

## **BIOL 1311: General Botany**

Class: 3 Semester Credit Hours

Biol 1311.101 Tuesday/Thursday 9:30 - 10:50

Biol 1311.102 Tuesday/Thursday 11:00 - 12:20

## **BIOL 1111: General Botany Lab**

Lab: 1 Semester Credit Hours

Biol 1111.101 Tuesday 1:00 - 3:20

Biol 1111.102 Thursday 1:00 - 3:20

Clarendon College  
Division of Science and Health  
Course Syllabus  
**Fall 2024**

**Instructor:** Mrs. Rachel Randall

**E-mail:** [rachel.randall@clarendoncollege.edu](mailto:rachel.randall@clarendoncollege.edu)

Office Hours: Childress campus Mondays 1:00 pm - 5:00 pm; Clarendon campus Tuesdays and Thursdays 8:00am - 9:30 am

Virtual Office Hours: Wednesday 1:00 pm - 5:00 pm. and Friday 8:00 am - 11:00 am. Contact me through email or Open LMS to set up zoom meetings.

**The “Messages” feature within the online platform or email is the main method you should use to contact me.** I will make every effort to check the course website every weekday and respond to your message requests within 24 hours on business days.

### **Instructor's Plan for Regular and Substantive Interaction**

The student can expect timely and frequent interaction with the instructor throughout the course. Each assignment will have a due date on the calendar, syllabus link, or within the module. The instructor will communicate with the student using email, announcements, discussions, assignments, office hours, and/or virtual Zoom meetings. The student can expect instructor-initiated posts, replies, and/ or follow-up questions on discussion boards, individualized feedback on assignments, live Zoom discussions or meetings, and/or announcements focused on the course content. The instructor will respond to learner inquiries or requests for assistance within two business days and provide feedback on assignments within 7 days of the due date.

The information explaining how to log into your course website can be obtained by going to Clarendon College's home page and clicking on the drop-down menu Portal Login then clicking on Online Classes. On that page, click on the link “Click here to login to Online Courses.” If you have any difficulty logging in, email our help desk at:

[administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu)

### **Required Enrollment Verification Activity**

This activity is a “Course Contract” that explains you understand and will abide by my class policies as explained in the syllabus. It is located in the Class Orientation section of your course.

Students who fail to complete the Syllabus Agreement EVA (Enrollment Verification Activity) by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College's home page.

**BIOL 1311 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. (This course is intended for science majors.)  
Pre-/Co-requisite: BIOL 1111 General Botany Lab

**BIOL 1111 Course Description:** This laboratory-based course accompanies Biology 1311, General Botany. Laboratory activities will reinforce 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. (This course is intended for science majors.) Pre-/Co-requisite: BIOL 1311 General Botany

**Statement of Purpose:** General Botany partially satisfies the requirements for the Associates Degree at Clarendon College and is designed for transfer to a senior college.

**Required Instructional Materials Supplies:** There are no required texts in this course. Material is posted in your Open LMS course and discussed in class and lab. It is essential that you attend both the class and lab regularly. If you wish to purchase a text for reference, I recommend Stern's Introductory Plant Biology 15th Edition by Bidlack, Jansky, and Stern, ISBN-13: 978-1260571042 and Laboratory Manual for Stern's Introductory Plant Biology, 15th Edition by Bidlack, ISBN-13: 978-1260488630.

**Recommended Readings:** • The Botany of Desire: A Plant's-Eye View of the World by Michael Pollan. Topics in this book will be discussed in class lectures. ISBN-13: 978- 0375760396

**Methods of Instruction:** This course will utilize readings, PowerPoint presentations, forum discussions, audio-visual materials, and lab instruction.

**Student Rights and Responsibilities:** Student Rights and Responsibilities are listed on the College website at: <http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>

In accordance with recommendations from the Texas Higher Education Coordinating Board, all life and physical science courses at Clarendon College will address the following core objectives:

- **Critical Thinking Skills** – including creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** – including effective written, oral, and visual communication.
- **Empirical and Quantitative Skills** – including application of scientific and mathematical concepts.
- **Teamwork** – including the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Specific **Student Learning Outcomes** for the class and lab can be viewed from the THECB website at this link: <https://reportcenter.highered.texas.gov/training-materials/lower-division-academic-course-guide-spring-21/>

**Course Expectations:**

- See above stated "Instructor's Plan for Regular and Substantive Interaction"
- Etiquette expectations (netiquette) for all types of communication: You are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. Please be polite and maintain a professional tone in your writing. NO abusive language will be tolerated in this course.

**Computer/Technology Requirement:** This course uses a variety of web resources that require a good Internet connection and an up-to-date browser. The course will have its best appearance and functionality utilizing Mozilla Firefox. Note: If you use your iPad or iPhone to work in this course, download and use Mozilla Firefox to access the course instead of using Safari as your internet browser. Note: To use your **mobile device**, install the **Open LMS app**. Some activities cannot be completed on a mobile device.

You must have the following programs on your computer in order to use and complete these online courses:

- Adobe Reader (to view the PDF type of documents)
- Latest version of one of these internet browsers on your computer: **Mozilla Firefox, Google Chrome, or Microsoft Edge.**
- You must also have access to the **Microsoft Office** program that contains Microsoft Word to view some documents and PowerPoint to view some slideshows. (If you don't already have it on your computer, you can download the free Microsoft 365 available through Clarendon College. Click [these instructions](#) for help downloading it as well as accessing your Bulldogs email.)

**Grading Policies:** You will receive one letter grade for BIOL 1311 and one letter grade for BIOL 1111. Those grades come from the components described below.

