GEORGIA HIGHLANDS COLLEGE PLANTS, SOCIETY, AND THE ENVIRONMENT BIOLOGY 1020 CRN 80308 (3-0-3)



COURSE INFORMATION:		
SEMESTER/YEAR:	Fall 2017	
LECTURE DAY/TIME:	Online	
LAB DAY/TIME:	Online	
CREDIT HOURS:	3 credit hours	

INSTRUCTOR INFORMATION:

NAME:	Dr. Tom Harnden	
TITLE:	Professor of Biology	
OFFICE PHONE:		
EMAIL:	tharnden@highlands.edu	
OFFICE LOCATION:	Virtual using web-conferencing	
OFFICE HOURS:	Tuesdays and Thursdays 730am – 9:30am and 1-2pm Thursdays	
FACULTY WEBPAGE	http://www2.highlands.edu/site/faculty-tom-harnden	

COURSE DESCRIPTION:

Biology 1020K: Plants, Society and the Environment

(3-0-3) Prerequisites: Satisfactory placement scores in

ENGL 0989 and MATH 0987 **OR** ENGL 0989 and MATH 0989

This course explores the basic structure and function of plants; how they reproduce; their evolution and adaptation to unique ecosystems; the process of domesticating plants; and the sociocultural, economic, scientific and medical impacts of domesticating plants. This course is designed for non-science majors.

STUDENT LEARNING OUTCOMES FOR SCIENCE:

Georgia Highlands College Educational Effectiveness Goal for Science: Students will demonstrate knowledge of the fundamental concepts of at least one scientific discipline, and an understanding of the interplay between theory, experimentation, and observation undergirding those concepts.

Georgia Highlands College Student Learning Outcomes for Science: Students will demonstrate knowledge of the fundamental concepts of at least one scientific discipline, and an understanding of the interplay between theory and experimentation and observations undergirding those concepts.

1.	Students will demonstrate competency of one discipline in the sciences in terms of its informational
	content.
2.	Students will demonstrate competency of one discipline in the sciences in terms of its terminology.
3.	Students will demonstrate competency of one discipline in the sciences in terms of its commonly used units
	of measurement.
4.	Students will demonstrate the ability to operate basic instrumentation, gather data, analyze data, and
	generate conclusions in a laboratory or observational setting.
5.	Students will demonstrate the ability to apply discipline content to problem solving.

COURSE OBJECTIVES AND COMPETENCIES FOR BIOL 1010K:

COURSE LEARNING OUTCOMES:

Upon completion of this course, students should be able to:

	course, students should be able to.	
Unit 1 – Plant structure and	 List the various organelles of a plant cell and describe their function 	
function – cells, tissues, and	List and describe the various components of plant tissue and tissue types	
overall plant anatomy	Describe the process of growth in plants	
	 Recall the various plant structures and discuss their function 	
Unit 2 – Plant Physiology	 Explain the process of photosynthesis as well as cell respiration and discuss 	
	how they are related to energy production in plants	
	Recall the necessary soil requirements, nutrients for plant growth, and	
	describe what each are used for in plant growth and development	
	 Explain the process of water movement into and throughout a plant 	
Unit 3 – History of Plant	Discuss the early development of terrestrial plants	
Evolution and Adaptation	 Compare and contrast various evolutionary trends and adaptations in plants 	
	Discuss the various reproductive strategies of plants	
	Describe basic taxonomic nomenclature as related to evolution of plants	
Unit 4 – Biomes and Plant	List the various types of biomes and discuss the environmental factors that	
Diversity	may affect plant growth	
-	 Discuss the possible strategies that plants may employ to survive in each 	
	biome	
	 List various types of plants in each biome and how they may influence the 	
	environment	
Unit 5 – Domestication of	Summarize the early history of plant domestication and describe how this	
Plants	process impacted cultural development	
	Describe the various ways in which plants were domesticated and what	
	specific plants were important in early agriculture	
	Discuss the consequences of plant domestication such as monoculture use	
	(i.e., decrease biodiversity) and domestication syndrome and describe the	
	importance of seed banks	
Unit 6 – The impact of plant	Discuss the characteristics of an early agrarian society	
domestication on agrarian	Explain how increasing food production created complex hierarchical social	
and industrialized civilizations	structures which, in turn, lead to economic disparities	
	Describe how an agrarian culture transitioned into an industrialized society	
	and explain the impact in this shift.	
	 Discuss modern agriculture practices and plant domestication 	
Unit 7 - Plants in science and	List and discuss the various chemicals found in plants that are used in science	
medicine	and medicine	
	Explain what herbal medicine is and how it is regulated in the United States	
	 List and discuss the various plants that are harmful and that can cause 	
	human disease, disorders and even death.	
Unit 8 – Plants, Society, and	List and describe ways that agriculture has impacted society and the	
the Environment	environment	
	Discuss alternative practices that lead to sustainability	
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LECTURE MATERIAL:

