



Geography

Welcome to UNBC Geography!

Fall 2020 Semester: What New & Returning Students Need to Know

UNBC Geography webpage: www.unbc.ca/geography

@UNBCGeography

UNBCgeography

UNBC_Geography

UNBC_Geography_Club

We know that due to COVID-19 your learning landscape will look different this Fall semester. This document will help new and returning students plan and prepare for this upcoming semester.

 1. What will classes 'look' like this fall?	 2. Your UNBC email	 3. Blackboard (You Will Need This!)
 4. Required Textbook & Supplies *Required GEOG Textbooks & Supplies	 5. UNBC Library Services	 6. 'Live' Lectures via Blackboard
 7. 'Live' Lectures via Zoom	8. Online Lecture "Etiquette" and "Tips" for Blackboard Collaborate & Zoom	 9. UNBC Virtual Desktop, Software & Virtual Private Network (VPN)
10. UNBC Campus Life & Services	11. Student Advisors	12. Preparing for Your Online School Experience
13. Contacting Your Instructors & TAs	14. Blackboard Features	15. Important Semester Dates

*Hit CTRL and hyperlink to take you to place in document

1. Moving Classes Online Fall 2020 – Asynchronous, Synchronous or Hybrid Classes

There are a few options that your instructors will potentially use to facilitate your online classes remotely this year: synchronous, asynchronous or combination of both (hybrid). Be sure to check with your course syllabus and [UNBC Course Schedule](#) for the format in which the course will be delivered. Delivery format for GEOGRAPHY courses are listed on the [Geography Homepage](#) (under “News” section) under [Fall 2020 Courses & Modes of Delivery](#).

Synchronous: instructors and students gather at the same day/time and interact in “real time” with a very short or “near-real time” exchange between instructors and students via  Blackboard Collaborate, Zoom  or other means which will be determined by your instructor.

If your course or lab has scheduled meeting days/times, it will be listed on [UNBC Course Schedule](#)



Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:30 pm - 2:20 pm	MWF	TBA	Sep 09, 2020 - Dec 07, 2020	Lecture	Neil Hanlon 
Exam	TBA		TBA	Dec 08, 2020 - Dec 18, 2020	Final Exam	TBA

Asynchronous: Instructors prepare course materials for students in advance of students’ access (often ‘revealed’ each week vs. all at once to ensure students are not overwhelmed!). Students may access the course materials such as pre-recorded lectures, assigned readings and class discussions at a time of their choosing. *Be sure to schedule enough time each week to engage in the course content.*

If your course does not have a meeting time it will be listed on [UNBC Course Schedule](#) as TBA.



Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		TBA	Sep 09, 2020 - Dec 07, 2020	Lecture	Stephanie Anne Hellyer 
Exam	TBA		TBA	Dec 08, 2020 - Dec 18, 2020	Final Exam	TBA

Mix of Synchronous & Asynchronous (otherwise known as Hybrid): Some courses will be delivered as a combination of synchronous (some meeting times/days) and asynchronous.

Student Follow-up/Action:

- Determine the times and days in which attendance is required
- Watch for instructions from your instructor regarding how to connect (virtually) to the lecture
- Ensure you have the required [computer system requirements](#) to view lecture and participate
- If you need help to sign into lecture on Blackboard check out: “[Web Conferencing \(Collaborate\)](#)”

2. Ensure Your UNBC Email Is Activated

Check your [UNBC email address](#) and ensure you are able to login. It is important to note that all instructions and communications from university will be sent to your UNBC emails, not your personal email address. See “[Accounts for New Students](#)” if you have not already activated your UNBC email.

Student Follow-up/Action:

- Your email address would have been made available to you upon Admission into UNBC
- To obtain username and password information for the first time please use the [Account Activation](#) information sent to your personal email address
- It is important to use this email account for all communications with UNBC Staff & Faculty to enable Identity Confirmation and Identity Management
- Contact IT Support if you require assistance (250)960-5321 (Local 25321)

3. Check Blackboard and Familiarize Yourself

Student Follow-up/Action:

- Access Blackboard via URL <https://learn.unbc.ca> or UNBC portal <https://myu.unbc.ca>
- Check that the courses you have registered for show up on your Blackboard system (note: courses will not show up until the morning of first day of classes on September 8)
- Download the **Blackboard App**  via 'Apple App Store' or 'Google Play'
- Questions about how to use or access different resources and tools available via Blackboard, see "[A Student Guide to Learning With Technology @UNBC](#)" (hint: You will want to check this useful resource out!)