**BIOL 1311: General Botany Class**

1. **Required Enrollment Verification Activity (EVA):** Required Enrollment Verification Activity  
This activity is a "Course Contract" that explains you understand and will abide by my class policies as explained in the syllabus. It is located in the Class Orientation section of your course.

Students who fail to complete the Syllabus Agreement EVA (Enrollment Verification Activity) by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College's home page.

2. **Class discussions and presentations will count as 20%** of your final course grade. This portion of your grade

comes from your completion of class discussions and assignments of which some will be posted in Open LMS.

3. **Chapter quizzes and assignments will count as 40%** of your final course grade. Each chapter has at least one quiz. BEFORE you attempt the quiz:
  - a. Be sure to read through all material presented for the chapter thoroughly.
  - b. You may find it helpful to review the included PowerPoints as well as class notes that accompany the chapters.
  - c. Be certain to complete the discussion or activity for that chapter.
  - d. You will only have one attempt for each chapter quiz. Once you begin the quiz, you must complete it within the allotted time.
  - e. No quiz grades will be dropped.
4. **Class exams will count as 40%** of your final course grade.
  - a. The exams will utilize a variety of question formats (objective, matching, multiple choice, true/false, etc.)
  - b. You will only have one attempt for each exam. Once you begin the exam, you must complete it within the allotted time.
  - c. All class exams, including the final, will be weighted equally.
  - d. Each exam covers the material covered since the last exam (not comprehensive).
  - e. No exam grades will be dropped.

#### **BIOL 1111 General Botany Lab**

1. **Required Enrollment Verification Activity**

This activity is a “Course Contract” that explains you understand and will abide by my class policies as explained in the syllabus. It is located in the Class Orientation section of your course.

Students who fail to complete the Syllabus Agreement EVA (Enrollment Verification Activity) by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College's home page.

2. **Lab quizzes and assignments will count as 60%** of your final lab grade.
  - a. There will be **One Attempt** per quiz. Even though these quizzes are open notes; it would be to your advantage to watch the Video, read the Lab Exercise, and perform any required lab activities before taking the quiz.
3. **Lab exams will count as 40%** of your final lab grade.
  - a. You will take a midterm and a final lab exam.
  - b. These exams are equally weighted and non-comprehensive.
  - c. You will only have **One Attempt** on the lab exams. **Neither one will be dropped.** They are closed book.

Grading Scale for the class and lab:

<u>Letter Grade</u>	<u>Numeric Grade</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

**Your official final course grade will appear in your Student Portal.**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Be certain to review the Student Academic Integrity and Classroom Ethics policies in your Student Handbook. You are responsible for both knowing and adhering to these policies. You may access the Student Handbook at this link:

<https://www.clarendoncollege.edu/resources/student%20services/2018-2019%20student%20handbook.pdf>

**Class Policies for 1311 and 1111:**

1. **Attendance Policy:** Regular attendance is mandatory. Failure to attend can result in forfeiture of Financial Aid and failure of the class. For this course, I will submit an attendance report each Monday for the week prior and on the census date.
2. **Make-up work:** Late will not be accepted unless the missed assignment is due to an emergency (with documentation). Allowing a student to make up late work is solely at the discretion of the instructor.
3. **Final Exam:** Students must take a final for each of their academic courses. The schedule of final exam times is published at the beginning of the semester.
4. **Scholastic Honesty:** I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that assignment or exam with no opportunity to make up the zero and may be dropped from the course with a grade of F.
5. **Grievance Policy:** If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.
6. **Accommodations:** REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT: In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874- 4837 / [janean.reish@clarendoncollege.edu](mailto:janean.reish@clarendoncollege.edu) or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.
7. **Nondiscrimination Policy:** Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

8. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned. Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

**The last day to withdraw from this course with a "W" is Thursday August 29, 2024**

# Biol 1311 and Lab General Botany

## Tentative Course Calendar and Outline – FALL 2024

	Lecture Biol 1311	Lab Biol 1111
Week 1 Aug 26 - Sept 1	Last day to add/drop Thurs Aug 29th  Syllabus EVA Verify Identity Video Intro and Chemistry The Nature of Life	Last day to add/drop  Syllabus EVA Lab Safety Microscopy
Week 2 Sept 2 - 8	Cells and Tissues	Microscope Exam Wet Prep-
Week 3 Sept 9 - 15	Roots, Soils and Stems	Mitosis / Roots
Week 4 Sept 16 - 22	Exam 1 Leaves	Leaf lab (stomata)
Week 5 Sept 23 - 29	Flowers, Fruits and Seeds	Setup for c-fern Alternation of Generations
Week 6 Sept 30 - Oct 6	Plant Metabolism	Plant Chromatography
Week 7 Oct 7 - 13	Meiosis and Alternation of Generations	Meiosis
Week 8 Oct 14 - 20	Genetics and Molecular Biology Exam 2	Genetics
Week 9 Oct 21 - 27	Photosynthesis, Growth and Development	Photosynthesis Lab
Week 10 Oct 28 - Nov 3	Evolution Plant Names and Classification	Phylogeny & Classification
Week 11 Nov 4 - 10	Kingdom: Fungi	Mycota Lab
Week 12 Nov 11 - 17	Bryophytes Seedless Vascular Plants	Scavenger Hunt
Week 13 Nov 18 - 24	Gymnosperms Angiosperms	Angiosperm/Gymnosperm Classification
Week 14 Nov 25 - Nov 27 (Thanksgiving Break)	Angiosperms continued from previous week	
Week 15 Dec 2 - 8	Ecology	Dichotomous Key
Week 16 FINALS Dec 9 - 11	FINAL EXAM	FINAL EXAM PRACTICAL