

[CRN 26252/CRN 26745]

Instructor: Dr. Carter

Office: BC 1040 or BC 1105

Telephone: (229) 333-5763, ext. 5338

Mon. & Wed., 10:00 AM – 12 00 PM; Fri., 1:00 –
3:00 PM; other times by appointment

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9:00 – 9:50 A

. In order to complete BIOL 3600/5600 successfully, one must be mindful of all policies relating to attendance, grading, etc. After reading the course syllabus and comprehending the policies presented therein, log onto BlazeVIEW and complete the course syllabus assignment posted in the course calendar. If any of the course policies is unclear, it is the student's responsibility to confer with the instructor for clarification, prior to completing this assignment.

Regular attendance of scheduled lecture and laboratory periods, daily preparation, and review are essential for success in this course. Students should prepare for each lecture meeting by reading the appropriate sections from the textbooks and other sources as assigned in the course syllabus and under Course Content in BlazeVIEW. Students should bring their textbooks to each scheduled lecture and laboratory period, since they will be used regularly during lecture and lab. Notes should be taken regularly, especially during lecture, and should be used with the texts and other materials made available through BlazeVIEW in studying for examinations.

. Regular attendance, punctuality, participation and full cooperation are expected. The student is responsible for all material missed, regardless of the reason for absence. Students arriving late for class should enter the lecture room or laboratory quietly and take the nearest seat to avoid disruption. Bear in mind that field trips normally require prompt departure from campus and that tardiness could easily result in the student missing transportation to the field site and absence from the field trip, and that such absences will adversely affect the course grade. Attendance will normally be taken at the beginning of the period. Students who arrive after the roll is taken are counted absent unless they inform their instructor immediately after class or lab of their tardiness. It is the student's responsibility to inform the instructor of her/his tardiness. Each three cases of tardiness will be counted as one absence, and cases of tardiness will be counted as absences thusly, unless a satisfactory explanation is provided to the instructor by the student. It is the instructor's prerogative to have the explanation in writing. Any scheduling problems or other extenuating circumstances necessitating chronic tardiness should be explained to the instructor in writing and properly documented at the beginning of the semester. Students missing more than one-third of a lecture or lab period will be counted as absent. In order to have an absence excused, the student must provide a written explanation with proper documentation immediately upon returning to class. Providing an explanation of absence or tardiness by the student does not insure that the absence or tardiness will be excused. The instructor shall determine the validity of all excuses.

. A variety of course resources and materials will be made available through BlazeVIEW, and it will also be used to administer assignments and assessments and to post announcements and grades. Students should log onto BlazeVIEW daily in order to check for course announcements. Also, the Mail tool in BlazeVIEW provides a convenient means for students to contact one another and their instructor, and it should always be used to communicate about matters relating to the course. To access BlazeVIEW, select the link on the MyVSU page available through the Valdosta State University homepage. Students experiencing difficulties using BlazeVIEW should seek assistance through the VSU Information Technology HELP-Desk located in Odum Library.

Most of the scheduled laboratory periods involve exercises that are to be completed indoors in the Botany Laboratory (BC 2040) in order to develop descriptive, diagnostic, and analytical skills necessary to identify or "key out" unknown specimens using complex dichotomous keys in a regional floristic manual. The remaining laboratory periods involve field trips emphasizing observation and identification of plants as components of communities in their natural habitats. Additional information about field trips can be found in the following section and in the Field Trip Schedule. Both required textbooks [RAB, WBZ

standard tools to dissect plant materials, critical observation and interpretation of plant structure, reinforcement and expansion of concepts related to plant structure, application of terminology related to plant structure, diagnosis and analysis, and application of analysis and diagnosis to identify unknown plants using dichotomous keys in a comprehensive floristic manual. It is essential that the student attend each laboratory session and field trip and practice supervised identification of specimens in order to develop proficiency with these keys. Collectively, the keying tests account for 35% of the final course grade.

Students will be required to submit a number of written laboratory reports for work done during laboratory sessions, including field trips. The content, depth and length of these reports will depend on the nature of the activities and exercises completed during lab. These reports are due at the beginning of the scheduled lab period one week after the lab during which the exercise or activity was assigned. A penalty of at least one letter-grade will be assessed for any report submitted late, and a penalty of an additional letter-grade will be assessed for each additional day that the report is late, beyond the due date. Reports submitted after the end of the scheduled meeting they are due will be counted as submitted on the following day, including reports given directly to the instructor, slipped under the instructor's office door or the herbarium door, or left with a third party, or placed in the instructor's departmental mailbox. For example, if the due date is Wednesday and the report is submitted Wednesday after the period it was due, the grade will be reduced by at least one letter-grade; if the report is submitted after 5:00 PM Thursday, the grade will be reduced by at least two letter-grades; if the report is submitted after 5:00 PM Friday, the

disciplinary action. Refer to Section I. Code of Conduct Policies of the Student Code of Conduct in the VSU , accessible through the following Internet address. <https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-code-of-conduct/appendix-b-student-misconduct/non-academic--student-conduct-code.php>

Consumption of food or drink (including water) is prohibited in the lecture room and, especially, the laboratory



