



**Maynooth
University**

National University
of Ireland Maynooth

Department of Geography

FIRST YEAR GEOGRAPHY 2019/20

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IMPORTANT DATES FOR YOUR DIARY

Mon 23 Sep 2019:	<i>First Year Geography GY161 Global Environments lectures commence at 11.00 am in JHL2</i>
Mon 23 Sep 2019:	<i>First Year Geography GY151 Living Landscapes lectures commence at 15.00 in JHL1</i>
Fri 18 Oct 2019	<i>Change of Subject Deadline for First Year Students</i>
Mon 28 Oct to Fri 1 Nov 2019	<i>Study Week</i>
Fri 20 Dec 2019	<i>Conclusion of First Semester lectures</i>
Mon 23 Dec 2019-Fri 3 Jan 2020	<i>Christmas Vacation (students)</i>
Mon 6 to Fri 9 Jan 2020	<i>Study period</i>
Fri 10 Jan 2020:	<i>Semester 1 module examinations commence</i>
Mon 3 Feb 2020:	<i>Semester 2 lectures commence</i>
Mon 16 Mar to Fri 20 Mar 2020:	<i>Semester 2 Study Week</i>
Fri 10 Apr to Fri 17 Apr 2020:	<i>Easter vacation, including Good Friday</i>
Fri 8 May 2020:	<i>Conclusion of Second Semester lectures</i>
Fri 17 May 2020:	<i>Semester 2 module examinations commence</i>

See: www.maynoothuniversity.ie/registrar/key-term-dates for more details. There is also a Geography Year Planner on p.18 of this guide.

Welcome to Geography!

Welcome to the Maynooth University Department of Geography. This is a place of learning, scholarship and research. Geographers study the Earth as our home, by attempting to answer such questions as: What sort of home have we made for ourselves? Do we need to take better care of it, for we currently have no other? What might environmental and cultural changes mean for the future?

It's quite an agenda of study we have set for ourselves: globalization, climate change, urbanization, food security, migration, attachment to place, water politics, patterns of investment and disinvestment; all these and more are taken up in our research studies, and are thus reflected in the modules we offer throughout our Geography programme.

In your first year of that programme, we will introduce you to the landscapes, human and environmental systems that shape, and are in turn shaped by people, across many scales as they make their home on and with the Earth. In *Living Environments*, Steve McCarron and Lisa Orme (GY151) introduce you to some of the main environmental systems and to their natural history, whereas Mary Gilmartin and Rachel McArdle (GY152) explore some of the central concepts of human geography. In *Global Environments*, Alistair Fraser and Rob Kitchin (GY161) take up the long-term development of human occupation on earth, and Ro Charlton and Peter Thorne (GY162) describe the atmospheric systems that control weather and climate.

All our courses offer a blend of lectures, tutor-led discussions and small-group meetings that aim both to introduce you to these systems and at the same time help you develop your critical and creative thinking skills. We believe that geographical scholarship should not stay in the classroom and our work on diverse topics from climate change to housing availability is part of public debate both in Ireland and beyond. You will hopefully want to follow our public engagement to practice your creative and critical thinking, and one place to start is with our Twitter account, [@Maynoothgeog](#), or on Instagram [@MaynoothGeography](#). Join in the debate!

We also try to ensure you are in good hands and we will make every effort to help you enjoy Geography at Maynooth. If you have questions, please contact your First Year Manager, Ro Charlton and or First Year Geography Programme Coordinator, Steve McCarron. You can also get in touch with the Director of the Undergraduate School, Adrian Kavanagh, and, of course, I will also be delighted to hear from you!

With best wishes

A handwritten signature in black ink, appearing to read 'Gerry Kearns'.

Gerry Kearns, Head of Department

Staff involved in the First Year Geography Programmes

Please see the following page for who you need to contact in particular circumstances

Lecturers for GY151 and 152 Living Landscapes

Dr Stephen McCarron (S1)	Stephen.Mccarron@mu.ie	01 708 6147	R-14
Dr Lisa Orme (S1)	Lisa.Orme@mu.ie	01 708 3769	LH 2.4
Professor Mary Gilmartin (S2)	Mary.Gilmartin@mu.ie	01 708 6617	R-9
Dr Rachel McArdle (S2)	Rachel.McArdle@mu.ie	01 708 3938	R-20

Lecturers for GY161 and 162 Global Environments

Dr Alistair Fraser (S1)	Alistair.fraser@mu.ie	01 708 6156	R-21
Professor Rob Kitchin (S1)	Rob.Kitchin@mu.ie	01 708 3372	Iontas
Dr Ro Charlton (S2)	Ro.Charlton@mu.ie	01 708 3679	R-23
Professor Peter Thorne (S2)	Peter.Thorne@mu.ie	01 708 6469	LH 1.11

Head of Department

Professor Gerry Kearns	Gerry.Kearns@mu.ie	01 708 6153	R-23B
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Deputy Head of Department

Dr Adrian Kavanagh	Adrian.P.Kavanagh@mu.ie	01 708 6014	R-6
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Tutorial Coordinators

Dr. Martina Roche and Georgina Perryman	geogtutorials1@mu.ie	Use email to contact tutorial coordinators	
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Support staff

Neasa Hogan	Geography.Department@mu.ie	01 708 3610	R-23C
Una Holton	Geography.Department@mu.ie	01 708 4760	R-23C
Mick Bolger, Technician	Michael.Bolger@mu.ie	01 708 4762	Opp. PG Lab

R = Rhetoric House (South Campus); LH = Laraghbryan House(North Campus); PG = Physical Geography Lab (Rhetoric House Ground Floor)

Staff are to be contacted during office hours or by appointment only. Office Hours for each member of staff are posted on Moodle [MC: GY_01](#) All First Year Geography Students.

First Year Manager

Dr Ro Charlton Room 23, Top Floor, Rhetoric House (South Campus)
Office hours (Semester 1): Tue 15.00 - 16.30 and other times by appointment

First Year Geography Programme Coordinator

Dr Stephen McCarron, Room 14, Top Floor, Rhetoric House (South Campus)
Office hours (Semester 1): By appointment

Tutorial Coordinators

Send all questions relating to tutorial group allocations to geogtutorials1@mu.ie giving your name, student number, the Geography modules you are taking and your other subject(s)

I have a question - who do I contact?

It may well be the case that an answer to your problem can be found in this handbook, on Moodle, on Departmental webpages. If you cannot find an answer using these sources, you should consult the relevant member of staff (see below), the Year Manager, Ro Charlton, or Neasa Hogan and Una Holton in the Geography Administrative Office (Room 23C).

See also page 7 for ways you can make contact with the Department of Geography.

Where can I get advice on my degree programme and subject choice?

