UNIVERSITY of HAWAIʻI
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

Geography 101-Lab- The Natural Environment Lab

2nd 8 Weeks Fall 2026

Asynchronous Online (CRN: 62388.FA26)

INSTRUCTOR: William Smith
OFFICE: Na'auao 127
OFFICE HOURS: Tu: 3:30pm–4:30pm; W 7:00pm-8:30pm & by appointment
TELEPHONE: Cell 808-561-3692 **EMAIL:** wsmith@hawaii.edu

EFFECTIVE DATE: 8-WEEK BEGINS ON 10/19/26 AND ENDS ON 12/11/26

Clickable Link for Zoom Personal Meeting Room (used throughout the semester):
https://hawaii.zoom.us/j/3387093879

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

ʻO keia ka wā kūpono e hoʻonui ai ka ʻike me ka hoʻomaopopo i kō Hawaiʻi mau hoʻoilina waiwai. Aia nō hoʻi ma ke Kulanui Kaiāulu o ke Koʻolau nā papahana hou o nā ʻike ʻake akamai a me nā hana noʻeau. Me ke kuleana koʻikoʻi e hoʻohiki ke Kulanui e kākoʻo a e hoʻokumu i ala e hiki kē kōkua i ka hoʻonui ʻike a nā kānaka maoli. Na mākou nō e hoʻolako, kākoʻo a paipai i nā Koʻolau a kō Oʻahu aʻe me nā hana noʻeau ākea, ka hoʻonaʻauao ʻoihana a me ka hoʻonui ʻike ma ke kaiāulu— hōʻaʻano a e hoʻoulu i nā haumāna i ka poʻokela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

ʻĀina

Windward Community College is located in the ahupuaʻa of Kāneʻohe and Heʻeʻia in the moku of Koʻolaupoko on the island of Oʻahu. Both ahupuaʻa are directly connected to the moʻo ʻōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the puʻu of Keahiakahoe, which is also connected to many moʻo ʻōlelo of this ʻāina. Because wind names and rain names are associated with specific ʻāina, the rain name of Kāneʻohe is known as the ʻĀpuakea and the rain name of Heʻeʻia is the Ulumano.

Instructor Information

About Your Instructor

Aloha! My name is William Smith, and I am a lecturer in Geography and Zoology at Windward Community College. I earned a B.A. in Zoology and an M.A. in Geography from the University of Hawaiʻi at Mānoa, where my graduate work focused on biogeography and remote sensing.

Much of my research has examined coral reefs, habitat mapping, and the relationship between physical environments and the organisms that live in them.
In GEO 101L, I try to connect laboratory activities to Hawai‘i and to environmental conditions students can observe around them. The course is online and asynchronous, but it is not “teach yourself geography.” I am active in the course through announcements, lab overview and demonstration videos, discussions, feedback, email, and Zoom office hours.

How to Contact Your Instructor

Use the Help! Q&A forum in Lamakū Discussions for general questions about course content, activities, due dates, or grading procedures. I review the Q&A forum several times each week. For personal matters or individual grading questions, use Lamakū Email. You may also attend Zoom office hours or contact me to arrange another Zoom meeting.

ASKING COURSE QUESTIONS

Please use the course Help! Q&A forum in Lamakū Discussions for all general questions about content, activities, due dates, grading, etc. I will review the Q&A section several times a week and provide follow-up information as needed.

Email specific grading questions and/or personal matters, per FERPA, to protect your information. Please use Lamakū Email instead of UH Gmail or any other email service.

* While Lamakū has an Instant Message feature, I prefer Lamakū email. Please **do not** use Instant Messaging.

If you have any personal questions about this course that you would like to discuss, please call my cellphone or e-mail me using Lamakū e-mail. Always include “**GEO 101 Lab**” in the subject field of your e-mail, so that I will notice it immediately. We can also have Zoom sessions in my Zoom Personal Meeting Room, allowing us to share Lamakū and online course information.

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alaka‘i 121
- Phone: (808) 235-7422

Activities Required at Scheduled Times Other than Class Times

This is an online lab course and thus has no scheduled times. This is a 8-week online asynchronous laboratory course. There are no required weekly class meeting days or times and no scheduled class-time field trips. Some labs require observations, measurements, or other fieldwork completed independently on your own schedule during the assignment period. Students must have regular access to a computer, the internet, their UH email account, and Lamakū.

The course contains 9 laboratory exercises. Labs span approximately one week: during the first part (four days), you read the lab instructions, view any overview or demonstration videos, begin the lab or observations, and make your original discussion post; during the second part (four days), you finish the lab, submit the graded write-up, and complete your discussion reply. Some labs require several days of observations, so begin each lab early. Exact open and due dates are posted in Lamakū.

