

# BIOL 1411: General Botany

CLARENDON COLLEGE  
Division of Health and Science  
Course Syllabus  
Fall 2012

Lecture: **BIOL 1411.101** Tuesday & Thursday 8:00 AM – 9:20 AM ADMN 207  
**BIOL 1411.102** Tuesday & Thursday 11:00 AM – 12:20 PM ADMN 207

Lab: **BIOL 1411L.101** Monday 1:00 PM. – 3:20 PM ADMN 207  
**BIOL 1411L.102** Tuesday 1:00 PM – 3:20 PM ADMN 207

4 Semester Credit Hours

**Instructor:** Mrs. Scarlet Estlack

**Office:** ADMN 205

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

**E-mail:** scarlet.estlack@clarendoncollege.edu

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

**Office Hours:** Monday, Wednesday, & Friday 8:00 AM – 10:00 AM & 11:00 AM – 12:00 PM  
Friday 1:00 PM – 2:00 PM

Other office hours by appointment.

**Course Description:** Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises.

**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:** *Stern's Introductory Plant Biology* 12<sup>th</sup> Edition by Bidlack, and Jansky and *Laboratory Manual to Accompany Stern's Introductory Plant Biology*, 12th Edition by Bidlack. Class lectures will be based on the book chapters, but not all of the material in the text will be covered in class. **You are, nevertheless, responsible for reading the Text.** Further, supplemental material may be presented that is not in the book, and thus it is essential that you attend the class regularly.

**Supplies:** Textbook, Lab manual, a TurningPoint audience response clicker, scantrons, and pencils. It will be helpful to purchase a 1 ½" or larger 3 ring binder for your lecture notes.

**Methods of Instruction:** This course will utilize lecture/discussion, audience response, audio-visual materials, the student portal, and individualized lab instruction.

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.

**Student Learning Outcomes:** Upon successful completion of General Botany, the student should be able to...

- Demonstrate critical thinking skills by comparing and contrasting mitosis and meiosis.
- Demonstrate communication skills by preparing a written report and giving a presentation over a plant.
- Demonstrate empirical and quantitative skills by solving genetics problems.
- Demonstrate teamwork by successfully completing group projects during lab.

**Grading Policies:** You will receive one letter grade for BIOL 1411. That grade comes from five components: class participation, your plant presentation, lecture exams, lab quizzes, and lab practicals.

1. **Class participation will count as 10%** of your final course grade.
  - a. This grade comes from your participation in class discussions and exercises.
    - i. If you choose not to participate in class discussions, you will receive no credit.
  - b. For every three unexcused absences (either to lecture or lab) you will have 10 points deducted from your class participation grade.
    - i. If you leave during class, you will receive an unexcused absence.
    - ii. If you arrive late to class, you will receive an unexcused absence.
    - iii. If you are asked to leave class due to disrespectful behavior, you will receive an unexcused absence.
2. **Your plant presentation will count as 10%** of your final course grade.
  - a. During lab, after the lab quiz, students will complete a plant presentation for 3 to 5 minutes.
  - b. The instructor will hand out a schedule of presentations.
  - c. A grading rubric (checklist) is posted in the student portal in Course Hyperlinks for your use.
3. **Lecture exams will count as 55%** of your final course grade.
  - a. Students will not be allowed to take exams until they have signed a course contract.
  - b. All lecture tests, including the final, will be weighted equally.
  - c. Each test covers the material covered since the last test (not comprehensive).
  - d. The tests will utilize a variety of question formats (objective, matching, multiple choice, true/false, etc.)
  - e. I will drop your lowest lecture test grade, excluding the final which must be counted.
  - f. You will take these exams on a **scantron, form no.882-E** (the long skinny one with 50 questions on each side).
    - i. These scantrons are on sale in the bookstore and in the office.
    - ii. These exams **MUST** be taken in PENCIL.
  - g. During the exams, electronic communication devices are **NOT** allowed, and both hands **MUST** remain on the desktop, in clear view.
4. **Lab quizzes will count as 15%** of your final course grade.
  - a. Short quizzes will be given each week during the first 15 minutes of lab.
  - b. If you come too late to lab, you will receive a zero on that quiz.
  - c. The weekly quizzes will cover the material from the previous lab.
  - d. At the end of the semester, I will drop your lowest weekly lab quiz.
5. **Lab practicals will count as 10%** of your final course grade.
  - a. You will take a midterm practical exam and a final practical exam in lab.
  - b. The average of those two grades will be 10% of your final course grade.
6. **Extra Credit Opportunities:** There will be various opportunities to earn extra credit during the semester through including challenge trivia and a t-shirt contest. Details are posted in your student portal in Course Hyperlinks.

