TA: Evan Miles
E- mails: milese@geo.oregonstate.edu
Lab Session: Tuesday 6:00-7:30 p.m. in Digital Earth (WLK 210)
Office Hours (in Digital Earth): Tuesdays 8:30-9:30PM, Thursdays 3:00-4:00 if requested, also by appointment

Campus GIS TA: Tracy Kugler, kuglert@geo.oregonstate.edu

Lab Schedule (All labs worth 100 points each)
04-06   Lab 1: Brushing up on ArcGIS 9   Due: 04-13 →   *Students doing*
04-13   Lab 2: GIS Data Models/Structures   Due: 04-20 →   *a project only*
04-25   Lab 3: GIS Analysis Models   Due: 05-04 →   *complete labs 1-3*
05-05   Lab 4: Geostatistics   Due: 05-18
05-19   Lab 5: Network Analysis   Due: 05-26
05-26   Lab 6: Surface/Terrain Analysis   Due: 06-01

Labs will be available from the class site (**dusk.geo.orst.edu/buffgis/Arc9Labs/**) Backup copies of data (as needed) and other helpful files will be available in the DigitalE network drive under *:\Data\Lab#. You may want to COPY an entire folder assigned for the week to your student folder.   Put answers into the lab#questions.doc when available. Save work often and rename the lab#questions.doc to **username_lab#.doc** for copying assignments to the *:\Drop\Lab# folder. Maps should be exported as a PDF and copied to the *:\Drop\Lab# folder using the naming convention **username_lab#.pdf**. When saving your map as a PDF, be aware of the file size. It should not exceed 10MB. Typically a normal output image quality (1:3 ratio) will suffice.

Map a network drive by right clicking on the My Computer desktop icon and selecting Map Network Drive or by selecting My Computer from the Programs menu, selecting the Tools drop down menu and choosing Map Network Drive. Under Folder, type **\\digitale\geo580** and click Finish.

Add printers by going to the Windows Start menu and selecting Printers and Faxes. Clear the address bar and type in **\\sci-geo2** and hit enter. A list of printers will show up and you add the appropriate one by double clicking on it. Wilk210Black_White_PS (set as default) and Wilk210Color.

Helpful Hints
Save early and often. Helping each other out will benefit all parties. Use ArcGIS Desktop help.   Battling through problems and figuring things out for yourself will help you learn ArcGIS soundly (and has a better chance of sticking). Not to mention, many answers to the questions in lab can be pulled from the Help section.

Designing Maps for Labs
Use the Basic Principles in Cartography box at the end of Lab 1 when designing your maps. At a minimum, map layouts must include a (1) **title**, (2) **neatline (border)**, (3)

legend, (4) **scale-bar**, (5) **north arrow**, (6) **your name**, and (7) the **data source** (which can include projection). Focus on good labeling and a descriptive legend to communicate your results. Refer to the Power Point *:\Helpful Tips\Keys to a good map.ppt for more pointers.

Grading and Late Policy

Labs are due by the end of the day on Tuesdays. Five points will be deducted if the lab is turned in after noon on the due date. For each additional calendar day a lab is late, 10 points will be deducted. Labs submitted after the Sunday following the due date will receive a maximum of 20 points. If there is a legitimate reason you will be turning a lab in late (e.g. out of town for a conference or field work), you must let me know prior to the due date to avoid these late penalties.

Graded labs will be copied into your student folders in DigitalE. Each of the six labs is worth 100 points. Students choosing the lab option will complete labs 1-6 for a total point score of 600, accounting for 40% of their course grade. Students choosing the project option will complete labs 1-3 for a total point score of 300, accounting for 20% of their course grade.

Lab Notebooks
The lab "notebook" that you will be creating to archive the steps taken while completing the labs is for your benefit. Notebooks should be turned in with each lab. Lab notebooks can be kept either electronically or hard copy. Electronic notebooks should be turned in to the digital drop box folder for the accompanying lab, with the file naming convention **username_lab#nb.doc.** (You may continue updating a single file during the course of the term, but be sure to include headings for each lab, and change the file name accordingly when you turn it in.) Hard copy notebooks may be turned in during lab.

The notebook will be checked (not evaluated), and should include only the steps YOU feel will aid in the completion of future projects. Five points will be deducted from the lab grade for each lab for which a notebook is not turned in. Further guidelines can be found at **dusk.geo.orst.edu/gis/notebook.html**.