**BIOLOGY I**

**INSTRUCTOR INFORMATION**

**Instructor:** David Curtis, MS **E-Mail:**dcurtis8@valenciacollege.edu

**Office:***Virtual (via email or Zoom conference)* **Phone:**(407) 582-5733

**Office Hours:**

**Monday** 12:00pm – 2:00pm

**Tuesday** 1:00pm – 2:00pm

**Wednesday** 12:00pm – 2:00pm

**Thursday** 1:00pm – 2:00pm

**Friday** 9:00am – 1:00pm

***\*Please Note:*** *All office hours for the fall term will be held virtually via email or Zoom conference*

**COURSE INFORMATION**

**Contact Hours:**6 (3 lecture and 3 lab) **Credit Hours:**4

**Prerequisite:**N/A

**Refund of Fees:**The Drop/Refund deadline for this course is **Monday, August 30th at 11:59pm**.

**Meeting Times:**

**Monday**  10:00am - 12:00pm (Zoom conference)

***\*Please Note:*** *This is NOT a mandatory meeting but may be useful to many of you in helping to get you ready for the concepts covered on the lecture quizzes and exams.*

**REQUIRED LECTURE AND LECTURE MATERIALS**

Urry, *et. al.* (2021).  *Campbell Biology 12e, Volume 1 (Custom Edition for Valencia College) w/ Mastering Biology*. Pearson Publishing. ISBN: 9780137351824.

***\*Please Note:*** *This is a custom edition of the Campbell Biology textbook that covers the relevant chapters for concepts covered in Valencia’s Biology I courses. In addition, it will contain a Mastering code allowing you to access select assignments that will be incorporated into the course.*

Narrated PowerPoint slideshows comprising the course lecture notes are also available on Canvas for use by students.

**Webcam and microphone** that can be used for proctoring during examinations, along with **Chrome** as your browser.  See the ***TESTING POLICY*** below.

McGraw-Hill, (2021). *Connect Access Code for Biology Virtual Labs, 1st Edition.* ISBN: 9781264349739.

***\*Please Note:*** *This is required to be able to perform the relevant virtual labs that are based on concepts covered in Valencia’s Biology I courses.*

**VALENCIA COLLEGE CORE COMPETENCIES**

This course designed to provide you a foundation of microbiological understanding while fostering the development of learning skills.  It is built around the Valencia Community College competencies of THINK, VALUE, ACT, and COMMUNICATE.  For more information regarding Valencia competencies and student policies, go to the ATLAS website.

**WITHDRAWL DEADLINE POLICY**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **Friday, November 3rdat 11:59pm**will receive a grade of “W”.  A student is not permitted to withdraw after the withdrawal deadline.  A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

Students on financial aid should consult an advisor or a counselor before withdrawing from a course; there may be financial aid implications to the student which he or she must know about to make an informed decision before withdrawing from a course.  Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class.  Other scholarship sponsors may also require repayment.

**Before you withdraw from this course, you should be aware that course withdrawals:**

* Will increase the cost of your education
* May affect your financial aid status
* May affect your transfer grade point average
* May result in your having to pay the full cost of instruction fee to retake the course
* May affect your anticipated graduation date
* May result in your being denied access to limited access programs
* May affect your eligibility for the Honors Program
* May affect your immigration status if you are attending Valencia on a nonimmigrant visa
* Will result in your required repayment of course fees paid by a Bright Futures scholarship.

**Conditions That Apply to a First or Second Attempt in a Course**

**On or Before the Withdrawal Deadline**

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor’s approval, continue to attend the lecture for the remainder of the term.  However, due to liability issues, you cannot continue to attend the laboratory component of the class

**After the Withdrawal Deadline**

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy, as published in the faculty member's syllabus, in which case you will receive a grade of “W”. If the professor does not withdraw you, your grade will be what you had earned.

For a complete policy and procedure overview on Valencia Policy 4-07, please visit: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0>

**It is important to note that I *WILL NOT* withdraw students from this course under any circumstances.** If you need to withdraw from the course, for any reason, it is up to you to do so through ATLAS.  Any student who is still in the course after the withdrawal deadline will receive whatever grade he/she earns in the course.

**GRADING SCALE**

Your grade will be based on a point system as follows:

Lecture Assignments 10 maximum points **each**

Lecture Quizzes 10 maximum points **each**

5 Unit Lecture Exams 100 maximum points **each**

Lab Assignments 10 maximum points **each**

Lab Quizzes 10 maximum points **each**

Lecture Assignments will consist of select Mastering activities within Connect and responses to the Check Your Understanding (CYU) questions within each of the lecture presentations for the various chapters covered in the course. The LearnSmart activities are adaptive and will allow you to move more quickly through those concepts that you are already very comfortable with and to spend more time with those concepts for which you have not yet achieved an adequate level of mastery.  The CYU questions are more specifically focused on the lecture concepts that I will be covering during the lecture portion course and will help you to establish the beginnings of a study guide to help prepare you for the lecture quizzes and exams. All lecture assignments will be submitted within Canvas on, or before, the due date.