- **TEXT:** NONE Students will access notes in the form of PowerPoints, websites, and video tutorials as well as the Libguide created for the course.
- COURSE LIBGUIDE: http://getlibraryhelp.highlands.edu/biol1020 (you may have to log into Galileo)
- D2L: Course material, grades, and other aspects of the course will be housed in a course management system referred to as Desire2Learn or D2L. Students are responsible for obtaining their username and password. To log into Georgia View D2L, click on the following link: Georgia View D2L. Once you logged into Georgia View D2L you should see a list of links for courses that you are registered for the semester. If you do

not see a link for the course you are trying to enter, then contact the registrar's office. If you do see the course link, then click on it and you will be directed to the course main page.

TECHNICAL HELP:

- If you have trouble accessing the course or any other technical issues associated with **Georgia View D2L** then please click on the following link and contact Vista technical help: https://d2lhelp.view.usg.edu/
- If you have trouble with Respondus Lockdown Browser with Monitor, then please click on the following link and contact Respondus technical help: http://support.respondus.com/support/
- If you need to contact a specific department at GHC (e.g. eLearning), then you can click on http://www.highlands.edu/site/ghc411

TECHNICAL REQUIREMENTS:

- Students must have access to a browser the enables D2L to be fully functional as well as Respondus
- In order to access D2L and have the Respondus Lock Down Browser work on personal computers/electronic media that computer/electronic device must have the following:
 - Windows: 8, 7, Vista, XP
 - Mac: OS X 10.6 or higher
 - Internet Explorer (Windows) or Safari (Mac) must function properly on the computer
 - Adobe Flash Player
 - Web camera (internal or external) & microphone
 - A broadband internet connection
- If you have any technical issues then contact the specific technical help using the information above

OFFICE HOURS AND SCHEDULING APPOINTMENTS:

Scheduling Appointments: In order to insure that a student see Dr. Harnden during his office hours, a student must log on WASS (Web appointment scheduling system) and set up an appointment. Students may drop in during Dr. Harnden's office hours without an appointment. However, if he has a scheduled appointment, meeting or other obligations, then he may not be free to speak to a student.

NOTE: (1) Students must log in as a Guest not a GHC member! Search using the instructor's last name, (2) Appointments should be made no less than 48 hours before the time and date of that appointment, (3) Make only ONE appointment at a time - any more will be cancelled, (4) Students must give a minimum of 24 hour notice to cancel an appointment or risk losing office hour privileges, and (5) Students who make an appointment and do not show up nor provide a reasonable and verifiable excuse for the absence will lose office hour privileges. *Link to Scheduling System* or go to https://wass.highlands.edu/pages/login.page.php

EXTENDED ABSENCE POLICY:

Students, who have circumstances that prevent them from continuing to attend classes over an extended period of time, sometimes request that the faculty member permit them to submit work in absentia to receive credit to complete the course. If the concurrent absences will constitute more than 15% of the class sessions for the term, then written permission from the Division Chair is required before any course assignments can be completed while missing class. The student must be in good academic standing in the course to make the request. All approved coursework must be completed by the end of the semester in which the course was begun. (Note: If a program has a more stringent absence policy than this, then the program policy prevails.)

