**BSC 1010C General Biology I**

**CRN 28231**

**Valencia College West Campus**

**Asynchronous Virtual**

**Spring 2022**

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**Instructor:** Erin Mistry, MS

**Office:** AHS 307

**Virtual Student Engagement Hours via Zoom through Canvas:**

Tuesday & Wednesday 5pm-7pm

Thursday 3pm-6pm

**Methods of Contact:**

Email: [emistry@valenciacollege.edu](mailto:emistry@valenciacollege.edu)

Zoom (<https://valenciacollege.zoom.us/j/96045362353?pwd=R0RLZU02b3Fxd3RBK3YzTUIrVmdjUT09>)

What is the meaning of Life?

In this 4-credit hour course, we will dive into the very nature of this question. While many think this question to be philosophical, it all depends upon your perspective. From the biological perspective life has a broad, loosely-defined meaning. Through discussion, various inquiries, and study, we will explore the fundamental principles that all living beings share! We will read and learn about chemical structures and properties of living matter and how that translates into a living cell. We will dig into how cells carry out the necessary living functions like metabolism, reproduction, and genetics! We may even learn a little bit about what makes us, well, US!

This course is a prerequisite for advanced biology courses. You should expect to complete college-level reading, writing, and math assignments as part of the course, which also includes laboratory exercises.

**Prerequisite**: To be successful in this course, you should have satisfactorily completed all mandated courses in reading, mathematics, English, and English for academic purposes.

**Course Objectives & Core Competencies:**

**The student will be able to:**

1. Demonstrate competency in the application of critical thinking and scientific reasoning.
2. Differentiate between living and non-living entities.
3. Model and categorize the fundamentals of molecular structure and functions associated with living organisms.
4. Compare and contrast the structure and function of prokaryotic and eukaryotic cells.
5. Demonstrate an understanding of the structure and functions of cell membranes and the implications for cellular processes.
6. Explain the processes of energy transformation as they relate to cellular metabolism.
7. Evaluate asexual and sexual reproduction as they relate to genetic variation.
8. Model the processes and patterns of inheritance in eukaryotic organisms.
9. Describe or model the regulation and expression of genetic information.

**Required Resources**

**Textbook with Mastering (Required):**

* **9780137351824** – Campbell Biology, 12e Vol 1 **Mastering code only w/etext** (18-month access) ($48.99 net to the bookstore / $58.99 direct via Canvas), OR
* **9780137351916** – Campbell Biology, 12e Vol 1 **Package - Custom text + Mastering code w/etext** ($88.99 net to bookstore)

**Virtual Laboratory Access (required):**

* Connect Access Code Biology Virtual Labs, First edition (2021). McGraw-Hill. ISBN: 9781264349739

**Technology Requirements**

1. The college uses the **Canvas** learning management system (LMS). The following link provides answers to common questions you may have about Canvas: <https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>. If you have any concerns about whether your computer system is sufficient to support Canvas, please read this document. The following link lists the minimum computer requirements to successfully run Canvas: <https://community.canvaslms.com/docs/DOC-10721-67952720328>
2. The recommended browsers are **Chrome** and **Firefox.** Pearson has announced that Safari is NOT compatible with MasteringBiology. **If you own an Apple-based system, you will need to install a second browser to use to complete the required MasteringBiology assignments**.
3. In addition to the minimum requirements, you are also **required to have a webcam**, either integral to your system or as an addition to your system.
4. In addition to these basic requirements, **you will also need to download the Honorlock lockdown browser as it will be required for all online examinations this semester**. This browser is available for Windows- and Apple-based systems, but currently cannot be installed on Chromebook laptops. If you use a Chromebook for class, you must have access to a computer system that supports the Respondus browser to take the examinations.

|  |  |
| --- | --- |
| Evaluation | |
| **Assessment** | **Percentage of Total Score** |
| Exams | 50% |
| McGraw-Hill Connect Lab Exercises | 20% |
| Pearson MasteringBiology Assignments | 20% |
| Discussions and Other Assignments | 10% |

Your final grade will be based on the following scale: ≥89.5% A, 89.4 to 79.5% B, 79.4 to 69.5% C, 69.4 to 59.5% D, <50.4% F

**Valencia Community College Core Competencies:**

The faculty at Valencia Community College has recognized four Core Competencies, which express the learning outcomes for a Valencia graduate: These are:

1. **Think** - think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry

2. **Value** - make reasoned judgments and responsible commitments

3. **Act** - act purposefully, effectively, and responsibly

4. **Communicate** - communicate with different audiences using varied means

In this course, through lectures, discussions, group assignments, collective lab work, and feedback, we will develop these core competencies. To get additional information about the Core competencies please visit: <http://valenciacollege.edu/competencies/>

**Assessments**

**Exams**

Five exams which include questions about the lab procedures are distributed throughout the semester and include material as indicated in the schedule provided. If you miss an exam, you must contact me by email, within 24 hours of the exam date and present a documented excuse of your “emergency” (doctor, police, judge, etc.) to schedule a makeup exam. If your excuse is a COVID infection, you will not need to provide proof unless you have it available, however, your illness will be reported to the Valencia College contact tracing professional.

