

BIOL250 - INTRODUCTION TO BOTANY – Spring 2008

- go to course website for copies, corrections and updates -

INSTRUCTOR INFORMATION

Dr. Leslie Seiger

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Office: I-300 room 306
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Office Hours in I-300 room 306

Mon & Wed 2:00 – 3:00 pm and 4:30 – 5:15 pm
Tue & Thu 10:00 – 11:00 am
other times by appointment
*** no Friday office hours ***

Website

<http://homework.sdmesa.edu/lseiger/>

COURSE INFORMATION

Lecture & Lab: Monday & Wednesday 9:35am - 1:40pm in I-300 room 312

Catalog Course Description: An introduction to the fundamental principles of the structure, development, and physiology of the major plant groups, with emphasis on the flowering plants. Some field trips may be taken during laboratory periods. Some all-day Saturday field trips may be substituted for the regular laboratory periods¹. **4 units.** Letter Grade, Student may petition for Credit/No Credit. **Course Advisory:** completion of ENGL 051 and ENGL 056, each with a grade of "C" or better, or equivalent, or W5R5.

Course Objectives: Upon successful completion of the course the student will have an understanding of plant anatomy, physiology, reproduction, systematics, evolutionary pathways, and ecology

Course Outline And Scope: Topics to be covered are provided in the attached lecture and lab schedules.

Field Trip Requirements: Field trips are a required component of this course. Field trips will be conducted during regularly scheduled lab hours. Transportation to and from the field trip site is the responsibility of the student. Details, directions and instructions of what to wear and bring will be provided before each field trip. Please see "Accommodation of Disability" and "Classroom Behavior And Student Code Of Conduct."

Accommodation Of Disability: Students with disabilities who may need academic accommodations should notify the professor immediately.

Required Textbooks & Supplies:

1. Introductory Botany: Plants, People, and the Environment by Berg (2007), Brooks/Cole Publishing Company.
2. McGraw-Hill Photo Atlas for Botany (1998) by Perry and Morton, Wadsworth Publishing Company
3. Bookstore Packet for BIOL 250
4. Admission fee will be required for some field trips – refer to schedule.

Recommended: *Botany for Gardeners* by Brian Capon, paperback, any edition.

¹ There are no Saturday field trips currently scheduled. Any Saturday field trips added to the schedule will be optional.

Website: There is a website for this course. Please check it for class updates, handouts and other information. You can access it from my home page <http://homework.sdmesa.edu/lseiger/> You also can find my homepage through the Mesa website's alphabetical list of faculty and staff.

STUDENT RIGHTS & RESPONSIBILITIES

Classroom Behavior And Student Code Of Conduct

1. It is expected that students will conduct themselves within the standards outlined in the student code of conduct, disciplinary procedure and student due process. Please refer to Policy 3100, which is linked to my website, the Mesa College website, in the current college catalogue, and also at the Office of the Dean of Student Affairs in H-500.
2. Students are expected to come to class in a timely manner, prepared for the day's work . Full participation for the *entire class period* in activities, class exercises and discussions *is required*.
3. Please *turn off all cell phones*, pagers etc. You will be released from class with an unexcused absence for making or accepting telephone calls or text messages in the classroom or on a field trip.
4. On field trips:
 - (1) Obey all posted speed limits and watch for pedestrians.
 - (2) Cell phones are to be off (see above).
 - (3) Smoking poses a health and fire danger and is absolutely forbidden on site.
 - (4) Do not walk off the trail or collect any specimens of any type unless specifically directed to by the instructor.
5. Disciplinary action will be taken by the instructor as necessary.

Attendance

6. *Attendance is required*. Students may be dropped from the class for unexcused absences exceeding 6% of the course (____ hours). Students must be dropped for unexcused absences exceeding 12% of the course (see college catalogue).
7. *It is the student's responsibility to make up missed material*. This includes, but is not limited to, obtaining missed lecture notes from another student (not from the instructor), and finding out about any modifications of schedules or assignments announced during class time.

Tardiness

8. Tardiness and early departure are disruptive to the class and will be discouraged. Once you arrive, please remain seated until the lecture is over. The instructor will take steps to discourage tardiness or early departure as necessary.
9. The instructor is not required to accommodate students arriving late. If a tardy student comes to class to take an exam after another student has already taken the exam and left the room, the tardy student cannot take that exam. *If a student is late for a lab practical, that student will not be allowed into the classroom until the exam is over*. Once an exam begins there are no bathroom or other breaks.

