

**BSC 1005 CRN 13336: Biological Science**  
**Fall, 2019 (3 credit hours)**  
**Valencia College West Campus**

**Instructor:** Dr. Jennifer Archer

**Office Hours:** Before class as requested or send an e-mail to make an appointment

**Web Site and Lab Web Site available through Atlas “My Courses”**

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**Course Description:**

Welcome to the Biological Science (BSC1005) course. This course provides an introduction to the essential principles of biological science. Topics include, but are not limited to, the nature of science and the scientific method, chemistry for biology, cell structure, metabolism, reproduction and genetics, organisms, evolution theory, and classification of organisms. This is a **general education course for non-biology and health science majors** and satisfies as one of your **science elective** requirements. It is also recommended for students who need preparation before enrolling in a biology course (BSC 1010C) for science majors. **If you are a science major and already feel comfortable with biology please select the mandatory course BSC 1010C instead.** Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course.

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**Course Objectives:**

By the end of the course you will be able to:

1. Identify levels of organization within and between organisms
  2. Explain how living organisms function.
  3. Identify and apply the use of scientific methods in an ethical fashion
  4. Identify and apply basic components of the theory of evolution to species development.
  5. Effectively analyze, evaluate, synthesize and apply information and ideas from diverse sources and disciplines.
  6. Use processes, procedures, data, or evidence to solve problems and make effective decisions.
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**Textbooks:**

Required:

1. Campbell’s Essential Biology, 7<sup>th</sup> edition. (2019) Simon, E.J., Dickey, J.L., Hogan, K.A., and Reece, J.B. Pearson Learning Solutions. ISBN 0135161916

Optional Books and Study Aids:

1. The Immortal Life of Henrietta Lacks by Rebecca Skloot [https://www.amazon.com/Immortal-Life-Henrietta-Lacks/dp/1400052181/ref=sr\\_1\\_1?ie=UTF8&qid=1525546148&sr=8-1&keywords=immortal+life+of+henrietta+lacks](https://www.amazon.com/Immortal-Life-Henrietta-Lacks/dp/1400052181/ref=sr_1_1?ie=UTF8&qid=1525546148&sr=8-1&keywords=immortal+life+of+henrietta+lacks)
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## Valencia College Core Competencies:

The faculty of Valencia Community College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia Community College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:

1. **Think** – think clearly, and creatively, analyze, synthesize, integrate and evaluate in the 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
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## Class Policies:

1. **Attendance:** You paid for it... please come to class and get your monies worth! Students are expected to attend all lectures unless unavoidable emergencies prevent attendance. Typically, at the beginning of each class an attendance quiz will be given. If you miss the quiz you will be marked absent and a fire breathing dragon will take your seat. Due to the length of the class, the professor may take attendance more than once or may delay the attendance quiz until later in the class. It is expected that you arrive on time, stay in the classroom, and not leave early with the exceptions of designated breaks. **Class participation is PART OF YOUR GRADE**, thus being absent means **losing points** when you miss an in class activity.
2. **Communication:** Students are responsible for checking their official Valencia e-mail **daily**. The only current way to reach me outside of class is by e-mail. I will group e-mail into 3 categories. Subject matter questions for class, appointments, and everything else. If your question is about subject matter, I will go over it in class. Good chance is if you ask a question **YOU ARE NOT ALONE** and the entire class will benefit from the answer so you will be a **HERO!** Did you know due to the "Sunshine laws" all e-mail is **public record**? Now you do! If you have anything very sensitive you need to share with me that you wish to remain off public record (please don't tell me about your leaky oozy... I'm not that kind of doctor okay?), please leave your phone number in the e-mail or my department mailbox and I will get back to you as soon as possible.
3. **Canvas:** This is the platform where you can download class materials including this syllabus. PowerPoint slides, assignments, alerts, and other materials will be posted here. You will also access your Mastering Biology homework through Canvas
4. **Homework:** You will be assigned homework throughout the semester. The homework is worth **almost 9% of your grade**. Homework is assigned online using Pearson's online adaptive learning software known as **MasteringBiology**. If you have purchased a new copy of the textbook you will find an access code for MasteringBiology bundled with the book.

