PART IA
COURSE GUIDE 2020-21

Contents
1. Introduction to the Course 2
2. Teaching in Part 1A Earth Science in 2020-21 3
3. Department of Earth Sciences - Location 7
4. Practical Logistics, Conduct and Safety 10
5. Course Documentation and Moodle 14
6. Examinations and Assessed Practicals 15
7. Marking Criteria 17
8. Other Department Facilities 18
9. NST Approved Calculators 20
10. Feedback Processes and Complaint Procedures 21
11. Earth Sciences and Disability 23
12. Plagiarism Statement 24
1. Introduction to the Course

Welcome to 1A Earth Sciences where you will be introduced to the physical, chemical and biological principles that have shaped our planet over its 4.5 billion-year history providing a gateway into planetary science. By the end of the year you will be equipped with a different way of thinking about problem solving in science and an ability to determine quickly, the key scientific principles underlying complex phenomena. Where and why do rocks melt and form volcanoes? What controls Earth’s climate? How do we know the composition of the core? What controls earthquakes? Your laboratory is not only here in Cambridge, but the entire planet Earth, with our students exploring as far and wide as from the Himalaya to the Arctic to make their own observations. We will take you on field trips from Scotland to Greece and Spain. You will learn to set the boundary conditions of real research questions by making your own observations. Researchers in our department range from theoretical mathematicians and physicists to isotope geochemists to evolutionary biologists bringing together an unrivalled diversity of thought together in one course to shape your way of thinking about our planet, solar system and beyond. We’re a smaller Department than many others, and we get to know the vast majority of our students on a first name busy, and you get to know us on a first name basis. We expect to engage you and work with you just as much in 2020/21 as in any year past.

This year we face special challenges in teaching and learning associated with the Covid-19 pandemic. In this course guide we lay out the arrangements we have put in place for this year’s course, to ensure that you experience the same standard of teaching and engagement as in past years. Indeed, much of what we have put in place is better than years past. Please read the information in this guide carefully. There are much stricter protocols on laboratory use to keep all of us safe.

Two important communication channels, which you must keep a day-to-day eye on, are the 1A Moodle page; and the MS Teams 1A Channel, where important announcements will be posted, sometimes on short notice. You will find a laptop and/or tablet device invaluable this year for accessing and getting the most out of the teaching material. You should always bring one to practicals.

Dr Ed Tipper (Course Coordinator)
ett20@cam.ac.uk
2. Teaching in Part 1A Earth Science in 2020-21

Our teaching takes place in five main ways; online lectures, practical classes, supervisions, access to online materials, and field trips.

Communications will take place via the 1A Moodle page and associated announcements; and through the Microsoft Office 1A Teams channel. We expect there to be changes to practical arrangements at short notice, and/or important announcements regarding assessments. Please check both Moodle and Teams carefully and regularly.

It is important that you understand the objectives of each mode of teaching and what your role is in their success.

(i) Online Lectures

Online lectures are relatively formal presentations, usually prerecorded (though some may be live) that can be downloaded via Moodle. IA Earth Sciences lectures will be released at 9.00am on Monday, Wednesday and Friday. Despite their hourly time-slots, all NST lectures typically last 50 minutes. Some lectures may be one 50 minute dialogue, whereas others may involve several shorter pre-recorded mini-lectures. You are expected to watch all lectures: they contain the essential material that you need to know for examinations, much of which cannot be found in textbooks.

You should expect teaching styles to vary between courses and between lecturers. All lecturers issue online handouts of prepared lecture notes and diagrams, but you should not expect them to structure their lectures to conform precisely to this material. Some lecturers will expect you to supplement this material with your own notes. The lecturer should make their teaching and learning strategy clear to the class, although you should use the methods that you feel will best enable you to understand and learn the material.

A synopsis of the whole IA Earth Sciences lecture and practical course is included in this guide. There is no syllabus for the course, but the lecture notes provide a guide to the range of topics on which you can expect to be examined.

(ii) Practical classes

Our practical work is mainly comprised of the examination of rocks and minerals in hand specimen and under the microscope (using translucent thin sections) as well as a series of calculation and map based exercises that you will be guided through by demonstrators and staff.

All Earth Science practicals are available online and can be completed remotely. In addition, provided that Covid-19 regulations permit, practicals will run face-to-face as far as is possible, with a large number of Covid-19 safety precautions in place (see section 3.2). For example, there is a maximum class size of 20 and there will be time-gaps between practicals to allow for cleaning of the lab between practical classes because of Covid-19. See section 3.1 for instructions about signing up to practicals and the laboratory standard operating procedures for the 1A lab.
Whilst we have made all the practical material available online via videos, photographs, exercises and answers, you will benefit from actually going to the laboratory to see specimens for yourselves and ask questions more freely than via Zoom. You are encouraged to make use of the online material as much as is possible.