**Grading Scale for the course:**

|                 |   |
|-----------------|---|
| 89.5% - 100%    | A |
| 79.5% - 89.4%   | B |
| 69.5% - 79.4%   | C |
| 59.5% - 69.4%   | D |
| 59.4% and below | F |

### **Academic Integrity: An Excerpt from Clarendon College's Student Handbook**

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Instruction when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved.

Students who are reported as cheating to the Dean of Instruction more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

### **Classroom 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.**
- **Leaving the room during class time.** Plan restroom visits before or after class—not during class. If special needs exist, please make prior arrangements.
- **Using electronic communication devices.** This includes cell phones, pagers, iPods, etc. These are not allowed during class time. If special needs exist, please make prior arrangements.
- **Sleeping in class.**
- **Talking in class.** Class time is not the time to visit with your fellow classmates. If you do, I will ask you to leave the classroom.
- **Using headphones.** If you do, I will ask you to leave the classroom.
- **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 (lecture or lab) even if you are absent.** *Unexcused absences will count against your class participation grade as discussed in the grading policies.*
2. **Excused absences:** Make-ups for tests will be allowed *only* if absences are excused. Excused absences can result from...
  1. illness on the part of the student with a doctor's note
  2. severe illness or death in your *immediate* (not extended) family
  3. college sanctioned extracurricular events
  4. unfavorable weather conditions that prevent students from reaching the collegeIf you wish for your absence to be excused, you should telephone or e-mail me *in advance* of the absence (leave a message if necessary). Even in emergencies, it usually is possible for you to get word to me about an 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 test is given that we need to schedule a make-up. In most cases, the tests must be taken **PRIOR** to the absence in order to receive full credit. **\*\*If you take the test 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 TEST BEFORE YOU LEAVE.**

4. **There will be NO make-up lab midterm or final.** Because these tests involve practical sections, they can't be set up time & again. If you miss one of these tests, you will have to take an essay test. The take home message is: **PLAN TO ATTEND THESE TWO DAYS!**
5. **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. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.
6. **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. That student, if allowed to remain in the course, will not be allowed to receive any extra credit points from the time of the infraction through the remainder of the course. Furthermore, that student will not be allowed to drop their lowest quiz grade or exam grade. A 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 will be equally punished.
7. **Electronic Communication/Entertainment Devices:** Below is an excerpt from Clarendon College Policy 1541.

...Cell phones, pagers, and other personal electronic devices must be off and out of sight in classrooms, laboratories, the library, study spaces, and other academic settings and during such events as plays, concerts, lectures, and College ceremonies...These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor...faculty members may have individual policies related to cell phones, pagers, and other personal electronic devices outlined in their syllabi...(that) may include penalties for violation...

The use of cell phones, iPods, or other electronic communication or entertainment devices is prohibited unless you have made prior arrangements with the instructor. An offense will result in the device being taken up.

