

**PLS1010C: Introduction to Plant Science**  
**Valencia College West**  
**Spring 2023**

**Instructor:** Dr. Joyce Merritt

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**Modality:** Online

**Credit Hours:** 3

**Prerequisites:** None

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.

## Course Information

### Course Description

A study of plant science as it is applied to the horticulture industry. A general survey is made regarding plant culture as it is utilized in all areas of horticulture. This is an introduction to basic horticulture science concepts and principles including the development, growth, distribution, and utilization of fruits, vegetables, as well as ornamental plants. The course will focus on botanical concepts of plant structure, growth, and development, and the plants' response to environmental conditions and management techniques. Labs include plant productions, plant training, and plant classification sciences.

### Course Outcomes

There are several broad learning goals we will help you achieve by the end of this course. Specifically, you will:

1. Demonstrate an understanding of the scientific method.
2. Describe the different environmental factors affecting plant growth.
3. Differentiate the mechanisms involved in plant physiology and growth.
4. Categorize plants based on growth, morphological, and taxonomic characteristics.
5. Describe the structure of the various types of tissues found in plants and identify their location in the plant.
6. Distinguish between sexual and asexual reproduction in plants.
7. Demonstrate knowledge of the fundamental principles of plant breeding in propagation.
8. Demonstrate employability skills in the field of horticulture.

### Textbook (highly recommended)

The book will help to clarify and elaborate on the material that is in the PowerPoints and videos. This may be an advantage to you on quizzes and exams.

Arteca, R.N. (2015). Introduction to Horticultural Science, 2<sup>nd</sup> ed. Cengage Learning. ISBN: 978-1-111-31279-4

## **Valencia College Core Competencies**

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:

1. THINK clearly, critically, and creatively.
2. COMMUNICATE with others verbally and in written form.
3. Make reasoned VALUE judgments and responsible commitments.
4. ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

## **Our Inclusive Learning Environment**

Your success in this class is important to me. We all learn differently and bring different strengths and needs to the class. We expect everyone in this class to contribute to a respectful, welcoming, and inclusive environment to support the learning of all other members of the class. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, please let me know as soon as possible.

If you have a disability and require accommodations, please let me know during the first two weeks of the semester. You will need to register with the Office for Students with Disabilities (OSD) (West Campus SSB 102, 407-582-1523). OSD determines accommodations based on appropriate documentation of disabilities and provides a letter to me with them.

## **What to Expect in this Class?**

### **Teacher 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 and express your own views, as well as ask questions to increase your learning.
- Please email me about anything that you are unclear. I tend to respond quickly, and I want to be supportive of your learning and growth.

- I will post grades to the Canvas Gradebook and provide feedback within a **week (7 days)** for a submitted assignment.

### **Student Expectations**

Set goals for yourself for this course and plan/work to meet them. Meet all course deadlines and you will receive feedback within a week on the submitted assignment. Value your classmate's opinions and be open to learn new ways of thinking. Complete all assignments, exams, and projects without sharing/copying other's work or answers and be proud of your work.

- Please inform me by email if there is something that prevents you from turning in assignments.
- You are expected to check your Atlas email and Canvas inbox on a regular basis throughout the week.
- It is also expected that you will treat classmates with respect and observe the rules of confidentiality regarding personal information shared in class.
- Since this is an online class, all of it is spent at the comfort of a computer; you can expect to devote about **9 hours** each week to this course.
- 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, either on the spot or in the future.

### **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.

### **How your Learning will be Assessed?**

Turn in all assignments according to the schedule outlined in the course calendar.

**Video Guides:** Video guides are your study guides. Each guide will include questions from the textbook, videos, and PowerPoints that will assist you in learning the material and studying for the quizzes and exams. There are scripted PowerPoints with each video since certain people learn in different ways. It is expected that your answers for your video guides will be in your own words or paraphrasing the information in the text, videos, and PowerPoints. Do not copy and paste paragraphs or sentences from the PowerPoint script. The best way to learn is to download the guide and handwrite the answers. You can also type your answers. Please submit only one file for each video guide. CamScanner is a good phone app to use to make one pdf file of multiple handwritten pages. The video guides are required and are worth 10% of your grade. The lowest video guide grade will not be dropped.

