Syllabus   
GEOL-G221 Introduction to Mineralogy   
Fall 2021

**Instructor:** Catherine Macris (Cam) **| Email:** via Canvas Inbox | **Voicemail:** 317-274-7785 **|** **Office Hours:** BY APPOINTMENT

**Class Time:** T & Th 3:00–5:45 PM, F 1:30–2:45 PM

**Room:** IO318

**TA**: [Alexandra Horman](mailto:ahorman@iu.edu) [ahorman@iu.edu](mailto:ahorman@iu.edu)

# **Welcome to Mineralogy!**

Mineralogy is the study of minerals, which are the building blocks of rocks and the Earth. This includes the study of the chemical composition and physical properties of minerals, as well as mineral formation and destruction. In this class, we will learn how to identify the major rock-forming minerals in hand sample and thin section. We will appreciate minerals in the context of the broad field of geology and in terms of how they affect your everyday life.

# **Syllabus Table of Contents**

[Course Learning Goals 1](#_heading=h.gjdgxs)

[Required Materials 2](#_heading=h.1fob9te)

[Technology Information 3](#_heading=h.2et92p0)

[Use of Canvas 3](#_heading=h.tyjcwt)

[Set Up your Profile and Notifications 4](#_heading=h.3dy6vkm)

[Course Modules 4](#_heading=h.1t3h5sf)

[Grading 4](#_heading=h.4d34og8)

[Course Writing Guidelines 5](#_heading=h.2s8eyo1)

[Guidelines for Communications 5-6](#_heading=h.17dp8vu)

[Diversity Statement 6](#_heading=h.26in1rg)

[Sexual Harassment Statement 7](#_heading=h.lnxbz9)

[Academic Honesty 7](#_heading=h.k30pqf22i0fh)

[Policies for Timed Assessments 8](#_heading=h.35nkun2)

[Enrollment Deadlines and Policies 9](#_heading=h.44sinio)

[Policy Regarding Missed Assessments 10](#_heading=h.2jxsxqh)

[Zoom Policies 10](#_heading=h.z337ya)

[Resources Available to You 11](#_heading=h.3j2qqm3)

[Personal Responsibility 12](#_heading=h.1y810tw)

[Course Calendar 13](#_heading=h.4i7ojhp)

# **Course Learning Goals**

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

* Explain basic concepts in crystallography (atomic arrangement/structure of minerals) and crystal chemistry (chemical makeup of minerals).
* Classify minerals and describe their physical properties (together these are called systematic mineralogy).
* Relate the physical properties of minerals to their crystal structures and chemistry.
* Describe the major rock-forming minerals (especially the “Big Ten”) in detail in terms of their chemistry, structure, and geological significance.
* Use and describe modern analytical methods in mineralogy, especially the polarizing light microscope, to identify minerals and their properties.
* Identify the major rock forming minerals (especially the “Big Ten”) in hand sample and thin section.
* Explain the influence of crystal chemistry on mineral assemblages and weathering.
* Analyze and describe the connections between mineralogy and (1) the broader field of geology, (2) society, and (3) your own life.

**In addition to gaining course-specific knowledge, this course will help you to:**

* Develop effective time-management strategies and develop strategies for preparing for and completing assessments.
* Develop the ability to research and learn mineralogical topics individually and in groups.
* Visualize mineral structures in three dimensions.
* Develop your own website about mineral properties and identification.
* Become proficient with CrystalMaker software.

# **Required Materials**

You will learn about mineralogical concepts through reading the textbook (information below) and journal articles (provided on Canvas), watching videos, animations, and doing tutorials. 