Each exam will be timed for one hour and 15 minutes. Questions are multiple choice with some short answer and will apply the knowledge from the chapters and labs covered. Each exam will open at the beginning of the week posted and close on Sunday at 11:59pm; however, you will be proctored via Zoom and Honorlock. Further instructions will be given through Canvas.

**Virtual Labs**

Access to the McGraw Hill Connect virtual labs is a requirement for this course. All lab activities must be completed for full credit. It is good practice to print out your labs and study the background or take notes as you are completing the labs. Information that will test your knowledge of the general concepts required to work in a biology laboratory will be covered on exams. All labs are due by 11:59pm on Sunday the week they are assigned.

**MyLab and Mastering**

You must have access to MyLab and Mastering to complete the assignments on the Pearson website. If you cannot obtain access right away, there is a temporary access option, which is good for only 14 days. You will need to obtain an access code BEFORE your temporary access expires. There are required reading, homework assignments and a quiz for each of the chapters discussed this semester. All Mastering assignments & quizzes are due the Sunday at 11:59pm the week they are assigned. The due dates for these assignments are firm and will not be changed under most circumstances since there is plenty of time to complete them. It is advised that you do not wait until the day they are due and not the last couple of hours should there be an issue with your internet connectivity.

There are also adaptive follow-up assignments for each of the homework assignments. You can “test out” of the adaptive assignment if you earn a 95% or better on the “parent” assignment. The adaptive follow-up assignments are optional practice and exist for you to improve your understanding of the content within the required assignments and quizzes.

Dynamic Study modules are strategically scheduled weekly and before each unit exam as a reminder and for practice. Dynamic study modules are always available and worth no points, therefore optional, and are “assigned” only to assist with preparation for exams.

**Attendance/class participation**

The College believes that regular attendance and class participation are significant factors that promote success in college. Canvas, our course management system, logs your online activities and this record will be used to monitor your attendance. You are expected to participate in the weekly activities of the class, beginning during the first week of the semester and for the remainder of the semester, to remain in good standing in the class. **Failure to participate in the activities of the first week of class will identify you as a “no show” for attendance purposes and will result in an administrative withdrawal from class.**

**Discussions and Other Assignments**

During the semester, you will have opportunities to show your knowledge in other ways. They may be discussion prompts, surveys, and other types of assessment that will engage you with the content. Instructions for these will be provided when given.

**Important Dates:**

*Add/Drop for refund* January 18, 2022

Martin Luther King, Jr. Holiday January 17, 2022

Learning Day February 11, 2022

Spring Break March 7-13, 2022

***Withdrawal Deadline March 25, 2022***

Final Exam April 25 – May 1, 2022

**Tentative Schedule**

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| --- | --- | --- | --- |
| Week of | Topics | Lab Exercises | Assignments Due |
| Jan 10th | Orientation & Introduction | Intro to McGrawHill Labs  Intro to MasteringBiology | Orientation Module 1/16 11:59pm |
| Jan 18th | Ch. 1 Biology of Life  Ch. 2 Chemistry | “Scientific Method”  Lab Safety  Measurements: vol. weight, length |  |
| Jan 24th | Ch. 3 Water  Ch. 4 Functional Groups | Properties of water,  pH and buffers |  |
| Jan 31st | Ch. 5 Macromolecules | Tests for macromolecules  Starch hydrolysis | Exam I (Ch. 1-4 & labs) due by 2/6 11:59pm |
| Feb 7th | Ch. 6 The Cell  Ch. 7 The Cell Membrane | Microscopy  Pond water |  |
| Feb 14th | Ch. 7 Membrane Transport | Diffusion  Tonicity labs |  |
| Feb 21st | Ch. 8 Enzymes & Metabolism | Enzymes and their Activity | Exam II (Ch. 5-7 & labs) due by 2/27 11:59pm |
| Feb 28th | Ch. 9 Cell Respiration & Fermentation | Cell respiration  Fermentation |  |
| Mar 7th | Spring Break | | |
| Mar 14th | Ch. 10 Photosynthesis | Photosynthesis |  |
| Mar 21st | Ch. 12 Cell Cycle & Mitosis | Mitosis | Exam III (Ch. 8-10 & labs) due by 3/27 11:59pm |
| Mar 28th | Ch. 13 Meiosis | Chromosomal Inheritance |  |
| Apr 4th | Ch. 14 Genetics I | Mendelian genetics |  |
| Apr 11th | Ch. 15 Genetics II | Human inheritance |  |
| Apr 18th | Ch. 16 Molecular Inheritance  Ch. 17 Gene Expression | None | Exam IV (Ch. 12-15 & labs) due by 4/24 11:59pm |
| Apr 25th | Final Exam Week |  | Exam V (Ch. 16-17 & labs) due by 5/1 11:59pm |

