The University of Wisconsin-Milwaukee  
Department of Geography  

Geography 650: Fieldwork Research  

Summer 2018: Tuesday, May 29 through Thursday, June 21 (3 credits, 144 hours)  

Faculty instructor: Dr. Linda McCarthy  
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Mailbox: Bolton Hall 410 (Department of Geography).  

COURSE OUTLINE  

Fieldwork research involves supervised learning comprising first-hand active engagement and experience primarily out in the “field” (rather than, e.g., in the classroom or sitting indoors working at a computer). The emphasis in this fieldwork research class will be on activities such as observation, counting and classifying, entering data, and mapping and analysis.

Dates  
Week 1: Tuesday, May 29 through Friday, June 1: 32 HOURS  
and  
Week 2: Monday, June 4 through Friday, June 8: 40 HOURS  
hours  
Week 3: Monday, June 11 through Friday, June 15: 40 HOURS  
Completion & submission of all required coursework by Thur., June 21: 32 HOURS  
TOTAL 144 HOURS  

Weather: The fieldwork research will take place regardless of weather, including rain (although extreme caution should be exercised in the case of extreme weather, e.g., severe thunderstorm).

Hours in the field: 14 days of 8 hour fieldwork research, 8:00 a.m. – 4:30 p.m. with a 30 minute lunch break, or the equivalent of 112 hours of fieldwork research at the outside agency supervisors’ discretion. Fieldwork research is not required during weekends, but may be arranged at the outside agency supervisors’ discretion as long as the hours in the field total 112 hours.

Remaining hours: The pre-semester orientation meeting with your outside agency supervisor, syllabus quiz, field notes, field report, etc. comprising about 32 hours of work.

Location: The fieldwork research will take place in southeast Wisconsin and involve fieldwork research projects supervised by local agencies. Assignments need to be made PRIOR to the start of the course. Preferences will be accommodated where possible, but cannot be guaranteed. There will be no communal class meeting, but each individual student and/or group of students assigned to each outside agency will be required to meet at least once before the fieldwork research starts with the person(s) at the outside agency who will be their supervisor(s).

Enrollment: Priority given in the following order: Geography undergraduate majors (seniors, juniors, others); Geography undergraduate minors; others.

The faculty instructor’s permission is required in order to enroll in this course – you will not be permitted to register using PAWS unless you have requested and received a personal permission number, which you can obtain from myself, the faculty instructor, via e-mail. Before enrolling, each student is required to sign a liability release form (see end of syllabus) absolving UWM from responsibility for any accident or injury that may occur during the course.
### Course Content: The projects are (DO NOT MAKE CONTACT WITH ANY OUTSIDE AGENCY UNTIL EXPRESSLY TOLD TO DO SO BY YOUR UWM INSTRUCTOR):

