

Kristin Bingham
Associate Professor of Biology
Department of Biology
South Plains College

BIOL 1411.451 General Botany (Dual Credit Online) (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.**
- **Additional Required Materials:** You will need reliable access to the internet, as well as a computer with a functioning webcam and microphone. It is your responsibility to ensure that your device is compatible and up to date for all components of this class, specifically exams. **NOTE:** Mobile devices (i.e. phones) may not be used for taking quizzes or exams.

Course Delivery:

This section will be delivered entirely online, in an asynchronous format. This means that you work on your own to meet **weekly due dates**. There are no live lectures to attend. I **DO NOT** recommend waiting to do your weeks' worth of assignments in 1-2 days as there is simply not enough time. To be clear – due dates on assignments are final, that means if you fail to submit your work by the date and time that it is due, you WILL NOT receive credit for the assignment.

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.

Online Course Content:

- **Blackboard is the primary source for course information.** We will use additional programs such as Connect (McGraw-Hill), FlipGrid, EdPuzzle, etc. for activities throughout the semester but all assignments will be listed on Blackboard and linked from Blackboard.
- **Students need to access Blackboard regularly. Google Chrome is the preferred browser for use with Blackboard and will be REQUIRED when taking exams.**
- Specific course materials available include PowerPoint lecture slides, lecture videos, reading assignments, messages and announcements from the instructor, study aids, quizzes, exams, lab exercises, etc.

Communication Policy:

- For individual communication, **I prefer to use Blackboard Course Message**. Please send me a course message with your questions or concerns throughout the semester. In an emergency, you may also email me at kbingham@southplainscollege.edu. Your email should include:
 - Subject line: Firstname Lastname – BIOL 1411.XXX ← Insert your section number here
 - A greeting – I prefer either Professor Bingham, Mrs. Bingham, or Mrs. B.
 - In the text of the message, please let me know how I can help you.
 - I check my messages throughout the day Monday – Friday and I generally respond to emails within 24 hours or less except for on 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.
- In an online course, communication is critical to your success. Please be timely in your communication in relation to any problems you are experience with the course.

Attendance Policy:

- As this is an asynchronous online class, attendance will be assessed by your interaction with and completion of the components of this course. You will work on your own schedule to complete the assignments by the date they are due. Regular and consistent interaction with online lessons, labs, and textbook materials is necessary for satisfactory achievement. There are no extensions for assignments without extenuating circumstances (i.e. life-threatening illness, death, etc. – see my **Make-up Policy** below in the document).
- Course material is arranged in Exam Units on Blackboard (Exam 1, Exam 2, Exam 3, Exam 4)
 - Each Exam Unit is divided into Weekly folders. The folders have the dates of that week listed (for example, Week 1 – 8/29/22 to 9/4/22) so you can keep up with where we are working.
- You will work on your own schedule to complete the assignments by the due date and time. All times listed are Levelland local times (Central Time). Each week you will find an assignment checklist– print this/save it and use it to be sure you have done all assigned work for that week.
- Our **due day/time** for items this session will be on **SUNDAY at 11:59pm for MOST items**. You may also have items due during the week if there is a need. **Our Final Exam will be due on MONDAY 12/12/22 at 11:59pm.**
- Attendance will be measured by a student’s ability to consistently log on to Blackboard and COMPLETE the assigned work. Failure to turn in assignments will be recorded as an “absence.” The instructor will monitor student statistics throughout the duration of the course and will contact you if your personal statistics deviate from what is “normal” for the rest of the class.
- The student may be administratively withdrawn from the course when they have failed to turn in a total of four (4) graded assignments, quizzes, and/or exams (at any time; for any reason) AND the minimum course objectives cannot be met.
- If I notice that you are not progressing, I will reach out to you by course message, email, and telephone to try and determine what is happening, so that we can resolve it before it becomes too big of an issue.
- 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.”

Know this – I am incredibly dedicated to your success in this course. I want to hear from you and visit with you about the course and anything else you’d like to discuss. I will make every effort to accommodate you, but you must communicate with me. I can’t help you if I don’t know there is something that isn’t working for you. And please – turn on your video when we talk so I’m not talking to names on a screen!

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**.

Mandatory proctoring of major exams- Online exams within this course require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Various academic sites on each SPC campus offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam. **See exam testing procedures below.**

- Exam testing procedures:** The following table lists conduct requirements for online exams, as well as conduct violations. In general, behave as if you are taking the exam in a classroom with a live proctor.

Exam conduct requirement:	Consequence for violation of exam conduct:
Microphone turned on and recording.	A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam.
Sufficient lighting of the testing area.	A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment.
Student remains in webcam view during exam.	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam. Additionally, if the student's full face is not visible during the exam will receive a 50% deduction of their score. Take all bathroom breaks, etc. before beginning the exam and make sure to check your camera position. Take all bathroom breaks, etc. before beginning the exam.