NOTE: The **Lab Write-up and Lab Discussions** must be completed by **specific due dates as noted in Lamakū.**

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with Executive Policy 7.209, all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective Fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

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REGULAR SUBSTANTIVE INTERACTIONS (RSI)

Online courses at Windward Community College follow the college's RSI Definition for ensuring quality instruction. You can expect me to communicate with you frequently (and in a timely fashion) about our coursework in the following ways during our 8-week course:

- Announcements: I post a weekly announcement, normally on Monday, to preview current lab work, clarify expectations, remind students of upcoming tasks, and address common questions or issues. Announcements are pushed through Lamakū/UH email and may also include short audio or video overviews.
- **Lab instruction and videos:** I provide written lab instructions along with instructor-created overview, demonstration, and example videos for many laboratory activities.
- **Discussions:** Each lab includes a discussion related to the laboratory activity. I read discussions, answer questions, clarify concepts, and may respond with follow-up questions or additional examples.
- Assessment feedback: Some lab questions are automatically scored in Lamakū, while written responses and lab write-ups are instructor-reviewed. I also review assessment results and may provide individualized feedback, corrections, explanations, or examples for questions or concepts you missed. This adds instructor feedback to automatically scored portions of the course.
- **Q&A and email:** I review the course Help! Q&A forum several times each week and use Lamakū Email for individual or private matters.
- **Office hours:** Two live Zoom office hours are available each week for questions, review, and individual help.

All course activity due dates are listed in Lamakū on the Calendar and Content pages. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and lab activity reminders. I will keep our Lamakū course Grades as current as possible.

Artificial Intelligence (AI) — Full Integration

Generative AI tools may be used for activities in this course unless the instructor specifically states otherwise for a particular assignment. You are not required to disclose or cite routine AI use unless instructed to do so. AI can help explain concepts, organize information, or assist with writing, but it cannot substitute for observations, measurements, fieldwork, or data collection that a lab requires you to perform. You are responsible for the accuracy and usefulness of anything you submit; AI tools can produce incorrect, incomplete, or fabricated information.

CATALOG DESCRIPTION

Analysis by use of maps, air photos, field and laboratory observation, and experimentation. Emphasis on Hawai'i and on human modification of the environment.

Activities Required at Scheduled Times Other Than Class Times
None This is an asynchronous online lab course, thus has no scheduled times.

STUDENT LEARNING OUTCOMES

After course completion, the student should learn to:

1. Apply the **scientific method** to study a physical environment: Define a problem for a study, gather and record data, analyze the data, arrive at appropriate conclusions, and report the findings in written form.

2. Use various **instruments**, such as a compass, GPS unit and thermometer, to gather environmental data.

3. Use the metric system, scientific notation, graphs, and geographic and basic statistical measurements.

4. Write a **lab report** using the standard scientific format.

UH E-MAIL via LAMAKŪ

Occasionally, a rush message announcement is disseminated via Lamakū e-mail. Please check your Lamakū and UH e-mail often. Do not worry about misplacing any emails, as any course content you receive by email will also be on our Laumaku site (usually posted as an announcement).

REQUIREMENTS COURSE SATISFIES

At WCC: Meets natural science laboratory course requirement (**DY**) Bio-Resources Development & Management Certificate.

This class section is **S-Focused**, meaning that content will focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens (**SF**). For more information please visit: https://windward.hawaii.edu/sustainability-curriculum-committee/.

At UH Manoa: Meets **DY** requirement.

PREREQUISITES/COREQUISITES

Credit for or registration in GEO 101 (The Natural Environment)

RECOMMENDED BASIC SKILLS LEVEL

Ability to read and write at a college level; math at a college level

LEARNING RESOURCES

Required Lab manual: Zero Cost online Lab Manual available through Lamakū)

Recommended Textbook: Zero Cost *Geography 101 Book* (Online Textbook) by Dennis Nullet. (also available through Lamakū)

NOTE: This is the same online textbook used in the course lecture.

COURSE TASKS

Geography 101-L The Natural Environment Lab examines the Earth's Natural Environment. The structure and processes of major environments will be examined.

Assignments:
It is assumed that you have read and understood all related parts of the textbook for the co-requisite GEO 101 Lecture course before each lab to be ready for the lab exercise (see the attached class schedule). If you have taken the co-requisite GEO 101 lecture before this semester, you have access to the recommended *Geography 101 Book* (Online Textbook) by Dennis Nullet

Participation:
Participation in class discussions is **required**.