**Lab Activities:** Activities are designed to enhance the online material by giving you practical experience and examples. The lowest lab activity grade will not be dropped.

**Discussions:** One of the issues we will have this semester is creating a learning community that 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 Board feature in Canvas. There will be weekly online discussions in the course. Online discussions will be open for the entire semester, however, to receive credit, posts and replies must be submitted by the due date. The student must make an initial response (8 pts) then respond to at least two other students (2 pts). Discussions should demonstrate a thorough and complete understanding of material covered in the chapter. All discussions will count towards your grade.

**Quizzes:** Quizzes are based on information in the PowerPoints, online video lectures and lab activities. There will be one quiz at the end of each module. Quizzes may have questions on prior material to help you remember what you learned in previous modules. The lowest quiz score will not be dropped.

**Exams:** There will be two lecture exams and a final. All exams are comprehensive. Questions will include multiple-choice, matching, and true/false questions. Information from the PowerPoints, videos, video guides, and activities are all fair game for exam questions. Exams will be timed and will be open for about 3 days. All exams count toward your grade. The lowest exam score will not be dropped. Exams will be proctored using Honorlock.

**Honorlock:** Exams will be proctored using Honorlock. You will need to download the Honorlock extension, and you will need to use a computer/laptop with a webcam and microphone. Please make sure that everything works long before you plan to take the exam. You do not need to pay to use Honorlock. Valencia College is covering the cost for the fall term. After the Orientation Module, you will find an Honorlock Module. If you have not used Honorlock before the info in the module will show you how to use it.

**Career and Study Skills Project:** The goal of this project is to explore careers in various areas of horticulture (or in your area of study). You will do this through various activities including creating a career brochure. Additionally, you will create a curriculum map of your future classes and complete activities geared towards study skills and time management.

**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. If there are extenuating circumstances, please contact me as early as possible to discuss your options.

**Extra Credit:** There are very few separate extra credit assignments. Sometimes I will incorporate an extra credit question into an activity or quiz. Students also have the opportunity to earn extra credit by completing their Student Feedback at the end of the semester.

**Student Feedback on Instruction (SFI):** Near the end of the term, you will receive an invitation through your Valencia email account asking you to complete the Student Feedback on Instruction (SFI). This survey provides us with feedback on your experience in this class and helps us improve the course. Valencia releases the results only after grades are submitted. Student names are not included in the results; therefore, your responses will be anonymous. You will get an email from Valencia informing you when the SFI survey will open.

## Grading Scale

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

Your grade will be calculated as follows:

Exams: 50%

Video Guides: 10%

Lab Activities: 10%

Discussions: 10%

Quizzes: 10%

Project: 10%

## COURSE SCHEDULE

Week	Chapter	Topic	Assignments (most will be due on Sundays)
Jan 9-15	2, 3	Orientation  Intro to Plant Science	Orientation Quiz Be in the Know Discussion: Growth Mindset Story Honorlock Practice Quiz Video Guide Discussion: Exploring Careers Quiz 1
Jan 16-22	5	Plant Classification and Anatomy	Video Guide Lab Activity: Plant Morphology Discussion: How have you classified plants? Quiz 2
Jan 23-29	6	Plant Propagation	Video Guide Lab Activity: Plant Propagation Discussion: How have you propagated plants? Quiz 3
Jan 30-Feb 5	7	Media and Soil	Video Guide Lab Activity: Media and Soils Discussion: What media and soils have you used? Quiz 4
Feb 6-12	7	Nutrients and Fertilizers	Video Guide Lab Activity: Nutrients and Fertilizers Discussion: What nutrients and fertilizers have you used? Quiz 5
Feb 13-19		Study Skills <b>Exam 1</b> Project	Project: Study Skills Survey <b>Exam 1 (Ch. 2, 3, 5, 6, &amp; 7) Thurs 2/16 – Sun 2/19</b> Project: Self-Assessment 1
Feb 20-26	8	Plants and their Environment	Video Guide Lab Activity Discussion: How does the environment affect plants? Quiz 6
Feb 27-Mar 5	9	Plant Growth Regulators	Video Guide Lab Activity Discussion: How are plant growth regulators used? Quiz 7