INCLEMENT WEATHER POLICY:

In the event of weather related cancellation of classes, the schedule will pick up the sequence of lectures herein described as classes resume. The semester may then be extended, or double lectures designed as we go. If we have covered all material for a test, the test will be given on the first day back to class. If there is inclement weather, the college posts necessary announcements on www.highlands.edu. Cancellation notices for Floyd or Cartersville locations will be reported to radio stations and WXIA-TV in Atlanta. However, please be advised that station regulations may not

allow for clarity in location-specific announcements such as "Georgia Highlands, Cartersville only." Generally speaking, stations simply broadcast something like "Georgia Highlands is closed." Classes in Paulding, Douglasville, or Marietta will be cancelled when, respectively, North Metro Technical College, University of West Georgia, or Kennesaw State University close. Policies for distance-learning courses relative to inclement weather are different. It is assumed that all distance-learning courses are considered accessible even during periods of inclement weather.

HB 280 Campus Carry Information: https://www2.highlands.edu/site/faculty-tharnden-hb280

Please access the website and fully read the guidelines regarding campus carry.

EVALUATION METHODS and GRADING:

GRADE ITEM	POINTS POSSIBLE	POINTS EARNED	% OF COURSE GRADE
Quizzes (one for each of the eight units)	5 per unit, for a total of 40 points		40%
Threaded discussions (one for each of the eight units)	2 per unit, for a total of 16 points		16%
Padlet Assignments (one for each of the eight units)	2 per unit, for a total of 16 points		16%
Piktochart Assignments (one for each of the eight units)	2 per unit, for a total of 16 points		16%
Libguide Project (one course project)	12 points total		12%
Total 100 points			100%

DESCRIPTION OF COURSE GRADES:

Quizzes: There will be eight announced quizzes during the semester. Each quiz of the eight will be valued at 5 points, for a total of 40 possible points. A typical quiz contains 20-40 questions but may be in any format including but not limited to: multiple-choice, true/false, matching, etc. Quiz dates are listed below in the course schedule. All students should avoid personal conflicts on anticipated exam dates. The instructor reserves the right to change exam dates as needed and will give notice of any changes in the exam schedule as soon as it's possible.

<u>Class Participation:</u> The class participation grade is based on the participation in eight threaded discussions in D2L, each discussion valued at points for a total of 16 possible points.

Using Georgia View D2L, students will participate in eight threaded discussions. Dialog is asynchronous and students will participate in each discussion by "posting" a response to questions or comments posed to the class. There will be several threaded discussion topics related to material covered during the semester. Please be sure to use proper netiquette (if you don't know proper netiquette, then do a internet search on this subject). Lastly, students will be graded based on the **frequency** and quality of **participation**:

Frequency: Students must participate or "post" a **MINIMUM OF TWO** times in EACH threaded discussion forum (also known as discussion topics). There will be **8 threaded discussions, each worth 2 points, for a total of 16 points for class participation!** Click on the discussions link in D2L to participate. NOTE:

- A student cannot post all of their posts on one day nor can a student post all their posts on the first two or last two days of a threaded discussion time frame.
- There must be ONE ENTIRE CALENDAR DAY of no posting in between posts in a threaded discussion. For example, if you post on a Sunday you wait until Tuesday or Wednesday before posting again. The waiting time frame is a calendar day NOT a 24-

hour time frame! Therefore, a student should never have two or more consecutive days of participation. This enables everyone to have fair chance of contributing to each discussion.

Posting more than two times increases the chance of getting full credit for participation.

Quality: Students SHOULD provide additional information regarding a topic; find relevance to the information/discussion and explain why; present alternative explanations; and/or elaborate on ideas already discussed. Students SHOULD NOT post offensive comments; agree or disagree without elaborating why; duplicate information already presented; cut and paste other's responses; plagiarize information; and participate in "flaming" or online arguing and name-calling. NOTE:

- Each post must have a minimum of 4-5 sentences (i.e. a traditional paragraph)
- Each sentence must be complete and contain proper use of grammar.
- Each post must contain a specific question to get other students engaged in a deeper and critical conversation. A general question such as "what does everyone else think?" does not count!
- Each post must contain a reference to the book or some other source that supports your thoughts and opinion on a topic.
- If any of the above criteria are not met, then the student may receive either a zero or a prorated grade

If students do not satisfy the criteria for **frequency AND quality** criteria, then they will not receive credit for participation. Furthermore, the forums are only available during a very specific time frame listed below. Be mindful of those times. The instructor will not reopen a forum for any reason. If a student misses participating in a threaded discussion due to an excused absence, then the instructor reserves the right to give the student an alternative assignment in lieu of missed participation.