**mineralogy and optical mineralogy,** **2nd Edition, Melinda Darby Dyar, Mickey E. Gunter & Dennis Tasa**

* + This book is available in a variety of formats: physical copy, PDF, and iBook (for Mac or iPhone/iPad users.) Please visit the [Mineralogical Society of America](http://www.minsocam.org/msa/DGTtxt/)’s website for information about the book and where to buy it. You can choose to purchase the entire book, or only certain chapters through the publisher.
  + You are also encouraged to purchase the Mineral Database created by the book authors. The [MSA site](http://www.minsocam.org/msa/DGTtxt/#Mineral%20Database) has information about where to purchase this app.
* **A computer and internet access,** and a back-up computer and alternate internet access
* **Access to the IUPUI Canvas Learning Management System**, and a working knowledge of how to use Canvas. See “Use of Canvas” below.
* **Recommended: a 10x hand lens (also called a jeweler’s loupe).** This is a tool that every geologist has, and you will use it in your future courses and in the field as well. You can find these on [Amazon](https://www.amazon.com/Bausch-Lomb-Hastings-Triplet-Magnifier/dp/B00A0EIZZS/ref=sr_1_4?dchild=1&keywords=10x+loupe&qid=1591037786&s=industrial&sr=1-4) or amateur geologist sites. Some even have [built in LED](https://www.amazon.com/Micro-10xTriplet-Jewelers-Loupe-Light/dp/B00VUGOIU6/ref=sr_1_17?dchild=1&keywords=10x+loupe&qid=1591037885&s=industrial&sr=1-17) lights. I have some you can borrow for the first few weeks.

# **Technology Information**

## Technology Support

**If you encounter a problem with technology, contact IUPUI’s** [**University Information Technology Services (UITS)**](http://www.uits.iu.edu/) **immediately.** The ways to contact UITS are listed in the text box to the right of this paragraph. If you have an issue that UITS needs to help you with, get an Issue Number from them; I can use this to confirm your issue if it ends up causing an issue with an assessment.See “[Computer Problems during a Timed Assessment](#_heading=h.1ksv4uv)” for more information on what to do if you have trouble when taking a quiz.

## Technology Requirements

To complete this course, you must meet the following technology guidelines:

* **Possess an IU Network ID for logging into Canvas.** This is the user ID and password you use to log in to almost all technology services at IUPUI. See this [IU Knowledge Base page](https://kb.iu.edu/d/beml) for more details.
* **Own, or have regular access (every day) to a reliable and modern computer or laptop with reliable, high speed internet access**. You should NOT DEPEND SOLELY ON ACCESS FROM A TABLET OR SMART PHONE as all Canvas tools do not work properly on mobile devices. See this page for an overview of the basic computer requirements for Canvas: [What are the basic computer specifications for Canvas?](http://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas)
* **You should use the most recent version of Internet Explorer, Chrome, Safari, or Firefox** as your internet browser. See this page for a full listing of Canvas-supported internet browsers and troubleshooting guidelines for browser compatibility and settings: [Which browsers does Canvas support?](https://community.canvaslms.com/docs/DOC-10720)
* **Basic word processing software.** You will likely use Microsoft Word or a similar word processing program to compose writing assignments and to take notes in this course. If your computer does not have this program, you may download it for free from [IUware](https://iuware.iu.edu/). If you need help with this download, contact [UITS Tech Support](https://kb.iu.edu/d/abxl).
* **Basic spreadsheet software.** Microsoft Excel is the most popular spreadsheet program. If your computer does not have this program, you may download it for free from [IUware](https://iuware.iu.edu/). If you need help with this download, contact [UITS Tech Support](https://kb.iu.edu/d/abxl).
* **Adobe Acrobat** is available on IUware for free to IU student.s
* **CrystalMaker software package** and the accompanying **Crystal Structures Library**. These are free to download for Earth Sciences Students from IUware.
* **Google Suite** is free for IU students. We will use **Google Draw** and **Google Sites** for our big projects.

# **Use of Canvas**

We will use Canvas to work through most of the course materials and assessments and communicate with one another. All IU students, faculty, and staff can log into Canvas using their Network ID credentials. If you haven’t used Canvas yet, you should take some time to review the system and learn where tools are and how to use them. Consider visiting the following resources to learn more about how to use Canvas:

For Canvas questions, please see the "Help" tool () on the left side of every page and click on [Search the Canvas Guides.](https://community.canvaslms.com/community/answers/guides/) (it's directly under the panda with the map). Also, check the [UITS Knowledge Base](http://kb.iu.edu/) (KB) for more information (type “Canvas" in the KB search box for a full list of Canvas-related topics).