No unauthorized materials near desk area.	A student who has any unauthorized materials (books, notes, blank paper, phone, earbuds/headphones, another computer, etc.) near the testing area will receive a zero for that exam.
No talking with others during the exam or playing of music or other audio recordings.	A student who has any music or audio recordings playing during exams, or who talks with any ADULT for any reason during the exam, will receive a zero for that exam.
The exam is taken in an approved proctored environment.	Any exam taken without either the webcam software or in an approved testing center will receive a zero for that exam.

- I will provide a practice activity prior to giving you the first online exam so that I can educate students about proper testing behavior. This suspending of consequences is done as service to students to prevent unintentional or honest mistakes during subsequent exams. Consequences will be suspended *only* on that specific activity as it is meant to be a practice for you to familiarize yourself with the secure exam proctor. **I will provide feedback on any violations.**
- **Any student who thinks that a penalty was misapplied can request that the penalty be reviewed according to the Grievance Procedure listed below in the document.**
- If you experience technical difficulties, please contact me immediately. You can also reach out to Blackboard for help if the issue is with the platform. When taking exams, Proctorio's chat function is a life saver – talk to them FIRST! Should issues arise that are out of your control (i.e. Blackboard shuts down indefinitely), I will adjust assignment availability and due dates as appropriate.
 - To learn more about Proctorio please visit: <http://www.southplainscollege.edu/instructional-technology/students/Proctoring.php>

Quiz Policy:

- Quizzes will be given frequently throughout the semester, including (but not limited to) lecture quizzes, reading quizzes, video quizzes, lab quizzes, and others as necessary. Quizzes will be listed on your Assignment Checklist each week in Blackboard. You will have ONE ATTEMPT to take a quiz. If you experience any technology interruption or issue while taking your quiz, you should screen shot what you see and message me immediately. If I receive your message before the due date, I will reset your quiz attempt. This is a good reason to take your quiz early.
- Spelling counts on quizzes (and all work you submit to me). Taxonomy lists are provided with your course materials. There is no reason for misspelled words in a college course. Use your lists, use good grammar, and use proper English, or you'll lose credit.
- Your quizzes will be combined and averaged and are worth 100 points toward the course grade.
- **Quizzes CANNOT be made up if missed for any reason. Missed quizzes receive a grade of zero. Plan ahead – check your Weekly Assignment Sheet – Note your due dates!**

Other Assignments Policy:

- Assignments include Connect homework exercises, discussions, lab submissions, and EdPuzzle videos.
- All assignments will be posted with clear instructions, including how many points each is worth.
- **Lab Submissions:**
 - You will be required to submit lab reports at times through this semester. These may be in the form of completed worksheets, scanned documents/PDFs, and photos. You must be able to upload a photo/document and submit it for this course.
 - Each lab submission will be graded for completeness, accuracy of information, how well you followed directions, and proper use of the English language.

- Your Lab Submissions will be combined and averaged and will be worth 50 points toward your overall grade this semester. I will determine the number of point you earn using the formula: Lab Grade = Lab Avg/2.

Make-up Policy:

- If you miss an assignment, quiz, fail to upload your lab submission, or miss an exam, you will receive a zero for that assignment. 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, are very ill, etc.) that prevents you from taking an exam or submitting your work on time, please contact me as soon as possible to discuss this. Should you be allowed to submit late work, each late submission will receive an automatic penalty of **-10 points**. Late work will only be accepted by the end of the exam unit in which it was assigned. If you have questions, I encourage you to discuss this with me.

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 either an X or F 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 virtual classroom. Late arrivals should enter on and without disruption to the discussion. Students should refrain from talking, eating, or any other behaviors that will disturb others, including the instructor. Students should be alert and participating during discussions.
- **Online Course Behavior Expectations:**
 - Remember – You are addressing a professor even though you don't see them.
 - Don't say things that you wouldn't say publicly in a traditional class setting.
 - Don't address comments to individuals unless you want all to know what you are telling that person.
 - Don't share confidential information.
 - Read any messages or comments before sending; once it is out there, you can't change it.
 - Access your course messages frequently and read through an entire message before you reply.
 - Because electronic communication does not show smiles and frowns (other than the graphic kind), or employ intonation, humor and sarcasm might be misunderstood. Use these carefully and employ good word choice so that your meaning comes through clearly.
 - Avoid sending unkind messages. Besides angering others and reflecting poorly on you, they may have the effect of shutting down discussion.
 - Aim for clarity and readability in your text. Paragraph often, avoid using only capital letters, and stay away from character symbols and conventions that get in the way of visual comfort.
 - Although electronic communication can be very informal, try for good language usage so that your message comes through rather than your mistakes (use your spelling and grammar

checkers). Avoid correcting another person's language, however. Try to be clear, indicating what you are talking about fully instead of presuming that others know which message you are responding to, what chapter or assignment you are referring to, etc.

- Use of inappropriate or disrespectful language, cyber bullying, etc. will result in a zero for that assignment and will require that the student attend a meeting with the instructor and/or any other appropriate faculty to address this issue.

Academic Integrity (from SPC General Catalog)

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 projects, quizzes, 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, any secondary device) 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. Taking pictures of a test, test answers, or someone else's paper.

Grievance procedure:

- If a student is having a problem with the 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 learning module checklists). 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.

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.