Rubric for grading discussion thread participation

Grading Factors	Number of Points out a total of 2	Do I have this factor? Yes or No?
 Posted at least the minimum of two required posts in a discussion thread 	0.40	
 Have one or more calendar days separating posts (e.g. if you post on a Monday, then you have to wait until Wednesday or if it was the 22nd of the month, then you must wait until the 24th of the month) 	0.40	
Each post contains at least four to five sentences using correct sentence structure and grammar	0.40	
4. Each post contains a content related question at the end to get other student involved with your point or perspective	0.40	
5. Each post contains a reference (e.g. the textbook, news article, Google scholar, Galileo)	0.40	
TOTAL	2.0	

<u>Assignments</u>: Students will complete eight Padlet assignments, each worth two points for a total of 16 possible points. A description of each assignment is listed in D2L. Additionally, students will complete eight Piktochart assignments, each worth a total of 16 possible points. A description of each assignment is listed in D2L.

<u>Course Project:</u> Students will participate in a Webquest that is related to content found in the Libguide associated with the course. For more information, click on the module in D2L entitled "Libguide project." <u>DUE 9am 11/17</u>

GRADE SCALE:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

< 59% = F

EARLY GRADES:

Georgia Highlands College offers a variety of part-of-term classes to allow our students to have flexible schedules. However, there are only three Semesters each year; Spring, Summer and Fall. It is only at the end of each Semester that grades are rolled to academic history and available on the official transcript. After each part-of-term, as soon as Instructors have entered grades, they may be viewed online by logging into the SCORE (https://discovery.highlands.edu:9986/pls/SCORE/twbkwbis.P_WWWLogin). Transcripts may also be request at any time by logging into the SCORE. Prior to the end of term, should a student need an early grade letter sent to another institution they may complete the request form and submit it to the Registrar's Office for processing (http://www.highlands.edu/site/registrar-forms). Please contact the Registrar's Office at registrar@highlands.edu for assistance.

EARLY WARNING PROGRAM:

Georgia Highlands College requires that all faculty members report their students' progress throughout the course of the semester as part of the institution-wide Early Warning Program (EWP). The objective of the program is to support academic success by reviewing early indicators of satisfactory student progress. In accordance with EWP, faculty members will provide the Registrar's Office with academic reports of each student enrolled in their course(s) at check points staggered throughout the semester. The following success factors are reported at their corresponding checkpoint:

Week 2: Notification of Non-Attendance

Week 6: Satisfactory or Unsatisfactory Progress

UNDER GEORGIA LAW, GRADES CANNOT BE DISTRIBUTED BY TELEPHONE OR EMAIL, OR POSTED BY SOCIAL SECURITY NUMBER.

FINANCIAL AID:

This message applies only to students receiving financial aid = "Federal regulations state that if a student did not attend classes and received failing grades, then the grades were not earned and financial aid needs to be reduced accordingly. Please be advised that any student receiving a 0.00 GPA will be required to prove that the 0.00 GPA was earned by attending classes or completing requirements for each class. Students who have earned at least one passing grade for the semester will not be affected by this regulation. If a student has properly withdrawn from all classes, the student's financial aid should be adjusted from the time they signed the withdrawal form".

TOBACCO-FREE CAMPUS:

Georgia Highlands College prohibits the use of tobacco products on any property owned, leased, or controlled by GHC. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products (i.e. cigarettes, eCigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, etc.) while on GHC property.

IMPORTANT CLASS DATES:

Drop/Add Period:	9/19-9/23	
Labor Day	9/4	
Last day to withdraw with a "W":	10/23 by 5pm	
Last day of Class:	12/17	

EXAM POLICIES:

The exams may be comprised of short answer, multiple choice, and/or matching questions.

Expect that all exams will use Respondus Lock Down Browser and Monitor

I have created a sample exam that all students can take in order to get used to taking an online exam as well as check to see if you downloaded Respondus correctly. Please take this sample exam immediately to see if you need any technical assistance. This will insure that you will be ready to take the first exam on time.

NOTE: The sample exam also serve as your attendance for the beginning of the course and failure to take the example exam by the end of the first week of class will result in you being administratively withdrawn from the course.