### SET UP your CANVAS Profile and Notifications

If you have not yet taken a course that utilizes Canvas, you will want to begin setting up your account before this class begins. Canvas offers many tools to help you keep up-to-date with your coursework, including email notifications, and more. Please consider doing the following before your class begins:

* [Edit your Profile](https://community.canvaslms.com/docs/DOC-10628-4212710342) and [Add a Profile Picture](https://community.canvaslms.com/docs/DOC-10599-4212710334)
* [Add Contact Methods to Received Notifications](https://community.canvaslms.com/docs/DOC-10593-4212710335)
* [Set your Notification Preferences](https://community.canvaslms.com/docs/DOC-10624-4212710344)
* [Review Your Canvas Calendar](https://community.canvaslms.com/docs/DOC-10576-4212710322)
* [Know how to Find Help with Canvas](https://kb.iu.edu/d/bcll)

# **Course modules**

**Modules** will give you the reading assignments (textbook and web) and additional material to aid in your learning of course concepts. These modules are provided to you in Canvas; they will appear under "Modules" in the left menu bar of Canvas. If you do not understand how to use modules in Canvas, please see this page: [What are Modules?](http://guides.instructure.com/m/4212/l/102801-what-are-modules)

To complete each module, you should:

* Review the ***Overview*** page of the module:
  + The *Introduction* will describe what you will read, watch, learn, and do for that module.
  + The *Reading and Resources*section will tell you what you need to read or watch, providing links when necessary. Take detailed notes when reading or viewing course content to guide your learning.
  + The *To-Do* section will list your assessments and tasks for the module, also providing links as appropriate.
* Complete the ***Reading Quizzes*** and other ***Assessments/Tasks*** for the week (these will be in different formats: Writing Assignments, Problem Sets, etc.)
* Ask any questions you have in the ***Discussions*** forum for the week. No question is too trivial; do not be afraid to ask for clarification if you need it. And, if you see a question you know an answer to, please provide a response! Participation in the discussion forums will factor into your final grade.

# **Grading**

The Canvas Gradebook will be kept current with your grades and overall course grade. If you do not understand how to use the Canvas Gradebook, please see this page: [In Canvas, where are my grades?](https://guides.instructure.com/m/4212/c/23878). This course uses a standard grading scale (0-100%), with + and – grades. Percentages are rounded to the nearest whole percentage.

The table below breaks down how your final grade will be determined:

| Grades will be determined based on the following distribution | |
| --- | --- |
| Reading Quizzes | 15% | |
| Assessments (Writing Assignments, Homeworks, etc.) | 20% | |
| Participation (Discussion Forums, Recitation, and In Person) | 5% | |
| Big Projects | 30% | |
| Lab Activities | 30% | |

# **Course writing Guidelines**

**Some of your assignments will require you to write short answers or essays.**

**Contact the** [**University Writing Center**](http://liberalarts.iupui.edu/uwc/location) for help with written assessments, or you may review their [extensive online documentation for writing assignments](http://liberalarts.iupui.edu/uwc/pages/resources-folder/index.php). For all written assignments, you will be expected to use MLA format for citing sources, both in-text and in a Works Cited section. You may familiarize yourself with this citation style here: <https://owl.english.purdue.edu/owl/resource/747/01/>. If you are familiar and comfortable with another citation style, please contact me for permission to use that style.

**Any written work you submit should adhere to the guidelines in the Academic Honesty section of this syllabus.** You should give credit to your sources, and use your own words on all writing assignments. Your writing should not include any copied text, from single sentences to paragraphs. If you use another author’s words, they must be quoted and cited properly. I will investigate the content of your assignments, or quiz essays, against search engines or Turnitin.com for accuracy.

# **Guidelines for communications**

Every learning environment poses challenges, but communication is perhaps the biggest challenge in the online environment. The guidelines here will help us to create the open, positive learning environment we all need to be successful. Please see the [Student Code of Conduct, Part II: Student Responsibilities, Section H: Personal Misconduct](http://www.iupui.edu/code/#page) to prepare yourself for communications in this class.

## **Online Civility**

The online classroom is a unique environment in which students and faculty come together to promote learning and growth. **It is essential to this learning environment that respect for the rights of others seeking to learn and respect for the professionalism of the faculty are maintained.** Student conduct which disrupts the teaching/learning process shall not be tolerated and may lead to disciplinary action and/or removal from the online class.