“The Discussions tab on Lamakū shows nine (9) graded lab discussion topics, plus an ungraded Introduce Yourself discussion.”

The first discussion is "**Introduce Yourself,**" in which you introduce yourself to the class. This introductory discussion is not graded, but it familiarizes students with Lamakū forums (discussions), allowing us to get to know each other.

The other nine discussion topics are for 9 lab exercises.

ASSESSMENT TASKS AND GRADING

Student Evaluation:

There will be **1 Lab Format Quiz** (quiz about the syllabus content and how this lab is operated) and **9 Lab Exercises**, and **9 Lab Discussions**. Points assigned as below:

GRADING SUMMARY

	Number	Points Each	Total Points
Lab Format	1	10	10
Labs	9	20	180
Discussions	9	5	45
Total			**235**

Grade*	Range
A	90.0 – 100.0 %
B	80.0 – 89.9 %
C	70.0 – 79.9%
D	60.0 – 69.9%
F	< 60.0%

Lab exercises and write-ups will be entered through Lamakū in the Assignments or Quizzes Tab. Discussions (two posts each) will be on the Lamakū Discussions tab.

Grades are based on: 1 Lab Format quiz (10 points), 9 Labs (20 points each), and 9 Discussions (5 points each).

- Each lab with equal weight (different number of questions- a total of 20 points).
- The labs will contain information, questions, internet links, measurement assignments, writing assignments, and other information and tasks.
- Each Discussion requires 2 posts, each worth 2.5 points, totaling 5 points.

* **IMPORTANT NOTE:** Students must **complete all 9 labs to earn an A**. Each missed lab reduces the maximum grade possible according to the table below:

Labs Missed	Best Grade Possible
0	A
1	B
2	C
3 or more	**F**

* **IMPORTANT REQUIREMENT:** Students must **complete at least half (50%) of the discussion** posts over the semester, or their **final grade may be reduced by one letter**. Discussions **cannot be made up after they close** because no one is left in the thread to have a discussion with.

Some labs require students to answer a series of questions and submit written (typed) answers for grading in Lamakū. Other labs will have multiple-choice questions through Lamakū. These may appear as quizzes but are not time-limited.

All lab write-ups are open book, untimed, but must be completed by the due date.

For write-up questions, they should not be left unanswered (blank). If you don't know the answer, then type in "I don't know" instead of leaving it blank.

Labs are generally available one week before their final deadline and may be completed and turned in any time before the due date. You are welcome to work ahead of the deadlines if you wish. However, they must be completed by the closing deadline. **Late work will not be accepted.**

Also, labs **may take more than one day** to complete (the weather lab takes a minimum of 3 days, for example), so read the requirements carefully and plan accordingly.

Each **Discussion** will consist of **two posts**: an original post commenting on some aspect of the lab, and a second post replying to another student's post. Each post is worth 2.5 points, totaling 5 points per discussion thread. Posts should be **more than a few sentences** but **less than 250 words**.
Grading uses the standard scale:

A: 90.0-100.0%, **B**: 80.0-89.9%; **C**: 70.0-79.9%, **D**: 60.0-69.9%, **F**: 0-59.9%.

For Cr/NC options, Incomplete ("I" grade), and "W" grade, see the WCC College Catalog. There is no "N" grade in this class.

NOTE: There is NO extra credit work.

COURSE CONTENT SCHEDULE

SCHEDULE

(All Lab **&** Discussion deadlines are **Thursday & Sunday** nights)

(Some labs may be substituted with newer labs with as much notice as possible)

Lab	Content	Format	Due Th or Sun (11:59 p.m.)
	Quiz on the Lab Format (Syllabus)	Quiz	1st week Sun
1	Location and Time	Quiz	2nd week Sun
2	Isoline Maps	Written	3rd week Th
3	Internet Search	Written	3rd week Sun
4	Observation of the Natural Environment	Written	4th week Th
7	Hawaii Weather Patterns (**3 day observation**)	Written	4th week Sun
8	Ocean and Surf	Written	5th week Th
10	Hawaii Landforms	Quiz	5th week Sun
11	Geomorphology	Quiz	6th week Th
12	Hawaiian Words	Quiz	6th week Sun
	Make-up deadline with a valid excuse		Within 2 days Following Lab Due Date

NOTE: Depending on the weather, this schedule may change without prior notice.

Students will have one week to complete the lab write-ups. They must be completed by midnight on Sundays or Thursdays, respectively. Students should not wait until the last day to begin the lab, as several labs require more than one day of data collection or tasks.

