

BIOL 1311: General Botany

Class: 3 Semester Credit Hours

BIOL 1311.101 Tuesday & Thursday 8:00 a.m. – 9:20 a.m. ADMN 207
BIOL 1311.102 Tuesday & Thursday 11:00 a.m. – 12:20 p.m. ADMN 207

BIOL 1111: General Botany Lab

Lab: 1 Semester Credit Hour

BIOL 1111.101 Tuesday 1:30 p.m. – 3:50 p.m. ADMN 207
BIOL 1111.102 Thursday 1:30 p.m. – 3:50 p.m. ADMN 207

CLARENDON COLLEGE
Division of Health and Science
Course Syllabus

Fall 2023

Assistant Professor: Mrs. Scarlet Estlack

Zoom Meeting ID (by appointment): 806 874 4827

Office: ADMN 205

Phone: 874-3571 extension 130; the direct line to my voicemail after hours is 874-4827

PREFERRED METHOD OF CONTACT is E-mail: scarlet.estlack@clarendoncollege.edu

Mailing Address: Clarendon College, P.O. Box 968, Clarendon, TX 79226

Office Hours: Monday, Wednesday, & Friday 8:00 a.m. – 9:00 a.m. and 11:00 a.m. – 12:00 p.m.
Tuesday & Thursday 9:30 a.m. – 11:00 a.m.
Friday 12:00 p.m. to 1:00 p.m.
Other office hours by appointment.

Online Course website: This course will utilize Open LMS as its online course management program. All class notes and lab handouts, tutorials, quizzes, exams, and assignments are provided within the course websites. All assignments must be submitted there. Due dates for all assignments are listed in the “Course Calendar” at the course website. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester. If you register late, you will generally have access to the course within 24 hours after you register. In order to be successful in completing BIOL 1311, a 3-credit hour course, and BIOL 1111, a 1-credit hour course, you should plan to spend between 8-9 hours per week on the course and between 3-4 hours per week on the lab course.

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

Required Syllabus Agreement and Enrollment Verification Activity (EVA)

The required Syllabus Agreement and Enrollment Verification Activity (EVA) is a brief quiz over the syllabus. Marking the quiz “I agree” verifies that you are enrolled in the course, have read the syllabus, understand the expectations of the course, and accept the guidelines for attendance and the grading policy. Students who fail to complete the EVA 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 published Academic Calendar located in the Inside CC link on Clarendon College's home page includes the census date.

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 Texts: 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.

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.)

Recommended Readings:

- *The Private Life of Plants* by David Attenborough. Topics in this book will be discussed in class lectures covering chapters 4, 5, 6, 7, 8, 10, and 12 from the textbook. **ISBN-13:** 978-0691006390
- *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 covering chapters 13, 15, 23, and 25 from the textbook. **ISBN-13:** 978-0375760396

Supplies: A 1 ½" or larger 3 ring binder (to keep your class notes and lab handouts organized if you print them), pencils, colored pencils, and a calculator.

Methods of Instruction: This course will utilize class discussions, audio-visual materials, Open LMS, Zoom, 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>

Clarendon College Campus Carry Policy: Please click the following link to become informed about our campus carry policy: <http://www.clarendoncollege.edu/CampusCarry>

In accordance with recommendations from the Texas Higher Education Coordinating Board (THECB), 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/>

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. **Student grades and course averages are viewable in Open LMS by clicking on the “Course Dashboard” and then clicking on the “Gradebook” in Open LMS.**

BIOL 1311 Grading Policies: General Botany Class (3 Credit Hours)

1. **Class Participation will count as 15%** of your final course grade.
 - a. This grade comes from your participation in class discussions and exercises (either face-to-face in the classroom or virtually in Open LMS).
 - i. If you choose not to participate in class discussions, you will receive no credit.
 - b. **For every two unexcused absences you will have 10 points deducted from your class participation grade.**
 - i. If you leave during class or the Zoom meeting, you will receive an unexcused absence.
 - ii. If you either arrive late to class or join the Zoom meeting late, you will receive an unexcused absence.
 - iii. If I remove you from the class or Zoom meeting due to disrespectful behavior, you will receive an unexcused absence.
2. **Class Quizzes will count as 25%** of your final course grade.
 - a. Quizzes will be posted online in Open LMS over specific topics that were presented in class.
 - b. Be certain to study the relevant notes and/or diagrams before attempting the quizzes.
 - c. The quizzes will have a time limit.
 - d. You will only get one attempt on each quiz.
 - e. I do not drop any quiz grades.
3. **Class Exams will count as 60%** of your final course grade.
 - a. Students will not be allowed to take exams until they have completed the EVA in Open LMS.
 - b. Exams will be taken in Open LMS. Exams will only open for the duration of your scheduled class. Please refer to the course calendar for specific dates.
 - i. All class exams, including the final, contribute equally to your final average.
 - ii. Each exam covers the material covered since the last exam (not comprehensive).
 - iii. The exams will utilize a variety of question formats (objective, matching, multiple choice, true/false, etc.)
 - c. You will only get one attempt on each exam.
 - d. I do not drop any exam grades.

