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Biology 109 Introduction to Plant Biology Summer 2015

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Introduction to Plant Biology
Online Bio 109
SYLLABUS

HEAD INSTRUCTOR

Ralph Bonati

Contact Information

Course email: Please use **Cobra Mail** for all correspondence to the instructor relevant to the course. A response cannot be guaranteed unless you correspond via the Cobra Mail system.

Parkland email: rbonati@parkland.edu for all other correspondence

Phone: It will be fastest to email the instructor that you want to contact. However, if you really need a quick reply, you can contact Karen (department secretary) at 217-351-2285 to relay a message.

Office address: Dept. of Natural Sciences; Parkland College; 2400 W. Bradley Ave.;
Champaign, IL, 61821

Office location and hours: Listed in Cobra under Content> Course Information

Course Management: <http://cobra.parkland.edu>

COURSE INFORMATION**Introduction**

Online Bio 109 is an introduction to the diversity, structure and function, and importance of plant life to ecological and human systems. Emphasis throughout the course is on scientific inquiry of real-world problems involving plant anatomy and growth, responsiveness, evolution, reproduction, economics, and symbiosis of plants. The hope of the designers of the curriculum is that this course teaches you some of the science of botany while making it interesting and relevant to your lives. There are no prerequisites for this course... all are welcome!

Online Bio 109 will transfer to virtually all two and four year colleges in the state of Illinois by virtue of its approval as an IAI course (IAI L1 901L). It should also transfer to most colleges and universities outside of Illinois but you should check with the institution you plan to attend to make sure.

In the tradition of Parkland College, this course is also dedicated to helping you to recognize your full potential as an educated person. Online Bio 109 addresses the following general education objectives in some part:

- Demonstrate ability to read, write, listen, and speak effectively;
- Demonstrate ability to think critically, collect facts and make decisions based on them, solve problems using methods of critical and scientific inquiry;
- Demonstrate creative potential;
- Demonstrate ability to use technology;
- Demonstrate understanding of worldwide social and economic issues;
- Demonstrate ability to understand the necessity of core values in helping them make ethical personal, social, and professional decisions.

This is an uncommon general education science class in that all the course components, including the lab, are administrated in a virtual setting. As a consequence of this, the educational value and integrity of this course, particularly the lab exercises, are being researched throughout the semester. Your comments about the course will be invaluable to the future of other courses such as this. If you have any questions about this situation, please contact the instructor.

SUCCESS IN THIS COURSE

Most of all, your instructor wants you to succeed in this course, but some of this section will seem very strict, and perhaps even negative. It is important to know we are not trying to scare you off, but to inform you of what is necessary to succeed in this course and how to avoid pitfalls that other online students have fallen into.

Devotion

Imagine yourself in an on campus 4-hr laboratory science class. You will need to be physically in class, listening to lectures, participating in activities, and learning 4 hours a week (8 hrs/ week in the summer). You will also need to be in a hands-on, active laboratory session 2 hours a week (4 hrs/ week in the summer). Parkland recommends that you need to spend a minimum of 2 hours per credit hour studying on your own in order to successfully study and learn. That means Parkland recommends spending a minimum of 14 hours (28 for the summer) outside of class, plus the 6 hours in class, on the Intro to Plant Biology course to be successful. This recommendation holds true for the online section of this course as well.

It is important to remember that this is a *fully* online course. You will not be attending lectures and labs on the Parkland Campus, but you will be required to do the same amount of work as if you were.

We would even venture to say that you will end up doing more work than if you took this class on campus, because *you* need to read, sort through information, and package it; you do not get the benefit of having a lecturer explain everything you need to know. *You* also will need to set up the labs yourself, gather the materials yourself, interpret directions alone.... Again, you will not have the benefit of an instructor standing over your shoulder (though there is one waiting behind a computer).

