

SURV 58 Intro to Boundary Surveying Methods
Course Syllabus (v1a) - SPRING 2020, Sec. 5704

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Lect: M 6:00 PM - 9:00 PM, Kunde 111
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Program and Instructor Web Pages:

[Reg Parks SRJC Web Page](#)
[CESGT Program Web Page](#)
[Civil Engineering Certificate Web Page](#)
[Geospatial /GIS Certificate Web Page](#)
[Land Surveying Certificate Web Page](#)

WELCOME TO SURV 58 !!!

Lectures and Laboratory: This is a lecture only course that meets for 3 hours, once per week for the full Spring semester. There will be one mandatory field trip to the County Surveyor's and Recorder's offices during the daytime hours (9a-3p) for ~3 hours for which there will be no make-ups. Notice will be given.

Mandatory Final Exam: A final exam for this course will be given on **Monday, May 18th from 6:00 PM to 9:00 PM.**

SURV 58 - Required Course Text: 1.) <u>Evidence and Procedures for Boundary Location</u> 6 th Edition; Brown, Robillard and Wilson; Wiley Publishing, 2011 (rent or buy)	2.) Writing Legal Descriptions: in Conjunction with Boundary Control, Gurdon Wattles, 4th Edition, 1979, (recommended)
SURV 58 – Recommended / Reference Materials: 1.) <u>Brown's Boundary Control & Legal Principles</u> 7 th Edition; Brown, Robillard and Wilson; Wiley Publishing, 2013 (recommended)	3.) GIS Library Folder (Work in Progress) 4.) SRJC Reserve Section in the Doyle Library on the SRJC Campus (see handout of ~ 35+ course texts and reference books)

SRJC Geospatial Technology Certificate Program Career Technical Education (CTE)

Students enrolled in the SRJC Geospatial Technology Program must complete all coursework with a grade of C or higher to advance and to qualify for a Certificate. Students should begin immediately by establishing their certificate candidacy in their cubby under "District Announcements" use the "Degree Audit Available" link.

Additional Info: https://portal.santarosa.edu/SRWeb/SR_ViewAnnouncement.aspx?Type=2&AnnouncementID=5

SURV 58 Course Outline Content:

Student Learning Outcomes:

Upon completion of this course, student will be able to:

1. List and define the differences between public lands and private lands boundaries
2. List and analyze types of evidence
3. Prepare and interpret legal descriptions
4. Describe and determine the differences between property rights, ownership and boundaries

Objectives:

Upon successful completion of this course, the student will be able to:

1. Summarize the historical development of current land law in California and the U.S.
2. Identify the concepts and types of evidence used in boundary determination.
3. List the types of ownership and evaluate the effects of transfers of property.
4. Interpret and prepare various types of legal descriptions.

5. Analyze the effects of unwritten title in property surveys.
6. Describe the responsibilities of the professional surveyor, court, attorney, title company, engineer, local agencies and landowners in boundary determination.

COURSE EXPECTATIONS:

This is an introductory, lecture-only course focusing primarily on the identification and determination of the types of evidence and procedures used in boundary surveying. Covered in some depth is the proper writing of legal descriptions as they pertain to boundary determination. In addition, the course reviews historic developments in boundary surveying and US land development as well as current concepts and procedures used in boundary determination by the practicing land surveyor or land surveyor in-training. The course is designed for those in the field of civil engineering, land surveying and would be of interest to professionals in the real estate and title insurance industries.

Class Preparation:

Students are expected to arrive on time, to be prepared in advance for each class and to remain for the entire session. It is strongly recommended that students write down questions arising from their SURV 58 readings and assignments. Bring them to class for clarification.

Students are to have successfully completed SURV60 with a grade of C or better. They are expected to be familiar with microcomputer operations, Microsoft (MS) Windows and MS Windows file management, MS Windows Explorer, MS Internet Explorer, Adobe Acrobat Reader (free download), MS Notepad and MS Excel spreadsheet software, and Google Earth Applications. AutoCAD, Civil3D familiarity highly recommended. Tutorials are available on the SRJC campus. Please consult the campus website.

Access to a computer, word processor, spreadsheet application, PDF viewer and to the internet are key to passing this course. This is a lecture only course held in a computer lab. CESGT computer lab facilities may be useful to the student in completing their assignments depending on their home computing facilities. Scheduled open lab hours posted outside Kunde 111 and 151. Students must obtain a class account from the instructor or computer lab manager, Todd Amos, His office is in NW corner of Kunde 151. Please plan accordingly.