Technical Requirements for Blackboard: Blackboard Learn runs on most systems on desktops, laptops, tablets, and smartphones.

Internet Connectivity: Broadband internet connection (Cable, DSL, etc.) is recommended, dial-up connections are supported.

Hardware: Limited hardware requirements-most modern laptops, desktops, and smartphone should have no problems

Contact information for UNBC Service Desk is currently open for remote support only: via (250_960-5321 or Toll Free (866)960-5321 or support@unbc.ca

4. UNBC Bookstore & Ordering Textbooks

Find out the textbooks and supplies required for your courses via the [UNBC Bookstore website](#)

The UNBC Bookstore ships through Canada Post and by courier. On average your order will be received in 7-10 working days. Shipping charges vary:

Within BC: Canada Post \$9.00 +.50 per additional item. Courier \$11.00 +.50 per additional item

Within Canada: Canada Post \$15.00 +.50 per additional item. Courier \$17.00 +.50 per additional item

Contact information for UNBC Bookstore: (250) 960-6424 or bookstore@unbc.ca

Required GEOGRAPHY Textbooks & Supplies:

GEOG 101 Planet Earth – Dr. Neil Hanlon

Textbook: Human Geography: Places & Religions in Global Context. Knox. **E-Text Access Card.** Pearson Canada. ISBN 9780134845340.

*E-Text Access Card can be purchased from UNBC Bookstore

**When you register (via access code or online instant access), you will have the option of adding the print upgrade for \$99 for loose-leaf copy of textbook. See "Print Offer" after you have access to your E-text.

Supplies: None

GEOG 200 British Columbia: People and Places – Stephanie Powell-Hellyer

Textbook: McGillivray, B. (2020). Geography of British Columbia: People and landscapes in transition (4th Ed.). Vancouver: UBC Press., ISBN 9780774864329. New copies available for purchase from UNBC Bookstore.

Supplies: None

GEOG 202 Resources, Economics, and Sustainability – Dr. Zoë Meletis

Textbook: Coe, Neil M., et al. (2013). Economic Geography: A Contemporary Introduction [(2nd ed.) ISBN 9780470943380. New and used copies available for purchase from UNBC Bookstore.

GEOG 204 Introduction to GIS – Scott Emmons

Textbook: Online resources, nothing to purchase.

Supplies: The GIS Lab/group will be a Microsoft Teams not Blackboard.

GEOG 209 Migration and Development – Stephanie Powell-Hellyer

Textbook: Mavroudi, E., & Nagel, C. R. (2016). Global migration: Patterns, processes, and politics. London: Routledge Publishing. ISBN 9780415683876. New, used, rental and used rental available for purchase at UNBC Bookstore.

Supplies: None

GEOG 210 Introduction to Earth Sciences – Dr. Faran Ali

Textbook: Bierman, P. & Montgomery, D. (2020) Key Concepts in Geomorphology. Second Edition. Macmillan Learning. New copies available for purchase from UNBC Bookstore.

Supplies: Clear 30 cm ruler, pens, paper

GEOG 212 Earth Science Careers – Dr. Brian Menounos

Textbook: None

Supplies: None

GEOG 250 Introduction to Geospatial Analysis – Dr. Joseph Shea

Textbook: None

Supplies: None

GEOG 305 Political Ecology: Environmental Knowledge and Decision-Making - Dr. Zoë Meletis

Textbook: None

Supplies: None

GEGO 308 Health Geography – Dr. Neil Hanlon

Textbook: Hazen, H. & Anthamatten, P. (2020) An Introduction to The Geography of Health. London; New York; Routledge Publishing. ISBN 9780367109653. New and used copies available from UNBC Bookstore.

Supplies: None

GEOG 357 Introduction to Remote Sensing – Dr. Roger Wheate

Textbook: Online resources, nothing to purchase.

Supplies: The GIS Lab/group will be a Microsoft Teams not Blackboard.

GEOG 411 Quaternary and Surficial Geology – Dr. Brian Menounos

Textbook: None

Supplies: None

GEOG 413 Advanced GIS – Scott Emmons

Textbook: Online resources, nothing to purchase.

