

Biology Department – College of Arts & Sciences – Valdosta State University

Dr. Carter
BC 1040 (Herbarium) or BC 1105
333-

Notebook for recording notes in lecture and lab

Hand lens for use on field trips will be checked out to each student at the start of the semester and returned at the end of the semester.

Old clothes, including long pants, and sturdy shoes or boots for field trips

Insect repellent (with DEET) for field trips

Immediately upon returning from field trips, students are urged to check their bodies thoroughly for ectoparasites (i.e., ticks) and, if possible, to shower.

Bottled water for field trips

Food for all day field trips

. In order to complete this course successfully, one must be mindful of all policies relating to attendance, grading, etc. Before the end of the first week of classes, after reading the course syllabus and comprehending the policies presented therein, log onto BlazeVIEW and use BlazeVIEW Mail to send a brief message to your instructor informing him that you have reviewed the course syllabus and understand all course policies. If any of the course policies is unclear, it is the student's responsibility to confer with the instructor for clarification. More information about BlazeVIEW may be found below.

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 session by reading the assigned sections from the textbook 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 during lecture and laboratory and should be used along with the text and materials made available through BlazeVIEW in studying for examinations.

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 under the Current Students tab on the Valdosta State University homepage. Students experiencing difficulties using BlazeVIEW should seek assistance through the VSU Information Technology HELP-Desk located in Odum Library (telephone 245-4357).

. 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 a 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 checked 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. 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. Students absent from more than 20% of the regularly scheduled lecture and laboratory periods are subject to failure in the course, as detailed under Academic Affairs > Absence Regulations in the VSU Undergraduate Catalog available at <http://catalog.valdosta.edu/>. Points will be deducted from the final course grade for unexcused tardiness or absence, and inadequate participation and cooperation.

. Field trips are an essential part of this course. Activities and assessments completed during field trips normally cannot be made up; therefore, attendance of all regularly scheduled field trips is absolutely essential for success in the course. In addition to insect repellent and water and other items listed previously, students should bring the following: a hand lens, notebook, and pens or pencils on all field trips. Students should bring water, soft drinks, and food as needed for the optional Saturday field trip. Students may earn bonus points by participating on the optional Saturday field trip. Participation in the extended four-day weekend field trip is a course requirement. Students who are unable to participate in this field trip must present a valid excuse to the instructor at least three weeks prior to the scheduled date of departure, which is subject to approval by the instructor. Students thusly excused from participation in the weekend field trip will be allowed to complete an alternative assignment in lieu of the field trip. This assignment is due one week after the scheduled date of return from the trip. Students who do not participate in the weekend field trip or complete the alternative assignment will receive a grade of zero for this component of the course. Normally, the weekend field trip will be an excursion to University of Georgia Marine Institute at Sapelo Island or Highlands Biological Station in Highlands, North Carolina. A checklist of essential and recommended items will be provided for the weekend field trip. Lodging expenses will be paid by the Valdosta State University Foundation Price-Campbell Fund. However, students will be responsible for their meal expenses. Food for the class will be purchased collectively, and it is anticipated that the total meal cost for the weekend trip will be \$30. Thus, a \$30 deposit will be collected from each student at least one week prior to departure, which will be used to purchase food. Normally, a complete field trip schedule, including dates of the weekend trip, will be provided before the end of the first week of classes.

. Several lecture exams will be given during the semester, at least one of these prior to midterm. Collectively, these exams account for 40% of the course grade. Each lecture exam will be announced at least one week in advance.