Repetition, repetition, repetition! The more you practice the better you will score! You will be given unlimited attempts at the homework. Mastering Biology Homework is due at 11:59PM every Tuesday unless otherwise stated (after the following lecture class) so if you need help this can be covered during class. There will also be 2 additional homework assignments that will be available on Canvas when available and will be discussed in class worth 15 points each.

5. **Extra Credit:** There are several ways to earn extra credit in this class. Students have the opportunity to receive up to 30 points or 5% of the final grade. The professor has the right to add additional extra credit opportunities throughout the semester such as attending Valencia sponsored events and providing feedback.

**Score 100% on the attendance quiz (8 pts) 1%:** Class only meets once a week for 14 weeks. As such missing a single class is the equivalent of missing (7.1% of the class!) Students who attend every will be given extra credit. You are permitted only 1 excused absence for the extra credit. Remember if you are late the fire breathing dragon will count you as absent so make sure you are not late or absent to class!

**Create biological art (16 pts) 2%:** Students will be given the opportunity to earn extra credit by creating a term project. The assignment will be given about half way through the course and will be due the last week of class (Date to be specified). Students will identify a biology topic of interest and create a biological work of art. This includes drawings, paintings, dioramas, ceramics, poems, food art or other artistic medium. The intended project needs to be approved by the professor and the student should submit a brief description of the intended work to the professor before beginning the project. Each student must work individually and the project must include at least 10 relevant vocabulary words from the chosen topic. Students will be graded based on biological relevance. A completed project is worth 16 points (= 2% points). Students will show off their creations on the last day of lecture and vote for their favorite project. The winner will receive a prize! Yay! (No, its not more extra credit)

**Henrietta Lacks project (16%) 2%:** Students will read the book The Immortal Life of Henrietta Lacks and will turn in a written report as directed by the professor. In addition students will participate in a class discussion about science ethics for full credit.

6. **Exams:** All exams will be based on both the lecture material and assigned reading. There will be five 50 minute, exams but one exam will be dropped. There will also be a 2-hour, 100 comprehensive final. Exams may contain a mixture of multiple choice, True/False and Matching sections. The lowest test score will be dropped for the final grade calculation. **NOTE: During the exam ALL of your personal belongings must be placed in back packs or book bags. These must be placed under your desk during the exam. All cell phones must be turned off (not vibrate) and placed in your bookbag and may not be taken out during the exam. Students may not leave during an exam until the exam is turned in.**

**Makeup exams:** Makeup exams are **not** given for any reason. You get to drop 1 exam. If you miss an exam this will count as your dropped exam. If you miss more than one exam please contact the professor ASAP.

7. **Submissions:** **Students must put their first name, last name, and date on all submitted work including electronic copies. Failure to include this on any assignment is an automatic 0 on that submission. If the student's name does not match their enrollment name then they must put both names and should correct their name with the school as soon as possible.**

8. **Grading:** Grades will be posted on Canvas. There will be a total of 800 points available for the semester. These will be allocated as follows:
- 400 points from in-class exams (4 x 100 points =400 points) (500 points but one test is dropped)
  - 200 points from the final exam
  - 70 points for Mastering Biology homework (5 pts per assignment x 14 = 90% or greater = 5 pts, 89-80% = 4 pts, 70-79 % = 3 pts, 60-69% = 1 pt less than 60% = 0 pts)
  - 30 points for special homework assignments (15 points per assignment Genetics and CRISPR/Cas9)
  - 100 points for class participation assignments (10 points per assignment)
  - Extra credit a total of 40 points available is added to your points total. 8 pts (1%) for attendance quiz, 16 pts (2%) for art project, 16 pts (2%) for Henrietta Lacks project

At the end of the semester, your score for each of these components will be added together and converted to a percentage. Grades for the semester will be awarded using the following scale:

- A: 720 or more pts (100+%-90%)  
B: 640 - 719 pts (89%-80%)  
C: 560 - 639 pts (79%-70% )  
D: 480 - 559 pts (69%-50%)  
F: 558- 0 pts (49%-0%)

Curving is up to the professor's discretion based on overall class performance.