8. **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). We will then work with you to make whatever accommodations we need to make.
9. **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 12<sup>th</sup> 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 16, 2012.**

# General Botany

**Course Outline:** The essence of life is change and so too this syllabus. As situations in the classroom and laboratory arise, modifications may have to be made, particularly regarding the course calendar. All attempts will be made to keep these changes to a minimum.

| Week of | Lecture Topics  | Lab Activities   |
|---------|---|--|
| Aug 27  | Welcome to Class, Syllabus, Introduction to Student Portal, and First Assignment  | <b>No lab</b>  |
| Sept 3  | *** <i>BEFORE</i> you come to class on Tuesday, complete the Learning Styles Test in your Student Portal under Course Hyperlinks & bring your report to class!***<br>Studying and Test-taking Strategies<br>Ch 1: What is Plant Biology?<br><i>Fri., Sept. 7 - last day to last day to register and/or add/drop</i> | Ex 1: The Microscope<br>Ex 2: The Cell   |
| Sept 10 | Ch 3: Cells<br>Ch 4: Tissues  | Ex 3: Mitosis<br>Supplemental: Cloning African Violets   |
| Sept 17 | Complete Exam I Notes<br><b>Exam I – Thursday</b>   | <b>No lab – Monday 1:00PM Constitution Day</b>   |
| Sept 24 | Ch 5: Roots and Soils<br>Ch 6: Stems  | Ex 4: Roots<br>Video: <i>Growing</i><br>Ex 5: Stems<br>Video: <i>Living Together</i>                                   |
| Oct 1   | Ch 9: Water in Plants   | Video: <i>The Secret Life of Leaves</i><br>Ex 6: Leaves  |
| Oct 8   | <b>EXAM II – Tuesday</b><br>Ch 7: Leaves  | <b>Lab Midterm</b>   |
| Oct 15  | Ch 10: Plant Metabolism<br><i>Thurs., Oct. 18 – Botany T-shirt Contest</i>  | Supplemental: Fern lifecycle<br>Supplemental: Angiosperm Seed Structure  |
| Oct 22  | <b>EXAM III – Tuesday</b><br>Ch 8: Flowers, Fruits, and Seeds   | Fern check<br>Ex 12: Meiosis   |
| Oct 29  | Ch 12: Meiosis & Alternation of Generations<br>Ch 13: Genetics  | Fern fertilization<br>Ex 21: Genetics  |
| Nov 5   | Complete Exam IV Notes<br><b>EXAM IV – Thursday</b>   | Video: <i>Reproductive Cycles of Mosses</i><br>Video: <i>Reproductive Cycles of Ferns</i><br>Ex 16: Bryophytes & Ferns |
| Nov 12  | Ch 20: Introduction to the Plant Kingdom: Bryophytes<br>Ch 21: The Seedless Vascular Plants: Ferns and Their Relatives<br><i>Fri., Nov. 16 – last day to drop with a “W”</i>  | Video: <i>Reproductive Cycles of Pine</i><br>Ex 17: Gymnosperms  |
| Nov 19  | Ch 22: Introduction to Seed Plants: Gymnosperms<br><i>Mon., Nov. 19 – pre-registration for Spring 2013 begins</i><br><b>Wed. – Fri., Nov. 21-23 – Thanksgiving – College Holiday</b>  | Video: <i>The Secret Life of Flowers</i><br>Ex 18: Angiosperms<br>Planting African Violets & Ferns                     |
| Nov 26  | <b>EXAM V – Tuesday</b><br>Ch 23: Seed Plants: Angiosperms  | <b>Lab Final Exam</b>  |
| Dec 3   | Ch 25: Ecology<br>Ch 26: Biomes   |  |
| Dec 10  | <b>FINAL EXAMS</b><br>BIOL 1411.101 – Tuesday, Dec. 11 – 4:00 PM<br>BIOL 1411.102 – Tuesday, Dec. 11 – 10:30 AM   |  |

# Clarendon College

Division of Science and Health

BIOL 1411: General Botany



## Class Contract

I, \_\_\_\_\_, have printed and have read the syllabus for **BIOL 1411: General Botany** taught during the Fall 2012 semester by Mrs. Scarlet Estlack and agree to abide by the policies written in it. I understand the policies of class attendance, lab attendance, dropping the course, academic honesty, and general class behavior and understand the consequences of failing to comply with these policies.

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Student Signature

Date