Any student who feels that they have not met or cannot meet the requirements and expectations for this course should contact the instructor before the second class meeting. There are classes available that will help students prepare for this program.

Attendance Issues:

- Attendance is required. A lack of attendance can affect your grade for this course. Class generally begins on the hour and ends at ten (10) minutes before the hour. An excused absence may be granted by contacting your instructor sufficiently **prior** to the beginning of class. It is good practice to notify your instructor **by email** in advance if you are going to be tardy or absent.
- Students are responsible for all material delivered in lecture and lab as well as the readings and assignments.
- Students are responsible for correctly obtaining any missed lecture or laboratory course information from their fellow classmates. *Please do not expect your instructor to provide personal email services for absenteeism or failure to retrieve one's files from the network drive.*
- Your class participation can and will affect your final grade as will your class conduct.
- There will be no make-ups for missed class activities (quizzes, exams, in-class demonstrations, etc).
- According to school policy, if a student misses over 10% of any course, they can be summarily dropped from the course.

Assignments:

- All assignments are to be completed per instructions and are due at the beginning of class on the assigned due date. A course calendar will be provided.

- All course deliverables shall be submitted on 8½" x 11" paper or on sheets provided by the instructor. Unless otherwise directed, any maps and diagrams shall be submitted on 8½" x 11" or 11" x 17" sheets (properly folded) or on sheets provided by the instructor. *Electronic copies (Word and PDF) should accompany all hard copy assignments and deposited on the network M:\ drive in the SURV58 sub-folder bearing the student name as directed by your instructor.*
- Put your name, course number, assignment parameters and due date on the first page. Staple multiple sheets together **prior** to turning in. *(No name / no date / no staple = no score!!)*
- Any written reports, essays, or term papers shall be typed and formatted per instructions provided.
- Completed assignments are the student's responsibility. Failure to observe any of the above conditions may result in papers being returned without credit!

Required readings, handouts, weekly assignments and other information will generally be listed on the course calendar or on the white board at or near the beginning of each class meeting. The assignments will consist of a combination of worksheets, quizzes, mock exercises, discussion preparation, lab reports and written summaries.

Students should expect to complete a minimum of 1-2 hours of reading and/or homework for each class hour (e.g., 3 class hours per week translates into 3-6 outside hours per week).

There will be no make-ups for missed assignments, labs or exams. Rarely, certain late submittals may be accepted but will be discounted starting at 20% off of total point value depending on how many classes have passed since the due date. Such instances will be at the instructor's discretion. After a certain date, no late submittals will be accepted. That date will be announced by your instructor during class, ~1 week in advance.

Essay Assignment Submittal and Format:

All essay assignments are to be neatly word processed. *Electronic copies (Word and PDF) should accompany all hard copy assignments and deposited on the network M:\ drive in the SURV58 sub-folder bearing the student name as directed by your instructor.*

Laboratory assignments (reports/summaries and class projects) will be submitted in scientific manuscript format (Introduction, Materials & Methods, Results, Discussion and Conclusions). This includes any examinations that require a laboratory report or project report. Any essay type questions will follow the standard 5 paragraph essay format for writing style.

Links to examples of writing styles discussed above:

Scientific Writing Format:

<http://writing.colostate.edu/guides/processes/science/pop2a.cfm>

<http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWgeneral.html>

Essay Writing Format:

<http://www.englishdiscourse.org/5.paragraph.essay.format.html>

http://www.custom-essays.org/essay_types/Five_5_Paragraph_Essay.html

Scientific Calculators:

Students should have a scientific calculator and know how to use it (the range of recommended models will be discussed). For CESGT certificate students, your instructor strongly recommends the HP33s, the HP35s and the TI-30XIIs as these are calculators that will be allowed on certifying, licensure and board examinations. The instructor will NOT be responsible for training students in the use of scientific calculators.

Possession **and** working knowledge of a hand calculator is a REQUIREMENT for this class and will be necessary for all exams, quizzes and problem sets. Incorrect results secondary to miss-keyed or

incorrectly used calculators are INCORRECT. In order to receive the most credit for work performed, please attempt, at all times, to SHOW YOUR WORK.

