



## **BSC 1020 Syllabus**

### **Instructor Information**

Name:	Dr. Daniel Rubin
E-mail:	drubin1@valenciacollege.edu
Office location:	Live online via Conference in Canvas or By Appointment arranged by e-mail (course conversations)
Office hours:	Conference in Canvas arranged by Inbox Communication with instructor
Phone:	Only in an emergency and arranged by e-mail
Your Instructor:	<p>A native Floridian, with two children (my best friends) and four wonderful granddaughters.</p> <p>Dr. Rubin has a Ph.D. in Immunology and a passion for teaching. A coach/facilitator of learning rather than a traditional 'teacher', who uses a variety of multimedia methods both in class and online. "I encourage active participation by students. In my courses students benefit most by: listening and learning; asking questions; participating fully in their learning experience; having fun learning easily and a commitment to excellence in their studies and their lives."</p>

### **Course Information**

Course Title:	Human Biology
Course Number:	BSC 1020 Valencia College
Course Discipline:	Biology
Course Description:	General education non-lab course for students not majoring in biology. Includes study of the human body with an emphasis on major organ systems and processes and their links to biological concepts underlying major societal and bioethical issues.
Location:	Canvas Online

Meeting day(s): Management System.	This is a self-directed online course in Canvas Learning
Meeting time(s)	This course is totally online, including all tests and exams.
Important Dates	: Deadlines for drop/refund, withdrawal with a "W" grade, etc. are posted in College Calendars on the <a href="#">Valencia College Homepage</a> and published in the Course Announcements.
Prerequisites:	None
Browser requirement:	Firefox or Google Chrome are recommended browsers for Canvas.

## Course Goals

To acquire a basic awareness and understanding of various aspects of human biology, including an understanding of the scientific method.

To have a foundation of knowledge and understanding of the basic structure and function of the human body from the level of the cell up to and including the body systems.

To become acquainted with various contemporary topics in more advanced human biology such as cell differentiation and cancer, genetics, DNA technology, etc.

## Course Content and Evaluation

**COURSE DESCRIPTION AND CREDIT HOURS:** This is a 3-credit course; there are no prerequisites. This is an introductory course on various aspects of human biology.

Topics to be covered include:

- Human Biology, Science, and Society
- The Chemistry of Living Things
- The Hierarchy of Living Systems, from Cells to Tissues, To Organ Systems
- The Major Human Organ Systems
- Cell Reproduction and Differentiation
- Cancer
- Genetics and Inheritance
- Development and Aging

**LEARNING OUTCOMES:** Students will be able to:

- understand and describe the scientific method
- describe and explain the organization, structure and function of cells, tissues, organs and systems of the human body
- express a reasoned view or perspective on a variety of contemporary issues in human biology
- acquire a basic vocabulary in human biology
- understand and describe the nature of various special topics in human biology; e.g., cancer, cell reproduction and differentiation, etc.

**METHODS OF INSTRUCTION:** This is an online self-study course on Human Biology using the Canvas Learning Management System. Orientation to the course is provided online in the Canvas course and via conference live online at the beginning of the term. An invitation is sent to this optional orientation meeting via Announcements. The Canvas login for the course

(requires your Atlas ID and password) may be accessed via the Quicklinks on the Valencia College homepage until a bookmark is established. In addition, there are tutorials for orientation to getting started in online courses at Valencia College and Canvas Basics and Student Guide.

**ASSIGNMENTS:** In addition to weekly online multiple choice and short answer quizzes, students have online discussion assignments and short answer quizzes on a variety of topics, including contemporary issues in biology. The due dates are shown on the course calendar and Schedule.

Discussion Assignment: Each week there are two standard topics, a threaded discussion worth 10 points, and two deadlines that must be met. The deadlines are: Thursday Noon for first posts to the topics; and then responses to classmates' posts in each topic must be posted before NOON on Saturday to receive full credit and/or qualify for extra credit. Discussion postings are accepted up until midnight on Saturday may qualify for partial credit, See the Overview of the Discussion Assignment in the Orientation Module for details.

**Course Schedule** may be viewed in: the course weekly Modules; the course Calendar (see Global Menu); and scrolling down to the second section of the Syllabus.