<table>
<thead>
<tr>
<th>Location</th>
<th>Project Details</th>
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<tr>
<td><strong>Mequon Nature Preserve, 8200 W County Line Rd., Mequon</strong>&lt;br&gt; (a) receive training to identify different tree species; (b) use GPS to identify the location of different tree species in &quot;Charlie's Woods&quot; while also (c) measuring and recording their relative size (diameter at breast height (DBH)) into a database, with (d) subsequent mapping. supervised by Jason Nickels, Director of Education and Land restoration, Mequon Nature Preserve, <a href="mailto:jnickels@mequonnaturepreserve.org">jnickels@mequonnaturepreserve.org</a></td>
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<td><strong>The Nature Conservancy (TNC), N. Walworth &amp; S. Waukesha Counties</strong>&lt;br&gt; One of the following:&lt;br&gt; (1) (a) Locate/record/map (GIS) erosion-prone areas in Mukwonago River Watershed; (b) analyze topographical maps &amp; record/map (GIS) veg. protection or not.&lt;br&gt; (2) Locate and map (GIS) structures, trails, invasive plant species and native trees at a new property in Walworth Co. and at Cedarburg Bog site in Ozaukee Co.&lt;br&gt; (3) Locate and map (GIS) threatened species, Kitten tail, Dragon’s mouth/swamp pink orchid, and lady’s slipper orchid on TNC nature preserves.&lt;br&gt; (4) (a) Locate/map (GIS) and compare plant species w/1990s data on research plots at Lulu Lake Preserve in NE Walworth Co; and (b) census of oak trees at Newell and Anne Meyer Preserve restoration site.&lt;br&gt; (5) (a) repair/replace bluebird boxes; (b) select/map (GIS) new box sites; and (c) monitor/create log of # of eggs and young.&lt;br&gt; (6) (a) Maintain beetles (biocontrol for invasive purple loosestrife), (b) interview property owners re. locations of purple loosestrife, (c) map (GIS) purple loosestrife locations for beetle placement in 2018. (7) Locate/map (GIS) all conifer trees in Chapman Hills Tract, Crooked Creek Preserve, NE Walworth Co. (to provide data for 2018-19 winter harvest). supervised by Jerry Ziegler, Southeast Wisconsin Land Steward, TNC, <a href="mailto:jziegler@tnc.org">jziegler@tnc.org</a></td>
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<td><strong>Ozaukee Washington Land Trust, Ozaukee and Washington Counties</strong>&lt;br&gt; (a) Collect data on invasive species, infrastructure, photo points to be (b) entered into a database, with some (c) GIS analysis. supervised by Ryan Wallin, Stewardship Director, Ozaukee Washington Land Trust, <a href="mailto:rwallin@owlt.org">rwallin@owlt.org</a></td>
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<td><strong>Riveredge Nature Center, 4458 County Rd Y, Saukville</strong>&lt;br&gt; (a) Survey 177 acres of upland forest, wet forest, and Milwaukee River habitat for herbaceous invasive species (HIS) populations as part of a two-year Great Lakes Restoration Initiative (GLRI) project using ArcGIS collector to record specific information (diameter, species, developmental stage, density, removal treatment); (b) mark HIS populations using irrigation flagging, while (c) recording data on two WI State Threatened Species in search for HIS. supervised by Matt Smith, Land Manager, Riveredge Nature Center, <a href="mailto:msmith@riveredge.us">msmith@riveredge.us</a></td>
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<td><strong>Schlitz Audubon Nature Center, 1111 East Brown Deer Road, Bayside</strong>&lt;br&gt; (a) Use mapping grade GNSS equipment with ArcCollector, ArcOnline and ArcGIS 10.6 to record the location and size of garlic mustard and dames rocket clusters, (b) hand-pull, bag, and remove clusters of &lt;100 stems, (c) enter/map the data collected (into ArcGIS database), and if time allows (d) use this geodatabase to guide volunteer groups to larger invasive clusters and document control efforts. supervised by Marc White, Director of Conservation, Schlitz Audubon Nature Center, <a href="mailto:mwhite@sanc.org">mwhite@sanc.org</a></td>
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Assignments need to be made PRIOR to the start of the course.

Each student will be assigned to one of these outside agencies and supervisors listed above. Do NOT contact the outside agencies or any of the outside agency supervisors until you are expressly directed to do so by the instructor. Students will work in groups and/or individually, and will be allocated to specific locations. Students will be expected to work a total of approximately 40 hours each week (8 hour days excluding holidays), during 8:00 a.m. to 4:30 p.m. each weekday, although precise hours are at the discretion of the outside agency supervisors. Evening and weekend work may be desirable, and should only be arranged if the hours approximate 40 hours each week (excluding holidays) during the three-week fieldwork research portion of the course for a total of 112 hours The outside agency supervisors will assign specific fieldwork research responsibilities, including determining exactly, for example, what data need to be collected, entered into a dataset, undergo preliminary analysis/mapping, etc., and recommend grades for the fieldwork research part of the course at the end of the fieldwork research period. The faculty instructor will act as a coordinator.

!!!!! AS AN ENROLLED STUDENT TAKING THIS COURSE FOR 3 CREDITS, IT IS YOUR RESPONSIBILITY TO COMPLETE ALL OF THE 144 HOURS REQUIRED FOR A 3 CREDIT COURSE (112 HOURS OF FIELDWORK RESEARCH PLUS 32 HOURS FOR ALL OTHER REQUIRED COURSEWORK INCLUDING THE FIELD NOTES AND FIELD REPORT) !!!!!