**Any message you post within Canvas should be professional, clear and concise, and constructive to the progress of the course**. Avoid complaining by clearly describing what you are having difficulty with, and asking for specific help. Do not demean or negatively criticize your instructor or classmates; instead offer specific, constructive suggestions. If you experience any questionable or inappropriate behavior from your fellow course participants, please let me know.

## **Office Hours**

Office hours may be held in person or virtually using [Zoom](https://uits.iu.edu/zoom), which is available to all IU students, staff, and faculty. This option will allow you to communicate with your instructor face-to-face using a webcam on a computer or a forward-facing camera on a mobile device from anywhere. You can also ask questions using Zoom using a microphone or by using the chat function if you do not have access to a webcam. **Message me if you would like to set up a time to meet in person or virtually via Zoom.**

## **Canvas inbox**

All email is handled through the Canvas Conversations Tool.  **The Conversations Inbox should be used when you want to communicate with a specific person like one of your instructors.** Canvas Conversations is different from most email programs. Please take time to review the Student Guide on Conversations at this link, [Conversations](http://guides.instructure.com/m/4212/c/23875), to be best prepared for communication with your instructor in Canvas. You are responsible for the consequences of not reading, in a timely fashion, messages posted to Canvas by your instructors.

**Please review “**[**How to Email your Professor**](https://www.wikihow.com/Email-a-Professor)**” for help in composing professional messages to your instructors.**

I will attempt to answer emails within 24 hours of receipt during the Monday – Friday work week. I may not answer emails during evening hours or on weekends – allow more time for a response if you send a message during these times. **It is your responsibility to know the material and directions in advance of a deadline and to ask questions early.**

**Students are asked to refrain from sending mass emails to the entire class** – this can be counterproductive to the progress of the class, and can overwhelm classmates’ inboxes. If you have a question for the entire class, please use the Discussions tool of Canvas, described below. Please review this page, [“Avoid Getting in Trouble with Email”](https://kb.iu.edu/d/afnf) for best practices regarding email use at IUPUI. If you have questions, please contact your instructor.

## **Discussions**

In Canvas, Discussions allow us to discuss course concepts or material you are having difficulty with. To avoid cluttering your classmates’ inboxes, DO NOT send messages in the Conversations Inbox to the entire class. Use the “Discussions” when you want to ask a question or seek clarification from your instructor or classmates. The **Discussion tool is a place where you should seek open, positive discourse with your classmates about the course structure and material.** I have the right to delete your posts and document any accusatory, hostile, or overly negative messages posted to Discussions.

We will also use Discussions for submitting some assignments in this course. You should plan to follow the guidelines carefully when composing your postings. **Original thoughts, proper grammar and spelling, and utilization of scholarly sources is required**. You will be expected to respond to classmate’s postings as part of these assignments; responses should be professional, constructive, and adhere to the assignment guidelines. Discussion participation will count toward your final grade.

## **Announcements**

Course announcements are the easiest way for me to disseminate information to the class as a whole. I will periodically post course announcements pertaining to deadlines, announcements, the schedule, special events, etc. **The four most recent announcements will be posted to the homepage of our course Canvas Site.** All announcements can be viewed from the “Announcements” link of the left menu bar of Canvas.

**It is your responsibility to read all course announcements in a timely fashion.**  You should not expect an announcement reminding you of each deadline, although such a reminder may occasionally be provided. Plan to utilize [Canvas Notifications](https://community.canvaslms.com/docs/DOC-10701#jive_content_id_Profile_and_User_Settings) to set up reminders of upcoming due dates. Material in course announcements is considered required reading and your instructor will assume that you have read all announcements posted.

# **Diversity Statement**

It is my intent that students from all backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit. It is my intent to be respectful of diversity including (but not limited to) gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

In an ideal world, science would be objective. However, science is “done” by humans and we have intrinsic biases and flaws. Historically, the STEM fields have been built on a small subset of privileged voices. I acknowledge that it is possible that there may be both overt and covert biases in the course material due to the lens with which the textbook was written, even though the material is primarily of a scientific nature. Integrating a diverse set of experiences is important for a more comprehensive understanding of science. Please contact me if you have any suggestions to improve the quality of the course materials.