Those two things said, this course was written with the intention that you would need to *devote* a minimum of 8-12 hours a week to the course materials (16-20 hrs for the summer). You need to think about the time you spend on tasks, and the concrete things you do to aid your learning. You will need to spend a significant amount of time really reading the text, taking notes about what you do not understand, and asking questions of your instructors. One read-through or a good skim will not suffice, briefly copying down the writing in the text in your study guide, and flipping through the pages of the text during a test will not help you to succeed. Likely, 55% of the time for this class will be spent on textbook, discussions, and study guide assignments; 45% on labs and the larger course assignments, and will break down something like this:

- 2-5 hours to complete the study guide

- 2 hours to set up and complete the lab experiments (though there might be some waiting time)

- 0.5-4 hours to complete the lab assignments (vary with the week)

- 2-8 hours to study for quizzes, tests, participate in discussions, and complete other assignments.

Science courses often require more work on your part than other types of courses because the information is challenging. Your instructor is here to help you with the science content, but you will

really need to pay attention to your study habits, be self-motivated and self-disciplined and force yourself to learn the information.

Science

Often students explain that they are scared of science and they are petrified that they will fail this science course. This course was designed so that anyone who does devote their time will very likely receive a very good grade in the course. A good deal of the grade is participatory, based on whether or not you do the work, and the amount you learn. Science is a wonderful creative process that involves exploring the world around you. If you can tackle that and learn some vocabulary and important plant facts along the way, and put a little effort and thought into it, you'll likely do very well in the course.

Staying on top of things

Probably the most important bits of advice for success are:

- 1) Continually **use the Cobra calendar** and the **Course Assignment Schedule** to watch for due dates and see where you are supposed to be. *Everything* for the course will be posted on the calendar, but it is your responsibility to keep up with the calendar and to check it. Using the excuse, "I didn't know about that assignment" will not ever fly for this course.
- 2) Keep up with the assignments and material and **don't get behind!** It will be challenging in the online setting to catch up, and due dates are firm in this course.
- 3) If you find yourself getting behind, or have ANY questions about course material, content, management, or other relevant topics, **contact your instructor** for help! Sometimes, the instructor can bend the deadlines a bit (though not always), can advise you on what to focus on and what not to focus on, and get you back on track.
- 4) Please be detailed in your queries to your instructor. This will save time and confusion.

Asking questions

Do not feel as if you are all alone behind your computer. Your instructor is here to help you through the information and help you succeed in the course. However, it is your responsibility to ask questions and indicate that you need help. Your instructors are not telepathic, but they are online frequently and will do their best to help you!

This is a very important point, and for some reason, online students do not ask questions about the material as frequently as on campus students. Any question is a good one! You are paying your instructor to help you, so let them!

Technical problems

Reliable technology is a requirement for this online course. If you don't have reliable access to the internet and/or a reliable computer, and a back-up for getting your work done in the case things change, you sincerely should reconsider taking this online course.

If you have technical problems, please inform your instructor and contact the Center for Distance and Virtual Learning (DVL) as soon as possible if necessary to get things resolved. But, as technology is a requirement to participate in this course, you can't make technology excuses for not getting your work

done. (Think if your instructor said, “My computer crashed so I couldn’t get this assignment to you on time”. That is just as unacceptable as you saying it!)

Plagiarism

There will be none accepted.

This is something your instructors have no tolerance for at all. Plagiarism is trying to use someone else’s words, data, or phrases as your own. It is a form of cheating (as you are not doing your own work) and it is an illegal copyright violation in most cases. It is your responsibility to work at not using others’ words as your own. A few points to think about:

- 1) Your instructor knows what the textbook says and that you have it. There is no reason for them to grade you on your ability to type things word for word (or even almost word for word) from the textbook. That is a waste of everyone’s precious time (and is illegal). Don’t do it.
- 2) If you feel that something exactly from the textbook is extremely important to your answer, you must put that phrase, sentence, etc. in quotation marks. Otherwise, you are saying that you wrote it, which you didn’t.
- 3) Your instructor wants to know what *you* know so *your* thinking on a subject, the amount *you’ve* learned, and *your* opinions can be examined. Putting someone else’s words in place of your own does not help your grade in this class, despite the fact that you might think someone else says it so much better. This class is meant to be about progression, not about regurgitation.
- 4) As well, an answer that consists of more than 30% quotations is not *your* answer, but a compilation of other peoples’ words. That type of answer will not be graded.
- 5) Once your instructors get to know your writing through discussion boards and assignments, we can easily tell what is and is not your writing. Often, too, plagiarized assignments are choppy, do not answer the question well, and have a very poor use of scientific lingo, so your grade suffers.
- 6) Access to the internet causes a great deal of temptation to cut and paste from others’ websites. Even cutting and pasting a phrase, a single sentence, or cutting and pasting altering a few words is considered to be plagiarism. The best way to avoid plagiarism is to read the source, make a few notes, put it away, then write your assignment.
- 7) ANY plagiarized offense that is caught, however small, will be granted a zero without exception.
- 8) If you feel that you do not understand what is considered to be or not to be your own work, it is *your* responsibility to contact your instructor in a timely manner. Though your instructors have no patience for the act, they do have an immense amount of patience for teaching what is and is not plagiarism!

Weekends & Holidays

There is no official instruction on weekends and college holidays. You have time to ask a question and get an answer before the assignments are due. Deadlines are only deadlines; they do not bar you from doing assignments early as best fits your schedule. Pay special attention to the deadlines that are around holidays, breaks, and the end of the semester.

What to expect of your instructor

Your instructor will:

1. check Cobra email and discussion postings at least once every day Monday- Friday.
2. respond to your queries Monday-Friday within 36 hours.
3. read and monitor all discussion postings and sometimes help direct the conversation.
4. attempt to grade all assignments within a week of the due date.
5. post your grades to Cobra in a timely manner.
6. let you know how you are doing in the course when you ask.
7. fix any discrepancy noticed in the course, and return any points lost because of it.
8. be open to suggestion, comment, and changes in the course while the course is in session.
9. be firm about deadlines.
10. not tolerate plagiarism.
11. treat you honestly, civilly and with respect.
12. be fair to all students.
13. do everything possible to help you succeed in the course as long as you are working hard and helping yourself too.

Communication

Clear communication is very important as the only way your instructor has to work with you is the virtual format. Please be sure questions are stated clearly, and a little thought is put into requests. For example, if you are concerned about doing better on the next test, don't simply ask your instructor to help you do better on the next test. The next thing you'll get from your instructor is a question asking you what you do now, and what your specific concerns about the test are. Tell your instructor what you have been doing, and then ask how you can improve your study habits so you can improve your score.

Be as specific as you can when referring to the textbook, quizzes, and study guides so your questions will get answered in a timely manner.

If you are frustrated with someone, including your instructor, let yourself cool down before you contact your instructor. Blowing off steam in the virtual setting can set a negative tone between you and the rest of the class, and it can be rude. Being frustrated is fine, and making suggestions as to the improvement of the course is absolutely welcome, but bursts of emotion about the state of things don't do anyone any good.

Please be respectful of all participants in the class at all times. You must allow people to voice their opinions in a safe and open environment, and respectfully voice your own. If your comments are rude, hateful, personalized, or inappropriate, you will be banned from the discussion boards and Cobra mail.

Keep in mind that in an academic setting, professional writing is expected. Please think about capitalization and proper punctuation, avoid using "texting" abbreviations, and do not call your instructor, "Hey you". While we want to be casual and open, we also need to train you for the work place and being able to communicate in a professional manner is part of that work ethic.

Withdrawals

Around the tenth day of a full semester class (or its equivalent for a class of shorter duration), your instructors are required to assess your attendance. If you have not attended to that point, you will be dropped with no refund of tuition and fees. Online class attendance is determined by student participation in online learning activities and/or contact with the instructor. After this census date, you

should not plan on an instructor withdrawal if you want to withdraw from the course. You are ultimately responsible for your own withdrawal by the withdrawal date. Non-attendance after the census date will result in an F if you don't withdraw yourself.