Please act responsibly—you are representatives of the University of Wisconsin-Milwaukee. Please be considerate of others. Please also do not abuse the degree of independence that is granted to you in this course.

Approved absence: If you have an unexpected absence for e.g., medical reasons, during the three week period of fieldwork research, you are required to either (a) arrange with your outside agency supervisor to make up the lost time, and then contact me, the faculty supervisor to inform me, or (b) contact me, the faculty instructor, immediately, and promptly provide written verification (e.g., medical note) for a legitimate absence (e.g., verified illness).

Contact me, the faculty instructor, at UWM if you have any questions.

Costs: Regular tuition cost for 3 credits. Cost of personal transportation to and from the fieldwork research site(s). No university vehicle will be used, so there will be no special course fee; students, however, will need to have access to a vehicle or, if available, take public transportation to get to the field research sites. Food and beverage costs during fieldwork research are at your own expense.

Investment of required time (144 hours required for 3 credits) by the average student necessary to achieve the learning goals of the course:

- Time required in the field completing fieldwork research: 112
- Time required completing online syllabus quiz, pre-semester orientation meeting with outside agency supervisor, written assignments, etc.: 32

- Total: 144 hours

You will need to find your own way to the appropriate fieldwork research sites, so you may need to use a map or mapping software on your phone, in your car, etc. You will require field notebooks, pens, camera/phone with camera/tablet with camera or other means to record information for your two written assignments that you are required to write based on your fieldwork research, to be submitted to the faculty instructor.

In your fieldwork research, the emphasis will be on counting and classifying, observation, recording, and mapping—specialized equipment will not be required unless provided by the outside agency. The following may be useful if you have them/access to them: laptop/tablet, GPS receiver unit or one in your phone, etc., and/or calculator. Bear in mind that you should be prepared for fieldwork conditions. Sturdy footwear, raingear, sunscreen, and insect repellant, at a minimum, are recommended.

**Evaluation and Grades:** Grades will be assigned by me, the faculty instructor, in consultation with the outside agency supervisors. The faculty instructor will check field performance as and when feasible, but primary evaluation of field performance (based on punctuality, attendance, quality of participation, etc.) and data collection will be by the supervisor at each outside agency.

Grades will be based on (1) online syllabus quiz based on your careful reading and understanding of the syllabus (1% of total semester grade), (2) your field performance and data collection, etc. (77% of total grade for the semester), (3) your two written assignments (22% of total grade for the semester):

1. Online syllabus quiz on the course D2L site to test your careful reading and understanding of the syllabus—required to be completed before beginning your assignment at your outside agency [1% of your grade for the semester].

2. All fieldwork research responsibilities, including, for example, all data entered into a database, preliminary analysis/mapping, etc. assigned by the outside agency supervisors has an end/submission date by 12:00 noon on Thursday of the week following the third week of the semester [77% of your grade for the semester].

3. Additionally, two individual written assignments (a) weekly field notes with photos and (b) single academic field report with photos, maps, etc. are due to me, the faculty instructor, by 5:30 Thursday of the week following the third week of the semester [22% of semester grade]:

   a. Field Notes: Each student must document all of their weekly activities and observations, and include daily and weekly hours, in a personal log or journal allocating a full typed single-spaced page per week for a total of 3 full typed single-spaced pages (*scanned* legible handwritten field notes with one page allocated for each week are also acceptable). Additional pages containing photos, and, if available, maps, etc. are required [9% of semester grade].
Field Report: Using your weekly field notes, photos, maps, etc. each student should write up their experience and evaluation of their fieldwork research as 5-6 full typed double-spaced pages plus photos, maps, etc., plus bibliography, in which each student addresses all of the following in the following order using the required numbering below (i) – (vi) [13% of your semester grade]:

i. where and with which outside agency you carried out your fieldwork research [1 POINT]

ii. exactly what fieldwork research activities you carried out [2 POINTS],

iii. why and how the outside agency had you carry them out [2 POINTS],

iv. a summary of your results, analysis, and conclusions as applicable to your fieldwork research [2 POINTS]

v. your personal reflections on your own fieldwork research [2 POINTS], and

vi. your academic evaluation of your own fieldwork research based on comparing and contrasting in detail your own fieldwork research experience with your own careful and comprehensive reading and understanding of what is said about fieldwork in the entire required reading (Phillips, Richard and Johns, Jennifer (2012) Fieldwork for Human Geography, Sage: Los Angeles, Chapter 1: Getting the Most out of Fieldwork, pp. 3-23) available on the course D2L site [3 POINTS]. You must correctly cite this source throughout vi and include it in a bibliography at the end of your Field Report [1 POINT].