Assignments will consist of Virtual Labs that have been assigned through the Connect tools included as part of the bundle you purchased at the beginning of the class.   The Virtual Labs will allow you to have semblance of a laboratory experience and will measure your success as you work through the various modules that I have assigned. All lab assignments will be submitted within Canvas on, or before, the due date.

Lecture and Lab Quizzes will provide a way to further measure your understanding of the lecture and laboratory concepts.  Since it is the philosophy of Valencia college that formative assessments, such as these, provide students a method to learn from their "mistakes" prior to taking higher stake summative assessments, students will be permitted ***two (2)*** opportunities to take each quiz and your grade will be determined by ***averaging the scores for the two attempts***.  If you demonstrate mastery of the concepts on your first attempt, it may not be necessary to take the quiz a second time.

Unit Lecture Exams will provide an additional way to assess your mastery of the concepts covered in this course.  As these represent summative assessments, you will only get a single attempt at each of these exams.

**Failure to take any of the assessments in the course will result in the student being given a grade of 0 (zero) for that assessment.**

**The Grading Scale is Based on a Percentage of the Total Points Possible**

**90-100% = A**

**80 - 89% = B**

**70 - 79% = C**

**60 - 69% = D**

**< 60% = F**

**GRADING / MAKE-UP POLICY**

Each lecture and lab assessment will be given over a range of days and times to provide the most flexibility when it comes to your opportunity to complete that assessment.  **If you miss the deadline for a quiz or exam, the score will be counted as a zero (0).** There will be no dropped quizzes or exams in this course and I will not provide make-up quizzes or exams to offset those that were missed.  As such, it is your responsibility to make sure that you complete each assessment on, or before, its scheduled due date.

**However, if you miss a single unit lecture exam, for any reason, I will average the remaining grades on your other exams taken and use this average to replace the grade of zero (0) for that unit lecture exam.**  If you miss two, or more, unit lecture exams, then this policy will only apply to one of the missing unit lecture exams, with the remaining missing unit lecture exams being assigned a grade of zero (0).

**Under no circumstances will your test scores, total points, or final grades be discussed on the telephone or over e-mail.**  FERPA rights to privacy prevent the divulging of scores or related materials by these means.  Scores will be provided and updated regularly through your Canvas course.

**TESTING POLICY**

**All lecture and lab exams will require the use of Valencia's Honorlock proctoring services.**  *By enrolling in this course, you consent to the use of the proctoring software, including but not limited to any audio and/or visual monitoring which may be recorded during the exam.*  Once you have a working webcam and microphone, either as a built-in component of your computer or added separately, you will need to install Chrome as your web browser, for the purposes of taking the exams.  When set, you will log in to take the tests as normal and the testing sessions will be recorded.  During the exam, an Honorlock proctor might contact you should the algorithms detect a situation, like a student accessing their cell phone or another person entering the testing environment.  **Under no circumstances will the use of any resources, including a textbook, notes, other people, or any electronic devices (other than the computer on which you are taking the exam) be permitted during the exam.**This means you will want to take any examinations in a quiet location where you will not be disturbed and in an area that is clear of anything that might raise a "red flag" with the proctoring service.  Honorlock specialists will also review the session after you complete the exam to ensure the integrity of the examination.  Your instructor will only be notified in the event that an issue has been detected.

A significant benefit of this, as a student, is that there is no need to schedule your exams.  You have the flexibility to take your exams on your schedule, when you are ready, within the time constraints of the exam schedule itself.

Additionally, **the requirement for proctoring during the course is only for lecture and lab exams.** You ***WILL NOT***need to access Honorlock proctoring for lecture or lab quizzes.

For more information about Honorlock proctoring, visit [https://honorlock.com.](https://honorlock.com/)

To ensure that your computer meets the minimum requirements for Honorlock proctoring, go to <https://honorlock.com/support/>.  Scroll down and click on the button that says “Run System Check”.  You should also confirm that your upload and download speeds are adequate by clicking on “Show Speed Test”.

For more information about Valencia College and its relationship with Honorlock, visit <https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php>.

**LATE WORK POLICY**

Lecture and lab assignments will be collected on, or before, the day that they are due for full credit.  **If you miss a given due date, you can still turn in the lecture or lab assignment for a 20% reduction in grade per day that the assignment is late.**  However, no assignments will be accepted after the lecture or lab exam is given in which that material is covered.