General Assignments

For 16-week sections, every two weeks (for 8-week sections, each week), you will need to:

- Complete a unit of study called a module by reading two-three textbook chapters and filling in the information on a module study guide, then taking a module quiz (and a retake quiz) on the study guide
- Perform one or two 2-hr lab exercises at home (or at least on your own) and complete the assignments associated with it (submit photos, take lab quizzes, and/or submit data)
- Actively participate in one or two asynchronous discussions that usually require a little outside research

Over the entire semester, you will need to:

- Be the head researcher for two research labs (which requires the organization of data submissions)
- Take a cumulative multiple-choice/ matching final exam

COURSE ADMINISTRATION

All course components are located in Cobra, a course management system. Please go to the following address to access the course. Instructions to enter are on the site.

Cobra <http://cobra.parkland.edu>

Answers to general questions about online courses and technical assistance at Parkland can be found at **Distance & Virtual Education** <http://online.parkland.edu>

General **questions about technology** can be sent directly to star@parkland.edu

Course handouts are typically given to you in HTML, Microsoft Word documents (.doc or .rtf) or in Adobe pdf formats. You must have some word processing program capable of opening a .doc or .rtf file, and Adobe Reader or Acrobat to open the .pdf files.

Downloading all files should take minimal time, but you may need to be patient if you have a dial-up internet connection. There are some movies that you will need to view, and these may take many minutes to download. Allow yourself enough time to download the course materials.

COURSE COMMUNICATION

Establishing your student email account <http://stu.parkland.edu>

Please access this site and establish your Parkland account. All Parkland students have been assigned an e-mail account. Parkland and your instructor will be sending email to this account that may be vital for your success in the course. Your login will be your first initial and last name. Your password will be the last 5 digits of your Social Security number unless you have already accessed the account and changed your password.

Contacting your instructor during the course

Please use the Cobra Mail function to contact your instructor. Your instructor will respond via the Cobra mail. Please keep in mind that your instructor is likely not glued to their computer 24 hours a day, and your instructor may also experience technical problems. In most cases, your instructor will reply within 36 hrs M-F, but likely well before that.

Discussion with Peers

Within Cobra, under the “Discussions” tab or the “Content” tab>Course Information, there is a set of “Student Help Desk” forums. Please use the appropriate ones for each question:

Course Navigation (how to find things), Course Content (Information about plants and course content), and Angel Remnants (if you find any problems in the course or the word, “Angel” anywhere). Helping each other will earn some extra credit points at the end of the semester, as well as foster a stronger sense of community, get you a faster answer, especially on the weekends.

The discussion board will also be used for all graded discussion forums. You must be careful which topic you post your submissions in. Discussions will be graded similarly to class participation in a regular on campus course. If you are not “present” and active, you will not receive credit.

Keep in mind that your instructor can and will read all of the discussion postings. It is imperative to use respectful language and depersonalize your comments at all times.

Technical Difficulties

Please contact Distance and Virtual Learning with any technical questions regarding software, Cobra, or computer issues. They are located in D109 on the Parkland campus, and can be reached by phone at (217)373-3893 or by email at star@parkland.edu. There is additional contact information at <http://online.parkland.edu>.

Library

You will be asked to do research periodically throughout the course. As a Parkland student, you have full online privileges of the Parkland Library at <http://www.parkland.edu/library>. You are not restricted to this library, but it is an excellent resource, now linked to over 65 other state libraries.