* If you have a name and/or set of pronouns that differ from those that appear in your official Brown records, please let me know!
* I (like many people) am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it.

# **Sexual Harassment Statement**

As your instructor, one of my responsibilities is to create a positive learning environment for all students. Title IX and IU’s Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence.  If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to speak to someone confidentially, you can make an appointment with:

* Counseling & Psychological Services (CAPS) at 317-274-2548 (counseling services)
* Confidential Advocacy Resources at 317-274-2503 (advocacy and advice services)
* IUPUI Student Health Center at 317-274-2274 (University Blvd. location) or 317-274-8214 (West Michigan St. location) (health and medical services)

It is also important that you know that Title IX and University policy require me to share any information brought to my attention about potential sexual misconduct, with the campus Deputy Title IX Coordinator or IU’s Title IX Coordinator.  In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist.

I encourage you to visit [**stopsexualviolence.iu.edu**](http://stopsexualviolence.iu.edu/) to learn more.

# **Academic Honesty**

**Please read the IUPUI** [**Student Code of Conduct**](http://studentcode.iu.edu/) **carefully.** Focus on Part II: Student Responsibilities and Sections G, H, and I on Student Academic and Personal Conduct. **Any form of academic misconduct will result in a failing grade for that assignment and/or a failing grade for the course.** Whenever you attach your name to an assessment in this class, it will be assumed by the professor that you are familiar with the IU definition of academic misconduct.

In this course, the following actions are considered academically dishonest:

* **Copying or plagiarizing (material copied from another source and represented as your own) text** from another student, document, website, or other source. You must give proper citation (quotation marks and full MLA citation) to any material copied word-for-word from another source. See “[How to Recognize Plagiarism](https://www.indiana.edu/~academy/firstPrinciples/index.html)” for more details.
* **Having the aid of another person, physically or electronically, while completing any (non-group) assessmen**t or any other aspect of the course. This includes assignments, quizzes, and extra credit- you must complete these on your own, without the aid of a classmate, unless the assignment is specifically for a group. 
* **Resubmitting any assignment, paper, essay response or other document** in part or in full that has been submitted by you or another student to a course at IUPUI in past or present semesters. If you have taken this course before, you must submit entirely new, original, authentic work for all course assessments.
* **Electronically or verbally sharing/using any assessment questions with classmates of previous, current or future semester offerings** of this or any other course. This includes sharing quiz or homework answers, or using materials from students who have taken this course in the past. Please be aware that **facilitation**- assisting others in inappropriate ways - is specifically mentioned in the code of conduct and can have serious penalties.  *Do not* agree to assist students without knowing if your help is allowed by course rules or University guidelines.

It is important for students to be aware of the expectations of IUPUI regarding individual course work, including written assignments and quizzes.  **You need to be aware of the rules which govern your behavior both on and off campus.**  Should you make a poor choice, you should be aware of the consequences of those actions.

**Policies for Timed Assessments**

Some assessments are administered using the Canvas Quizzes tool. Instructions will be posted to the weekly modules the week the assessment is due. **If you are unfamiliar with the Quizzes tool of Canvas, please review the** [**Canvas Student Guide** Quizzes page](https://guides.instructure.com/m/4212/c/23879).

You will have at least 7 days to complete the timed assessment before the deadline listed in the course calendar. Timed assessments will close at 11:59 p.m. on their closing dates. **Your textbook and materials will be available to you during the timed assessments, so the following rules will be in effect:**

* **Timed assessments can only be taken or submitted during a certain time period, generally 7 days** (see the course calendar). After an assessment's timeframe has expired, it cannot be taken for credit. See “Computer Problems” below for guidelines on what to do if you run into difficulties while taking an assessment.
* **Once you open a timed assessment, it may have a time limit** (measured in minutes) for you to answer all questions. Timed assessments are automatically submitted if not completed within the time limit. The timer starts when you open the assessment, and you can see your time remaining to the right of the assessment.
* **You must take the timed assessment independently,** that is, without the help of other students, family members, friends, etc. This means you cannot speak to another person about the assessment while you are taking it, nor can you share questions or answers with other students.Doing so would fall under the University’s description of Academic Dishonesty.
* **Typed responses copied in part or in full from ANY source will result in a zero on the entire assessment.** All written answers on assessments should be answered in complete sentences and your own words. Short answer and essay answers should represent your own understanding of the material you studied – use specific detail to demonstrate your knowledge. See the Academic Honesty section of this syllabus for more details.

