



COURSE OUTLINE

Digital Cartography

Contact:	ianoc@uvic.ca
Office Hours:	See Brightspace, <i>or by appointment</i>
Class Meetings:	Tuesdays and Wednesdays 8:30 am to 9:20 am Location: Brightspace's Zoom module and Synchronous
Labs:	You must be registered in a Lab Section that you attend .

COURSE OBJECTIVES

- introduces the art and science of cartography;
- consolidate understanding of fundamentals of geographic information;
- introduce thematic mapping;
- introduce map design concepts;
- complete a map design and creation project.

LEARNING OUTCOMES

1. ability to apply core concepts in thematic map design;
2. technical experience of ArcGIS Pro;
3. overview of the history and evolution of cartography

PRE-REQUISITES

Geography 222 and Geography 226

COURSE FORMAT

Given the current situation and need for physical distancing, the course will be delivered remotely online and will involve a mixture of lab activities and online **live** video lecture sessions.

Because of its online delivery there might be some additional challenges for you as a student.

Please read the following carefully and keep in mind for the course:

- Useful information on online learning can be found at the [UVic Learn Anywhere](#) portal.
- **Brightspace** (which has replaced CourseSpaces) is the main course hub where you will access materials (e.g. the course outline, readings, links), complete quizzes and exams, submit assignments, check your grades, and engage in discussions. This will serve as the main avenue of communication (<https://bright.uvic.ca/>). Please monitor the page on a regular basis for course announcements. If you are having difficulty logging in or password

problems, contact the Computer Help Desk Email: helpdesk@uvic.ca, Tel: 250-721-7687

- Much of this course will be delivered “**live**” on Tuesdays and Wednesdays from 8:30am-9:20am (Pacific Daylight Time) through the **Zoom** (video-conferencing) platform. All UVic students are automatically provisioned with access to Zoom. To access the live zoom components you will first log into [Brightspace](#). Select **Geog323**.
- Click **Course Tools** > Scroll to **Zoom** > Select the **Date** and **time** of the class you are attending. Click on **JOIN**. You may also need to sign-in with Zoom, if prompted sign in with your netlink-id via the **SSO** button. If you have a non-UVic Zoom account it will not let you into the class or labs meeting. For labs follow the same instructions but click on the name of your lab instructor.
- **Attending the live lectures** at the designated times is expected. Real-time interaction with the instructor and class-mates as well as the structure provided by having set times greatly enhances the learning experience. However, recognizing students face unusual challenges in the context of the COVID-19 disruption, detailed course slides and lab instructions will be posted. Lectures and Labs are **NOT** recorded.
- **Technology requirements:** You will need reliable access to the internet and a computer (preferably with webcam/microphone) or a smartphone to connect with the class for the online lessons (through Zoom). You should be comfortable using a word processor such as MS Word (Office 365) and will be required to submit some assignments in .doc or .pdf formats.
- **Technology requirements for Labs:** You will need reliable access to the internet and a computer. You will not be able to complete the labs with a smartphone or tablet. The Labs employ **ArcGIS Pro**. You are able to download and install a copy to your computer. The software is free to access and download. We appreciate that this may not be possible for everyone and if so please let us know and we will endeavour to try and facilitate your remote access to the software.
- **EDUCATIONAL TECHNOLOGY : ESRI : ArcGIS Pro**
- I use a variety of educational technology in this course including internet-based technologies or web-based applications, cloud services and social media. The use of technology is part of your engagement at the University. Some of these learning tools may collect, use and/or disclose your personal information and store or access that information outside of Canada. UVic cannot require students to disclose personal information to technologies or organizations which may store information on servers located outside of Canada because disclosure of personal information to vendors, systems or services storing or accessing that personal information outside of Canada is restricted by section 30.1 of BC’s Freedom of Information and Protection of Privacy Act (FIPPA). Personal information is information about an identifiable individual; for example, your name or your email address.
- The following educational technologies, which stores or accesses your personal information outside Canada, are required for this course: **ESRI : ArcGIS Pro** <https://www.arcgis.com/home/index.html>]. I will make you aware if this list changes. I use these technologies to enhance your educational experience at UVic. The personal information is required by the service. The privacy policy and the terms of use are available at: <https://www.esri.com/en-us/privacy/overview>. I encourage you to read these documents.
- For the use of ArcGIS Pro, we generate a username that will be an alias – but in order to generate and manage your password, your email address is required.
- If you are not comfortable with your personal information being stored outside of Canada, please speak to me within the first week of class about using an alternative (such as using

an alias or nickname).