REQUIRED THINGSMaterials:

- Stern's Introductory Plant Biology, 13th edition by Bidlack and Jansky (ISBN: 9780073369440). You can purchase it or rent it, but you need it asap! Reading the book takes the place of any sort of "lecture", so you must have access to it.
- All Laboratory Handouts & Module Study Guides, provided by instructor on Cobra
- TWO backup copies of all computer work
- Lab supplies (approximately \$75 for entire semester; required materials are listed in each lab handout. If you don't have or can't purchase a piece of equipment contact your instructor for alternatives.)
- Some way to obtain and send digital photos, or ability to mail photos through the postal service
- Access to a reliable internet connection with a minimum connection speed of 28.8 Kbps (kilobits per second).
- Windows 7, 98, 2000, or XP OR Mac OS 9.2 or x 10.2

- Browser. Your computer should be able to run Firefox 3 or Internet Explorer 7; you need cookies and Javascript turned on. To check your browser, you can test it at <http://online.parkland.edu/index.cfm?page=ready>, then click “Test your Browser”. You can download any software you are missing by clicking visiting <http://online.parkland.edu/index.cfm?page=downloads>
- Microsoft Word or other word processing program, Your files must be submitted in rtf, doc, or pdf
- Microsoft Excel or other graphing program that can open .xls files
- Parkland Student email account

Abilities:

- Basic word processing
- Use a browser efficiently to do internet research
- Download files from Cobra and locate them on your computer
- Upload (as a Cobra attachment) files
- Use Parkland library to do research
- Diligence in maintaining back-ups of your work
- Safe behaviors when doing lab experiments
- Ask questions when you have them

NAVIGATING COBRA AND THE COURSE

There will be no make-ups in this class. Deadlines will be firm and no excuses, regardless of their integrity, will be allowed. Despite this, it is good practice to inform your instructor of situations that prevent you from doing an assignment or taking a quiz. Some assignments aren't really date-sensitive, and the instructor may be able to help you. At the very least, they can help you with the information even if you can't get the points.

Here is a description of each course component:

Calendar

To see the calendar, you have to go to the course home page, and click on “Calendar” in the middle of the right side of the main page.

You can use the calendar function to find due dates for all assignments and activities, and to get an overall feel for the course layout. You can click on a calendar entry to read more details. If something seems wrong to you, please contact your instructor immediately! If a calendar entry is wrong, you will not be penalized for it.

Content Tab

You can find all of the course information under the “Content” tab. The course is divided into 2-week modules (1-week in the summer), with everything you need for those two weeks in a module folder. Content serves as a Table of Contents for the course, with quick links to the quiz or assignment.

Discussion Tab

This is the asynchronous system used for peer discussion this course. You can access these forums either through the Content or Discussion tab. Topics related to the content of the course exist for most weeks, and you will need to post entries and responses within the topic. You are responsible for

making an initial posting, and for responding with thought to other postings. You will be graded on thoughtfulness, relevance to the material in the module, accuracy, thoroughness, and use of the material. There is an “Online Discussion Rubric” posted under the “Content” tab, then the “Assignments” folder. This rubric explains how your grades will be calculated for discussions.

It is your responsibility to check the discussion boards frequently. Part of your grade is for distributing postings across the week (at least 3 days).

Discussions will help you keep up with the information and will take the place of classroom discussion that happens in an on campus class. You may also see discussion questions on your tests!

Cobra Mail

This is an email system within Cobra and all course correspondence with your instructor that is unrelated to discussions should occur within this system. If you have content or technical questions, you should use Cobra Mail. Go to the “Classlist” tab at the top of the Cobra screen, select the person you want to email, then click the Email button at the top of the screen. You can contact any and all members of the course this way.

Lab Exercises

During the modules you have labs, you’ll see a “Lab Exercise” folder within the module folder. All lab information will be within this folder. 1-2 virtual **lab exercises** are scheduled every week and each is designed to take you about 2 hours. Sometimes that two hours must be completed in a single block of time; sometimes it may be completed over the course of the week. You may be asked to go on a short excursion, perform an experiment in your kitchen, make some observations... lab exercises are meant to be diverse and relevant to your life. Lab exercises do not necessarily reflect what is going on in the modules, though you will be making ties between the two. If at any time you have concerns about the labs, please contact your instructor so you can get help. Lab exercises are due on the due dates on the calendar.

