

ORH1510C: Ornamental Plant Materials Summer 2023

Valencia College West

Professor: Dr. Joyce Merritt

Email: jmerritt11@valenciacollege.edu or through Canvas email

Modality: Online

Credit Hours: 3

Prerequisite: PLS1010C Introduction to Plant Science recommended

This syllabus is a contract between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract in its entirety and to adhere to all policies and procedures within the syllabus.

Student Engagement Hours:

Engagement hours are an opportunity for us to connect regarding questions on content, assignments, and your progress. I am available for student engagement on Sundays, Tuesdays, and Thursdays from 2:30 – 5:00 pm. You can expect quicker response times for Canvas/Email questions during this time. If you would like to connect via phone or Zoom, please do try to give advance notice, and mention the topic you wish to connect on so that I can be best prepared to assist you.

COURSE INFORMATION

Course Description

Detailed study of temperate zone plants used in Florida landscaping. Includes identification, growth characteristics, propagation, culture, and uses of plants. This course includes learning activity designed to ensure competence in oral communication.

Course Outcomes

By the end of the course, you will be able to:

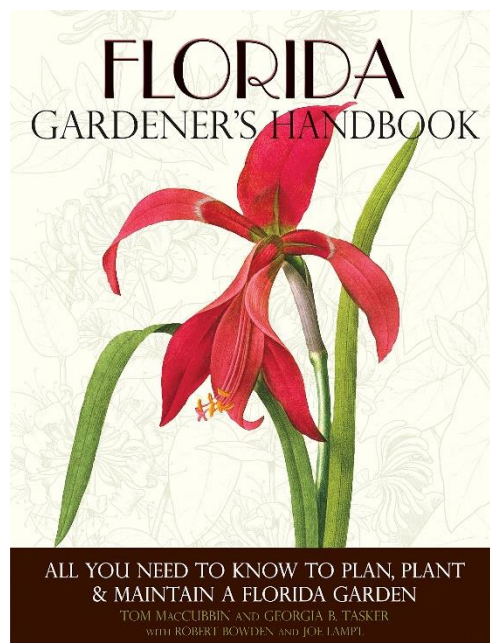
1. Categorize plants based on growth, morphological, and taxonomic characteristics.
2. Differentiate between different methods of propagation.
3. Classify plants by temperature zones.

Textbook

MacCubbin, T., G. Tasker, R. Bowden, and J. Lamp'l. (2012). Florida Gardener's Handbook. Cool Springs Press. (optional, but recommended)

Valencia College Core Competencies

This course seeks to reinforce the following Valencia Student Competencies: **Think** clearly, critically, and creatively by analyzing, synthesizing, integrating, and evaluating symbolic works and truth claims. Reflect on your own and others' **values** from individual, cultural, and global perspectives. **Communicate** by reading, listening, writing, and speaking effectively. **Act** purposefully, reflectively, and responsibly by implementing effective problem solving and decision making strategies.



EXPECTATIONS

Professor Expectations

I believe that anyone can succeed in the class if the right learning environment and strategies are used. I have structured this course to provide a variety of learning assessments with diverse learners in mind. I value your uniqueness and experience and want you to value your classmates as well. We are all learning together so please reach out to me if you have any questions or need extra assistance. I am here to help you learn.

- I will follow the course outline as closely as possible and will notify you of modifications in the outline if they happen.
- I will attempt to create and maintain an online atmosphere in which you feel free to both read others' views, express your own views, and ask questions to increase your learning.
- Please email me about anything which you are unclear. I tend to respond quickly, and I want to be supportive of your learning and growth.
- I will provide feedback/grades within **a week (7 days)** on a submitted assignment. It will be posted to the Canvas Gradebook.

Student Expectations

Set goals for yourself for this course and plan/work to meet them. Value your classmate's opinions and be open to learn new ways of thinking. Complete all assignments, quizzes, and exams without sharing/copying other's work or answers and be proud of your work.

- Please inform me by phone or e-mail if you will be unable to complete work.
- You are expected to complete assignments thoroughly and on time and contribute to class discussions.
- You are expected to check your Atlas email and Canvas inbox on a regular basis throughout the week.

