



FISH AND WILDLIFE MANAGEMENT (FWMT)
FORS 1030 Dendrology
COURSE SYLLABUS
Fall Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 3/5250
Class Location: Building (Bldg.) 6 Room #6110
Class Meets: Tuesday & Thursday 11:00 am-11:50 am and 12:00-2:05 pm
Course Reference Number (CRN): 20138
Preferred Method of Contact: Email ssurgis@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Sherry Sturgis
Email Address: [Sherry Sturgis ssurgis@southeasterntech.edu](mailto:ssurgis@southeasterntech.edu)
Campus/Office Location: Swainsboro, Building 6, Room # 6110
Office Hours: : Mon 7am-9, Tues 7am-9 & 2:30 pm-4:30, Wed 2 pm-4, & Thurs 2:30 pm-4:30
Phone: 478-289-2303
Fax Number: 478-289-2328
Tutoring Hours: By appointment only
Professional Bio: I received my B.S. and M.S. in Biology from Georgia Southern University, with an emphasis in Ecology. I am an Ecologist, Conservationist, Wildlife Rehabilitator, and Environmental Educator.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Any field guide for the Trees of North America
I will supply any related handouts, articles, and lab materials.

Make-up tests and assignments only with a written excuse, approved by instructor. No labs will be made up and no alternative assignment given, only in special circumstances determined by instructor. No late work will be taken. If you miss the lab day, then you will receive no credit for the lab. If you miss an assignment given during class or lab time, it cannot be made up as well.

REQUIRED SUPPLIES & SOFTWARE

Pencils, paper, highlighter, field manual, boots, snake boots, muck boots, sunglasses, change of clothes, binoculars, etc... Access to computer with MS word. Requires student to be proficient in the use of Blackboard. This is a web enhanced course. Copies of PowerPoint presentations (PPTs) will be placed on Blackboard. Students are expected to access Blackboard on a regular basis.

COURSE DESCRIPTION

This is a course heavily involved in the identification of trees, shrubs and vines. We will study tree and shrub structure, as well as the structure of leaves. We will use various method for identification, such as fruiting bodies, flowers, bark, etc....

MAJOR COURSE COMPETENCIES

1. Tree & shrub classification
2. Tree & shrub identification
3. Tree & shrub structure identification
4. Leaf structure identification

PREREQUISITE(S)

None

COURSE OUTLINE

1. Tree & shrub classification
2. Tree & shrub identification
3. Tree & shrub structure identification
4. Leaf structure identification

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are responsible for policies and procedures included in the Catalog and Handbook. FWMT students are responsible for keeping clean, weather appropriate, dry clothing with them at all times. Failure to have appropriate accessories (waders, boots) does not excuse any student from participating in all field labs. Students are expected to attend all labs. Students are expected to turn in all assignments, and take exams on the date given.

Note: The schedule is subject to change. The weather may influence our labs. If we cannot go out in the field, we will use time wisely in class or the computer lab for assignments or research. We will have field trips, I will let you know as soon as I know these dates. Field trip are required, if you cannot attend a field trip, you need to discuss it with me as soon as possible.

Labs are a large percentage of this course. You need to attend all labs. Your grade will be impacted if you miss labs. Cell phone should not be out unless we are using them for class. Do not have cell phones out if we are working with equipment in the field. Bring a bag to collect leaf samples and a notebook for recording notes. You need to be prepared when you go in the field. Wear appropriate field clothes as well.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be

considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with [the](#) appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

EXIT EXAM

There is no exit exam with this course.

WORK ETHICS

There is no work ethic component in this course

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Tests, assignments, and lab summaries will only be allowed to be made up with a written excuse, approved by the instructor. No labs will be made up and no alternative assignment given, only in special circumstances determined by instructor. If you miss the lab day, then you will receive no credit for the lab. If you miss an assignment given during class or lab time, it cannot be made up as well. There will be a 10% deduction per week for all late work turned in. There will be one make-up lab day offered at the end of the semester. This will replace any zero you may have for a lab.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and Banner Web via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Lab and lab summary of species	40%
Exams	30%
Final Exam	20%
Leaf Project	10%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**FISH AND WILDLIFE MANAGEMENT
FWMT 1030 Dendrology
Fall Semester 2020 Lesson Plan**