Make-Up Policy: A make-up exam will be allowed if the following two criteria are met:

- (1). The instructor is notified 24-48 hours prior to the exam time that a problem exists. The later the notification, the less likely the instructor will grant a make-up for a missed exam.
- (2). The absence must be excusable and documented. Examples of excused absences are illnesses with a doctor's excuse, death in the family, military deployment, etc. Employment conflicts, vacations and personal activities are not acceptable excuses. The instructor reserves the right to determine the type of documentation required and if an absence is excusable. Note: If either of the above conditions are not met, then the student forfeits their right to a make-up exam. Unexcused absences will result in a grade of zero for that exam. If the Instructor excuses an absence, the instructor reserves the right to (1) administer an alternative exam, (2) administer the exam in an alternative format (i.e. written, essay, oral, etc...) and (3) administer the exam IN PERSON at a time and location convenient to the instructor NO EXCEPTIONS! Lastly, no student will be allowed to make up more than one exam during the semester!

GENERAL COURSE ETIQUETTE & POLICIES:

EMAIL:

- There is an email option in Georgia View D2L. Students are encouraged to use this option rather than GHC email to communicate.
- In general, all email will be answered in a timely manner. If you have a question, please indicate that with a "?" in the subject line of the email.
- The instructor will not accept any email from other sources other than Georgia View D2L or Georgia Highlands College!

TECHNOLOGY:

- Minimum technical skills required for the course:
 - o Proficiency in using D2L
 - Using email and attaching documents to email
 - o Proficient use of Microsoft Word and PowerPoint
 - o Saving, cutting, copying, and pasting documents and images
- The instructor is not responsible for technical difficulties that arise with D2L. A "Getting Started Tutorial with D2L" is available at: http://www.highlands.edu/d2l.
- Students can get 24 Hour online Assistance at: https://d2lhelp.view.usg.edu. Students can retrieve their D2L login credentials from the GHC ID Lookup link at: https://www.highlands.edu/site/banner-portal.

TESTING AND GRADED MATERIAL:

- Exam, discussion, assignments, and course project dates are listed on the course schedule below.
- Dates are subject to change at instructor's discretion. Students will be notified of any changes ASAP on the D2L course page and/or through D2L email.
- An exam length is dependent upon the number of questions on an exam. Based on distance learning research, one minute per question is usually allotted for any exam. Therefore, if an exam contains 25 questions, then 25 minutes is allotted. The assumption is that it takes a student an average time of one minute to answer a question. Therefore, some questions will take less time and others will take more time. Be mindful of the time during each exam.

- IMPORTANT: It is assumed that students are absolutely NOT using anything (or anyone) to help them during an exam! The exams are monitored and if a student is not looking directly at the screen the entire time, then any other behavior (e.g. looking up, down, sideways, etc...) could be construed as cheating. Additionally, no talking aloud while taking the exam! Use of writing utensils, phones, paper, calculators, books notes, etc... is not permitted. Lastly, use of any device to copy, photograph, or record an exam is prohibited and will constitute a violation of the academic integrity code.
- Be sure to check the maintenance schedule of Georgia View D2L it changes frequently. Maintenance may occur during the time frame of an exam. Immediately contact the instructor if this occurs. The instructor reserves the right to change an exam date due to technical issues and/or because of maintenance schedule changes. The instructor will give an appropriate length of time to take online exams.
- Because exams are monitored and recorded please wear attire that you would wear as if you were attending class on campus.
- If any exam is monitored and a clear image is not displayed or recorded but the student completes the exam, then the exam is not counted and the student will receive a zero. Be sure that your web cam is working properly before taking an exam.
- Do not attempt to take the exam at the last minute. The program is designed to shut off on a specific day and at a specific time. If you attempt to take an exam and you have been disconnected from the Internet your exam will still count down the time therefore you must try to reconnect immediately and finish the exam. If a student wishes to review an exam taken, then a student must make an appointment with the instructor during his office hours.
- Students will review an exam IN PERSON and NOT ONLINE. Furthermore, a student can review an exam only after the exam is taken BUT before the next scheduled exam is administered. Once the subsequent exam has been administered, students will not be allowed to review old exams. Therefore, it is imperative to make an appointment to review exams during the instructor's office hours and on the campus his office is located.
- Missed exams, discussions, and labs without a reasonable and documented/verifiable excuse results in a zero for that missed material. Excusing students from missed material is at the instructor's discretion.
- Students are responsible for collecting and saving all graded material. If a problem or dilemma arises (e.g. error on an exam or grade miscalculation), students may be asked to provide all graded material handed out during the semester.

