INSTRUCTOR:

Dr. Silvia Cordero-Sancho

Contact Information: corderos@umich.edu

Email policy: I will respond to emails within 24 hours from the moment I receive your email. Be aware that I will not respond to emails between 6:00 pm and 8:00 am or on weekends.

Virtual office hours:

Mondays from 1:00 to 3:00 pm. Please sign-up ahead. The link to the Zoom session will be available on the EAS 531 001 WN 2023 (the lecture Canvas site.) If this time does not work for you, email me, and we can arrange a different time.

GSI (Section 002 & 003)

Madeline Standen

Contact information: madip@umich.edu

Email policy: I will respond to emails within 24 hours from the moment I receive your email. Be aware that I will not respond to emails between 7:00 pm and 9:00 am or on Saturdays.

Office hours:

Tuesdays from 2:30 – 4:00 pm and Wednesdays from 1:30 – 3:00 pm. Location: Held virtually via zoom and in person in 3325 DANA.

GSI (Section 004 & 005)

Riley Glancy

Contact information: rglancy@umich.edu

Email policy: I will respond to emails within 24 hours. I will not respond to emails between 7:00pm and 8:00am. However, I may send emails outside of work hours, do not feel obligated to respond to these.

Office hours:

Tuesdays from 11:30 am – 1:00 pm and Wednesdays from 12:00 – 1:30 pm. Location: Held virtually via zoom and in person in 3325 DANA.

Course description

General Schedule

- Lecture (Section 001):
  - Meeting times: Tuesdays and Thursdays: 1:00 – 2:30 pm
  - Room: 1040 DANA
- Lab (Section 002)
  - Meeting times: Thursdays: 10:00 am – 12:30 pm
  - Room: 3325 DANA
- Lab (Section 003)
  - Meeting times: Thursdays: 6:30 pm – 9:00 pm
  - Room: 3325 DANA
- Lab (Section 004)
  - Meeting times: Thursdays: 10:00 am – 12:30 pm
Objectives

One of the most relevant and highest-growth job markets in environmental sciences is Geographic Information Systems (GIS). Graduates of this comprehensive course are well-prepared for jobs with GIS components in various professional fields. Course goals are thus to provide a firm understanding of the conceptual and analytical approaches (lecture & textbook), plus technical methods (lab) in GIS. The lab uses the latest versions of ArcGIS Pro (commercial software). In addition, we will introduce you to QGIS, another well-recognized open-source GIS software. Labs & lectures also cover applications of GIS in the natural, social, data, and environmental sciences making this course of interest to students broadly.

Prerequisites

There are no prerequisites except graduate or Jr/Sr standing.

Prior general exposure to any analytics and quantitative reasoning is no doubt helpful. This course can be taken as a first comprehensive GIS course or as a follow-on to GIS courses with more limited content.

We introduce and teach what you need to learn. Students with and without prior exposure to GIS succeed equally well in this course if they apply themselves and keep up with the coursework and reading. You should expect to put a lot of work into this course.

Main Deliverables

This is a high-content lecture-lab course. Deliverables include twelve weekly lab assignments and two lecture exams (midterm and final).

Lab assignments (the homework for this course) require additional hours outside of scheduled lab times. Readings for lectures/exams also require time outside of the weekly lecture sessions.

Required Textbook

Required textbook – you will read much of Bolstad, P. GIS Fundamentals: A First Text on Geographic Information Systems, Sixth Edition (inexpensive, used 6th ed. is fine, new should also come with digital access). At Barnes & Noble campus bookstore site.

CANVAS site

EAS531/ENVIRON411 CANVAS sites will be used for class announcements, the distribution of PDF copies of lecture slides, scheduling, lecture & lab recordings, materials for lab assignments, online submission of lab assignments, grading, exams, etc. There will be separate sites for the lecture and your lab section.

Course Policies

Attendance

The best predictors of performance in 531/411 are:

1) Thorough familiarity with lecture material,

2) Complete the recommended readings (textbook)

3) On-time completion of lab assignments. Be on time for lecture and lab sessions (computer connection up and ready to go!)

We encourage you not to be absent during the academic semester. However, if you have any unavoidable formal absences (i.e., a required conference presentation etc.) that might interact with lab or other graded deadlines you must: a) let us know about this at the beginning of the semester and b) provide a formal note from your academic advisor. If absences conflict
significantly with this course and its graded material, they may not be approved. See also Exams and Grading below. Do **not** plan to miss exams.