The Programme Advisory Team are available to advise you on the choices you make about your programme, including subject choice and can answer any questions students may have. See their website for further information: www.maynoothuniversity.ie/programme-advisory-office Email: <mailto:choices@mu.ie> Tel.: 01 474 7428

How do I sign up for tutorials?

- If you are taking **Living Landscapes** (GY151 & GY152 from Timetable Group 1) you need to sign up for Living Landscapes tutorials on the GY151 Moodle page.
- If you are taking **Global Environments** (GY161 & GY162 from Timetable Group 6) you need to sign up for Global Environments tutorials the GY161 Moodle page.
- If you are taking **BOTH Living Landscapes AND Global Environments** you need to sign up for **TWO** tutorial groups: one for Living Landscapes **AND** one for Global Environments. Note: you can select the same timetable slot for BOTH modules, since the tutorials for Living Landscapes do not take place during the same weeks as those for Global Environments.

There is a timetable clash with my tutorial time, what should I do? How do I change tutorial groups?

You should contact the Tutorial Coordinator by email at geogtutorials1@mu.ie, giving your **full name, student number**, which **Geography module(s)** you are taking and your **other subject(s)**

I am thinking of changing from another subject to Geography GY151/2 *Living Landscapes* and/or GY161/2 Geography GY161/2 *Global Environments*. Who can I talk to and what do I need to do?

While you are deciding, you should go to classes for both subjects to help you make your choice and to ensure you don't fall behind. You can read an outline of each of the two 15 credit programmes offered by the Geography Department on pages 9 - 13 of this guide.

To change subjects, you need to amend your registration. This may be completed online via the **Registration Amendment Menu** in [Student Web Services](#). The **Change of Subject deadline is Fri 18 Oct**. After this deadline special permission is required from the Head of Department.

You should check that your new choice is compatible with the other subject(s) you wish to study (GY151/2 Living Landscapes is in Timetable Group 1; GY161/2 Global Environments is in Timetable Group 6).

You will also need to make sure you sign up for tutorials (see above) for the new Geography programme(s) as soon as is practicable (i.e. when you get access to the GY151 or/and GY161 Moodle pages – alternately email geogtutorials1@mu.ie).

For further questions about the Geography programmes, you can contact the First Year Geography Programme Coordinator Dr Stephen McCarron, or the First Year Manager Dr Ro Charlton.

I want to change from 15 to 30 credits of Geography. What do I need to let the Geography Department know?

First you must amend your registration. Amendments to subject(s) and/or modules may be completed online via the **Registration Amendment Menu** in [Student Web Services](#). You are advised that the number of students who can take each module are capped, with places issued on a 'first come, first served' basis. You will not be able to register for a module where the quota is full. You should check that your new choice is compatible with the other subject(s) you wish to do (GY151/2 Living Landscapes is in Timetable Group 1; GY161/2 Global Environments is in Timetable Group 6).

You will also need to make sure you are signed up for tutorials (see above) for **BOTH** GY151/2 **AND** GY161/2 (see above for how to do this).

I am changing from 30 to 15 credits of Geography or have decided not to do Geography. What do I need to let the Geography Department know?

If you had already signed up for a tutorial group, then **please contact the Tutorial Coordinator** by email (geogtutorials1@mu.ie), giving your **full name, student number**, and the **Geography module(s)** you are discontinuing (i.e. GY151/2 Living Landscapes or GY161/2 Global Environments).

I want to change from/to GY151/2 Living Landscapes to/from GY161/2 Global Environments. What do I need to let the Geography Department know?

First you must amend your registration. Amendments to subject(s) and/or modules may be completed online via the **Registration Amendment Menu** in [Student Web Services](#).

You should check that your new choice is compatible with the other subject(s) you wish to do (GY151/2 Living Landscapes is in Timetable Group 1; GY161/2 Global Environments is in Timetable Group 6).

Once registered, you must **contact the Tutorial Coordinator** by email geogtutorials1@mu.ie giving your **full name, student number**, the **new Geography modules** and the **Geography modules you are discontinuing** (i.e. GY151/2 Living Landscapes or GY161/2 Global Environments).

I have a question about something covered in one of my Geography lectures

You can consult the lecturer who is teaching the relevant module (see page 4 for contact details).

I am having problems with a Geography assignment

Make sure you have read all the instructions and supporting material for that assignment on Moodle. If you are still having problems, you should contact your tutor or the lecturer who set the assignment.

If you wish to request an extension you should follow the procedure explained on page 14 of this guide and submit a [Personal and Medical Circumstances \(PMC\) form](#). Requests for extensions are **only granted when there are extenuating circumstances**.

What should I do if I miss an assessment, tutorial or examination, or need an extension for an assignment?

You need to complete a Personal and Medical Circumstances (PMC) Form and provide supporting documentation. See page 14 - 15 of this guide and Moodle for the procedure you need to follow.

I am worried about falling behind because illness or personal circumstances are affecting my ability to work effectively. Who do I contact?

You need to complete a [Personal and Medical Circumstances \(PMC\) Form](#) and provide supporting documentation. See page 14 - 15 of this guide and Moodle for the two-step procedure you need to follow. Should you wish to discuss your circumstances please email Una Holton geography.department@mu.ie with a subject line **PMC** – Follow up to arrange an appointment. We strongly encourage any student with concerns to drop into the office (Room 23C, Top Floor, Rhetoric) **Monday to Friday between 09.00 and 17.00** and talk to Una. *All discussions are confidential.*

Keeping in touch with the Geography Department

You can keep in touch with the Department using one of the following four methods:

1. **Moodle:** This online learning environment is accessible both on and off campus [[Moodle Maynooth 2020](#)] We use it for: (a) administration work by the Year Manager (e.g. posting notices and announcements, signing up by students for modules and events) (b) to pass on information/ resources about individual modules and assignments. You will have access to all MOODLE areas relating to the modules for which you are registered as well as to a general information area for first years. **All general information will be communicated through a single first year Moodle page: [META:GY_01 \(2020\)](#)** - All First Year Geography Students.
2. **Email:** Messages TO individual students from Year Managers/ Staff will normally ONLY be made via e-mail, **using the student's Maynooth University e-mail address**.

You should **check your Maynooth University e-mail on a regular basis**, and clear your inbox when it is getting full. Please note that **staff will only answer emails sent from your Maynooth University e-mail address**. Messages FROM students to staff involving other than a short reply should NOT be sent by e-mail. E-Mails referring to information that is already available in this Guide, on Moodle, the Department website, or provided in lectures will NOT receive a reply. If discussion or advice of a general nature is required this should be done

through a meeting with the staff member concerned during his/her office hours. All messages should have a relevant heading in the subject line.

