

**BIOL 121**

**Intro. Plant Biology Laboratory**

 **Course Syllabus**

**Revised 03/2018**

**Instructor:**

**Office (place):                         Phone:**

**Office Hours:**

**Course Section:**

**Course Time and Day:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Place:**

**Mission Statement**

“Delgado Community College prepares students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership and to be productive and responsible citizens”

**Course Description**\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_

One of the goals is to deemphasize the exclusive use of microscopy and we are going to discuss the following topics: study basic plant biology including plant anatomy, photosynthesis and plant diversity

**Course Objectives**\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_

The student will learn/reinforce basic principles and concepts of plant biology through hand-on experience

**Pre-requisites***\_\_\_\_*                     *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

None

**Co-requisite***\_\_\_\_\_\_\_*                      *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

BIOL 120

**Persons with Disabilities**\_\_\_\_\_\_\_\_\_\_\_\_

If you have a disability and need special accommodations, please arrange to discuss your particular needs with your instructor as soon as possible. It is the general policy of Delgado Community College to assure equal opportunity for all qualified persons. Reasonable accommodation for qualified persons with disabilities will be made,

provided the students have self-identified with the **Office of Disability Services** (phone 504-671-5161)and have provided required documentation. Individual instructors will modify the methods, requirements, and procedures, of courses and examinations appropriately to accommodate the special needs of students with disabilities provided the academic integrity of the course or examination is not violated, and the health and welfare of all students are safeguarded.

**Title IX Statement**

Delgado Community College is committed to creating and maintaining an environment in which sexual violence against men and women is not tolerated. Intervening in such instances helps to foster a safe environment for all, while sending a message that this kind of behavior will not be tolerated and is unacceptable in our community.

As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution’s education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus. For more information concerning confidential advisors: <http://www.dcc.edu/title-9/default.aspx>

**Texts***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                     \_\_\_\_\_\_\_\_\_\_\_*

**Course Content***\_\_\_\_*                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This class meets three (3) consecutive hours one day per week during the spring and fall semesters; for summer courses, students meet twice a week for three (3) consecutive hours each. The topics covered by the course are as follows:

 **Topical Syllabus**

• Scientific method

• Microbiology

• Plant Diversity/Plant anatomy

• Photosynthesis

• Symbiosis

• Algae

• Bryophytes and ferns

• Gymnosperms

• Angiosperms

• Pressing and preserving plants

• Field trip\*

 \* Please note that a field trip may or may not be scheduled

Note: the order and topic of subjects may be changed if necessary.

**Tests**

3 Practical Exams

1 Lab Report

**Testing Policy**

* You are not allowed to wear hats, pull up hoods, or sunglasses during tests.
* All material must be put away and electronic devices turned off and stored in a bag or given to the instructor before testing begins. **Electronic devices cannot be on your person during the exam**.
* Students leaving the classroom during a quiz or exam may be barred from completing the assignment. The student should always ask permission before leaving.
* Academic dishonesty, such as cheating, plagiarism, or collusion may result in disciplinary action, including dismissal.

**Assessment**\_\_\_\_                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Types of assessment include class attendance, student participation, quizzes, and 3 practical exams of equal value, and a Lab Report. The instructor will announce the specific exam dates. Typically, all practical exams will have 25 lab stations; each station will have two or more questions. Stations may have a microscope set-up, diagram, model, or some other setup. The Lab Report on experimentation of the Fast Plants is required. Quizzes are taken during class time.

 - 3 Practical Exams – 100 points each

 - Quizzes or homework– 100 points

 TOTAL POINTS = 400

**Midterm grades** reflect only a fraction of the work required to pass the course; therefore this grade may not be a genuine predictor of your final grade.

* Grades will not be posted following any exam.
* Instructors can **NOT** give out grades over the phone or by e-mail.
* If you are not present on the day grades are discussed following a test, you will need to make arrangements to stop by your instructor’s office during office hours
* Most graded material is kept by the instructor. Any graded material that you may have, do **NOT** discard it until you have received your final grade for the course. If a mistake is made on your grade, if the instructor loses grades, or some other unforeseen event takes place you may needthe graded material for proof of your grade. These events are very rare but it is best to keep track of your grades just in case.
* You can access your official midterm and final course grade through the LOLA/Banner Registration System
* If your instructor posts grades on Canvas, you may also check the site for your grades (see below)

**To Access Grades on the Internet**

* To access your official midterm and final grade through the Internet go to [http://www.dcc.edu](http://www.dcc.edu/) and log into the LOLA/Banner registration System
* Your username and password are sent to your official DCC e-mail.
* Some instructors will use *Canvas*to post scores from quizzes, tests, and assignments. This is not the official grade for the course.

If you have problems logging on to the system, send an e-mail support@lcts.edu or call 866-217-8819

**Grade Appeal**

* If you feel like there has been a mistake with your grade, the first step is to discuss it with your professor.
* Only final grades may be challenged or appealed. The challenged procedure must be completed before any appeal process is initiated. The procedure for challenging a final grade can be found in the Delgado Community College Catalog under Academic Policies.

