

Welcome Letter - Getting Started:

## Geography 132 – World Regional Geography

Hello Geography 132 Online Student,

**\*\*The course syllabus will be made available to you on the first day of the semester.\*\***

**\*\*This welcome letter contains all textbook information.\*\***

**\*\*Read the Course Syllabus Thoroughly To Learn All Necessary Course Information.\*\***

Welcome to GEOG 132: World Regional Geography. This course is 100% online.

My name is Dr. Tarek A. Joseph and I am the professor for this course. The best way to communicate with me is via email ([tjoseph@henryford.ucompass.com](mailto:tjoseph@henryford.ucompass.com)), or by posting a question on the course discussion board called "Student's Corner." It is not necessary to visit HFCC's campus to complete this course.

An online course requires a certain level of commitment and self-discipline from you, the learner. To succeed you must participate in the course on a regular basis. Put time aside each week, just as you would if you were attending classes on campus, to attend your online course and complete the necessary work. It is very difficult to do well if you fall behind.

If you're not sure you're ready for the commitment of an online course take the self-test on the HFCC Ucompass login page, <http://henryford.ucompass.com>. Click the **Student Resources** link and then click "**Is online for you?**" to learn if your learning style and self-discipline is suited for online learning.

There are certain technical requirements for success in this course. You are responsible for the necessary hardware and software, as well as the ability to competently use both. You must have access to a computer with a CD-ROM drive. You must be able to access the Internet. To ensure that your computer is ready for online learning click "**PC Requirements**" in the **Student Resources** section of the Ucompass login page, <http://henryford.ucompass.com>. The **Technology Analysis** at the bottom of the page will evaluate your computer to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page.

Should you need Technical Support with your Ucompass course click the Tech Support link on the Ucompass login page. Call the support numbers listed or submit your issue via e-mail and you will receive a timely response.

### How your online course works:

The web address for your online course is: <http://henryford.ucompass.com> **You will not have access to your online course until the first day of regular classes for the semester.**

Log into Ucompass using your **WebAdvisor username** and the four-digit **mmdd of your birth** as your password (if your birthday is July 4, your password would be 0704). If you do not know your WebAdvisor username find it through the HFCC website <http://www.hfcc.edu>. Click the blue WebAdvisor box, then click the link for Students and follow the prompts to display your username.

➡ **If you have trouble with your username or password contact the HFCC Help Desk, either via email at [helpdesk@hfcc.edu](mailto:helpdesk@hfcc.edu) or telephone: (313) 845-6345.**

Each time you enter the course you will see the **Announcements** page. Review this page regularly for new course information. Also be sure to check your Ucompass e-mail account on a regular basis for any important information.

Each week you will have access to a new assignment in the form of a weekly packet in the **Course Materials** section of your course. This packet will contain instructions for completing weekly assignments. Weekly assignments will include: 1) readings from both textbooks (weekly assignments); 2) discussion board posts (three during the semester); 3) quizzes (one per week); 4) AGP essays (three during the semester); and 5) exams (three during the semester). You will have from Monday to Sunday to complete and submit weekly assignments. Each Monday morning you will have access to the new weekly packet and all assignments within that packet are due to be submitted by 3:00 p.m. EST on Sunday afternoons.

It is your responsibility to keep up with the readings and the course work, as you will not be able to submit late assignments.

## **Course Textbooks**

There are **two required** books for this course.

Suggestions/Helpful Information Regarding Books:

1. **Joseph** book: purchase only new copies of the third edition of the Joseph book. Used copies and previous editions have outdated information and often have assignment pages missing. You will not be able to complete the required assignments in this course if the Joseph book has missing assignment pages so purchase a new copy.
2. **Pulsipher** book: the required book has included in the title “**without sub-regions**”. There is a more expensive version that includes sub-regions. Make sure to purchase the less expensive Pulsipher book that has “without sub-regions” in the title. Not only is this the correct book, it is the less expensive book. New or used copies of the Pulsipher book without sub-regions are acceptable (purchase only new copies of the third edition of the Joseph book).
3. I strongly recommend purchasing these books directly from HFCC’s bookstore (<http://collegestore.hfcc.edu/>) This will ensure that you receive the correct books. Some students who have bought the books from online sources have not received them until weeks into the course.

There are **two required** textbooks:

Carefully note the following information including sub-titles and edition numbers

**Joseph, Tarek. A. *Geography: People, Places, and Patterns, Third Edition.* Kendall/Hunt Publishing Co: Dubuque, 2010. ISBN: 978-0-7575-7205-0 (note: purchase only **NEW** copies)**

**Pulsipher, Lydia M. and Pulsipher, Alex *World Regional Geography: Global Patterns, Local Lives (without sub-regions), 4th ed.* W. H. Freeman and Company: New York, 2008. ISBN: 978-0-3215-9521-8 (note: purchase new or used copies)**

**Before** purchasing these books read the above three suggestions!

I strongly recommend purchasing these books through the HFCC bookstore in person or online. To order online visit the College Store web site: <http://collegestore.hfcc.edu/>

**E-mail communication:** Once the semester begins, **use only your course-specific UCompass e-mail account for all e-mail correspondence.** Do not use “outside” e-mail accounts (gmail, yahoo, hotmail, etc.) to communicate with me. For all course related correspondence use only my ucompass e-mail address: [tjoseph@henryford.ucompass.com](mailto:tjoseph@henryford.ucompass.com).

Communication is essential in an online course. Contact me with any questions or concerns you may have ([tjoseph@henryford.ucompass.com](mailto:tjoseph@henryford.ucompass.com)). If your question is of a general nature make use of the Student’s Corner discussion board to post questions.

This letter provides you with the basic information you need to get started in this course. **It is imperative that you read the course syllabus thoroughly to be aware of all necessary course information.** I strongly recommend **printing the course syllabus** and keeping it on hand when you are doing coursework. The course syllabus will be made available to you on the first day of the semester.

Again, welcome to Geog 132: World Regional Geography! I look forward to a great semester.

Best Wishes,

Dr. Tarek A. Joseph

Department of Geography

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