3. **Office Hours:** All lecturers have times set aside to meet students to discuss matters relating to their work in the Department of Geography. These 'office hours' are listed on the relevant staff pages on the website and the relevant Moodle pages. Students should always check the relevant Moodle pages before seeking information from staff. Special appointments may be arranged with individual staff members. General matters relating to First Year Geography (not specific to individual modules) should be addressed to the First Year Manager (Ro Charlton).
4. **Department of Geography website:** Students will find useful information on the undergraduate geography programmes including an overview of each year, modules offered, course requirements, Year Guides and other documentation and details on staff office hours. Information about upcoming events and more general departmental news is posted regularly on this site www.maynoothuniversity.ie/geography

	Moodle	Email	Office Hours	Phone
<i>When you should use this medium</i>	Frequently, for most information regarding modules and courses	<u>Only if FAQs or Moodle or notice boards don't help.</u> For queries that only require a <u>brief response</u>	For queries requiring a more detailed response/discussion from a staff member. See page 4 of this guide.	Only if there is an <u>extremely urgent matter</u>

Becoming involved

Staff-Student liaison committee:

Class representatives (elected by students during the first semester) will have scheduled meetings with the Staff-Student Committee during the year to discuss matters of mutual concern. If you are interested in being a First Year Geography class representative, please note that the Deputy Head of Department will be emailing the class in early October to look for expressions of interest.

Students who wish to have particular matters relating to the First Year programme discussed should bring these to the attention of their class representatives.

Student Geography Society:

The student Geography Society organises social events during the year and publishes an annual magazine, *Milieu*. You are strongly encouraged to support the Society's activities: contact a member of the Geography Society committee as soon as possible. Also join the Society on Fairs Day! First Year students are strongly encouraged to submit articles and photos to the Society for inclusion in the 2019/20 issue of *Milieu*. The closing date for submissions to *Milieu* usually occurs around the end of February. *Milieu* offers students – especially those with an interest in postgraduate studies in Geography – with the opportunity to get their first geographical article published.

Geography blogs

You should also check out the blogs hosted by the Department. In MU Geography's Eye on the World academics from the Department post about current geographical issues in the news or relating to the study of Geography more broadly. Feel free to add polite commentary of your own in response to our posts. You might also find interesting these other blogs that our colleagues direct. In *Ireland after NAMA*, you will find posts about the unfolding crisis in the Irish economy. You will

also find our geographers posting about Irish politics at Political Reform.

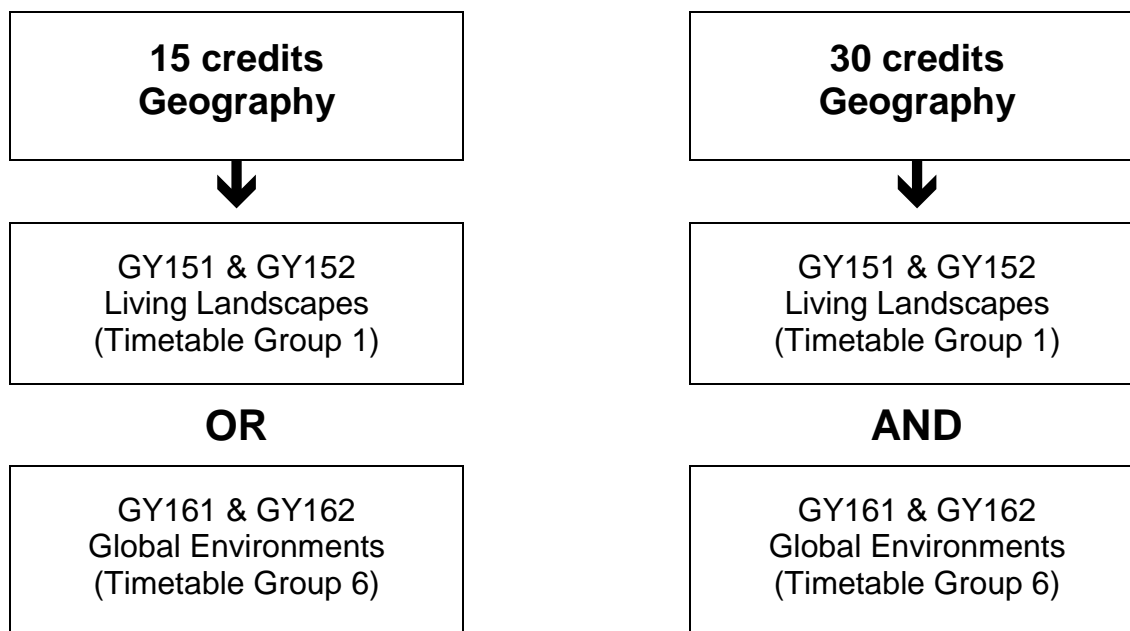
Social media

The Department has a [You Tube page](#) for videos, a Twitter feed [@maynoothgeog](#), a [Facebook](#) page and a [Flickr page](#) for photographs that document the many activities within the Department. If you have relevant submissions, please contact the Department Technician, Mick Bolger (michael.bolger@mu.ie) or Tweet us at feed [@maynoothgeog](#)

First year Geography: Your Options

Students can take single (15 credits) or double (30 credits) Geography in First Year. Either of these options will allow you, on successful completion, to progress to Second Year Geography. You can opt for either Living Landscapes or Global Environments, or do double Geography by taking both. **Living Landscapes and Global Environments both cover the same key skills and concepts. The difference is in the contextual framework provided by the themes and case-studies examined.**

(Students who register for 15 credits of Geography in September/October but later decide that they would like to do more Geography may register for an extra 7.5 credits of Geography, with Departmental permission, in January/February. For example, a student who registers initially for Living Landscapes (GY151/GY152) in the Autumn could opt to register also for GY162 in January/February, if they decide they want to do more Geography at that point.)



If choosing Geography (Global Environments) in Group 6, the only subject you may choose in Group 1 is Geography (Living Landscapes). This is to ensure that there are no timetable clashes between your subject choices going into 2nd year, as not all subject combinations are possible. See p.40-41 & 72-73 in the [Maynooth University Undergraduate Handbook](#) for further information on subject groupings.

GY151 and GY152: Living Landscapes

Living landscapes introduces students to the diversity of human and physical landscapes across the modern world. Landscapes are both 'vast and past', shaped by physical and human geographical processes, which are often interdependent. Living Landscapes will allow students to investigate world-forming processes by introduction to the platform geographical skills of analysis, description and communication via a blend of traditional lecture and small group learning environments. The unit content will examine how humans across the world are part of, and also create, unique landscapes that have issues including hazard prevention, poverty and resource depletion. **NOTE: you cannot take Living Landscapes with any of the other subjects in TIMETABLE GROUP 1.** (See p.40-41 and pp.72-73 in the [Maynooth University Undergraduate Handbook](#)) (The Timetable *might* allow a combination between Geography/Living Landscapes and Law, but please get permission from the Department before opting for this combination You should speak to Dr Stephen McCarron or Dr Ro Charlton - contact details on p.3 of this guide).