**Grading Structure**

Grading is based on a standard 10-point scale:

|  |  |
| --- | --- |
| 90% -100% | A |
| 80% to Below 90% | B |
| 70% to below 80% | C |
| 60% to below 70% | D |
| below 60% | F |
| Failure due to insufficient participation | FN |

FN grade is for not sufficient participation or attendance.

At midterm, all instructors are required to assign an FN grade to each student for whom the instructor identifies as not meeting the requirement for sufficient participation, to be successful in the course. The FN does not mean an earned failure grade; the FN means the instructor is unable to determine an earned grade.

If a student receives FNs in **ALL** enrolled classes at midterm, the student will be unofficially withdrawn from the College by the College Registrar. Students who are unofficially withdrawn from the College due to ALL FNs at midterm may request reinstatement through the Reinstatement Procedures as outlined in the current College Catalog.

If a student does not receive ALL FNs at midterm, he or she remains enrolled in the classes (not dropped). A student with an FN in a class at midterm (not dropped) may return to the class; however, the instructor is not required to provide make-up provisions for missed coursework.

**How Grades Are Calculated**

- 3 Practical Exams – 100 points each

- Quizzes or homework– 100 points

 TOTAL POINTS = 400

Final grade will be the total of all student work divided by 400 then multiplied by 100.

**Attendance and Withdrawal**

Attendance is mandatory and roll will be taken. Any student that has not attended within the first 14th days (7th day in summer) will be withdrawn from the course. After the 14th day (7th day in summer), students are responsible to withdraw themselves. Withdrawal from class after the 14th day (7th day in the summer) is the sole responsibility of the student. Any student that does not withdraw and does not attend will be assigned a grade of “F” for the semester.

Any student who is not present when roll is taken will be considered absent from that class. You are responsible for any information you miss due to an absence. An absence from a previous lecture does not excuse you from any work that you missed nor from any quiz or exam following your absence.

**Academic Dishonesty**

Academic dishonesty, such as cheating, plagiarism, or collusion may result in disciplinary action, including failure of the exam or dismissal from the course.

Examples of academic dishonesty include, but not limited to:

* Disclosing the contents of the test to any other person
* Looking at or copying from another student’s paper or allowing another student to copy from one's paper.
* Talking/communicating with another student during the test.
* Consulting persons outside the room during the test.
* Copying questions, answers, or choices from the test during the exam or while reviewing the exam.
* Accessing or using a communication device (PDA, cell phone, etc.) during an exam.

**College and Classroom Policies**

**Married Students** - If there is the possibility of a discrepancy between your maiden and married name in the Delgado computer system, PLEASE inform your instructor as soon as possible.

**Enrollment** - If you find yourself enrolled in a science course that is too difficult for your preparation and background, you may change to a lower level course within the FIRST TWO weeks (one week during the summer semester).

**NO** changes are permitted after this period for any reason. It is the student's responsibility to "catch up" on any material that has been missed due to any such change.

**English Composition** - You are expected to use correct spelling and grammar on all work turned in for grading.

**Academic Dishonesty** -Academic dishonesty such as cheating, plagiarism, or collusion, may result in disciplinary action, up to and including dismissal.

**Electronic Devices** –

Tape Recorders: Ask permission to use tape recorders for your personal use. Any material recorded should not be posted or sold on the internet.

Video Recording: Is not allowed under any circumstances.

Cellular phones should not ring or beep in class. If you are expecting an emergency phone call, ask the instructor for permission to leave your phone or beeper turned on.

**Safety -** If the fire alarm should sound during class, gather your personal belongings, turn in any exam or quiz, and then exit the classroom following the directions of the instructor.

If the school should lose electrical power, remain stationary. The instructor will provide instructions as to the next step to take. Cancellation of the remainder of any lecture class period due to power outage or fire alarm is the option of the instructor.

 Do not assume that the school or class has been canceled due to weather, fire alarms, or temporary power outages.

Children are not allowed in lecture rooms or laboratories and are not to be left unattended in the hallway.

**Addendums: The instructor may give additions and make changes to this syllabus in an addendum.**

Please review your *College Catalog* for additional information pertaining to College policies, student behavior, and the official College calendar.

**Science Resource Lab (CP01 126W Annex) Policy**

The Science Resource Lab is designed to help students in the Biological sciences. The reference manuals, books, slides and models are suitable for most of the Biological Sciences taught at Delgado. These materials are available for additional study in this lab. Tutors will be available during the specified operating hours. The operating hours will be posted as soon as possible. **This lab does not provide a quiet distraction free distraction free environment and tutors or faculty may not be able to provide you with specific assistance.** Students desiring to study in a quiet distraction free environment are encouraged to use the Library.

**Classroom Concerns**

Students having concerns about their class are encouraged to meet with their instructor first. In an understanding cannot be reached, then students should make an appointment to speak to the department head.

**Please review your *College Catalog* for additional information pertaining to College policies, student behavior, and the official College calendar.**

Delgado Community College is committed to providing a positive learning and working environment for its students and employees. The College assures equal opportunity for all persons without regard to race, color, religious or political affiliation, gender identity, sexual orientation, citizenship, national origin, age, disability, marital status or veteran's status, pregnancy, child birth and related medical conditions, and the sickle cell trait in the admission to, participation in, or employment in the programs and activities of the College.