

BIOL 3430, BOTANY

Spring 2018

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dalton Cross

Office: 419 Warrior Hall

Phone: 254-444-9151

Email: dalton.cross@tamuct.edu, dcross7x21@mac.com

Office Hours:

I am available by appointment. As an adjunct instructor I will not be maintaining office hours but will be more than glad to set up visits either before or after class. I encourage you to either call or e-mail me so we can find a time that is mutually convenient.

Course Calendar

Time/Day: Lecture: MW 1:30 – 2:45; Laboratory: W 10:00 – 1:00

Where: Lecture: 315 Warrior Hall; Laboratory: 407 Warrior Hall

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at 911Cellular [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:

Analyze the internal organization of plants, particularly angiosperms, with an emphasis on understanding anatomy from a structure-function standpoint. Prerequisite : BIOL 1407

Course Objective:

Student Learning Outcomes:

Students will:

- a. understand the study of plants from both a historical and modern day perspective
- b. identify aspects of botany which each of the major botanical disciplines is concerned

- c. Connect the features of plant organs and cellular structures to their applications and uses by people
- d. Observe plants as dynamic organisms that respond in various structural ways to their environment
- e. Compare and contrast the variety of reproductive strategies and life cycles seen in plants and plant related species
- f. Summarize and evaluate recently published botanical research
- g. Relate the study of plants to common species observed in the Central Texas region

Required Reading and Textbook(s):

- a. Bidlack, JE. And Jansky, SH. 2014 Stern's Introductory Plant Biology, 14th ed. McGraw Hill, New York, NY. ISBN: 987-0-07-336944-0.
- b. Bidlack, JE. 2014. Laboratory Manual Stern's Introductory Plant Biology, 14th ed., McGraw Hill, New York, NY. ISBN: 978-0-07-750878-4

I expect you to read the corresponding chapters in your textbook before coming to class.

You will be tested on all of the chapters listed below and held responsible for knowing the materials contained within them. As college students, I expect you to be able to parse out key concepts and vocabulary without every detail being covered in lecture.

COURSE OUTLINE AND CALENDAR

1. Week of January 15
 - a. Lecture Topic: Plant Biology and Nature of Life
 - i. Chapters 1 and 2
 - b. Laboratory: Laboratory Safety and check in
2. Week of January 22
 - a. Lecture Topic: Cells and Tissues
 - i. Chapters 3 and 4
 - b. Laboratory: 1 & 2: The Microscope and the cell
3. Week of January 29
 - a. Lecture Topic: Plant Metabolism
 - i. Chapters 10
 - b. Laboratory: 10, Photosynthesis
4. Week of February 5
 - a. Lecture Topic: Water in Plants
 - i. Chapter 9
 - b. Laboratory: 4, Roots
5. Week of February 12
 - a. Lecture Topic: Roots and Soils, **Exam 1**
 - i. Chapters 5
 - b. Laboratory: 5, Stems
6. Week of February 19
 - a. Lecture Topic: Stems and Leaves

- i. Chapters 6 and 7
 - b. Laboratory: 6, Leaves
- 7. Week of February 26
 - a. Lecture Topic: Growth and Development, Meiosis/Alternation of Generations
 - i. Chapters 11 and 12
 - b. Laboratory: **Practical Exam 1**
- 8. Week of March 5
 - a. Lecture Topic: Evolution and Classification
 - i. Chapters 15 and 16
 - b. Laboratory: 3 and 12: Mitosis and Meiosis
- 9. Week of March 12
 - a. Spring Break - No Class or Lab
- 10. Week of March 19
 - a. Lecture Topic: Bacteria, Archaea, and Viruses
 - i. Chapter 17
 - b. Laboratory: 14: Domains Archaea and Bacteria; Kingdom Protista
- 11. Week of March 26
 - a. Lecture Topic: Exam 2, Kingdom Protista
 - i. Chapters 18
 - b. Laboratory: 15: Kingdom Fungi (Mycota)
- 12. Week of April 2
 - a. Lecture Topic: Kingdom Fungi
 - i. Chapters 19
 - b. Laboratory: 11: Water in Plants, Respiration; Digestion
- 13. Week of April 9
 - a. Lecture Topic: Bryophytes, Ferns and their Relatives
 - i. Chapter 20 and 21
 - b. Laboratory: 16: Bryophytes and Ferns
- 14. Week of April 16
 - a. Lecture Topic: Gymnosperms
 - i. Chapters 22
 - b. Laboratory: 17: Gymnosperms
- 15. Week of April 23
 - a. Lecture Topic: Angiosperms
 - i. Chapters 8
 - b. Laboratory: 18 and 19: Angiosperms, fruits, spices and survival
- 16. Week of April 30
 - a. Lecture Topic: Angiosperms, Flowering Plants and Civilization
 - i. Chapters 23 and 24
 - b. Assignment: **Plant Journal due May 2**