GY151: Living Landscapes Part 1 (Dr Stephen McCarron & Dr Lisa Orme) Semester One

Monday 15.00 John Hume Lecture Theatre 1
Wednesday 12.00 Iontas Lecture Theatre
Friday 10.00 Arts Lecture Theatre 1
Tutorials Three one-hour tutorials (see box below)

33% continuous assessment; 67% examination (90 minute exam held in January)

This module introduces Geoscience as a component of geographical knowledge underpinning much of Physical Geography education throughout undergraduate studies. A systems approach to studying the Earth and its processes is taken. Themes covered include a scientific appraisal of what we understand (or don't) about the Earth, the geological and geomorphological processes (e.g. geological time) controlling the form and operation of the Earth system, rock types (basic geology) and geohazards. See the [GY151\[A\] \(2020:S1\)](#) Moodle page for further information.

As part of this GY151 module students are required to attend three tutorial sessions. Tutorials are held at different times in a number of locations – you need to sign up for one session via the Moodle [GY151\[A\] \(2020:S1\)](#) page before you are assigned to a tutorial group. Further information will be given in class and on Moodle. **Tutorials form part of the assessment for the GY151 module.** For questions relating to tutorial group allocations see pages 5-6 of this guide.

GY152: Living Landscapes Part 2 (Prof Mary Gilmartin & Dr. Rachel McArdle) Semester Two

Monday 15.00 John Hume Lecture Theatre 1
Wednesday 12.00 Iontas Lecture Theatre
Friday 10.00 Arts Lecture Theatre 1
Tutorials: Three one-hour tutorials (see box on the next page)

67% continuous assessment, 33% examination (60 minute exam held in May/June)

Following on from GY151, in semester two we look at the human dimensions of Living Landscapes. Landscape is important for human geographers, because it highlights the relationship between people and place. In GY152, we will consider this relationship in a number of ways. We will investigate the types of disagreements and conflicts that arise over people's use of landscape. We will look at how new landscapes emerge, paying particular attention to food, and to the impacts of migration. Throughout, we will draw on a wide range of contemporary topics, which may include fracking in Ireland, the migrant crisis in Europe, and global food surpluses and shortages. We will also use the Arctic as a case study in both GY151 and GY152, so that you can clearly see the links between human and physical geography perspectives on Living Landscapes. No prior knowledge of Human Geography is required or expected. The aim of this module is to introduce you to the relevance and importance of human geography for understanding the world we live in, and to provide you with key skills and knowledge for further study in Geography. See the [GY152\[A\] \(2020:S2\)](#) Moodle page for further information.

As part of the GY152 module students are required to attend three tutorial sessions. You will be in the same tutorial group as you were for GY151 and your tutorial will take place at the same time and probably in the same place in the First Semester. **Tutorials form part of the assessment for the GY152 module.**

GY161 and GY162: Global Environments

Global Environments will introduce students to the issues involved in modern global development within a highly modified, rapidly changing natural environment. Modern environments are globally interconnected physical-societal systems formed by a range of spatially variable processes, which interact to create unique regional and global management issues. Global Environments will allow students to investigate environment-forming processes by introduction to the platform geographical skills of analysis, description and communication via a blend of traditional lecture and small group learning environments. The unit content will examine how humans across the world are part of, and also create, unique locations that have issues including hazard prevention, poverty and resource depletion. **NOTE: you cannot take Global Environments with any of the other subjects in TIMETABLE GROUP 6** (See pp.40-41 and 72-73 in the [Maynooth University Undergraduate Handbook](#))

GY161: Global Environments Part 1 (Dr Alistair Fraser & Prof Rob Kitchin) **Semester One**

Monday 11.00 John Hume Lecture Theatre 2
Tuesday 10.00 John Hume Lecture Theatre 4
Friday 12.00 Arts Building Class Hall F
Tutorials: Three one-hour tutorials (see box below)

50% continuous assessment, 50% examination (90 minute exam held in January)

The Geography Global Environments unit runs across both semesters and examines the growth and geographical distribution of the human population, uneven geographical development across

the face of the earth and the ways in which both have been shaped by and in turn have impacted upon the equally uneven mosaic of climate regimes and physical environments which mark planet earth. Across both semesters, the overarching aim of the Geographical Environments unit will be to call upon students to reflect upon symbiotic relationships between population and climate and how these relationships have changed over time. In GY161 we enquire into this relationship principally from the perspective of human geography. You will be asked to think about human development in terms of its relationships with highly modified, rapidly changing natural environments and to see the discipline of Geography as a whole in terms of the study of interconnected physical-societal systems which operate differently in different places and which create unique global, regional and local management issues. The specific purpose of GY161 is to provide for beginning students a clear and concise introduction to Human Geography, including its key concepts, seminal thinkers and their theories, contemporary debates and controversies, and celebrated case studies. No prior knowledge of Human Geography is required or expected. See the [GY161\[A\] \(2020:S1\)](#) Moodle page for further information.

As part of the GY161 module students are required to attend three tutorial sessions. Tutorials are held at different times and in a number of locations – you need to sign up for one session using the Moodle [GY161\[A\] \(2020:S1\)](#) page before you are assigned to a tutorial group. Further information will be given in class and on Moodle. **Tutorials form part of the assessment for the GY161 module.**

For questions relating to tutorial group allocations see page 5 of this guide.

GY162: Global Environments Part 2 (Dr Ro Charlton & Prof Peter Thorne)

Semester Two

Note: **Global Environments is in Timetable Group 6** (see p.40-41 and pp.72-73 in the [Maynooth University Undergraduate Handbook](#))

Monday 11.00 Rye Hall
Tuesday 10.00 Education Lecture Theatre
Friday 12.00 Callan Building, Lecture Theatre 9
Tutorials: Three one-hour tutorials (see box below)

50% continuous assessment, 50% examination (90 minute exam held in May/June)

Following on from GY161, in semester two, we will examine the complex relationship between population and climate from the perspective of physical geography in GY162. Since the start of the Industrial Revolution, human activities have contributed to climate change by adding carbon dioxide and other heat-trapping gases into the atmosphere, mainly as a result of burning fossil fuels. Today climate change is one of the most urgent issues facing humankind today as global temperatures rise, sea ice disappears, ice sheets melt, and extreme events such as droughts, storms and floods become more frequent. In the first part of this module we will examine the physical processes that influence patterns of weather and climate. This is done in an integrated manner using a systems-based approach and predominantly a global perspective. Basic aspects of atmospheric energy flow, moisture and moving air are introduced, and their role in causing spatial variation in environmental challenges and responses examined. In the second part of the module we will look at the ways in which human activities affect the climate, the evidence for natural and anthropogenic climate change, the changes we can expect over coming decades, and ways in which we can meet the

challenges posed by climate change. As geographers, we will examine the unequal impacts of climate change on populations over space and time. No prior knowledge of physical geography is needed or expected. See the [GY162\[A\] \(2019:S2\)](#) Moodle page for further information.

