

# Undergraduate Student Handbook

This handbook was prepared to assist undergraduate students who are entering the Department of Botany and Plant Pathology at Oregon State University. Here you will find information on services and facilities that are available to you, requirements for degree programs, and departmental policies pertaining to undergraduate students.

This handbook is not an official document of the University, however, and students are advised to refer to the [Oregon State University General Catalog](#) for complete information on policies of the University and specific requirements for undergraduate degrees.

We hope that you will read through this handbook and keep it as a reference to help answer questions you may have during your stay at Oregon State University.

This handbook was prepared with the help of faculty members and current undergraduate students.

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## **General Information**

The Department of Botany and Plant Pathology (BPP) consists of approximately 60 faculty members, 60 research and classified staff members, 50 graduate students, 50 undergraduate majors in botany, and 28 emeritus faculty. The faculty represents a broad spectrum of research and teaching interests and includes several scientists from such federal agencies as the U.S. Department of Agriculture and the U.S. Forest Service.

With the exception of the Federal labs and Branch Station locations, the department is housed at the north end of campus in Cordley Hall. The departmental offices, mailroom (Cordley 2067), seminar and coffee room (Cordley 2087), are primarily located in the western side of the building.

The department office (Cordley 2064) is open from 8:00 a.m - 12:00 and 1:00 - to 5:00 p.m., Monday through Friday. The [staff](#) can answer most questions that you might have or help you find the answers. Otherwise please see your advisor.

Hot water is available for drinks, and there is a microwave, in the seminar/coffee room (Cordley 2087).

There is an [Undergraduate Notice Board](#) in the coffee room (2087) for notices about meetings, jobs, research opportunities, the Undergraduate Botany and Plant Pathology Club and on which students may also post their own notices on academic related topics.

### **Department web site**

Information about the department, including its faculty, courses, seminar program and much more, can be found at our web site: <http://bpp.oregonstate.edu>

### **When You Arrive**

Visit the BPP main office (Cordley 2064) to let the department know that you are here.

Please sign up for an e-mail account. You can set up your account from any computer connected to the internet. Go to <http://www.onid.orst.edu> and click on "Sign up for ONID". You will then be prompted to enter your OSU ID number and General Access Pin Number (GAP). Give your e-mail address to the department office so that we can use e-mail to contact you with information about advising, course changes, scholarship and job opportunities, and club and social events. Your advisors and professors read their e-mail regularly; you may use it to contact

them. The Milne Computer Center is open 24 hours a day and there are several other student computer labs on campus.

## **Registration**

The general catalog is [online](#). Students may register for the fall quarter during the week preceding the first day of classes, if they have not already done so, the previous Spring (students can preregister for winter and spring quarters) or during Summer orientation. Students register for classes via the [OSU web](#). New students should contact their advisor to help plan their class schedule. A PIN number is needed to register for classes. A new PIN is assigned every term. You can see your advisor if you lose your PIN, and you will need to receive a new PIN from you advisor to register for classes for the following term. A PIN is not required for Summer Term classes.

## **The Memorial Union (MU) and OSU Book Store**

The OSU Book Store is located at the east end of the Memorial Union (MU) (center of campus). The lower level sells books (your student I.D. card will net you a discount on all books) and has a check-cashing service, a post office, and drop boxes for utility bills. The main floor sells supplies, gifts, etc. They also sell computers, printers, software and supplies, often at educationally discounted prices.

The MU also has conference rooms, study rooms, a lounge, several eating places, a ride-sharing board, a for-sale/for-rent/roommate-wanted board, a bowling alley, pool room, convenience store, etc.

## **[Life in Corvallis](#)**

### **Tips for Getting Around**

On the east end of the campus, the streets running north and south are numbered away from the Willamette River (1st, 2nd, 3rd street, etc.). Avenues running east and west are named in chronological order of U.S. Presidents (Washington, Adams, etc.). Monroe Avenue is the dividing line between NW and SW Thus, 202 SW 2nd Street would be two blocks south of Monroe. Northwest Corvallis does not have a systematic naming of streets, although N-S streets are mostly numbered in order.