**Labs & Assignments**

Labs will start promptly on time (check your lab schedule.) Attendance at lab sessions is expected as it is the most efficient time to interact with your GSI regarding questions about the technical aspects of the lab. Doing so will also be considerate of your GSI’s time. The GSI also gives a short presentation at the beginning of each lab. If you will have to miss a lab (e.g., due to illness or other emergency), notify your GSI as soon as possible beforehand.

Although you may talk to each other about lab assignments, **each student is expected to do every part of each lab independently and to turn in their unique write-ups and maps. Written answers must be in the student’s own words.**

You will have one week to complete a lab assignment. Completed labs must be submitted before or by the official start of your next lab period to be on time.

Labs must be submitted via the assignment tool on CANVAS as a single PDF file. To prepare your documents for submission, you must convert Word documents (write-up) and map files into a single PDF. If you need help with this task, contact your GSI

Maps must always be on a separate page and in the best format for the shape of the particular map (landscape or portrait), or partial to full credit will be lost. **Always name your file as follows:**

- Uniqname_LabAssignment## example: searle_Lab11

**Grading and Exams**

Your grade will be based on:

- One lecture midterm exam.
- One lecture final exam.
- 12 lab assignments.

**Lecture exams** are cumulative and focus on a thorough understanding of the concepts presented in both lecture and textbook. Your professor will grade these exams. **Should severe circumstances beyond your control result in missing an examination, documented verifiable evidence must be presented.** Otherwise, missed examinations will not qualify for make-up procedures.

The **lab grade** will be based on 12 (weekly) lab assignments. Your lab instructor (GSI) will grade your lab assignments.

Late policy (unjustified late assignments):

Each lab has a value of 20 points

- If the lab report is 1 to 5 days late, there would be a 1-point penalty.
- If the lab report is 6 to 10 days late, there would be a 2-points penalty.
- If the lab report is 11 to 15 days late, there would be a 4-points penalty.
- After 15 days, labs would not be accepted.
  - Why are we not accepting labs after 15 days? You will learn a new set of a cumulative set of skills in each lab. If you fail to complete labs after 15 days, this implies that you are not gaining the required skills required to complete the subsequent labs. Therefore, the best advice to succeed in this course is don’t get behind in your lab assignments.
  - **Wildcard late assignment lab**: We recognize that student academic requirements for all your winter courses keep you very busy. Therefore, we offer a wildcard late assignment option for one of your lab assignments. **Each student has the opportunity to submit one lab without penalty under the following conditions:**
    - This **option** is not available for all labs, only Lab 3 to Lab 11. It does not include

| EAS 531 WN 2023 | 3 |
| Disabilities or Religious holidays | We will make every effort to accommodate the needs of students with hearing, visual, or other disabilities in coordination with Rackham policy: [https://rackham.umich.edu/rackham-life/students-with-disabilities/accommodations-for-graduate-students-with-disabilities/](https://rackham.umich.edu/rackham-life/students-with-disabilities/accommodations-for-graduate-students-with-disabilities/).
Likewise, we will try to accommodate major religious holidays. **Be sure to let us know these well in advance.** |
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### Computing

| Remote Instruction Software | Lectures and labs are in person, at least that is otherwise notified by the instructor, GSIs, or university policy. In the case of remote classes, we will hold Zoom sessions. The link to the zoom sessions will be available on your CANVAS sites/Zoom tab (Lecture and Lab). Remember to update your Zoom software.

If you feel unwell (or something unexpected occurs), please let your instructor or GIS know as soon as possible.
- If you are unwell and have the energy to join the class virtually, please use the zoom session for the lecture and respective lab.
- If you can't join the session, we will record the lecture and labs and posted on CANVAS/ Zoom/ tab. **Recordings would be available for three weeks.**
- Remember that all lecture slides will be available on Canvas as well as slides used for introduction of lab exercises each week. |
| --- | --- |

| Personal Computing for Labs | For this course, you will use ESRI ArcGIS Pro ([version 3.0.3](https://experience.arcgis.com/experience/f97dfe30cc504cfb8ca2c915bab784e6/page/page_1/)) plus QGIS ([version 3.22 LTR-long term release](https://pro.arcgis.com/en/pro-app/get-started/arcgis-pro-system-requirements.htm)), either through installing the software on your computer (Windows OS only for ESRI software) or through network access to the software on the UM ITS Virtual Sites Apps Anywhere or both.