As part of this module students are required to attend three tutorial sessions. You will be in the same tutorial group as you were for GY161. Your tutorial will take place at the same time/in the same place as the First Semester. **Tutorials form part of the assessment for the GY162 module.**

First Year Tutorials and Assignments

Tutorials

For each of your First Year Modules you are required to attend tutorials. There are three **for each module** and these are each worth 5% of your overall mark for the module. Attendance at tutorials is mandatory. Marks for tutorials are allocated as follows:

Mark	Comment
0	Did not attend tutorial
2 marks	Attendance
1 mark	Carried out preparation
1 mark	Contributed to the tutorial
1 mark	Excellent preparation and/or contribution

What do I do if I miss a Tutorial?

If you have a genuine reason for missing a tutorial (for example, illness, bereavement etc) you are required to complete a PMC (personal and medical circumstances form: see p. 14-15 of this guide) detailing your group number, tutor name and the reasons that you have missed the tutorial. If your PMC is approved by the Geography Department, then you will be awarded marks for attendance and preparation (if you emailed your tutor any preparation work completed).

Assignments

There are a number of assignments associated with each module. For each module specific details on these are in the module outlines and on the appropriate Moodle pages (GY151, GY161, GY152, GY162). Assignments must be submitted by the deadlines indicated for each module.

What do I do if I miss an Assignment Deadline?

There is **no late submission of assignments without a valid reason**. If you have a valid reason for missing an assignment deadline you must submit a PMC form (See p.14-15 of this guide).

If you do this, and the PMC is approved, you will get a 3-day extension to submit that assignment and your tutor will be notified of this. This means that you get extra time to submit.

NOTE: an extension is NOT an exemption from completing and submitting the assignment.

NOTE: In all cases, students have 2 weeks to submit a PMC for a missed tutorial or assignment.

Accessing module/course spaces in Moodle

- To access the Moodle space for geography modules, first log in to Moodle at

<https://2020.moodle.maynoothuniversity.ie/course/view.php?id=1651> or via the quick link on the University home page, using your MUEmail username and password.

- Moodle has been set up to display automatically the modules for which you are registered as a student under the heading **My Courses** on the Moodle homepage (this should be on the left hand side – scroll down if necessary).
- If the Geography modules do not appear under the heading My Courses, you can still access your courses in Moodle by self-enrolling to them.
- For each module, type the relevant web link given below into your web browser:

Module code	Moodle web link	Enrolment key
MC:GY_01 (19-20:YR)	General information for First-Year Geography students	geography
GY151	Living Landscapes Part 1	GY151
GY152	Living Landscapes Part 2	GY152
GY161	Global Environments Part 1	GY161
GY162	Global Environments Part 2	GY162

- You will then be asked to enter the module **enrolment key**. This is an internal password in Moodle, but you will only need to use it once to access the module space. On your next login, the module will be displayed under your new list of My Courses. The enrolment keys for the geography courses are given in the table above.
- Once you have entered the enrolment key, you will be brought to the course/module homepage, where you can access course material, notes and links. If you have never used Moodle before, you will be asked to agree to the **Site Policy Agreement** first, but this will not be repeated on any future visit to Moodle.
- **Getting Help:** If you have any problems with Moodle, you can find further help on the main Moodle homepage, under Main Menu. You can also contact moodlesupport@mu.ie for help. If you are working in the Public Access Cluster Rooms, a Computer Assistant may be able to help you log in to Moodle and find your course. For any questions relating to a particular module, please check with your lecturer.

Missed Assessments / Deadlines/ Tutorials / Examinations

You **MUST** complete and submit a [1st Year Personal & Medical Circumstances\[PMC\] form](#) if you:

- miss, or have difficulties during, a written examination;
- miss a required in-class assessment;
- fail to meet a deadline for submitting a project report or essay, or a piece of work in tutorials;
- are absent from regular classes for a significant period of time (more than one week);
- miss a tutorial session;
- have ongoing issues that are affecting your ability to engage with the course

PMC forms **must be completed online** through the [META:PMC \(2020\)](#) page on Moodle. You must also submit medical certificates and/or other supporting documentation where appropriate through [Moodle](#) or to the Department Office. (All medical certificates and other documentation **must be dated** and include name, address, year of study and student number. Copies of all documents submitted should be retained by the student, who may be required to produce them later.) When this form is completed you may be asked to schedule an appointment to meet with the Department of Geography administration staff and/or the Year Manager (through the Moodle Scheduler function) within **two weeks** of the relevant event. **This is a two-stage process** and you **MUST** follow-up your PMC as explained below. If you know that you will be absent ahead of an event (e.g. medical appointment), then the PMC (and supporting documents) should be submitted ahead of that event.

Please note that submission of a medical cert must always be accompanied by a 1st Year PMC Form.

Follow-up procedure: In most circumstances if the reason is acceptable, students will be notified by email. If it is considered that further information is required, the student will be given guidance at the time about what is needed. If further discussion is required about information provided, students will be required to make an appointment to see the relevant year manager. Where the reasons given in the PMC form are accepted, the following outcomes will apply (as appropriate):

Circumstances	Outcome (if successful)
Missed in-class assessment	<i>Resit assessment, usually on same day as main module examination in January/May</i>
Late submission of assignment / essay / project	<i>Later submission date set by Lecturer/Tutor/Year Manager</i>
Missed examination	<i>Re-sit examination during the Repeat Exams in August</i>
Extended absence from class	<i>Details brought to attention of the examination board at the end of the year for consideration</i>

Cases when no marks/extension/assignment re-sit will be awarded:

- Where the reasons given are not deemed to be acceptable.
- Where a PMC form is submitted more than two weeks after the exercise/deadline.
- Where a late-submitted project is submitted later than the extension date which had been agreed with Geography staff.
- Where no PMC form is submitted, or required support documents are missing.

Important Information for all Geography Students

Grading system:

GRADING SYSTEM: Marks awarded for individual modules are divided into the following grades:

- First Class Honours: 70% and higher
- Second Class Honours Grade I: 60-69%
- Second Class Honours Grade II: 50-59%
- Third Class Honours: 45-49%
- Pass 40-44%
- Fail < 40%
- Non-compensatable fail < 35%

Specific grade-related criteria for First-Year Geography modules will be posted on Moodle.

You should refer to the Maynooth University [Marks and Standards document](#) for full information.

Provisional grades for First Semester lecture modules will be posted during the second semester. A few days after this posting, an opportunity will be provided for students with specific queries to discuss their results with a designated member of the academic staff. All grades are officially confirmed by University examination boards and results are released sometime in late-June / early-July and again a few days after this there will be a further opportunity for students to consult a designated member of the academic staff and, where requested, provision will be made for students to see their examination scripts either on this day or at some other mutually convenient time. After the university examination boards have confirmed the results, students can access them via the university webpage – choose “Student Web Services,” type in your user name and password, choose “Student Enquiry,” choose “Exam Results.” The University’s examination policies are managed by the Examinations Office and on their webpage you can find out about appeals procedures and other related matters.