- Otherwise, by **continuing** in this course, you **agree** to the use of the educational technology in the course and the storage of personal information outside of Canada.
- The online format can seem strange and awkward at first, but we will do everything possible to make this a **comfortable and effective learning environment**. Keep in mind that we are all new to this format and we all need to be forgiving, open-minded and adaptable. We're in it together.
- Ensure you have a **distraction-free** space at home (or elsewhere) for the online classes.
- To help **build community**, you are encouraged (**but not required**) to turn your video on during sessions. However, I understand there are circumstances in which you may be unwilling or unable to do so which is perfectly acceptable. Remember when joining with video, your classmates will be able to see your background.
- The **"live" portion** of the course will generally involve lectures, labs, and time for questions and answers. Please listen carefully to directions given at the beginning of class around asking questions and effective dialogue through this format. When you are not actively contributing, please ensure you "mute" yourself to reduce ambient noise.
- Please be respectful, constructive, and professional in all your online interactions. No falling into troll-mode.

REQUIRED TEXT

There is no required textbook for this course, however weekly readings and online learning resources will be provided on Brightspace throughout the course.

EVALUATION

Midterm Exam (October 20th in class) **10%**

Final Exam (During Exam period) **30%**

Laboratory Assignments x 7 **25%**

- *Lab 1 (4%), Lab 2 (4%), Lab 3 (4%), Lab 4 (4%), Lab 5 (5%), Lab 6 (4%)*

Final Project (April 1st 2.30 pm) **35%**

Important note: This class includes both labs and a final project. The final project takes considerable time to complete. However, with sufficient planning, the task should not be onerous. Much of the work for the project occurs in the last third of the semester. Please make sure you schedule your time effectively.

Exam Format: The questions for the midterm exam and final exam will be based on lectures, posted learning resources and class discussion. The midterm test will cover only the topics discussed immediately preceding it. The final exam is comprehensive. Format includes a combination of short-answer and multiple-choice questions. **Electronic devices for use during exams are limited to non-graphing scientific calculators unless otherwise expressly permitted by the course instructor.**

- I will be reviewing the expectations related to academic integrity at the beginning of the course and will be requiring students to commit to an academic integrity pledge within the context of assessment processes including examinations.

- **Lockdown browser:** UVic is in the process of purchasing a site-wide license for a lockdown browser that faculty and instructors can use when proctoring an online exam through the Brightspace LMS starting in the fall term. We anticipate that it will be compatible with Zoom, so that instructors who wish to do so can use the combination of Zoom with the lockdown browser to invigilate exams. **I will be providing more details on this when the term begins.**

GRADING SYSTEM

As per the Academic Calendar:

Grade	Grade point value	Grade scale	Description
A+ A A-	9 8 7	90-100% 85-89% 80-84%	Exceptional, outstanding and excellent performance. Normally achieved by a minority of students. These grades indicate a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter.
B+ B B-	6 5 4	77-79% 73-76% 70-72%	Very good, good and solid performance. Normally achieved by the largest number of students. These grades indicate a good grasp of the subject matter or excellent grasp in one area balanced with satisfactory grasp in the other area.
C+ C	3 2	65-69% 60-64%	Satisfactory, or minimally satisfactory. These grades indicate a satisfactory performance and knowledge of the subject matter.
D	1	50-59%	Marginal Performance. A student receiving this grade demonstrated a superficial grasp of the subject matter.
F	0	0-49%	Unsatisfactory performance. Wrote final examination and completed course requirements; no supplemental.
N	0	0-49%	Did not write examination or complete course requirements by the end of term or session; no supplemental.