Timed assessments may include multiple-choice, matching, and short answer questions, or may ask you to upload a file or document. **See this page for a review of question types in Canvas:** [**What types of questions are on a Quiz?**](http://guides.instructure.com/m/4212/l/50757-what-types-of-questions-are-on-a-quiz) Portions of the timed assessments will be automatically scored by Canvas after you take the timed assessment— other parts will be graded by your instructor after the due date.

# **Computer Problems During a Timed Assessment**

In the case of any computer or internet connection issues during an assessment– **you should always try to complete the assessment and try to get campus help (from** [**UITS**](https://uits.iupui.edu/)**) for the problem**. If you have a computer problem during a timed assessment, you should re-enter and retake the assessment AND contact me immediately. If you encounter a problem:

1. **Login to Canvas and enter the quiz again**. If it was submitted, Canvas will prevent you from retaking it again. If it was not submitted, Canvas will allow you to complete the assessment. Send your instructor an email describing the problem.
2. **If your computer fails altogether, you should immediately locate another computer where you can take the quiz or assessment** within the assessment due time/date. Send your instructor an email describing the problem and letting them know that you were able to complete the assessment successfully.

One way to avoid stress and lost points is to start working early. If you wait until the last minute, and have a computer or WIFI problem, you may run out of time to submit the assessment. Give yourself a buffer period to work out issues before deadlines. Your instructor can see when you are on Canvas and what you are interacting with, so they will know if you made an effort early or right before the deadline.

# **Enrollment deadlines and Policies**

[IUPUI’s Academic Calendar](https://studentcentral.iupui.edu/calendars/official-calendar.html) lists all relevant campus deadlines for dropping and withdrawing from classes. Students receiving financial aid should be aware that dropping a course may change the amount of aid for which a student is eligible and may require that the student repay some of the money already received.

**The policy of the School of Science is that an instructor will not give a grade of W after the semester deadline unless a documentable excuse is verified** for reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal, have the approval of their advisor, and submit documentation to support the request for withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F. If you feel you need an emergency withdrawal, please contact both your instructor and your academic advisor.

## **Dropping the Course**

Once you have registered, you are formally enrolled in the course. If you decide to drop the course, you must do so by officially filling out a drop form. If you stop submitting assessments without dropping the course, you will receive an automatic “F” for the course. **Late withdrawal requests are considered only in extraordinary situations which are beyond the student's control and rarely are granted.** Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session.

## **Administrative Withdrawal**

A basic requirement of this course is that you will conscientiously complete all required course activities and/or assignments. Keep in touch with your instructor if you are unable to complete an assignment on time**. If you miss the first three assessments of the course without contacting your instructor, you may be administratively withdrawn from this course.** Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact your instructor.

# **Policies regarding late assessments**

The minimum expectation of participation in this course is that you submit the assessments due that week, on time. You are expected to keep current with the course material by meeting the due dates listed in the course calendar. You should write these due dates in your personal calendar and/or add them to your electronic calendar.

**Late quizzes, homeworks, and labs will be deducted 10% of the maximum score for each day that it is late**. Thus, a 20-point assignment turned in one week late will be deducted 14 points (70% for 7 days late). Assignments more than 10 days late will not be accepted. Certain in-class exercises cannot be made up if missed. **Mid-term and Final projects are not accepted late except in the case of a documented emergency.**

Please communicate with me in advance if at all possible about you potentially missing class or big due dates. We will work together to figure out how best to proceed.

Rarely, a student may request a grade of Incomplete with the opportunity to finish coursework at a later date. I will only consider a grade of Incomplete (I) when the completed portion of your work in the course is of passing quality. Requests for an Incomplete require documentation, involvement of the student’s advisor, and meetings with the instructor to outline a plan for making up missed work. See more on [IUPUI’s incomplete policy](https://studentcentral.iupui.edu/grades-progress/incompletes.html).

