

Class Policy for BOT 3015L

Plant biology lab is an upper-division elective course that fulfills one of the five required laboratory courses required for a major in biological science. Plant biology lab is designed to correlate with and reinforce the concepts of the plant biology lecture (required for a major in biological science). Experiment design and basic statistical data analysis are important aspects of the lab course. The objectives of the lab course focus on structure and function relationships, anatomy, physiology, symbioses between plants and organisms of other kingdoms, reproduction, and evolution. In addition to the plant kingdom, the lab introduces the fungi and protists.

Prerequisites

Before a student registers for 3000- or 4000-level courses in the Biological Sciences, he or she must have satisfactorily completed (C- or better) the following courses or equivalent: BSC2010/2010L, BSC2011/2011L, CHM1045C and CHM1046C. In addition, BOT 3015 is a co- or prerequisite for BOT 3015L. The information and experiences in these courses will be built upon and referred to in this course.

Insurance

Students must have accident insurance. FSU does not accept responsibility for accidents, even if the accident occurs when the student is engaged in an FSU-sponsored activity (such as this laboratory) and even if the student is not negligent. Instructors will not aid in cost recovery for any accidents that may occur while attending this course.

Required materials

- Access to a personal computer with Microsoft Excel and printer (undergraduates may access computers in the Conradi Computer Laboratory, and many computer labs around campus exist)
- Laboratory notebook with unlined paper (bound, three-ring binder, or folder with clasps in the middle)
- Textbook: *Biology of Plants* by Raven *et al.* 7th edition brought to class each week
- Laboratory manual (Target packet)

Attendance

Attendance on the first day of class is required university wide; Biological Science will administratively drop those not present. Student attendance will be recorded via student signature at the beginning of each class and verified by the instructor. Students arriving more than 15 minutes late will be marked absent. A student may miss only one lab period during the semester (with or without excuse) without penalty beyond missed graded work. For each additional lab period that is missed, *a penalty of one letter grade from the final course grade for each absence will be applied.* Documentation does not excuse a student from missed lab periods in excess of the initial absence and thus, the penalty will still be applied. Make-up labs will not be given; however, prior (at least 48 hours) arrangements with TAs to attend another lab section will be considered. If a lab period is missed during which a quiz is given or on which a report is based, the student may make-up the quiz or experiments if proper documentation of a valid reason is presented at first opportunity (within 48 hours of documented event) after the missed period. All documentation will be subject to verification. Falsified documentation will be handled according to the Academic Honor Policy (see below). Late assignments and delay in make-up will result in grade penalty (20% per day) for the quiz or assignment. Valid documentation includes:

- sickness: a dated certificate of illness signed by a physician (not within immediate family) with a verifiable address and telephone
 - legal: statement from a court confirming the student's presence in court proceedings
 - other legal document confirming an emergency that prevented the student from attending class
- Students may be excused for religious holidays if notification is given at least 24 hours prior to the beginning of class.

Students are responsible for all material covered during any absences.

ADA statement

During the first week of class, students with disabilities needing academic accommodation should (a) register with the Student Disability Resource Center and (b) present a letter to the instructor from the Center indicating the need that is to be accommodated. Then, the student and instructor will make a written contract that indicates how instruction and testing will deviate from that of the general student population.

Academic Honor Policy

All students are required to uphold the Academic Honor Policy (AHP) that is found in the FSU *Student Handbook* and at <http://www.fsu.edu/%7Edof/forms/honorpolicy.pdf> at all times.

Violations of the AHP include (1) plagiarism (presenting (*e.g.* written, oral, graphical) without acknowledgement of source (*e.g.* web, print, lab manual, work of other students)), (2) cheating (*e.g.* copying work of other students (past and present), unauthorized use of notes or devices (*e.g.* cell phones, calculators), discussion of examination contents before scheduled examination)), (3) unauthorized group work (group activities in this course include discussion and data collection, but *all* writing must be completed individually), (4) fabrication (*e.g.* making up data or not reporting knowledge of falsified data, creating laboratory notebook drawings from textbook figures), (5) falsification (*e.g.* altering data), (6) misrepresentation (*e.g.* signature imitation, false excuses), and (7) submission of same or similar work as previously credited work. All violations will be treated as explained in the AHP.

Performance and Participation

Students are required to read the lab materials before each class and are expected to participate actively in all laboratory activities. Prior to each class, each student is responsible for preparing a drawing list (minimally title and magnification(s)) based on the directions in the lab manual, independently completing (in complete sentences) the review questions at the end of each chapter, and writing step-by-step protocols when applicable.

Safety

It is our goal to maintain a safe learning environment for all students. No food or drink is permitted in the laboratory. Instructions given by the instructor must be followed or the student will be asked to leave the laboratory and will be counted absent for the laboratory. Disrespect for instructors or fellow students will not be tolerated and will also result in a student being asked to leave the laboratory. All students are required to uphold the Honor Code, found in the FSU *Student Handbook*, at all times.

Grading Policy

Grading scale: A \geq 93 > A- \geq 90 > B+ \geq 87 > B \geq 83 > B- \geq 80 > C+ \geq 77 > C \geq 73 > C- \geq 70...

Course grade breakdown

Three quizzes (total 30%) will be administered in the first 30 minutes of indicated lab periods. Each quiz will cover material from previous lab periods. Quizzes will have short-answer,

multiple choice, and practical-style questions (drawings may be required). The objectives at the beginning of each topic provide a guide. During quizzes, no contact with cell phones, PDAs, calculators, chewing gum wrappers, or any other potential cheating materials is permitted. Violations and intention of violations of the AHP that involve quizzes minimally result in loss of credit for the quiz and penalty of one letter grade for the course and maximally result in an F for the course.

The final quiz (20%) will be cumulative and in similar format to the other three quizzes.

Two short experiments (10% each) will be independently written (see the guide to organizing a short experiment report, Chapter 1). Grades are based on understanding of scientific concepts and the scientific method. Violations and intention of violations of the AHP that involve experiments and lab reports minimally result in loss of credit for the experiment and report and penalty of one letter grade for the course and maximally result in an F for the course. Electronic (via www.turnitin.com) and paper copies must be submitted.

The full experiment report (15%) will be a more extensive report than the other two reports (as the experiment is more extensive). Although there will be group participation in gathering the data, each student is responsible for an independently written report (see Chapter 1 for details). Grades are based on understanding the background of the experiment and the design of the experiment, interpreting the results of the experiment utilizing statistical tests, and effort in conducting the experiment. Electronic (via www.turnitin.com) and paper copies must be submitted.

The lab notebook (15%) will be randomly collected and checked for completion and detail. See the introduction in this manual (Chapter 1) for details on maintaining a lab notebook.

Appeals

Appeals—based on truly extenuating circumstances—for exemption to this policy should be to Dr. Outlaw (outlaw@southernmatters.com, BIO 306)