

**Oklahoma State University Institute of Technology**  
**Online Common Syllabus**  
Spring 2017

**SURV 1223 - Land Law I**

Each learner will understand the role of the surveyor in the legal system and apply the legal principles of locating conveyances, and boundaries in the field to the practice of surveying.

**Type of course:** Theory

**Credit Hours:** Three (3); Total clock hours of theory per semester: 45;

Total clock hours of lab for the semester: none; Total clock hours of clinical per semester: none.

**Class length** - Full Semester

**Class format** – Blended/Hybrid

**Required synchronous meetings:** T 3:00 – 4:25

**Prerequisites:** None

**Instructor Name:** Casey Campbell

**Instructor Phone:** (918) 293-5263

**Office:** *Hospitality Services (AKA Culinary Arts on campus map), Rm. 147*

**Instructor email:** [casey.campbell@okstate.edu](mailto:casey.campbell@okstate.edu)

**Contact:** My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

**Instructor's Office Hours:** Posted on office door.

**School Name:** Engineering Technologies

**School's Main Phone:** 918-293-5150

**REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:** Brown's Boundary Control and Legal Principles, 7<sup>th</sup> Edition,  
ISBN-10:1-118-43143-6

**References:** None

**Materials:** Engineering paper, scientific calculator, notebook, and pen or pencils.

**Uniform/Tools:** Word processing and spreadsheet software, internet access. Scanner to create PDFs.

**Estimated Cost for Materials:** \$ 150

**Estimated Cost for Uniform/Tools:** \$ 0 (Available on Campus for your use)

**ONLINE COURSE INTERACTION**

OSUIT requires all online courses to include interaction between students, peers and instructors.

Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

**Upon completion of the course, students should:**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>	<b>Student Outcome</b>
Demonstrate ethical and moral responsibility of boundary creation and retracements	Homework, Quizzes, Class Discussions and Exams	<i>j</i>
Demonstrate the process of conveying properties either sequentially or simultaneously	Homework, Quizzes, Class Discussions and Exams	b
Interpret and write deed descriptions	Homework, Quizzes, Class Discussions and Exams	g
Analyze a land boundary by metes and bounds	Homework, Quizzes, Class Discussions and Exams	f

**COURSE ACTIVITIES**

In this course students will:

*(Please list the specific activities in the course)*

- *Participate in class discussions and activities.*
- *Take examinations.*
- *Complete reading assignments.*
- *May be required to do quizzes.*

**EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:** *(NOTE- Please indicate the course-specific evaluations)*

Syllabus Exercise .....	10 points
Participation .....	100 points
Quizzes.....	140 points
Homework** .....	600 points
Unit Exams** .....	450 points
Final Exam* .....	200 points
<b>Total</b>	<u>1500 Points</u>

<b>OSUIT Grading Scale</b>
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

\*The student’s grade for this assignment will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

\*\*If applicable, a double asterisk (\*\*) above indicates this assignment is used in the ABET assessment of student learning in the Civil Engineering Technology Program.

### **Participation Grade**

Participation grades include interactive active participation in discussion postings. For full credit, each student must reply to the weekly discussion postings created by the instructor.

### **Normal Assignment Return Time to Students**

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

### **AUTHORIZED TOOLS**

Students may use any/all course materials, including books and notes, while participating online activities pertaining to this class. All quizzes, homework, and exams are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

### **LATE WORK**

Homework, Quizzes, and Discussions for the week are due by Sunday at 11:30 pm during the applicable week during the semester. If submitted within 24 hours of the actual due date, work will be graded with a deduction of 20% of the total points possible. If submitted later than the 24 hour window a deduction of 50% will be applied.

Late Exams will not be accepted.

If you have a conflict of emergency arise, please contact the instructor as early as possible.

### **TESTING**

As previously noted, late submissions will not be accepted.

