

A CORRESPONDENCE STUDY COURSE
Paralleling the Course of the Same Name and Number
Offered in Residence by
The University of Florida
Gainesville, Florida

GLY 2010C

Physical Geology

4 Semester Hours

Prepared by
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***Developed by the University of Florida on Behalf of the
Institutions in the State University System of Florida***

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Correspondence Study Policy on Academic Freedom

The University of Florida Division of Continuing Education, Office of Correspondence Study is a national leader in offering award-winning correspondence courses. The University defends the right of its faculty and students to express views on a full spectrum of issues. This principle of academic freedom is especially important in courses containing controversial subject matter. It extends to the Office of Correspondence Study curriculum as well as to on-campus classes. Views expressed in this study guide should not be expected to represent a consensus of the University faculty and administration.

Reminder:

Your official enrollment begins
the date tuition is paid.

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Course Author

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Dr. Heatherington specializes in the radiometric dating and isotopic and trace-element analysis of geologic samples such as rocks, minerals, and natural waters. Much of her work involves determination of the crust and mantle sources of rocks, the ages of lithospheric provinces, and the application of this information to plate tectonic reconstructions. She has published several works on the origins of the deep subsurface igneous rocks beneath the surface of Florida. Overall, she is the author or co-author of over eighty professional articles and abstracts.

General Introduction

Course Description

Geology 2010C is an introductory course in physical geology. It is designed to acquaint you with the physical nature of the earth, the composition of the earth, landforms, surficial processes, and the internal dynamics of the earth. Geology 2010C is patterned after the course of the same number offered as an introductory course to geology majors in residence at the University of Florida. That course is also a popular elective for non-science majors, and this correspondence study course has been prepared both for the non-science majors and for those interested in pursuing the study of the earth sciences. The materials chosen for this course—the texts, topics, questions, and exercises—can be successfully mastered by those students with only a high school general science background.

I hope that you will find your study of the science of geology to be stimulating and rewarding. Geology draws from virtually every one of the traditional natural sciences, and, indeed, advances in geochemistry, geophysics, paleontology, geomorphology, oceanography, economic geology, hydrogeology, and crystallography have made many contributions to the welfare of mankind. Your introduction to geology should provide you with a better understanding of the nature of rocks and minerals and how they are structured to form the earth. A realization of the various geologic processes acting at the surface of the earth should clarify why landforms vary, and knowledge of the earth's interior yields clues about the relationships between volcanoes, earthquakes, and the motion of continents across the earth's surface. Geology also presents to you a background explaining the distribution of various valuable ore materials, groundwater, and fuel resources.

Some students regard geology as an old and thoroughly fulfilled science with well-documented solutions to the earth's mysteries and few frontiers to pursue. That idea is a total misconception and fails to recognize the numerous advances underway now in modern science that involve geology and which will have direct impact on our personal lives. Geologists are engaged in significant efforts at natural hazard mitigation, ranging from earthquake prediction to shoreline stabilization. They are employing sophisticated geochemical methods to unravel the record of our earth's climate history and thus determine the immediate future of the present-day climate and its response to fossil fuel use and other human activities. Geologists contribute greatly to on-going quests to associate medical trends with geologic conditions, to seek new ways to detect valuable ores, and to contribute to environmental challenges which arise from advances in our society. Accordingly, today's geologists face inspiring opportunities to unlock secrets of the earth and to make more meaningful contributions to mankind.

Course Goals

After you have completed this course you should be able to:

- Describe the materials comprising the earth, including the three major types of rocks and the major rock-forming minerals.
- Describe the internal processes of the earth and the resultant tectonic activity affecting the configuration of the continents and oceans.
- Describe the geological processes operating at the earth's surface to alter rocks and create landforms.
- Describe the geological activities that yield important resources for our society and that affect the quality of our environment.
- Understand how human activities affect the earth, atmosphere, and climate.

Overview of the Course

The subject matter for this course is presented in four parts. First, we survey the materials comprising the earth (Lessons 1 through 8). Second, we discuss the internal dynamics of the earth and their effect on the formation of the continents as they exist today (Lessons 9 through 12). Third, we cover the processes operating at the surface of the earth and their roles in geologic changes (Lessons 13 through 18). Finally, we discuss the application of geologic concepts to the topics of geologic resources (Lesson 19). Although weathering is also a process, it (Lesson 5) is included in Part 1 because it is a source of sedimentary materials.

