Syllabus BIOL 3139 – 001
Plant Biology Lab
Fall 2022

Meeting Times: Tuesdays 2:00PM – 4:50PM
Location: BEP 128
First Day of Class: Tuesday, August 23rd
Last Day of Class: Tuesday, November 29th

Instructor:
Jared Dickson, M.S.
Lecturer, Department of Biology
Office: BEP Room 104
Email: jdickson@uttyler.edu
Office Hours: Wednesdays 10AM – 1PM and by appointment

Course Description: This laboratory course focuses on plants and on how we can scientifically study the natural world using them. The goals of this laboratory course are for students to be able to recognize different types of plants and different plant tissues, and to be able to test scientific hypotheses using plants. The curriculum will emphasize the scientific method and hands-on activities.

Student Learning Objectives: By the end of the class, you should be able to…
1) Understand what a hypothesis is, and formulate your own hypotheses
2) Understand the steps of the scientific method and be able to follow them systematically
3) Present scientific results in a concise and informative format
4) Recognize different types of plants and different plant tissues, at different points in development

Required Materials (Only Available at the UT-Tyler Bookstore):

Grading:

Participation: 5% of the final grade when added together
Lab worksheets: 15% of the final grade when added together
Lab report: 20% of the final grade when added together
Midterm: 30% of the final grade
Quizzes: 10% of the final grade when added together
Plant Press Project: 20% of the final grade when added together
Total: 100%

100 – 90% = A   89 – 80% = B   79 – 70% = C   69 – 60% = D   < 60% = F

Quizzes: This is how you will receive your weekly participation score. The quizzes will be presented to you at the beginning of class on the projector screen. You will write your answers on a separate sheet of paper and turn in your answers. From your submission, you will receive a quiz score and the physical document will be used to record your attendance for that week. Tentatively, there will be a quiz every week that we meet for lab. Together with all the other quizzes, in all the other weeks, this will be 10% of your final grade when they are all added together.

Lateness/Leaving Early/Absence: You are required to be at lab on time every class period and to stay the entire class period. Failure to do so may result in a loss of points up to and including all of the day’s participation points and all of the points on all assignments that were handed in that day. Absences will be excused at the instructor’s discretion and there must be documentation.
Valid excuses include a sporting or other university-related event, a death in the family, or an illness affecting yourself or someone you must provide care for (such as a spouse or a child). Car troubles may sometimes be excused at my discretion, provided there is documentation from a police official (such as an accident report) or a mechanic’s shop that covers the dates in question. Valid excuses do not include oversleeping or work schedule problems. If you miss class because you or someone you provide care for was ill, you must provide a doctor’s note listing the dates affected. This means you or your loved one will need to visit the doctor on the day you are absent (or earlier) so that you can get a doctor’s note.

**Worksheets:** Most laboratory exercises will have a worksheet due a week later. Each one will be worth 100 points. You must do your own work! Every person is expected to answer all of the questions on their own, in their own words. You are allowed to work together and decide what answers you think are correct, but then each person must write down the answers on their own and in their own words. The rules about copying and quoting apply. You are not allowed to share your answers with others in your group and ask them to change the wording. This is still considered copying. Together with all of the other worksheets, in all the other weeks, this will be 15% of your final grade when they are all added together.

**Lab Report:** There will be one lab report during the semester, worth 100 points. The format of the lab reports will be explained in lab. Please follow this format carefully. The goal is to write a formal scientific paper where you set up the hypothesis, explain your methods, concisely present your results, and discuss your findings as they relate to the hypothesis. Just like the worksheets, each person is expected to write their own lab report, in their own words. You are allowed to work together and come up with answers together, but each person must write everything out on their own and in their own words. People who hand in identical or nearly identical lab reports will only receive partial credit (a maximum of 100 points divided by the number of identical lab reports). You are not allowed to share your lab report with others in your group and ask them to change the wording. This is still considered copying.

**Academic integrity:** Cheating or any other type of academic misconduct will be reported to the university administration, and at minimum will result in failure of the course.

