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## COURSE OUTLINE

### Digital Cartography

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**Contact:** [ianoc@uvic.ca](mailto:ianoc@uvic.ca) (emails will be responded to only from 9.00am until 1.00pm Monday to Friday – if you have not heard back in 24 hours please email again)

**Office Hours:** See Brightspace, *or by appointment*

**Class Meetings:** Tuesdays and Wednesdays 8:30 am to 9:20 am  
Location: CLE A320

**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.

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### 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

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### PRE-REQUISITES

Geography 222 and Geography 226

### COURSE FORMAT

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

- **Brightspace** is the main course hub where you will access materials (e.g. the course outline, readings, links), check your grades. 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](mailto:helpdesk@uvic.ca), Tel: 250-721-7687
- This course will only be delivered **in person** on Tuesday and Wednesdays from 8:30am-9:20am
- **Classes and laboratory periods will be in-person on campus. Exams will be in-person as well.**

**We will be following provincial health and safety guidelines and adaptations to course learning environments may change over the term.**

- **Attending the lectures** at the designated times is expected. Real-time interaction with the instructor and student colleagues as well as the structure provided by having set times greatly enhances the learning experience. Lectures and Labs are **NOT** recorded.
- **Office Hours:** TBD *or email for appointment.*
- I welcome you to come and discuss your ideas and questions anytime during this course. Please use the office hour times posted to drop in or send me an email to make an appointment.

• **EDUCATIONAL TECHNOLOGY : ESRI : ArcPRO ESRI and ArcGIS Online**

• 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 ESRI : ArcGIS Online <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 ESRI : ArcPRO and ArcGIS Online, 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.

**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 #1 Exam (In Class February 14th in class)	<b>20%</b>
Midterm #2 Exam (In Class Wednesday April 5 <sup>th</sup> )	<b>10%</b>
Laboratory Assignments x 6	<b>30%</b>
<b>Final Project (DUE 11.30AM March 31<sup>st</sup> )</b>	<b>40%</b>

## 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	Jan 9 <sup>th</sup> to Jan 13 <sup>th</sup>	No Lab	
2	Jan 16 <sup>th</sup> to Jan 20 <sup>th</sup>	Lab 1 Map Design 5%	
3	Jan 23 <sup>rd</sup> to Jan 27 <sup>th</sup>	Lab 2 Text Hierarchy 5%	Lab 1
4	Jan 30 <sup>th</sup> to Feb 3 <sup>rd</sup>	Lab 3 Monochromatic Maps 5%	Lab 2
5	Feb 6 <sup>th</sup> to Feb 10 <sup>th</sup>	Lab 4 Choropleth 5%	Lab 3
6	Feb 13 <sup>th</sup> to Feb 17 <sup>th</sup>	Lab 5 Proportional Symbols 5%	Lab 4
7	Feb 20 <sup>th</sup> to Feb 24 <sup>th</sup>	Reading Break	
8	Feb 27 <sup>th</sup> to Mar 3 <sup>rd</sup>	Lab 6 Thematic Maps 5%	Lab 5
9	Mar 6 <sup>th</sup> to Mar 10 <sup>th</sup>	Project 40%	Lab 6
10	Mar 13 <sup>th</sup> to Mar 17 <sup>th</sup>	Project work period	
11	Mar 20 <sup>th</sup> to Mar 24 <sup>th</sup>	No Lab	
12	Mar 27 <sup>th</sup> to Mar 31 <sup>st</sup>	Project due	
13	Apr 3 <sup>rd</sup> to Apr 7 <sup>th</sup>	No Lab	

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

**Advice:** Some students have in the past found that some of the lab assignments and especially the Final Project can be time-consuming and challenging. We are here to help with this – Please make sure you schedule your time effectively. The Labs are two hours. Please plan to be there for the entire lab time. The labs materials are designed to be both **supplemental** and **complementary** to the lectures. Slides are **not** designed to replace attendance in class or lab. The labs for this course are not meant to be impossible; rather, they introduce you to concepts, such as how to find information yourself. This is an important skill in the job market and in today's online world.

**IMPORTANT :** In general, there is no way any course can provide all you need within the course. To do so would be to rob students of the chance to grow into the necessary critical thinking skills. You must learn how to search these things out and learn how to assess what is useful for the task at hand. With

that in mind, if any task seems like it is taking an inordinate amount of time or just isn't converging in some way, please stop and reach out to your TA or to the instructor and verify you are on the right track.

***No audio or video recordings are permitted unless approved in writing (in advance) by the course instructor.***

**Exam Format:** The questions for the midterm exams will be based on lectures, labs, posted learning resources and class discussion. Formats includes a combination of short-answer, calculations, 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

## **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 and labs.

**Students must complete both midterms and final project components to obtain credit.**

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

Lab assignments are due at the beginning of your lab section; thereafter late penalties will be applied.

Late assignments will be penalized **10% for each 24-hour time period** (including weekends and holidays). After 48 hours 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, then 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 plan 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.**

## GRADING SYSTEM

As per the Academic Calendar:

Grade	Grade point value	Grade scale	Description
A+	9	90-100%	<b>Exceptional, outstanding</b> and <b>excellent</b> 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.
A	8	85-89%	
A-	7	80-84%	
B+	6	77-79%	<b>Very good, good</b> and <b>solid</b> 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.
B	5	73-76%	
B-	4	70-72%	
C+	3	65-69%	<b>Satisfactory, or minimally satisfactory.</b> These grades indicate a satisfactory performance and knowledge of the subject matter.
C	2	60-64%	
D	1	50-59%	<b>Marginal</b> Performance. A student receiving this grade demonstrated a superficial grasp of the subject matter.
F	0	0-49%	<b>Unsatisfactory</b> 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.

## 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](http://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/](http://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](http://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](mailto:svpcoordinator@uvic.ca)  
Web: [uvic.ca/svp](http://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 \(AC1300\)](#).