Each lesson has a required reading assignment of one chapter in the textbook. The reading material is relatively short, and many photographs and diagrams are included. Study these illustrations carefully; be sure you fully understand them. At the end of each text chapter is a list of useful supplementary readings. No specific assignments from this list are made; however, you may need additional information to comprehend the subject material adequately. In such instances, take advantage of the reading list and refer to several outside readings.

You will also be expected to complete seventeen laboratory assignments, which are included in most lessons beginning with Lesson 2. Only select portions of the laboratory manual are assigned to be read, and representative exercises are included.

A mid-term examination follows Lesson 12, and a final examination must be taken after all other material is submitted.

Required Textbooks and Course Materials

Stanley Chernicoff and Donna Whitney, *Geology*, 3rd Edition (New York: Houghton Mifflin Company, 2002).

James H. Zumberge , Robert H. Rutherford, and James L. Carter *Laboratory Manual for Physical Geology* (13th Ed., Dubuque, Iowa:McGraw Hill, 2007).

Ohio State University Rock and Mineral Set. Ward's Natural Science Establishment, Rochester, NY: Ohio State University.

You should have received the following materials:

- a study guide.
- applicable textbook(s) if you chose to purchase them from us.
- a rock and mineral kit.
- mailing labels for the University of Florida Division of Continuing Education.

Contact the Office of Correspondence Study if you are missing any of these materials.

Expectations for Students' Performance

This correspondence study course has been developed with the same rigorous standards of content as a campus course. Expectations for your performance as a correspondence study student are as high as they would be if you were taking this course in a classroom.

How to Approach the Reading Assignments

Perhaps the best procedure for handling the course material is to begin each lesson by reading the Learning Objectives and Discussion in the Study Guide, and then completing the reading assignment in the textbook. The discussion will provide the main thrust and direction of the course with the textual material being used to amplify, expand, support, and reinforce the presentation in each of the lessons. Then, proceed to the written assignment.

The coverage of the textbook reading assignments for each lesson is such that more detail is available and more topics are offered than what is within the scope of this beginning-level course. The study guide will list those major topics that comprise the key goals for each lesson. Make sure you are familiar with these topics, but don't hesitate to extend your study as far as your interest and time take you along any other topic. Suggested additional readings and Internet resources are presented at the end of each textbook chapter. A correspondence course is, after all, a self-study course.

As you progress through the lessons, go back and review what you have covered. This will give you a better grasp of how the concepts and principles fit together. Check to make sure you have met the learning objectives and that you completely understand the discussion section. This will reinforce concepts in your mind, thereby helping you to do well on the examinations.

Also take an occasional glance at future lessons. This will help you keep your perspective on what the course is all about. Answering the written assignment questions in your own words will make you think and help you achieve a better understanding of the material.

How to Approach the Written Assignments

The written assignments should prompt a good deal of work on your part. They are designed to test your understanding of the text material and to give you an opportunity to apply and to evaluate critically the material you have read. You are encouraged to take great care in composing your answers to the questions. Your essays and short-answer responses should display the depth of your understanding and the quality of your thinking. Use your own words when asked to “discuss” a point; do not quote the text verbatim. Written assignments should be free of grammatical and spelling errors.

The assignments contain several types of questions: Short answer, fill-in-the-blank, and short (often very short) essays. The length of the essays will be specified in the assignments, but this is primarily a guideline. *Do not be concerned if you are a few words over or under the word limit specified.*

Be sure you answer the question that is asked, and be sure you answer it completely, and that you get to the point without including unnecessary, extraneous material. Random quotes from the textbook will not necessarily earn you credit. While the quotes may be true, if they do not answer the question, you will not get points. Essays should be well-organized, complete, and well-composed. (This is not an English class, but you must be able to communicate what you know).

Essays for the course should be typewritten, if possible and double-spaced with one-inch margins using a standard 10 or 12-point font on one side of standard 8.5” × 11” paper. Pages must be numbered and you must include your name, the course name and

number, and the written assignment number at the top of each page. You may submit up to three assignments per week.