17. Week of May 7

- a. Comprehensive Final Exam
- b. Laboratory Practical Exam

COURSE REQUIREMENTS

- 30% Two lecture exams
- 25% Final comprehensive EXAM
- 10% Journal
- 10% Laboratory reports
- 20% Laboratory assignments
- 5% Participation

PLANT JOURNAL

Introduction: To truly appreciate botany and the development of plant life, you should observe the progression of plant life through early development to a more mature stage. The spring semester gives us an opportunity to observe plant life as winter dormancy ends and the growth of annual and perennial spring plant species begin. Therefore, your task would be to pick an area and return to at a minimum of every 2 weeks and note the development of plant species. Can you see the morphological changes in individual plant species as they grow and develop over the spring period. Can you note any particulars such as use by birds and animals and the overall biomass of vegetation as the seasons change. Identify at least one particular plant species and document its development by drawing or a by a photo journal. If you are on private property you can build a small cage around an area and compare that to an unprotected areas. Are the growth patterns the same? Why or why not? If you desire you can press leaves or flowers to include with journal.

Materials and Methods: Small notebook for observations, Pen; Optional items: Field guides, wire cage

Starting this week select an area that is relatively undisturbed by heavy human activity. This can be on campus, at your home, a roadside park or in another area. Please be sure that you pick a safe place that you can see plants and not risk your safety. Roadsides are great areas to compare the growth in the bar ditch vs across the fence, but please respect property rights and do not chose a busy thoroughfare where you could be in danger from passing motorists. You should go to the same place each week, it would defeat the purpose of the exercise to go to different locations. You will have a total of at least 6 weekly entries; do not observe more than once/week. You certainly can and are encouraged to have more than 6 entries.

Information to Record:

1. Location
2. Day
3. Weather (seasonal Information) still cold, raining, warming,
4. Record what changes take place from week to week in your area. Answer the following questions as you are writing.
 - a. How is the overall plant population changing? Growth stage, overall biomass,
 - b. What are they doing? Plants as young shoots, leaf formation, flowering
 - c. How do the trees look? The wildflowers? - note seasonal growth changes
 - d. What are your conclusions about this particular point in time about the growth stage of the plant population. Hypothesize about how current climatic conditions, animal and bird use and any other factors that might be influencing this particular plant community.

I expect that you will write this in paragraph form plus any pictures, drawings or charts you feel may help explain your data. I also expect at least 1 page per entry. You will be graded on completeness. The more you put into this, the better your grade... Remember, this is your journal. I hope you will keep this and look back on it someday.

Grading Criteria Rubric and Conversion

Grading scheme

A 4.00 (90 +) Achievement that is outstanding relative to the level necessary to meet course requirements.

B 3.00 (80-89%) Achievement that is significantly above the level necessary to meet course requirements.

C 2.00 (70-79%) Achievement that meets the course requirements in every respect.

D 1.00 (60-69%) Achievement that is worthy of credit even though it fails to meet fully course requirements.

F 0.00 (<60%) Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an "I" (incomplete).

I (Incomplete) The "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an "I" requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. For graduate and professional students, an "I" is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an "I" must be submitted within one year of the last day of final examinations of the term in which the "I" was given; if not submitted by that time, then the "I" will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

Read these carefully as I am strict with my policies.