There are five components that might be found within a lab folder:

Lab Instructions

This is a pdf file containing the instructions and assignments for the lab exercise. You’ll need Adobe Reader to open them.

Data Table

This is a doc file that has a data table from the lab that you will need to fill out and submit.

Data Submission

This is a drop box where you attach your completed data table and submit it for a grade.

Photo Submission

This is a drop box where you attach an assigned photo (if you have digital photos) and submit it for a grade. You may also mail or email photos to your instructor. You must have a grade of a 3/5 pts on your photo in order to get any credit for the lab.

Lab Quiz

This is a quiz about the lab. The questions may be from the lab, about the lab, or ask you to take lab information into a novel situation. There is no time limit on these quizzes unless you submit it

or you hit the due date. You can save your answers until you feel you have everything correct.

Head Researcher

Several of the labs generate data (called Research Labs). All students submit their data for these labs, but some students are assigned to be Head Researcher for a particular lab. When you complete this assignment, you will compile the class' data, make a graph, and interpret the results the class found. This link is a drop box where you attach these files and submit them for a grade. There are further instructions about this under the "Content" tab, in the "Assignments" folder.

Modules

The course information for this course is broken up into 8 units, called modules. Each module is outlined in a study guide found on Cobra containing the learning objectives for the unit, reading assignments, and additional learning materials. The study guide will tell you what information to focus on for each quiz, and you should use readings from your textbooks, assignments, discussions, and instructor comments to help you study the module outline.

This semester, there are eight modules, with the chapters of study as follows:

Module	Chapters and Chapter Sections
1 Importance of Plants	1 Introduction to Plant Biology 2 Plants and People 3.5 Plants Produce a Wide... 9.3 Humans Use Stems... Essay 10.1 Root of the Matter 11.7 Humans Use Leaves... 17.1Scientific Names... 17.3 Plants and.... 21.1 What are Plants?
2 Shape and Growth	18.1 What is life.... 4 Cells 19.3 Endosymbiosis 7 Cell Division 8 Plant Structure.....
3 Starch	3 Molecules of Life 5 Photosynthesis and Respiration
4 Body and Behavior	9 Stems 10 Roots 11 Leaves 12 Plant Behavior

5 The Birds & The Bees	13 Reproduction, Meiosis..... 23 Angiosperm Diversity... 24 Flowering Plant and....
6 Genetics and Biotechnology	6 DNA and RNA 14 Genetics and the Laws.... 15 Genetic Engineering
7 Ecology & Arid Systems	25 Principles of Ecology... 26 Arid Terrestrial Ecosystems
8 Moist Systems &Sustainability	27 Moist Terrestrial Ecosystems 28.4 Wetland Ecosystems 28.9 The Littoral Zone.... 29 Human Impacts...

Quizzes and Tests

Each quiz or test you need to take will be found within the module folder for the weeks you are working on.

Lab Quizzes vary in style from multiple choice, matching, short-answer, and essay questions. Each lab quiz contains questions about the lab, from the lab, and regarding the lab. You have unlimited time on all of these quizzes until the due date (as long as you don't hit the submit button).

Module Quizzes are multiple choice quizzes that will test your understanding of content, vocabulary, and information from the study guide and text. For each module, there will be a window of two weeks for 16-week sections (one for 8-week sections) within which the quiz is activated through Cobra, and you must take the quiz (see the calendar for dates; activation begins when the module begins, and the due dates are listed as milestones). Once you begin the quiz, you will get roughly 30-45 minutes to take it. These quizzes are considered "open book", but you should be prepared as the time limit constrains your ability to look things up. These quizzes are meant only to help you examine your content understanding so you can both answer discussion questions with some eloquence and take short answer tests.

Lastly, there is a **comprehensive final exam** with 75-pt multiple choice questions.

The windows of activation for quizzes and tests cannot, under any circumstances be altered unless prior arrangements have been made to take a quiz or test early. If you can, it is recommended that you plan ahead and take the quizzes and tests earlier than the final due date just to plan for any technical or personal situations.

