

# **GEOL 795 – Posters and Time Management, Sec 1001, Spring 2016**

**W 8:30-945 AM, SEB 1240**

**Faculty:** Dr. Joshua Bonde  
123 LFG  
895-1774  
Email: joshua.bonde@unlv.edu

**Office Hours:** Wednesday 12:00-2:00 p.m. and by appointment

**Course Format:** Lecture once a week

**Required Textbook:** No required textbook

**Prerequisites:** Graduate standing or consent of instructor

**Purpose of this Class:** This class is designed to give you the skills you need to independently construct a poster for a professional presentation. It is also meant to give you an idea of basic time management skills.

**Learning Outcomes:** After successfully completing this course I want you to come away with a basic understanding and familiarity with the Adobe imaging software package so that you can make your own posters for future conferences. I want you to get some public presentation experience in class and at Geosymposium. I want you to know how to write a proper abstract. I want you to be in the habit of keeping a work calendar.

**Skills:** Computer proficiency, time management, public speaking/presentation

**Grading policy:** Final grades will be assigned according to the following schedule.

<u>Grade</u>	<u>Semester average</u>	<u>Grade</u>	<u>Semester average</u>
A	over 93	C	between 73 and 77
A-	between 90 and 93	C-	between 70 and 73
B+	between 87 and 90	D+	between 67 and 70
B	between 83 and 87	D	between 63 and 67
B-	between 80 and 83	D-	between 60 and 63
C+	between 77 and 80	F	less than 60 ( <b>see note 1 below</b> )

**Final Grades will be computed as follows:**

Attendance	20%
Assignments	20%
Calendar	10%
Geosymposium	50%
	<hr/>
	100%

**Notes:**

1. Some of you will already have some experience with Adobe Illustrator and Photoshop. That is fine, if you know short cuts that I don't please chime in. If you only have used the basics use this class as a refresher.
2. Come to class with a good attitude and take away what you can. I intend for all of you to come out of this with better presentation skills. You don't want to be the person that people are still laughing at your terrible poster years later.
3. You will be expected to participate in Geosymposium. Mark it on your calendars now!
4. You will be required to keep a day planner and to fill it in (use it). I will check weekly to make sure you are at the very least making entries. You may say, "I don't have something every week!" To which I reply, you are a graduate student, you better have something to do.

# **GEOL 795 – Posters and Time Management, Sec 1001, Spring 2016**

**W 8:30-945 AM, SEB 1240**

## **CLASS SCHEDULE**

The first half of the class will be Adobe basics

We will then go over what constitutes a good Abstract versus the bad and the ugly.

We will go over basic time management exercises and what constitutes good research.

The rest of the semester you will be constructing your posters for Geosymposium and practicing poster presentations in front of your classmates in preparation for Geosymposium.

## **Geosymposium April 29<sup>th</sup>**

### **Logistics and Policies**

**1. Participation** - Students in this class will have different backgrounds and levels of educational training. As a result, you may find some material difficult, feel that you are already familiar with some of the concepts, or have personal experiences that can inform us all. Whatever your situation, please share your position with us through class participation. Most importantly, however, if you are confused about a concept, **please ask questions** in class for clarification and further explanation. You will not be alone in your confusion. There are many ways to present this material, and I will attempt to find one that works for you.

**2. Attendance** - It is important that you attend class daily because we cover a lot of material, and I will provide guidance for reading assignments. You are responsible for all material covered in lectures no matter what causes your absence. If you miss a lecture, get the notes from a classmate. Topics covered may vary from the schedule somewhat.

**3. Religious Holidays** - Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes, January 29<sup>th</sup>, 2016, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

**4. Official Extracurricular Activity** - All students who represent UNLV at any official extracurricular activity have the opportunity to make up an assignment. However, you must provide official written notification to me at least 1 week prior to the missed class(es).

**5. Learning Environment** - The classroom is intended to be a place of learning. As such, and as specified in the UNLV Undergraduate Catalog, no pagers, cell phones, or other potentially disruptive devices are allowed in either lecture or laboratory. Student usage of laptop computers, recording equipment, or similar devices is only allowed with explicit permission of the instructor, and is restricted to taking notes for this course. Disruptive behavior including, but not limited to those described above, chatting, sleeping, watching video, playing games or texting may result in an administrative withdrawal from the course.

**6. Administrative Drops/Classroom Conduct** - You are required to be familiar with university policies and procedures in the current UNLV Undergraduate Catalog. Importantly, we follow the policies on Administrative Drops/Classroom Conduct as stated in the most recent UNLV Undergraduate Catalog. Any student that does not comply with these requirements, and conducts themselves in a manner that is disruptive and interferes with the right of other students to learn, or of the instructor to teach will be administratively dropped from the course.

**7. Non-enrolled guests** - Students are not allowed to bring guests, including children to either lecture or laboratory.

**8. Academic Misconduct** - Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

## **GEOL 795 – Posters and Time Management, Sec 1001, Spring 2016**

**W 8:30-945 AM, SEB 1240**

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

This course operates under a "zero tolerance" policy, meaning that **if a student commits cheating or plagiarism they will receive a grade of F for the class.**

**9. Disability Resource Center (DRC)** - The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you.

If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to me during office hours so that we may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach me before or after class to discuss your accommodation needs.

**10. Incomplete Grades** - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

**11. Writing Center** - One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

**12. Tutoring** - The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling (702) 895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

**13. Copyright Issues** - The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://provost.unlv.edu/copyright/statements.html>.

**14. Rebelmail** - By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.