Supplies: The GIS Lab/group will be a Microsoft Teams not Blackboard.

GEOG 416 Mountains- Dr. Faran Ali

Textbook (Recommended): Price, M. (2013) Mountain Geography: Physical and Human Dimensions. First Edition. University of California Press. New, used, rental and used rental available for purchase at UNBC Bookstore. E-Text available via UNBC Library

Supplies: None

GEOG 611 Quaternary and Surficial Geology – Dr. Brian Menounos

Textbook: None

Supplies: None

GEOG 613 Advanced GIS – Scott Emmons

Textbook: None

Supplies: None

GEOG 616- Mountains- Dr. Faran Ali

Textbook (Recommended): Price, M. (2013) Mountain Geography: Physical and Human Dimensions. First Edition. University of California Press. New, used, rental and used rental available for purchase at UNBC Bookstore. E-Text available via UNBC Library.

Supplies: None

5. UNBC Geoffrey R Weller Library Services

Library '[COVID-19 Response Details](#)' on available library services, resources, and re-opening plans.

Print Book Circulation – the library is offering contactless pickup for items from their physical collection, along with mail delivery for those outside of Prince George. For information about how and when to pickup and request items see the [contactless pickup webpage](#).

Library Access for Study Space and Technology- First floor of the Library will be open for the Fall semester to provide access to study space and technology for students who need it (COVID protocols of distancing and sanitization will be followed). In addition, classrooms and tutoring rooms in the Library building first floor will be repurposed into bookable study rooms. The 2nd and 3rd floors of the library will not be open to the public.

[Online services](#) and resources such as access to databases and electronic journal articles, eBooks, and other digital resources will be available as normal through the library website will be available.

Chat with a Librarian: Use the chat widget on the library homepage to connect with a Librarian (starting Sept 8)

Monday to Thursday: 9:00am - 9:00pm

Friday: 9:00am - 5:00pm

Saturday: 11:00am - 5:00pm

Sunday: 10:00am - 9:00pm

Text-a-Librarian: (250) 999-0478

Research FAQs : <http://libanswers.unbc.ca/>

Videos (Demonstrating various aspects of the research process): <https://www.youtube.com/user/WellerLibrary>

Research Appointments (Book an appointment with a librarian): <https://unbc.libcal.com/appointments/> These appointments are held online via Zoom.

Email-a-Librarian: library@unbc.ca

*Geography Librarian for Fall 2020 is Annelise Dowd. For all library-related questions and research help, including assistance with finding and assessing resources you can contact Annelise.Dowd@unbc.ca or book a library appointment via "[Make an Appointment-Library](#)" webpage.

Student Follow-up/Action:

- Instructions to access your library account are available at [Your Library Account](#)

6. Blackboard Online Classes (Collaborate):

To ensure you get the most out of your online lecture using Blackboard Collaborate:

- If available, use a hard-wired (Ethernet) connection. If not available, use a Wi-Fi connection- try to be as close to the router as possible.
- Close all programs and streaming services on your computer except for the browser you are using for your Collaborate session.
- Keep your browser current. Only use up-to-date Internet browsers that are supported by Blackboard Collaborate.

- Limit video use. Use video during the session only when necessary.
- Use supported mobile browsers. If on a mobile device, use a supported mobile browser. For the best experience, use Safari on iOS devices and Chrome on Android devices.
- Use headphones. Cut down on the background noise and use headphones.
- Disable Adblockers. Browser Adblockers can turn off your audio and video and can cause buttons to not show up.

Depending on the session and instructor there are a few ways to join your lecture:

- a. Instructor will send a weblink. Open the link in your browser. Blackboard Collaborate is at the top of the screen. It mentions what session you are joining and there is a place for you to type your name. Select Join Session after typing your name.
- b. From your course. Open Collaborate from inside your course. It opens in your learning management system.
- c. From the Blackboard app. You can launch sessions from the Blackboard app when links are provided in your courses.

7. Zoom Online Classes:

Anyone with a UNBC account can now sign in to Zoom using their UNBC credentials.