Plagiarism and collusion

Plagiarism is presenting other people’s work as if it were your own. It is a serious matter and the University has a set procedure to deal with this. Confirmed cases may result in students failing all or part of the module and may also be referred to the University authorities for further consideration. Avoid even the risk of plagiarism:

- As far as possible, summarise, in your own words, material from outside sources;
- Do not copy out chunks of a book/article/report, or cut and paste
- Always name the sources you have drawn upon. For the Department’s conventions on referencing see: [The Reference Point: The Maynooth University Guide to the Harvard Referencing System](#)
- Use exact quotations of another author’s words, use quotation marks to indicate this, and reference the source fully, both in the text and in the reference list;
- Reference all material which is not either your own work or common knowledge.

Collusion occurs when two or more students co-operate to produce work, which is then submitted for assessment as the work of a single student. Collusion does not include work which is required to be submitted by a team as part of the assessment. Collusion occurs when a student:

- Knowingly submits work done in collaboration with others without the approval of the assessor.
- Collaborates with another student in completion of work which he/ she knows is intended to be submitted as that student's own, unaided work.
- Knowingly permits another student to copy all or part of his/her work and to submit it as the other student's unaided work.
- This deception is a serious form of cheating and again the Department will investigate suspected cases and where it confirms that collusion has taken place, both parties will fail all or part of the module and again the case may be referred to the University authorities for further consideration.

Department of Geography Rules regarding Deficits:

First Year:

- Students can carry one deficit as long as they have passed 15 credits in Geography. (This includes modules that are passed by compensation.) This effectively limits this option to students who have done either 22.5 credits or 30 credits.
- Students will also need to have an average mark of 40 (39.1%) for First Year Geography AND will need to have passed at least half of their modules (not including modules that are passed by compensation).
- Deficits will be allowed to be carried for all First Year modules - i.e. there will be no special rules for individual modules.
- Deficit to be made up by means of retaking the module that students failed in First Year, or an extra/extra Second Year module(s). (*They could also make up this deficit by taking on an Elective stream (10 credits) across Second Year.*)
- Even if a decision is made in June to allow a student to carry a deficit into the following academic year, students **are strongly advised** to re-sit the failed module in the Autumn in order to avoid the extra pressure/expense of taking on an extra module in the following year.
- Students who are carrying a deficit at the start of the following academic year should make an appointment with the Second Year Manager to discuss the implications of this and to plot a way forward as regards timetable pressures and other concerns.

First Year Geography 2019-20: Year Planner

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Sep 23 [w1]	GY161 Global Environments Part 1 starts 11.00 JH2 GY151 Living Landscapes Part 1 starts 15.00 JH1	GY161 Global Environments 1 10.00 JH4	GY151 Living Landscapes 1 12.00 Iontas LT		GY151 Living Landscapes 10.00 Arts LT1 GY161 Global Environments 12.00 Arts Hall F
Sep 30 [w2]					
Oct 07 [w3]					
Oct 14 [w4]					Subject change deadline: Fri Oct 18
Oct 21 [w5]					
Oct 28 [w6]	Study Week (break from lectures), Oct 28 to Nov 1				Deadline to withdraw from studies with "Free Fee Status" for following year
Nov 04 [w7]					
Nov 11 [w8]					
Nov 18 [w9]					
Nov 25 [w10]					
Dec 02 [w11]					
Dec 09 [w12]					
Dec 16 [w13]	Last week lectures (S1)				Semester 1 lectures end
Dec 23 to Jan 09	CHRISTMAS VACATION (Dec 23 to Jan 3) & S1 EXAMINATIONS STUDY PERIOD (Jan 6 to 9)				S1 exams start, Fri 10 Jan
Jan 14 to 31	EXAMINATIONS (Jan 10-24) & INTER-SEMESTER BREAK (Jan 27-31)				Deadline to withdraw from studies with 50% "Free Fee Status"
Feb 03 [w1]	GY161 Global Environments Part 2 starts 11.00 Rye Hall GY151 Living Landscapes Part 2 starts 15.00 JH1	GY161 Global Environments 10.00 Education Lecture Theatre	GY151 Living Landscapes 1 12.00 Iontas LT		GY151 Living Landscapes 10.00 Arts LT1 GY161 Global Environments 12.00 CB9
Feb 10 [w2]					Module change deadline: Fri 14 Feb
Feb 17 [w3]					
Feb 24 [w4]					
Mar 02 [w5]					
Mar 09 [w6]					
Mar 16 [w7]	Study Week (break from lectures) March 16-20				
Mar 23 [w8]					
Mar 30 [w9]					
Apr 06 [w10]					Good Friday: no classes
Apr 13-17	Easter Vacation (students) April 13-17				
Apr 20 [w11]					
Apr 27 [w12]					
May 04 [w13]	Bank Hol.: no classes	Last week of lectures for Semester 2			Semester 2 lectures end
May 11	STUDY PERIOD, 11- 14 MAY.				Semester 2 exams start, Fri 15 May
May 18-29	END OF MODULE EXAMINATIONS START ON FRIDAY 15 MAY AND RUN FOR THE FOLLOWING 2 WEEKS				

Frequently Asked Questions

What is a lecture?

A lecture is a large group meeting (of the entire year class) in which a module lecturer delivers a 50 minute (approx.) talk covering core material on the curriculum. The content is pre-set and the responsibility of the student is to attend, be attentive and take notes. Often students fail to take sufficient notes and it is important that you learn good technique.

What is a tutorial?

A tutorial is a meeting of a much smaller group (15-20 students normally) in which students are set work to do in support of the module lectures. They are only effective when students do the necessary preparation and interact with the group and so both will be mandatory for all students.

How much reading is expected of me?

University level study assumes a significant degree of student reading beyond the lectures and tutorials. You should expect in an average week to spend at least two hours reading for each hour you spend in a lecture. You will be asked to purchase recommended texts and module lecturers will regularly refer you to the sections of the texts most appropriate to the work you are learning in class. In addition, module lecturers may ask for additional reading which they will either provide or direct students to. Clearly, the more you read around a topic the deeper and broader your knowledge will be and therefore the better marks you will get.

I would like to improve the quality of my written work. Is there any assistance with this?

The University has a Centre for Teaching and Learning which provides students with opportunities to address many general issues relating to learning and assessment. As part of its programme there is a Writing Centre where students can drop in and receive support to develop further their writing skills.

What are some of the reasons why students fail/do badly in 1st Year Geography?