Please bring a laptop to all practical classes. They will be used for simple calculations, watching video explanations (headphones also very useful) of the practical material and to enable the use of microscopes.

There may be a short, spoken introduction or conclusion to each session (or introductory video), but during most of the time for each practical you will be working independently on a practical exercise involving geological materials. Staff and postgraduate demonstrators will be on hand to help you.

They will be glad to answer questions both on the specific practical exercise and on related material from the lectures. The lecturers themselves are usually present in some of the related practical sessions. If you have comments on the content or organisation of practicals, either tell the demonstrators or the head of the practical class (see Departmental Contacts). The practicals are reviewed weekly by the lecturer, head of class and the demonstrators. Student comments are considered carefully and are commonly incorporated into future versions of the practicals.

You will need a hand lens (x8 or x10) in many practicals and for field work. You will receive a hand lens from the department during your first week. Alternatively, the Sedgwick Museum shop stocks high quality hand lenses which you can purchase. The museum can be found on the 1st floor of the Earth Sciences building above the Common Room.

(iii) Supervisions

These are small classes, usually of between one and three students, with a member of the teaching staff or an experienced postgraduate. You should expect to get between 6 and 8 hours of supervision per term in each NST IA course that you are taking. These may take place face to face, or via Zoom, depending on both the supervisor and students. Supervisions are organized by your College, rather than by the Department. Supervisions are an excellent opportunity to discuss the course material and to learn and practice examination skills. Most supervisors will regularly set you work to be handed in and assessed. This may take the form of the weekly question sheets organized by each lecturer, or the supervisor may set different work. Some of these exercises will require you to write answers in the form of short scientific notes. Your supervisor will guide you as to the style of these, but full advice is given in the document ‘Writing answers to Earth Sciences questions in supervisions and exams’, which can be found on Moodle.

(iv) Online resources

All course information and supporting material relating to IA Earth Sciences is available online. Current material includes this most lecture notes and slides, and many practical questions and answers. The site is called Moodle. You should be registered automatically for access to the appropriate Moodle sites for your IA NST courses. You will intermittently receive emails via Moodle relating to arrangements for the course.
Almost all supervisors for IA Earth Sciences are members of the Department. Although supervision teaching is arranged through your College, the Earth Sciences Department is concerned that it coordinates well with Departmental teaching, and has periodic meetings of Directors of Studies in order to achieve this.

(v) Field trips

Usually there are two field trips for the IA Earth Sciences course. Given the ongoing and rapidly evolving Covid-19 situation it is not possible to guarantee that these will run as normal. We will adapt the field courses such that we provide the best field education possible under the covid-related restrictions as they develop.

The standard logistics are specified below, but please be aware that these are subject to change.

Ketton Quarry: This is a half day trip which usually runs in Michaelmas Term. At present, this is postponed.

Arran: A week on the Isle of Arran in one of three weeks in the Easter Vacation,
One of:
Party A: Thursday 18 March to Friday 26 March 2021
Party B: Thursday 8 April to Friday 16 April 2021
Party C: Thursday 15 April to Friday 23 April 2021

Ordinarily, you would attend both of these trips. They provide valuable extra experience of geological principles and practice. Some exam questions focus on the geology on these trips. The trips are well staffed, and advice can be obtained abundantly and informally before, during and after each trip.

The costs of the trips are heavily subsidized by the Department, and there is no cost to you for the Ketton Field trip. The cost of the Arran trip is £95, and payment is due by the end of Michaelmas term.

Accommodation on field trips is generally in shared single-sex dorms or large rooms. Adjustments can be made in exceptional circumstances, for those who do not wish to share. Please speak to Helen Averill or Therese Williams if you have any questions or concerns.

For all field trips you will need some stout footwear, ideally walking boots or wellington boots, and a waterproof jacket. For the Arran trip you must have adequate outdoor clothing and footwear: a good waterproof jacket and trousers, and boots for wet, rough terrain (not just trainers).

There is another field trip to note if you continue with Earth Sciences beyond IA. This is the Cumbria Mapping Course in Northwest England, which takes place over nine days at the end of the Summer Vacation (late September). Attendance on this trip is strongly advised if you
are carrying on to IB Earth Sciences and if there is a possibility that you will continue to Part II Earth Sciences.