9. **Withdrawal:** You are responsible for initiating a voluntary withdrawal from the class prior to the published withdrawal date. **You must withdraw prior to the withdrawal date in order to avoid being given an "F" grade. After the official withdrawal date, you cannot withdraw from the course and your grade will be what you have earned.** Any student who withdraws from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals) please go to:  
<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=75>
10. **Academic Dishonesty:** All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the student's individual thoughts, research and self-expression. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged. **A violation of Academic Dishonesty will result in an F for the entire course!**

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which will include, but not be limited to, one or more of the following: loss of credit for an assignment, examination or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus president may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the college.

11. **Electronic devices:** There is no right way to take notes. Students take notes in different ways. Some prefer printing out PowerPoint slides ahead of time and writing on them or in a notebook the old fashioned analogue way. Now that we are in the day and age of electronics many of you may prefer using a laptop computer, tablet or phone. However these flashy devices can be a major distraction to other students in an age where we like to multitask. Smart devices will be used for some activities in class. Please only use these devices to take notes or as directed by your professor. If you are discovered using the device for other purposes such as texting, playing games, social media etc, or it creates a distraction to other students in the class, you will be required to turn the device off. Failure to comply, or repeated violation of this policy will result in your removal from the class. All other electronic devices must be either in silent mode (not vibrate) or turned completely off. A reminder will be given at the beginning of class. **If a phone goes off during a test you will receive a 0!** This includes all cell phones, pagers and beepers if these things even still exist. If your device disrupts the class, you may be asked to leave the classroom. If there is a legitimate reason to make a phone call during class you must notify the professor ahead of time and you must step outside. You are still responsible for any material that you missed as a result of stepping out. **Always keep a scratch notebook with you and a pen or pencil at all times. Electronics can fail and batteries can die!**
12. **Asking for help: Ask for help if you need it! Do not wait until the end of the semester to ask for help. The sooner you ask, the more beneficial it will be. Tutoring is also available through the Tutoring Center in Building 7-240.**
13. **Smarthinking Online Tutoring:** Smarthinking is a free online tutoring service, where you can receive live, online tutoring as well as submit your essays for comments. To access this resource, log into Atlas, click on the “Courses” tab, and click on “Tutoring (online) – Smart Thinking,” located under “My Courses.”
14. **BayCare Services:** BayCare is a private and confidential counseling service contracted by Valencia College that provides short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. If you are experiencing any of these issues, call 1-800-878-5470 to speak to a professional counselor. For more information, log into Atlas, click on the “Students” tab, and click on “BayCare Health System,” located under “Health and Wellness.”
15. **Students with Disabilities:** Students with disabilities who qualify for academic accommodations **must provide a letter** from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of the semester. The OSD (West Campus SSB 102, ext. 1523) determines accommodations based on appropriate documentation of disabilities.
16. **Breaks:** Because each class is almost 3 hours long a break will be given for about 10-15 minutes in between material to stretch, get water, use the restroom etc. On test days, **tests will be given first** and the break will occur after the test. You will not be permitted to leave the class once a test starts! Please use the restroom before the test. As the class meets only once a week, students are expected to stay after each exam and return after break. The professor has the right to give an attendance quiz and may deduct points from the exam if students are found to skip the preceding lecture.