**COVID**

It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don’t feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.
**Weekly Lab schedule** (subject to change):

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lab Manual Chapter</th>
<th>Calendar</th>
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<tbody>
<tr>
<td>Plant Taxonomy</td>
<td>Handout</td>
<td>Week 1 – Aug. 23</td>
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<tr>
<td>Seed Germination</td>
<td>Ch. 6</td>
<td>Week 2 – Aug. 30</td>
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<tr>
<td>DNA Extraction/Nanodrop</td>
<td>Handout/Ch. 4</td>
<td>Week 3 – Sept. 6</td>
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<tr>
<td>Plant Development</td>
<td>Ch. 7</td>
<td>Week 4 – Sept. 13</td>
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<tr>
<td>Tree Investigations</td>
<td>Ch. 9</td>
<td>Week 5 &amp; 6 – Sept. 20 &amp; 27</td>
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<tr>
<td>Roots and Leaves</td>
<td>Chs. 10 &amp; 11</td>
<td>Week 7 – Oct. 4</td>
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<td>Diversity: Seedless Plants</td>
<td>Ch. 16</td>
<td>Week 8 – Oct. 11</td>
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<tr>
<td>Diversity: Seed Plants</td>
<td>Ch. 17</td>
<td>Week 9 – Oct. 18</td>
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<tr>
<td>Diversity: Flowering Plants (Reproduction)</td>
<td>Chs. 17 &amp; 18</td>
<td>Week 10 – Oct. 25</td>
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<tr>
<td>Diversity: Flowering Plants (Seeds and Fruits)</td>
<td>Ch. 18</td>
<td>Week 11 – Nov. 1</td>
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<td>Week 12 – Exam</td>
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<td>Week 13 – Greenhouse Visit</td>
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<td>Week 14 - Presentations</td>
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Attendance and make-up policy: “Attendance” in this all-online course means watching all of the videos and taking all of the quizzes by the deadlines. “Attendance,” in this sense, is mandatory. No late work will be accepted.

Even though this course is entirely online and self-paced, there are strict deadlines to follow that require your regular participation. The deadlines are not flexible. You are expected to plan ahead and do your work ahead of time. You are expected to not wait until the last minute. Problems with your laptop/desktop/tablet or internet connection or Canvas, problems with scheduling for your job(s) or other classes, car problems, problems with child care, or personal or medical problems will not be accepted excuses for missing the deadlines. In general no excuses will be accepted, except under extraordinary circumstances at my sole discretion. Missing the deadlines means you will receive zeros on the missed assignments and these zeros cannot be changed. There will be no make-up assignments or extensions.

Correspondence: You are required to activate the email address that is listed for you on Canvas and to check it regularly. You must check this email address at a minimum every Monday, Wednesday, and Friday morning, for the entire duration of the semester, for any correspondence from me. You are also required to check the Canvas site for this course every Monday, Wednesday, and Friday morning as well, for the entire duration of the semester, for any announcements. You will be held responsible for any information, including deadlines, that I communicate to you via your email address listed on Canvas and/or through the announcements on the Canvas course site. The information could come from one or both places (email and/or Canvas announcements), so you must check both places on the schedule indicated above.

Due Dates and Deadlines: You are required to have this course visible in your calendar on Canvas. To do so, make sure the box for the course has a check mark. You will be held responsible for all of the due dates and deadlines for this course that are indicated in your Canvas calendar.

Copying: You can discuss your assignments with your friends or classmates whenever you want and you can discuss anything you want. But you, alone, are expected to write everything that you submit, by yourself, and everything that you submit must be in your own words. It is not allowable to hand in something as a group, or for all members of a group to each hand in the same thing. Any copying whatsoever from others, whether they are part of your study group or not, is entirely prohibited. You are not allowed to pass around your submitted assignments or drafts to anyone else to look at, for any reason, and you are also not allowed to look at submitted assignments or drafts of anything written by anyone else. These prohibitions apply to any materials submitted by students in previous years’ classes as well. These prohibitions also apply to any material from any source (newspaper, TV, website, professional journal, magazine, etc.) Simply putting everything in quotation marks does not get around any of these prohibitions, because quoting is not allowed either, no matter what the source is! If you hand in the same assignment as someone else, or if it is copied from someone else, even a little!, or if the assignment contains any quoting from any source, with or without quotation marks, you will receive a zero for the assignment and the person you copied from will receive a zero as well. I will not seek to determine who copied from whom; all persons with similar content will have the same penalty.

Quoting: As mentioned above, quoting is never allowed in this class, even if you use quotation marks. Everything must be written in your own words, not those of your study group or of anyone else.

Citations: When writing your lab reports, you will be consulting other sources. There will be strict rules about what other sources are allowed and how to cite these sources in your paper. The rules about copying will apply as well, and so will the penalties, and this includes the rules forbidding quoting, even with quotation marks. More detailed rules for the lab reports will be provided separately.
**Uncheck**: All assignments and appeals that you hand in will be checked for copying using a program called UncheckTM. This software checks the internet as well as every other student’s work who has ever taken this course or any other course. It also checks against any papers that are secretly traded or sold over the internet. It uses artificial intelligence to detect copying. The bottom line is that if you copy someone else’s or somewhere else’s writing, even a little, the software will catch you and it will give me the names of the other persons and/or the other copied sources.