Date/Week	Topics/Lessons/Labs	Lab Summaries, Assignments & Tests Due Dates	Competency Area
<p>Week 1 Week of August 17-21</p> <p>First day of class-August 17</p>	<p>Review course syllabi & class procedures</p> <p>Review basic terms in Botany</p> <p>What is Botany?</p> <p>What is forestry and forest management?</p> <p>What is Dendrology?</p> <p>Why study Dendrology?</p> <p>Define tree & shrub</p>	<p>Discuss class, syllabus, and labs</p> <p>Read & study the Power points, readings, & videos in the week 1 folder on the review of Botany & plants</p> <p>no lab this week</p>	<p>*1,2,3,4 **a, b, c</p>

Date/Week	Topics/Lessons/Labs	Lab Summaries, Assignments & Tests Due Dates	Competency Area
Week 2 Week of August 24-27	Classification of trees and shrubs Carolus Linnaeus and taxonomy Binomial nomenclature The 3 main groups of trees (conifers, hardwoods, and palms) Lab 1 STC campus and local urban tree species	Read & study the Power points, readings, & videos posted in the week 2 folder on Botany & Plant Classification Note : Lab summaries are due the week following the completed lab	*1,2,3,4 **a, b, c
Week 3 Week of August 31-September 3	Basic Plant Physiology Functions of all parts of a plant Identify the main parts of a tree Identify the main parts of a shrub Lab 2 Plant cell, slides of types of plants Forest structure & composition	Read & study the Power point, readings, and videos posted in the week 3 folder Study the “parts of a tree” diagrams Lab summary 1 is due on all the tree species from lab 1	*1,2,3,4 **a, b, c

Date/Week	Topics/Lessons/Labs	Lab Summaries, Assignments & Tests Due Dates	Competency Area
<p>Week 4</p> <p>Week of September 7-10</p> <p>September 7- Labor Day Holiday</p>	<p>Variation in tree species, habitat of species, range and plant assemblages</p> <p>Uses of trees</p> <p>Identify the predominant commercial trees of Georgia, & other important trees in Georgia, such as <i>Pinus</i> and <i>Quercus</i></p> <p>Lab 3 More campus and local urban tree species</p>	<p>Read and study the Power point on plants & photosynthesis, any readings, and videos posted in the week 4 folder</p> <p>Lab 2 summary is due, a list of the tree species from lab 2 & the plant cell diagram</p>	<p>*1,2,3,4</p> <p>**a, b, c</p>
<p>Week 5</p> <p>Week of September 14-17</p>	<p>Define leaf</p> <p>Functions of a leaf?</p> <p>Photosynthesis</p> <p>Transpiration</p> <p>Leaf complexity, leaf venation</p> <p>Identify leaf parts and leaf types, shapes, arrangement, margins, apices, bases, lobes, etc...</p> <p>Lab 4 Leaf lab Stomata Cross section</p>	<p>Read & study the Power point on Photosynthesis & the diagrams on leaf parts, any readings & videos posted in the week 5 folder</p> <p>Study the leaf diagrams</p> <p>Lab 3 summary is due, on all the tree species from lab 3</p> <p>Exam 1 review</p> <p>Exam 1</p>	<p>*1,2,3,4</p> <p>**a, b, c</p>

Date/Week	Topics/Lessons/Labs	Lab Summaries, Assignments & Tests Due Dates	Competency Area
<p>Week 6</p> <p>Week of September 21-24</p>	<p>Reproductive Morphology Parts of a flower and fruit</p> <p>Identification of trees in swamps, along water ways, Carolina bays, etc...</p> <p>Lab 5 Tree species found in lowlands</p>	<p>Read & study the Power point, any reading, and videos posted in week 6 BB folder.</p> <p>Study the part of a flower diagrams</p> <p>Read Carolina Bay article</p> <p>Lab 4 summary is due, diagram of stomata</p>	<p>*1,2,3,4 **a, b, c</p>
<p>Week 7</p> <p>Week of Sept 28-October 1</p>	<p>Identify common trees found in upland environments, as scrubby sand-hills, pine savannahs, etc...</p> <p>Lab 6 Tree species found in uplands</p>	<p>Read & study the Power point, any readings, and videos posted in the BB week 7 folder.</p> <p>Study the identification list of all tree species on the UGA trees of Georgia</p> <p>Lab 5 summary is due, tree species list</p>	<p>*1,2,3,4 **a, b, c</p>
<p>Week 8</p> <p>Week of October 5-8</p>	<p>Forestry in Georgia and related terms</p> <p>Lab 7 Trees that thrive on edges & invasive species</p>	<p>Read & study the Power point, readings, and videos posted in the BB week 8 folder.</p> <p>Read the pdf file on forestry and forest management in Georgia</p> <p>Lab 6 summary is due, list of tree species</p>	<p>*1,2,3,4 **a, b, c</p>