Here is the UM site with installation information for **ArcGIS Pro** and **QGIS**. (Also, see the next section below for more detail). SOFTWARE LINK: [https://experience.arcgis.com/experience/f97dfe30cc504cfb8ca2c915bab784e6/page/page_1/](https://experience.arcgis.com/experience/f97dfe30cc504cfb8ca2c915bab784e6/page/page_1/)

**Other considerations:**

Required: You will also need a good Internet connection to work from home (access software via Virtual Sites, transfer datasets, etc.). Optional: some students with laptops like an optional laptop docking station with a larger external monitor and external keyboard/mouse.

Here is the ESRI information on computing configurations for your reference: [https://pro.arcgis.com/en/pro-app/get-started/arcgis-pro-system-requirements.htm](https://pro.arcgis.com/en/pro-app/get-started/arcgis-pro-system-requirements.htm)  [https://pro.arcgis.com/en/pro-app/get-started/run-pro-on-a-mac.htm](https://pro.arcgis.com/en/pro-app/get-started/run-pro-on-a-mac.htm) |
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<tr>
<th>Lab Software &amp; Access</th>
<th>UM, Information Technology (ITS) has site licenses for UM students &amp; staff. Thus, you will have free student ESRI software to load on your computer (assuming you can run a Windows OS) OR access the software remotely (via Virtual Sites and Apps Anywhere) from your computer. You are responsible for your own computer’s systems administration. Overview of how to download and connect to necessary clients and software will be provided in Labs 0 and 1. <strong>Windows OS personal computer</strong></th>
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● Student copies of ArcGIS Pro (Ver. 3.0.3) are available for installation directly on personal computers (Windows OS only) with instructions at this link: https://experience.arcgis.com/experience/f97dfe30cc504cfb8ca2c915bab784e6/page/ArcGIS-Pro/
● You may also access ArcGIS Pro by first setting up your access to Virtual Sites: https://its.umich.edu/computing/computers-software/campus-computing-sites/virtual-sites/
  ○ Note, for the above instructions, students do not have 'MiWorkspace' computers, so ignore that part.
  ○ Specific Virtual Sites instructions (and best practices) for this course has prepared. You can find them on the CANVAS lecture site /Module “Introductory Week.”
  ○ In Virtual Sites, to access any particular software package, you only need to search the software on the virtual computer search taskbar: https://its.umich.edu/computing/computers-software/campus-computing-sites/software
● Students may install the open-source QGIS (Ver. 3.22 LTR) on their computers. Click here to access the link to the drivers. Alternatively, students can access the software through Virtual Sites.

Mac OS personal computer
● We are told that to access UM computing in general, you need macOS Ventura (version 13), as this is the current version supported on "...MiWorkspace Managed Software Center after testing for compatibility with U-M networks, printers, administrative systems..."¹ If you need to update your OS, check University of Michigan (2022a.)
● To access ArcGIS Pro, first set up your access to Virtual Sites (VMWARE is generally recommended): https://its.umich.edu/computing/computers-software/campus-computing-sites/virtual-sites/
  ○ Note, for the above instructions, students do not have 'MiWorkspace' computers, so ignore that part.
  ○ Specific Virtual Sites instructions (and best practices) for this course has prepared. You can find them on the CANVAS lecture site /Module “Introductory Week.”
  ○ In Virtual Sites, to access any particular software package, you only need to search the software on the virtual computer search taskbar: https://its.umich.edu/computing/computers-software/campus-computing-sites/software
● Students may install the open-source QGIS (Ver. 3.22 LTR) on their computers. Click here to access the link to the drivers. Alternatively, students can access the software through Virtual Sites.
● Depending on your computer, Mac owners may be able to install an ArcGIS student copy via Boot Camp (or similar.) Boot Camp allows you to create a Windows OS partition². You will need to do this yourself; to the best of our knowledge, UM ITS does not provide support for these changes

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### Lab Data Storage

#### Storage Space

**AFS:** While working on the computer lab, we recommend creating your GIS working directory in your UM AFS space (your personal UM networked drive space). This space is backed up.