Please note, it is essential that you attend the Field Safety Training which will take place at the end of Easter Term. Further information will be distributed nearer the time.

Course questionnaires

At the end of every part of the course we ask you to fill in an online questionnaire on Moodle. This is another opportunity for anonymous comment on the content or structure of the lectures and practicals anonymously. It is essential that you complete these at the time. They are a pivotal way for us to improve delivery of our courses to you.
3. Department of Earth Sciences – Location

The Department of Earth Sciences is located with the Sedgwick Museum on the Downing Site.

Fig 1: Map of the Downing Site
The red circle shows the entrance for Part 1A students. Areas highlighted in red show the 1A lab and the stairs which provide access to the 2nd floor.

The main building of the Department comprises a North Wing fronting onto Downing Street, an East Wing, bordering Downing Place, and a South Wing protruding into the Downing Site. Fig. X shows this layout, the locations of the facilities mentioned below, and the access routes to them. **At Part 1A, access to the building is restricted to attendance at practicals and for supervisions. Access to the Dept will be granted by your supervisor/demonstrator. You should wait at the East Wing door, indicated on the plan (Fig. 2) in a socially distanced manner.**
The main toilets are located (a) on the ground floor at the bottom of the East Wing staircase, (b) at the top of the East Wing staircase. There is a toilet with disabled access near Reception.

The IA Earth Sciences Teaching Office is staffed by Ben Froste in Room 217 (bf268@cam.ac.uk) and Simon Childs in Room 222 (sjc298@cam.ac.uk), off the lobby at the back of the IA Lab. Email them for missed handouts, copies of old exam papers or for practical needs outside the advertised practical times.

The Teaching Support Manager, Helen Averill, is in Room N14 off the Common Room, and can be contacted on hpd20@cam.ac.uk. Speak to Helen anything related to the course, teaching and field trips. Mitha Madhu (mm853@cam.ac.uk) is the Teaching Assistant and can also assist with general course enquiries.

Most of our communication with you will be via e-mail, Moodle and MS Teams. Please ensure that you check your @cam.ac.uk account regularly and respond promptly when necessary.
4. Practical Logistics, Conduct and Safety

Practical Schedule

To enable socially distanced face-to-face teaching we have scheduled extra sessions in the practical lab, meaning that there are unavoidable clashes with other NST subject choices. Please ignore the centrally allocated timetable for Earth Science practicals and sign up for your first, second and third choice on the linked google spreadsheet on Wednesday 7 October.

https://docs.google.com/spreadsheets/d/13AF8N6_tCqyfzPBZ4v9xQQ8j1fXxXT- CR0uT8unNs/edit?usp=sharing

You need to sign up for any one of set 1-6. Please sign up for your first 3 preferences so that we can allocate equal numbers to each practical class.

Set 1: Friday, Monday, Wednesday 14:00-15:00
Set 2: Saturday, Tuesday, Thursday 09:15-10:15
Set 3: Saturday, Tuesday, Thursday 10:45-11:45
Set 4: Saturday, Tuesday, Thursday 12:15-13:15
Set 5: Monday, Wednesday, Friday 09:15-10:15
Set 6: Monday, Wednesday, Friday 10:45-11:45

Practical allocation will occur on a first-come first-serve basis for those who want to attend face to face practicals. Even if you only intend to complete all the practicals online, please sign up, as online demonstrators will be allocated to demonstrate via Zoom. It is anticipated that most students will choose to attend face-to-face practicals, assuming that: (1) we are able to run them within Department, University and Government guidelines, (2) Students are not displaying any symptom of coronavirus.

Practicals are held in the IA Earth Sciences Laboratory (East Wing, second floor), in a maximum group size of 20. There are three, 1-hour classes each week, one for every lecture.

Following completion of the google sheets registration form above you will assigned to one 1-hour period from each of sets 1-6.

If you are unable to attend any of these sessions for any reason, you MUST inform the relevant member of academic staff as soon as you are able.

Keeping each other safe in laboratory classes

A number of measures have been implemented for the academic year 2020-21 to ensure the 1A practical class is Covid-secure. As a Department we are extremely lucky to have large teaching laboratories so that 2m+ distancing can be maintained at all times between students, staff and demonstrators. To enable this, we have reduced the class size to a maximum of 20 people and face-coverings must be worn at all times in the Department.

Before coming to the Department, watch this video.
If you have any of the main Covid-19 symptoms, please do not attend your practical class. The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

To protect others, do not come to the Dept if you have any of these symptoms. Get a test to check if you have coronavirus and stay at home until you get your result.