# **Zoom Policies**

The [IUPUI Student Code of Conduct](https://studentcode.iu.edu/?_ga=2.87959199.644254287.1590767445-1325015981.1587573737) applies to online behavior as well as in-person or classroom behavior. You are expected to be professional and respectful when attending class on Zoom. The following are class policies for our meetings with Zoom. All students are expected to adhere to the policies.

**NOTE: Class meetings on Zoom (including video, audio, and chat text) will be recorded.** Violations are subject to the K-State Student Code of Conduct and will be adjudicated accordingly.

#### General

**Sign in with your full first name and last name as listed on the class roster.** Do not use a nickname or other pseudonym when you log in. It makes it impossible to know who is in attendance. Using your full name quickly sorts students into their groups when needed. **Users who do not provide their full names will NOT be admitted to class.**

**Exceptions**

* Since enrolling in class, some students have changed their names to better reflect their gender identity. If you currently use a different name than what is listed on the official roster, please send a private Canvas message so this can be noted on the roster and you can use your current name on Zoom.
* If you do not have access to a computer or smartphone with internet access, call into class using a landline phone. This is not optimal; please try to locate an internet-enabled device to use for class.

**Stay focused.** Please stay engaged in class activities. Close any apps on your device that are not relevant and turn off notifications.

#### Video

**Turn on your video when possible.** It is helpful to be able to see each other, just as in an in-person class.  
**Exceptions**

* If you have limited internet bandwidth or no webcam, it is ok to not use video.
* If you're unable to find an environment without a lot of visual distractions, it is also ok to turn off your video.

**Keep it clean.** Don't share anything you wouldn't put up on the projector in class!

#### Audio

**Mute your microphone when you are not talking.** This helps eliminate background noise.

**Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.

**Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background.

#### Chat

**Stay on topic.** Use the chat window for questions and comments that are relevant to class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students' real questions/concerns about the course.

**No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat

# **Resources available to you**

IUPUI offers many resources to help you succeed in this course. See any of these resources, or ask me if you are in need of assistance.

Please **contact me if you are having trouble** or want to learn more about a particular topic. My contact information is on page 1 of this syllabus, or you can email me using Canvas Conversations Inbox. We can meet via Zoom or on the phone to talk. The earlier you ask for help or ask questions, the better prepared you will be.

## **University Information Technology Support**

The **UITS Help Line, 317-274-HELP, is an excellent resource for technology problems**, Canvas issues and general computer help. Your instructor will have limited resources to help troubleshoot technology problems, please have the help line number ready in case of difficulties.

## **University Writing Center**

**IUPUI’s University Writing Center offers many resources to help you complete writing assignments**, see their website for information on consultations and [informative handouts on writing and referencing](http://liberalarts.iupui.edu/uwc/).

## **Adaptive educational services**

**Students needing testing or learning accommodations because of disability** (physical, learning, etc.) will need to register with [Adaptive Educational Services](http://aes.iupui.edu/) and complete the appropriate forms issued by AES before accommodations will be given. AES can also assist in determining the presence of a disability (or referring you to someone else).

## **Counseling and Psychological services**

During the semester, **if you find that life stressors are interfering with your academic or personal success, consider contacting** [**Counseling and Psychological Services** (CAPS)](http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml). All IUPUI students are eligible for counseling services at minimal fees. CAPS also performs evaluations for learning disorders and ADHD; fees are charged for testing. CAPS is located at 719 Indiana Avenue, Walker Plaza, Suite 220, and can be contacted by phone (317-274-2548).

## **Student advocate**

In most cases, we can work together to resolve any conflicts within this course. If we cannot, **the advocate is available to answer your questions, direct you to the appropriate departments and people, familiarize you with university policies and procedures, and give you guidance** as you look at ways to solve problems and make choices. The [Student Advocate Office](http://life.iupui.edu/advocate/) is located in the Campus Center, Suite 350 and can be contacted by phone at 278-7594 or email at stuadvoc@iupui.edu.

# **Personal responsibility**

As a college student, you have a tremendous amount of freedom and only you are responsible for your own academic progress. Meeting deadlines, completing assessments on time, and informing your instructor immediately about problems demonstrates **your sense of personal responsibility and ownership of your education**.