Schedule				
We ek 1	Introducti on; Start Here Orientati on; First Assignm ent, Top Priority; Chapter 1	We ek 9	Chapter 8	
We ek 2	Chapter 2	We ek 10	Chapter 10	
We ek 3	Chapter 3	We ek 11	Chapter 11	
We ek 4	Chapter 4	We ek 12	Chapter 14	
We ek 5	Chapter 5	We ek 13	Chapter 15	

Week 6	Chapter 6	Week 14	Chapter 16 Thanksgiving Week Only the Chapter Quiz due.
Week 7	Chapter 7 (Chapter 9 optional for extra credit)	Week 15	Chapter 18
Week 8	Midterm Exam (Chs. 1-7)	Week 16	Final Exam (Chs.8;10-11;14-16;18}

**EVALUATION CRITERIA:** The final course grade will be determined from a combination of assessments online in the Canvas Course as follows:

- Weekly Multiple Choice Quiz (15%)
- Weekly HB News Short Answer Quiz: (15%)
- Weekly Chapter Short Answer Quiz (15%)
- Weekly Discussion Assignment (20%)
- Midterm and Final Exam - (17.5% EACH)

**There are no dropped tests, no re-tests.** There will be some opportunities to earn extra credit but not to make-up for missed assignments.

**The grading scale for the course is as follows: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F < 60%**

**IMPROVING YOUR WRITING SKILLS:** Although this is not a course in English composition or writing, nevertheless spelling and grammar are important in your written answers to various quizzes. **Grammarly: Required.** This is a very special tool that will enhance and improve your grammar and spelling on written quizzes. You may add it to [Chrome as an extension](#) and/or [Microsoft Word](#) depending on whether you use the quiz message box for your answer or you first create a Word document and then copy and paste it in the quiz message box. You can also open a free account at [Grammarly](#).

I recommend [Grammarly](#) because it is easy to use and available free as an extension or add-on for your browser as well as [Microsoft Word](#). Having it available in both your browser as well as in Microsoft Word provides very good flexibility for using it to improve your writing in general. Instructions for its use are available in each of the individual written assessments in the course.

**English Academic Refreshers** A special extra credit project has been added to your course: English Academic Refreshers. It contains a series of modules designed to improve your reading and writing skills. It is optional and available to earn extra credit. It can be found by scrolling down to the last module in your course.

## **Policies**

**STUDENT HELP:** The instructor is available for help online by e-mail in the course and live online via Conference by appointment. Students are encouraged to seek assistance from the instructor. Help is also available for students in Canvas and through various **school resources** shown on the Atlas web site. For more details, see the Week 1 Start Here Orientation. [Tutoring Help](#) is also available at the Valencia College Library.

[Advising and counseling](#) is available to assist students with course selection, education and career planning as well as supporting students as they strengthen their college success and life skills.

**ATTENDANCE:** This is an online course with assignments due each week. It is up to the student to establish their own study routine and plan to meet the course requirements. **No Show reporting:** according to new Federal Guidelines from the U.S. Dept. of Education, students must complete an online course assignment during the first week of the term. Failure to comply with this requirement will result in the student being reported as a 'no show' and entered as a Withdrawal ((W) on the Atlas Final Grades Report during the 'No Show' Reporting period. To meet this requirement, students in this course must complete and submit the "First Assignment – Top Priority" that is found in the course modules (see the Course Navigation Menu). If you have any questions about this, send me an e-mail within the course via the Inbox.

## **Illness Statement:**

*"If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action."*

**WITHDRAWAL:** Students may officially withdraw from a course during any given term provided the appropriate policy and procedure is followed. Following the conclusion of the Drop/Add period, a student may officially withdraw from any credit course online through the student's Atlas account. Withdrawal from the course is the student's responsibility. A student who withdraws from class before the withdrawal deadline will receive a grade of W. The professor will not withdraw any student for any reason. It is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal

deadline. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D or F. Failure to make up the work during the following semester will result in you getting a grade of F in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of F.

Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial 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.

To maintain financial aid academically, students must meet all the following requirements:

- Complete 67% of all classes attempted, and
- Maintain a Valencia GPA of 2.0 or higher, and
- Maintain an overall GPA of 2.0 or higher, and
- Complete degree within the 150% timeframe

**WORK MISSED:** Students must complete course assignments and activities according to their weekly due dates (Weekly Assignments are due no later than midnight on each Saturday, except for the Discussions which have earlier, Noon deadlines for full or extra credit). As a rule, **there are no make-ups for missed assignments and there are no dropped exam scores or retests**. With notice of extenuating or mitigating circumstance, the instructor may approve an extension of an assignment deadline, and usually there may be a 10% or 1 grade penalty under these circumstances. The **only exceptions** are: death of a family member; immediate family medical emergency, jury or military duty, each of which must be documented.

