

## Course Information

Semester & Year: Fall 2020

Course ID & Section #: FNR-1-E0259

Instructor's name: Dr. Tim Baker

[if synchronous] Day/Time of required meetings: Lectures online T/TH 11:30-12:30 Labs in-person TH 1pm-4pm

[if in-person] Location: Labs are at varied locations, you are responsible for your own transportation.

[if needed] Number of proctored exams: 0

Course units: 3

## Instructor Contact Information

Office location or \*Online: Contact through Canvas or direct email (see below)

Office hours: TH online 11:30-12:30

Phone number: Office voicemail 476-4348

Email address: Tim-Baker@redwoods.edu

## Catalog Description

The identification and classification of woody plants that occur in regional forest communities. Discussion will cover the technical language of plant taxonomy and nomenclature as well as botanical and ecological characteristics of trees. Lectures will also include important forest species found outside the region and across the U.S.

## Course Student Learning Outcomes *(from course outline of record)*

1. *Explain the basic concepts of taxonomy as they apply to woody plants.*
2. *Identify the major factors affecting identification and classification including habitats, sources of variation, and morphology.*
3. *Discuss the major groups of trees of economic importance in the U.S.*
4. *Lab Specific Outcome: Identify and assign scientific names to regionally important trees and shrubs both in- and out of class.*

## Prerequisites/co-requisites/ recommended preparation

This course is being taught in a hybrid format for Fall 2020 which means all of the lectures will be online and the lab activities will be in-person field labs with COVID-19 health protocols in place. Because of this format students will be required to have access to adequate computer and internet access and familiarity with basic computer skills. Examples of this include:

- *navigate a class in Canvas*
- *receive and respond to messages sent to your CR email account (this means you need to CHECK your CR email!!)*
- *download and upload files in Canvas assignments*
- *use a phone or digital camera (or webcam?) to upload "selfies" to your online lab notebook*
- *use a word processor program (such as Microsoft Word or Google Docs)*
- *use a webcam or a phone to record and upload videos in Canvas*

## Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

## Evaluation & Grading Policy

Grades are determined by the cumulative % of the following evaluations:

Weekly field ID quizzes in lab average	30%
Final ID quiz	10%
Module quizzes	30%
Final Exam	10%
Weekly Unknowns	5%
Plant Collection	7.5%
Dichotomous Key	7.5%
Total	100%

You get to drop whichever weekly ID quiz contributes the fewest points to your average. Missed ID quizzes can only be made up with a valid reason as determined by the instructor. Late submissions for the unknowns, plant collection and dichotomous key will be penalized. The student is responsible for any missed material.

## Admissions deadlines & enrollment policies

Fall 2020 Dates

- *Classes begin: 8/22/20*
- *Last day to add a class: 8/28/20*
- *Last day to drop without a W and receive a refund: 9/4/20*
- *Labor Day (all-college holiday): 9/7/20*
- *Census date: 9/8/20 or 20% into class duration*
- *Last day to petition to file P/NP option: 9/18/20*
- *Last day to petition to graduate or apply for certificate: 10/29/20*
- *Last day for student-initiated W (no refund): 10/30/20*
- *Last day for faculty initiated W (no refund): 10/30/20*
- *Veteran's Day (all-college holiday): 11/11/20*
- *Fall break (no classes): 11/23/20-11/28/20*

- *Thanksgiving (all-college holiday): 11/25/20-11/27/20*
- *Final examinations: 12/12/20-12/18/20*
- *Semester ends: 12/18/20*
- *Grades available for transcript release: approximately 1/8/21*

Students who have experienced extenuating circumstances can complete & submit the **Excused Withdrawal Petition** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

## Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

## Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

## Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

## Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

### Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

### Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

## Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Jolene Gates 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.
  - e. If a police officer or higher official arrives, they will assume command.
  - f. Wait until notice of all is clear before unlocking doors.
  - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
  - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

## Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

### **General Course Information:**

**Drop Policy:** You may be dropped from the class for missing 3 or more labs or missing any lecture quiz without a valid reason before the 10th week of the semester.

**Field Equipment: Masks are required!** Appropriate clothing and closed-toe footwear for conditions, field notebook, and miscellaneous items (sunscreen/bug repellent/ water, etc..) NOTE: You may not be allowed to participate in most outdoor labs if you do not wear appropriate attire (e.g. no flip flops or smooth-soled shoes). There will be off-campus field trips and you are responsible for arranging your own transportation to the field sites.

### **Textbook Resources:**

Field Guide for the labs — **Trees and Shrubs of California** by Stuart and Sawyer (ISBN 978-0-52022-110-9)

Text to support the Modules and lectures — **Harlow and Hararr's Textbook of Dendrology, ISBN 0-07-366171-6.**

Each student will also need 25 sheets of herbarium paper (standard full-size sheets) that can be purchased from the instructor (\$7.50) or on their own in order to complete their collection project. The project will require you to buy, build, or rent some type of plant press though these can be made very inexpensively. This will be discussed in class.

A camera (smart-phone cameras work fine) and a hand lens (10X) are also useful aids in studying identification in the field.

### **Course Objective:**

The principal objective of the course is to learn the how and why of classifying and identifying woody plants (trees and shrubs). We'll do this by covering the basics of organization and technical jargon in the Modules and then combine that with field work to identify a variety of woody plants (trees and shrubs) commonly found in our region. Typically we learn 130-150 species over the course of the semester and you will be responsible for identifying all of them. We'll also learn about the factors that affect identification and classification of woody plants and about the important species found in other regions of the country.

**Structure:** The course is structured around lecture Modules that cover the technical details of dendrology and field labs that introduce you to the different species. About half of all the labs will be held off-campus in various locations so please make arrangements for transportation to the sites. Details about each off-campus lab will be given out prior to the lab so you have time to make arrangements.

## Quizzes and Exam:

The ID quizzes are cumulative meaning that each week the pool of possible species to be tested gets larger. You do get to drop the ID quiz that contributes the fewest points to the total but you do not get to make up missed quizzes unless you have a very good excuse.

The Module quizzes are not cumulative but instead cover the material covered since the last Module. You do not get to drop the lowest Module quiz score.

The Final exam is cumulative and will pull 2 questions from each Module quiz

## Projects

There are 2 separate but related projects required for the course: a **collection** of 25 species of woody plants (trees or shrubs) that are properly collected, mounted, and annotated and a structured **dichotomous key** to these 2 species. Each will account for 7.5% of the final grade (15%total). More detail about these projects in class.

The collections and keys are due **Thursday, Nov 19th** (the Thursday **before** Thanksgiving break).

## Unknowns

Each student will be responsible for attempting to identify a woody plant species that has NOT been covered in class up to that point. Then submit them on Canvas giving the location, description of the specimen and the **scientific name** for the species each week by the start of lab for that week. Photos should be submitted with the names and descriptions. These unknowns will account for 5% of the grade and they must be turned in by midnight Wednesday each week. This is by far the easiest 5% in the class and can make the difference in final grades because you are graded on the attempt, not accuracy for this assignment.