Sign In Steps (via Education Media Services):

- Visit the [UNBC Zoom site](#)
- Sign in with your UNBC account credentials to use the application and configure your account
- Join an existing meeting using a link provided by the host of your class/meeting

8. Etiquette for Online “Live” Class/Lectures:

Be aware of your surroundings -remember your instructor and classmates can also see BEHIND you.

Ensure your microphone is on Mute (and be sure to UN-mute when you speak)– once into the virtual classroom, be sure to mute your microphone to eliminate background noise that could distract others.

Raise your hand and wait to be called upon - If you wish to speak, either physically raise your hand or use the "Raise Hand" button at the center of the bottom of your screen. Once called upon, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again.

“Raising your hand” in Blackboard Collaborate with your keyboard, press Alt + H. →



‘Raising your hand’ in Zoom:

- a. Click **“Participants”** on the Zoom Menu Bar. (The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don’t see the menu bar, move your mouse slightly and the bar will appear. The bar disappears after a few seconds when in full-screen mode.
- b. The white Participants box that appears after you do Step 1 has a **Raise Hand** command at the bottom, just click that to raise your hand.

*Want a UNBC background for your Zoom? Check it out [Communication templates!](#)

9. Virtual Desktop (VDI) & Virtual Private Network (VPN)

VMware Virtual Desktop (VDI) allows a connection to your UNBC resources including software programs from anywhere internet connectivity is available.

UNBC Resources available through this connection:

- UNBC email account
- Students - Network drives (S & H)
- Standard software such as MS Office and Student related software

As a registered UNBC student, you have access to [Microsoft Office 365](#) tenant to download to your computer.

For access to computers via UNBC Computer [lab locations and availability](#) (subject to changes due to COVID-19)

For a list of software available in [UNBC Computer Labs](#).

IT Services for Students - [UNBC Online Services](#)

Virtual Private Network (VPN) [Downloading VPN](#) extends the UNBC network through the Internet enabling users to access UNBC resources as if they are connected locally to the campus network. VPN traffic is encrypted between remote computers and the campus network in order to keep the data travelling through it private and secure. Using the UNBC VPN system have all of the benefits of locally connected computers, including access to resources such as shared drives (H: and G: drive) which are normally unavailable for access from off campus.

10. UNBC Campus Life & Services

[First Nations Centre](#) offers a wide variety of programs, services, and activities that help to improve educational outcomes for Aboriginal students, create awareness and understanding of Indigenous perspectives and worldviews, and celebrate Aboriginal culture.

Need Printing? If you are in Prince George and need printing completed, consider [Copy Services](#) - Small Changes with the Same Services! Still have the ability to print for you wherever you are at! Small changes in pick-up arrangement – Barry will notify students with pick up time and instructions. Email your pdf files for printing at copyservices@unbc.ca

[Academic Success Centre](#) If you need help with writing or study skills, you can book an appointment that will be facilitated via video conferencing software. Phone circulation (250) 960-6367 for booking options.

- [Asynchronous Writing tutoring](#) is still facilitated via online tutoring platform
- Useful handouts such as how to reference/citations, writing styles and other online resources are available free via [website](#).

[UNBC Wellness Centre](#)- Counselling Services are open during regular hours and offers appointments by telephone. No topic is too big or too small if it is impacting your academic and/or personal life. Counsellors are trained to help you cope with everything from exam stress to serious mental health concerns. To set up an appointment call the centre at (250) 960-6369.

Student Follow-up/Action:

- Be sure to check [UNBC's webpage](#) →



11. Student Advisors

Student Advisors remain available to connect with students looking for help with program requirements, scheduling, choosing a program and other aspects of university life. If you are interested in book a virtual appointment (via Zoom) or a phone appointment, please connect directly with your Student Advisor.

Academic Advising

Friday: 8:30 am - 4:30 pm

Email: advising@unbc.ca

Phone: (250) 960-6306

Student Advisor for Geography – Marlina Hawes

Monday -

Email: marlina.hawes@unbc.ca

Phone: (250) 960-6494

12. Preparing for Your Online School Experience

Characteristics of Successful Online Learners

- Create goals -online courses have deadlines so stay focused on how you will manage your weekly tasks
- Be active on online forums/class discussions – post early and check back often. Try to engage your classmates
- Create group chats with your classmates to help each other with problem-solving and connection
- Take responsibility for your learning process
- Make weekly checklists