17. **Food:** Do not bring a spaghetti and meatball dinner to class. You may have a small snack during lecture breaks such as an apple or granola bar but you absolutely **MUST** clean up after yourself! Failure to do so will revoke this privilege indefinitely for the entire class. You may keep a water bottle on your desk during lecture but it must contain **water**.
  18. **Classroom Safety:** Do not bring anything illegal into the classroom. This includes guns, other weapons, drugs etc. You are not permitted to bring animals to class unless it is a service animal. You must notify the professor if you require a service animal. Some students may be allergic to your service animal.
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## Final Exam

- Tuesday, December 10th, 2019, at 5:00PM in AHS-209

## Vacations and other important dates:

- Sept 2<sup>nd</sup> – Labor Day – no class
- Sept 3<sup>rd</sup> – Drop/Refund Deadline (This is the last day to get your money back)
- **Nov 1st – Withdrawal deadline**
- Nov 11th –Veteran's Day Holiday - no class
- Nov 27 - Dec 1st – Thanksgiving Break No School
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## Tentative Course Schedule:

(NOTE: This is a tentative schedule and the instructor reserves the right to change this schedule without notice but will do the best to stay on schedule. The professor has the right to modify the Syllabus overall that is in the students best interest.)

Please read the assigned chapters listed below before coming to class. The instructor assumes that you have done so.

Week Beginning	Tuesday (Lecture) AHS-209 4:PM-6:45PM
1 August 26	Chapter 1 (Intro to Biology) and Review of Syllabus
2 September 2	<b>HURRICANE NO CLASS</b>
3 September 9	Chapter 13 (Evolution)
4 September 16	Chapter 2 (Chemistry of Biology) (Continued Evolution chapter)
5 September 23	Chapter 2 (Chemistry of Biology - Water) ( <b>Exam 1 Chapter 1, and 13 small part of 2</b> )
6 Sept 30	Chapter 3 (Macromolecules)
October 7	Chapter 4 (The Cell)
8 October 14	Chapter 5 (Cell function) ( <b>Exam 2 Chapters 2, 3, and 4</b> )
9 October 21	Chapter 8 (Cell cycle, mitosis, and meiosis)
10 October 28	<b>Exam 3 Chapters 5 and 8</b>
11 November 4	Chapter 9 (Genetics)
12 November 11	Chapter 10 (DNA and the genetic code)
13 November 18	Chapter 11 (Gene regulation and cloning) ( <b>Exam 4 Chapters 9 and 10</b> )
14 November 25	Chapter 12 (Genetic Engineering and Forensics)
15 December 2	<b>Exam 5 CH 11 and 12</b> (Henrietta Lacks extra credit due and extra credit art presentations due)
<b>FINALS WEEK</b>	<b>Tuesday, December 10th, 2019 5:00 pm - 7:30 pm</b>

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**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.**

**In order 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**

Detailed information about maintaining satisfactory academic progress (SAP) can be found at: [http://valenciacollege.edu/finaid/satisfactory\\_progress.cfm](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)

#### **Course Attempts/Course Withdrawal**

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.

#### **Notice to Students Seeking to Withdraw from a Course(s)**

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
- 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.

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 **November 1, 2019.**

**Before you**

**withdraw:**

- Talk with your professor to discuss your progress in the course
- See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financialaid

**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 course for the remainder of the term.

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 got to:  
[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID\\_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)

## **Guidelines for Effective Study and Exam Preparation according to Dr. Lindbeck**

The most common barrier to success encountered by college students is a lack of effective techniques for study and exam preparation. If you are one of the vast majority of students whose answer to the question, "How do you study for your tests?" is, "I go over my notes," or "I read the text book", then you need to take a serious look at your study skills. Here are some suggestions to increase your effectiveness as a student.

### **I. Day to Day**

**A.** Take good notes. Very few students leave high school with this skill. The Student Success class can help you learn how to do this. Here are some suggestions and observations.

1. Always take the notes for a particular class in the same notebook. Spiral bound notebooks were invented because they solved the problem of keeping related information consolidated in one place. Take advantage of this.
2. Date each entry into your notebook.
3. It is usually best to keep the notes for different classes separate from each other. Spiral notebooks with built in dividers are excellent for this purpose.
4. Your notes should contain as complete a record of what the instructor said as possible. Of course, you should not try to write every word spoken, but don't leave out ideas. When you study, your notes should call back to your mind the entire sequence of ideas presented. Take care to spell all new words carefully.
5. Anything the instructor writes on the board should appear in your notes. If the instructor took the time to write it out, he or she considers it important. You should do the same.
6. If possible, try to take your notes in some kind of outline form. The organization of ideas is as important as the content of those ideas, especially when it comes to learning the material for an exam.
7. You might find it useful to have a second color of pen or pencil available for highlighting important ideas or indicating vocabulary.