Withdrawal

Please discuss your plans to withdraw from class with me as I may be able to provide options that would allow you to continue the class.

10. It is your responsibility to officially drop the class if you stop attending. You must drop using ClassTalk or other approved procedures. Not doing so will result in a grade of "F."

Important Dates

February 8 (Friday) Last day to process and pay for an add code or drop with no "W" recorded
February 11 (Monday) Last day to drop and get a refund
March 3 (Monday) Last day to file a petition for credit/no credit option
April 11 (Friday) Withdrawal deadline – no drops accepted after this date

You must file for withdrawal to avoid a grade of "F"

Honest Academic Conduct

11. Academic dishonesty will result in a grade of zero for the assignment and will be reported to the School Dean and the Disciplinary Officer, and may result in further disciplinary action.

Academic dishonesty includes

- *cheating*
- *unauthorized collaboration, and*
- *plagiarism*

as defined in Policy 3100 <http://www.sdmesa.edu/instruction/policy/index.html>

12. Written assignments will be required to be submitted online to Turnitin.com.

CLASS ID: 2145996

PASSWORD: BIOL250 (case sensitive – must be in CAPS!!!)

GRADING

Grading Policy

A	90%
B	80%
C	70%
D	60%

Assessments

Lecture Exams (4 @ 100 points)	400	(57%)
Lab Exams (4 @ 50 points)	200	(29%)
Lab Assignments (% completed, 3 dropped)	50	(7%)
Independent Projects (10-100% late penalty)	50	(7%)
TOTAL	700	(100%)

Please advise me if you are a DSPS student or need other accommodations for test taking. Nonnative speakers of English may use a translation dictionary for exams **by prior arrangement**. All students may use the dictionary provided in the classroom during exams.

Lecture exams may include multiple choice, true/false, fill-in-the-blank and short answer. There will be four, noncumulative exams each worth 100 points. Please note the start and end times. Refer to item (8) under “Tardiness.” Once an exam begins there are no bathroom or other breaks. Missed exams will receive a grade of zero (see below). No grades are dropped.

Lab exams will be partly or mostly practical exams as explained in lab, but may include multiple choice, true/false, fill-in-the-blank and short answer. There are four noncumulative lab exams, each worth 50 points. **Please note the start and end times.** Refer to item (8) under “Tardiness.” Once exam begins there are no bathroom or other breaks. Missed exams will receive a grade of zero (see below).

Lab assignments There generally will be 1-2 assignments due at the end of each lab. Occasionally an assignment may be assigned as homework, due at the start of the next class. This portion of your grade will be based on the percent of assignments you complete.

- Missed lab assignments will receive a grade of zero.
- Lab assignments will not be accepted late.
- Lab assignments can not be made up, but your lowest 3 grades will be dropped.

Independent Projects Descriptions and requirements are available on the class website.

- Grades for written assignments will be reduced by 10% (one letter grade) if turned in up to one week late and will receive 0 (zero) points if turned in more than one week late.
- Written assignments will be required to be submitted online to Turnitin.com.

Extra credit will not be assigned to individuals.

MISSED LECTURE EXAMS AND LAB EXAMS WILL RECEIVE A GRADE OF ZERO.

- ***Exams given during finals week cannot be made up.***
- ***No early finals.***
- ***For exams 1- 3, there is a very strict and limited make-up policy described below.***

Because legitimate emergencies sometimes arise, there are a very few circumstances in which a lecture exam may be made up. For that to occur, ***the student must take full responsibility for meeting all of the following requirements.*** No exceptions will be made.

- (1) There must be a legitimate emergency or illness which can be documented.
- (2) You must ***contact the instructor before the exam*** to make arrangements for a makeup.
- (3) You must provide appropriate ***written documentation*** of your reason for requiring a make-up. These documents must be presented before the make-up exam is taken and will be filed with your class records.
- (4) Your excuse must be valid and your documentation appropriate in the view of the instructor.
- (5) Makeup lecture exams must be made up during the instructor’s regularly scheduled office hours within 6 calendar days (4 business days) of the scheduled exam date. Makeup exams may consist of any of the following question formats: oral questions, essay questions, or any format used in regular exams.