A laboratory is an integral part of this course because it provides you with practical experience in examining earth materials and interpreting landforms. Fortunately, sophisticated laboratory apparatus is unnecessary. A geology laboratory study, therefore, is feasible on a correspondence study basis. A laboratory manual (Laboratory Manual for Physical Geology) and a mineral and rock kit are included in the required course materials. The rock and mineral kit contains specimens to be identified.

You should read the assigned portions of the laboratory manual carefully before attempting the written lab assignment. The laboratory portions of the course will require a significant amount of independent thought on your part, as opposed to simply finding the answers in the book. This may be frustrating at times, but one purpose of the laboratory assignments is to make you think! In the “real world,” a scientist’s job is to think about data and draw conclusions from it. (Logical thinking skills are also valuable in life in general, so practicing them is never a waste of time.)

Take particular care in preparing the written assignments you submit for grading. Your assignments should be typed, printed, or handwritten in ink. Leave a margin at the left-hand side of the page for your instructor’s comments. Each page should be numbered and should contain your name, the course name and number, and the written assignment number. You must attach a completed Assignment Cover Sheet to each written assignment submitted. (Assignment Cover Sheets are in the back of this study guide.) It is possible for a written assignment to be lost in the mail; therefore, it is a good practice to keep a copy of each completed written assignment you submit. The lesson will first go to the DOCE office, where it will be logged in and mailed to the instructor for grading. After it is graded, the instructor sends it back to DOCE where the grade is officially recorded, then it is sent to you. This means as much as two to three weeks may elapse from the time you submit an assignment until it is returned to you. If

you have a deadline for completing the course (such as a graduation date), keep this time delay in mind when submitting your work.

Some students prefer to submit their assignments electronically. If you do this, please type both the questions and the answers in the text of your message. Take as much care composing your answers as you would if they were written on paper. Watch out for typographical errors; sometimes they can change the entire meaning of your answer! Print a paper copy of your completed assignment and keep it, so that if the e-mail message becomes lost in transit, and/or your computer file is lost, you will have a secure back-up. There are some assignments that require you to draw a sketch to answer some questions. These may be sent by fax or by regular mail if you have trouble sending them electronically. The turnaround time for submitted assignments is generally less than for those sent by conventional mail, but there are times when it may still take a week or more.

Submit each written assignment for grading as soon as it is completed. **The maximum number permitted in one week is three assignments.** It is a poor practice to delay sending in a finished written assignment while working on subsequent lessons; there is no advantage to it. The instructor's feedback on previous lessons may help you in preparing future ones, and it will certainly aid you in preparing for examinations.

How to Prepare for the Examinations

The best way to prepare for the examinations is to review your returned lessons, making sure you understand the correct answers for each question, and how those answers were arrived at. It is advisable to skim through the textbook again, reviewing the major concepts.

The Midterm examination will consist of short answer, multiple choice, and short essay questions. It will cover the material presented in Lessons one through twelve. Specific information and definitions will be covered, as well as larger concepts. No

laboratory work will be tested directly and you will not be asked to identify mineral or rock specimens. You will be allowed one and a half hours to complete the exam. The essays should be complete, well-organized, and well-composed. A midterm examination request form is included after Lesson 12 in this study guide.

The final examination consists of a series of short-answer questions, multiple choice, and comprehensive essay questions. The short answer and multiple choice questions will cover more specific information introduced in Lessons 13 through 19. The essay portions will draw information from the entire course and will stress major concepts and the interrelationships of materials and processes. Again, the essays should be complete, well-organized, and well-composed. (You must be able to communicate what you know.) No laboratory work will be tested directly. You will not be required to identify any rock or mineral specimens.

A final examination request form is included in the back of this study guide. No examination will be sent to you until you have submitted all required written assignments. The examination must be taken under approved supervision. The final examination will be two hours long. No notes, books, or other reference materials will be permitted during the examination.

Grading Standards

The number of points applied to each question is specified in the lessons. Answers should be clear and complete, yet concise. Extraneous, rambling information should be avoided. If the information is not directly pertinent to the question asked, it does not belong in your answer. Misspellings and typographical errors should be avoided. (Occasionally these errors can change the entire meaning of the answer!)

