

****EXAMPLE SYLLABUS****

BIOL 471: Wetland Ecology and Management **Department of Biology – Millersville University**



SUMMER

A. INSTRUCTOR INFORMATION

Instructor: Dr. Carolyn Weaver (she/her/hers)

Office: Roddy 283

Telephone: 717-871-4775

E-mail: Carolyn.Weaver@millersville.edu

E-mail policy: I welcome all communication, but it must be through your school email address and your subject line should start with “Wetlands” or “BIOL 471”. Barring unusual circumstances, I will respond within two business days; if you do not receive a response within that timeframe, please resend the email. Although I will attempt to respond quickly, please do not expect a response after 5 pm; with all communications, allow adequate time to respond.

Please remember that all communications associated with this course are considered professional correspondence and should include a salutation, a message with clear intention and context (do not say or write anything you would not want an administrator or legal professional to see), and a closing. Including these items is standard email etiquette and good habit as you continue on your professional journey.

Office hours: Feel free to drop into any Office Hour to (for example) gain clarity on course content and/or assignments, share any individual needs and/or concerns, obtain career advice, etc.

TBD

Appointments: If you are not able to meet during my posted office hours, you may request an appointment. Please email me at least 24 hours in advance to arrange an appointment at a mutually agreeable time.

B. COURSE INFORMATION

Course number: BIOL 471

Class meeting time: TBD

Course website: D2L

Communication: Announcements will be sent via email and D2L. Grades and pertinent course material will be posted on D2L. It is your responsibility to check your email and D2L frequently for important course announcements and updates.

C. COURSE DESCRIPTION

This course will investigate the various biotic and abiotic components of wetland ecosystems, with an emphasis on wetland vegetation, hydrology, and biogeochemical processes. Course content will be a mix of fundamental and applied ecology and cover topics such as vegetation succession, hydric soil, nutrient cycling, wetland classification and delineation, restoration and management, invasive species, and wetland loss.

D. PREREQUISITES

Ecology-based course or environmental science course

E. REQUIRED TEXTBOOK

Mitsch, W. J. and J.G. Gosselink. 2015. Wetlands (Fifth edition). Wiley, Hoboken, New Jersey. ISBN: 978-1-11-867682-0.

****NOTE:** A free electronic version is available through student library account**

F. COURSE OBJECTIVES

It is my desire that upon your successful completion of this course, you will be able to:

1. Understand important biological, physical, chemical, and hydrological processes and their inter-workings within wetland ecosystems
2. Categorize and identify wetland plants, soils, and hydrology
3. Perform a variety of wetland field techniques, such as wetland delineation
4. Define and identify techniques/strategies related to wetland creation, management; sampling/monitoring, and restoration
5. Find and critique primary literature related to wetland ecology
6. Communicate scientific importance of wetlands
7. Acquire a new sense of admiration for wetland ecosystems

G. INSTRUCTIONAL METHODS

I will try to diversify course content delivery modality which includes (but not limited to) traditional lectures, interactive activities, assigned readings, online videos, D2L discussions, and online polls/surveys. Pertinent course material will be posted on D2L. Lab will be very hands-on, with activities being in the field as much as possible (more information related to field attire will be given in lab).

H. MAJOR COURSE REQUIREMENTS AND GRADING

ACTIVITY	COURSE POINTS	PROPORTION OF FINAL GRADE
Exams (3 @ 100 pts each)	300	30%
Final Exam	150	15%
Discussions	100	10%
Lab Assignments	299	30%
Presentation	100	10%
Participation	52	5%
TOTAL POINTS	1001	100%

Grading Scale: The lower limits for each letter grade is: A = 93%; A- = 90%; B+ = 87%; B = 83%; B- = 80%; C+ = 77%; C = 73%; C- = 70%; D+ = 67%; D = 63%; D- = 60%. Anything below 60% is an F.

I. COURSE CONTENT**Exams**

There will be three equally weighted exams throughout the semester. See Course Schedule for the dates and targeted course material for each exam. Exams will be a mix of question types, including (but not limited to) multiple choice, definitions, true/false, fill-in-the-blank, making drawings, labeling drawings, making lists, filling in graphs, short answer questions, and essay questions. Questions will cover material from the lectures and the readings; all information from class discussions, lectures, readings, and lab are fair game for exams. **Note that there may be exam questions on sections of the reading that were not covered in the lecture.** See Course Policies (below) for information regarding missed exams. If a closing or delay cancels an exam, the exam will occur in the next lecture period.

Final Exam

The final exam for this course will be cumulative and will follow of mix of question types as stated above in “Exams”.

