Existing Programs:

This is a mandatory course for the following program:

- Online graduate certificate in Geospatial Intelligence

Course Relationship to Existing Courses:

This is a new course for students entering our online program. It will establish a common baseline of expectations and capabilities, upon which will be based the other courses.

3. APPROVAL HISTORY:

4. SCHEDULING AND PROPOSED INSTRUCTORS:

Semester of Initial Offering:

Summer 2014.

Proposed Instructors:

Nektaria Tryfona

5. TENTATIVE SYLLABUS:

see attached pdf.

GGG 501 Distance Education Orientation

(GGG 501 MOL)

Introduction

- **Instructor:** Dr. Nektaria Tryfona
 - **Course Website:** gmu.blackboard.edu
 - **Course Forum:** Blackboard. Allow 24hrs for an answer.
 - **Office:** Exploratory Hall, 2208
 - **Email:** ntryfona@gmu.edu (Please allow up to 24 hours for response M-F)
 - **Phone:** 703 993 4884
 - **Office Hours/Skype:** Monday 9-10 ET or by appointment
 - **Skype Name:** tryfona
 - **Preferred Contact method:** email, skype, Blackboard collaborate (with this order)
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Course Objectives

Online learning is different from face-2-face learning process. The main objective of this course is to help you understand, evaluate and prepare yourself in order to meet the requirements in terms of:

- course expectations
- time commitment
- online communication
- technology requirements

towards a successful completion for the online GEOINT Certificate.

Learning Outcomes

By the end of the course, you will be able to:

- evaluate the time commitment required for the successful completion of the courses
- identify the expectations set by your instructors for the successful certificate and prepare for personal time management

- evaluate what it means to work “at your own” pace
 - investigate how to interact online and use the collaborative environment for synchronous and asynchronous communication with the instructor and your colleagues
 - prepare your personal learning environment
 - navigate through the course website and the course management system used to support the learning environment and locate key info
-

Course Expectations & Time Commitment

Working online requires dedication and organization. Your role is to study your lessons weekly, return your assignments, answer the posted quizzes, participate in online virtual class meetings, post in forums, work on your reports and complete the final exam of each course of the certificate.

Please note, that different instructors follow -along the aforementioned guidelines- different approaches in course offerings and evaluations, however you are expected to be an active member of the online class.

Time Commitment

In GMU, 1 credit corresponds to 12.5 hr instructional time, plus 25 hours of student preparation. Thus, a 3-credit course will amount to 37.5hr instruction plus 75hr preparation.

In the online format of the GEOINT, a 3-credit course requires approximately 8 hours of weekly study, at your own pace, depending on your skills. Students should expect to spend about 3 hours per week with instructional resources such as the text book, online tutorials, and video screen-casts. An additional 1-2 hour per week will be spent actively preparing for check-ins or quizzes. (On quiz weeks, the quiz itself will take half an hour to an hour of that time.) Finally, programming assignments will take roughly 3-4 hours per week; perhaps less time in the beginning, and more time as the program complexity steadily increases. Please plan accordingly. The sum is 8 hours per week, for 15 weeks, totaling 120 hours.

Almost all courses of the online GEOINT require programming. The productivity of programmers varies a lot, thus some of you may need to spend more time, while others less.

Online Communication

This course (and each of the other online GEOINT courses) has a Blackboard website. Each course's website will provide you a single portal

through which you may obtain lecture notes, retrieve assignment data and, review links to additional materials, and receive special announcements.

Working online requires dedication and organization. You must check your GMU email messages and the course website on a daily basis and communicate any questions or problems that might arise promptly.

Please note that in addition to the online course materials and activities we might also schedule online virtual class meetings only for those who are available. The time of the virtual classes will be determined during the first week.

Please be aware that innocent remarks can be easily misconstrued. Sarcasm and humor can be easily taken out of context. When communicating, please be positive and diplomatic. I encourage you to learn more about Netiquette.

Tentative Schedule

Course is self-paced. Students can start/stop and restart it based on their needs.

- **Lesson Theme:** Course Introduction
- **Instructional Activities:** Video - Introduction to the course - Navigating in the environment
- **Reading:** None
- **Teaching tools:** Blackboard
- **Assignments:** 1
- **Assessment:** 1

- **Lesson Theme:** Video - Knowing the environment and each other
- **Instructional Activities:** None
- **Reading:** an article
- **Teaching tools:** Blackboard
- **Assignments:** 4
- **Assessment:** 4

Technology Requirements

The technology requirements for this course, as well as the other courses of the online GEOINT Certificate, are listed below:

Hardware

You will need access to a Windows or Macintosh computer with at least 2 GB of RAM and to a fast, reliable broadband Internet connection (e.g., cable, DSL). For optimum visibility of course material, the recommended computer monitor and laptop screen size is 13-inches or larger. You will need computer speakers or headphones to listen to recorded content. A headset microphone is recommended for live audio sessions using course tools like Blackboard Collaborate. For the amount of computer hard disk space required to take an online course, consider and allow for the space needed to: 1) install the required and recommended software and, 2) save your course assignments.