### **UNIVERSITY & COURSE EXPECTATIONS**

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the

instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

### **ACADEMIC DISHONESTY**

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at [http://www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

### **Attendance Policy for Online courses:**

A primary component of OSUIT's Mission is: "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

#### **Definition:**

- Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.
- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
  - B. Active participation is defined as the completion of required activities such as:
    - 1. Completion of online quizzes or exams
    - 2. Submission of assignments
    - 3. Participation threaded discussions, or
    - 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
  - C. Calculations for weekly to percentage ratios
    - 1. Missing 1 of 15 weeks = 6.67%
    - 2. Missing 2 of 15 weeks = 13.33%
    - 3. Missing 3 of 15 weeks = 20%
    - 4. Missing 1 of 7.5 weeks = 13.33%
    - 5. Missing 1.5 of 7.5 weeks = 20%

**Procedures:**

Early Intervention:

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences:

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
  - 1. being administratively withdrawn from a course
  - 2. dropping a course
  - 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

<b>Course Schedule</b>			
<b>Course Outline Schedule</b>	<b>Topic</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1	Chapter 1 - <b>History and Concept of Boundaries</b>	Syllabus Exercise Homework #1 Discussion Post	End Week 1
Week 2	Chapter 2 - <b>Riparian and Littoral Boundaries</b>	Homework #2 Discussion Post	End Week 2
Week 3	Chapters 1,2 and Minimum Standards Quiz	Quiz #1	End Week 3
Week 4	Chapter 3 - <b>Ownership, Transfer and Description of Real Property</b>	Homework #3 Discussion Post	End Week 4
Week 5	Chapter 4 - <b>Boundaries, Law and Presumption</b>	Homework #4 Discussion Post	End Week 5
Week 6	Chapters 3,4 and Certified Corner Record Quiz	Quiz #2	End Week 6
<b>Week 7</b>	Review Chapters 1-4	<b>Unit 1 Exam</b>	End Week 7
Week 8	Chapter 5 - <b>Creation of Metes and Bounds and Nonsectionalized Descriptions</b>	Homework #5 Discussion Post	End Week 8
Week 9	Chapter 6 - <b>Creation of GLO Boundaries</b>	Homework #6 Discussion Post	End Week 9
<b>Week 10</b>	<b>Spring Break!</b>	<b>NONE</b>	<b>End Week 10</b>
Week 11	Chapters 5,6 and Rules for Licensure Quiz	Quiz #3	End Week 11
Week 12	Chapter 7 - <b>Federal and State Nonsectionalized Land Surveys</b>	Homework #7 Discussion Post	End Week 12
Week 13	Chapter 7 and Public Land Survey Quiz	Quiz #4	End Week 13
<b>Week 14</b>	Review Chapters 5-7	<b>Unit 2 Exam</b>	End Week 14
<b>Week 15</b>	Review Chapters 1-7	<b>Final Exam</b>	End Week 15

Schedule is subject to change at instructor discretion.

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**Online Syllabus Acknowledgement**

I have read and understand this syllabus, and agree to abide by the policies, procedures, and guidelines specified therein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID number (this is not your SSN)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Oklahoma State University Institute of Technology  
SURV 2223  
SUMMER 2016**

**Student Assessment Release**

I agree that Oklahoma State University Institute of Technology may excerpt some of my work to be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. I recognize that every effort will be made to keep this information confidential and that my name will not be associated with my work.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID number (this is not your SSN)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Interactive Syllabus Exercise (10 points)**

*Read the directions carefully. Full credit for this assignment will only be given if you both answer the questions correctly and follow the submittal directions correctly. You will receive 1 point for each question correctly answered and submitted for Questions 1 through 8. You will receive 1 point each for the required endorsements and submittal of the Online Syllabus Acknowledgement and Student Assessment Release forms.*

**Directions:**

Copy and paste the questions 1 through 8 into an email message, along with your provided answers. Submit this to your instructor via the email found on the first page of the syllabus.

Print out page with the Online Syllabus Acknowledgement and Student Assessment Release. Sign and date as appropriate. Scan this document into a pdf and submit it into the appropriate Dropbox on D2L.

**Questions:**

1. Is late work accepted?
2. Can I make up any exams I might miss?
3. What format do my scanned documents need to be in?
4. What is the maximum percentage of this class can I miss without being turned in to the OSUIT Early Alert System for retention intervention?
5. Can my instructor turn me to the OSUIT Early Alert System for retention intervention before I miss the maximum percentage of this class?
6. Under what circumstances can OSUIT administratively withdraw me from this course?
7. Are students allowed to work together on the assignments?
8. When is the final exam due?