**ATTENDANCE POLICY**

I will offer Zoom conference sessions to discuss lecture and/or lab concepts twice per day, once in the morning and again in the afternoon.  The times of these sessions can be found under the course information above and are intended to provide flexibility for students to be able to attend and still maintain a semblance of work and family life.  As such, the intention is that the afternoon sessions will "mirror" the morning sessions.  **This means that you need not worry about attending both of these sessions on a given day**.  However, you are welcome to attend both sessions on a single day, if that is your desire.  Considering the nature and amount of material that will be covered in this course, it is important for your overall success to make every effort to attend at least one daily session, as failing to do so will only increase the difficulty of this course.  If you do miss a class or lab session, it is entirely your responsibility to discover what occurred during your absence from a classmate.

**STUDENT CONDUCT POLICY**

You are advised to read and understand Valencia’s policies concerning student conduct. Students are expected to comply with all Valencia College policies regarding academic honesty and other requirements presented in the college catalogue. **Cheating of any form, including plagiarism or signing in for another student on the roster, will not be tolerated, and carries the risk of receiving a grade of zero (0) for the assessment in question and/or removal from the college in accordance with Valencia’s academic honesty policy.**Unless otherwise stated, you are expected to complete assignments independently.

**STUDENTS WITH DISABILITIES POLICY**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class.  The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**West Campus, SSB 102, Phone: (407) 582-1523**

[**https://valenciacollege.edu/students/office-for-students-with-disabilities**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Foffice-for-students-with-disabilities%2F&data=04%7C01%7Cdcurtis8%40valenciacollege.edu%7C2e1fb6c6be9045b29c1d08d961bfd7da%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637648298856437639%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=6VszlUYkjmUSaN4syKiE5w%2BNyYHBddTF46SojPGLkTQ%3D&reserved=0)

**BAYCARE BEHAVIORAL HEALTH’S STUDENT ASSISTANCE PROGRAM**

Valencia is committed to making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  Students have 24-hour unlimited access to the Baycare Behavioral Health’s confidential student assistance program phone counseling services by calling **(800) 878-5470.**  Five free confidential face-to-face counseling sessions are also available to students.

A Victim Service Center’s Sexual Assault Hotline is also available at**(407) 497-6701** or at <http://www.victimservicecenter.com/>.

**COLLEGE POLICIES AND PROCEDURES**

* A full description of all College policies can be found in the College Catalog at [http://www.valenciacollege.edu/catalog](http://www.valenciacollege.edu/catalog/)
* The Student Handbook can be found at [https://valenciacollege.edu/students/student-services/documents/student-handbook](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fstudent-services%2Fdocuments%2Fstudent-handbook.pdf&data=04%7C01%7Cdcurtis8%40valenciacollege.edu%7C2e1fb6c6be9045b29c1d08d961bfd7da%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637648298856417644%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=cjyj3jfVnv3Qb1%2F3NowRL1Radngn%2BkTQS8Vxp2WCvs8%3D&reserved=0)
* The Policy Manual can be found at <http://valenciacollege.edu/generalcounsel>
* The college calendar can be found at <http://valenciacollege.edu/calendar>
* Information about maintaining satisfactory academic progress can be found at <https://valenciacollege.edu/finaid/satisfactory-progress.php>
* Information about Valencia’s Skillshop which offers a variety of topics on student success and goals can be found at <https://valenciacollege.edu/students/student-services/skillshops.php>
* Information about Financial Aid can be found at <https://valenciacollege.edu/finaid/satisfactory-progress.php>
* Student Dev can be found at <https://valenciacollege.edu/students/student-development/>
* Student Code of Conduct can be found at <https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>
* Academic dishonesty can be found at <https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-dishonesty.pdf>

**USEFUL INFORMATION REGARDING CANVAS**

* The following link is to the current Student FAQ page for Canvas: [https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Ffaculty%2Fcanvas-resources%2Fstudent-faqs.php&data=02%7C01%7Cdcurtis8%40valenciacollege.edu%7C51f38dc1f3094cf8900608d7e63c704f%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637231019580139740&sdata=0giRUKUUPWXSO55lP%2FP%2BmJoTJqphv7Hvn5N5S8DWVjk%3D&reserved=0)
* This link is included in the FAQ’s and outlines the minimum system requirements to support Canvas: [https://community.canvaslms.com/docs/DOC-10721-67952720328](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fdocs%2FDOC-10721-67952720328&data=02%7C01%7Cdcurtis8%40valenciacollege.edu%7C51f38dc1f3094cf8900608d7e63c704f%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637231019580149736&sdata=%2BpCCi5Yx1xrbLHNeLK33ng%2Bhd1wGkWVoOVHUbReTF%2BA%3D&reserved=0)

**DISCLAIMER**

This is an outline of course policies and procedures.  The professor may change these policies as I see fit.  If so, I will inform you of these changes via a Canvas announcement.  Any changes made to the course and/or its schedule of topics and assessments are your responsibility to know.  Your continued participation in this course after the add-drop period constitutes an agreement with and an acceptance of the conditions presented within this syllabus.