. Several keying tests will be given to measure proficiency using analytical dichotomous keys in the laboratory. Substantial lab time will be devoted to supervised determination of unknown specimens, using these keys. It is essential that the student attend lab and field trips regularly and practice identification of specimens in order to develop proficiency with the keys. Collectively, the keying tests account for 30% of the course

reports, assignments, and quizzes. Some assessments will be graded pass/fail, some with letter grades, and some with numerical grades. Some assessments will be weighted more heavily than others. Those completed in class or during lab are mostly unannounced and generally cannot be made up. Unless otherwise instructed, out-of-class assessments are due at the beginning of the lecture or laboratory period one week after they are assigned. For all assessments submitted late, a penalty of one letter grade will be deducted, and an additional letter grade will be deducted for each additional work day the assessment is late. Late assessments should be handed directly to the instructor or given to the departmental secretary for placement in the instructor's mailbox in the Biology Department office, BC 2035. Unless otherwise instructed, hardcopy of the assessments must be submitted with your name (first name and last name), course number and title (BIOL 3650 – Plant Systematics), and due date centered in the upper half of the first page, and formatted as follows: 12-point Times New Roman font, double-spaced throughout, and one-inch margins (top, bottom, left, and right). If there is more than one page, then the pages must be stapled together with the staple in the upper left corner, and the pages numbered sequentially starting with "1" with page number centered at the bottom of each page. Additional instructions will be provided for laboratory reports.

. A ten-point grading scale is normally used (i.e., A=90-100, B=80-89, C=70-79, D=60-69, F=<60). The final course grade will be determined as follows:

Lecture exams	40%
Keying tests	30%
<u>Misc. assessments</u>	<u>30%</u>
TOTAL	100%

Meeting the minimum point requirement for a letter grade does not necessarily assure that the student will receive that grade. Assignment of the final grade is the prerogative of the instructor and will be based upon each individual student's overall performance, including patterns of consistency, trends toward improvement, and positive attitude as demonstrated through attendance, participation, and cooperation.

Students are encouraged to work together and to learn from one another in an appropriate manner. Cooperation among students is especially encouraged in certain laboratory exercises and in study outside of laboratory and lecture. However, students should bear in mind that that most work ultimately must be done individually and independently. All examinations and tests are given to students individually and are to be completed independently. Cooperation by students on tests or examinations is prohibited and constitutes cheating. Unless otherwise indicated, tests and examinations are taken strictly from memory without use of textbooks, laboratory manuals, notes, etc. Unless otherwise indicated, assignments are to be completed individually and independently. Behavior contrary to these guidelines is prohibited and constitutes cheating. Plagiarism and cheating will not be tolerated and will be prosecuted to the full extent allowed by University policy and the law.

Recognition of and respect for the ownership of property is one of the distinguishing features of civilization. Ideas come from individuals and are effectively owned by their originators; thus, ideas are intellectual property. In the academic sphere, we frequently deal with the ideas of others, most often in published form.

in the laboratory room. Bear in mind that food items or drink containers on desks, tables, benches, etc. in lecture rooms and laboratories create the appearance that these items are being consumed and will be treated accordingly by your instructor. Exceptions will be made to allow students to consume food and drinks (non-alcoholic) during field trips, so long as this does not interfere with the fulfillment of

First Day of Class – Mon., Jan. 8
Introduction to the Course
Chapter 1: The Science of Plant Systematics (PS)
Chapter 2: Methods and Principles of Biological Systematics (PS)
Lab: Building a Phylogeny from Morphological Characters Using SimpleClade (PS)

M.L. King Holiday – Mon., Jan. 15
Chapter 3: Classification and System in Flowering Plants: Historical Background (PS)
Lab: Introduction to the Herbarium
Note: Your instructor will be participating in a National Science Foundation Review Panel, Jan. 18–19. In my absence, graduate student Phillip Lowe will provide tours of the herbarium during the lab period. You should also complete the assessment on Chapter 3 (PS).

Chapter 4 (in part): Taxonomic Evidence: Structural & Biochemical Characters (PS, PIT)
Chapter 5: The Evolution of Plant Diversity (PS)
Lab: Phylogenetic Trees (PS)

Chapter 6: An Overview of Green Plant Diversity (PS)
Lab: Bryophytes – Morphology & Phylogeny (PS)

Chapter 7: Lycophytes, Ferns & Gymnosperms (PS)
Lab: Seedless Vascular Plants: Lycophytes & Monilophytes – Morphology (GVP, PIT, PS)

Chapter 7: Lycophytes, Ferns & Gymnosperms (PS)
Lab: Field Trip to Wolf Creek Natural Area, Grady County, Georgia (GVP, PIT, PS)