Discussions

Throughout the course, we will be reading and discussing primary literature; it is expected that papers will be thoroughly read. Questions will be posted in the D2L Discussion Board and you will be responsible for answering questions as well as commenting on peers’ posts. Further instructions will be posted at the time of each discussion.

Lab Assignments

There will be an assignment related to each lab activity, some which will be completed during the lab activity and others will require additional work. For the latter, adequate time will be given to complete the assignment. All assignment instructions and due dates will be posted in D2L.

Presentation

Students will present a 10 min talk (followed by 3 minutes for questions) on a wetland of their choice. Detailed instructions as well as helpful presentation making resources will be reviewed in class as well as posted on D2L.

Participation

Participation and attendance in class is expected; failure to participate could result in a lower grade. I will do my best to foster an environment in which you all feel comfortable contributing to discussions, activities, etc.; however, if something arises that you are not able to attend and/or participate, please communicate with me immediately.

J. IMPORTANT DATES

See Course Schedule (located at the end of this document) for topics listed by week; changes in course schedule may be necessary and will be announced in a timely manner.

ACTIVITY	DATE
Exam 1	TBD
Exam 2	TBD
Exam 3	TBD
Presentations	TBD
Final Exam	TBD

Other important dates:

TBD

K. COURSE POLICIES**Attendance/Tardiness**

All students are expected to attend all classes. Should you miss a class, it is your responsibility to find out what you missed, get notes, learn about changes in the syllabus, etc. Valid excuses are documented illness or injury, death in the family, jury duty, participation in a University sponsored activity, or on a case-by-case basis (<https://www.millersville.edu/registrar/faculty/attendance-policy.php>). Please inform me of any university-sponsored activity as soon as possible. If you miss an exam, please see below.

All students are expected to arrive to class on time. Routinely being tardy to class is inconsiderate to the Instructor and to your classmates. Repeated lateness can result in dismissal from class. On time means being in your seat prepared to take notes, quizzes, or exams promptly, etc. at the start of class.

Late work

A missed grade due to an unexcused absence or lateness will result in a score reduction of 10% per day late (24 hour period), unless you have an excused absence granted by me.

Missed exams

If you miss an exam, you must contact me immediately to determine if you are eligible to make up the exam. Valid excuses are documented illness or injury, death in the family, jury duty, participation in University-sponsored activities, and other things on a case-by-case basis. Students with a university-approved scheduled absence (athletics, military duty, etc.) must contact the Instructor well in advance of a scheduled absence. Students who do not arrange to take exams on alternate dates ahead of time will not be eligible for this

special consideration. Written documentation may be requested. Exams may be taken at an alternate date in those specific cases. Make-up exams will be administered at a mutually agreed upon date and time; make-up exams may be different than the original exams.

Preparedness

You are expected to come to class prepared for the topic to be discussed (see Course Schedule).

Honesty

Each student is expected to adhere to the Millersville University's Academic Honesty Policy. The policy can be found in the Student Handbook and the Academic Honesty and Dishonesty brochure and on the MU website. In short, you must neither give nor receive assistance during any examinations or quizzes. All assignments must represent your own work; written work must be *in your own words*. Plagiarism is unacceptable (find more information here:

<https://www.millersville.edu/english/for-faculty/academic-integrity/plagiarism.php>).

Check your references, citations, etc. before you submit anything written to me. If you have a question, please contact me. Cheating and plagiarism will result in a 0 for the exam or assignment. Further action may be taken, such as referral to Student Affairs and failure of the class.

Extra credit

The grading scale is not subject to discussion. In other words, please do not ask for last minute extra credit. There will be ample opportunities for improving your grade throughout the course. If you find yourself struggling with class, please come talk to me during office hours (or make an appointment) so we can review challenging concepts together and outline pathways to your success. *The sooner you see me, the faster I can help you.*

Portable electronic device use

Notifications on cell phones, tablets, laptops, etc. must be placed in silent mode during class. These items may be used in class as long as they are primarily used for notetaking and course-related work. Note, a number of scientific studies have found that students multi-tasking with electronic devices in class and that take notes using laptops do more poorly than students who focus on class and take notes by hand. Please be considerate to your fellow students; disruptive or disrespectful use of any technology may result in dismissal from class. Photos and videos of lectures and PowerPoint slides may not be taken without prior permission of the Instructor.