(1) Any and all completed database(s), analysis/mapping, etc. will be due to the outside agency supervisors by 12:00 noon Thursday of the week following the third week of the semester. This deadline is firm. No late work is accepted.

(2) The two written assignments are due to me, the faculty instructor, by 5:30 p.m. Thursday of the week following the third week of the semester. This deadline is firm. The late penalty is 25% of earned grade for each day of lateness including weekends.

Upload the two written assignments as two separate MS Word files to the Dropbox on the D2L website for this course. Hard copies or emailed copies of the written assignments are not accepted.

You are required to name your two assignments as follows:
(a) FieldnotesYOURLASTNAME.doc (e.g., FieldnotesSMITH.doc) and
(b) FieldreportYOURLASTNAME.doc (e.g., FieldreportSMITH.doc).

It is your responsibility that your two written assignments (.doc or .docx) opens in a Windows environment. Please do not use characters in the filename that may cause the file not to open, i.e., do not use *, &, !, etc., etc., do not have a space anywhere in either filename—again, it is your responsibility that your MS Word file opens from the Dropbox. So if you make your MS Word files in another program, you should go to a campus 24/7 computer lab for help with formatting it so that each opens in/as MS Word from the Dropbox. The maximum size of your files that is acceptable is 5 mb—so when you include the required photos in your field notes and field report, if necessary, save some of the images/graphics at a lower resolution before pasting them into your slides. Files larger than 5 mb will not be accepted.
Grades are assigned using the following scale:

- **A** 93-100%  Achievement of outstanding quality.
- **A-** 90-92  Achievement of slightly less than outstanding quality.
- **B+** 87-89  Achievement of slightly more than high quality.
- **B** 83-86  Achievement of high quality.
- **B-** 80-82  Achievement of slightly less than high quality.
- **C+** 77-79  Work of slightly more than acceptable quality.
- **C** 73-76  Work of acceptable quality.
- **C-** 70-72  Work of slightly less than acceptable quality.
- **D+** 67-69  Work slightly below the quality expected.
- **D** 63-66  Below the quality expected.
- **D-** 60-62  Barely above failing.
- **F** \(\leq 59\)  Failure.

There will be no extra credit offered in this course.

**Registration Policies for late registration, change, add/drop and withdraw**

- Deadline for dropping full-term classes for full refund: June 4
- Deadline for dropping full-term classes with partial refund/without “W”: June 4
- Deadline to drop or withdraw from full-term classes (“W” on transcript): June 10

Departments have the right to enforce class attendance policies, and may administratively drop students who do not meet these requirements. Students who fail to attend a class during the first week of the semester may be dropped so that another student may be accommodated.

Students must obtain, in advance, instructor approval to enroll in courses that have any time conflict or overlap. Failure to do so may result in the student being administratively dropped from this course.

**Participation by Students with Disabilities:** If you need special accommodations in order to meet any of the requirements of this course, please contact me, the faculty instructor, as soon as possible and certainly before the start of the course.

**Accommodations for Religious Observances:** Students will be allowed to complete course requirements that are missed because of a religious observance.

**Academic Misconduct:** 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.

Academic dishonesty is any act by a student that misrepresents the student's own academic work or that comprises the academic work of another. Examples include misrepresenting that you did not work the required hours with your assigned outside agency, plagiarizing (misrepresenting as one's own any work done by another), depriving another student of necessary course materials, or sabotaging another student's work.
In your fieldwork written assignments, to avoid charges of **PLAGIARISM** and academic misconduct proceedings, you must accurately and fully cite any sources you use in your written work.

