

ONLINE BIO 12 (Plant Biology) Syllabus

It is your responsibility to read and understand ALL elements in this syllabus. It is expected that you will abide by all course and CCSF rules and policies, as stated in the syllabus. Please see the instructor if you have any questions.

Instructor: Dr. Bibit Traut

Office: STEAM 203D

Email: Please use the Canvas Inbox to contact me. If you cannot log in to Canvas, then you may email me at bibit.traut@mail.ccsf.edu

Office Hours: check for times on CANVAS Calendar and by appointment

Instructor webpage: <https://sites.google.com/view/bibitsbiobits/home>

Course webpage: <https://sites.google.com/mail.ccsf.edu/bio12/home>

How to access the course:

Go to <https://ccsf.instructure.com>

Username: CCSF ID, examples: W12345678 or @12345678

Password: your RAM ID password ([claim your RAM ID here](#))

Once logged in, the course can be located in the "Courses" tab in the left sidebar.

Course Description:

This is a full semester, **online course with mandatory face-to-face laboratory meetings every week**. Check the CCSF Schedule of Classes for your meeting day, time, and location.

BIO 12. Plant Biology (4)

Lec-52.5, Lab-52.5, field trips P/NP Available

Introduction to structure, function, evolution, classification and ecology of plants. Topics include life history plants, levels of organization, metabolism, form and function, and a survey of major taxa (including fungi and photosynthetic protists). Laboratory exercises are coordinated with lecture topics and may include field exercises. UC/CSU

Formerly BOT 10

Course Prerequisites:

None. However, students are STRONGLY recommended to have completed ESL 188 or ENGL 88 or readiness for college-level English and Math E1 or E3 or placement in Math 840 or higher.

CCSF Major Learning Outcomes for Area C (Natural Sciences):

Upon completion of this coursework, a student will be able to:

1. Apply scientific inquiry and investigation of evidence to critically evaluate scientific arguments.
2. Communicate scientific ideas and theories effectively.
3. Apply scientific principles, theories, or models to explain the behavior of natural phenomena.
4. Apply scientific knowledge and reasoning to human interaction with the natural world and issues impacting society.

BIO 12 Course Specific Major Learning Outcomes:

Upon completion of this course a student will be able to:

1. Identify the molecular, cellular, and anatomical components of plants.
 2. Describe plant physiological mechanisms, including metabolism, water relations, transport, growth, and development.
 3. Compare form and function for the major plant phyla and correlate this to the evolution of land plants.
 4. Synthesize evidence supporting evolution as the mechanism for the diversity of life and distinguish diverse forms of life, such as prokaryotes, protists, fungi, and plants.
 5. Investigate and describe the ecological role of plants and their relationship with other organisms including bacteria, fungi and animals.
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How much time will this course take? Hours you will spend:

- Hours in online “virtual” lecture/discussions/assignments: 4-5 hours/week
- Hours for online assignments: 1-2 hours/week
- Hours in the in-person laboratory: 3 hours/week
- Hours for active study: 3-8 hours/week
- How to succeed: [Video of Advice for Success](#) or [Handout Advice for Success](#)

Course Schedule:

You can find a brief [BIO 12 class schedule here](#) with all exam dates noted. **All Exams will be online.** It is your responsibility to know the course schedule, including due dates, lab/field trip activities, and exam dates.

Required Materials:

- Online OpenStax Concepts for Introductory Plant Science. Download for free at <https://archive.org/details/cnx-org-col11968>
- Canvas account (announcements, assignments, & important information will be available ONLY through Canvas), computer, printer, internet access, and access to computer with camera and microphone (for online meetings ConferZoom).
- **Hand lens**, with at least 10x magnification. I really like the [Bausch+Lomb Coddington 20x Hand Magnifier](#). but there are lots of choices, as explained in this [brief guide to hand lenses](#).
- Optional, but very helpful: *A Photographic Atlas for the Botany Laboratory*. Rushforth, Robbins, Crawley and Van De Graaff (any addition is ok)

Weekly Assignments

Each week you will follow a general module schedule that begins on Monday at 10 am and closes the following Monday at 10 am. I will open the module early each week on Saturday morning. Modules are broken down into two lessons with graded assignments, as well as a general discussion and readings. Weekly assignments will consist of:

- MX Lesson with assessment
- MX Quiz
- MX Lab with submission of lab handout at end of in-person lab meeting
- MX: Discussion Forum that will require a post to a prompt and replies to fellow students' posts

Grades:

Students are evaluated on tasks listed below with final grades based on accumulated points using the following criteria: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = <60%.

Your score for the course will be based on the following items. Details are on Canvas.