- The general rule is to spend 3 hours of study per week for every 1 credit hour of class. This is a 3-credit course, so you would need to spend approximately 8-9 hours each week studying for this course. I recommend that you schedule time for every day of the week to study. Start assignments early so that you have time to ask any questions before the assignment is due.
- Feel free to share feedback regarding how well the class is meeting your needs or if material is unclear. I make changes to the class based on feedback.
- It is also expected that you will treat classmates online with respect and observe the rules of confidentiality regarding personal information shared in class.

Professor's Statement of Diversity and Inclusion

As your facilitator in this learning experience, I will:

1. Be respectful of all diversity including gender, sexual orientation, disabilities, ethnicity, age, socioeconomic status, religion, and culture.
2. View diversity among students as a resource for learning, growth, strength, and a benefit for all of us.
3. Provide a learning environment that is inclusive and encourages everyone to maximize their potential regardless of their backgrounds.

ASSESSMENT METHOD AND EVALUATION SCALE

All assignments will be turned in according to the schedule outlined in the course calendar.

Plant Factsheets: The student will create plant factsheets for each type of plant based on the information given in the video and information found on education websites, such as UF/IFAS. The Plant Factsheets will be due on Sunday nights by 11:59 pm. The lowest factsheet score will be dropped. Plant Factsheets are worth 15% of your grade.

Class Discussions : One of the issues we will have this semester is creating a learning community, which helps everyone learn and master the course material, while not being able to meet in person. One way we can work on this is to use the Discussion feature in Canvas. For every category of plant that we cover this semester, the discussion topic will be either about the learning objectives or posting two things to the Discussion Board: 1) The one thing about plants you found cool or interesting, and 2) The one thing that you are still not clear or certain about. After posting your comments, you are required to respond to the posts of two of your classmates, with a focus on the things that are still uncertain. This is an opportunity for you to help each other. I will be monitoring the postings and contributing when necessary. Each discussion will be worth 10 points each and a grading rubric will be provided to guide you as you create your posts. Discussions are worth 10% of your grade.

Quizzes: You'll be provided with 15 plants weekly that you will be quizzed on, as well as information on care and maintenance. It may consist of photo identification or descriptions. Each quiz will have a time limit of 20 minutes. Quizzes will be due on Tuesdays following submission of the Plant Factsheets. Quizzes are worth 10% of your grade.

Exams: There will be two exams consisting of multiple-choice, true/false, and matching questions. The second exam is the Final. The exams are comprehensive. The exams will be timed. You will be required to use the proctoring service, Honorlock. You will find in Canvas an Honorlock Module that provides instructions on how to use it. The exams are worth 55% of your grade.

Plant Family Presentation: Near the end of the course, students will be required to select a plant family for which to develop a scripted presentation. Students will need to use PowerPoint to make the presentation. The presentation will require botanical characteristics, descriptions of representative plants, benefits, or detriments of the family, and fun facts. Presentations will be posted to a discussion board where students will describe what they learned from at least 5 presentations. The presentation is worth 10% of your grade.

Late Work/Makeup Policy: To keep you on track, assignments will not be accepted late. If you are ill and not able to do an assignment, please let me know right away. I will work with you on when to turn in your assignments.

Grading Scale

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = below 60%

Your grade will be calculated as follows:

1. Exams: 55%
2. Plant Factsheets: 15% (lowest grade dropped)
3. Discussions: 10%
4. Quizzes: 10% (lowest grade dropped)
5. Presentation: 10%

TENTATIVE COURSE SCHEDULE

Class Week	Online Topic
May 8-14	Orientation Review of Plant Classification and Anatomy
May 15-21	Annuals
May 22-28	Bulbs, Corms, Rhizomes, and Tubers Plant Family Selection Due Friday 5/26
May 29 – June 4	Memorial Day, Monday, May 30 – No Assignments Due Ornamental Grasses and Groundcovers
June 5-11	Perennials
June 12 - 18	Shrubs 1 Plant Family Presentation Outline Due Friday, 6/16
June 19-25	Mid-Term Exam (Classification – Shrubs 1) Due Wednesday, June 21 Shrubs 2
June 26-July 2	Palms and Palm-like Plants
July 3-9	Independence Day, Tuesday, July 4 – No Assignments Due Trees 1
July 10-16	Trees 2