BIOL 1111 Grading Policies: General Botany Lab (1 Credit Hour)

1. **Class Participation will count as 15%** of your final lab grade.
 - a. This grade comes from your participation in lab discussions and exercises (either face-to-face in the classroom or virtually in Open LMS).
 - i. If you choose not to participate in lab discussions and/or exercises, you earn no credit.
 - b. **For every unexcused absence you will have 10 points deducted from your lab participation grade.**
 - i. If you leave during lab or fail to complete an assigned exercise in Open LMS, you will receive an unexcused absence.
 - ii. If you arrive late to lab, you will receive an unexcused absence.
 - iii. If I remove you from the lab class due to disrespectful behavior, you will receive an unexcused absence.
2. **Lab Quizzes will count as 45%** of your final lab grade.
 - a. Lab Quizzes will be given each week after a completed lab in Open LMS.
 - b. The quizzes will have a time limit.
 - c. You will only get one attempt on each quiz.
 - d. I do not drop any quiz grades.
3. **The Lab Midterm and Lab Final will count as 40%** of your final lab grade.
 - a. You will take a midterm exam and a final exam in Open LMS.
 - b. The lab midterm and final will have a time limit.
 - c. You will only get one attempt on each exam.
 - d. I will not drop either the lab midterm or lab final grade.
 - e. The average of those two grades will be 40% of your final lab grade.

Grading Scale for the course:

<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 and lab grade will appear in your Student Portal.

Academic Integrity Policy:

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/Admin/21-22/2021-2023%20Student%20Handbook%2010-1-21.pdf>

Classroom and Zoom Meeting Conduct

I will show you the respect you deserve as a student. I, in return, expect respectful behavior from you. Because the following actions cause disruption in the classroom and therefore affect the ability of students to learn, I have strict policies concerning them. Disrespectful behavior on your part will result in deductions from your class participation grade.

Disrespectful behavior includes...

- **Arriving late to class or lab.**
- **Leaving the room during class or lab time.** Plan restroom visits before or after class—not during class. If special needs exist, please make prior arrangements.
- **Using distracting electronic communication devices during class or lab.** This includes cell phones, laptops, tablets, etc. for purposes that are not related to coursework. An offense will result in the device being taken up in face-to-face classes.
- **Sleeping in class.**
- **Talking in class about topics not class-related.** Class time is not the time to visit with your fellow classmates. If you do, I will ask you to leave the class.
- **I do NOT allow abusive, obscene, or offensive clothing, jokes, or behavior.**

Class Policies:

1. **Absences:** Please take class attendance seriously. You are here to learn all you can learn, to build a body of knowledge to help you in your career and/or to give you satisfaction in the future. Students who are motivated come to class. ***You are responsible for the material covered in class and lab even if you are absent. Unexcused absences will count against your class and lab participation grade as discussed in the grading policies.***
2. **Excused absences:** Make-up work will be allowed *only* if absences are excused. Excused absences can result from...
 - a) Severe illness on the part of the student (documented by a doctor's note) that prohibits attendance both in-person and/or via Zoom.
 - b) A family emergency. Please contact the Vice President of Student Affairs about the emergency and provide any requested documentation so that this can be communicated to faculty.
 - c) College-sanctioned extracurricular events will not result in an unexcused absence. However, any course or lab work/assignments must be completed prior to their due date if it falls during your event. *****Remember to leave me a written note when you know that you are missing a class and/or lab due to a college-sanctioned event.*****
 - d) Unfavorable weather conditions that prevent students from reaching the college and from joining the class or lab via a Zoom meeting (e.g. a blizzard knocking out the power grid).

If you wish for your absence to be excused, you should e-mail me *in advance* of the absence. When you return, you must furnish proof of the reason for your absence if you wish for it to be excused.