GEOGRAPHY DEPARTMENT INFORMATION

Geography Department website: uvic.ca/socialsciences/geography/

Undergraduate Advising: geogadvising@uvic.ca

Department Chair: Dr. David Atkinson geogchair@uvic.ca

IMPORTANT COURSE POLICIES

A high level of student cooperation and participation, involving asking and answering questions is expected. Students are expected to attend all lectures, take notes and be punctual for class.

Cell phones and portable music players must be **turned off or silenced** during lectures.

Topic handouts based on lecture presentations will be provided before the beginning of class meetings on Brightspace. These handouts will be removed **seven days** after the posting date. Students are responsible for downloading/saving and completing notes packages. *If you miss any material, make arrangements to get handouts from a fellow student, not from the instructor.*

Students must complete all evaluation components to obtain credit. Failure to complete an any evaluation component without permission from the instructor, may result in an 'N' grade, which equals a Grade Point Value of 0.

Students will not be permitted to write make-up tests except for medical or compassionate reasons. Please inform the instructor of your situation promptly and within five working days. Any make-up test or examination may not follow the same format as the in-class one.

Late assignments will be penalized **25% for each 24 hour time period** (including weekends and holidays). After that they will **no longer** be accepted for grade and will receive **0%**. Exceptions will only be granted for medical or compassionate reasons. *Only the course instructor can grant exceptions.*

Details regarding your labs and their marks are managed by the course Lab Instructors. Please discuss any issues or questions on labs with your Lab Instructor first. Any discrepancy with lab grades must be reported to your Lab Instructor, the Senior Laboratory Instructor, or the Course Instructor within **seven days** of receiving the marked assignment.

Please attend only the laboratory section for which you are registered. If you must miss a lab for exceptional circumstances, please make arrangements with your TA in advance to attend another section. This however does not change the due date of your lab assignment.

Conflicts with holidays or travel plans are not considered an acceptable reason to apply for a deferred examination or an assignment extension.

Unless otherwise stated students are expected to complete assignments **independently**.

PLAGIARISM

Academic dishonesty (plagiarism, cheating) is a very serious matter in any academic institution and is dealt with severely at the University of Victoria. *The responsibility of the institution:* Instructors and academic units have the responsibility to ensure that standards of academic honesty are met. By doing so, the institution recognizes students for their hard work and assures them that other students do not have an

unfair advantage through cheating on essays, exams, and projects. *The responsibility of the student:* Plagiarism sometimes occurs due to a misunderstanding regarding the rules of academic integrity, but it is the responsibility of the student to know them. If you are unsure about the standards for citations or for referencing your sources, ask your instructor.

Infractions will be dealt with in accordance with University policy. Commonly, the penalty for any form of cheating/plagiarism is a grade of F on the tests or laboratory assignments, or a final grade of F in the course. However, depending on the severity of the case, other penalties may include a record on the student's transcript or expulsion.

Please familiarize yourself with the University policy on academic integrity found in the Undergraduate Calendar at the following website. Please contact me if you have any questions.

web.uvic.ca/calendar2019-09/undergrad/info/regulations/academic-integrity.html

ACCESSIBILITY

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the Centre for Accessible Learning (CAL) as soon as possible. The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations (uvic.ca/services/cal/). The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course. **Please note:** You are under no obligation to disclose.

POSITIVITY AND SAFETY

The University of Victoria is committed to promoting, providing and protecting a positive and safe learning and working environment for all its members. To ensure that all class members feel welcomed and equally able to contribute to class discussions, we will all endeavour to be respectful in our language, our examples, and the manner in which we conduct our discussions and group work. If you have any concerns about the climate of the class, please contact me.