**Disclaimer:** Course policies, procedures, and schedules may be changed at the instructor’s discretion. You will be notified in advance, in class or through Canvas, of any changes.

**Student Resources**

**Students who need accommodations:**

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; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

It is very important to me that you succeed; therefore, I encourage all of you who already know or feel they may need some type of accommodation due to a disability or special learning need to meet with or contact me by email during the first week of the semester so that we can work together to address it. If you have not done so, contact the OSD within your preferred campus to obtain your NTI.

Contact information for all campuses are:

* East Campus Bldg. 5, Rm. 216

Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

* Osceola Campus Bldg. 1, Rm. 140A

Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

* West Campus SSB, Rm. 102

Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

* Winter Park Campus Bldg. 1, Rm. 212

Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

**Mental Health**

Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get the 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**. Three free confidential face-to-face counseling sessions are also available to students.

Under certain circumstances, the Victim Service Center’s Sexual Assault Hotline may be needed. They can be reached at 407-497-6701 or http://www.victimservicecenter.com

**Illness**

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible 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 to create a plan for the best course of action.

**COVID Illness Reporting and Contact Tracing**

If you or a student are not feeling well, have been in close contact with someone who is COVID positive, or have a positive COVID diagnosis, **do not come to the campus and immediately contact the COVID case management team for the next steps, support, and clearance to return**. The case management team is well trained to implement CDC isolation and quarantine protocols, to clear individuals to return, and keep Valencia’s classrooms safe.

Close contact is defined by the Centers for Disease Control and Prevention as someone who is within 6’ of distance of a COVID positive individual for more than 15 cumulative minutes. Whether individuals are vaccinated or masked does not impact the definition of close contact – and close contacts are quarantined based on CDC guidelines. This means that to keep everyone safe and to avoid quarantines of large numbers of individuals, it’s important to keep your students distanced from one another in class. Walking around the classroom and engaging in short times of close contact (less than 15 cumulative minutes) is just fine – though we expect that you’ll wear a mask when you do so.

**Learning Support Services**

Virtual Services will be available through Distant Tutoring

* Monday – Friday 10:00 am – 9:00 pm
* Saturday - Sunday 11:00 am – 7:00 pm

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| **In-Person Services** | **Virtual Services** |
| Walk-In Tutoring | Distance Tutoring, Online Tutoring 24/7 – Brainfuse |
| Writing Center Consultation | Online Essay Center |
| Embedded Tutoring Programs | Embedded Tutoring Programs |
| Technology Check-out (calculators, iPads, and laptops) | Student tech support |
| Student printing |  |
| Student tech support |  |

West Campus Learning Support Centers (physical locations)

* Tutoring – Building 7, Room 242
* Math – Building 7, Room 242
* Communications – Building 5, Room 155
* Writing Center – Building 5, Room 155
* Computer Access Lab – Building 6, Room 101

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to a PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

**Hours of Operation: Monday-Friday: 8 am – 10 pm, Saturday & Sunday: 9 am – 7 pm**

**Study Tips**

LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes. Spend 1–2-hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory. Use the words you learn often; they will sink in better.

**Here are some study and classroom management tips that have assisted former students:**

* Be on time and attend all class/lab days. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won’t miss important information.
* REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.
* Create flashcards with questions you make up from the lecture and lab with answers on the back.
* Use mnemonic devices and other games to remember concepts; go to Google images, YouTube, and Khan Academy for additional pictures and videos to clarify concepts.
* Make lists of confusing topics from your studying and ask questions.
* Take advantage of my student engagement hours.
* JOIN A STUDY GROUP and predict what questions the professor could ask on the test.
* Get the telephone number of one or more buddies in case you are absent from a class.

**Communications**

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

Communication is key. I am here to help! E-mail me to schedule a one-on-one meeting to discuss progress, problems, conflicts, or other issues. Canvas messaging through the course is the preferable way of contacting me. If you are having difficulties, the sooner you let me know, the better the possible outcome. General Biology I can be a difficult course. Adequate and frequent preparation, regular class attendance, and study sessions will help you to succeed in the course. Participation in a study group may be helpful. If you need help with study techniques, course content, etc, please ask. Otherwise, take a look at some suggestions below.