## **Housing**

A variety of housing is available within walking or biking distance from campus. Furnished and unfurnished apartments, houses, and mobile home parks are available. Costs are from about \$750 for two-bedroom apartments, single occupancy is generally more expensive. Residence hall accommodations, including room and board, are available during the academic year and the rates can be found at this [page](#). The University also offers some Student Family Housing with rates starting at about \$500 per month. Additional information is available from the [Department of](#)

[University Housing and Dining Services](#). However, there is generally a 1-3 year waiting list for Student Family Housing.

The housing situation in Corvallis is tight and you should find a place as early as possible. For complete information, check the local newspaper (Corvallis Gazette-Times) and the University Housing Office (102 Buxton Hall; 541-737-4771).

### **Department and University Forms**

Inquire in BPP Main Office about Key Requests (if you are employed in the department), After Hour Permits, [Computer Authorization Access](#), Motorpool Authorization forms.

### **Utilities and Services**

City of Corvallis Water Dept  
501 SW Madison  
Phone: 541-766-6949

Century Link (telephone, internet service)  
Phone: 1-800-475-7526

Comcast (telephone, cable, internet service)  
Phone: 1-888-824-8264

Pacific Power and Light  
207 SW 6th St  
Phone: 1-888-221-7070

Consumers Power, Inc.  
6990 SW West Hills Rd  
Phone: 541-929-3124

Corvallis Disposal (Allied Waste)  
110 NE Walnut Blvd  
Phone: 541-754-0444

Northwest Natural Gas  
1970 14th Ave SE  
Albany, OR 97321  
Phone: 1-800-231-2986

Corvallis Gazette Times (daily newspaper)  
600 SW Jefferson  
Phone: 541-753-2641

Emergency (Police, Fire, Ambulance)  
Phone: 911

## **Transportation**

A car is often more trouble than it's worth around campus. If you must drive, a student parking permit may be purchased at registration or at the Parking/Traffic Office (located at Adams Hall). This permit allows you to park in student areas. Parking permits range from one day to a full year. A better solution is to get a bicycle. Corvallis is relatively flat and well-suited for bicycling. **Register your bicycle for free with Campus Security at the Public Safety Building.** Bicycles are often recovered after they were stolen and the registration will help to get it back to you. Keep your parked bicycle locked at all times. There is a free campus shuttle bus which leaves approximately every 15 minutes from many stops around campus in the north and south route, the complete route takes about 15 minutes. You can ride the *Corvallis Transit System*, FREE; schedules are available next to the MU Business office.

## **Used Furniture and Household Items**

Check "[craigslist](#)", the OSU Folk Club Thrift Store (corner of Jackson and NW 2nd St.), The ARC Resale Corner (928 NW Beca Ave, 541-754-9011), Goodwill (1325 NW 9th Street, 541-752-8278) and garage sales. Also check the local Yellow Pages for rental furniture. The "Barometer" classified section is also a useful source of items.

## **Voter Registration**

To vote in Oregon, you must be a United States Citizen, 18 years old, and be an Oregon resident. You must be registered to vote at least 20 days before an election. Registration forms may be obtained at most banks, the Benton County Courthouse (120 NW 4th St.), and the DMV Office (870 NE Circle Blvd). You can register by mail. (Benton County Director of Records & Elections: 541-757-6756 or Linn County Clerk: 541-967-3831). You can also register online <http://www.oregonvotes.org/pages/voterresources/regtovote/index.html>

## **Oregon Driver's Licenses**

Licenses are available at the Oregon Division of Motor Vehicles (541-757-4191) located at 870 NE Circle Blvd. Drivers with valid licenses from another state must take the written and eye tests. If you pass the written test, you get your license the same day. Out-of-state students should apply for an Oregon license as soon as they establish a residence. Students without a valid drivers license from a U.S. State or Territory, or Canada, are required to take a written, road sign/vision, and a behind the wheel drivers test to receive an Oregon license. The behind-the-wheel drivers test requires an appointment and a vehicle to take the test in. New drivers must present a legal document with their full name and date of birth on it and evidence of Oregon address (e.g. bank statement). Your Oregon Drivers License is valid for four years.

