

BIOL 1411

INTERNET BOTANY COURSE INFORMATION

BIOLOGY DEPARTMENT

DIVISION OF ARTS AND SCIENCES

SOUTH PLAINS COLLEGE

INSTRUCTOR: REBECCA ZAMORA

BIOLOGY 1411
BOTANY

INSTRUCTOR: Rebecca Zamora

E-Mail Address: rzamora@southplainscollege.edu

Blackboard Website: <http://southplainscollege.blackboard.com/>

OFFICE: S133; Office located on Levelland Campus in the Science Building

OFFICE PHONE: 894-9611, ext. 2313

OFFICE HOURS: By Appointment

COURSE DESCRIPTION: A survey of biological concepts as applied to the plant kingdom with particular emphasis on morphology, cytology, anatomy, systematics and ecology.

This course is designed to meet the requirements for an Associate in Arts degree and Associate in Science degree as well as requirements for transfer students working toward a Bachelor of Arts or Science degree.

COURSE ACCESS: This course is an online course which means that it is accessed via the internet. Blackboard is used to manage and deliver this course to students. If this is your first time to take a course using Blackboard, I suggest that you visit the online help site at:

<http://help.blackboard.com> then click on **Student** for help within the help site.

In order to access your course a Web browser is necessary.

Firefox is the preferred web browser to support Blackboard. You can obtain a free download at the following website:

www.mozilla.com

Java is necessary to run the quiz program for blackboard. You can obtain a free download for Java at the following website:

<http://www.java.com/en/download/>

Blackboard ID AND PASSWORD: Standard User ID will be first initial, your last name (the first initial will be your name that you have registered under at SPC). All letters are lower case and the last 4 digits of the Student ID (random number assigned by the college). The initial Password will be the Original Campus Connect Pin Number (found on your acceptance letter).

Example: Jane Smith, Student ID number: 123 - 00 - 4567

User ID: jsmith4567

Password: Original Campus Connect Pin Number

All information is lower case with NO spaces.

LOGGING INTO COURSE: Under NO circumstances are you allowed to give your User ID or Password to anyone. If someone, other than yourself accesses this course using your personal ID and Password, you will be immediately dropped from this course with an F.

E-MAIL ACCESS: E-mail access is required to communicate with instructor. Your first assignment is to e-mail instructor with your e-mail address before our first official lab class meeting.

NOTE: If a student does not e-mail instructor by Week 1 of the semester, that student will be dropped from this class.

COMPUTER REQUIREMENTS: Students are not required to purchase their own computer, but must have access to one that meets the specifications for this course. There are computer labs available for student use on our Levelland, Lubbock, and Reese Center Campuses.

The computer must be able to connect to the Internet and allow the student to browse the World Wide Web. **E-mail access is required.**

TEXTBOOK: There are 2 options to purchase the textbook this semester at either the SPC Levelland or SPC Reese bookstores:

Option 1: Purchase the custom textbook, General Botany (Stern's Intro.to Plant Biology) by Bidlack and Jansky + Access code for Connect (Bundled together). ISBN#:9781307018356 Special Designed Fourteenth edition. **Can only purchase this package at South Plains College Bookstore. This package will also include the online e-book through Connect access.**

NOTE: The bookstore will not buy back the custom designed textbook so if you do not want to keep this book, consider OPTION 2 and purchase the e-book. Remember: You can always print a hard copy of any pages from the e-book if you want a hard copy.

Option 2: For those of you that prefer to purchase the e-book + Access code for Connect (Bundled together), the SPC bookstores provide that option. ISBN #: 9781260030136 **This package is only the e-book + Connect; it does not include a hard edition of the textbook.**

Connect is a new web-based program designed by the publisher of the textbook to help students review topics studied in this course. Homework assignments will be assigned through Connect; therefore, **the access code for Connect is bundled with the custom textbook or e-book at South Plains College bookstores.**

Homework via Connect will be assigned weekly during the semester.

LAB MANUAL: Purchase at the SPC Levelland or Reese bookstore. Be sure to purchase lab manual specified for **Zamora** titled: General Botany Lab Manual. Each student is expected to purchase a lab manual and bring it to lab class for proper credit in lab. On some occasions pages from the lab manual will be turned into instructor at the end of lab class. There will be no credit given for lab unless the specific pages from the lab manual are used. In other words, lab work will not be accepted on any other paper. Lab work will not be accepted late (it will be due at the end of lab class when it is collected by instructor).