<b>Week</b>	<b>Chapter</b>	<b>Topic</b>	<b>Assignments (most will be due on Sundays)</b>
Mar 6-12	14, 15	Greenhouse Structures and Growing Crops	Video Guide Lab Activity: Greenhouse Operations Discussion: How would you build your greenhouse? Quiz 8 Project: Start Curriculum Map
Mar 13-19		<b>Spring Break</b>	
Mar 20-26	16, 11	Nursery Crops and IPM	Video Guide Lab Activity: Pest Scavenger Hunt Discussion: What pests have you seen? Quiz 9
Mar 27-Apr 2		Exam 2 Project	<b>Exam 2 (Comprehensive, new: 8, 9, 11, 14, 15, 16) Thurs 3/30 – Sun 4/2</b> Project: Self-Assessment 2
Apr 3-9	23	Olericulture	Video Guide Lab Activity: Planning for vegetables Discussion: What experience do you have with growing vegetables? Quiz 10
Apr 10-16	24	Pomology	Video Guide Lab Activity: Planning for fruits Discussion: What experience do you have with growing fruit? Quiz 11
Apr 17-23	19	Landscape Design Employment Project	Video Guide Activity: Landscape Design Discussion: What landscape designs do you like? Quiz 12 Project: Career Brochure Reflect on your Goals
Apr 25-27		<b>Final Exam</b>	<b>Comprehensive Final Exam Tues 4/25 – Thurs 4/27</b>

### **Vacations and other important dates**

- Jan 9 – Classes begin
- Jan 16 – Martin Luther King Jr. Day (no class)
- Jan 17 – Drop/Refund Deadline
- Mar 13-19 – Spring Break (no class)
- Mar 24 – Withdrawal deadline
- Apr 30 – Term ends

### **How can you Contact Me?**

You may contact me in various ways during this semester.

- You may contact me through the [Canvas Inbox](#). This is probably 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, personal issues), your best option is to [schedule a Zoom meeting](#) with me.
- You may email me at [jmerritt11@valenciacollege.edu](mailto:jmerritt11@valenciacollege.edu). In your messages (if not using the Canvas Inbox), please indicate what class you are in so that I can better assist you.

## What Policies are in the Course?

### No Show Policy

Since this is an online class, I count attendance as assignments submitted. The Orientation Quiz is the required attendance activity for the first week. You need to complete the activity to show that you are attending the course. If you do not complete that activity by the end of the week, you will be withdrawn from the class as a “no show.” You will still be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. If you are unable to complete the Orientation Quiz during the first week, notify me as early as possible and we can discuss your options. If you are not planning to continue the class, try to drop the course before the deadline.

### 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. I will check your online attendance based on your participation in the course and submission of coursework. In the event of an extended absence, you should contact me so that we can discuss your options. If you do not submit any assignments for two weeks, I will email you about your absence. If I do not get an email back within a week explaining your absence, I will withdraw you from the class. If you contact me but do not begin completing work, you will be withdrawn after another week. After the withdraw deadline, students with an absence of more than 2 weeks will receive the final grade that is earned according to the course grading policy.

### Withdrawal

The deadline for **Drop/Refund is Jan 17** and for **Withdrawal is Mar 24**. Per [Valencia policy](#) a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student cannot withdraw after the withdrawal deadline.