**COVID**: Illnesses involving yourself and/or others will generally not be considered excuses for missing the deadlines to turn in assignments, in which case you will receive zeros on those assignments and those zeros cannot be changed. This is because I expect you to do the work ahead of time and not to save it for the last minute.

However, if you are unable to meet the requirements for the course specifically because of some specific disruptions related to COVID, I may give you a grade of “incomplete” for the course, at my discretion. For this to be possible, you will need to discuss the situation with me as soon as you can.

If I allow it, then the procedure will be as follows:
- When conditions improve, you will be able to continue making progress in the course, on your own, until you have completed all of the required assignments.
- If you do not finish the assignments by that point, your “incomplete” grade for the course will be changed to the grade you earned up to that point, with zeros factoring into your grade for everything else that is left unfinished, and you will no longer be given the opportunity to finish the rest of the work or to change your course grade beyond that point.

The only COVID-related disruptions I may consider are:
- You or someone you care for gets COVID (and let’s all wish this doesn’t happen!!!), and this renders you unable to keep up with the course. In this case, I will require a doctor’s note that references the date of your positive COVID test or diagnosis and/or the date of the positive COVID test or diagnosis of the person you are caring for.
- COVID disrupts your access to consistent, reliable, high-speed internet and/or to consistent, regular usage of an internet-enabled laptop or desktop computer on which to access high-speed internet.

**Privacy**: Students do not have the right to be “anonymous” whether classes are in person or online, or for all-online classes. All discussion will take place within Canvas, and your names will be displayed.

**Grade grubbing**: Grade grubbing will not be tolerated. I have quoted some relevant passages below about grade grubbing. They come from an excellent website that I recommend you read: [https://www.math.uh.edu/~tomforde/GradeGrubbing.html](https://www.math.uh.edu/~tomforde/GradeGrubbing.html)

Grade Grubbing (also called "grade begging" or "grade lawyering") is the act of a student going to a professor and asking for a grade to be raised for no legitimate reason. Often the student argues that they feel their work was "not graded fairly", or they made only a small mistake and should get more points, or they knew what they were doing even though they gave the wrong answer. Grade grubbing often involves asking for detailed justification of why certain points were taken off, questioning subjective aspects of grading (e.g., Why is this problem worth 5 points and this one worth 7 points?), and wearing down the professor by arguing, begging, and pleading until they finally relent and increase the student's grade.

…In addition, grade grubbing presents a very negative image of you: it indicates that you do not care about learning the material, and that all that matters to you is your grade in the class, even if you get that grade unfairly or when you do not deserve it. Grade grubbing greatly affects the way your professors view you and the way they will treat you in the future. If you challenge your grade without a good reason, you will probably not be remembered fondly when you ask that professor for a recommendation...

…If an obvious error has been made in grading, such as points added incorrectly or a clearly correct answer was inadvertently marked wrong, then by all means talk to the professor and they will likely change your grade immediately. Likewise, if you don't understand why you lost points, or want clarification (not justification) of the grading, most professors are happy to talk with you.
And, if you want to discuss the material, learn what you did wrong, or discuss how to do better on future work, most professors will probably be thrilled to speak to you about this. However, if you are going to approach a professor who has spent their life studying, teaching, and doing research on a particular topic, and then argue that their decision of how to grade or award points should be changed to what you say it should be, then you better be prepared with a strong and convincing argument.

Source: https://marktomforde.com/academic/undergraduates/GradeGrubbing.html

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html

Grade Replacement/Forgiveness
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date).

Disability Services
In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code
Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttler.com/wellness/rightsresponsibilities.php

Campus Carry
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttler.com/about/campus-carry/index.php

UT Tyler a Tobacco-Free University
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kretek, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttler.com/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttler.com/registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible for exercise grade replacement for only three courses repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:
- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://had._accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttler.com/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

Revised 05/19
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement**
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation**
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

**Student Standards of Academic Conduct**
Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. “Cheating” includes, but is not limited to:
   - copying from another student’s test paper;
   - using, during a test, materials not authorized by the person giving the test;
   - failure to comply with instructions given by the person administering the test;
   - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
   - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
   - collaborating with or seeking aid from another student during a test or other assignment without authority;
   - discussing the contents of an examination with another student who will take the examination;
   - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
   - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
   - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
   - falsifying research data, laboratory reports, and/or other academic work offered for credit;
   - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
   - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

**UT Tyler Resources for Students**
- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Revised 05/19