If you have not used AFS space before, please request the space by AFS Self-Provisioning Tool at [http://mfile.umich.edu/](http://mfile.umich.edu/)

For an AFS overview, see: [http://documentation.its.umich.edu/node/234/](http://documentation.its.umich.edu/node/234/)

For an overview of the AFS space during the first week of classes, [VirtualSites_GISsoftware_macOS_2023.PDF](https://support.esri.com/en/technical-article/000025605) and [VirtualSites_GISsoftware_winOS_2023.PDF](https://support.esri.com/en/technical-article/000025605)

**SEAS "U:" drive** may also be employed as storage space (if you are a UM Employee.)

**Hard drive:** You may save the GIS outputs to your computer’s hard drive. However, **always back it up elsewhere** (e.g., Google Drive, Dropbox). Lost data will not be considered an approved excuse for late lab assignments. As students in this course and future GIS professionals, it is your responsibility to ensure your work is backed up and retrievable at all stages.

**Google Drive issue:** ArcGIS Pro does not support using Google Drive or other cloud storage services. Therefore, do not define a Google Drive folder as your working directory. However, you can zip your working directory folder and create a backup of your work in Google Drive.

Finally, do not ever save your GIS outputs into the hard drive (includes desktop, documents, etc.) of a campus computer (e.g., the computer you are using during lab.). Instead, use your AFS directory.

### Recordings & Course Materials

Students or staff are prohibited from posting or sharing any curricular materials made available through this UM course to persons or locations outside this course and the course Canvas site. Students are not permitted to record/distribute course lectures or lab materials except as necessary as part of approved accommodations for students with disabilities. Any authorized recordings may only be used for the student’s private use.

Be aware that course lectures and labs may be video recorded. If you do not wish to be recorded, please get in touch with your instructor. The following link explains the current UM class recording regulations.

[https://safecomputing.umich.edu/be-aware/privacy/privacy-u-m/videoconferencing/recording-privacy-concerns](https://safecomputing.umich.edu/be-aware/privacy/privacy-u-m/videoconferencing/recording-privacy-concerns)

### Participation

Your instructors are committed to the principle of universal learning. This means that our classroom, virtual spaces, practices, and interactions are as inclusive as possible. Mutual respect, civility, and listening and observing others are crucial to universal learning.

### Covid-19

Elements of the syllabus, assignments and course structure may change based on potential public health developments. SEAS students should contact the SEAS Office of Academic Programs if Covid-19 impacts their health. Please, if you are ill, let us know as well.

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For All Classes
UM may issue updated on-campus health guidelines. Please check the available resources. In addition, check in with the Office of Academic Affairs Director to navigate support and available resources.

Academic Honesty
We will adhere to the Rackham Academic and Professional Integrity Policy. Please refer to https://rackham.umich.edu/academic-policies/section8/ Policies will be strictly enforced.

Important student-live information

Mental health: Talking about mental health is not easy. Even admitting that we might need help is not always as simple as it sounds. It is normal to feel down occasionally, but it is not normal to feel down constantly. If you feel completely overwhelmed by your schoolwork or simple life, remember that the university has multiple resources to support you. This link summarizes all the available student services.

Remember that the Counseling & Psychological Services (CAPS) phone line is available 24/7 (734-764-8312) In addition, Dr. Jaime Yang (juemeiya@umich.edu), is the SEAS Embedded CAPS counselor. You can find Dr. Yan in SEAS on Wednesdays in the SEAS Student Center, reach out to her directly through email to schedule an appointment.

Some SEAS resources

SEAS Office of Diversity, Equity, and Inclusion - (seas-dei-office@umich.edu).

The SEAS Student Center is available to assist students in any way, both academically and outside of the classroom. Please reach out to seas.gradsupport@umich.edu which will reach Jennifer Taylor, Jaime Langdon, and Kim Elliott.

Student’s safety resources

Here are a couple of services to have in hand in case you need other safety help resources:

Hate crimes: 911 or DPSS (734- 763-1131). Also, check Rackham’s “Resources Guide for Graduate Students.”

Sexual & Gender-based misconduct: 911, DPSS (734- 763-1131) or SAPAC (734-936-3333, this is a 24-hour service.)

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Best practices for faculty and student interactions

I, Silvia Cordero-Sancho, am committed to creating a learning environment for my students that is free of Prohibited Conduct, including gender-based and sexual harassment, sexual violence, retaliation, and a hostile environment based on discrimination and intimidation. I acknowledge the power differentials between instructors and students, and the prohibition of “Covered Relationships” (sexual, romantic, or dating) between instructors and students. To accomplish this, I pledge to:

I will not hold closed-doors meetings with students.

I will never suggest a closed-door meeting myself because of the power dynamic.