Class Week	Online Topic
July 17-23	Tropical Plants Plant Family Presentations Due Sunday 7/23
July 24-30	Vines Reply to Plant Family Presentations Review and Study for the Final
July 28-30	Comprehensive Final Exam

Important dates

- May 8 – Classes begin
- May 15 – Drop/Refund Deadline
- May 29 – Memorial Day
- June 30 – Withdrawal deadline
- July 4 – Independence Day Observed
- Aug 1 – Classes End

COLLEGE AND COURSE POLICIES

No Show Policy

If you do not log into the course during the first week and complete the Orientation Quiz, you will be withdrawn from the class as a "no show". Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Attendance Policy

This is an online course, available 24/7, managed through Canvas. You must have access to the Internet (available on all Valencia campuses) to complete the course requirements. Your online attendance will be checked based on your participation in the course and submission of coursework. In the event of an extended absence, you should contact me via email or phone as soon as possible to indicate the reason. If you do not complete course work or contact me letting me know of your absence for a period of two consecutive weeks, you will be contacted via Canvas email and if there is no communication within 48 hours, you will be withdrawn from the course up until the withdraw deadline. If you do respond, but continue to not submit your work, you will be given notice and withdrawn 48 hours later without a documentable excuse. After the withdraw deadline, students with an absence of more than 14 days will receive the final grade that is earned according to the course grading policy.

Withdrawal

The deadline for Drop/Refund is **May 15** and for Withdrawal is **June 30**. A student who withdraws from the course before the withdrawal deadline will receive a grade of 'W.' A student is not permitted to withdraw after the withdrawal deadline. Students who stay in the class after this deadline are responsible to complete all work required for the course, e.g., homework, projects, exams, etc. If you choose to stop coming to the class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Any work which is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the

percentages obtained by work which was turned in and the zeros given to work which was not turned in on time. Students can still be withdrawn by the college for violations of the college's code of conduct policies. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." Students are advised to consult with an advisor before withdrawing from the course, as there may be financial implications to the students. See more information on [Course Attempts and Course Withdrawal](#).

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

Exams will be proctored using Honorlock. You must look at the computer screen the entire length of the exam. You must be seated in full view of the camera at all times throughout the exam. If there is evidence of cheating, you will receive a zero for the exam.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. Copying and pasting from an online source even if providing a reference is still considered plagiarism. On your plant presentation project, I will check for plagiarism. If a student is caught submitting plagiarized work, I will allow a rewrite for up to 50% of the assignment score for the first offense. A second offense will result in a zero score on the assignment and a third offense will result in a class grade of F.

Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some guidelines for behaviors.

All students are expected to:

- Show respect for the instructor and for other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Under no circumstances will your test scores, total points, or final grades be discussed on the telephone or over e-mail. FERPA rights to privacy prevent the divulging of scores or related materials by these means. Scores will only be given face-to-face with each student or by accessing your ATLAS account.

Communication

You may contact me in several ways during this semester:

- You may contact me through the Canvas Inbox. This is the best and quickest method of communication. I will respond to your message within 48 hours, often much sooner, with the exception of days and times when the college is closed.

- For more complicated issues (e.g., walking you through an assignment), your best option is communication through the Zoom tool in Canvas. The Zoom tool is a live, synchronous webinar platform where you can ask questions and receive support for the course. Please email me if you would like to use this method and we can find a suitable time.
- You may email me at jmerritt11@valenciacollege.edu. In your messages (if not using the Canvas Inbox), please indicate your course number so that I may assist you better.

STUDENT SUPPORT SERVICES

Advising

Visit our [Virtual Advising Center](#) to connect with an academic advisor. The advisor for the Plant Science program is Beverly Moore-Johnson. She can be reached at bjohnson@valenciacollege.edu or (407) 582-1890. She is a valuable resource for questions about classes, degree programs and certificates, and transferring to a university.