Quizzes and Exams:

- Quizzes will be given at the beginning of most class meetings on the previous topics discussed. Exams will be given on specific areas covered throughout the course. Sufficient notice will be given prior to the scheduled exam with a review conducted the previous class lecture. A course calendar/planner will be provided.
- **NO MAKE UP EXAMS OR QUIZZES WILL BE GIVEN!**
- The final exam will be given on the day and time listed in the course outline. Failure to take the final exam will result in a grade of “F” for the course.

Grading:

- Your grade is based on the total number of points accumulated with respect to the total number of possible points accumulated.
- The sum of the points in each category are multiplied by a weight percentage and then totaled to determine your total accumulated points.

$$\begin{array}{l} \text{Assignment Points multiplied by 45\%} \\ + \text{ Quiz/Exam Points multiplied by 46\%} \\ + \text{Class Participation /Subjective multiplied by 9\%} \\ \hline \text{Total Accumulated points} \end{array}$$

- Your final grade is determined by dividing you Total Accumulated Points by the “Top Score” points accumulated and based on the following percentages:

90% to 100%	A	60% to 69%	D
80% to 89%	B	Below 60%	F
70% to 79%	C		

- A grade of incomplete “I” will only be given with the prior approval of the instructor and per college regulations.

STUDENT WEB READING (required):

It is the student's responsibility to consult the SRJC web-based information listed below -- please do so, they are considered parts of this syllabus:

SRJC Academic Schedules & Calendar to identify all important dates, deadlines and academic policies such as those relating to unexcused absences, adding and dropping classes. Students will follow all directions on exams and assignments sheets. When asked to work independently that means no *Also, please observe the emergency evacuation signs in each of the classrooms & computer labs.*

Schedule of Classes: <https://classes.santarosa.edu/>

Academic Calendar: <https://admissions.santarosa.edu/academic-calendar/>

SRJC Academics Information: <https://www.santarosa.edu/academics/>

SRJC Affairs and Programs: <https://studentlife.santarosa.edu/student-affairs-engagement-programs>

SRJC Disability Resources: <https://drd.santarosa.edu/home>

SRJC Rights and Responsibilities: <https://studentlife.santarosa.edu/rights-and-responsibilities>

(Please take careful note of the link to Academic Integrity, cheating of any type will not be tolerated)

Class Conduct & Courtesy:

During lectures: Students should be listening to the presentation, note taking is strongly encouraged. Students shall please refrain from having conversations, checking your email or web-browsing. These behaviors are distracting to others and to the instructor. **No student is allowed to print or plot without permission during any lecture under any circumstances.** This includes when you are visiting in an open lab or have received permission to work quietly when any instructor may be lecturing.

The above distractions or any disruptive behavior during class **are grounds for being excused from class with a loss of that day's work.** Repeated events will result in disciplinary action via the Department Chair, Dean or Vice President of Academic Affairs.

Extended classroom or lab dialog of any kind may be deferred or terminated at the discretion of the instructor.

During Laboratory: Kindly remember that other students may have different study habits and priorities than you do. Please speak softly when conversing with other students. Avoid long and/or social (unrelated to class matters) dialog in the computer lab. Take such conversations outside.

During open lab times or when other classes are in progress.

There will be open lab time in Kunde 111 and 151. A schedule will be posted on the doors to the labs. There may be lab seats available during other courses in progress. When desiring to occupy an empty station during a lecture, students should politely inquire with the instructor prior to just taking a seat. If a student shows up late and you are occupying their seat, you must vacate IMMEDIATELY. Survey 58 students will comport themselves per the course syllabus guidelines whenever using the computer labs. You represent the CESGT Program to others.

Cell Phones: Turn cell phone ringtones off and if you must receive a call please go outside during your phone conversation.

***ABSOLUTELY NO EATING OR OPEN DRINKS ALLOWED IN CLASS or COMPUTER LABS!!!
and once again for the cheap seats.....***

ABSOLUTELY NO FOOD OR OPEN DRINKS ALLOWED IN CLASS or COMPUTER LABS!!!

Passwords, Accounts and Access Codes: Students will be given SRJC computer user accounts and will be required to establish user accounts at other websites. It is the responsibility of the student to keep track of their user names, passwords and security codes. Lost or forgotten passwords are not an acceptable reason for incomplete assignments.