Evaluation Procedures	% of Grade (total points)
Weekly Online Lessons	10.0% (drop lowest)
Weekly Online Quizzes	10.0% (drop lowest)
Weekly Online Forums	20.0% (drop lowest)
Lab Activities	20.0% (drop lowest)
Plants in Your World VT Project	4.0 %
Exams (3 Online)	28.0%
Final Exam (1 online)	8.0 %
Total	100%*

*EXTRA CREDIT: Plant of the Week, Volunteer Site Stewards & Periodic Self-Assessment Surveys.

Plants in Your World Project

There are a variety of reasons why you might be taking Plant Biology and this assignment will help to capture that and allow you to share your unique perspective and/or relationship with plants with the rest of the BIO 12 Spring Cohort. This assignment will consist of the following:

- Choose how you are going to relate something you've learned about plants;
- Work on your assignment and share your results with the class on a Voice Thread Discussion Forum.

Exams

There will be three midterms that cover material presented in the online Lesson Lectures and will cover only certain modules. Use the Study Guides to help you focus on the material you will need to know. There will be a comprehensive final exam consisting of essay questions that covers material from the Lesson Lectures. No make-up exams will be given. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the exams at the scheduled date and time.

Your grades will be posted in the Canvas gradebook usually within one week of the due date. I will contact you regarding lack of participation if you have been inactive online and have not shown up for 2 or more weeks. Please note that you may receive private comments on your assignments and you should look at them for feedback (often shown in a rubric). [How do I view my grades, teacher comments, and an assignment rubric as a student?](#)

Exam Dates:

Exam	Topics	Where	Due
Exam 1	Module 1-5	Online (open 48 hours)	2/28 at 6:00pm
Exam 2	Module 6-10	Online (open 48 hours)	4/11 at 6:00pm
Exam 3	Module 11-15	Online (open 48 hours)	5/16 at 6:00pm
Final Exam	Module 1-15	Online (3-5pm)	Tuesday 5/20 from 3-5pm

Course Policies:

Please feel free to contact [me](#) if any of these policies are unclear or if any personal extenuating circumstances arise please contact me as soon as possible.

Drop Policy:

To avoid being dropped, you MUST participate in the “M1: Meet Your Classmates Slide Show” by Wednesday 2/05 at 11:59 pm. If you do not, you will be considered a NO SHOW and may be dropped from the course. The activity can be found in the Week 1 Module under assignments. **We will meet online the first week and in-person in the lab the second week on 2/05 from 2:10-5 pm in STEAM 303.** I will go over the details of the course to set you up for success! We will follow a module structure with asynchronous online lectures and in-person labs and field trips. If during the semester, a student is not regularly attending the online or laboratory part of the course (2 weeks of inactivity online and/or missed 2+ lab meetings), the instructor may drop the student. If extenuating circumstances arise that affect your attendance, please contact the instructor to see if a solution can be arranged. However, it is not the responsibility of the instructor to officially drop or withdraw students. Student's registration status is their responsibility. Please know all policies regarding [FREE CCSE](#). A grade of incomplete (INC) can only be given if a major portion of the course has been completed at a passable level. An INC grade will not be given for poor performance or for lack of attendance. Documentation is required to justify a grade of INC. To withdraw from the course, see the College catalog or the schedule of classes for information and important deadlines.

DSPS Policy:

Your instructor is committed to working with you and the CCSF Disability Services & Programs for Students ([DSPS](#)) to make sure you have all the accommodations you need. Students with disabilities who need academic accommodations should request them from the DSPS located in the Rosenberg Library, Room 323 on the Ocean Campus. Telephone: 415-452-5481 (V) 415-452-5451 (TDD). DSPS is the campus office responsible for verifying disability-related needs for academic accommodations, assessing that need, and for planning accommodations in cooperation with students and instructors as needed and consistent with course requirements.

Attendance Policy:

Students are required to attend a three-hour in-person class meeting each week, in addition to the asynchronous online lectures and discussion. **Your class meeting time is listed in the CCSF Schedule of Classes.** If a student is absent more than six (6) hours of class, the instructor may drop/withdraw the student from the class and/or the student may receive an F. Excessive tardiness (amount of time or frequency) may be considered equivalent to absence. If a student is absent from any class for any reason, the student is responsible for the content covered during the absence and obtaining any materials handed out. *Exchange contact information with another student so that you do not miss any important information in the event of an absence. Being absent is not an excuse for missing information or announcements.*

Late Work Policy:

To effectively use the online platform for learning, you must engage. You will be part of a learning community and your “virtual” attendance makes the partnership between you, the other students, and myself work. This is **not** a self-paced class and many of your assignments are collaborative. Additionally, you will be learning important background information that you will

be applying in the laboratory part of the course and will need this content to be successful. Likely, your commitments outside of class will be diverse and an advantage of this online class is that it does offer some flexibility in how you manage your time. I will open next week's module on Saturday before the module begins. Depending on the assignment, your weekly **online assignments will be due by either Tuesday 11:59 pm (e.g. Lessons, Quizzes), Wednesday (in-person lab from 2-5pm and turn in handout), Thursday 11:59 pm (e.g. Discussion Posts), or Monday 10:00 am (Reply to Discussion posts). Midterm and final exams** will be held at a scheduled time. It is your responsibility to stay on top of the weekly deadlines. I do recognize that life gets complicated at times and even with the best of intentions, due dates may be missed. For this reason, I have developed the following policies regarding late work:

- **Individual assignments:** assignments (e.g. quizzes, lessons...) submitted after the posted deadline will not be accepted. However, the lowest assignments will be dropped.
- **Collaborative assignments:** assignments that include feedback to/from other students (e.g. discussion forums, peer review) require engagement and are not successful when handed-in late. Therefore, no late collaborative assignments will be accepted, however I will drop your lowest score.
- **Laboratory assignments:** weekly lab assignments will be due in lab. I will drop your lowest assignment.
- **Exams:** Late exams are NOT allowed. You will have a designated window of time to take your **midterm exams online** (there is a time limit to complete the exam once you have begun). Your **final exam will be taken online** during finals week at a specific time. No make-up exams will be given in this course.
- **Remember that this course is NOT self-paced.** Manage your time effectively, submit online assignments well in advance of due dates (to account for any technological problems or unexpected issues). Canvas will NOT accept late assignments, nor will it let you take quizzes after the closing date and time! To help with time-management, I will open the module the Saturday before it begins (modules start on Mondays).

Course Communication Policy:

You must check Canvas and your CCSF gmail every day for communication from me!

This is how I will contact you. Announcements, assignments, and other important course information will be delivered this way. Your grades will be posted in the Canvas gradebook usually within one week of the due date. I will contact you regarding lack of participation if you have been inactive online for 2 or more weeks.

- **By email:** The **best** method to contact me is by email. **You can email me anytime through CANVAS once you have logged into the course (via the "Inbox").** Alternatively, you can email me at bibit.traut@mail.ccsf.edu. I will check both of these regularly and usually respond within 48 hours during the week and by Monday morning if you email me over the weekend (after 5pm on Friday); please resend your email if you do not hear from me within the described time frame.
- **By Q & A Forum:** I will regularly check and respond to the Q & A forum on CANVAS, making this an efficient way to have your questions and concerns answered. You may also want to post information that might be of interest to the rest of the class, as long as it is relevant to BIO 12.
- **Office Hours:** I will hold office hours in-person but can arrange for zoom meetings by appointment. You can see my office hours via the Canvas Calendar (usually found on the far left, part of your global Canvas navigation bar). If you cannot attend my regularly

scheduled office hours but would like to meet another time, then please email me to arrange an appointment.

Academic Dishonesty Policy:

Academic dishonesty (cheating and plagiarism) will, at a minimum, result in:

- 1st violation – The student receives zero points for that exam or activity and may be subject to disciplinary action from the college.

Cheating is:

- Copying classwork of any kind from someone else (this includes allowing another student to copy your work).
- Altering or interfering with grading; re-submitting an altered answer for review once an exam has been returned.
- Using electronic equipment (including cell phones and PDA's) and/or materials not authorized by the instructor during a quiz/exam/final.
- Collaboration (such as on lab reports) where it is specifically stated that students must work individually.

Plagiarism is:

- Using the work of another person and claiming it as your own.
- If you are unsure of what plagiarism is, I encourage you to read this wonderfully detailed and descriptive link from UC Davis: [Avoiding Plagiarism](#).

Lab Policies:

General Rules

- You must attend the lab each week.
- Read all laboratory material before class. The most important thing you can do is to be prepared and know in advance what you will be doing and why!
- If you are not sure of anything.....ask for help or clarification before you start!!

COVID Rules:

- Do not attend field trips if you are feeling at all sick!
- On field trips, you are required to wear an approved mask and socially distance.
- All non-compliance will be reported to student services.
- If absent due to COVID-19, you must check in with Student Services ([CCSF Covid Illness Protocol](#) & [CCSF COVID-19 Updates](#)).

Course Expectations

Student Expectations

You will succeed in this course if you meet the following expectations:

- Complete the weekly assigned activities on time.
- Complete the discussion posts and replies within the given window of time. Our discussions are much more vibrant when we all participate!
- If there are issues that are preventing your success and participation, please let us know as soon as possible.
- Engage in the material, come to the course with an open mind and as a dedicated partner in your education.
- Do your own and your best work and abide by the Standards of Conduct (detailed below).