Time Management and Effective Study Environment Tips

- Plan your time! Collect all your weekly tasks and deadlines for the course in one place
- Use a weekly schedule to create a routine- having a routine takes some of the decision-making out of your day and creates a sense of normalcy during such uncertain times
- Avoid common distractions (and recognize what distracts you!)- improve your concentration and work pace by managing common distractions (pick a quiet space, put your phone away)

Working Efficiently and Effectively from Home

- Think about what *was working* for you and take on the parts of that routine that are still realistic to working from home
- Remember that school is still your full-time job (8-10hrs per course per week x ____courses=??)
- If possible, “attend” classes (if synchronous) -if this is not possible, work when you can, focusing on 2-3 courses each day
- Between your “classes,” do homework and work on assignments (schedule it in or create a list if that helps)
- Aim to have consistent bedtimes and wake-up times
- Eat meals at regular intervals
- Get dressed and ready for the day. You can still wear comfortable clothes—just change out of your ‘pjs’

Try to Create a Balance Between Work and Other Activities

- Try to recognize what time of day you are most effective and do your challenging work at that time.
- Do your work before relaxing (give yourself a reward for work completed)
- Take short, frequent breaks
- Practice self-compassion

Set-up Your Work Space

- Pick a place and create a ‘work spot’ (e.g. desk, table) exclusively for studying (if possible)
- During work hours at least, your work spot (e.g. desk, table) is a work-only zone
- Set a comfortable room temperature (not too warm or you will get sleepy!)
- Natural light is best if possible, as it will boost your mood and motivation
- REMOVE things you do not need (e.g. phone, turn off social media, etc.)

Supplies:

- Laptop, desktop or tablet
- Headphones or earbuds -- the biggest impediment to online communications is poor audio quality, so make sure you have a headset or earbuds; this is important to eliminating audio feedback loops, background noises, and other disruptions
- Microphone (may already be built into your device, computer, camera or as part of a separate headset)
- Webcam (may already be built into your device or computer)
- Internet - this all does require reliable internet service; a wireless hotspot on a high-speed network may also suffice.

13. Contacting Your Instructors

Take the time to read your course syllabus thoroughly. You will find information about your professors’ email preferences, including how frequently they will check and respond to emails. Do not hesitate to contact your instructor or TA if you have a question, but be sure to be polite and formal, unless you are invited to be informal. Think of your email as a professional document, not a text to your friend.

Email Tips:

- Begin with the purpose of your email in the subject line
- Use a proper salutation such as “Dear”, “Hello” or “Good Morning/Evening”
- Identify yourself by name, course, and section.
- If you are requesting an extension or additional information about an assignment, ensure the relevant information is not already outlined in the course syllabus
- Communicate clearly and concisely. Like you, professors are busy.
- Do not expect an immediate response to your email (your instructor might not check emails at night or on weekends or holidays)
- Send it from your UNBC email address, not your personal email

14. Blackboard Features & “How to...”

Helpful hint

Discussions – instructors may post discussion questions, either for the entire class or in assigned groups. View this extremely detailed (2min) video “[Discussions in Original Course View](#)” that demonstrates the features that will help you to successfully post to discussions and remain engaged in course content!

Course Content feature is where files, assignments discussions, web links and other important course content are organized into folders, learning modules or lesson plans.

Submitting an Assignment – your instructor can add assignments to different areas of your course, including from a link on the course menu called “Assignments.” Assignments might also be incorporate assignments into each week’s content.

View the detailed (2min) video “[Assignments Overview](#)” to see the different features available with the Assignment tool, including the feedback feature.

[Grades on Blackboard](#) – you should be able to find your grades under the “My Grades” link.

For other frequently asked questions about Blackboard Learn, check out [A STUDENT GUIDE TO LEARNING WITH TECHNOLOGY @UNBC](#) or [Blackboard Learn Help for Students](#).

15. Important Semester Dates

September 2020

Orientation Day	Tues 8 September
First Day of Classes	Wed 9 September
Fees Due	Wed 9 September
Add/Drop Date	Wed 23 September
Thanksgiving Day	Mon 12 October
Withdrawal Date	Thurs 29 October
Remembrance Day	Wed 11 November
Last Day of Classes	Mon 7 December
First Day of Exams	Tues 8 December
Last Day of Exams	Fri 18 December