The instructor will make appropriate comments concerning errors or incompleteness in your answers to questions in the written assignments. A correspondence study course relies upon a self-study approach to learning. You will

learn and retain information more effectively when you review your corrected written assignment, understand the corrections, and seek out more information. Reviewing written assignments is a significant learning aid in mastering the subject matter.

Grading Criteria

Your course grade will be determined as follows:

Written Assignments	60%
Midterm Examination	15%
<u>Final Examination</u>	<u>25%</u>
Total	100%

The course letter grade will be determined according to the following scale:

A	Excellent	90-100%
B	Good	80-89%
C	Fair	70-79%
D	Poor	60-69%
E	Failure	59% and below

Please note that “minus” grades are not given as final grades. “Plus” grades may be given for grade levels B, C, and D at the discretion of the instructor.

Academic Honesty

Students enrolled in distance education (correspondence study) courses through the University of Florida Division of Continuing Education are expected to perform with the highest level of academic honesty and integrity. You are responsible for providing proper acknowledgement for any work that is not the product of your own thought; this includes published and unpublished texts and information taken from Internet sources. Failure to properly cite such material will be regarded as plagiarism.

Plagiarism is the use of another's ideas, data, and statements without acknowledgment and/or extensive use of another's ideas, data, and statements with only minimal acknowledgment, or multiple submissions (submitting the same work for more than one class).

Academic honesty violations will result in a grade of "E" (failing) in the course and forfeiture of all course fees. University of Florida students may refer to Rule 6C1-4.017 (Academic Honesty Guidelines) for information on the university's policy and possible disciplinary actions resulting from an academic honesty violation.

Course Procedure

How to Submit Written Assignments

You may submit a maximum of **three assignments per week** to be graded; however, we suggest a slower pace. If you submit more than the allowed amount of assignments per week, the excess assignments may be returned to you ungraded.

Feedback on past assignments will help you in preparing future ones. On rare occasions, assignments have become lost for various reasons: **you should make and retain a photocopy of each assignment before you submit it.** Should an assignment be lost, you will be required to resubmit it.

Submitting Assignments Via Mail: Complete and attach an assignment cover sheet from the back of this study guide to each assignment and mail it to the Office of Correspondence Study. Please do not include administrative or financial paperwork in envelopes with assignments. Send these separately to the Office of Correspondence Study.

Submitting Assignments Online: Students have the option of submitting written assignments online. When registering for courses, be sure to provide our office with an up to date e-mail address. Then, visit our website to set up a user account: <http://www.correspondencestudy.ufl.edu/login>

This will enable you to log onto our website to view your grades and upload written assignments. If we do not have an e-mail address on file for you, contact our office so that we can update your records.

Note: Uploaded assignments may be submitted in any of the following extensions: DOC, TXT, RTF, PDF, PPT, XLS, ZIP.

Submitting Assignments Via Fax: Assignments may be faxed to the Office of Correspondence Study at anytime. When faxing assignments, attach a fax cover sheet indicating how many total pages are being sent. In addition to the fax cover sheet, be sure to complete and fax the assignment cover sheet as well. Faxed assignments or questions will be returned through regular mail.

Setting up the Examination

When you are ready to take an exam, and have selected a proctor and testing site, complete the exam request form in the study guide. Then, detach it, and mail or fax it to the Office of Correspondence Study. **Include the test date on the examination request form.** The test date should be **a minimum of two weeks later** than the date you submit the request form.

The accuracy of the information you supply on the examination request form is critical, since the exam will be sent to your proctor. The proctor will receive the examination within two weeks. Contact the proctor prior to the examination date, to insure the receipt of the examination. Exams must be taken within one month of receipt of the examination request form. Proctors are allowed to hold examinations for only one month. Please notify Correspondence Study Student Services immediately if your proctor did not receive the examination as expected.

Examinations may be sent via express delivery, provided a \$20.00 fee has been paid in advance by cash, check, or credit card. **Examinations cannot be faxed.**

In the very rare instance when a completed examination is lost, the instructor reserves the right to require an alternative assessment (i.e., another form of the examination or an alternative to the proctored examination). The instructor may also choose to base your grade on assignments previously submitted or ask you to write an extra paper. The exercise of these options is always at the discretion of the instructor.