Reasons include: (a) not attending tutorial classes (b) not attending lectures/only attending a few or not paying attention in lectures, (c) not completing continuous assessment, (d) not reading widely enough – depending on lecture notes only, (e) leaving your reading/revision until a few days before your exams, (f) poor revision techniques – e.g. ‘spotting’ exam questions and preparing answers for questions that don’t come up on the paper, (g) poor exam techniques - bad time management, failing to answer the question properly.

Can I progress with Geography into second year?

Any student wishing to progress with Geography into second year must have obtained an overall average mark of at least 40% in Geography, and have met all other requirements to pass through the year by the end of the resit examinations period. Students who fail Geography will not be permitted to progress.

What are my options for taking Geography next year?

Students can take the following options:

- **Double Major** students take Geography as one of two subjects to degree level, with equal study of each
- **Single Major** students specialise in Geography after the first year
- **Major with Minor** students take roughly two-thirds of their study after first year in Geography, and take a second subject as a minor
- **Minor** students: A minor involves about one-third of your time, and is intended for students who are specialising in their major, but who also want some expertise in a second subject

Note that some of these options will require you to take compulsory modules in Geography in addition to optional thematic modules.

Can all 2nd Year students do a Single Major in Geography, or a Geography Major with Minor?

You can sign up for a Single Major so long as you average above 60 in two 1st year Geography modules. Your 1st year marks do not affect your ability to sign up for the Geography Major with a Minor in another subject.

Is a Single Major or a Major with Minor Degree Less Valuable than a Double Major Degree?

No, Double Honours, Single Honours and Major with Minor all result in the same qualification – i.e. a Bachelor in Arts or B.A. degree.

Is a Single Major or a Major with Minor Degree More Valuable than a Double Major Degree?

No, for the same reasons as the previous question. However, depending upon what you want to do after you graduate, there may be some advantages in doing a Single Major, Major with Minor, or Double Major degree (see below).

Do Double Major, Single Major or Major with Minor Students Do Less Work / More work?

The workload in the Double Major, Single Major and Major with Minor programmes should be the same. The main difference is that Single Major Students take 60 credits in Geography each year, Major students take 40 credits in Geography and 20 in another subject, Double Major Students take 30 credits in each of two subjects, while Minor students take 20 credits in Geography.

Do Single Major Students Need to Give Up Their Other Subject(s) Completely?

No. Single Major students may take 5 or 10 credits each year in another subject (or subjects) in lieu of 1 or 2 of the 5-credit thematic modules, subject to approval of the Heads of both Departments. You could therefore retain an interest in aspects of another subject whilst specializing in Geography.

Can all 2nd Year students do a Single Major in Geography, or a Geography Major with Minor?

You can sign up for a Single Major so long as you average above 60 in two 1st year Geography modules. Your 1st year marks do not affect your ability to sign up for the Geography Major with a Minor in another subject.

Is There Anyone with Whom I Can Discuss This Further?

Yes. Alistair Fraser, Room 21 Rhetoric House, looks after the Single Major and Major/Minor Programmes and is available for consultation by appointment. You can contact him by email Alistair.Fraser@mu.ie

Maynooth University Library

MU Library is a popular place to meet, study and research in. We're located on the South Campus beside the Kilcock road. Choose from a variety of study spaces; from the open-access area on the ground floor, where food, drink and chat is allowed, with access to over 50 laptops and print facilities, to the quieter areas on levels 1 and 2, with training rooms and meeting rooms. There's a Starbucks located on the ground floor, and even sleep-pods on level 1 if you need to re-charge. Use our [bookable group study rooms](#) for your group project-work. We host exhibitions and events in the foyer during the year, so there's nearly always something new to view.

MU Library is the portal to a vast collection of [Geography](#) resources that you'll need for your essays and research. Take a look at the MU [library homepage](#); we've excellent information, training, materials, supports and services that will help you in your studies. We also provide a dedicated [Geography Subject Guide](#) space on our webpage that we recommend you bookmark; it's a great source of subject-specific material and news. Your [Geography Subject Guide](#) is a great place to start exploring free essential resources, whatever your level.

The screenshot shows the 'Geography' subject guide page on the Maynooth University Library website. The page has a dark blue header with the library logo and navigation links like 'Library Services', 'Learning Resources', and 'Research Support'. Below the header is a breadcrumb trail: 'Maynooth University Library > Support & Training > Subject Guides > Geography > Getting Started'. A secondary navigation bar includes 'Getting Started', 'Books & eBooks', 'Journals & Databases', 'Online Resources', 'Tutorials & Quizzes', 'Top Tips for Students', 'Referencing or', and 'For Staff or'. The main content area is divided into three columns. The left column, titled 'Need some help?', contains a 'Submit a Query' form with a dropdown menu for 'I need help with', a text box for 'Please briefly describe the issue you are having', and a field for 'Please provide an email address so that we can contact you'. The middle column, 'Welcome to the Geography Subject Guide', lists resources: 'Books & eBooks', 'Journals & Databases', 'Online Sources', 'Tutorials & Quizzes', 'Top Tips', and 'Referencing Style'. The right column, 'Teaching & Learning Librarian', features a profile for 'Áine Carey' with 'My Guides' and 'My Expertise' sections, and an 'Email Me' button.

Above: [Geography Subject Guide online](#)

The screenshot shows the 'LibrarySearch' search box on the Maynooth University Library website. It features the library logo on the left, a large white search input field in the center, and a magnifying glass icon on the right. To the right of the search box is a 'New Search' button.

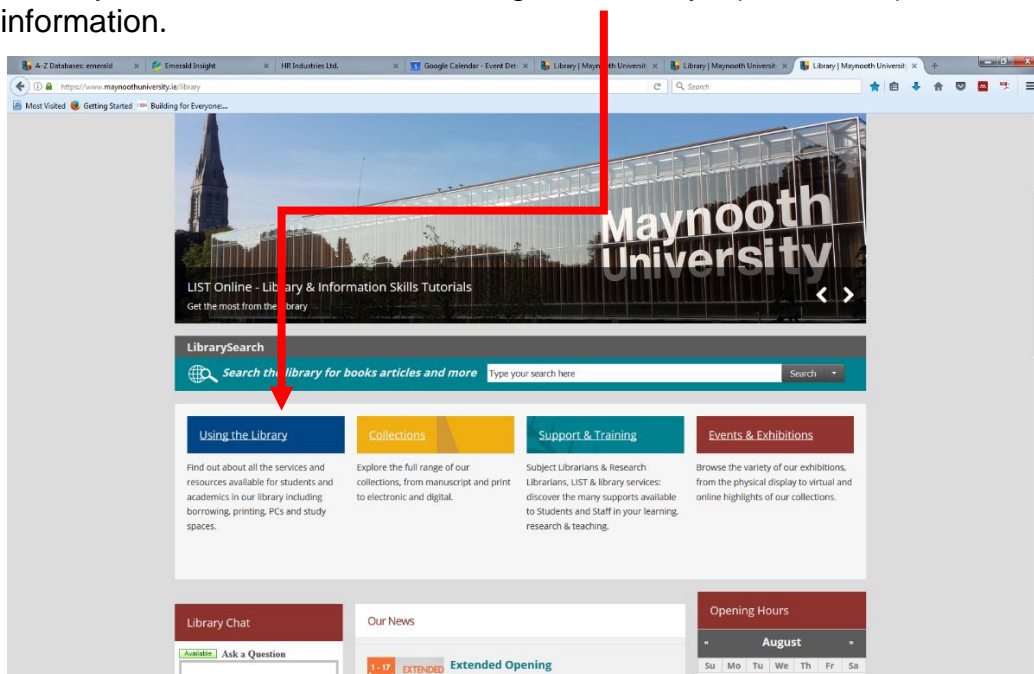
The search-box, LibrarySearch; it searches the entire collection in MU Library