Since I have an attendance policy, I can withdraw you for violation of that policy, but I strive to work with you so that you can complete the class. If you are withdrawn, you will receive a grade of “W”. This can affect you financially and cause problems with any future financial aid you receive. After the withdrawal deadline, I will not withdraw you and you will receive the grade earned at the end of the course. If you withdraw or is withdrawn from a class during a third or subsequent attempt in the same course, you will automatically be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. Prior to withdrawing, please reach out to me to discuss your situation.

### Academic Integrity

Valencia College is a community of scholars committed to the values of integrity. In this community, all members including faculty, staff, and students alike are responsible for maintaining the highest standards of academic honesty and quality of academic work. As a student and member of the Valencia College community, you are expected to demonstrate integrity in all of

your academic endeavors. Unacceptable behavior include cheating, fabrication, plagiarism, using unauthorized study aids, or facilitating academic misconduct. Please review our campus policy on [academic integrity](#).

All work submitted by you is expected to be the result of your individual thoughts, research, and self-expression. Whenever you use ideas, wording, or organization from another source, you need to acknowledge the source appropriately. It is still considered plagiarism if you copy and paste from an online source without paraphrasing the information first, even if providing a reference. Since writing can be difficult, I will provide you resources to assist your efforts. If too much of your work is similar, 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.

### **College Student Conduct Policy**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

### **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 percentage, 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. Access your scores through the Canvas gradebook.

## **Student Resources for Support and Learning**

As a Valencia College student, you may experience challenges such as struggles with academics, finances, or your personal well-being. Valencia College has a multitude of resources available to all students. Many of these resources are listed below and we encourage all students to explore them as needed. **If you are experiencing a mental health emergency, please contact 9-1-1 or BayCare Behavioral Health at (800) 878-5470.**



- **Student Assistance Program:** Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. [BayCare Behavioral Health Student Assistance Program](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.
- **Valencia Counselors:** Valencia counselors care about your emotional well-being so they offer both virtual and in-person options to connect with students. Connect to counselors through the [student support form](#).
- **Pooky's Pantry:** It is a free resource that offers non-perishable food items, hygiene items, socks, outside resource information, and local housing information. There are [locations](#) on each campus.
- **Advising:** The advisor for the Plant Science and Agricultural Technology program is Heidi Shugg. She can be reached at [hshugg1@valenciacollege.edu](mailto:hshugg1@valenciacollege.edu) or 407-582-1461. You can schedule an appointment using her [link](#). She is a great resource for questions about classes, degree programs and certificates, graduation, and transferring to a university.
- **Learning Support:** Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. For more information on how to access tutoring and library research assistance, please visit the college-wide [Learning Support Services LibGuide](#).
- **Skillshops:** [Skillshops](#) are free workshops, or mini courses that provide real-life solutions to common student issues.
- **Career Center:** Don't wait until your last year – visit the [career center](#) today!
- **Library:** At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs, and streaming videos to support course-related research and other learning needs. View the [Library website](#) for more information.