Student Assistance Program

Valencia College has contracted with a private and confidential counseling service (Bay Care Behavioral Health Student Assistance Program (SAP)) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. If you are experiencing any of these issues, call 1-800-878-5470 to speak to a professional counselor. For more information, log into Atlas, click on the “Students” tab, and click on “BayCare Health System,” located under “Health and Wellness.”

Students Requiring Academic Accommodations

Students with disabilities who qualify for academic accommodations, must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with me, preferably during the first two weeks of the semester. The OSD (West Campus SSB 102, ext. 1523) determines accommodations based on appropriate documentation of disabilities.

Title IX

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protection for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College’s Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information. If you have more questions about Title IX or the College’s response, please visit valenciacollege.edu/eo.

COPYRIGHT: Material obtained during this course can only be circulated within the class only. Students must refrain from using or displaying the pictures, drawings, and presentations outside this course.

DISCLAIMER: Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor.

LETTER FROM THE DEAN

Expectations of Academic Integrity

Welcome to the Science Division of Valencia College's West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. In working to provide you with the best learning experience at Valencia College, my expectation is that each of our faculty and students maintain the highest ethical academic standards.

From your professors, you can expect the following:

1. They will be on time to class and available during their scheduled office hours.
2. They will return graded tests, labs and other assignments when promised and within a reasonable period of time.
3. They will answer emails and phone calls within 48 business hours.
4. They will properly cite their references and resources, where applicable.

From you, we expect the following:

1. You will take your exams without referring to any books, notes, electronic devices, or classmates unless you are specifically instructed that a test is open-book or collaborative.
2. You will not tell other students about test questions or answers before or during their exam and you will protect the exam from being seen by others.
3. You will avoid even the appearance of cheating by not looking in the direction of other exams, by not wearing clothing/hats/visors that hide your eyes, by keeping your belongings, other than pens, pencils and erasers away from your desktop, by going to the restroom before the exam and by asking your professor for permission and supervision if you need to retrieve another pen, pencil or eraser from your backpack or purse.
4. You will not allow anyone else to be the author of any part of your essays, lab reports or other written assignments and you will not include any materials from any sources (books, journals, other students, the internet, etc.) unless you give credit to those sources.

It is my hope that you will think about why it is important that we each show academic integrity and how cheating and plagiarism affect all of us, including those guilty of these academic crimes. Some students think that it only hurts their grade if they get caught cheating or plagiarizing, but cheaters typically lie not only to others, but to themselves. Eventually, cheaters pay a price.

- Those who cheat typically fail licensure exams, since they don't really know the material. Without a professional license, they won't be able to get employment. Would you want to be treated by a doctor who cheated in order to pass an exam that covered his or her knowledge of

your disease? Also, if they falsify a patient's medical records, can you guess what can happen to them?

- Research scientists who falsify data are typically discredited and their reputations can be permanently ruined.
- Although you may think your professors have no clue when a student is cheating, usually your classmates do, and some will inform your professor.
- Cheating becomes habitual. See what happens when employees cheat their employer.
- Students who let others cheat off them are not doing anyone a favor. If you are in a highly competitive field, you may ultimately be aiding your competition.
- Guess what a professor says to a student seeking a letter of recommendation when they know the student cheated or plagiarized.
- Finally, what happens to a person's self-esteem and to their reputation when they act unethically by cheating or plagiarizing?

Use the following as your guide: *"Each student is required to follow Valencia policy regarding academic honesty. **All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states, 'group project.'*** To get the most out of each of your classes, it is best to learn how to study for long term comprehension, not just to memorize facts. Study so you can teach others what you are learning. My motto is, **"if you can't teach what you are learning to others, you don't really know the material."** Academic dishonesty, in the forms of cheating and plagiarism, will not be tolerated and for most of our science professors will result in a student getting a zero on a test or assignment for the first offense and then an F for the course if a student is caught cheating or plagiarizing again; at that point the Dean of Students will also be notified. Don't throw away your dreams and your reputation by showing a lack of academic integrity. We wish you the best and want you to succeed and be proud of your accomplishments at Valencia.

