Master Syllabus
Introduction to Physical Geography
GEOG 1301

All Geography faculty teaching this course are expected to include the following items in their course syllabus. Your individual policies are up to you, but you must include clearly stated policies as required below. The order that they are included is up to each instructor, and instructors may include additional items. All the material in bold print below must be included in every instructor’s syllabus exactly as stated.

1. Heading
   The instructor will give the following information to students:
   a. Instructor’s name
   b. Course name and number:
      Introduction to Physical Geography
      GEOG 1301
   c. Synonym and section number

2. Contact Information (How to reach the instructor)
   The instructor will give students his home campus (if applicable), office number, and office telephone number. The instructor may also give students his e-mail address and other telephone numbers (including home number). The instructor will give students his office hours. Full-time instructors will discuss how conferences outside of office hours can be arranged.

3. Course Outline/Calendar
   This will be instructor specific. List dates of holidays (no class), assignments, test dates, other due dates, etc.

4. Required texts/materials
   List all texts/materials that students will need for the course. The textbooks must be on the approved textbook list as maintained by the Social Sciences task force. Be sure to include author; title, including edition; date of publication; and publisher.

5. Course description
   The following course description will be included in the syllabus:
   
   This course introduces the student to an area of study that brings together and interrelates the important elements of the physical environment of humans. The nature and characteristics of the physical environment, their development and distribution are emphasized.

6. Instructional Methodology
   The instructor will describe the instructional methodology (lecture, class discussion, group projects, etc.) that will be used to teach the course.
7. Course rationale
Instructor will include the following course rationale.

Introduction to Physical Geography GEOG 1301 is designed to:
- provide students with a basic knowledge of the earth’s environment and its components and the interrelations among the various environmental elements,
- provide a general education that assists students to think critically, and to apply the basic knowledge, skill, and principles of physical geography to everyday life and their chosen careers,
- and to prepare students for transfer and success in a baccalaureate degree granting institution.

8. Common Objectives
The following common objectives will be included on the syllabus: (The instructor may modify the wording as he sees fit and he is free to add additional objectives.)

By the end of this course, the student will:

- Be able to describe what Geography and Physical Geography are.
- Understand the physical principles and processes governing the circulation and characteristics of the atmosphere and climates on Earth.
- Understand the principles of geomorphology and the processes that shape the landscape.
- Understand the distribution and dynamics of organisms and their environments.
- Understand the directional and locational systems employed on the surface of the Earth and to use and analyze maps.

9. Course Evaluation/Grading System
There are no discipline-wide policies regarding grading/evaluations. The instructor will explain to students how they will be graded/evaluated in the course.

10. Course policies
The instructor will include policies on attendance (If you don’t have an attendance policy, make sure that is indicated on the syllabus), withdrawals, incompletes, scholastic dishonesty, student discipline, academic freedom, and students with disabilities.
a. The following statement on scholastic dishonesty must be included:

“Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research, or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.”

*Be sure to include specific guidelines* about your scholastic dishonesty policy and what punishments may result if a student is found guilty of scholastic dishonesty.

b. The following statement on students with disabilities must be included:

“Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.”

c. A statement of the policy on academic freedom. Suggested wording, which you may modify as you choose, is:

“Each student is strongly encouraged to participate in class discussions. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. Students may not only disagree with each other at times, but the students and instructor may also find that they have disparate views on sensitive and volatile topics. It is my hope that these differences will enhance class discussion and create an atmosphere where students and instructor alike will be encouraged to think and learn. Therefore, be assured that your grades will not be adversely affected by any beliefs or ideas expressed in class or in assignments. Rather, we will all respect the views of others when expressed in classroom discussions.”