3. **Make-up work:** Late or unexcused work will NOT be accepted. Students who have excused absences MUST let me know **before** the exam or quiz is given that we need to schedule a make-up. In most cases, the exams or quizzes must be taken PRIOR to the absence in order to receive full credit. **If you take the exam or quiz after it has been given to the class, you will receive a 10% penalty per school day that passes until you take the make-up.** To avoid the penalty, MAKE SURE YOU TAKE A MAKE-UP EXAM OR QUIZ BEFORE YOU LEAVE.
4. **Final Exams:** 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. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.
5. **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. Depending on the severity of the infraction, the student may be dropped from the course and receive an F. The second act of dishonesty will result in an F for the course. Note that dishonest behavior includes both the act of copying someone else's work as well as allowing someone to copy your work. Both students are equally guilty and the punishment will be equal.
6. **Accommodations:** Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, it is your responsibility to notify the Office of Student Services (806-874-3571 or 800-687-9737). Further information about this process is available on the college website at this address: www.clarendoncollege.edu/accommodations. We will then work with you to make whatever accommodations we need to make.
7. **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. 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 a grade of "F" on your transcript.
A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.
Remember, a student is only allowed to drop the same class twice before he/she will be charged up to 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, he/she will no longer be able to withdraw from any classes.
If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not attending labs or taking exams before we have discussed your situation.
The last day to withdraw from this course with a "W" is Friday, November 3, 2023.

General Botany

Tentative Course Calendar and Outline – Fall 2023

Tentative Course Schedule: This course schedule is also available in your Open LMS courses. The course schedule is subject to change. If changes are made, you will be notified in class. I will also change the course schedule itself to reflect any changes made.

Class Exams: Students take class Exams in Open LMS. They will only be open during the class time on the scheduled day of the exam.

All quizzes, assignments, and exams must be completed and submitted in Open LMS.

CDST = Central Daylight Saving Time CST = Central Standard Time

WEEKS	CLASS TOPICS **When you come to class, be sure to either print or have access to a digital copy of the class notes that we will be doing that week. These are available in Open LMS.	LAB ACTIVITIES **When you come to lab, be sure to either print or have access to a digital copy of the lab handout we will be doing that week. These are available in Open LMS.
Week 1 DUE by Aug 21 at 11:55 p.m. CDST	Classes Begin Wednesday, August 16 Syllabus & Introduction Complete the Syllabus Agreement EVA located in the Class Orientation unit. Mon., Aug. 21 - last day to register and add/drop	**In-person labs will begin Week 2.** Log in to Open LMS lab class – BIOL 1111. Complete the Class Orientation and required EVA Unit. Complete the syllabus Agreement EVA. Lab Unit 1: Lab Safety Video Quiz 1: Lab Safety
Week 2 DUE by Aug 28 at 11:55 p.m. CDST	Ch 2: The Nature of Life Quiz 1: The Chemistry of Life	Lab Unit 2: The Scientific Process *Print handout from Open LMS. Bring colored pencils, a pencil, and a calculator or calculator app to lab. Quiz 2: The Scientific Process
Week 3 DUE by Sept 4 at 11:55 p.m. CDST	Ch 3: Cells Quiz 2: Cellular Organelles Quiz 3: Mitosis (cellular division) Thurs., Aug. 31 – Census Day	Lab Unit 3: The Microscope and The Cell Quiz 3: The Microscope Quiz 4: The Cell
Week 4 DUE by Sept 11 at 11:55 p.m. CDST	Monday, September 4 – College Holiday **Note that my quiz due dates are on Mondays at 11:55 p.m. The quizzes have been open since the semester started. I recommend that you complete them early so that you can enjoy the Monday holiday.** Ch 4: Tissues Quiz 4: Plant Meristems Quiz 5: Plant Tissues Exam 1 – Thursday – Sept. 7	Monday, September 4 – College Holiday **Note that my quiz due dates are on Mondays at 11:55 p.m. The quizzes have been open since the semester started. I recommend that you complete them early so that you can enjoy the Monday holiday.** Lab Unit 4: Mitosis, Study Guide for <i>Growing</i> video, Study Guide for <i>Living Together</i> video Quiz 5: Mitosis Quiz 6: Growing video Quiz 7: Living Together video
Week 5 DUE by Sept 18 at 11:55 p.m. CDST	Ch 5: Roots and Soils Quiz 6: Roots Ch 6: Stems Quiz 7: Stems Friday, September 15 – Constitution Day Celebrated	Lab Unit 5: The Anatomy of Roots and Stems Quiz 8: Root Anatomy Quiz 9: Stem Anatomy

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Tentative Course Calendar and Outline – Fall 2023

