Instructor
Dr. Bonnie Amos, Professor of Biology

Office Hours: Since this is an online course, I will not be in my office this semester. Please use either email (preferred) or call me when you have questions or problems.
Telephone: 325 481-6656
E-mail: Bonnie.Amos@angelo.edu

Course Information

Course Description
This is a survey of life characteristics of the plant-like and fungi-like protists, plants, and fungi.

Student Learning Outcomes
The learning outcomes for this course include:
- Identification of the cells, tissues, and organs that make up a multicellular plant or fungus body.
- Explanation of how structures are related to function and how they allow organisms to carry on fundamental life processes in different environments.
- Determination of the major characteristics of the phyla (=divisions) of plant-like and fungi-like protists in the Kingdom Protista and the characteristics of members of the Kingdom Plantae, and Kingdom Fungi.
- Investigation of the relatedness among these groups and their major evolutionary pathways.
- Recognition of the importance of plants and fungi in human ecology.
Course Delivery

This is an online course that will be delivered via Blackboard. If you choose, you can complete this course without visiting the ASU campus.

Please refer to this Health and Safety web page for updated information about campus guidelines as they relate to the COVID-19 pandemic.

Required Textbook

Reading assignments are from Evert, R. F. and S. E. Eichhorn. 2012. Raven Biology of Plants, 8th edition, W. H. Freeman & Co. This textbook also includes images that will be helpful for lab.

Technology Requirements

Access to exams and quizzes will be through Respondus Lockdown Browser and will be video recorded via Respondus Monitor. Respondus requires a desktop computer or laptop (not a Chromebook) and a webcam. For best results, use an ethernet cable to connect to your Internet source instead of relying on Wifi. Refer to the Blackboard course for Respondus installation instructions. Blackboard will also be used for virtual meetings via Collaborate and Discussion Board.

Communication

I will respond to emails within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to me, include the course name and section number in your subject line. Also please include enough information so that I understand the question or problem.

Virtual communication: Advising and help with course materials may be done via Blackboard Collaborate. If you want a virtual face-to-face meeting with me, please send me an email and a date and time you are available.

Attendance

Attendance records will be based on your successful completion (= passing grade) of weekly assignments. If you complete ALL assignments before the weekly due date and time, you will have one point added to your final average.
Assignments and Activity Descriptions

**Lectures:** Lectures are delivered via PowerPoint presentations with audio recordings, accompanied by study guides, homework quizzes, videos, worksheets, and links to helpful websites. All are available on Blackboard Lecture. You can find the weekly lecture schedule on Blackboard Lecture along with reading assignments and due dates/times for homework assignments.

**Homework Assignments:** Quizzes are assigned for each lecture topic. The purpose of the homework assignments is to provide you an opportunity to test your understanding of lecture information before each exam. You may take each quiz three times; your highest score will be recorded. You are NOT allowed to use any form of assistance when taking the quizzes. You must take each quiz via Respondus LockDown Browser and WebCam. Your homework average is equivalent to one lecture exam grade.

**Lecture Exams:** Exams 1-5 are a combination of multiple choice, fill-in-the-blank, and true/false questions. Exams 1-5 are each worth 100 points. If a class lecture exam average is less than 75%, a curve will be applied to raise the class average to 75 points.

You have the option of taking an Optional Comprehensive Final Exam which is also worth 100 points (no curve will be applied to this exam); the grade on this exam can be used to replace your lowest exam score among Lecture Exams 1-4; your grade on Exam 5 cannot be replaced. If your grade on the optional comprehensive exam is lower than your scores on exams 1-4 the grade will not replace another exam grade nor will it be used in your final grade calculations. Questions for each exam are taken from lectures, homework assignments, and from supplemental learning tools (i.e. videos, reading assignments, worksheets). You must take each exam using Respondus LockDown Browser and WebCam. Each exam can only be taken once. You are not allowed to use any form of assistance while taking an exam.

No make-up exams are given. If you miss one of the first four exams, you must take the Optional Comprehensive Final Exam. Your grade on the comprehensive exam will replace the 0 for the missed exam. For example, if your exam scores for exams 1-4 are 90, 0, 70, 88 and you make a 75 on the Comprehensive Exam the 0 becomes a 75. You are only allowed to “make-up” one exam during the semester by substituting it with a grade from the comprehensive final exam. **If you miss Exam 5 you will get a zero; this grade cannot be replaced.**
Labs: Labs consists of self-paced exercises available on Blackboard Lab. Before each lab you have two assignments: read/study a Blackboard pre-lab exercise (required) and take a quiz over the pre-lab exercise (optional). After you master the information in the lab exercise, you are required to take a Post Lab Quiz. All labs scheduled for each week will be available on the Friday before the week of the scheduled labs. Due date and time for the pre-lab and post lab quizzes are posted on the lab schedule (available on Blackboard Lab). Please read the Lab Syllabus for additional information (posted on Botany Blackboard Lab).

Lab Practicals: There will be three lab practicals administered during the semester, each worth 100-points. All lab practicals are based on information and images presented in the posted labs and information from the pre-lab assignments (see Botany Lab Schedule). However, the information presented in lecture and lab for a given topic (i.e. tissue systems, non-vascular plants) is very similar, although presented in a different manner. You may find it helpful to review the lecture information to help you gain a better understanding of the information presented in lab.