I check my emails at least every other day, usually more often. You can expect to hear back from me within 48 hours of any form of communication. It is expected that you check your email or canvas daily. It is important to keep updated on any announcements or messages regarding the course and, of course, your assignments.

**Administrative Procedures & Policies**

**Withdrawal Policy:**

**Failure to participate in the activities of the first week of class will identify you as a “no show” for attendance purposes and will result in an administrative withdrawal from class.** Following the first week, I will not withdraw any student for lack of ‘attendance’ or any reason after the withdrawal deadline. **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.** It is important to know that you will not pass this course if you are missing assignments, exams, and/or labs.

A student who withdraws from class before the withdrawal deadline of **March 25, 2022, at 11:59 pm** will receive a grade of “W.” A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. 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.”

**Course attempts/withdrawal**

Any student considering withdrawing from a course who has financial aid should consult a financial aid 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.

Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to withdrawal, course repeats, and grade forgiveness which are more stringent than those described below. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). According to State Rule 6A-14.0301, you may attempt the same course only three times at Valencia including the original grade, repeat grades, and withdrawals at any point in the term. Students in bachelor’s degree programs are limited to two attempts. The same course usually means the subject prefix and course number are the same when posted on a Valencia transcript. Courses that have been deemed equivalent will all count as attempts even if the current course number is not the same as your previous attempt(s). Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is listed in the Academic Calendar in the online official catalog.

**To academically maintain financial aid, students must meet all of 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

**Before you withdraw from a 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
* It may affect your immigration status if you are attending Valencia on a nonimmigrant visa
* This will result in your required repayment of course fees paid by a Bright Futures scholarship.
* Talk with your professor to discuss your progress in the course
* See a Student Services staff member and discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

To withdraw from a course(s) you must access registration on Atlas. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on the Withdrawal Deadline date (March 25, 2022).

**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.

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 go to:

<https://valenciacollege.edu/about/general-counsel/policy/documents/volume4/4-07-academic-progress-course-attendance-and-grades-and-withdrawals.pdf>

**Student Conduct:**

**Netiquette:** The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

Classes focusing on areas where electronic communication plays a key, if as yet undefined, role in technical and professional communication, and it is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and our parents and students.

To maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

All students are expected to:

* show respect for the instructor and other students in the class
* respect the privacy of other students
* express differences of opinion in a polite and rational way
* maintain an environment of constructive criticism when commenting on the work of other students
* avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

* Show disrespect for the instructor or other students in the class
* Send messages or comments that are threatening, harassing, or offensive
* Use inappropriate or offensive language
* Convey a hostile or confrontational tone when communicating or working collaboratively with other students
* USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

**Academic integrity**

Each student is required to follow Valencia's policy regarding academic honesty. All forms of academic dishonesty (cheating, plagiarism, forgery, misuse) are prohibited as stated in the Student Code of Conduct and will be disciplined or penalized accordingly. All work submitted by students is expected to be the result of each student’s thoughts, research, and self-expression unless the assignment specifically states “group project.” With the first occurrence of academic dishonesty, in any form, a student will receive a failing grade for that single assignment/assessment. Proof of a subsequent event of academic dishonesty will result in a failing grade in the class along with a referral to the Dean of Science and the Dean of Students. The policy can be found here: <https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-dishonesty.pdf>

**Student Feedback on Instruction (SFI)**

Each term students taking courses are asked to complete the electronic Student Feedback on Instruction survey to let us know more about their experiences. It is used at Valencia by faculty members to improve the teaching and learning experience. Faculty cannot access your student feedback until after final grades are posted. I do consider constructive and thoughtful feedback when designing my courses and would love to hear your views. More information about SFI can be found here: <https://valenciacollege.edu/academics/analytics-and-planning/institutional-evaluation/surveys/student-feedback-survey.php>

**College Policies, Procedures, and other References**

* A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>
* Information about maintaining satisfactory academic progress can be found at <https://valenciacollege.edu/finaid/satisfactory-progress.php>
* The Student Handbook can be found at <https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf>
* The Policy Manual can be found at <http://valenciacollege.edu/generalcounsel>
* The college calendar can be found at <http://valenciacollege.edu/calendar>
* Information about the Office for Students with Disabilities can be found at <https://valenciacollege.edu/students/office-for-students-with-disabilities>
* The final exam schedule can be found at <https://valenciacollege.edu/academics/calendar/documents/final-exam-schedule.pdf>
* 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>