## **Recreation**

There are ample opportunities for recreation in and about the Corvallis area. The Cascade Mountains and associated opportunities for skiing, hiking & fishing are approximately 60 miles east of town, and the Pacific Ocean is approximately 55 miles west. Locally, there is a bike path along the Willamette River, hiking trails in McDonald Forest, Mary's Peak for an excellent view of the valley, and Avery Park for picnicking. On campus, there are gyms and the Dixon Recreation Center. The Outdoor Program rents camping equipment, canoes, etc., and organizes many trips during the year. Many members of the department are avid joggers, racquetball players, tennis players, backpackers, cross-country and downhill-skiers, swimmers, canoers, etc. It is beyond the scope of this manual to mention all of the recreational opportunities, but seek and ye shall (probably) find. The Undergraduate BPP club schedules several trips each year.

## **Health**

The Student Health Center located in the Plageman Building (across from Weniger Hall) has MD and LPN services, pharmacy, etc. Phone 541-737-9355 for more information. The quarterly health fee makes most practitioner visits available for students without charge.

The Benton County Health Department (541-766-6835) and the Benton County Mental Health Clinic (541-766-6835), both located at 530 NW 27th Street, provide a number of services (including required vaccinations) on a sliding scale fee basis. Call for appointments.

## **Counseling/Community Resources**

A number of University counseling services are available to students and their families. These include the Counseling Center (Phone 541-737-2131) for personal, educational-vocational, and marriage counseling. An appointment is necessary and there is a nominal fee after the first six visits. There are also Student Legal Counselors (free) in the MU Student Activities Center, who can help, especially in landlord-tenant disputes. The Women's Center, located in the Benton Annex (541-737-3186) offers support for both men and women students.

Community Outreach, Inc. offers a number of emergency services. Call 541-758-3000 for more about programs and eligibility, or stop in at Sunflower House, 128 SW 9th Street (between Monroe and Madison). Many of their programs have restrictions, so call first to find out the requirements. Community Outreach does a good job of providing information and referring questions/clients to the right resources, so do not hesitate to call if you have a question.

The Center Against Rape and Domestic Violence provides counseling and support services including crisis intervention and temporary shelter for victims of abuse. For information call 541-758-0219 (office) or 541-754-0110 (hotline).

The Barometer is the free student newspaper, published Monday through Friday, which can be picked up at several locations on campus.

The Guide to Student Life is a very useful resource containing information about many services, organizations, and activities. It is updated annually and available at the Student Events and Activities Center located in Memorial Union 103.

## **Financial Aid**

Information is available on the [OSU web page](#). Observe deadlines! Seek help from that office early if you have any questions.

## **Banking**

OSU Federal Credit Union. The main office of this member-owned, non-profit cooperative financial institution is located a 5 minute walk from Cordley Hall, at 148 NW 25th St. (541-714-4000) with a branch in the Commerce Building at 1980 NW 9th St, a branch on Main St. Philomath, and another across from the Target Store at the Heritage Mall in Albany.

Checking accounts are free of charge. There is a charge for overdrawing your account but you can arrange for over-draft protection. You can have your OSU payroll check direct-deposited into your Credit Union account. Savings accounts earn competitive market rates.

The Credit Union has Visa Debit Cards that you can use (free) at ATM's located outside the main office on NW 25th Street, in the MU on the OSU Campus, at Win Co Foods in the Timberhill Shopping Center, 1980 NW 9th St, at Starbucks (downtown at 3rd & Madison), First Alternative Grocery on 3rd and 29th Streets, and Bookbin on 3rd St. Cards can be used in most ATMs (free in the CO-OP network, or with a small charge).

