



. Students are encouraged to remain current with their Covid vaccinations. This class will meet regularly in person as scheduled in Banner and summarized above in the Weekly Lecture and Lab Schedule. If a student is absent because of

proficiency using analytical dichotomous keys in the [RAB]. Substantial lab time will be devoted to supervised determination of unknown specimens using these keys. These keying exercises are an integral component of the course. They emphasize use of standard tools to dissect plant materials, critical observation and interpretation of plant structure, reinforcement and expansion of concepts related to plant structure, application of terminology related to plant structure, diagnosis and analysis, and application of analysis and diagnosis to identify unknown plants using dichotomous keys in a comprehensive floristic manual. It is essential that the student attend lab and field trips regularly and practice identification of specimens in order to develop proficiency with these keys. Collectively, the keying tests account for 30% of the final course grade.

Students will be required to submit a number of written laboratory reports for work done during laboratory sessions, including field trips. The content, depth and length of these reports will depend on the nature of the activities and exercises completed during lab. These reports are due at the beginning of the scheduled lab period one week after the lab during which the exercise or activity was assigned. A penalty of at least one letter-grade will be assessed for any report submitted late, and a penalty of an additional letter-grade will be assessed for each additional day that the report is late, beyond the due date. Reports submitted after the end of the scheduled meeting they are due will be counted as submitted on the following day, including reports given directly to the instructor, slipped under the instructor's office door or the herbarium door, or left with a third party, or placed in the instructor's departmental mailbox. For example, if the due date is Wednesday and the report is submitted Wednesday after the period it was due, the grade will be reduced by at least one letter-grade; if the report is submitted after 5:00 PM Thursday, the grade will be reduced by at least two letter-grades; if the report is submitted after 5:00 PM Friday, the grade will be reduced by at least three letter-grades, etc. Saturday and Sunday are not normal work days and, therefore, do not count in assessing the late-penalty.

During "keying labs" when students key out specimens using RAB, subsequently, during the lab, as time allows, or after the conclusion of the lab, they are required to check the names used for the keyed taxa in RAB against those in ASW, noting any differences in the Discussion section of the lab report and through proper citation of synonymy in any accompanying appendices or lists of taxa. ASW is available electronically online at no cost, through the link provided in this syllabus and on the course page in BlazeVIEW. All reports shall be prepared according to the format detailed in the instructions and rubric provided by your instructor. Reports will be evaluated and graded based upon content and form, including completeness, accuracy, and clarity, according to the rubric provided by your instructor. Collectively, laboratory reports account for 10% of the final course grade.



Note: Reading and other assignments, PowerPoint lectures, eHandouts, and links to useful web sites can be found under Course Content in BlazeVIEW.