Testing Centers

The Office of Correspondence Study has an on-site testing room (in Gainesville, FL) for your convenience. Call Student Services to schedule an examination. Tests are administered at the Office of Correspondence Study Monday through Friday, from 8:30 a.m. until 1:30 p.m. Twenty-four hours notice must be given prior to taking an exam. **Note:** Students currently residing in Alachua County or enrolled at UF must take their exams at the Office of Correspondence Study.

All examinations for correspondence study courses are administered by a proctor. A proctor is someone who facilitates and watches over the examination to ensure that no improprieties take place.

If you take your exam at the Office of Correspondence Study, we will proctor the exam for you. **No testing fee will apply.** However, if you are unable to come to our facility, or if you choose not to take your exam at our testing center, you will need to select a proctor and a testing site.

Examinations **cannot** be taken in a private location, such as someone's home or office.

Choosing a Proctor

Persons qualified to serve as proctors include (but are not limited to):

<ul style="list-style-type: none">• authorized testing center personnel• certified elementary or secondary teachers• certified librarians• civil service examiners	<ul style="list-style-type: none">• guidance counselors• judges of a court of law• Principals• school superintendents• U.S. Armed Forces Education Services Officers
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Other options include: officials of colleges and universities (such as deans, department chairs, registrars) or, for incarcerated students, the education officer or librarian.

If you are uncertain of the qualifications of a proctor, or if you have difficulty locating a proctor, contact The Office of Correspondence Study for assistance (800-327-4218). All proctors must be approved.

Note: Your friends and relatives are not permitted to proctor your exams.

For your convenience, following is a listing of some approved testing facilities in Florida. Some of these centers charge for their services. Note that you are **not required** to use these Centers.

University of Florida
DOCE, Suite D,
2209 NW 13 Street
Gainesville, FL 32609
352-392-1711

Florida State University
Panama City Campus
4750 Collegiate Drive
Panama City, FL 32405
850-872-4750

Florida State University
Assessment Services
Office for Distance Learning
Florida State Conference Center
Tallahassee, FL 32306
850-644-3017

Miami-Dade Community College
S. Campus, Room 3219
11011 SW 104 Street
Miami, FL 33176
305-237-2341

Univ. of South Florida
Sarasota Campus
Office of Academic Affairs
Bldg. D, 5700 N Tamiami Trail
Sarasota, FL 33587
813-359-4331(USF students only)

University of South Florida
Ft. Myers Campus
Counseling Center, Sabal Hall
Room 1212, 8111 College Parkway SW
Ft. Myers, FL 33907
813-432-5564

University of North Florida
Institutional Testing
4567 St. Johns Bluff Road So
Jacksonville, FL 32216
904-646-2915

University of South Florida
Undergraduate Studies Evaluation & Testing
Student Service Building, Room 2054
4204 Fowler Avenue
Tampa, FL 33620
813-974-2741 (testing once a month for a small fee)

University of Central Florida
Counseling & Testing Center
203 Recreation Service Bldg.
Orlando, FL 32816
407-823-5109 (Testing for a small fee)

Requesting an Examination

Examination request forms are located in the study guide following the last lesson to be covered by the examination. Submit the examination request form to the Office of Correspondence Study. You may fax it to (352) 392-6950.

Taking the Examination

You are required to bring a current form of identification clearly bearing your name and picture on the day of the examination. The Study Guide lists any additional items needed.

Please allow up to three weeks for the examination to be graded and a final grade to be returned.

The examination cover sheet is an integral part of the overall examination process. The instructor will record your exam grade (and course grade if it is the final exam) on this form and return it to the Office of Correspondence Study. A copy of this form will then be returned to you. **Graded exams are not returned.**

Upon written request within 30 days of taking the examination, you may review your graded examination. This should be done in the presence of a proctor. **Taking notes is prohibited.**

Testing in Other States

A cooperative testing agreement exists between the University of Florida's Correspondence Study and 75 other universities throughout the nation. Out-of-state students may contact the Office of Correspondence Study (in some instances referred to as Continuing Education Office) of the nearest college or university. You may also take examinations at a public or school library or community college campus.