**B.** Be involved in your classes. Don't simply pretend you are a sponge, ready to soak up whatever the instructor says. You are there to learn, not to be taught.

1. If the instructor is moving too rapidly for you, or if you don't understand what is being said, say something!
2. Ask questions if you are confused. Confusion is definitely your worst enemy.
3. If your class includes group activities, participate as fully as you can. Such exercises are done for your benefit, not to provide a break for the instructor.

**C.** Review your notes every day. This suggestion is one that we have all heard a thousand times. Unfortunately, most of us never really believe it until we actually try it. Spend 30 minutes or so each evening going over the notes from each class. There are at least two tremendous benefits to be gained from this discipline.

1. Research has shown that reviewing new material within 24 hours of hearing it increases your retention of that material by about 60%. This means that you will be 60% ahead of the game the next time you walk into class. If you want to significantly reduce the time necessary to prepare for exams, this is the way to do it.

2. Reviewing material before the next class period enables you to identify points of confusion or omission in your notes, which prepares you to ask the questions you need to ask before the next lecture. Again, confusion is your worst enemy.

**D.** It is excellent policy to give high priority to new vocabulary. Language is the most fundamental tool of any subject, and it can seriously handicap you to fall behind in this.

**E.** Keep up on your reading. Unlike most high school teachers, many college instructors don't give specific reading assignments. You are expected to go to your text for the reading related to the materials covered in class. Be independent enough to do this without being told.

## **II. Using Your Textbook**

**A.** Don't expect your instructor to give you detailed, page by page textbook assignments. While some may do so, many do not. College teachers are much more likely to expect you to use your own initiative in making use of the text.

**B.** In most cases, it will be most useful for you to at least skim the relevant chapters before each lecture. You should receive a course outline/syllabus at the beginning of the semester, which will tell you the subject for each day. You may receive chapter references (or even page references), or you instructor may expect you to be perceptive enough to refer to the Table of Contents.

1. When you first approach a chapter, page through it fairly quickly, noting boldface headings and subheadings, examining figures, illustrations, charts, etc., and thinking about any highlighted vocabulary terms and concepts. Also take note of the pedagogical aids at the end of the chapter--study questions, summary, etc.
2. When you have finished surveying the chapter, return to the beginning and read in more detail. Remember to concentrate upon understanding. Don't simply read through the words. Any words that you don't understand you should look up. If you own the book and intend to keep it, you may want to write definitions of such words in the margins. You may also find it helpful to make observations and other useful notes in the margins. If you don't intend to keep the book yourself, you should carry out similar activities on a page in your class notebook.
3. On this first trip through the chapter, you should concentrate upon catching the major subjects and points of the material. Also take note of those things that you don't understand. If the lecture on the material doesn't clarify those points, you should ask your instructor to explain.

**C.** Following coverage of the chapter's material in class, you should go back to the book and read it again. It will probably be helpful to skim through it first, as you did when you first looked at it. The tables and figures should be more readily read in detail. If you are a truly conscientious student, you will outline the chapter and prepare a vocabulary list of the terms that are pertinent.

**D.** At this time you should think seriously about the review and study questions at the end of the chapter. Do your best to answer all of them as if they were a take-home exam.

**E.** You may also want to develop a system of cross-referencing symbols to use when comparing your class notes to your notes from the text.

**F.** Remember that your instructor will probably not use the same words that you find in the textbook. Nothing is more frustrating than to discover that what you hear in class is no more than a rehash of what you read in the book. However, if your instructor knows his/her subject, and the author of your text knows his/her subject, the meat of what they say should be the same. NOTE: Nobody is infallible. Your instructor may make mistakes. Don't expect him or her to be more than human.