SEXUALIZED VIOLENCE PREVENTION AND RESPONSE AT UVIC

UVic takes sexualized violence seriously, and has raised the bar for what is considered acceptable behaviour. We encourage students to learn more about how the university defines sexualized violence and its overall approach by visiting uvic.ca/svp. If you or someone you know has been impacted by sexualized violence and needs information, advice, and/or support please contact the sexualized violence resource office in Equity and Human Rights (EQHR). Whether or not you have been directly impacted, if you want to take part in the important prevention work taking place on campus, you can also reach out:

Where: Sexualized violence resource office in EQHR; Sedgewick C119

Phone: 250.721.8021

Email: svpcoordinator@uvic.ca

Web: uvic.ca/svp

COURSE EXPERIENCE SURVEY (CES)

We value your feedback on this course. Towards the end of term, as in all other courses at UVic, you will have the opportunity to complete an anonymous survey regarding your learning experience (CES). The survey is vital to providing feedback to me regarding the course and my teaching, as well as to help the department improve the overall program for students in the future. The survey is accessed via MyPage

and can be done on your laptop, tablet, or mobile device. I will remind you and provide you with more detailed information nearer the time but please be thinking about this important activity during the course.

COPYRIGHT NOTICE

All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class. The material is protected under copyright law, even if not marked with a ©. **Any further use or distribution of materials to others requires the written permission of the instructor, [except under fair dealing or another exception in the Copyright Act.](#)** Violations may result in disciplinary action under the [Resolution of Non-Academic Misconduct Allegations policy \(AC1300\)](#).

Course Information

Lecture Topics Tentative Schedule

1. Introductions and Overview
2. Map Design
3. Typography
4. Thematic Maps
5. Choropleths
6. Classification Schemes
7. Colour and its relevance to Cartography
8. Web Mapping
9. Introduction to Topographic Mapping
10. History of Cartography

Lab Information

Week	Dates	Lab	Due Dates
1	Sept. 7 th – Sept. 11 th	No Lab	
2	Sept. 14 th – Sept. 18 th	Lab 0	
3	Sept. 21 st – Sept. 25 th	Lab 1 Map Design 4%	
4	Sept. 28 th – Oct. 2 nd	Lab 2 Text Hierarchy 4%	Lab 1
5	Oct. 5 th – Oct. 9 th	Lab 3 Monochromatic Maps 4%	Lab 2
6	Oct. 12 th – Oct. 16 th		
7	Oct. 19 th – Oct. 23 rd	Lab 4 Choropleth 4%	Lab 3
8	Oct. 26 th – Oct. 30 th	Lab 5 Proportional Symbols 5%	Lab 4
9	Nov. 2 nd – Nov. 6 th	Lab 6 Thematic Maps 4%	Lab 5
10	Nov. 9 th – Nov. 13 th		
11	Nov. 16 th – Nov. 20 th	Project 35%	Lab 6
12	Nov. 24 th – Nov. 27 th	Project	
13	Nov. 30 th – Dec. 4 th	Project	

You will have space on our servers to complete assignments – only materials relating to GEOG 323 can be stored – no personal or private material allowed

EDUCATIONAL TECHNOLOGY

I use a variety of educational technology in this course including internet-based technologies or web-based applications, cloud services and social media. The use of technology is part of your engagement at the University. Some of these learning tools may collect, use and/or disclose your personal information and store or access that information outside of Canada.

UVic cannot require students to disclose personal information to technologies or organizations which may store information on servers located outside of Canada because disclosure of personal information to vendors, systems or services storing or accessing that personal information outside of Canada is restricted by section 30.1 of BC's Freedom of Information and Protection of Privacy Act (FIPPA). Personal information is information about an identifiable individual; for example, your name or your email address.

The following educational technologies, which stores or accesses your personal information outside Canada, are required for this course: **ESRI : ArcPRO** <https://www.arcgis.com/home/index.html>]. I will make you aware if this list changes. I use these technologies to enhance your educational experience at UVic. The personal information is required by the service. The privacy policy and the terms of use are available at: <https://www.esri.com/en-us/privacy/overview>. I encourage you to read these documents.

For the use of **ArcPRO**, we generate a username that will be an alias – but in order to generate and manage your password, your email address is required.

If you are not comfortable with your personal information being stored outside of Canada, please speak to me within the first week of class about using an alternative (such as using an alias or nickname).

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