Military Personnel

Correspondence study examinations are administered worldwide by Education Services Officers and Navy Campus Education Specialists. If you are stationed on board a ship or located in an isolated installation, any officer can be approved as a test proctor after receiving prior approval from our office.

How to Obtain Help

For questions related to course content, contact the instructor via your assignment cover sheet. For procedural information, students should contact the Office of Correspondence Study, not the instructor.

Office of Correspondence Study Contact Information

University of Florida Division of Continuing Education

Office of Correspondence Study

2209 NW 13 Street, Suite D

Gainesville, FL 32609-3498

Email: learn@doce.ufl.edu

Phone: (352) 392-1711

Toll free: (800) 327-4218

Fax: (352) 392-6950

Contact us today for a free catalog with a complete course listing or visit our website:
www.CorrespondenceStudy.ufl.edu

Division of Continuing Education Policies

Completion Times and Grade Policies

- Students may enroll in correspondence courses at any time and can complete within 16 weeks from the date of enrollment. If the (on-campus) academic semester changes during this time, a non-punitive “H” (Hold) will appear on the student’s transcript.
- If time beyond the initial 16 weeks is needed to complete the course, an additional 16 weeks will be automatically allowed.
- If the course is not completed at the end of the second 16-week period (32 weeks from the date of enrollment), the instructor will assign a failing grade.
- To be eligible to receive a special extension beyond 32 weeks, a student must show reasonable academic progress and obtain permission from the instructor via the Office of Correspondence Study before the end of the 32 week period. During this third and final 16-week period, a non-punitive grade of “I” will appear on the student’s transcript. If the course is not completed within this time, the instructor will assign a failing grade.

Students will receive a grade report for each completed course upon completion of each course. This grade report is not an official transcript. To receive an official transcript, utilize the Transcript Request Form included at the end of this section and submit it to the Office of the Registrar. Include your date of enrollment, date of birth, name, social security number, signature, and a delivery address for transcripts. Send requests to:

Transcript Section
Office of the Registrar
222 Criser Hall
University of Florida
Gainesville, FL 32611

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. Grades are not given over the telephone. Requests must be in writing.

Extensions

Extensions may be granted due to medical or extreme hardship situations. Requests must be made in writing one month prior to the course expiration date. Extension requests **cannot** be made by phone. A written copy of the petition is required for your files. Petitions may be either faxed or mailed. There is a fee for an extension, and you must consult the Office of Correspondence Study for details pertaining to your course.

Tuition Refund Policy

A tuition refund will be granted after a student submits a written request to withdraw from the course within 30 days of enrollment. Refund requests may be made by fax, e-mail, or U.S. mail. All requests will receive a written response in the form of a detailed receipt. Refunds are computed at the rate of tuition, less \$25.00 per course and \$5.00 for each written assignment submitted for grading. A refund is issued on course materials at the time of withdrawal if they are returned within 30 days of sale and are in their original condition. Allow 6-8 weeks for refund checks. No refunds are granted after 30 days. If a credit card was used to pay for tuition, the refund will be in the form of credit to that card.

Transfers

You may transfer from one course to another within 30 days of enrollment. This request must be in writing and sent by fax, e-mail, or U.S. mail. A course transfer form appears on the following page; you may use this form as your written request. You will receive a receipt by mail. Any difference in tuition will be collected or refunded. There is a \$25.00 transfer fee and a \$5.00 charge for every lesson previously submitted in the original course. After the transfer has taken place, the original enrollment and expiration dates still apply. The signature of a dean or advisor is recommended for college course transfers.

College Course-to-Course Transfer Form

You may transfer from one course to another within 30 days of enrollment.

PLEASE PRINT

Name: _____

Social Security number: _____

Phone number: _____

Address: _____

City: _____ State: _____ ZIP: _____

I would like to transfer from _____ to _____

I understand it is my responsibility to have this transfer approved by my Dean or Academic Advisor to meet degree requirements. I understand the original enrollment date and corresponding completion time still apply. I have contacted your office as to the amount due for this transfer and have enclosed a check or money order in the amount of \$ _____.

