

Kristin Bingham
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Department of Biology
South Plains College

BIOL 1411.002 General Botany (4.3.3)

Instructor: Kristin Bingham, Associate Professor of Biology

Contact me:

- ☑ **Office:** Science 85
- ☑ **Office Hours:**
 - Monday 10:00 am – 12:00 pm
 - Tuesday 1:00 pm – 2:00 pm
 - Wednesday 10:00 am – 12:00 pm
 - Friday 9:00 am – 12:00 pm
- ☑ **E-mail:** kbingham@southplainscollege.edu
- ☑ **Office Phone:** (806) 716-2308 – leave a message.
 - Professor may be unavailable from noon on Friday until 7:00 am on Monday as well as on college holidays.

I am available by appointment outside of these hours – please don't hesitate to email me if you would like to schedule a meeting outside of these times.

Course Description: Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce these same concepts to ensure comprehension. (ACGM 2021)

Student Learning Outcomes

Upon successful completion of the Lecture and Lab components of this course, students will:

1. Compare and contrast the structures, reproduction, and characteristics of plants, algae, and fungi.
2. Describe the characteristics of life and the basic properties of substances needed for life.
3. Identify the principles of inheritance and solve classical genetic problems.
4. Describe phylogenetic relationships and classification schemes.
5. Identify the major phyla of life with an emphasis on plants, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
6. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
7. Identify the substrates, products, and important chemical pathways in photosynthesis and respiration.
8. Describe the unity and diversity of plants and the evidence for evolution through natural selection.
9. Compare different sexual and asexual life cycles noting their adaptive advantages.
10. Describe the reasoning processes applied to scientific investigations and thinking.
11. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data. (Lab)
12. Use critical thinking and scientific problem solving to make informed decisions in the laboratory. (Lab)
13. Communicate effectively the results of scientific investigations. (Lab)

Required Course Materials

- Required textbook:
 - Stern's Introductory Plant Biology 15th Edition. Bidlack Jansky ISBN13: 9781260240832
 - **Textbook:** The textbook and resources for this course are available in digital format through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided to students through Blackboard from the first day of class. The fee for the e-book/resources is the lowest price available from the publisher and bookstore

and is included in the student tuition/fee payment. Therefore, students do not have to purchase a separate textbook or access card for this course.

- **E-book features:** Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.
- **Opting out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. Students should check with the instructor for advice before deciding to opt out because Inclusive Access is the cheapest option for most students. Students should also find out whether course work is required in an online platform like *Mindtap* or *Connect*. If so, students who opt out would be required to purchase access to that platform in addition to acquiring the e-book on their own. To opt out of the Inclusive Access e-book/resources, students need to email tfewell4texasbookcompany@gmail.com before the census date. Students must include their first name, last name, student ID number, and the course they are opting out of in the email. Once students have been opted out of Inclusive Access, they will receive a confirmation email. Students who need assistance to opt out should contact the SPC Bookstore. **The Inclusive Access fee will be refunded to students who opt out before the census date for their term of enrollment. The census date for fall and spring is the twelfth-class day.**

POLICIES, PROCEDURES, AND RULES

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog. The instructor reserves the right to make changes to the syllabus and schedule as needed. Students will be notified of changes in class.

Course Content:

- **Blackboard is an important source for course information.** We may occasionally use additional programs (McGraw Hill Connect, EdPuzzle) for activities throughout the semester. Any out of class assignments will be listed on Blackboard and linked from Blackboard.
- **Google Chrome is the preferred browser for use with Blackboard and will be REQUIRED if exams must be taken off campus.**

Communication Policy:

- For individual communication, please send me an email. I generally respond to emails within 24 hours or less except for weekends and holidays.
- For group communication, I will use **announcements on Blackboard** and send a copy to your email listed in Blackboard. Please be sure this is an email that you regularly access.

Attendance Policy:

- Regular Class Meetings:
 - Punctual and regular attendance is expected for all lecture and lab meetings. Students are expected to be attentive and engaged with the material being presented and the discussions and lab work taking place.
 - Students are required to attend all in person lab sessions. There are no “make-up” labs, you will not be able to make up assignments missed during lab, and I will not accept late work.
 - If you have a valid excuse for being absent, it is your responsibility to notify me, before our scheduled class meeting if possible, so that reasonable accommodations can be made.
 - Any student absent for more than **4 class days** (for any reason) or absent every class period for two weeks may be administratively withdrawn from the class by the instructor with a grade of X.
 - Students are responsible for all material covered during any absence.

- Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X.”