Use [LibrarySearch](#) (see above) on the library homepage to discover everything MU Library holds on your subject and topics. It gives you the location and details of thousands of e-books and e-journals you can read online on your devices, as well as information on books, journal articles, and databases on your subject. We also have online e-dictionaries, encyclopaedias and e-books; basically, everything you need to write successful assignments. If it seems like a lot of stuff, start with your [subject guide](#) here for basic suggestions and help.

You can access the information on LibrarySearch, and e-books, e-journals and databases when you're on or off-campus. You have options for basic and advanced search features to find exactly what you are looking for. Get hacks for running successful searches in our free [LIST Online](#) tutorials, and come to our **LIST training sessions** in the library to learn skills that will help in your essays and assignments.

If you've any queries about finding material, whether it's online, or on the shelf, library staff are happy to help you; just ask at the Library desk or live "*Library Chat*" box on our homepage. You'll also see us around campus in Semester 1 as we hold "pop-up" events, where you can find out more about what the library can offer you.

Your **MyCard** (student card) entitles you to borrow material from the Library. Find out how many items you can borrow; click "Using the Library" (see below) on the library homepage for information.



Above: Library Homepage with arrow to the "Using the Library" section

Explore the green box **Guides & Tutorials** for your subject guide, containing suggestions and lots of subject-support. Take our free, short, **online training sessions** in your own time to upskill in information skills that you'll need in university; see [LIST Online](#). They cover everything from finding items on your reading lists, to using e-books, avoiding plagiarism in your essays, and how to evaluate information – all essential skills for students.

You can borrow a laptop from the laptop-bank, opposite the library desk, to use within the library, or you can log on to one of the library PC's to do your essays. The Library is wireless so you can

use your own laptop in the library too. We have a 3D printer available (ask us at the Library desk) as well as a colour photocopier, in addition to numerous black and white photocopiers. You use your MyCard to load it with credit to print. **IT Services** have a dedicated space at the main library desk too where you can go if you need IT help. You'll find the Maths Support Centre in the library too, on the ground floor.

[Contact us](#) with your **queries** about using the Library, finding information for your studies or how to use any of the online material. We all know it can be a lot to take in when you start in university and we are here to help you!

The Library wishes you every success in your studies and we really look forward to seeing you during your years in MU.

USEFUL LINKS AND CONTACTS:

Links:

- Library homepage: <https://www.maynoothuniversity.ie/library>
- Geography Subject Guide: <http://nuim.libguides.com/geography>
- LIST online: <http://nuim.libguides.com/list-online>.

Contact:

- Undergraduates contact: Áine Carey aine.carey@mu.ie, Rachel Hynes Rachel.hynes@mu.ie and Saoirse De Paor Saoirse.depaor@mu.ie

Useful University Services:

The university's general policy on the conduct of students, academics and staff is set out as its Service Charter. This includes its commitment to equality, diversity and the dignity of staff and students. The University's Equality Policy includes commitments to non-discriminatory language and to combating 'all forms of harassment' against students and staff. You may read the Code of Conduct for NUIM Employees, which explains what courteous treatment of colleagues and students comprises. Furthermore, 'as part of the procedures adopted by the University [for protection against bullying and harassment], a staff member of a student who believes that he/she has been the subject of harassment may discuss the alleged harassment in an informal manner with his/her Head of Department or with any one of a number of contact persons appointed by the University.' The list of contact persons is available here.

Academic Advisory: (North Campus) Ext 3368. For your academic needs. The office offers 'a convenient first point of contact for students who wish to seek advice on general issues that may arise from their relationship with the University.' www.maynoothuniversity.ie/centre-teaching-and-learning

Access Office: The Maynooth University Access Programme (MAP) encourages under-represented groups to enter third level and provides these groups with support throughout their time in Maynooth. www.maynoothuniversity.ie/access-office

Chaplaincy: (North Campus) Ext 3320/ 3469/ 3588
www.maynoothuniversity.ie/campus-life/student-wellbeing-support

Disability Office: Coordinates a range of academic supports, services and facilities for students with disabilities. www.maynoothuniversity.ie/study-maynooth/supporting-students-disabilities.

Nightline: Freephone 1800 793 793. Confidential listening, support and information service run by students for students. Operating hours are 9pm until 2.30am every night of term. Students can also anonymously instant message Nightline via niteline.ie within the above hours. www.niteline.ie

Student Counselling: Student Services Building, North Campus (01) 708 3554. Provides a professional, confidential service to all registered students at the university and is free of charge. Counselling offers an opportunity to individuals to discuss in private any concerns they feel may be impacting on academic performance or personal health and well-being. Located in the Student Services Centre on the North Campus. www.maynoothuniversity.ie/campus-life/student-wellbeing-support

Health & Safety (South Campus) (01) 708 4720 www.maynoothuniversity.ie/health-safety

Programme Advisory Office: (North Campus) (01) 474 7428. Available to assist and advise students, including first year students, with programme related decisions they may be unsure about before and after the registration period. The Programme Advisory Office is a guide for students as they navigate their own way through the programme options. www.maynoothuniversity.ie/programme-advisory-office

Security: Can be contacted 24 hours a day on (01) 708 3929 (General) and (01) 708 3333 (Emergency). The website below includes a very helpful booklet about remaining safe on and around campus. www.maynoothuniversity.ie/campus-security

Student Budgeting Advice Service. Offers support with budgeting for University, with managing your money and advice on fees, grants, and social welfare entitlements. Also advice about the financial supports (internal and external) available to full time students at Maynooth University. www.maynoothuniversity.ie/money-matters

Student Health Centre: Student Services Centre (North Campus) (01) 708 3878. See website for list of services. www.maynoothuniversity.ie/campus-life/student-wellbeing-support

Students' Union: SU Building. North Campus. (01) 708 6000. Offers a one-stop-shop for information and representation. A good place to start if you're not sure what service you need or where to start. www.msu.i