The Credit Union offers a no-fee Notary Public, minimal-fee Thomas Cooke Traveler's checks (very useful when going to scientific meetings), minimal-fee Western Union Commercial Money Orders, and a bulletin board for member use. Financial counseling is also available for those who have spent more than they have earned or if you can't figure out what to do with excess money.

In addition, the Credit Union offers a Phone Access Teller (PAT) System, which you can use to check on cleared checks and account balances, and to transfer funds from one account to another. PAT is available at 541-714-4140. They also offer access to your account via your home computer. This system is called the Personal Branch. Check with the Credit Union on how to access Personal Branch.

To open new accounts, go to the lobby in the Credit Union's main office. For more information on other services such as consumer and mortgage loans, IRA's and certificates of deposit, call the Credit Union at 541-714-4000.

Other Local Banks are Bank of America, Citizens Bank, Key Bank, Umpqua Bank, U.S. Bank, Chase, Wells Fargo, as well as several Federal Savings & Loan Associations. Most of these have facilities in Corvallis, Philomath and Albany.

# Undergraduate Botany and Plant Pathology Club

The Undergraduate Botany and Plant Pathology Club is a good way for students to become involved in their major Department early on in their time at OSU when many of their courses are not in Botany.

The club organizes field trips, fund raisers and social events. Past trips have included the McDonald Forest, Japanese Gardens in Portland, and the Oregon Garden at Silverton. Fundraising throughout the year, including bake, book and cup sales, goes towards a more adventurous Spring Break Trip (e.g. southern Oregon river valleys, Malheur Field Station, northern California Redwoods, and Death Valley, CA). The department provides partial support for most club trips.

Please contact the Club sponsor, [Dr. Bruce McCune](#), if you are interested in becoming involved.

Officers for 2012/13 are:

President: Jamie Coggins  
Vice President: Laura Benton  
Secretary: Blanca Lewis  
Treasurer: Kim Wessler  
Event coordinator: Shannon Fraser  
Greenhouse supervisor: Nikolas Gianopulos

Also of interest:

[Life Sciences Club](#)

[Ecology Club](#)

## Advising Guidelines for the Undergraduate Major in Botany

These guidelines provide explanation for the form "Program for Botany Majors". Requirements change from time to time. Generally, a student may choose to fulfill either those requirements that applied when the student entered OSU, or the new requirements. Check with your advisor to be sure in specific cases. We will try to keep you informed via e-mail of changes that might allow you to graduate earlier than with existing requirements. Keeping a copy of the requirements given you when you entered will be helpful.

BACCALAUREATE CORE COURSES:

**Skills:**

1. Courses that fulfill Writing II, III are listed in the OSU General Catalog, the College of Science student handbook that you received as a new student, and the quarterly Schedule of Classes.
2. Math courses required for the Botany major will fill this requirement.
3. See the back side of the Botany Program sheet for a list of Writing Intensive Courses (WIC) courses accepted for the Botany major.

**Perspectives:**

1. The 3 science items are automatically fulfilled by courses required for the Botany major.
2. The 5 liberal arts areas are fulfilled by any one of the courses for each area listed in the General Catalog and the Schedule of Classes. Notice also the requirement that you can use only 2 courses from a single department to fulfill this group of 5.

**Synthesis:**

1. Courses that fulfill these requirements are listed in the General Catalog and the Schedule of Classes.
2. Check the list of Synthesis courses against the list of possible WIC courses on the back of the Botany Program sheet. Any acceptable WIC course that is also on the Synthesis list will fulfill both requirements with the single course. This may save your taking one course.
3. Note that synthesis courses must come from different departments.

**BOTANY CORE COURSES:**

1. **Biology**-If you have had a year of only general botany, or a year of college level biology that did not require chemistry, we will accept that for credit, but we will ask you to take at least one further course to strengthen your general biology training; discuss with your advisor what would be the most effective way to strengthen your training. If you have had botany only, we ask for a course in zoology or entomology.
2. **General Chemistry**-If you have had chemistry in high school, and do not have serious problems with math, take the CH 2xx sequence. If you experience problems in the 2xx series, you may change to the 1xx courses. If you get less than a C in chemistry (or another course that is part of a sequence), consider retaking the course before proceeding further in the sequence. Complete your chemistry early! It is prerequisite to both organic and biochemistry.
3. **Mathematics**-For students whose placement test scores do not allow them to take the required courses directly, MTH 251 requires one more prerequisite (MTH 112) than do MTH 241, 245.