I will document all pre-scheduled meetings between the instructor and the student via Google Calendar (or other software) and/or university email

Students who email to request an office hour appointment should expect to receive an email confirmation or a Google Calendar (or other software) invitation from me, or, upon my email confirmation and request, may send me a Google Calendar (or other software) invitation for this meeting. The purpose is to provide a permanent record of the meeting and to ensure that all class activities are documented and transparent. Students who choose to drop by for informal meetings are welcome to do so, but there will be no documentation provided. (See above for open-door policy.)

I, the instructor, will conduct all individual communications using the University platforms of email, Canvas, with the caveat that we may use non-University platforms set up by students (such as GroupMe) only if they include all students in the class.

There will be no instructor-student private communications on any non-University platforms, such as social media, GroupMe, personal phone numbers, What’s App, etc.

I, the instructor, offer to provide information to you about how to report sexual and gender-based misconduct, and am available to share information with the University at your request.

People in certain roles are considered “Individuals with Reporting Obligations” (IROs) and are required to report suspected Prohibited Conduct to the Equity, Civil Rights and Title IX Office at the University of Michigan. I, your instructor, AM / AM NOT an IRO.

Examples of Individuals with Reporting Obligations (IRO) include:

- SEAS Dean: Jonathan T. Overpeck, PhD (seas-dean@umich.edu)
- Associate Dean Name: Ivan Eastin, PhD (ieastin@umich.edu)
- Martino Harmon, Vice President for Student Life (harmonma@umich.edu)
- If you live in a dorm, your Resident Advisor

Submit a complaint about assault or harassment to the Equity, Civil Rights and Title IX Office at the University of Michigan (ECRT).

Link to reporting at each of the three campuses:

https://sexualmisconduct.umich.edu/reporting-process/reporting-to-the-university/

Please note that Title IX offices often distinguish between making a “report,” which does not launch an investigation, and filing a “complaint,” which does.

This study, by Nicole Bedera, describes why there are so few investigations, even when survivors originally intend to report. We recommend this reading for anyone considering reporting, as a means to empower you through that process. Bedera’s study is called Settling for Less: How Organizations Shape Survivors’ Legal Ideologies Around College Sexual Assault. Dissertation the Department of Sociology, University of Michigan, 2021.

https://deepblue.lib.umich.edu/bitstream/handle/2027.42/171400/nbedera_1.pdf?sequence=1

Report an assault through 911
Dialing 911 from your cell phone will take you to local police. Dialing 911 from a campus phone will dial to the University police dispatch.

Report an assault to Local Police

- Ann Arbor Police: Non-emergency Dispatch: 734-994-2911
- Flint Police: Non-emergency Dispatch: 810-237-6800
- Dearborn Police: Non-emergency Dispatch: 313-943-2241

Report an assault to University Police

- UM-Ann Arbor Division of Public Safety and Security (DPSS) / Special Victims Unit To report an incident: 734-763-1131
- UM-Flint Department of Public Safety To report an incident: 810-762-3333
- UM-Dearborn Department of Public Safety To report an incident: 313-593-5333


Avalon Healing Center: phone number 313-474-SAFE. Note, the center main offices are in Detroit, MI.

Avalon Healing Center offers immediate crisis intervention, advocacy and medical-forensic healthcare for survivors of sexual violence of all ages 24 hours a day 7 days a week. A team of multifaceted and diverse professional counselors centered around empowerment and empathy toward survivors provide services that are survivor-centered, trauma informed and culturally competent.

Counseling and Psychological Services (CAPS)

Services include tele-counseling, personal counseling, crisis support, virtual outreach, and referrals to community provider.

- CAPS UM-Ann Arbor 734-764-8312
- CAPS UM-Flint 810-762-3456
- CAPS UM-Dearborn 313-593-5430

Sexual Assault Prevention and Awareness Center (SAPAC) 734-764-7771 sapac@umich.edu

The SAPAC Survivor Care Team consists of full-time, professional Case Managers and Advocates, and highly trained U-M Master of Social Work interns. Our team is here to help, and provides a wide array of supportive services for survivors of sexual assault, intimate partner violence, stalking, sexual harassment, and gender-based harassment.
## Grade Calculation

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<thead>
<tr>
<th>Assignment(s)</th>
<th>Percentage of Final Grade</th>
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<tr>
<td>Lab Write-ups</td>
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<tr>
<td>Lecture Midterm</td>
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<td>Lecture Final</td>
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<td><strong>Total</strong></td>
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<tr>
<th>Overall %</th>
<th>Letter Grade</th>
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