



**FORS 1030
Dendrology
COURSE SYLLABUS
Web-enhanced / Lecture
Fall Semester 2016**

Semester: Fall 2016
Course Title: Dendrology
Course Number: FORS 1030
Credit Hours/ Minutes: 3 / 5250
Class Location: Room # 6110
Class Meets: MT 8:00-11:00
CRN: 20172

Instructor: Jill Lehman
Office Hours: Monday – Thursday 3:30 PM – 6:00 PM
Office Location: Building 6, room 6110
Email Address: jlehman@southeasterntech.edu
Phone: 478-289-2303
Fax Number: 478-289-2214
Tutoring Hours: N/A

REQUIRED TEXT: National Audubon Society Field Guide to North American Trees Eastern Region, Forest Trees ISBN 0-13-113894-4, Field Manual

REQUIRED SUPPLIES & SOFTWARE: Computer with printer, MS word. Pencil, highlighter, paper, boots, waders, sunglasses. Mosquito/bug repellent.

COURSE DESCRIPTION:

Provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include: tree and shrub classification, tree and shrub identification, tree and shrub structure identification, leaf structure identification, invasive plant id and wildlife beneficial plant id

MAJOR COURSE COMPETENCIES: Topics include: tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.

PREREQUISITE(S): program ready

COURSE OUTLINE:

1. Tree and shrub classification
2. Tree and shrub identification
3. Tree and shrub structure identification
4. Leaf Structure Identification

GENERAL EDUCATION CORE COMPETENCIES: STC 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 expected to have the assignment completed at the beginning of class on the date it is due. It is within the instructor's discretion to accept or reject late assignments. A ten point penalty will be assessed for each day an assignment is late. Three days after the due date, assignments will NOT be accepted; a zero will be recorded. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes. Missed labs will be recorded as a zero.

Fish and Wildlife Management program students must earn a minimum grade of C in this course.

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 also 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 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.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): No makeup labs will be available. Students are expected to complete test and assignments by the due dates. A ten point penalty will be assessed for each day an assignment is late. Three days after the due date, assignments will **NOT** be accepted. **Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes. Project (leaf notebook) due date TBA.** Students are expected to complete all work. Students are responsible for policies and procedures included in the *STC Catalog*.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRADING POLICY		GRADING	TCSG GUARANTEE/WARRANTY
	Assignments	SCALE	STATEMENT: <i>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.</i>
Tests	20%	A: 90-100	
Lab/Quizzes	40%	B: 80-89	
Leaf Notebook	15%	C: 70-79	
Final Exam	25%	D: 60-69	
	_____	F: 0-59	
Total	100%		

FORS 1030 DENDROLOGY LESSON PLAN				
Week	Topic	Objectives	Assignments	COMP.
Week 1				
8/15/16	Course Intro and Intro to Taxonomy	Review Syllabus, Policy and Procedures for Lab Plant Classification	Lecture and Handouts. Assign Leaf Notebook project	1,2,3,4 a,b,c,
Week 2				
8/16/16	Nomenclature, Habitat Range and Communities	Understand binomial nomenclature, variations in tree species, habitat of species, range and plant assemblages	Lecture and Handout	1,2,3,4 a,b,c,
Week 3				
8/22/16	Vegetative Morphology	Leaf complexity, Leaf Arrangement, Leaf Venation, Leaf Shapes, Apices, Bases, Margins, Lobing, Conifer leaves, Surface features	Quiz 1	1,2,3,4 a,b,c,
8/23/16	Reproductive Morphology	Parts of flowers, Types of inflorescence, Fruits	Quiz 2	1,2,3,4 a,b,c,
Week 4				
8/29/16	Basic Plant Physiology	Function of leaves, flowers, stems, trunk	Exam 1	1,2,3,4 a,b,c,
8/30/16	Invasive Plants	Non-native plants		1,2,3,4 a,b,c,
Labor Day Holiday 9/5/2016				
Week 5				
9/6/16 9/12/16 9/13/16	Wildlife Plants, Their Uses, and Mgmt	Herbicides		1,2,3,4 a,b,c,
Week 6				
9/19/16 9/20/16 9/26/16		Angiosperms	Exam 2	1,2,3,4 a,b,c,
Week 7				
9/27/16 10/3/16 10/4/16	Identification	Angiosperms	Quiz 3	1,2,3,4 a,b,c,
Week 8				

10/10/16 10/11/16	Identification	Angiosperms	Quiz 4	1,2,3,4 a,b,c,
Week 9				
10/17/16 10/18/16	Identification	Angiosperms	Quiz 5	1,2,3,4 a,b,c,
Week 10				
10/24/16 10/25/16	Identification	Angiosperms	Quiz 6	1,2,3,4 a,b,c,
Week 11				
10/31/16 11/1/16 11/7/16	Identification	Angiosperms	Quiz 7	1,2,3,4 a,b,c,
Week 12				
11/8/16 11/14/16	Identification	Gymnosperms	Quiz 8	1,2,3,4 a,b,c,
11/15/16	Identification	Gymnosperms	Quiz 9	1,2,3,4 a,b,c,
Week 13				
11/21/16 11/22/16	Winter Tree ID	Bark, Twig, and Fruit ID	Quiz 10	1,2,3,4 a,b,c,
Week 14				
11/28/16	Review		Leaf Notebooks DUE	1,2,3,4 a,b,c,
Week 15				
11/29/16 12/6/16	Final Exam Practicum		Final Exam	1,2,3,4 a,b,c,

***Competency Areas: FORS 1030 Dendrology**

1. Tree and shrub classification
2. Tree and shrub identification

3. Tree and 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.

Power point presentations will be placed on Blackboard. Students are expected to access blackboard regularly. Boots are to be worn in all field labs.