

**Instructor:** Katherine

**Office:** TNR 244 (in person office hours will not be held this semester)

**Office Telephone:** 7153463429

**E-mail:** [kclancy@uwsp.edu](mailto:kclancy@uwsp.edu)

Tuesday 9:10 AM to 10:00 AM (TNR 322) In the ACL computer lab (this may be subject to change, please see announcements for updates)

Thursdays from 9 AM to 9:50 AM (Dr. Clancy office hours) Join using the following link: <https://wisconsin-edu.zoom.us/my/kclancy>

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

### Course Information

**Course Description:** Characterization and quantification of the hydrologic cycle

**Credits:** 3

**Prerequisite:** Math 355 and NR 251

### Expected Instructor Response Times

- I will attempt to respond to student emails within 24 hours (business days). If you have not received a reply from me within 24 hours please resend your email.
- I will attempt to reply to and assess student discussion posts within 5 days of discussions closing.
- I will attempt to grade written work within 1 week, however longer written assignments may take me longer to read and assess.

### Textbook & Course Materials

Hydrology Textbook: Environmental Hydrology 2<sup>nd</sup> Ed by Andy Ward and Stanley Trimble  
Statistics in Water Resources (provided as a electronic pdf, see the canvas)

<https://www.uwsp.edu/canvas/Pages/default.aspx>

**Expectations:** Understand basics of how to use a spreadsheet (i.e. excel) and college algebra and statistics.

**Learning Outcomes:** After completing the reading assignments and laboratories in this course you should be able to do the following:

1. Describe the basic physical processes involved in the hydrologic cycle.
2. Obtain and interpret hydrologic and climatic data.
3. Apply appropriate statistical analysis to hydrologic data.

You will meet the outcomes listed above through a combination of the following

activities in this course:

### Topic Outline/Schedule

**Important Note:** Refer to the Canvas course home page for pertinent information. Activity and assignment details will be explained in detail within each week's corresponding Module. As tasks come due, they will appear in your "to do" list. If you have any questions, please contact your instructor.

### Student Expectations

In this course you will be expected to complete the following types of tasks.

- Come to class prepared to take notes and participate in exercises
- communicate via email
- complete basic internet searches
- download and upload documents to canvas
- read documents online
- view online videos
- participate in online discussions
- complete quizzes/tests online
- upload documents to Canvas to submit an assignment

### Covid-19 and Face Coverings:

- At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](#) to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

### Other Guidance:

- Please monitor your own health each day using [this screening tool](#). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
  - As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
- Maintain a minimum of 6 feet of physical distance from others whenever possible.
- Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please maintain these same healthy practices outside the classroom.

**If we end up going to an online synchronous format, please note the following guidelines for participation in Zoom Meetings**

Synchronous online session guidelines: I rarely have behavior problems with students. Many of these guidelines should not need to be stated, but I thought I would outline the expectations of our online meetings for the comfort of all. Unfortunately, it only takes one student to cause serious disruption to the class.

1. You must use your name (or the name you go by in the class).
2. Either add a “zoom background” or make sure your background is suitable for a work environment (i.e. devoid of provocative pictures). Let’s also take a break from politics. I am sure we could all use one.
3. Participation is part of this grade, so your camera needs to be on (if this is a problem, let me know in advance).
4. You need to be dressed in attire you would wear to school (for the part of you that is visible) for zoom meetings.
5. Do not give out the password or link to other people outside the class.
6. Make sure the background sounds are kept to a minimal and turn on mute when you are not talking.
7. Do not spotlight yourself on the screen unless you are talking. (if you don’t know what this means, then don’t worry about it.)
8. All of the zoom meetings will be recorded, but the links will not necessarily be shared unless something is pertinent that I think would benefit the entire class.

Failure to follow these guidelines may result in the following:

1. Removal from the zoom room to the waiting room.
2. Removal from synchronous sessions.
3. Reductions in your participation grade.
4. A required meeting with the dean of students.

**Course Structure**

This course will be delivered entirely online through the course management system Canvas. You will use your UWSP account to login to the course from the [Canvas Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

You have the option of participating in a synchronous weekly zoom meeting.

Technology

## Protecting your Data and Privacy

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website. <https://www.wisconsin.edu/dle/external-application-integration-requests/>

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

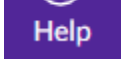
Here are steps you can take to protect your data and privacy.