Entry to the building:

Please wait by the east-wing door at the start time of your practical. Note: Practicals have been scheduled to begin at either 15 or 45 minutes past the hour to allow for:

a) the movement of other year groups through the Earth Science building at different times to Part 1A and

b) to enable cleaning to occur in the lab between classes. Please be on time. The door is locked and you will need to be let into the building by a demonstrator who will guide you to the practical class.

Fig 3: Floor and seating plan of the Earth Sciences 1A lab.

You will be allocated a fixed seat in the 1A laboratory for the year. All seats are spaced such that you will be at 2m+ distance from demonstrators and other students at all times. The room layout and seat numbers are included in Fig. 3. The seating plan for each set of practicals can be viewed here. Make sure you know your seat before you enter the building.
Once in the Building

- When you enter the building, please put on your face covering and wear it at all times.
- Sign into the class using your phone by scanning the QR code that is on your desk. You are provided with a link on Moodle that provides a website where you can sign in to the 1A lab. You must be signed into your University of Cambridge Gsuite account. This is so that we have a record of all people in the building to enable track and trace. **You are also encouraged to scan the QR code with the NHSCOVID-19 app.**
- You are provided with anti-viral spray and wipes to clean your desk. You are responsible for cleaning your own desk and you should clean it both when you arrive and before you leave.
- You are provided with hand gel at your desk to clean your hands, both on arrival, and after touching a specimen.
- Please wear safety glasses if you don’t already wear glasses to help prevent any viral contamination via the eyes.
- **If symptoms develop:** Anyone who develops any symptoms during the course of a practical will need to follow the department procedures for leaving the building and returning to College/home, and follow the University procedures to get tested.

In the practical class

- Use the WIFI to connect to Eduroam. Navigate to the Moodle site: [https://www.vle.cam.ac.uk](https://www.vle.cam.ac.uk)
- Login in with your CRSid and follow the links to open the practical as a pdf. Many of the practicals contain linked resources such as videos and answers that you may make use of.
- Please remain seated in the practical session. If you need assistance or have a question, please raise your hand and a demonstrator will attend to you.
- If appropriate, you will be provided with specimens, microscopes, maps or other exercises to complete.
- All microscopes have been fitted with an eyepiece camera, both so that demonstrators have access to the field of view of your microscope, and so that your eye doesn’t need to be in close proximity with the microscope, which can be difficult with a face covering and eye protection. The microscope camera is supplied with a USB cable to plug directly into a laptop. You will need to install software that can be downloaded from the following link for Windows, Mac and Linux: [https://www.amscope.com/software-download](https://www.amscope.com/software-download)
- All doors and windows will be open in the lab, in addition to the mechanical ventilation. In winter, you should wear warm clothes.
- The nearest toilets are at the top (332 & 334) and bottom (32A & 32B) of the East Wing staircase.

General safety

- Food or drink must **not** be consumed in any laboratory with the exception of water in a capped bottle.
- All bags, coats and cycle helmets are to be kept off the benches.
• To allow unobstructed passage around laboratories all students’ personal possessions must be stowed under the benches or in the cubby holes provided.
• If the fire alarm sounds, you will hear a very loud continuously ringing bell. On the instructions of the demonstrator in charge of the class, you must leave the building and assemble on the lawn by the Department of Archaeology & Anthropology. Do not stop to collect personal belongings and do not re-enter the building until the fire brigade has given the all-clear.

Equipment and practical material
• Keep a minimum number of possessions on the bench tops, and try to keep them in order so that the risk of knocking samples onto the floor is minimised.
• Bench lamps must be lifted by their bases, not by the arms. Lifting by the arms can damage the pivoting mechanism.
• You will be instructed in the use of microscopes, and these instructions must be followed. Do not drag microscopes across the bench top; move them by safe lifting. Dragging the microscopes causes severe vibration, which leads to the optics becoming misaligned.
• When using microscopes and computers, check your seating position to ensure that you are at the correct height and, to avoid eye strain, look across the lab to allow your eyes to change focus every 20 minutes or so.
• Glass microscope slides must be treated with care. They are easily broken; some are irreplaceable, and all are expensive to replace.
• Handle ALL specimens with care. Many, especially the palaeontological material, are of museum display quality and are irreplaceable. Do not mark or scratch them unless you are specifically told you may do so.
• Ensure that all specimens, microscope slides, etc. are returned to the correct tray or drawer after use, and that any microscopes and bench lights are turned off before you leave the lab.
5. Course Documentation and Moodle

The Lecture lists for Part IA, plus timetables can be found on Moodle. You can also set up your own personal timetable based on your subject and practical choices, using the online University Timetable.

