BIOL305-20SU1 (C)
Practical Field Botany
0.125 EFTS 15 Points
Summer Course

Whakamahuki / Course description
Practical Field Botany is an intensive, 8-day summer course designed to teach students and professionals basic skills in field botany. It is targeted at students who intend to seek employment in areas such as field ecology, conservation, biosecurity, taxonomy and systematics. It is also of interest to members of the workforce who need to acquire or upgrade taxonomic skills, e.g., from Crown Research Institutes, the Department of Conservation, local and regional councils, and botanic gardens, and those with employment in horticulture or education. The course is designed to accommodate participants with various entry levels: from students with limited plant knowledge to experienced career professionals. BIOL305 is a ‘flipped-classroom’ course in which traditional lectures are replaced by field-based projects and associated workshops and discussions.

Hua akoranga / Intended learning outcomes and Aromatawai / Associated assessment
At the end of the course, students are expected to be able to:

- Spot-identify c. 80 species that are commonly found in various ecosystems in the Southern Alps (assessment tasks: quiz and final exam)
- Use traditional and online taxonomic keys to identify plants and to confirm identifications using a herbarium collection, literature and online resources (assessment tasks: quiz and final exam)
- Construct taxonomic keys (assessment task: unmarked assignment during workshop)
- Collect and prepare botanical specimens for scientific purposes and to record associated ecological data (assessment task: voucher specimen preparation assignment)
- Independently prepare and develop a reference collection with notes about diagnostic characters and ecological characteristics that serves as a practical aid to plant identification and recognition (assessment task: field reference collection assignment)
- Make decisions regarding plant collecting that are in accordance with regulations and ethical considerations and that minimise environmental impact (assessment task: final exam)
- Find the currently accepted scientific name for a plant, understand classifications and name changes and use names to access information about New Zealand plants (assessment task: final exam)
- Taking and editing high-quality photographs of plants for scientific purposes and plant identification (assessment task: final exam and unmarked assignment during workshop)
- Understand basic ecological and systematic concepts and processes that are relevant to understanding patterns of botanical diversity in the Southern Alps (assessment task: final exam)
**Pūkenga ngaio / Transferable skills**

The following skills are developed in this course:

- Collecting biological field data. Important for research and in governmental and non-governmental organizations.
- Collecting, documenting, and preserving biological specimens. Key in, amongst others, ecology, systematics and conservation.
- Independent and self-motivated learning. A life-skill that is important in any career.
- Finding, understanding, and using information in literature and on the internet. These are very general skills that are essential in many careers.
- Verbal communication. Expressing yourself clearly and concisely is important when you are attending meetings, having a telephone conversation, giving presentations, or teaching/training.
- Written communication. Many employers require employees to have good written communication skills.

**Venue and area**

The venue for the Practical Field Botany course is the University of Canterbury Cass Mountain Research Area, 105 km west of Christchurch in the mountains of the Waimakariri Basin. It is located near a wide range of habitats with a huge diversity of plants and animals. The field station provides comfortable accommodation, laboratory facilities, and internet access with the natural world at the doorstep. The course includes field excursions to the Waimakariri Basin, Southern Beech forest, Temple Basin, and the Cragieburn Forest Park.

**Wātaka / Timetable**

13–20 January 2020: reading of course materials as preparation for the course (at home).
21 January 2020, afternoon: travel from UC campus to Cass
22–28 January 2020: field excursions and other course work
29 January 2020, morning: final exam and handing in course work; afternoon: travel back to UC campus (UC provides all transportation to, from, and at the Cass region)

**Recommendations**

“I cannot state strongly enough how professional, informative, supportive and enjoyable this course was. The lecturer and other staff were able to convey information in an incredibly intense time frame to a range of students with widely varied levels of understanding in the subject. This course and the teaching involved surpassed any positive expectations I had before enrolling” 2017 Student in teaching evaluation.

“Thanks for a great course – I got a lot out of it! - and am looking forward to putting my ID skills to use helping with DOC’s Tier One monitoring for most of Feb and March”: Sue Lake, Ranger Services, DOC.

“The concept of an intensive field based course was exactly what I needed to improve my botanical knowledge and confidence”: John Skillton, Park Ranger/Project Manager Travis Wetland, Christchurch City Council.

“I'm totally hooked on botany now, I absolutely loved the course! I have my first botanical survey to do next week, great timing!”: Marcia Dale, Ryder Consulting Limited.

**Fees** (include all course materials, transportation, accommodation, and food)
- Student Services levy: $108.75.
Pūkenga / Teaching staff

- Assoc. Prof. Pieter Pelser (kairuruku akoranga / course coordinator), Julius Von Haast rm 530, +64 3 3695228; pieter.pelser@canterbury.ac.nz
- Matt Walters, Julius Von Haast rm 432, +64 3 3695211; matt.walters@canterbury.ac.nz

Enrolment opens 1 October 2019
https://www.canterbury.ac.nz/get-started/summer-school/how-to-enrol/

Information about some of the plants featured in the course

- An illustrated checklist of the flora of the University of Canterbury Cass Mountain Research Area: https://www.canterbury.ac.nz/life/facilities/field/cass/flora/
- BIOL305 Naturewatch observations: https://www.inaturalist.org/projects/uc-biology-305-practical-field-botany
RULES, REGULATIONS, AND WHAT TO DO WHEN THINGS GO WRONG
[updated 12 June 2018]

If in doubt: ASK! The course coordinator is happy to answer questions at any time. All staff involved in the course are available for advice on specific issues.