Students will have one week to complete the discussion posts. Students must complete the first original discussion post before they **can see other students' discussion posts**. Please do your first discussion post early in the week so other students will have something to reply to for their second post. These discussions will also be due on Sundays and Thursdays, respectively.

Lamakū Learning Management System

Lamakū Learning Management System (https://Lamakū.hawaii.edu/d2l/home)

- UHCC Lamakū Student Resources (how-to videos)
  - Contact UH ITS for 24/7 Lamakū assistance.
- Keeping Accessibility and UDL in Mind
  - If you find any course content that needs remediation and/or updating, please kindly share and I will immediately work to make the content accessible.
- Lamakū courses will appear 5 days before the first day for the academic term and will become inactive (no longer be available to access) 3 weeks after the end of the term. Be sure to save any coursework you may need from Lamakū *during* the term.

Lamakū automatically logs you out *if it does not detect activity for three hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lamakū, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Academic Integrity

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.
In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

- Students will receive a failing grade for plagiarized assignments.
- All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

Windward CC Student Conduct Information
UH System Student Conduct Policy EO 7.208

Secrets of Success: Two key factors are especially important

(1) **Self-motivation**: Because this is an online course, nobody will push you to do the work. Thus, self-motivation is a key factor of success in this course.
(2) **Communication**: You are not alone. Continuous and open discussion among all participants is strongly recommended. You can use the "Class Discussion" pages available in the Discussions tool of Lamakū to communicate with each other. Group work and corroboration is encouraged (i.e., help each other).

Lab Discussion (Participation Points):

(1) You will post your lab comments (i.e. your reactions, opinions, etc.) in the appropriate topic area in the Class Discussions section of Lamakū by the due date. For example, you can report what you think, why you feel this way, and what we can do, etc.

(2) You will do **two posts/comments** for each of 9 labs. **Each of the two lab posts will be worth 2.5 points, totaling 5 possible points.** One will be your original (first) post about the current lab. The Second comment will be a reply post to another student's original lab comment.

WARNING: Please do NOT share the Discussions tool with a third party. Any violation of this confidentiality may lead to dismissal from this course and will be reported to the administrator.

When each Lab Discussion opens, click on the appropriate topic and compose your message. Your report should NOT exceed 250 words.

Also, be sure to reply to at least one entry in each lab's Discussions. In other words, you write your reaction to at least one student's post. You will write **TWO** entries in the Discussion for each lab's topic. Again, you are strongly encouraged to assist your fellow students.

Discussion for each lab topic remains open until Sundays or Thursdays, respectively. Be sure to post and reply within the available time frame.

NOTE: If you have any questions about course mechanics, please post them in the Lamakū Questions Forum Thread. You can also use Lamakū email or schedule a Zoom Room Meeting with me.

How to Seek Academic or Technical Support

Academic Support

- Windward Community College Library
- Library eResources
- Ka Piko Writing Lab
- Ka Piko Speech Lab
- Ka Piko Math Lab
- Evening and Online Learning at Windward Community College
- STAR Balance

Technical Support

- UH ITS Help Desk – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Click on the Lamakū Help Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale Laʻakea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lamakū – Click on the Request Assistance link at the bottom of any Lamakū Page to fill out and submit a question and get your answer via email.
- Information Security for Students

DISABILITIES ACCOMMODATIONS

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.
If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kakoʻo 106) for more information.

Title IX- Sex Discrimination And Gender-Based Violence Resources

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.
If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Desrae Kahale, UH System Confidential Advocate
Phone: (808) 235-7393
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 101

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu

Office: Hale ʻAlakaʻi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.
For more information regarding sex discrimination and gender-based violence, the University's Title IX resources, and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

College Policies & Support Services

Basic Needs
Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs.
Disabilities Accommodations Statement
Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.
If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at (808) 235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kakoʻo 106) for more information.
Financial Aid
If you are receiving financial aid and are contemplating not completing the course it is highly recommended that you contact the Financial Aid Office at (808) 934-2712 or email them at wccfao@hawaii.edu ***BEFORE*** you withdraw to discuss the impact this decision may have on your financial aid eligibility.
LGBTQ+
The University of Hawaiʻi system and Windward Community College are committed to building an inclusive community that supports and advocates for all students, staff, and faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. For more information, see the University of Hawaiʻi Commission on LGBTQ+ Equality. Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu
Mental Health Counseling
Mental Health and Wellness at Windward Community College provides counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at WCC Mental Health & Wellness.
Student Conduct Code
Windward Community College follows the University of Hawaiʻi Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, they have placed themselves under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is

exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs.

TRiO Program

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Information about services can be found at Windward CC TRiO.