Instructor Expectations

Here is what you can expect:

- I will respond to your email or message within 24 hours during the work week.
- I will treat you and your ideas with respect.
- I will grade your assignments generally within 1 week and have them posted on the CANVAS Gradebook.
- I am a partner in your education and am dedicated to helping you learn and expect that you too will take your education seriously.

Standards of Conduct

Students who register in CCSF classes are required to abide by the [CCSF Student Code of Conduct](#). Violation of the code is basis for referral to the Student Conduct Coordinator or dismissal from class or from the College. See the [Office of Student Affairs](#) website.

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism: [Encourage Academic Integrity and Prevent Plagiarism](#) and [Citing Information Sources](#).

AI Policy

As a college student, it is your responsibility to maintain the highest standards of academic integrity. Representing work generated by artificial intelligence as one's own work is considered to be academically dishonest. This includes (a) ensuring that all work submitted for grades is your own original work, and (b) properly citing any sources that you use.

Office of Student Equity

The City College of San Francisco Office of Student Equity is committed to inclusivity, equity, and diversity among our college community members, including students, staff, faculty, and administrators. We believe that all students, of varying backgrounds, races, abilities, nationalities, identities, sexual orientations, beliefs, religions, socio-economic statuses, have the right to access higher education and receive the resources and support they need to achieve their educational and professional goals. We welcome, encourage, and engage in diverse perspectives in respectful dialogue, and our commitment is to be critically race-conscious, anti-racist, and culturally responsive in all that we do. Education is for all who enter the doors of this college. We welcome you. Please visit the [Office of Student Equity](#) for more information.

Student Services

DSPS

There are thousands of people with disabilities at City College of San Francisco. Impairments in mobility, vision, hearing, and speech; and less obvious problems such as learning disabilities, psychological disorders, and developmental disabilities. Disabled Students Programs & Services (DSPS) are here to support all students with disabilities during their time at City College. Please reach out to [DSPS](#) for support.

We encourage students that are seeking disability-related accommodations to register with Disabled Students Programs and Services located in Room 323 of the Rosenberg Library (415)

452-5481. Please see the DSPS website. for more information and alternate locations. Please also let me know how we can help you be academically successful.

Online Education

Additional help for online education is listed below.

- [Canvas Orientation](#): This self-paced course is a series of short videos designed to help students learn how to use Canvas.
- For 24/7 help with Canvas contact [Canvas 24/7 Chat Support System](#).
- [CCSF CANVAS Student Support Center](#) (the [Set-up for Success](#) page is especially helpful)
- [Online Education Technical Support](#)
- [Tools for Success: Quest for Online Success](#) is a series of videos designed for students who want to learn more about online classes. Lasting between 10-12 minutes, each provides valuable insight and tips for success in online courses.
- **Do you have the technology you need for remote learning?** Check the [browser and computer requirements](#) for using Canvas before your class(es) begin. Take the [Computer Readiness Test](#) and [test your Internet speed](#). City College has a [Student Chromebook Loan Program](#). You will need access to a device that can connect to the internet. Several companies throughout California are offering [free or low-cost internet access](#) to students during the COVID-19 pandemic.

Bookstore

- Buy textbooks and other course materials at the [CCSF Bookstore](#).

Learning Assistance

- [Tutoring](#): provides comprehensive academic support.
- [CCSF Library](#): workshops, library guides, reference, and research assistance.
- [Learning Assistance Course](#): self-enroll to learn about Online Tutoring. Online Tutoring is an online tutoring services that is available for many subjects that you can also access through the course navigating menu on the left.

Student Support Services

- [CCSF Resources](#): includes food resources, student support programs/groups, resource centers
- [Admissions & Records](#): Oversees admission, registration, evaluation, graduation, and academic records/transcripts.
- [Financial Aid](#): provides information about grants, loans, work study, and other resources to help students and families bridge the gap between their personal resources and the cost of attending college.
- [Assessment Center](#): helps students with English and Math course placement and prerequisite issues.
- [Transfer Center](#): Provides services to help you plan for transfer to a four-year university.
- [Career Services](#): Provides services to help you select a college major and plan a career.
- [Student Counseling](#): Provides programs and services that can help students reach their goals; including online advising.

- **Student Health Services**: Provides services including free personal counseling, referrals, first aid, and health and wellness information.
- **Veterans Services**: comprised of the Veterans Educational Transition Services (VETS) Office and the Veterans Resource Center (VRC). In the VETS Office we including Veterans Academic Counseling and Certifying of VA GI Bill®* educational/vocational benefits), the SF VA Student Veteran Health Program and the Veteran Resource Center & Lounge.

Land Acknowledgement

Indigenous communities have lived in and moved through this San Francisco land over hundreds of generations and Indigenous peoples from many nations make their home in this region today. Please join us in recognizing and honoring the ancestors, descendants, elders, and all other members of the Ramaytush, Muwekma and Ohlone peoples.