SCANTRON SHEETS: You will need to purchase 4 scantron sheets from the Levelland South Plains College bookstore for each major exam taken in the semester. All major exams will be taken on certain scheduled lab days throughout the semester. The scantron sheets are **Blue** in color.

LAB CLASS ATTENDANCE: Punctual and regular lab attendance is mandatory. Class roll will be taken at the beginning of lab. Each student is expected to read the text and do assignments pertinent to topics covered for each week before scheduled lab meeting. **Students need to consult with the instructor when an absence occurs.**

The roll will be checked each lab period at the beginning of lab class. If you come to lab late, it is your responsibility to check with your instructor after class to have the absence changed to a tardy. Tardiness to class will not be tolerated. Any Assignments due at the beginning of lab class will not be accepted late. If you are tardy to class, you will not receive credit for assignments due at the beginning of lab class.

When an unavoidable reason for a class absence arises, such as an illness, the student **must** consult with the instructor.

Absences will be documented starting from the first class meeting in the semester. If a student register's late and misses the first lab class, he/she will be counted as one absence.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student will be administratively withdrawn from the course. **In addition, the instructor will initiate a student's administrative withdrawal when the student has missed 3 Friday lab classes in the semester.** (Missing 3 Friday labs in Internet Botany is the equivalent of missing 6 lab classes in a traditional class in one semester).

NOTE: At the time of administrative withdrawal by the instructor, the instructor only has 2 options available; the student will be dropped with an X or "U" (unexcused) if passing or the student will be dropped with an F if failing. **It is better for the student to initiate the withdrawal if possible as students have the option to drop with a W.**

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

COURSE EVALUATION: The course grade will be composed of 4 Major Exams, Quizzes and Homework Assignments given during the semester. Each major exam will be worth 15%. The Final exam will **NOT** be comprehensive. All exams including Final exam will include information covered both in the course content material and lab. (Major exams will be administered during lab class time. Please refer to course calendar on Blackboard for Exam dates.)

Exam I	15%
Exam II	15%
Exam III	15%
Final Exam	<u>15%</u>
	60%
Quizzes	20%
Homework (Connect Assignments)	<u>20%</u>
Total	100%

Homework: You will be able to access Homework assignments using Connect Access via Blackboard. Homework assignments will NOT be accepted late. Students will be allowed multiple attempts for each homework assignment up to the deadline for submission for the homework in order to try for a 100% on each homework assignment. **The lowest homework assignment grade will be dropped at the end of the semester.**

Quizzes: Quizzes will not be accepted late and will cover assigned class material from reading assignments, homework, course content information and lab material. **Quizzes will be administered via the Quiz program on Blackboard.** These will be timed quizzes; a student will be allowed one attempt for each quiz and will have 20 minutes to complete a quiz once logged onto the quiz site. Quizzes are open note and open book. **The two lowest quiz grades in the semester will be dropped.**

Quizzes and Homework Assignments will be on designated days throughout the semester. Quizzes and Homework Assignments cannot be taken late. **Quizzes and Assignments not taken in the semester will receive a grade of zero.**

Final Exam Exemption: If a student has a passing grade of 70% equivalent to a "C" letter grade and has completed quizzes and homework assignments in the semester, they may be eligible for a final exam exemption.

MAKE-UP EXAM POLICY: Students will be allowed to make up only one lecture exam which must be taken the next official lab class period. **Make-up exams are short answer, essay and fill in the blank format. Any additional exams missed will receive a grade of zero.** There will not be a make-up exam for the Final exam unless it is a documented medical emergency. **There are no make-ups for quizzes or assignments; missed quizzes or assignments will receive a grade of zero.**

BEHAVIOR: Classroom/Lab conduct and discipline: Any disruptive behavior (as determined by the instructor) will not be tolerated. Any student exhibiting unacceptable behavior will be withdrawn from the course by the instructor. **Any student that proves to be a danger to themselves or fellow students in a lab setting will be immediately withdrawn from the course.** Students should consult the "Student Guide at South Plains College" and the SPC Catalog for additional, college-wide rules of student conduct.

ACADEMIC DISHONESTY: "Cheating" will NOT be tolerated. If a student is caught cheating, that student will be **withdrawn** from the course. You must do your own work.

DISMISSAL POLICY: A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity, proper safety, and common sense will guide the actions of each member of this class. Any student who fails to perform according to expected standards will be withdrawn from this course.

Disabilities: ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.