What do I do if I have to miss something or if my performance was impaired?
If you feel that illness, injury, bereavement or other extenuating circumstances beyond your control prevented you from completing an item of assessment worth 10% or more of total course assessment or if these circumstances affected your performance in such assessments, you should apply for Special Consideration. Applications for Special Consideration should be submitted via the Special Consideration website http://www.canterbury.ac.nz/study/special-consideration/ and you need to notify the course coordinator within five days of the assessment or its due date. If you apply for Special Consideration, because of medical reasons, you should visit a doctor within 24 hours of the assessment (application form available on the website above or from the Student Health Centre).

The Special Consideration provisions are intended to assist students who have covered the work of a course but have been prevented by illness or other critical circumstances from demonstrating their mastery of the material or skills at the time of assessment – they do not excuse you from doing the assessment within a reasonable time agreed with the course coordinator. You should expect to be required to submit additional work if you miss a major assignment (e.g. a field trip for which a major write-up is required).

In rare cases you may not be able to complete an assessment or attend a field trip, because of involvement in international or national representative sport or cultural groups. In such cases you should also apply for Special Consideration. Please review the Special Considerations policy because very few kinds of activities will be eligible for consideration (e.g. holiday trips, birthday parties etc. are not given special status in the University policy).

Students prevented by extenuating circumstances from completing the course after the final date for withdrawing, may apply for Special Consideration for late discontinuation of the course. Applications must be submitted via http://www.canterbury.ac.nz/study/special-consideration/ within five days of the end of the main examination period for the semester.

Plagiarism
It is essential that you are aware that plagiarism is considered a very serious offence by the academic community, the University and the School of Biological Sciences. Plagiarism is defined as taking content from another work or author and presenting it, without attribution, as if it is your own work. Content here includes text (sentences or major parts of sentences), display items (graphs and tables), and overall structure (the detailed sequence of ideas). Plagiarism includes:

- re-use of previous assignments (even if each individual sentence has been rephrased to say the same thing in different words, if the overall structure is re-used)
- copying of another student’s work (with or without their consent)
- the unreferenced use of published material or material from the internet e.g. cutting and pasting of paragraphs or pages into an essay.

For most pieces of in-term assessment you will be given information concerning the use of direct and indirect quotes from previously published work. If you are in any doubt about appropriate use of published material, please speak with a member of academic staff. If you are still unsure what plagiarism is, then seek advice.

It is a School policy that courses may request you submit work electronically for subsequent analysis of originality using Turnitin. Students agree that by taking courses in BIOL, assessments may be submitted to Turnitin.com for textual similarity review. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Where do I hand in assignments and then collect them once marked?
All assignments should be placed in the designated collection box in the foyer of the 2nd floor of the School of Biological Sciences (Von Haast building, near the main reception), unless directed otherwise by the course coordinator. All assignments must be accompanied by a cover sheet signed by you stating that the submitted work is not plagiarised. Cover sheets are available on top of the collection boxes, or you can download one from the Biology website (http://www.canterbury.ac.nz/media/documents/science-documents/assignment-coversheet.pdf). In addition, you may also be asked to submit your work electronically (via Learn) for analysis in Turnitin.

Marked assignments can be collected from the School of Biological Sciences reception, unless directed otherwise by the course coordinator. Teaching staff will endeavour to return work as soon as possible, and should contact you if there are likely to be any delays that will prevent return within the maximum 4-week timeframe.

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What if I can't get it finished in time?
Reports and assignments should be handed in on time. Extensions may be granted if you have a valid reason. **If you require an extension, you should request one from the course coordinator** (or the lecturer responsible for marking the work), with as much notice as possible. Please do this **BEFORE** the deadline for the assignment. **If you have been given an extension you should hand the work DIRECTLY to the course coordinator** (do not put it in the drop box as it may not be cleared after the due date).

If an extension has not been granted:
- work must be handed in by the due date to gain full credit
- work handed in up to 7 days after the deadline will be marked, but the marks will be discounted 25% before they are recorded to the student's credit
- any work handed in more than 7 days after the deadline date will not be marked or earn credit.

What if I have written more than the word or page limit?
If there is a word limit on an assignment, it is usually there to stop you doing too much work and to encourage you to write succinctly. It also makes things easier to assess. You can be up to 10% over without too much worry, but if the length increases beyond that your mark may suffer due to failure to follow the requirements. If you find yourself way over the word limit talk to the lecturer concerned about how to get your assignment to an acceptable length.

What if I fail part of the course?
In Biological Sciences, we require a satisfactory level of achievement in both the theoretical aspects of the discipline and in practical activities. This means you must attend all class activities and submit all items of assessment unless you have a very good reason not to (e.g. medical reasons). A **student must attain an average score of at least 40% for in-course assessments (e.g. assignments, reports) and an average score of at least 40% in the exam and/or tests, AND score at least 50% overall for the course, to be awarded a passing grade.** See the course outlines for clarification of the assessment items included in each category and ask the coordinator if you are still unsure.

What's the best way to give feedback?
We welcome constructive feedback at all times – help us to make this a valuable course for you. We endeavour to remain approachable at all times. If you would rather give feedback anonymously, please use the online course survey or talk to lab demonstrators, or your class rep (who will all report back to the staff-student liaison committee that includes a representative from each of the undergraduate classes). Class representatives will be selected from each class at the start of course.

What's the best way to complain?
If you feel you have not been fairly treated during this course, please raise the issue with the lecturer or course coordinator in the first instance. Other avenues include your class rep., who can raise issues anonymously, or the UCSA education coordinator.

Grading

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<td>A</td>
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A *restricted pass (R)* **may** be awarded to those who are close to a pass (i.e. an overall score of 48-49.9%) AND who have achieved at least a 40% overall score in both in-course assessment and tests/exams. If an R grade is awarded you gain credit for the course but **cannot continue into papers that require this course as a pre-requisite.** NB. The R grade is only available at 100 and 200 level - it cannot be awarded for third year papers.

Failing grades:  **D  40-49   E  0–39**