

**Master Syllabus  
Introduction to GIS  
GEOG 1410**

All Geography instructors teaching this course are expected to include the following items in their course syllabus. The order that they are included is up to each instructor, and instructors may include additional items. All the material in regular print below must be included in every instructor's syllabus exactly as stated. It is up to each instructor to compose those parts of the master syllabus below that are in italicized print. Your individual policies are up to you, but you must include clearly stated policies as required below.

1. Heading

*The instructor will give the following information to students:*

a. *Instructor's name*

b. *Course name and number:*

*Introduction to GIS*

*GEOG 1410*

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) if the instructor wishes to release that information. All instructors will give students their office hours. Full-time instructors will discuss how conferences outside of office hours can be arranged.*

3. Course description

*The following course description will be included in the syllabus:*

*"GIS (Geographic Information Systems) is a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. This course is designed to introduce the student to the basic principles and techniques of GIS. The lab material will emphasize GIS data collection, entry, storage, analysis, and output using ArcGIS."*

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. For each textbook include the title, the author, the edition, the date published and the publisher.*

5. Instructional Methodology

*The instructor will describe the methodology (lecture, group discussion, group projects, video-based, etc.) that will be used to teach the course.*

6. Course rationale

*Instructor will include the following course rationale.*

“Introduction to GIS is designed to provide the students with an understanding of the methods and theories of spatial analysis that will allow students to apply GIS knowledge and skills to everyday life and their chosen careers, to apply the course towards an associate’s degree at Austin Community College, and to prepare them for success in upper division courses in GIS at other institutions.”

7. Common Objectives

*The following common objectives will be included on the syllabus: (The instructor is encouraged to add additional objectives that do not have to be listed here but can be handed out separately.)*

By the end of this course, the student

- Will be able to describe what geography and GIS are
- Will understand the importance of scale, projection, and coordinate systems in GIS
- Will understand vector and raster data structures and the appropriate use of each of these data structures
- Will understand the basics of data capture, storage, analysis, and output in a GIS

8. 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.*

9. 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.”

Included specifics guidelines about how scholastic dishonesty will be handled 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. Policy on academic freedom. *This is suggested wording; you may modify this as you choose.*

*“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.”*

#### 10. Course Outline/Calendar

*This will be instructor specific. Students need to have some idea of what they will be doing when, particular test dates, and other due dates. If dates are tentative and subject to change, then a statement to that effect will be included on the syllabus.*