

SOUTHERN MAINE COMMUNITY COLLEGE
South Portland, Maine 04106

Title: Landscape Surveying and Mapping	Total Contact Hours:	Lecture: 32hrs.
Catalog Number: HORT 210		Lab: 32hrs.
Instructor: Cheryl Rich, M.S.	Credit Hours: 2	

COURSE SYLLABUS

Lecture: Wednesdays 8:00-9:50
Lab: Wednesdays 10:00-12:00
Instructor: Cheryl Rich, M.S.
Office: 741-5780
FAX 741-5628
Email: crich@smccME.edu
Office hours: I am usually available any time that I am not in class. My schedule is posted outside my door. Feel free to call, email, stop in, or leave me a note. For lengthy meetings, please make an appointment.

COURSE DESCRIPTION

This course gives the student a working knowledge of landscape mapping as it might relate to landscape construction and design. Students learn various measuring techniques, develop technical skills using a level and transit, and produce base maps showing land contours, surface drainage patterns, vegetative characteristics, and other landscape information.

COURSE OBJECTIVES

Upon successful completion of this course the student will be able to:

1. Select and use appropriate measuring tools and techniques necessary to construct a property base map.
2. Set up and use a level and a transit
3. Use basic drafting tools and techniques.
4. Place various landscape features accurately on a base map.
5. Measure and perform various calculations necessary in a variety of landscape applications
6. Extract and interpret information from site plans and base maps
7. Develop an appreciation for GPS / GIS and their potential applications in the field of horticulture in general, and in surveying and mapping in specific.

TOPICAL OUTLINE

1. Landscape measuring techniques
2. Working in scale; field notes
3. Azimuths and bearings
4. Using a level; some of its applications
5. Using a transit; reading verniers; calculating angles
6. Creating a contour map
7. Calculating slope
8. Creating a property base map
9. Using GPS / GIS

COURSE REQUIREMENTS

Lab Assignments

Lab assignments will be made throughout the semester to compliment and expand upon topics covered in lectures. Though data for assignments may be gathered by partners or small groups, each student is responsible for submitting the written work, sketches and drawings, unless otherwise specified. All assignments are due at the beginning of the next class meeting unless otherwise specified.

Labs will require students to be outside for extended periods of time each week. Be sure to dress accordingly!

Quizzes

Quizzes may cover any material presented in lectures, labs, or reading assignments. Quizzes will be announced at least one week in advance, and quizzes are “open notes.”

Final Project

Each student will be required to submit a presentation quality scale drawing of a campus property that will show accurate placement of boundary lines, buildings and structures, landscape features, utilities, and contour lines. The final drawing will be a cumulative representation of lab exercises conducted throughout the semester. Though students will work collaboratively throughout the process, each student is responsible for submission of a final project. This assignment will be discussed in greater detail throughout the semester.

In the event of a class cancellation on the date due, projects will be due the next day that the college is open.

Exam

The final exam will be held on Wednesday Dec. 13, and may cover any information presented in lectures, labs, or reading assignments. The exam will also ask students to demonstrate various skills learned throughout the semester. Like the quizzes, the final exam will be open notes.

In the event of a class cancellation on this date, students’ final grades will be calculated without the final exam.

Attendance

Given the amount of material covered each week, regular and punctual attendance is essential to success in this course. You will be quizzed and tested on material covered in lectures, and labs; consequently, poor attendance will be reflected in the grade you receive for the semester. Absences will also negatively impact your team’s ability to complete assignments efficiently and in a timely manner. Missing more than 2 classes will result in a 10 point deduction from your final grade percentage for each subsequent absence. Missing more than 1 hour of any class meeting without instructor’s prior approval will be considered an absence. If regular attendance is going to be a problem, make an appointment with Cheryl to discuss your future in this course.

GRADING	Lab / HW assignments	20 pts. ea.
	Quizzes (2)	50 pts. ea.
	Final Project	100 pts
	Final exam	100 pts

Late Work

Late work will be penalized 2 points per day, including weekends. This means that waiting until the next class to hand work in will result in a 14 point penalty (of 20). Email it to me, fax it to me, mail it to me (I’ll go by the post mark). Better yet, hand work in on time. Since many assignments in this course build on work completed the previous week, submitting late work can have a snowball effect.

SEMESTER GRADES will be determined by the total points earned divided by those assigned, and will be based on the following:

93-100	A	78-79	C+
90-92	A-	73-77	C
88-89	B+	70-72	C-
83-87	B	60-69	D
80-82	B-	0-59	F

MATERIALS

Graph paper (5 or 10 / in.)	*Drafting tape / dots
<i>Engineer's</i> scale rule (in 10ths)	*Flexible curve
Protractor	*Mailing tube
Drafting compass	*T-square
Clipboard	*Triangle (45 ⁰ and 60 ⁰ or adjustable)
Notebook (waterproof paper recommended)	*Velum
Calculator	*Measuring tapes (35', 100')
Drafting pencils (0.3H, 0.5HB, 0.9B)	*Hand held compass
*Eraser shield	Foul weather gear

(* Optional)

NOTE: Many of the items on the above list will be useful in HORT 290 next semester.

Communication

All course and college communications should be done using your SMCC email account. If I need to contact you I will use your SMCC email address only. If you choose to do so, you can have your SMCC email forwarded to your personal email account.

Tips for success in this class

- Attend all lectures and labs
- Stay current with assignments, readings, and labs
- Complete and submit all assignments on time
- Take efficient lecture notes. Revisit notes after class to fill in / clarify as needed. Remember: all quizzes and exams are "open notes."
- Utilize *all* of lab time to complete lab assignments
- Review lecture notes, reading notes, and labs regularly and before tests and quizzes
- Be organized: keep all returned work for regular review
- Budget for 4-6 hours of study / homework per week
- Schedule team time outside of class
- Participate! Use the equipment; practice the skills
- Ask for help if you need it when you need it. Don't wait too long

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM

following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

Cell phones silenced during class, please!