Computers, Equipment and Equipment Handling:

In comparison to many other campuses, SRJC has recently updated, excellent computer hardware, software and output facilities. In order to provide optimum laboratory access and usage experience; all students are expected to be familiar with and follow the posted rules for the computer labs (Kunde 111 and 151). **Any student observed violating the rules may be excused from class (first offense). Repeat offenses will result in a student being dropped from the class.** In some classes your computer profile will NOT follow you to another station. Students will be assigned a workstation which will be their workstation for the entire semester. You may not sit at another workstation without permission from the instructor. Students will be provided with computer access account numbers on the first day of class. All students will complete a laboratory compliance agreement during the first class meeting.

All students are to treat the course equipment with proper care. Any damaged or malfunctioning computer or survey equipment shall be promptly reported to the instructor. Students observed mistreating the equipment will be warned either openly or in conference. Students who are repeatedly observed misusing equipment will be excused from that class. Students excused from class activities for mistreating equipment will not be allowed to make up that day's work. A second such event may result in a student being dropped from the course.

There are data volumes (folders) and documentation files for the various devices and software applications. This documentation can be found in the \PATHNAME*\Library folder and the various subfolders on the student local and network drives. Any hard copy documentation and display articles are **NOT** to be taken off the lab premises or off campus for **ANY** reason without prior approval of the instructor. STUDENTS ARE NOT PERMITTED TO PRINT THE DOCUMENTATION FILES ON SRJC PRINTERS. When such documentation is required for an out of class assignment, it may be obtained from the \PATHNAME*\Library folder in electronic format. Assignments and support information will be provided on the SRJC network drive and should be copied to the student's local drive BEFORE opening or operating on the file or files. The majority of the support documentation is in PDF format. Students are expected to be familiar with the use of Adobe Acrobat Reader software. Please make certain that you allow yourself the necessary time to transfer the appropriate support documentation in advance of assignments and class exercises.

SURVEY 58 students will receive a presentation familiarizing them with the in-class computing, printing and plotting equipment as part of course content. Account passwords and authorization codes will be issued at that time. These presentations will not be repeated. SRJC provides laboratory supervision and limited software support during the open lab hours on the Santa Rosa Campus. Please familiarize yourselves with Mr. Todd Amos' schedule. He is super knowledgeable and a valuable resource.

* PATHNAME=the SRJC network drive pathname to be established in class for the file location or locations.

KUNDE 111 and 151 Computer Lab Network Drives

Drive C:	Local hard drive in the computer
Drive F:	(Private drive unique to each person-copy class materials to this drive)
Drive N:	(Read-only to students. Full-access to faculty and staff. Copy distributed class materials FROM this drive ASAP)
Drive M:	(Full-access to everyone) will be deleted periodically. Please don't leave your important files on this drive.

NOTE: Student USB drives or external HDDs should be inserted **AFTER** logon is complete. External HDDs and USB drives should be used for backup and transfer of materials to outside/personal computers.

File Distribution:

Certain course files for distribution will be available on the classroom network drive (N:\ drive) and on the SRJC File Depot (link below).

This semester, I will be using the Google Drive-like **SRJC FILE DEPOT** to distribute large files over the internet and to receive large files and assignments. This will keep my SRJC mailbox from over filling with large attachments (assignments). Use of this site will be discussed at the first class meeting.

Note: instructor-posted files will remain on the N:\drive or File Depot site for ~ 2 weeks after posting and then be deleted. Be certain to download the files right away.

Syllabus Purpose and Disclaimers:

This syllabus is an agreement. Continued participation (past day 1) in SURV58 means that you, the student, tacitly agree to the policies and procedures outlined in this document. If some aspect or aspects of the syllabus are unclear to a student, it is their responsibility to inquire regarding that matter at the outset of the course.

This syllabus is intended to provide guidance as to in what will be expected during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement or make changes as necessary for general course needs as the semester progresses.

Instructor Commentary:

The 1-year program moves along very quickly. The fall courses are introductory, gateway courses to the spring semester courses. The follow-on spring semester courses offer additional curriculum towards the Land Survey certificate / degree and build the foundation of all professional land surveying.

The bulk of land surveying is initially performed in your brain and subsequently implemented with technology as a pencil and paper or as fancy as a calculator or computer. It cannot be emphasized how important it is to fully-apply yourselves at every lesson opportunity. The lectures, labs and examinations in these courses are not easy. They are designed to orient and prepare students for the workplace, qualification and licensure exams. They also reflect the serious professional obligations that newly licensed land surveyors will undertake for the state or states in which they practice. Please make the absolute best use of your time. Thank you and WELCOME.

Respectfully,
Reg Parks
SRJC E&AT CESGT Program