## **III. Preparing Assignments**

**A.** Here's another thing we have all been told thousands of times: Don't leave assignments until the day before they are due! If you have a paper to write or a lab report to prepare, begin it as soon as possible. In most cases, instructors will be delighted to receive work early. Remember that many papers or projects

require quite a bit of research before you can even begin writing. In most cases, it is impossible to accomplish the necessary preparation in one day or even one week. In some cases, instructors won't accept late work at all. They are perfectly justified.

**B.** Another sore point: Be aware of the appearance of the work you submit. You should want to be proud of every assignment you submit, and that includes being proud of its appearance. If possible, assignments should always be typed. Never turn in an assignment written in pencil. Pages torn out of notebooks are sloppy and unsightly. Think about this point every time you hand an instructor an assignment. That paper represents the quality of your work, and your instructor is perfectly justified in taking its appearance into consideration when assigning a grade.

**C.** An increasing number of instructors are requiring that all outside work be typed. If you don't type, you should consider learning how. If you don't want to do this, you should begin investigating ways and means of getting someone else to type your papers. This will often mean paying a professional typist. Costs vary, but be prepared to pay a considerable amount. A really good typist may be able to turn out 6-10 pages an hour. Think about what you consider an appropriate hourly wage when you consider how much you should expect to pay a typist. Another point you must consider is that it will add to the time necessary to prepare a paper if you have to go to someone else to type it. In planning the time necessary for typing, consider the following points:

1. Your typist may have other customers who are just as anxious as you are.
2. A paper takes time to type.
3. Even the best typist makes mistakes. Your paper must be carefully proofread by you.
4. After proofreading, the typist must have time to make the necessary corrections.

**D.** If you prepare your assignment using a word processor, make sure that you run the spell checker/grammar checker before printing the final copy of your assignment. There is no excuse for poor spelling and/or grammar if you are using a word processor.

**E.** If you have never written an assignment or class paper before, or if you are unsure of your writing skills, the Communications Support Center (located in building 5-261) can give you assistance.

#### **IV. Preparing for Exams**

**A.** Keep in mind that you want to be an active learner, not a passive one. The more you use and manipulate the information, the better you will understand it. Using and manipulating information in as many ways as possible also maximizes your ability to access your memory.

**B.** Do not wait until the night before an exam to study! Of course, you should be regularly reviewing your notes, but the preparation still takes time.

**C.** If your instructor hasn't explained to you how he or she designs exams, ask. This is a perfectly legitimate concern. However, keep in mind that an instructor has the right to design exams in whatever fashion he or she sees fit, and in most cases you have no business asking for changes in that design. You need to learn to handle all testing styles--including the dreaded essay exam!

**D.** A good first step in preparation is to read through your notes a couple of times. While you are doing this, you might also:

1. Highlight major topics and subtopics, with the goal of generating an outline of your notes. Even if you take your notes in outline form, this is a good practice. Major topics often extend through more than one day's lecture, and it is easy to lose track of the overall picture from day to day.
2. With a second color, highlight all vocabulary terms.

**E.** Outline the entire set of notes. When you study a large body of information, you should study from concept to detail, not the other way around. It will, in fact, be much easier to learn the details if you take the time to learn the concept and theory first. The least efficient approach to studying is to attempt to memorize your notes from beginning to end. It's not the words that are important--it's the ideas.

**F.** Consider ways of dealing with the information other than those used in class. The more ways you can manipulate and experience the material you are trying to learn, the more secure your understanding and memory will be. Some suggestions:

1. Make charts, diagrams and graphs.
2. Make lists.
3. If the subject matter includes structures, practice drawing those structures. Remember that a drawing is useless unless the important structures are labeled.

**G.** There are almost always types of information that you will have to memorize (e.g. vocabulary). No one has ever invented a better device for memorizing than flash cards.