Reading lists are available on Moodle, and lecture notes and other course documentation will be added to Moodle throughout the year. Please speak to Helen Averill or Mitha Madhu if you are having any problems with access, although everyone should have access to the course pages from the beginning of Michaelmas Term.
6. Examinations and Assessed Practicals

The Natural Sciences Tripos exam for IA Earth Sciences consists of one theory paper. This is taken in the main examination period, during the second half of the Easter Term (although some colleges may set practice or mock exams at other times). In 2021, it is likely that the exam will take the form of an online exam to be completed within a given time-frame. Further details will follow during the year.

Theory paper: The theory paper is three hours long and divided into two sections. **Section A** will be a single compulsory calculation question, typically involving numerical or graphical analysis of data or concepts. From **section B** you will be asked to answer four questions chosen from eight or nine offered. You can expect about two questions for each half-term of the lecture course, although there may be questions covering different parts of the course. Calculation components to these questions are not precluded. 70% of the marks are allocated to the theory paper.

You can take an approved NST calculator (see Section 8) plus appropriate writing and drawing equipment into the examination. You cannot take in any reference material, although a reference booklet is provided for Q2 of the practical exam.

Assessed practicals: There will be 4 assessed practicals in Michaelmas and Lent terms and one in Easter Term (the last will be a map practical). These are marked on the lecture list and listed in the table below. These practicals are of a standard length and can either be completed in the 1A laboratory in your scheduled practical time, or remotely using the material on Moodle. The Easter term assessed practical will be a map practical worth 10% of the total mark; the other 8 will together be worth 20%.

<table>
<thead>
<tr>
<th>Practical</th>
<th>Staff Member</th>
<th>Practical start date</th>
<th>Practical End date</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps: Southern UK Sheet 1:625k</td>
<td>Ed Tipper</td>
<td>Wednesday 21st October</td>
<td>Friday 23rd October</td>
<td>Friday 30th October</td>
</tr>
<tr>
<td>Greenhouse gases</td>
<td>David Hodell</td>
<td>Monday 2nd November</td>
<td>Wednesday 4th November</td>
<td>Monday 9th November</td>
</tr>
<tr>
<td>Interference colours, extinction angles and indicatrix orientation</td>
<td>Richard Harrison</td>
<td>Monday 23rd November</td>
<td>Wednesday 25th November</td>
<td>Wednesday 2nd December</td>
</tr>
<tr>
<td>Mantle Convection</td>
<td>John Maclellan</td>
<td>Monday 30th November</td>
<td>Wednesday 2nd December</td>
<td>Wednesday 9th December</td>
</tr>
<tr>
<td>Regional metamorphism of basaltic rocks</td>
<td>Marian Holness</td>
<td>Wednesday 3rd February</td>
<td>Friday 5th February</td>
<td>Friday 12th February</td>
</tr>
<tr>
<td>Corals and coral reefs</td>
<td>Nick Butterfield</td>
<td>Monday 15th February</td>
<td>Wednesday 17th February</td>
<td>Wednesday 24th February</td>
</tr>
<tr>
<td><strong>Fossils and the dating of rocks</strong></td>
<td>Nick Butterfield</td>
<td>Friday 26th February</td>
<td>Monday 1st March</td>
<td>Monday 8th March</td>
</tr>
<tr>
<td><strong>Turbidites and abyssal fans</strong></td>
<td>Neil Davis</td>
<td>Friday 12th March</td>
<td>Monday 15th March</td>
<td>Monday 22nd March</td>
</tr>
<tr>
<td><strong>Map practical</strong></td>
<td>Ed Tipper</td>
<td>Monday 24th May</td>
<td>Wednesday 26th May</td>
<td>Wednesday 2nd June</td>
</tr>
</tbody>
</table>

The due dates for the assessed practicals are shown in the table above. They should be handed in as a Moodle assignment as a single pdf, by 5 pm on the due date. Assessed practicals are graded out of 3. If the assessed practical is submitted late by up to 24 hours, then it will only be possible to achieve 2 out of 3 marks; up to 48 hours late the maximum marks achievable will be 1 out of 3 marks; submitting it more than 48 hours late will mean no marks are given. We do not intend that these assessed practicals should take very long; no more than a few hours of working time per assessment. Where sketches and drawings are included, these can be hand-drawn and scanned/photographed and inserted into the pdf.

If there are circumstances you wish to be taken into account as to why you missed or submitted an assessed practical late, this should be done via your college tutor, communicating with the Teaching Support Manager Helen Averill (hpd20@cam.ac.uk) and the, course coordinator (ett20@cam.ac.uk).