Signature: _____ Date: _____

Mail to: University of Florida
Division of Continuing Education
Office of Correspondence Study
2209 NW 13th Street, Suite D
Gainesville, FL 32609-3498

Book Buy-Back Policy

Textbooks and materials in continued use by the Division of Continuing Education that are in good condition may be repurchased at 50% of the original purchase price 30 days after completion of or withdrawal from a course. Contact the Office of Correspondence Study Bookstore for details at 800-327-4218.

Financial Aid

The Office of Correspondence Study does not offer financial aid at this time. However, scholarships or student loans may be used. To determine conditions and deadlines, students should contact their school's financial aid office or their private lending institution.

Dropping a Course

In order to drop a course, please complete the "Drop Course Form" included on the following page and send it by e-mail, fax, or mail to the Division of Continuing Education. As previously stated tuition refunds will be granted up until 30 days after the enrollment date.

Drop Course Form

PLEASE PRINT

Name: _____

Social Security number: _____

Phone number: _____

Address: _____

City: _____ State: _____ ZIP: _____

I would like to drop course(s) _____

I understand I must submit this request within 30 days of my enrollment date in order to receive a refund. Refunds will be calculated as tuition paid minus the \$25.00 drop fee per course and \$5.00 for any assignments submitted in each course.

Note to UF Students: In order to drop a course **after** the first 30 days of enrollment, UF Students must receive permission from an Academic Advisor to do so. Permission from an advisor may be sent via email or by completing a Course Schedule Change form and returning it to this office.

Signature: _____ Date: _____

Textbook refund requests should be addressed to the Office of Correspondence Study Bookstore. A refund is issued when texts are returned within 30 days of sale and are in the original condition. After 30 days, the Bookstore will buy back the textbooks, provided they are still in use. Return this form with your textbooks.

Mail to: University of Florida
Division of Continuing Education
Office of Correspondence Study
2209 NW 13th Street, Suite D
Gainesville, FL 32609-3498



Transcript Request

This form is not necessary to request a transcript that you will pick up in person.

Social Security Number _____ Last Name _____ First Name _____ Middle/Maiden _____

Other Names Used _____ Date of Birth (mm/dd/yy) _____

Date (mm/yy) of first enrollment at UF _____ Date last enrolled at UF if not currently attending _____ UF Degrees Earned/Date _____

Type of Courses Taken: On Campus Continuing Education Correspondence Other _____

Current Mailing Address: _____
Street City State Zip

If necessary, update your current and permanent addresses by completing an address change request on ISIS (current students) or in writing (former students).

I certify that I am the above-named: _____
Signature Date

Important Information:

- ◆ A request cannot be processed until all existing obligations are satisfied. If necessary, contact University Financial Services, 113 Criser Hall, 392-0181, to clear any existing financial obligation before initiating a transcript request.
- ◆ You may request TWO copies of your transcript per month for your own use.

(✓) Check the appropriate box(es) below.

- Do not mail my transcripts until grades are processed at the end of the term (check one):
_____ Fall _____ Spring _____ Summer A _____ Summer B/C
- Mail the transcripts to me at the address indicated above. Number of copies: 1 2 _
Special mailing instructions: _____
- Mail the transcripts to the third-party recipients at the address(es) indicated below. (Do not list your own address).

1. Name _____
Street _____
City _____
State _____ Zip _____
Special mailing instructions: _____
Number of copies: _____

3. Name _____
Street _____
City _____
State _____ Zip _____
Special mailing instructions: _____
Number of copies: _____

2. Name _____
Street _____
City _____
State _____ Zip _____
Special mailing instructions: _____
Number of copies: _____

4. Name _____
Street _____
City _____
State _____ Zip _____
Special mailing instructions: _____
Number of copies: _____

Personal Study Schedule

One of the great advantages of correspondence study is that it allows you to proceed at your own pace. You will not need to conform to the constraints of the university calendar. However, you will lose the continuity of the course if you study sporadically. Therefore, you are encouraged to set a reasonable schedule for yourself.