WEEKS	CLASS TOPICS	LAB ACTIVITIES
Week 6 DUE by Sept 25 at 11:55 p.m. CDST	Ch 7: Leaves Quiz 8: Leaves EXAM 2 – Thursday – Sept. 21	Lab Unit 6: The Anatomy of Leaves Quiz 10: Leaf Anatomy
Week 7 DUE by Oct 2 at 11:55 p.m. CDST	Ch 8: Flowers, Fruits, and Seeds Quiz 9: Flower, Fruits, and Seeds Ch 10: Plant Metabolism	Lab Unit 7: Introduction to Plant Life Cycles (Begin fern spores) and Angiosperm Seed Structure Quiz 11: Fern Life Cycle Prior to Fertilization Quiz 12: Seed Anatomy
Week 8 DUE by Oct 9 at 11:55 p.m. CDST	Ch 10: Plant Metabolism, continued Quiz 10: Light-Dependent Photosynthesis Quiz 11: Light-Independent Photosynthesis EXAM 3 – Thursday – Oct. 5	Lab Unit 8: Lab Midterm - will be taken in Open LMS. It will only open during your scheduled lab time.
Week 9 DUE by Oct 16 at 11:55 p.m. CDST	Monday, October 9 – College Holiday **Note that my quiz due dates are on Mondays at 11:55 p.m. The quizzes have been open since the semester started. I recommend that you complete them early so that you can enjoy the Monday holiday.** Ch 12: Meiosis & Alternation of Generations Quiz 12: Meiosis Ch 13: Genetics Quiz 13: Genetics	Monday, October 9 – College Holiday **Note that my quiz due dates are on Mondays at 11:55 p.m. The quizzes have been open since the semester started. I recommend that you complete them early so that you can enjoy the Monday holiday.** Lab Unit 9: Meiosis Quiz 13: Meiosis
Week 10 DUE by Oct 23 at 11:55 p.m. CDST	Ch 13: Genetics, continued Quiz 14: Solving Genetics Problems EXAM 4 – Thursday – Oct. 19	Lab Unit 10: Genetics Quiz 14: Genetics
Week 11 DUE by Oct 30 at 11:55 p.m. CDST	Mon., Oct. 23 – pre-registration for Fall Mini 2023 and Spring 2024 begins. Tues., Oct. 24 – 60% of the term is complete Ch 15: Evolution Quiz 15: History of Evolution Quiz 16: Micro- and Macro-Evolution	Lab Unit 11: Domains Archaea and Bacteria; Kingdom Protista Quiz 15: Archaea and Bacteria Quiz 16: Protists
Week 12 DUE by Nov 6 at 11:55 p.m. CST	Ch 16: Plant Names and Classification Quiz 17: Plant Classification EXAM 5 – Thursday – Nov. 2 Fri., November 3 last day to Drop with a “W” Daylight Saving Time ends at 2:00 a.m. on Sunday, November 5 on Sunday, November 6	Lab Unit 12: Kingdom Fungi Quiz 17: Kingdom Fungi

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Tentative Course Calendar and Outline – Fall 2023

WEEKS	CLASS TOPICS	LAB ACTIVITIES
Week 13 DUE by Nov 13 at 11:55 p.m. CST	Ch 20: Introduction to the Plant Kingdom: Bryophytes Quiz 18: Bryophytes (the mosses) Ch 21: The Seedless Vascular Plants: Ferns and Their Relatives Quiz 19: Ferns	Lab Unit 13: Bryophytes, Ferns, and Fern fertilization (completion of fern lifecycle exercise) Video: <i>Reproductive Cycles of Ferns</i> Quiz 18: Bryophytes (mosses) Life Cycle Quiz 19: Fern Life Cycle Post Fertilization
Week 14 DUE by Nov 20 at 11:55 p.m. CST	EXAM 6 – Tuesday – Nov. 14 Ch 22: Introduction to Seed Plants: Gymnosperms Quiz 20: Gymnosperms	Lab Unit 14: Lifecycles of Gymnosperms and Angiosperms Videos: <i>Reproductive Cycles of Pine</i> and <i>The Secret Life of Flowers</i> Quiz 20: Gymnosperms Quiz 21: Angiosperms
Nov 20 – Nov 24	**Note that my quiz due dates are on Mondays at 11:55 p.m. The quizzes have been open since the semester started. I recommend that you complete them early so that you can enjoy the fall break holiday.** Fall Break – College Holiday	**Note that my quiz due dates are on Mondays at 11:55 p.m. The quizzes have been open since the semester started. I recommend that you complete them early so that you can enjoy the fall break holiday.** Fall Break – College Holiday
Week 15 DUE by Dec 4 at 11:55 p.m. CST	Ch 23: Seed Plants: Angiosperms Quiz 21: Angiosperms Friday, Dec. 1 – Commencement Ceremony	Lab Unit 15: Lab Final Exam – will be taken in Open LMS. It will only open during your scheduled lab time.
Week 16	**Final Exams** (11 a.m. Botany) BIOL 1311.102 – Tuesday, December 5 at 10:30 a.m. CST (8 a.m. Botany) BIOL 1311.101 – Tuesday, December 5 at 4:00 p.m. CST	