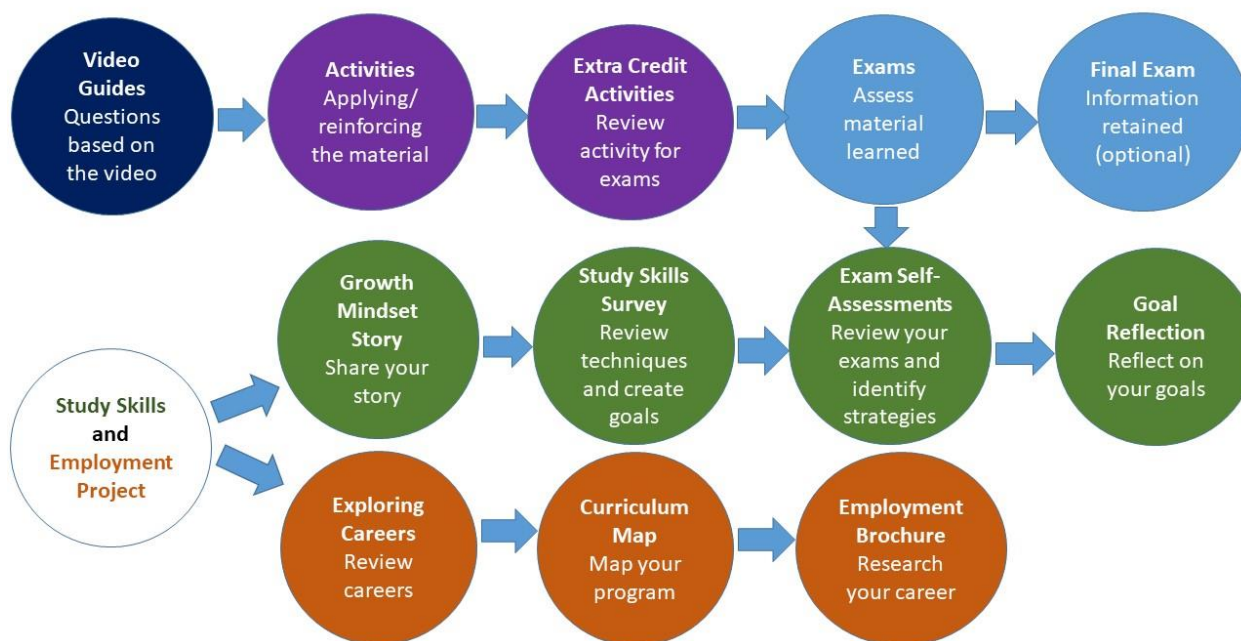
**COPYRIGHT:** Material obtained during this course can only be circulated within the class only. Students must refrain from using or displaying the pictures, drawings, and presentations outside this course.

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

## How to Succeed in this Course?

There are many ways for you to show us what and how you are learning, through your effort, interaction and class participation, application of scientific thinking to solve real world problems, and performance on assignments and exams. I structure this class to help all students get the support and guidance needed to succeed in your learning. The below graphic is how the class is structured to best facilitate learning. If you skip ahead, such as missing an activity because it will take too long, this breaks the chain in understanding, and you may not do as well on the quiz or your project. The following tips will help you be successful in this class and in other classes throughout your career at Valencia College.

### Intro to Plant Science Assessment Model



- “LEARNING” IS AN ACTION VERB!! Most students need to do more than just watch lectures and reread their notes. **Spend 1-2 hour blocks of time several days a week** actively writing or discussing concepts to make them a part of your memory. Use the words you learn often; they will sink in better.
- **Check Canvas every other day** and **change your settings** so you are getting the notifications for announcements and submission comments in your email. You don’t want to miss an important announcement or extra credit opportunity.
- **Do the extra credit activities!** These interactive activities have been specifically designed to complement the exams, so they are a great review. If you get 75% correct, you get a point. If you get less, then you get a 0.5 point. Open book and no pressure.
- **Progress through the modules** rather than relying on the to-do list on Canvas. The module is set-up to guide you through material and increase mastery of the information.
- **Make to-do lists and prioritize tasks.** Record all the things you need to accomplish then focus on completing one task at a time. Prioritize your task based on the most critical and time-sensitive ones. You can use paper to-do lists or an app. Don’t forget to reward yourself for a job well done once tasks have been successfully completed.

- **Eliminate distractions** so your attention is on the task-at-hand. You will finish tasks and move on to the next ones more quickly while paying more attention to details. Turn off the TV, put your phone on silent, and keep your study area organized.
- **Take good notes.** Record the key points of the video or lecture and answer your video guides without writing down too much extraneous information.
- **Take a break.** Take a 10–15-minute break each hour or a 5-minute break after every 20 minutes of studying. This will prevent you from burning out too soon and you are more likely to retain the material compared to studying 3 hours straight. Good break options include listening and singing to a song, taking a walk, or getting a snack.
- **Ask questions.** Make lists of confusing topics from your studying and ask questions (as many as you can!). Talking to your professor helps you as well your professor to refocus on the topic again.

## **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