**VALENCIA STUDENT COMPETENCIES:** The Valencia Student Core Competencies (**Think, Value, Act, and Communicate**) are an established component of the College's curriculum development and review process. A detailed overview can be found in the current Valencia Catalogue or on the Valencia Web site: Developing these core competencies will be enhanced in this course through critical thinking exercises, discussions and making reasoned choices in acquiring, analyzing, synthesizing and evaluating knowledge. Students will also need to read, listen, write, and speak effectively.

**ACADEMIC HONESTY:** This program is designed to provide you with the greatest opportunities to learn and apply your new knowledge and skills to your selected discipline. Plagiarism will not be tolerated in any form. Credit to the author must be given in any papers or projects that you might complete. This includes citations and/or attribution for Internet sources. Also, sharing another student's work is not acceptable. Your work should reflect your knowledge and skills.

All forms of **academic dishonesty** are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a

range of academic penalties as determined by the professor. These penalties may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; reduction in the course grade; or expulsion from the course with a grade of "F". For further detail, refer to the Student Code of Conduct in the current Valencia Student Handbook.

**STUDENT CODE OF CONDUCT:** Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the online classroom environment rests with the faculty and student. Online, students will observe common standards of 'netiquette': no obscene or otherwise foul language or flaming is allowed in chat rooms or Discussion Topics. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any online classroom or Valencia Community College rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**STUDENTS WITH PHYSICAL OR LEARNING DISABILITIES:** Students with disabilities who qualify for academic accommodations must provide a letter from the Office of Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. **If you have special needs, please contact me via e-mail (the Inbox) at the beginning of the course and provide notice from the OSD.** The needs of students with appropriate documentation will always be supported in this course.

**International Student Policies:**

Maintaining VISA status: students are ultimately responsible for maintaining their immigration statuses. For details and tips use this [link](#). If you have any questions, please contact International Student Services( [ISS](#))

Scholarships: Valencia College's F-1 international students may be eligible for scholarships through the Valencia College Global Achievers Awards, [Florida-Linkage Institute](#), the [Valencia College Foundation](#) or through private scholarship.

**Title IX** of the Education Amendments of 1972 is a federal law that prohibits sex- and gender-based harassment, and discrimination in any education program or activity. All forms of discrimination and harassment based on protected status are prohibited at Valencia College. As such, students, faculty and staff are expected to adhere to the college's policy: [Discrimination, Harassment and Related Misconduct](#), which prohibits the above actions, as well as sexual assault, sexual exploitation, stalking and interpersonal violence, which includes dating and domestic violence.

**FERPA (Family Educational Rights and Privacy Act):** This law is designed to protect the privacy of educational records. Personally identifiable information from student records, such as grades, VID, ethnic background and class schedules are confidential and will not be released to

anyone other than the student, and never over the phone. If you would like your parents to be able to access your records, you will need to file special paperwork.

**DISCLAIMER STATEMENT:** Changes in this syllabus and/or course schedule may be made at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.

**A Note from your guide and facilitator/instructor:** I hope you enjoy this course and contribute to everyone's learning. Here is a suggestion: rather than approach this course wondering how much you must memorize to pass tests, think about what you will learn, know and use, have an opinion about and discuss, that will benefit you in your life after the course is over.

Remember, your online participation, especially in the Discussion assignments, is important to your classmates as well as contributing to your grade. I am here to support your success. Let me know if you have questions, issues, or concerns. I take **requests**, not complaints and excuses, and want you to be successful and have fun in this course. I look forward to your participation. Don't hesitate to contact me via the Inbox communication center on the Global Navigation Menu (Column on the left). Enjoy the course. Be well.

## **Textbooks**

Human Biology: Concepts and Current Issues, Ninth Edition

**Required reading: ISBN: 9780137958559 - Mastering Biology\* access code w/ eText for Johnson, Human Biology, 9e (18 week custom access); Please note: you must purchase the Access Code for this course from the Valencia College bookstore or via MyLab Mastering within the Canvas Course. No other access codes will work.**

You will also have the option to purchase the textbook if so desired.

**\*Please note that there are no assignments in MyLab for this course. All assignments are within the course in Canvas.**