MTH 251, 252 serve as prerequisites for further math courses and may be required for graduate study in some areas of botany and related subjects. MTH 241, 245 are not accepted as prerequisites to further study in mathematics. If you are sure you want no further math and do not plan to attend graduate school, MTH 241, 245 will be adequate.

#### 4. **Biochemistry-**

a. BB 350 alone is sufficient for graduation.

b. BB 450, 451 is the sequence required for the Biology major and for some Botany options. The sequence will fulfill our requirements, but 450 alone will not. BB 450, 451 together cover the same subjects as the 350. If you are planning to go to graduate school, BB 450, 451 may be a better choice.

5. **Physics:** You may wish to take this after math and chemistry requirements are fulfilled. Some students find it convenient to complete physics at a community college or in summer.

#### 6. **Required BOT courses:**

a. You can take the following without prerequisites beyond BI 213: BOT 321, 413, 416, 461, 465

b. Complete BOT 321 before taking BOT 341

c. It may help if you complete biochemistry before taking BI 311 and BOT 331. However, students who have done well in chemistry should have no major problems taking BOT 331 before biochemistry.

d. You may select any one of the four courses that cover non-vascular plants: BOT 416 Aquatic botany, BOT 461 Introductory mycology, BOT 465 Lichens and BOT 466 Bryophytes.

e. The usual scheduling for required Botany courses is (but check a current Schedule of Classes to be sure):

Fall: BOT 331, 341, 350, 341, 416, 461, BI 311

Winter: BOT 413, BI 314

Spring: BOT 321, 331, 341, 465, BI 311, 314

7. **Writing Intensive Courses.** Some of the acceptable WIC courses fulfill a synthesis requirement, and, if so, a single course can be used for both requirements, Synthesis and WIC. The HSTS courses are not all taught every year; inquire before planning which one to use.

8. **Other recommended courses:** Students interested in ecology and plant pathology should consider CSS 305 Principles of Soil Science.

9. Other BOT courses: You are welcome to select as electives any additional 400-level BOT course for which you have the prerequisite. See the Schedule of Classes for the current listing; note, however, that not all courses listed in the catalog are offered every year.

10. Other ways to earn academic credit in Botany: Also consider attending Botany seminar for 1 hr credit (BOT 407); the advantages for working closely with Botany faculty in some area of interest to you, for credit as Reading and Conference (BOT 405) or as Research (BOT 401); and the opportunity to earn credit related to work experience outside the university in BOT 410 Internship. You may also receive academic credit by serving as a teaching assistant in a course you have completed.

11. If you wish to include summer session in your education, plan to take chemistry, mathematics, physics or genetics then. Statistics and Microbiology are often available. None of the required BOT courses is offered during summer but research and internship credits are; see your advisor if interested in summer enrollment. See a current summer session catalog for course availability this year. You may also use courses from a community college to meet some requirements for OSU; check with your advisor if you plan to do so, as advisors have access to a list of course equivalencies for OSU and all community colleges in Oregon.

## GRADUATION CHECKLIST

Most students, especially transfers, will take longer to fulfill the upper division hours (60 total, 24 major) than the total hours requirement. Carefully count the upper division hours in your record and your planned program. If you will have less than 60, select upper division baccalaureate core courses that will increase your upper division hours. Otherwise you will have to take enough upper division electives just to accumulate the 60 hours.

Completing the Botany major requirements as listed will automatically provide you with the necessary 24 upper division hours in the major. This occurs because we count BI 311, Genetics, as major hours for the Botany major, and, when taken as an alternative to BOT 350, MB 302 is counted as a major course.