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

## UWSP Technology Support

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)
  - IT Service Desk Phone: 715-346-4357 (HELP)
  - IT Service Desk Email: [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)

## Canvas Support

Click on the  icon in the global (left) navigation menu and note the options that appear:

Support Options	Explanations
<p><b>Ask Your Instructor a Question</b> Submit a question to your instructor</p>	<p>Use <b>Ask Your Instructor a Question</b> sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.</p>
<p><b>Chat with Canvas Support (Student)</b> Live Chat with Canvas Support 24x7!</p>	<p><b>Chatting with Canvas Support (Student)</b> will initiate a <i>text chat</i> with Canvas support. Response can be qualified with severity level.</p>

<p><b>Contact Canvas Support via email</b> Canvas support will email a response</p>	<p><b>Contacting Canvas Support via email</b> will allow you to explain in detail or even upload a screenshot to show your particular difficulty.</p>
<p><b>Contact Canvas Support via phone</b> Find the phone number for your institution</p>	<p>Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.</p>
<p><b>Search the Canvas Guides</b> Find answers to common questions</p>	<p><b>Searching the <a href="#">Canvas guides</a></b> connects you to documents that are searchable by issue. You may also opt for <a href="#">Canvas video guides</a>.</p>
<p><b>Submit a Feature Idea</b> Have an idea to improve Canvas?</p>	<p>If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this <b>Submit a Feature Idea</b> avenue.</p>

*All options are available 24/7; however, if you opt to email your instructor, I may not be available immediately.*

- Self-train on Canvas through the [Self-enrolling/paced Canvas training course](#)

#### Grading Policies

**Changes to the course schedule may occur. Graded Course Activities. For details and due dates, please check canvas.**

Week	Topic
1	Characterizing the Hydrologic Cycle
2	Precipitation
3	Frequency Analysis
4	Groundwater
5	Evaporation and Droughts
6	Infiltration
7	Midterm Review
8	Midterm
9	Midterm Project
10	Runoff
11	Runoff 2
12	Hydrograph Separation
13	Watersheds
14	Watershed Management
15	Final Review

See canvas for specific dates

### Participation

Students are expected to participate in all online activities as listed on the course calendar.

chat sessions, and group work, to monitor their participation in the course.

### Complete Assignments

**All assignments for this course will be submitted electronically through Canvas unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade.

### Late Work Policy

After the due date, you may incur a 2-point penalty per day the lab is late. Late labs slow down feedback to students, increase the burden to professors, and introduce unnecessary chaos in a class. Finally, students who become increasingly behind in this class rarely can keep up. In the end, those students drop the class. I do not wish for that to happen to any student, as I know you work hard for the opportunities that college brings.

You may **not** submit a lab after feedback has been give Quiz answers will be released one week after the due date. You may not take a quiz after this date. If you require special consideration due to unique circumstances, you need to contact me in a time manner.

### Viewing Grades in Canvas

Points you receive for graded activities will be posted to Grades. Click on the Grades link to view your points.

### Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%

B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	0-59%

### Graded Assignments

Labs, 8 labs for a total 140 points (lowest score dropped)

Prelabs quizzes 8- 5 points each for a total of 30 points (lowest 2 are dropped)

Lecture Quizzes 5-10 points, for a total of 50 points

Professionalism 20 pts (turning assignment in on time, participation, respect towards classmates and professor)

Midterm 100 pts (consists of a project and exam)

Final Exam 125 pts (consists of a project and exam)

### Final Grade 465 pts

### Course Policies

#### Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.

- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1). Retrieved from [http://jolt.merlot.org/vol6no1/mintu-wimsatt\\_0310.htm](http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm)

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

### **Build Rapport**

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

### **Understand When You May Drop This Course**

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

### **Inform Your Instructor of Any Accommodations Needed**

If you have a documented disability and verification from the [Disability and Assistive Technology Center](#) and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation



of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at [datctr@uwsp.edu](mailto:datctr@uwsp.edu)mailto:datctr@uwsp.edu

### **Statement of Policy**

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center in 609 ALB, or (715) 346-3365.*

### **Commit to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

### **UWSP Academic Honesty Policy & Procedures**

#### **Student Academic Disciplinary Procedures**

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;

- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

### **Religious Beliefs**

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.