Statement of civility

Millersville University's goal is to provide you with a high-quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state, and federal government. We expect that you will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Seeking help

This is a challenging course, and some material/activities may be more challenging for some. If you find yourself struggling, please come to my Office Hours, make an appointment, or contact me by email; *remember I want to help you succeed!*

Additional places to find course help include:

- Tutoring services are available for all Millersville students through the Tutoring Center, <http://www.millersville.edu/tutoringcenter/schedules/index.php>.
- Biology academic support & course assistance from peer mentors in the Biology department, <https://www.millersville.edu/biology/open-labs/biology-open-labs.php>
- The Writing Center, <https://www.millersville.edu/english/writingcenter/>
- The Office of Learning Services, <https://www.millersville.edu/learningservices/index.php>

Please inform me of any disabilities or special needs that may impact your performance in this course. I will do my best to accommodate you and support your success in this class.

Aspects outside of class can sometimes interfere with our ability to excel in the course. Please know you are welcome to come to me and I will try to connect you with the proper resources; helpful resources available to Millersville students include:

- Center for Counseling and Human Development, <https://www.millersville.edu/counsel/index.php>
- Health Services, <https://www.millersville.edu/healthservices/index.php>
- Success Coaching, <https://www.millersville.edu/ucm/files/cut-sheets/success-coach-cut-sheet.pdf>

L. COLLEGE AND UNIVERSITY POLICIES

COVID-19 policy

As we begin to return to campus for face-to-face course instruction, we still must be cognizant of the continuing global pandemic and adjust our actions accordingly. Below is a list of COVID-19 guidelines for this course – please note that the COVID-19 pandemic is continually evolving and therefore, as more data are available, changes to the syllabus, teaching modality, and these guidelines may be required in accordance with university, state, and federal guidelines and policies, or other unforeseen circumstances.

- Face coverings will be required for all students and instructors in the classroom, regardless of vaccination status.
- As much as possible, all individuals in the classroom will refrain from physically sharing class/lab materials and equipment and will attempt to remain socially distant from one another. From week to week, additional specific instructions will be announced by the instructor (e.g., how to clean which surfaces) as each week's activity dictates.

- Although not required by the university, everyone is encouraged to get vaccinated. If you are vaccinated, be sure to provide a copy of your vaccination card to Health Services (hservices@millersville.edu). There will be vaccination clinics on August 25 and September 15 at the Student Memorial Center (register here: <https://vaccine.upmc.com/>).
- If you are displaying symptoms and/or believe you have been exposed to COVID-19 and are unsure if you need to be tested, please contact Health Services for further guidance (717-871-5250).
- Stay informed by following all updated university announcements as well as access other important links at: <https://www.millersville.edu/coronavirus/>.
- If the COVID-19 pandemic has affected you financially, the CARES 3 Relief Fund (used towards tuition, housing, health care, etc.) is currently accepting applications (<https://www.millersville.edu/finaid/cares-relief-fund.php>).
- Remember, we all have been experiencing this pandemic in different ways, and as in all things, we must remain polite, compassionate, and respectful of others.

Academic integrity

Cheating, plagiarism, falsification or any other forms of academic misconduct and dishonesty will minimally result in a zero for the exam/assignment; further action may be taken such as failure of the class and submit an academic honesty policy violation report. Millersville University policy states: “Students at the University are expected to be honest and forthright in their academic endeavors. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an examination, to allow another person to commit, or assist another in committing an act of academic dishonesty, corrupts the essential process by which knowledge is advanced.” (<https://www.millersville.edu/about/administration/policies/academics.php>).

Deadline for dropping a course with a grade of W (University)

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me, your academic advisor, and the Financial Aid Office before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process. Please consult see <https://www.millersville.edu/registrar/> and pay close attention to pertinent deadlines. Also see: <https://www.millersville.edu/about/administration/policies/pdf/academics/academic-policy-ud-withdrawal-from-a-course.pdf>

Appeals

As with any academic issue, students may exercise their right to appeal adverse attendance decisions. Please refer to the current undergraduate catalog for the complete Academic Appeal procedure.

Accommodations for Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning

environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call (717) 871-7943 or visit <https://www.millersville.edu/learningservices/disabilityaccom.php>.

Title IX

Millersville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to comply with the requirements of Title IX of the Education Amendments of 1972 and the University's commitment to offering supportive measures in accordance with the new regulations issued under Title IX, the University requires faculty members to report to the University's Title IX Coordinator incidents of sexual violence shared by students. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. **Faculty members are obligated to report to the person designated in the University [Protection of Minors policy](#) sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred.**

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: www.millersville.edu/titleix.

M. GENERAL DISCLAIMER

I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary (e.g., lecture topics may change depending on the rate at which we are covering material). If class is canceled due to University closing and delays, supplementary work may be required. I will announce such changes in a timely manner during regularly scheduled class meetings, via email, and on D2L.

N. COURSE SCHEDULE (subject to change with notification)

TBD