Note that we cannot accept any required science course taken for an Satisfactory/Unsatisfactory grade.

### When to consult your advisor:

-IF YOU HAVE QUESTIONS ABOUT YOUR ACADEMIC PROGRAM OR ENCOUNTER PROBLEMS THAT YOU NEED HELP SOLVING, SEE YOUR ADVISOR.

-If you think that you cannot maintain a C average for a term, talk to your advisor about withdrawing from a class you are failing before the deadline for withdrawals, in order to avoid academic warning or probation.

-We suggest that you make out a tentative course schedule to cover at least the next two years of classes. AFTER YOU MAKE OUT A SCHEDULE, HAVE YOUR ADVISOR CHECK IT.

-Your advisor may be able to help you with career planning, graduate school information and application, employment in the department, and finding sponsors for Research or Reading and Conference credit.

-Your advisor can help you find the most appropriate place on campus to go with concerns about physical and mental health, employment, financial aid, and learning or writing problems.

## Undergraduate Advisors

[Richard Halse](#) Cordley 1042 7-5297

[Ken Johnson](#) Cordley 3046 7-5249

[Aaron Liston](#) Cordley 4086 7-5301

[Joey Spatafora](#) Cordley 4092 7-5304

## Undergraduate Research Opportunities

### Research with Faculty

Undergraduate students can earn upper-division credit for participation in research projects in the laboratories of individual faculty members. For this purpose, you need to obtain approval to enroll for BOT 401 (Undergraduate Research) credit. Arrangements for 401 credit must be made with individual faculty members prior to registration. Two to three hours of effort per week usually translates into one research credit (either graded or non-graded).

Several members of the faculty of the Department of Botany & Plant Pathology are stationed off-campus at agricultural research centers around the State, and the Department also includes a number of courtesy faculty who work for government agencies (USDA, ODA, EPA) and are stationed at laboratories in Corvallis. In these cases, opportunities are available to obtain either research credit (BOT 401) or internship credit (BOT 410 credit). Internship credit is given for participation in various types of supervised work activities that contribute to professional training. As in the case of research credit, arrangements of BOT 410 credit must be made prior to registration. For further information about internship programs, including opportunities other than those indicated here, contact Dr. Richard Halse (737-5297, [halserr@science.oregonstate.edu](mailto:halserr@science.oregonstate.edu), Cordley 1042).

See our full list of [faculty](#) with brief descriptions of their research areas and contact information. If you are interested in a research experience, you are encouraged to contact the particular faculty members working in your area of interest.

## Summer Scholarship Opportunities

Available, through application in March each year, is [The Ernest and Pauline Jaworski Fund for Summer Research Experiences for Underserved Undergraduates in Plant Science](#).

The [OSU HHMI \(Howard Hughes Medical Institute\) Summer Undergraduate Research Program](#) for research in the biological sciences provides scholarships available by application due in March each year.

## Additional Opportunities

### CONNEX - connecting undergraduates to OSU research opportunities

[CONNEX](#) promotes research to enhance undergraduate education by assisting students in finding research opportunities at OSU.

Opportunities for undergraduate research experiences are also available in other venues. The National Science Foundation sponsors a number of summer training programs through the NSF Research Experiences for Undergraduates Program. These programs are available at a number of universities across the nation, and financial support in the form of tuition and stipends may be provided. For further information on the opportunities available check the [NSF program](#) page.

See also: OSU Research Resources, [Undergraduate Student Research Opportunities](#)

## Scholarships

The Department of Botany and Plant Pathology is in the College of Agricultural Sciences (CAS). CAS offers numerous scholarships both for incoming (freshman) students and those already here. Scholarship application for all CAS Scholarships usually starts in December or January for the following academic year. You will be notified via email when to apply for these scholarships. The Department of Botany and Plant Pathology awards a few Scholarships using the same application and process as for the CAS Scholarships.

We also offer [research scholarship opportunities](#). All Department undergraduate scholarships are listed on our [flyer](#).