

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/>
(Log in with SPC Username and password.)

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

OFFICE PHONE: 894-9611, ext. 2313

OFFICE HOURS: TUESDAY – 11AM – 2PM
THURSDAY – 11AM – 2PM
FRIDAY – 9:00 - 11:00AM

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.

PREREQUIREMENTS FOR BOTANY: TSI compliant in Reading

COURSE FORMAT: 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.

COURSE ACCESS ON BLACKBOARD: To access your course on Blackboard a Web browser is necessary and required.

SPC Blackboard is used to manage and deliver lecture course content material, quizzes, homework, and lab material to students for this course.

- Daily online assignments and assessments will be due each week of the semester to help students manage the course more efficiently
- Online exams will be scheduled on specific days in the semester
- **Daily Blackboard online participation is required, completion of online assignments/assessments, and blackboard log-in will be documented as part of Attendance.**
 - *NOTE: Logging onto Blackboard and not completing assignments by due date will be documented as an Absence.*

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.

To access this course via SPC Blackboard website, go to the homepage of South Plains College; at the top of the page, you will see a Login for Blackboard. Students will be prompted to enter a User ID and password.

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.

Students need to log onto Blackboard daily during the semester to complete course work.

- *Logging onto Blackboard and not completing assignments and/or assessments that are due for submission will be documented as an Absence.*
- *Missed assignments and assessments will receive a grade of zero*

SPC E-MAIL ADDRESS: Use of your SPC E-mail address (outside of Blackboard) is required for this course. Your SPC E-mail address assigned to you by the college is required to communicate with instructor. If Professor Zamora needs to send the class an email, it will be sent to the student assigned SPC email account.

If you have never accessed your SPC email address, go to the homepage of South Plains College, scroll down the page, and **click on Webmail (students), enter your username and password to access your SPC email account.**

Students need to check their SPC email address daily during the semester.

NOTE: Each student is required to know how to access their **SPC email address** by **Week 1** of the semester. Professor Zamora must be able to communicate with students if there is an emergency or Blackboard is not available due to technical failure.

COMPUTER REQUIREMENTS: Students must have access to a functional computer **daily** in the semester that meets the specifications for this course. Students cannot be without a functional computer for even one day in online botany.

A student that does not have access to a working computer will not be an acceptable excuse for missed online assignments, lab assignments, quizzes, or exams online.

- 1) **The computer must be able to connect to the Internet and allow the student to browse the World Wide Web.**
- 2) **Allow Pop-ups so that Blackboard will run correctly.**

COURSE MATERIAL REQUIREMENTS:

- 1) **TEXTBOOK plus CONNECT: Required.** Plant Biology by Bidlack and Jansky is bundled with web-based Connect Program by McGraw-Hill Publisher. Connect access to the Botany digital textbook, Connect Homework, and Connect Virtual Labs is included in student tuition/fee payment through SPC Inclusive Access Textbook Program and can be accessed through Blackboard on Day 1 of the semester.

NOTE: If you are prompted to pay for Connect access to the Botany digital textbook, Connect homework or Connect virtual labs when logging onto Connect, contact Instructor immediately.

McGraw-Hill Connect Program is Bundled with Textbook: Connect is a new web-based program designed by McGraw-Hill Publisher of the textbook to help students review topics studied in this course. Homework will be assigned weekly on Connect and some virtual lab assignments will be assigned through McGraw-Hill Connect Program.

Note: Connect Access to the Botany Digital Textbook, Connect Homework assignments, and Connect Virtual Lab assignments are included in the student tuition/fee payment through SPC Inclusive Access Textbook Program.

- Students are required to Register for Connect Access on Day 1 of the semester to have access to the Botany digital textbook and Connect assignments this semester. [Registration Directions are provided on Blackboard]

SPC TexBook Inclusive Access Program: This course is in the SPC TexBook Inclusive Access program, so you do not need to purchase a Connect access code for the Botany digital textbook, Connect Homework or Connect Virtual labs because it has already been included in your tuition/fee payment.

Access to the Botany Digital Textbook on Connect, Connect Homework and Connect Virtual Labs by McGraw-Hill Publisher is made available through Inclusive access program at South Plains College and can be accessed through Blackboard on the first day of class.

The fee for the Botany Digital Textbook and Connect Homework/Virtual Labs 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 an access code** for Connect Access to the Botany digital textbook, Connect access to Homework and Connect Virtual Lab assignments.

- **Opting out of Inclusive Access (TexBook):** Participating in Inclusive Access (Texbook) is not mandatory, and you can choose to opt-out.
- **However; by opting-out you will lose access to the Botany Digital Textbook, Connect Homework assignments, Connect virtual lab assignments and competitive pricing, and you will need to purchase the Connect Access to the Botany digital textbook, connect homework and connect virtual labs on your own as it is required for this course.**
- If you drop the class or opt-out before the opt-out deadline, the Inclusive Access (TexBook) charge for the Botany digital textbook, connect homework assignments and connect virtual labs will be automatically refunded to your SPC account.
- The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.
- **Fall 2023 12th class day/official census date is September 13, 2023**
 - **Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the Botany textbook and Connect access to homework and virtual labs on your own, send an **opt-out email** to **pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / **Phone:** 806-716-2097

- 2) **LAB MANUAL:** Provided free on Blackboard to accompany lab assignments to record data and reinforce lab work completed. **Labs will be conducted online, either on Blackboard or through McGraw-Hill Connect Virtual lab program.** Students will use the lab manual to record lab work then enter data and information into a lab assessment for a lab completion grade.