Lab Practicals are administered using Respondus LockDown Browser and WebCam; You are not allowed to use any form of assistance while taking a Lab Practical. Each lab practical can only be taken one time. If the class lab practical average is less than 75%, a curve will be applied to raise the class average to 75 points.

Pre-lab Reading Assignments, Pre-lab Quizzes, Lab Extra Credit: You may take each pre-lab quiz as many times as you wish; your highest grade is recorded. The purpose of these are to provide you with background information to help you understand the lab better.

The pre-lab quizzes are not required; however, if you take ALL of the pre-lab quizzes and have a 70% or higher average on your final pre-lab quiz average, you will earn 50 points, which will be added to your total lab points (i.e. before the average calculation). Pre-Lab quizzes must be taken using Respondus LockDown Browser; use of WebCam is not required. You are not allowed to use any form of assistance on a Pre-Lab Quiz.

Post-Lab Quizzes: Another 100 points is based on an average of your 10 individual best 100-point post lab quizzes (out of 12 scores). Post lab quizzes are posted on Blackboard Lab the Friday before the scheduled lab. Post-lab quizzes must be taken using Respondus LockDown Browser and WebCam. You are not allowed to use any form of assistance on a Post Lab Quiz; you may take each quiz two times with your higher score recorded.

Missed Assignments
To succeed in botany you MUST keep up with and complete all assignments. I have provided ample time for you to complete assignments, for that reason if you miss an assignment there will be no make-up opportunity. If you submit a score past the deadline, that score will not be counted.
Glitches and Bumps

If you encounter a problem with any posted activities (lab, quizzes, etc.), please send me an email immediately and let me know what it is so I can fix it. The system I use to post activities on Blackboard does on occasion result in a problem. For example, I use a Mac computer. The program I must use to create exams, practicals, and quizzes for compatibility with Respondus does not work on a Mac. So I create the activity on a Mac then send it to a PC to prepare it for Blackboard Respondus. Once prepared, I then send the exam/quiz to Blackboard. Sometimes goofy things happen during this process...such as images disappear or only a portion of the question appears or an entire question disappears. And an added problem...I can and do make mistakes.

Grading and Grading System

There are two components to your final botany grade. The lecture grade is determined by an average of the five lecture exams along with the average of homework assignments. The lab average is based on scores for the three lab practices and the average of your ten best post lab quiz scores.

Lecture counts for 75% of your final grade (final lecture average x 0.75) and lab contributes 25% of your grade (final lab average x 0.25). The two percentages are summed to determine your course grade. Grades are assigned based on the following scale: The following grading scale is in use for this course:

- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points
- D = 60.00-69.99 points
- F = 0-59.99 points (Grades are not rounded up) No exceptions.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university’s Statement of Academic Integrity.¹

I am going to be blunt here so there is less chance of misunderstanding. Since we are going to be using remote assessments this semester there will be opportunities for cheating. If you cheat and I learn about it, for the first infraction you will receive a zero on the assignment (no matter if it is a homework assignment, pre-lab quiz, post lab quiz, major exam, or lab
This is a grade that cannot be dropped or replaced and the zero will be used in calculating your course grade. The next time, and each time afterwards the same consequences will be administered plus your final course grade dropped a letter grade. Angelo State has recently implemented a mandated recording system for students who have displayed academic dishonesty. In addition to the grade loss, your name is added to the "academic dishonesty roll". The purpose of this "roll" is to identify students who are chronic cheaters. My apologies to those of you who are honest.

**Accommodations for Students with Disabilities**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the [Student Disability Services website](#). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center, Room 112

**Incomplete Grade Policy**

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact me if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#) for more information.
General Policies

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to me prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Title IX at Angelo State University
The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:
Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Required Use of Masks/Facial Coverings by Students
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the
classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Withdrawal From the Course
You are not automatically withdrawn from a course if you stop completing assignments and taking exams. If you do not withdraw and remain enrolled I am required to submit a grade for you. This “F” cannot be removed from your ASU transcript. The last day you can drop a course or withdraw from the university is Tuesday, November 10th (5:00pm).

Modifications to the Syllabus
This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.

Teaching Philosophy
Teaching botany is extremely important to me for several reasons. As a botanist I find plants fascinating and I want everyone to know their awesomeness. Another reason is the critical, frightening situation happening on Earth. We are experiencing a biodiversity crisis often referred to as the sixth mass extinction. Plant extinction is twice that of all bird, mammal, and amphibian extinctions combined. Plant extinction is bad, bad news for all species. Plants form the infrastructure of ecosystems and are interdependent with other organisms and with one another. We don't yet have an understanding of all of the ways plants interact...but what we do know is mindboggling. Baba Dioum summed up why I teach botany, "In the end we will conserve only what we love; we will love only what we understand; and we will understand only what we are taught." I hope you enjoy this course and gain an understanding of why everyone must be good and adamant stewards of plant conservation.

\[1\] https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php  
\[2\] https://www.angelo.edu/services/disability-services/  
\[3\] https://www.angelo.edu/content/files/14197-op-1011-grading-procedures  
\[4\] https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of  
\[5\] https://www.angelo.edu/services/title-ix/  
\[6\] http://www.texastech.edu/downloads/ttus-policy-face-coverings.pdf