For hardware and software purchases, visit Patriot Computers.

Software you will need:

- A supported web browser (See Blackboard Support for supported web browsers)
- Blackboard Courses (Log into <http://mymason.gmu.edu>, select the Courses Tab)
- Blackboard Collaborate (Select Tools from the Blackboard Course Menu, then select "Blackboard Collaborate")
- Adobe Acrobat Reader (free download)
- PDF Creator - An open source PDF printer (free download)
- Flash Player (free download)
- Windows Media Player (free download)
- Microsoft Office (purchase, also available in the GGS computer labs in Exploratory hall and in the general computing labs on campus)

Throughout this certificate we will use the ArcGIS, Matlab, Python, PostgreSQL/PostGIS, pgmodeler, and QuantumGIS environments to prepare your assignments. In addition, you will also need access to a word processor and a PDF document generator (more information will be provided in class). Instructors will let you know in advance the specific software to be used in each course. You should be able to follow installation instructions for each software environment and have it ready before the beginning of the corresponding course.

ArcGIS, Matlab, Python, PostgreSQL/PostGIS, pgmodeler, and QuantumGIS are installed in the GGS computer labs located in Exploratory Hall. If you wish to work on your own computer you can purchase a student license through the Mason Patriot computers store or

through Mathworks.com.

Additionally, GMU offers the Virtual Computer Lab (VCL) to students, faculty, and staff. The VCL is a technological way of remotely delivering software to users, through the Internet, regardless of their physical location or the time of day. Please visit VCL's web page to find out the installed software and how to make use of it.

Note: If you are using an employer-provided computer or corporate office for class attendance, please verify with your systems administrators that you will be able to install the necessary applications and that system or corporate firewalls do not block access to any sites or media types.

Required textbooks

None for this course

Assignment & Assessment

There will be 5 assignments. You are expected to bring working cases (valid answers, readable files, working programs) to each class, and -when applicable- be prepared to demonstrate their solution.

Assignment reports must be posted on Blackboard. All assignments should be submitted on the due date. Assignments submitted after the due date will not be accepted. Exceptions to this policy may be made given serious circumstances at the discretion of the Instructor. Please make sure you notify the instructor as soon as you know a deferral is required.

The evaluation of the assignments is essential as an assessment of your readiness for online learning, along with advices on topics you should work on. Assessments (grades) will be posted on Blackboard. Each assignment will be given a numerical grade on a 0-100 scale and has 20% weight in your total grade. Your overall grade must be more than 75% to proceed in the GEOINT certificate.

Important Dates

Please refer to the GMU Semester Calendar for information on important dates.

Student Expectations

Academic Integrity

Students must be responsible for their own work, and students and faculty must take on the responsibility of dealing explicitly with violations. The tenet must be a foundation of our university culture. [See <http://academicintegrity.gmu.edu/distance>].

Honor Code

Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode>].

MasonLive/Email (GMU Email)

Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account. [See <https://thanatos.gmu.edu/masonlive/login>].

Patriot Pass

Once you sign up for your Patriot Pass, your passwords will be synchronized, and you will use your Patriot Pass username and password to log in to the following systems: Blackboard, University Libraries, MasonLive, myMason, Patriot Web, Virtual Computing Lab, and WEMS. [See <https://thanatos.gmu.edu/passwordchange/index.jsp>].

Responsible Use of Computing

Students must follow the university policy for Responsible Use of Computing. [See <http://universitypolicy.gmu.edu/1301gen.html>].

Students with Disabilities

Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu>].

Students are expected to follow courteous Internet etiquette.

Student Services

Student Resources

For technical questions regarding Blackboard, see [Courses Support](#) and [Blackboard Tutorials](#). If you still have questions, email courses@gmu.edu for assistance with Blackboard.

For technical questions regarding computer networking, see [IT Services for Students](#). If you still have questions, email support@gmu.edu or call (703) 993-8870.

University Libraries

University Libraries provides resources for distance students. [See <http://library.gmu.edu/distance>].

Writing Center

The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing. [See <http://writingcenter.gmu.edu>]. You can now sign up for an Online Writing Lab (OWL) session just like you sign up for a face-to-face session in the Writing Center, which means YOU set the date and time of the appointment! Learn more about the [Online Writing Lab \(OWL\)](#) (found under Online Tutoring).

Counseling and Psychological Services

The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to

enhance students' personal experience and academic performance [See <http://caps.gmu.edu>].

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights. [See <http://registrar.gmu.edu/privacy>].

Disclaimer and Copyright Notice

Disclaimer: Any typographical errors in this Course Outline are subject to change and will be announced in class.

Notice: Recording of any kind (e.g., audio, video), reuse or remix of course materials, and further dissemination of the course content is not permitted unless prior written consent of the professor and George Mason University has been given or if recording is part of an approved accommodation plan.