**H.** One of the most universally effective ways to polish off your study activities is to prepare a self-test.

1. Challenge yourself as severely as you can.
2. As you are studying, keep a running collection of "exam questions." If you seriously attempt to write difficult and meaningful questions, by the time you finish you will have created a formidable exam. When you begin to feel you're ready for your instructor's exam, take out your questions and see if you can answer them. If you can't, you may need to go back and reinforce some of the things you are trying to learn.

**I.** Never, ever pull an "All-Nighter" on the night before an exam. This is a "freshman trick," meaning that good students learn very quickly that it is futile. What you may gain from extra study time won't compensate for the loss of alertness and ability to concentrate due to lack of sleep.

**J.** On exam day:

1. Try not to "cram" during every spare moment before an exam. This only increases the feeling of desperation which leads to panic, and then to test anxiety. You may find it useful, on the night before an exam, to jot down a few ideas or facts which you wish to have fresh in your mind when you begin the exam. Read through your list a couple of times when you get up in the morning and/or just before you take the exam then put it away. This kind of memory reinforcement not only improves your performance on the test, it also improves your long-term memory of the material.
2. Be physically prepared.
  - a. Get a good night's sleep.
  - b. Bring necessary writing materials to the test--at least 2 writing tools, erasers, Scantrons, calculators if appropriate and allowed. Be aware of what the instructor has specified as permitted for use. Some instructors object to exams written pencil; some prohibit use of tools like calculators. It is your responsibility to know these requirements; you should be prepared to take the consequences if you don't.
  - c. This may seem silly, but go to the bathroom just before the exam. Don't expect your teacher to let you leave to do this during the test! The tension which generally goes along with taking an exam may increase the need to perform this physical activity, so you may need to go, even though you don't particularly feel like it.

## V. Some Final Suggestions

**A.** You should receive a syllabus for each class. This is the Rule Book for that. Know everything on that syllabus! Your teacher has the right to expect you to know and abide by any rules and stipulations on that document, and it is perfectly within his/her rights to penalize you for failing to do so. Respect dates and deadlines, and expect to lose points if you turn things in late.

**B.** Never miss an exam if you can help it. You will rarely be more ready for the exam in two or three days than you are on the scheduled date, and the annoyance the teacher will feel about having to arrange a special exam time for you can actually hurt your grade in the end. Miss exams only if you absolutely have to.

**C.** Save everything. Never throw away a handout or a returned assignment or exam. With this in mind, equip yourself with a pouched folder for each class.

**D.** Develop systematic behavior patterns associated with your schoolwork.

1. Keep your class materials together and neat.
2. Never allow yourself to be caught at school without the necessary notebooks and materials. If you develop systematic habits with respect to attending classes, etc., this will be no problem.

**E.** It is excellent practice to set aside a study area at home, and to designate a particular span of time each day as study time. However, don't fall into the trap of feeling that study should never exceed the preordained time limits. You put in as much study time as is necessary to master the material for your classes.

### 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. Through this link you can find answers to other commonly asked questions about the SFI.

<http://valenciacollege.edu/academic-affairs/institutional-effectiveness-planning/institutional-assessment/saicc/SFIFrequentlyAskedQuestions.cfm>

### 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**. Three free confidential face-to-face counseling sessions are also available to students."*

Victim Service Center's Sexual Assault Hotline at 407-497-6701 or at <http://www.victimservicecenter.com/> .

## Weather Emergencies

In the case of weather emergencies, you can find out about school closings by signing up to update your information for Valencia Alerts.

### 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 [http://valenciacollege.edu/finaid/satisfactory\\_progress.cfm](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)
- The Student Handbook can be found at <http://valenciacollege.edu/pdf/studenthandbook.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 <http://valenciacollege.edu/osd/CurrentStudents.cfm>
- Final exam schedule can be found at <http://valenciacollege.edu/calendar/FinalExam.cfm>
- Information about Valencia's Skillshop which offers a variety of topics on student success and goals can be found at <http://valenciacollege.edu/studentervices/skillshops.cfm>

*We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.*

*Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.*