Date/Week	Topics/Lessons/Labs	Lab Summaries, Assignments & Tests Due Dates	Competency Area
Week 9 October 12-15	Identify tree species commonly found in mixed habitats in Georgia Lab 8 Tree species in mixed locations	Study & review all power points, readings, and videos posted in the BB week 9 folder. Study the identification list of all tree species on the UGA trees of Georgia Lab 7 summary is due on leaf project	*1,2,3,4 **a, b, c
Week 10 Week of October 19-22	Identify tree species that are conifers (a deeper look at evergreens) Lab 9 Work on your leaf project in lab	Study & review the Power points, readings, and videos posted in the BB week 9 folder. Study the identification list of all tree species on the UGA trees of Georgia Lab 8 summary is due on tree species Review for Exam 2 Exam 2	*1,2,3,4 **a, b, c

Date/Week	Topics/Lessons/Labs	Lab Summaries, Assignments & Tests Due Dates	Competency Area
<p>Week 11</p> <p>Week of October 26-29</p> <p>October 27- last day to formally withdraw without academic penalty</p>	<p>What is Horticulture?</p> <p>Horticulture (ornamental species)</p> <p>Lab 10 Some non-native tree species</p>	<p>Study & read Power points, readings, and videos for BB folder posted week 11</p> <p>Read the Horticulture article</p>	<p>*1,2,3,4 **a, b, c</p>
<p>Week 12</p> <p>Week of November 2-5</p>	<p>How important are trees in Georgia?</p> <p>Significant tree species of Georgia</p> <p>Lab 11 Species of commercial value Tree Farms</p>	<p>Study & read the Power points, readings, and videos posted in BB week 12 folder.</p> <p>Read the article on forestry & timber management in Georgia</p> <p>Lab 10 summary is due on Horticulture</p>	<p>*1,2,3,4 **a, b, c</p>
<p>Week 13</p> <p>Week of November 9-12</p>	<p>The Georgia Action Plan (Plants, trees, and shrubs)</p> <p>What species are of concern?</p> <p>Lab 12 Endangered, threatened, and rare species of trees</p>	<p>Study & read the Power points, readings, and videos posted in BB week 13 folder.</p> <p>Read the article on the Georgia Rare species</p> <p>Lab 11 summary is due on commercially valuable species of trees</p>	<p>*1,2,3,4 **a, b, c</p>

Date/Week	Topics/Lessons/Labs	Lab Summaries, Assignments & Tests Due Dates	Competency Area
Week 14 Week of November 16-19	What is a plant community? Are plants “animal-like?” Related video Lab 13 Plant communities species and species that thrive in bogs	Study & read the Power points, readings, and videos posted in BB week 14 folder. Study the identification list of all tree species on the UGA trees of Georgia Lab summary 12 is due on sensitive species	*1,2,3,4 **a, b, c
Week 15 Week of November 23-24 November 25-27 Thanksgiving Holiday	Fire Ecology and its role Management of forests Types of management techniques Lab 14 herbaceous plant communities Test 3	Read and study all Power points, articles, and diagrams posted for final review No lab summary due Exam 3 Review Exam 3	*1,2,3,4 **a, b, c
Week 16 Week of November 30-December 3	Review for Final	Turn in any late work for partial credit Leaf Project Due Review for Final	n/a

Week 17 Finals- December 7 & 8	Finals	Finals	1,2,3,4 a, b, c
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COMPETENCY AREAS:

1. Tree & shrub classification
2. Tree & shrub identification
3. Tree & shrub structure identification
4. Leaf structure identification

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

- Labs are weather dependent. Students are responsible for being prepared for all labs with weather appropriate clothing. Waders or boots are to be worn in labs. Students are encouraged to have a clean, dry set of clothing with them at all times. Clean, dry clothing may be kept in cabinet provided in storage room of FWMT lab.
- PowerPoint presentations will be placed on Blackboard. Students are responsible for studying these PowerPoints. Notifications and announcements will be placed on Blackboard. **Students are responsible for checking Blackboard daily.**
- **LESSON PLAN SUBJECT TO CHANGE AT INSTRUCTOR’S DISCRETION**