The IA Earth Sciences marking is done by a panel of four examiners, not necessarily staff who have taught the course in that year. Given the 70%/30% ratio of theory to practical marks, each theory question is effectively scored out of 14%. No marks are awarded for missed questions. The raw total mark out of 100% is used to rank candidates by order-of-merit. The raw marks are then scaled (‘norm-referenced’) such that approximately 25% of candidates get a First Class (scaled mark ≥70), 65% get a Second (≥50) and 10% get a Third (≥40) or Fail (<40). The overall mark in IA NST is totaled using these norm-referenced unrounded subject marks, ensuring comparability between different subject combinations. Your College Director of Studies receives a breakdown of your marks into a theory and practical score for each subject.
## 7. Marking Criteria for answers in Earth Sciences Written Papers

Earth Sciences is one of the subjects in IA NST that requires you to write answers in the form of short scientific notes for the theory paper. Guidelines on what is expected are provided in the document ‘Writing Answers to Earth Sciences Questions’. A guide to how marks are allocated is included in Section 8.

<table>
<thead>
<tr>
<th>%</th>
<th>Class</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 90-100 | 1    | Brilliant answer.  
Exceptional understanding of subject and relevant literature.  
Outstanding critical analysis, full of insight  
Excellently organized, expressed and illustrated |
| 80-89  |      | Excellent understanding of subject.  
Answer goes well beyond lectures.  
Effective critical analysis and grasp of relevant literature  
Well organized, expressed and illustrated. |
| 70-79  |      | Very good understanding of course material.  
Sound evidence of outside reading.  
Some critical analysis.  
Well organized, expressed and illustrated. |
| 60-69  | 2.1  | Sound to good understanding of course material.  
Limited use of extra-course material.  
May contain minor factual errors or omissions.  
Well organized, coherent and adequately illustrated. |
| 50-59  | 2.2  | Based entirely on course material.  
Lacks some detail in content.  
Contains significant factual errors or omissions.  
Some deficiencies in organization, style or illustration. |
| 40-49  | 3    | Based imperfectly on course material.  
Contains numerous factual errors or omissions  
Answer has merit but lacks a sound structure.  
Concepts poorly expressed and illustrated. |
| 30-39  | Fail | Inadequate content, some maybe irrelevant.  
Poorly organized, expressed and illustrated |
| 20-29  |      | An attempt at the question, but lacking most relevant content. |
| 10-19  |      | An answer with only isolated glimpses of relevant content. |
| 0-9    |      | A nearly worthless or irrelevant answer. |

*Expectations of appropriate ‘critical analysis’ and ‘relevant literature’ will vary from year to year of the Tripos*
8. Other Departmental Facilities

Whilst you will spend all of your time in the 1A lab if you are coming to the Dept for practicals, there are a number of other facilities which are available to you:

- **The Sedgwick Museum**, with its entrance on the 1st floor of the North Wing, has a large collection of fossil, rock and mineral material relevant to the IA course. Admission is free and you are encouraged to look round the museum at any time.

- **The Sedgwick Museum Shop**, immediately inside the museum entrance, sells geological equipment and some books. The shop also sells a wide range of specimens and gifts: an inflatable dinosaur may be just the birthday present for that ‘difficult to buy for’ relative!

- **The Sedgwick Club**, the student geology society, arranges evening talks, field trips, and social events. Whilst run mainly by Part II/III and IB students, the club welcomes interested IA Earth Sciences students. You will find contact information on and event details on the Sedgwick Club website.

For now, two other key parts of the department remain closed to 1A students but if Covid restrictions can be relaxed throughout the year will re-open in due course.

- **The Common Room** is on the ground floor of the North Wing. You are welcome to buy a coffee or tea, which are available from the vestibule near Reception from 10.30-11.30am and 15.30-16.30pm. The Common Room is also available for you to use as a quiet area at most times of the day, but please be prepared to clear tables for others to use for coffee from 10.30-11.30am each day. There is a drinks machine in the entrance hall near Reception and a snack machine at the far end of the Common Room, just outside the doors.

- **The Earth Sciences Library**, on the second floor of the north wing, holds teaching material of most use to students in Parts IB, II and III. Your College library should hold the relevant books for Part IA, and it is the responsibility of your DoS in Earth Sciences to keep the College library up to date. However, if you have a specialist requirement or want to borrow from the short-loan teaching collection, please consult the Earth Sciences Librarian in her office inside the Library entrance. You will need a University Library card to borrow material. You are also welcome to use the Earth Sciences Library for private study. Rarely, students from second and later years may need to be given priority for the limited seating space and computer facilities available. Although the library is closed to 1A’s for now, the librarian (Sarah Humbert) can be contacted via email, and can help direct you to online resources.
• Other lecture theatres and teaching laboratories used for teaching in Parts IB, II and III are labelled on the plan.