It is perfectly acceptable to quote or paraphrase another’s work if you appropriately credit the source. If you **quote** from another author, you **must** place the quotation in quotation marks, and with the quotation provide the author’s name and date of publication in parenthesis with the page number(s) **as well as** the full citation in your bibliography (Last name, first name, date of publication, title of publication (if book; if an article or book chapter, then provide the title of the article or book chapter and the name of the book (with authors/editors) or journal), publisher, place of publication, page numbers (for articles and book chapters)).

If you **paraphrase** another author’s words, then you do not need to use quotation marks, but you **must** still provide the author name and date of publication in parenthesis **as well as** the full citation in your bibliography. Please note that long quotes indicate a lack of effort and should be avoided. Direct quotations should be short and used only when absolutely necessary.

Examples of plagiarism involving not crediting a source correctly that **will** be penalized whether intentional or unintentional (from Colin Purrington, http://colinpurrington.com/tips/academic/preventing-plagiarism):

1. **NOT PLAGIARIZED**
   
   “... inaction in the face of cheating leads to even higher levels of cheating ...”
   

2. **PLAGIARIZED** (no quotation marks)
   
   Inaction in the face of cheating leads to even higher levels of cheating.
   

3. **PLAGIARIZED** (no quotation marks, no source)
   
   Inaction in the face of cheating leads to even higher levels of cheating.

4. **PLAGIARIZED** (rephrased but no source)
   
   Students tend to plagiarize more when they realize professors are willfully blinding themselves to issue.

http://colinpurrington.com/tips/academic/preventing-plagiarism
Plagiarism in this class is taken very very seriously and is always penalized—it is the responsibility of the student NOT to plagiarize either intentionally or unintentionally. The following is a rewording of UWM’s academic misconduct policy sanctions at: http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm:

Group A sanctions are imposed by the instructor and include the following: an oral reprimand, a written reprimand to the student, a requirement to repeat the work, or the work being graded on its merits (for example, receiving a very low grade for mindlessly cutting and pasting).

Group B Sanctions include: an F for the course, immediate removal of the student from the course, personal probation, and/or a written reprimand included in the student’s disciplinary file.

Group C Sanctions include: disciplinary probation, suspension, or even expulsion.

Fieldwork courtesy: Being courteous in the field includes not talking with fellow class members or in any way disturbing the fieldwork research experience; this includes not reading material not directly related to the fieldwork research, not texting, or not using your laptop for other than class related activity. If the fieldwork research is interrupted to address an individual behavior problem, the first time is a warning, the second time is dismissal from the class.

Complaint Procedures: Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

Sexual Harassment: Sexual harassment is reprehensible and will not be tolerated by UWM. It subverts the mission of UWM and threatens the careers, educational experience, and well-being of students, faculty, and staff. UWM will not tolerate behavior between or among members of the University community that creates an unacceptable working environment.

Incompletes: An “incomplete” grade will be assigned only in extraordinary cases when unexpected conditions prevent a student from completing the requirements of the course within the term of enrollment. A notation of “incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantial cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless the student proves to the instructor that he/she is prevented from completing course requirements for just cause as indicated above.

Financial obligation: The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or withdraw your registration in writing no later than the posted deadline (see Schedule of Classes).

You should also be aware of services that are available to you at UW-M including academic ones like the Writing Center.
LIABILITY RELEASE FORM

In consideration of its academic value, I do voluntarily participate in the University of Wisconsin-Milwaukee’s Department of Geography’s 3 credit Geog 650 (Fieldwork Research) course, consisting of 144 hours of fieldwork research in southeastern Wisconsin from May 29 through June 21, 2018 (32 hours for the first week, 40 hours for the second week, 40 hours for the third week, and 32 hours for completion and submission of all required coursework).

I and my heirs hereby agree to defend and save harmless the Board of Regents of the University of Wisconsin System and its employees, officers and agents, from and against all loss or expense (including costs and attorney’s fees) by reason of liability imposed by law upon it for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons; or on account of damages to property, including loss of use thereof, whether caused by or contributed to by me and/or my agents which might occur while preparing for, participating in or returning from the above identified course, and by witnessed signature below do affirm the foregoing.

PARTICIPANT FULL NAME ________________________________

PARTICIPANT SIGNATURE ________________________________

WITNESS FULL NAME ____________________________________

WITNESS SIGNATURE ____________________________________

DATE __________________________________________________