A personal study schedule has been provided to help you track your progress in the course and to prepare for deadlines. If you are planning to graduate, or if you have some other deadline by which you need your grade submitted, note that all written assignments must be received by the Office of Correspondence Study at least 30 days prior to that deadline. Ample time is needed for the instructor to grade your final written assignments and submit them back to the Office of Correspondence Study.

Use the personal study schedule and stick to it. Students who rush through the course typically tend to receive unfavorable final grades. Note that your instructor is authorized to return written assignments to you without grading them if you submit more than the stated maximum number per week. Therefore, we encourage you to plan your study schedule wisely.

Utilize this study schedule to set a reasonable pace for yourself.

- Enter today's date at the top of the schedule.
- Record your deadline for course completion.
- Insert the date(s) you intend to take the examination(s).
- Enter the dates you plan to mail in each written assignment.

Planning Schedule

START I began this course on _____.

Written Assignment	Projected Completion Date	Submission Date	Grade Received
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____

MIDTERM EXAM I plan to take the midterm exam on _____.

13	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
16	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
19	_____	_____	_____

FINAL EXAM I plan to take the final exam on _____.

DEADLINE My grade must be received by _____.

Note: All written assignments and exams must be completed and received by the Office of Correspondence Study **THIRTY DAYS PRIOR TO YOUR GRADUATION DATE**, certification deadline, or other personal deadline.

Lesson 1

Planet Earth

Reading Assignment 1

Chernicoff and Whitney, *Geology*, Chapter 1

Learning Objectives

After you have completed this lesson you should be able to:

- Define the science of Geology.
- Describe the principle of uniformitarianism.
- Explain the basics of plate tectonics.
- Describe the scientific method.
- Describe the formation of planet Earth.
- Summarize the internal structure of Earth.

Discussion

This lesson, as an introduction to geology, spans much of the entire science of geology and, therefore, is actually a condensed primer to the science. Geology is basically the science of the earth and involves its physical nature as well as the evolution of its life forms. We quickly learn, however, that the earth is very dynamic and its physical nature is also changing. We will also learn that geology is complex in that it is related to and dependent on many other basic sciences, including physics, chemistry, biology, and astronomy.

The study of the earth requires an appreciation of the scientific method, in which concepts are evaluated and eventually accepted. One needs to recognize that geologists are constrained by the immense time required for most earth processes to yield visible results and by the inaccessibility of the earth's interior. To understand physical geology, you must understand the factors that create and alter the various types of rocks and that provide the mechanisms that produce large-scale and often catastrophic phenomena, and you must seek to explain the relevance of geologic time to our sense of time.

This lesson, accordingly, is an introduction to the concepts of physical geology that will provide a basis for the remainder of the course.

9. Briefly summarize the origin of the Moon in approximately 30 to 60 words.
(6 points)

10. Objects transfer heat by these three methods: (2 points each)

a.

b.

c.

11. Name and very briefly describe the three major types of rocks: (2 points each)

a.

b.

c.

12. Describe the “rock cycle.” Give specific examples of how rocks can be converted from one type to another. (50 to 80 words, 8 points)
13. a. The idea that the Earth’s lithosphere is divided into rigid plates that move is called the theory of _____. (2 points)
- b. Where do most earthquakes and volcanic eruptions occur? (2 points)
14. Read page 18 and examine the map on Figure 1-14. Answer the following four questions. (2 points each)
- a. In what plate is the state of Florida?
- b. What plate lies underneath most of the Pacific Ocean?
- c. Is there an “Atlantic Plate”? What plate (or plates) underlies the North Atlantic Ocean?
- d. How fast do the plates move?

15. Name and briefly describe the three types of plate boundaries. (2 points each)
- a.
 - b.
 - c.
16. Answer the following. (2 points each)
- a. What is “subduction”?
 - b. What happens when a continental and an oceanic plate collide?
 - c. What happens when two oceanic plates collide?
 - d. What happens when two continental plates collide?
15. a. Who was Alfred Wegener and what was his hypothesis? (4 points)
- b. Why was his hypothesis rejected? (2 points)
16. According to current theory, what mechanism drives the movements of the Earth’s plates? (4 points)
17. The concept of interrelatedness between different aspects of our physical environment is called (2 points): _____.