

Biology Department – College of Science & Ma91340.00ce

## Other Required Items

Notebook for recording notes in lecture and lab – A three-ring binder (2- or 3-inch spine) and loose-leaf lined notebook paper are recommended.

Field notebook – An inexpensive Composition Book that normally costs <\$1 is recommended.

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.

## Recommended Items and Practices

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

## COURSE POLICIES & REQUIREMENTS

General statement. In order to complete this course successfully, one must be mindful of all policies relating to attendance, grading, etc. During the first week of class you will be assigned a quiz in BlazeVIEW in which you will be asked to affirm that you have read the course syllabus and understand all of the course policies detailed therein. Students who fail to complete and submit this quiz with an affirmative response by the published deadline (normally the end of the first week of class) will be subject to administrative withdrawal from the course. If any of the course policies is unclear, it is the student's responsibility to confer with the instructor during office hours 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. Face-to-face (F2F) attendance is expected, and provisions have not been made for on-line (remote) lectures. 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 [BV]. 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.

BlazeVIEW D2L. A variety of course resources and materials will be made available through BlazeVIEW, and it will also be used to administer certain 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 Valdosta State University homepage. Students experiencing difficulties accessing or using BlazeVIEW should seek assistance through the VSU Information Technology HELP-Desk located in Odum Library (telephone 245-4357).

Attendance, punctuality, participation and cooperation. 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. Any assignments, assessments, quizzes, and exams that are not completed because of excused absence must be completed within one week of the date that the student returns to class. Students absent from more than 20% of the scheduled course or course activities are subject to failure in the course, as detailed under Academic Affairs > Absence Regulations in the VSU Undergraduate Catalog – <http://catalog.valdosta.edu/>. Furthermore, points may be deducted from the final course grade for unexcused tardiness or absence, and inadequate participation and cooperation. For COVID-related absences, students should complete the Self Report Form in the MyVSU portal and communicate with Student Health Services and inform the Dean of Students Office (DOSO). Additional information and recommendations about COVID can be found below.

Field trips. 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

dichotomous keys. Collectively, the keying tests account for 30% of the course grade.

Plant collection. A collection of properly prepared and completely documented voucher specimens representing 50 different plant families (BIOL 3650 students) or 100 different plant families (BIOL 5650 students) is required.

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.

Plagiarism. Recognition of and respect for the ownership of property is one of the distinguis

Use of cellular telephones, pagers, and other such devices. Use of cellular telephones, pagers, or any similar remote communication device is prohibited during scheduled lectures and examinations. If students bring cellular telephones or similar devices to lecture, it is their responsibility to switch them off prior to the beginning of the lecture period. Ringing, buzzing, or any other sounds emitted from such devices will be treated as disruptive behavior on the part of the owner/possessor, and the owner/possessor will be asked to leave lecture immediately.

Consumption of food and drink. The distraction factor aside, food and drink in laboratory pose certain health and safety