Hazardous Weather Policy:

- South Plains College rarely cancels classes due to weather. Students should plan accordingly to be able to attend all classes and arrive at SPC Levelland safely.
- Announcements concerning cancellations and/or delays are made on local television, radio and on MySPC. Emergency notifications are also made by the college via email, text, and phone call. I will post any delays or cancellations on Blackboard.

Letter Grade	Course Average
A	90 - 100 %
B	80 - 89.9 %
C	68 - 79.9 %
D	60 - 67.9 %
F	0 - 59.9 %

Course Grade Policy:

- The grade for this course will be based on:
 - Four Exams – 60% of total course grade
 - Quiz Average – 20% of total course grade
 - Assignments – 20% of total course grade
- The points you earn on each assignment will contribute to each category as detailed above. At the end of the semester, I will use the grading scale (above right) to assign your final letter grade. There are no curves in this course.

Exam Policy:

- Each major exam will cover material from lectures and labs during the unit. Exam dates are listed on your Course Schedule (check Blackboard).
- Exams may include:
 - Multiple-choice questions
 - Short answer questions
 - Matching
 - True or false
 - Diagrams to complete
 - Structure identification
 - Taxonomy
 - Phylogeny/Resolving classifications
- The Final Exam/Exam 4 will be given according to the SPC Final Exam schedule. The final exam for this course **IS COMPREHENSIVE**.

Quiz Policy:

- Quizzes will be given each class day over the previous meeting’s material. Quizzes grades will be averaged and count for 100 points toward your overall course grade.
- Students who are late to class will not be allowed to take the quiz.

Assignments Policy:

- Assignments include Connect homework exercises, lab submissions, and EdPuzzle videos.

Make-up Policy:

- If you miss a quiz or an exam, you will automatically receive a zero for that grade. You will not be able to make up or retake the missed item. **NOTE:** If you have an extenuating circumstance (i.e. You’re in the hospital, you wake up to a flat tire and are going to be late getting to Levelland to take the exam, etc.) that prevents you from submitting your work on time, please contact me as soon as possible to discuss reasonable accommodations.

Drop Procedure:

- An official drop initiated by the student before the Last Day to Drop (**December 1, 2022**) will result in a W on your transcript. Any drop initiated by the instructor for excessive absences will result in an X grade on the transcript. See the school policy on drops and the limit placed on “unexcused” drops which is available in the General Catalog on the school website. Students can drop a course online by completing the [Student Initiated Drop](#) form.

Student Conduct:

- Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.
 - A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for property, authority, personal honor, integrity, and common sense will guide the actions of each member of this class. Any student who fails to perform to the expected standards will be asked to withdraw from the course or will be administratively dropped from the course by the instructor.
 - Students should respect the academic situation and be considerate of others in the classroom. Late arrivals should seat themselves quietly and without disruption to the lecture. During lecture, students should refrain from talking, eating, or any other behavior that will disturb others, including the instructor. Students should be alert, taking notes and paying attention during lecture, videos and discussions.
- **Electronic Devices**
 - ALL electronic devices should be silenced inside the classroom.
 - If an electronic device rings or vibrates repeatedly during lecture or lab, 5 points will be deducted from the student’s next major exam grade per incident.
 - Phones and smartwatches must be put away during exams. Earbuds should not be worn at ANY time during class.
 - You may NOT record the lectures, labs, or take photos/videos of the instructor without my expressed permission.

Academic Integrity (from SPC Student Guide)

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Plagiarism and Cheating: Students are expected to do their own work on all quizzes and examinations. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

- Plagiarism violations include but are not limited to the following:
 - Offering the work of another as one’s own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.
- Cheating includes but is not limited to the following:
 - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information

during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

Grievance procedure:

- If a student is having an issue with course policies or the instructor, he or she should *first* try and resolve any such problems with the instructor. If the problem is not resolved, the student may proceed to the Biology Department Chair, who can advise the student on how to resolve the problem or direct them to the appropriate office.

Copyright Notice:

- All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (ex. course information sheet, contact information, and any lecture materials). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way. If any course material is found on other websites, this becomes an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

Lab Safety:

- Each student will be informed and trained on the Chemical Hygiene Plan (CHP) for Laboratories at South Plains College during the first weeks of the semester. Each student will be required to (1) acknowledge receipt of this information and (2) to follow all procedures outlined by the instructor and/or staff of South Plains College. Students not complying with any regulation may be removed from the course.

COVID-19 Statement:

- If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.
 - Cough, shortness of breath, difficulty breathing
 - Fever or chills
 - Muscles or body aches
 - Vomiting or diarrhea
 - New loss of taste and smell
- Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
- A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

- Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Diversity Statement

- In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities 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.

Non-Discrimination Statement

- South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

- If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email rcanon@southplainscollege.edu for assistance.