COURSE ATTENDANCE POLICY:

Students are required to log into Blackboard daily Monday through Friday of the semester for this course to complete lecture lesson course content topics, lab assignments, homework, quizzes, and scheduled exams.

Absences will be documented starting day one of the semester.

- *A missed online assignment or assessment (homework, quiz, lab, exam), will result in a grade of zero for that missed assignment or assessment and will be documented as an absence.*
- *Logging onto Blackboard and not completing assignments and/or assessments by the deadline for submission will be documented as an Absence.*

No LATE work will be accepted unless it is a documented medical emergency.

- *Students need to consult with the instructor when an absence occurs.*

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student will be withdrawn from the course by Professor Zamora with an administrative withdrawal.

Any of the Following Reasons will result in an automatic drop from Internet Botany:

- 1) **Failure to complete and submit 4 lab assignments/assessments in the semester.**
(For example: Missing 4 online lab assignments/assessments is the equivalent of missing 2 weeks of Botany in person lab classes in a Fall or Spring semester).

A student cannot receive credit for a lab science course if they do not complete the lab assignments. Lab is not optional.

- 2) **Failure to complete and submit two consecutive weekly quizzes and/or two consecutive weekly homework assignments.**
- 3) **Students that go more than 7 days without logging into Blackboard will be automatically dropped from Internet Botany.**
- 4) **Failure to complete and submit a scheduled exam in the semester.**

NOTE: At the time of administrative withdrawal by the instructor, the student will be dropped with an X unless the option is not available.

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 Course content Exams (**exams are not optional and the lowest exam grade will be dropped**), Lab assignments and assessments, Quiz grades, and Homework Assignment grades given during the semester. Every assignment, assessment, lab assignment, and exam will be administered on designated days in the semester and will have a deadline for completion.

Major Exams	60%
Quizzes	15%
Homework (Connect Assignments)	10%
Labs and Lab Assessments	<u>15%</u>
Total	100%

Exams: All exams will be online and will be timed exams. Exams will include both lecture course content material and lab material. **Each exam will be scheduled on a specified day in the semester.**

Homework: Each homework assignment will be worth 10 points. **The average of the homework grades will represent 10% of the course grade.** Weekly homework assignments will be administered through Connect access via Blackboard. Homework assignments will **NOT** be accepted late. **The two lowest homework grades in the semester will be dropped.**

- ***NOTE: Students will be allowed multiple attempts for each homework assignment up to the deadline for submission for the homework to try for a 100% on each homework assignment.***

Quizzes: Quizzes will cover assigned class material from reading assignments, homework, course content information and lab material for each quiz topic. **Weekly Quizzes will be administered via the Quiz program on Blackboard.** These will be timed quizzes; a student will have one attempt and 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.** Each quiz will have a deadline for submission and will **NOT** be accepted late. **The average of the quiz grades will represent 15% of the course grade.**

Labs and Lab Assessments: Students will complete weekly lab work online and complete a lab assessment for each lab in the semester. Lab work and Lab assessments will **NOT** be accepted late. **A student cannot receive credit for a lab science course if they do not complete the lab assignments. Lab is not optional.** **The average of the labs and lab assignments will represent 15% of the course grade.**

Quizzes, Lab assessments and Homework Assignments will be on designated days throughout the semester.

NOTE: Quizzes, Lab assessments, and Homework Assignments not taken in the semester will receive a grade of zero and result in an absence.

GRADING SCALE FOR COURSE EVALUATION:

Your end of course percentage grade will be tabulated based on the following grading scale:

STANDARD SCALE

90 – 100 = A

80 – 89.5 = B

70 – 79.5 = C

60 – 69.5 = D

59.5 and below = F

MAKE-UP EXAMS: *Students will be allowed to make up only 1 scheduled exam in the semester only if it is a documented medical emergency.* Please contact Professor Zamora within 24 hours of the missed scheduled exam about such emergencies and **Consult with Professor Zamora for a missed online exam and provide medical documentation for missing a scheduled exam.** Students must also provide some form of proof to verify the emergency. **Missed exam must be taken within 3 days of the date scheduled.**

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 may be asked to withdraw or be dropped from the class by the instructor.

ACADEMIC DISHONESTY: "Cheating" will NOT be tolerated.

Students are expected to do their own work on all projects, assignments, examinations, and papers. 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:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct 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. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Any student who fails to perform according to these expected standards will be withdrawn from this course.

Intellectual Exchange Statement

In South Plains College courses, the instructor 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 intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities: 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, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

Nondiscrimination Policy: 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 Health and Wellness Center. 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 Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.