Grading Policy and Point Breakdown. Grades in this course will be criteria-based on a number of activities including exams, laboratories, participation, and projects. This means that grades will not be curved and anyone achieving a 90% or above will receive an A in this course.

Grade Dispute Policy. Grading disputes must be put in writing (with justification such as supporting statements from the text or another credible source) and given to me no earlier than 24 hours after the assignment has been returned. I will consider your request carefully, but reserve the right to adjust your grade up or down.

Lab Preparation & Assignments. Reading and preparing for a lab ahead of time is imperative to the running of a successful and safe lab. I will expect each student to have read over the lab(s) out lined in the syllabus prior to lab in addition to filling out the laboratory preparation quiz(s) associated with each assigned lab. The laboratory preparation quiz will be collected at the start of each lab, it will be graded. The score will be incorporated into your grade for that week's lab. It is expected that lab assignments and all required work will be turned in before the end of the lab each week for grading, with no exceptions, unless otherwise designated by the instructor.

Class Preparation & Assignments. You are expected to read corresponding chapters in your textbook before coming to class. Please bring your book to class. Since it is important to connect ongoing botanical research to what we have studied in class I will also require each student to write a review and present information on one journal article in class. Details of this particular assignment will be outlined in a rubric. All assignments are to be turned in, on time, in class on the due date. I will not accept e-mailed assignments of any kind.

Late Assignments. I expect all assignments to be turned in on time in class. I will not accept e-mailed assignments of any kind. Late assignments interfere with my ability to provide timely, detailed feedback, as well as with your ability to learn and process new material. Accordingly, any unauthorized late assignment will receive a 5% reduction in grade for each day it is late. No assignments will be accepted after it has been graded and returned.

Exams. Lecture exams will be a mixture of matching, multiple choice and short answer, designed to provoke reflection, critical thought, and application of knowledge. You are encouraged to prepare for the exam by reviewing reading materials, answering the questions that correspond to each chapter in your text, and discussing questions with your peers. You will then demonstrate your individual, integrated thoughts on the topic in a closed-book exam during the class period. Lab practical exams will involve the identification of various plant parts and structures. Review for these exams by studying your drawings, labeled pictures, and lab questions.

Missed exams. If you know you will miss an exam, please contact me BEFORE the exam. I will gladly give make-up exams if the student has an unavoidable reason for missing the exam (i.e. death in the family, severe illness). Keep in mind that I will expect documentation of your reason for missing the exam (e.g. doctor's note, obituary notice). Exams must be made up within a week of the original scheduled date, no exceptions regardless of excuse.

What I expect of you. To get the most out of this class, you are expected to conduct yourself in a professional manner, which includes contributing to class discussions, being punctual, and notifying me of absences in advance.

Class Attendance. I expect that you attend each class session and arrive on time. If an unavoidable situation arises that prevents you from attending class, I expect that you also promptly contact me to discuss the missed material and get the notes from a classmate. I will not distribute my notes to students as they are often abbreviated and do not contain the detail needed to sufficiently understand the material.

Lab Attendance. Labs require special materials and preparation. If you miss a lab, most likely you will not be able to make it up. Failure to attend a lab will result in a 0 grade for that lab.

What you can expect of me. You can expect me to start and end class on time, be available through office hours, e-mail, and by appointment, be responsive to student suggestions for course

improvement, answer questions to the fullest extent possible and/or direct you to appropriate resources, return graded assignments and exams within a reasonable time frame, and treat you with respect as future colleagues.

Discussion. The topics in this class encompass a diversity of issues that merit in-depth thought and discussion. Since individuals will be expressing their opinions, I expect that will you respect others' contributions, as you would want them to do for you.

Credits and Workload expectations. For undergraduate courses, one credit is defined as equivalent to an average of two hours of learning effort per week (over a full semester) necessary for an average student to receive an average grade for the course. A student taking a four-credit class that meets for four hours a week should expect to spend an additional eight hours a week outside the classroom in order to earn an average grade.