• The Earth Sciences Library is on the second floor of the North Wing. The librarian, Sarah Humbert (shum05@esc.cam.ac.uk), has an office just inside the Library entrance.

• Reception for Earth Sciences is on the ground floor of the North Wing.

• The Common Room is also on the ground floor of the North Wing. There is a snack machine in the lobby at the east end of the Common Room and a drinks machine near Reception.

• The Kitchen is opposite Reception. Get drinking water here rather than from taps in the toilets. Please take water in bottles rather than cups to avoid spills in the labs.

• All staff, postgraduates, Part II and III students have pigeonholes or mail folders in the North Wing Foyer next to Reception.
9. NST Approved Calculators

For Natural Sciences Tripos examinations Parts IA, IB, II and III (where a calculator is allowed), you will be permitted to use only the standard University calculator: CASIO fx 115 (any version, CASIO fx 570 (any version) or CASIO fx 991 (any version). Each such calculator must be marked in the approved fashion.

Approved calculators for the Natural Sciences Tripos can be purchased from the following locations (Note: these will be marked in the approved fashion:

Department of Chemistry
Department of Physics, Bragg Building, Cavendish Laboratory

Approved calculators bought elsewhere will need to have the approved marking applied by the relevant Department.

You are strongly advised to purchase a calculator at the beginning of term.
10. Feedback Processes and Complaint Procedures

Feedback processes

If you are concerned specifically about the quality or style of teaching that you are receiving, there are a number of additional avenues for your comments:

- **Online course questionnaires** are issued via Moodle at the end of each part of the course for you to assess the various components; lectures, practicals and supervisions pertaining to that subject. **Please take the time to fill them in.** They are evaluated by the course coordinator, who suggests improvements to individual lecturers or practical organizers or passes on comments on more strategic issues to the Department’s Teaching Committee. Positive and negative feedback are both useful to us in assessing the effectiveness of courses, particularly during this period of atypical teaching methods.

- **A student representative** from each NST course taught by the Department sits on the Teaching Liaison Committee along with members of the Teaching Committee. Your representative will be appointed and introduced to your class before the end of the Michaelmas Term. The Teaching Liaison Committee discusses general teaching issues such as re-organisation of whole courses, provision of teaching resources, and co-ordination of University and College teaching. It passes recommendations on to the Teaching Committee, which has the central role in undergraduate teaching matters in the Department.

- **Feedback** on supervisions should be directed primarily through your College system. Concerns about your supervision arrangements should be voiced to your subject Director of Studies (i.e. in Earth Sciences or possibly Physical Sciences) or to your NST Director of Studies. Your Tutor may be able to advise you, if there are personal as well as academic issues involved. However, issues of supervision content and style are most effectively raised directly with supervisors themselves. Supervisions are meant to be individually tailored, and supervisors expect you to say if you are not getting the best value from them.

- **College questionnaires** provide another route for commenting on the supervision system. The Department will try to resolve major issues concerning supervisions, if College structures have failed to do so. Problems in particular Colleges can be dealt with by the Teaching Liaison Committee, although sensitive issues involving individual supervisors may be best discussed with the Chair of the Teaching Committee.

- If none of these routes seems satisfactory, please feel free to contact the Part IA Course Coordinator, Ed Tipper (Room S413, 33451, ett20@cam.ac.uk), the Teaching Support Manager, Helen Averill (Room N14, 68330, hpd20@cam.ac.uk) or the Director of Teaching, Nick Butterfield (Room E320, 33379, njb1005@cam.ac.uk).
Complaint procedures

If you are unhappy with the experience you have received from the department, faculty, service or staff member, the University has a Student Complaint Procedure for you to use in order to try and resolve the situation. All information regarding the Student Complaint Procedure can be found on the [Student Complaints web page](#).

At a local level if any issues arise which need action details should be passed on to the Teaching Support Manager or discussed with your Director of Studies in the department.

Examination review procedure

The University has robust policies in place to ensure that all examination results are accurate. However, something unusual may have taken place in the examination and you may want to check that the examiners were aware of the circumstances and that they have been taken into account. If you have any concerns about examination results you can request a review using the Examination Review Procedure, details of which can be found on the [Examination reviews web page](#).
11. Earth Sciences and Disability

The Department of Earth Sciences feel it essential that our courses throughout the three or four years of the NST, should be accessible to all students as far as possible. If you have any disability that might have an adverse effect on your ability to follow the Earth Sciences course or take the examinations, then it would help us to know at an early stage in the year.