If you have an issue that prevents you from completing an assessment—contact your instructor immediately. Contacting your instructor within hours of a deadline, or well after the fact, about your failure to complete assigned work is not acceptable and will likely result in your failing that assignment.

In this course, you will be expected to **be proactive** in your learning, **take the initiative** to complete your work in a timely manner, and **work constructively** with me to remedy problems if they arise.

# **GEOL-G221 Course calendar – Fall 2021**

This course calendar lists due dates for the entire semester. Assessments will open at least 7 days prior to their due date, and are due at 11:59 pm, Indiana time, on their due date.

| Week | Module to Complete | Reading Assignment | | Assessment Due |
| --- | --- | --- | --- | --- |
| 1 | (1) Essence of Mineralogy | DGT Ch. 1 | Syllabus Quiz and Reading Quiz due **Thurs, Aug 26**  Module 1 Assessment Task(s) due **Sun, Aug 29** | |
| 2 | (2) Identifying Minerals; Minerals Outside of Geology | DGT Ch. 2 & 24 | Reading Quiz due **Mon, Aug 30**  Module 2 Assessment Task(s) due **Fri, Sep 3** | |
| 3 | (3) Introduction to Crystal Chemistry; Representation of Crystal Structures | DGT Ch. 3 & 14 | Reading Quiz due **Tues, Sep 7**  Module 3 Assessment Task(s) due **Fri, Sep 10** | |
| 4 | (4) Crystallography | DGT Ch. 4 | Reading Quiz due **Mon, Sep 13**  Module 4 Assessment Task(s) due **Fri, Sep 17** | |
| 5 | (5) Symmetry | DGT Ch. 11 | Reading Quiz due **Mon, Sep 20**  Module 5 Assessment Task(s) due **Fri, Sep 24** | |
| 6 | (6) Introduction to Optical Mineralogy | DGT Ch. 5 | Reading Quiz due **Mon, Sep 27**  Module 6 Assessment Task(s) due **Fri, Oct 1** | |
| 7 | (7) Systematic Mineralogy; Nomenclature & Classification | DGT Ch. 6 & part of Ch. 21 | Reading Quiz due **Mon, Oct 4**  Big 10 Mineral Formula Infographic due **Wed, Oct 6**  Module 7 Assessment Task(s) due **Fri, Oct 8** | |
| 8 | (8) Chemistry of the Elements; Bonding and Packing in Minerals | DGT part of Ch. 7 & Ch. 8 | Reading Quiz due **Mon, Oct 11**  Module 8 Assessment Task(s) due **Fri, Oct 15** | |
| 9 | (9) Chemical Analysis of Minerals | DGT Ch. 9 | Reading Quiz due **Mon, Oct 18**  Module 9 Assessment Task(s) due **Fri, Oct 22** | |
| 10 | (10) Mineral Formulas; Mineral Identification | DGT Ch. 10 & 19 | Reading Quiz due **Mon, Oct 25**  Module 10 Assessment Task(s) due **Fri, Oct 29** | |
| 11 | (11) Diffraction; Miller Indices | DGT Ch. 15 & other (TBA on Canvas) | Reading Quiz due **Mon, Nov 1**  Mineral Website Draft due **Wed, Nov 3**  Module 11 Assessment Task(s) due **Fri, Nov 5** | |
| 12 | (12) Environments of Mineral Formation; Mineral Weathering | DGT Ch. 20 & other (TBA on Canvas) | Reading Quiz due **Mon, Nov 8**  Module 12 Assessment Task(s) due **Fri, Nov 12** | |
| 13 | (13) Silicate Minerals | DGT Ch. 22 | Reading Quiz due **Mon, Nov 15**  Module 13 Assessment Task(s) due **Fri, Nov 19** | |
| 14 | Thanksgiving Holiday | - | - | |
| 15 | (14) Non-Silicate Minerals | DGT Ch. 23 | Reading Quiz due **Mon, Nov 29**  My Favorite Mineral Website due **Fri, Dec 3**  **Module 14 Assessment Task(s) due Fri, Nov 13** | |
| 16 | (15) GeoEthics | TBA | Reading Quiz due **Mon, Dec 6**  Module 15 Assessment Task(s) due **Fri, Dec 10** | |