Drop Policy. If you discover that you need to drop this class, you must go to the Records Office and ask for the necessary paperwork. Professors cannot drop students; this is always the responsibility of the student. The record's office will provide a deadline for which the form must be returned, completed and signed. Once you return the signed form to the records office and wait 24 hours, you must go into Warrior Web and confirm that you are no longer enrolled. Should you still be enrolled, FOLLOW-UP with the records office immediately! You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course.

Academic Integrity. Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Disability Support and Access Services. At Texas A&M University – Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to an education that is barrier-free. The Office of Disability Support and Access is responsible for ensuring that students with a disability enjoy equal access to the University's

programs, services and activities. Some aspects of this course or the way the course is taught may present barriers to learning due to a disability. If you feel this is the case, please contact Disability Support and Access at (254) 501-5831 in Warrior Hall, Ste. 212. Please visit their website <http://www.tamuct.edu/departments/disabilitysupport/index.php> for more information. Any information you provide is private and confidential and will be treated as such.

Tutoring. Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Writing, and APA formatting. Tutors are available at the Tutoring Center in Warrior Hall, Room 111. For tutor schedules and contact information, please visit the [Office of Academic Support](#). If you have questions, need to schedule a tutoring session, or if you are interested in becoming a tutor, contact Academic Support Programs at 254-501-5833.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Writing, Career Writing, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, log into your Blackboard account and click "Online Tutoring."

University Library. The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at TAMUCT are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the TAMUCT main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our homepage: <http://www.tamuct.edu/departments/library/index.php>

Important University Dates:

January 2018

- January 2, (Tuesday) Winter Break Ends
- January 2, (Tuesday) Priority Deadline for Admissions applications
- January 5, (Friday) VA Certification Request Priority Deadline
- January 11, (Thursday) Convocation
- January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)
- January 15, (Monday) Martin L. King Jr. Day
- January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)
- January 16, (Tuesday) Classes Begins
- January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)
- January 23, (Tuesday) Last day to drop 1st 8-week classes with no record
- January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

- February 2, (Friday) Priority Deadline to Submit Graduation Application
- February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W
- February 15, (Thursday) Last day to apply for Clinical Teaching
- February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

March 2018

- March 1, (Thursday) Deadline to submit application to Teacher Education Program
- March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation
- March 9, (Friday) 1st 8 week classes end
- March 9, (Friday) Deadline for Admissions applications
- March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)
- March 12, (Monday) Spring Break Begins
- March 12, (Monday) 1st 8-week grades from faculty due by 3pm
- March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)
- March 16, (Friday) Spring Break Ends
- March 19, (Monday) 2nd 8 week begins
- March 19, (Monday) Summer Advising Starts
- March 19, (Monday) Class Schedule Published
- March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)
- March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)
- March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record
- March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

- April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies
- April 2, (Monday) Scholarship Deadline
- April 2, (Monday) Registration begins
- April 5, (Thursday) Priority Deadline for International Student Admission Applications
- April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W*
- April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies

April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week

May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)

May 11, (Friday) Spring Term Ends

May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)

May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)

May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.

May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)

May 14, (Monday) Minimester begins

May 15, (Tuesday) Last Day to clear Thesis Office

May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)

May 21, (Monday) Priority Deadline for Admissions applications

May 25, (Friday) VA Certification Request Priority Deadline

May 28, (Monday) Memorial Day

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address) Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's

Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

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Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion webpage [<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is

able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via WOnline at [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at

A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [<https://tamuct.libguides.com/>].

BIO 3430 – Botany

Syllabus Contract

Directions:

- First, read the syllabus.
- Second, read the statement below to confirm your personal reading and understanding of the contents of the syllabus.
- Third, provide confirmation by printing the document and providing your signature and date of completion in the space provided below.
- Last, submit this contract to me. Note that your grade for the first assignment will not be calculated until this contract is received.

I have received a copy of the syllabus. I have read and understand the policies of this course as stated in the syllabus.

Print Name _____

Signature _____

Date _____