The most direct route is through your College Director of Studies or Supervisor in Earth Sciences, probably in consultation with your Tutor. They will discuss with the course organisers the appropriate ways in which you can be helped to get the most out of the teaching. For instance, if you are colour-blind, you may need help with strategies for identifying rocks and minerals or in interpreting geological maps. If you are dyslexic, you may need more time to complete practical exercises, and would qualify for this in the exams.

The department has helped a number of students with a range of more serious disabilities to succeed in Earth Sciences. You should not assume that Earth Sciences courses in second and later years would be inappropriate for you because you might have difficulty with one of their components, such as field work.
12. Department of Earth Sciences: Plagiarism Statement

(This is a shortened and more subject-specific version of the University statement, the full version of which can be found on the University website).

**Definition and scope**

*Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.*

Plagiarism is the unacknowledged use of the work of others as if this were your own original work. It is always wrong and a breach of academic integrity, whether in supervision exercises, project reports, exam answers or published papers. The University regards plagiarism as a serious offence. The penalties for plagiarism may be severe and may lead to failure to obtain your degree. The University reserves the right to check any submitted work for plagiarism, and can do so with increasingly sophisticated software.

*The golden rule is that there should be no doubt as to which parts of your work are your own original work and which are the rightful intellectual property of someone else.*

Plagiarism may be due to copying (using another person's language or ideas as if they are your own) or collusion (where collaboration is concealed to gain unfair advantage).

**Methods and media**

Methods of plagiarism include:
- Quoting directly another person's language, data or illustrations without clear indication that the authorship is not your own and without due acknowledgement of the source.
- Paraphrasing the critical work of others without due acknowledgement. Changing words or their order does not avoid plagiarism, if you are using someone else's original ideas without acknowledgement.
- Using ideas taken from someone else without reference to the originator.
- Cutting and pasting from the Internet to make a pastiche of online sources.
- Colluding with another person, including another candidate (other than as explicitly permitted for joint project work).
- Submitting as your own work research that has been contributed by others to a joint project.
- Submitting work that has been done in whole or in part by someone else on your behalf (such as commissioning work from a professional agency);
- Submitting work that you have already submitted for a qualification at another institution or for a publication without declaring it and clearly indicating the extent of overlap.
- Deliberately reproducing someone else's work in a written examination.

Plagiarism can occur with respect to all types of sources and in all media:
- not just text, but also figures, photographs, computer code etc,
- not just material published in books and journals, but also downloaded from websites or drawn from other media,
- not just published material but also unpublished works, including lecture handouts and the work of other students.
Avoiding plagiarism

The conventions for avoiding plagiarism in the Earth Sciences are as follows:

- When presenting the views and work of others, cite the source in ways such as ‘….as shown by Jones (1938)’.
- If quoting a secondary source, to which you have not gained access, make this clear in ways such as ‘…Hailstone (1802) as discussed by Marr (1916, p. 176).”
- If quoting text verbatim, use quotation marks or indented text and a citation; e.g. “Many of the great movements above described, appear to have been produced by an action both violent and of short duration.” (Sedgwick 1836).
- If using an exact or redrawn copy of a figure from another work, cite the work in the figure caption; e.g. ‘redrawn from Hughes (1866).’
- If incorporating data into a figure from another source, cite the source in the figure caption; e.g. ‘orientation data taken from Whittington (1938).’
- Collaboration with staff or other students during project research may arise during, for instance, Part II or Part III projects. If there is likely to be any doubt as to who contributed which parts of submitted work, make this clear in the text wherever necessary; e.g. ‘Prof. I.N. McCave supplied the comparative data on contourites in table 3.’
- Wherever a source is cited, the full bibliographic reference – including title, journal, volume and page numbers – must be given at the end of the report or essay, except in an essay done in exam conditions. Candidates are not required to make full citations in written examinations but should reference where appropriate.

Checking for Plagiarism

The University subscribes to Turnitin UK software which provides an electronic means of checking work for originality and is widely used in UK universities. Visit the Departmental website to find the document explaining how Turnitin UK will be used by the Department of Earth Sciences and which explains the implications of submitting your work to the software. Written work will only be checked if a candidate is suspected of plagiarism.

Any student submitting written work suspected of plagiarism may also have their material checked using Turnitin.