WITHDRAWAL POLICY:

In order to withdrawal, a course withdrawal form or a complete withdrawal form must be obtained from the Admissions and Records Office, filled out by the student, signed and submitted to the registrar's office. If this paperwork is not done, then you are still considered enrolled in the course and will get an F even if you don't participate at all. Do not expect a grade change from F to W once it is on the permanent transcript (following the close of the semester).

Any withdrawals after mid-semester will result in WF unless the Academic Vice-President's office gives approval for a hardship non-punitive withdrawal. Such a decision is made cooperatively between the Academic Vice-President's Office and the instructor. Having a less-than-desirable grade average is not reason enough for a hardship case. Make a decision based on grade before mid-semester. In such a case, inform the instructor of the hardship situation, and then inform the Office of the Vice President of Academic Affairs (Rome Campus). With appropriate documentation, the VP will send a letter of permission to the instructor to allow a non-punitive withdrawal.

In any withdrawal, forms are available at the Help Desk. It is also important that you check with the Financial Aid Office to see how your withdrawal might impact any financial aid.

DISABILITY STATEMENT:

"If any student in the class feels that he or she needs accommodation due to a disability, please feel free to discuss this with the instructor early in the term. Georgia Highlands College has resources available for students with certain disabilities. Accommodations may be made (such as providing materials in alternative formats, assuring physical access to classrooms or being sensitive to interaction difficulties that may be posed by communication and/or learning disabilities) through Student Support Services on all campuses. For more information please contact: Cartersville 678-872-8004; Douglasville and Floyd 706-368-7536; Marietta 678-915-5021; Paulding 678-946-1029."

ACADEMIC INTEGRITY

Cheating is strictly prohibited. Any evidence of cheating, or collaboration in cheating will result in a zero on the assigned materials and possible further disciplinary actions which may include failure in the course. Any appearance of cheating will be regarded as cheating so students should avoid any and all behaviors that could even be construed as cheating. Policies on student conduct and academic integrity are located in the GHC "Student Guide and Planner" and in the Student Handbook at http://www.highlands.edu/site/academic-integrity-documents.

TENTATIVE LECTURE SCHEDULE

NOTE: This is a tentative lecture schedule for BIOL 1020. The instructor reserves the right to alter this schedule at his discretion. Any changes in this schedule will be announced to the students as soon as it is possible.

DATE	Unit	GRADABLE WORK	CONTENT	
Immediately	Please Start Here Module		Introduction Discussion & Sample Quiz (due no later than 9am 8/26)	
9am 8/19 until 9am 9/8	1	Threaded discussion, Quiz, Padlet, and Piktochart	Plant Structure and Function	
9am 9/8 until 9am 9/22	2	Threaded discussion, Quiz, Padlet, and Piktochart	Plant Physiology	
9am 9/22 until 9am 10/6	3	Threaded discussion, Quiz, Padlet, and Piktochart	History of Plant Evolution and Adaptation	
9am 10/6 until 9am 10/20	4	Threaded discussion, Quiz, Padlet, and Piktochart	Biomes and Plant Diversity	
9am 10/20 until 9am 11/3	5	Threaded discussion, Quiz, Padlet, and Piktochart	Domestication of Plants	
9am 11/3 until 9am 11/17	6	Threaded discussion, Quiz, Padlet, and Piktochart	The Impact of Plant Domestication	
9am 8/19 until 9am 11/17			Libguide Project (due 9am 11/17 No exceptions, hand in early to be safe!)	
9am 11/17 until 9am 12/8	7	Threaded discussion, Quiz, Padlet, and Piktochart	Plants in Science and Medicine	
9am 11/20 until 9am 11/26			Thanksgiving break	
9am 12/8 until 9am 12/17	8	Threaded discussion, Quiz, Padlet, and Piktochart	Plants, Society and the Environment	

GOOD LUCK! HAVE FUN! And remember, I am here to help you succeed in this course. Please do not hesitate to ask questions if you need assistance.