If you have any concerns about any quiz or the grading of it, it is your responsibility to contact your instructor within a week of its grade submitted to the grade book. Grade appeals made after that time

will not be given consideration.

Course Evaluation

This is the link to evaluate this course. You will also be emailed this link closer to the end of the semester. You can only evaluate the course once at the end of the semester. At the end of the course, if 80% of students in a course fill out the course evaluation, each student will receive 5 extra credit points.

Syllabus

If you have questions about the course at any time, you may open the document and read the rules again.

OTHER ASSIGNMENTS

Extra Credit

Though there must be strict policies in place in the online setting for due dates and deadlines, the reality is that there are technology and personal problems that are beyond our control. In order to allow some room for these things, you will be offered up to 35 points of extra credit assignments throughout the semester. These points are meant to allow you to make up points if your computer crashes or you have to work overtime, not simply to allow you to procrastinate and blow off assignments.

DOING YOUR OWN WORK

Your own work is required in this course. Your instructor cannot emphasize this enough. Prior to the drop date, cheating in **ANY** form (for example, plagiarizing, copying lab reports or handouts, getting someone else to do your work, copying from the internet, etc.) will earn a zero for the assignment and you risk being dropped or failed from the course depending upon the severity of the offense. Any plagiarism offense will be documented on your permanent educational record without exception. Additional offenses can warrant expulsion from the class or college and fines. After the drop date, cheating in **ANY** form will earn an "F" for the course. This is especially true for plagiarism from internet sources. For the vast majority of you, the above warning is an insult to your integrity, however must be stated for a small number of students.

If at any time, you do not feel confident in your ability to tell your own work from someone else's absolutely, please contact your instructor to learn how to tell. Your instructor is here to teach you this too.

ACADEMIC ACCOMODATION

Disabilities

If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology or other classroom assistance), please contact: Cathy Robinson, Room X148, 217-353-2082, crobenson@parkland.edu

ONLINE BEHAVIOR

Please be respectful of the others in your class and do not be disruptive. Behavior that is deemed disruptive by the teacher and/ or other students will not be tolerated and you will be asked to leave the discussions and even the class. Please use courteous and respectful language always. Be honest in

your comments, but do not be rude and insulting.

RESOURCES

There are several tools and facilities that may aid you in this course.

Here are a few suggestions that we recommend you take advantage of: your instructor; your textbook, lab manual, and additional readings provided in class; other students; other reading materials and textbooks. Online sources for help include the companion website for your textbook at <http://www.prenhall.com/plantbio> .

GRADING

You are responsible for keeping track of your grade and contacting your instructor about your grades if you are concerned about them.

Late assignments will not be accepted. The due dates on the calendar are the dates. Most course due dates are 11:59am Parkland Standard Time the on the due date on the calendar. Postings and submissions will not be graded if made past the due date/time, and discussion forums will be locked.

Though we try our best, we occasionally make a mistake with the course due dates. Please ask if something is confusing. Any date change will only happen to give you more time, not to take away time.

Quizzes, tests, and several assignments will be graded online. Most grades will be recorded in your Cobra gradebook in a timely fashion. If you have any concerns about the grading of any assignment, it is your responsibility to contact your instructor within a week of the date your grade appears in the gradebook. Grade appeals made after that time will not be given consideration. Assignment grades questioned just before the end of the semester will not be altered.

No points are weighted or curved in this course. Grades will be determined simply on the following scale: A= 90% and above; B= 80%- 89%; C= 70%- 79%; D= 60%- 69%; F= 59% and below.

Available points and percentages are as follows:

Title	Points	Approx. Percent Overall
Discussion	Use all grades	12.57%
Getting Started	Use all grades	5.14%
Module Quiz	Use all grades	28.00%
Head Researcher	Use all grades	22.86%
Lab	Use all grades	22.86%
Final Exam	Use all grades	8.57%
TOTAL		100%
<i>Available Extra Credit</i>	<i>Use all grades</i>	<i>Extra Credit</i>