Dr. Robert Gessner
West Campus Dean of Science
Valencia College

LETTER FROM THE DEAN

Expectations of a Valencia College Science Student

Welcome to the Science Division of Valencia College's West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. Higher education is a privilege and an opportunity; it is your responsibility to realize that you are in control of those behaviors and actions that can enable success in this course.

From your professors, **you can expect** the following:

1. They will be prompt, courteous and respectful.
2. They will provide a professional learning environment throughout the entire scheduled instructional period.
3. They will provide an up-to-date syllabus; when changes need to be made, they will announce changes in a manner that is conveyed to all students in their class.

4. They will provide you with a course that is of necessary rigor to prepare you for the career you have chosen; because the class you are taking transfers to a four year college or university, it will be taught with the same academic expectations. The bonus of starting your education at Valencia, when compared to attending a four year college, is you will be able to get more personal attention with small class sizes and you will be able to save money; the classes are not easier.
5. They will offer time outside of class to discuss your questions.
6. They will be available to discuss your class concerns in private, outside of class time; you should try to resolve your class concerns with your professor before you try to voice your concerns with administrators.
7. They will respond to emails within 2 business days.
8. They will expect from you what they have expected from the many students who passed their classes in the past.

In return, this is **what your professor will expect from you:**

1. You will be prompt, courteous and respectful.
Prompt means you come to class on time, ready to work, with all assignments completed before you enter class or lab. It means that you have studied, that all conversations, texting, and diversions come to a stop and that you are ready to contribute to a positive learning environment from the beginning of the class or lab.
Courtesy means you are polite in your attitude and behavior towards your professor and classmates.
Respectfulness means that you regard everyone's classroom experience as valuable to them, that you accept your professor's expertise and experience to create relevant course objectives and that you treat college and personal property with care.
2. You will read your syllabus; your syllabus is a contract between your professor and you. Be aware of deadlines to complete assignments on time and know your professor's attendance policy. You will need to attend class for the full length of time allotted to your science class and lab.
3. You will be aware of Valencia College policies and procedures found in the college catalog; ignorance of policies and procedures doesn't mean they don't apply.
4. You will be serious about learning; it is your responsibility to be an active participant in your own learning. You will need to devote sufficient time to learn the material presented by your professor; for most students, this means you will need to spend at least two hours studying for every hour of instruction. Learning is an action verb; you will need to do more than sit through class and reread your notes to be successful. To succeed in higher level classes, you must retain the information, concepts and skills you will learn; this can only happen if you work at learning to make the course content a part of your long-term memory. Do not cram!!
5. You will be encouraged to produce your own study guides. Most college professors do not provide study guides, but they can give you tips that will help you produce your own study guides to gain a better understanding of the course content.

6. You will be expected to participate fully in classroom activities. The work you produce must be your own; cheating in any form is not tolerated and your professor will have specific consequences, in their syllabus, which will be enforced should cheating occur.
7. You will be expected to contribute to a positive learning environment. Avoid classmates who speak negatively, or who have a negative outlook, about your class or your professor. Instead, get to know your professor during office hours; you will learn much more with a positive attitude.
8. You will be held to a high standard of maturity and responsibility. Disruptive behaviors will not be tolerated in the classroom or lab. First time disruptions will be handled by your professor and may include a request that you leave the class or lab. Very serious or repeated disruptions will be reported, to the Dean of Science and the Dean of Students, with specific consequences that can include your permanent removal from the class. Disruptions include:
 - Being noisy when arriving late to class or leaving early.
 - Carrying on private conversations while the professor is talking.
 - Disrespectful language, tone, and mannerisms.
 - Sleeping or attempting to sleep in class.
 - Repeatedly asking unnecessary or irrelevant questions.

My wish is that you get the best learning value from the science classes that you are taking. With everyone abiding by the expectations in this letter, your science classes at Valencia should be the next step in achieving your academic dreams.

Dr. Robert Gessner
West Campus Dean of Science
Valencia College