**Valencia College**

**BSC1005**

**Fall 2017 CRN 15228**

**Instructor:** Mrs. Kim Mancas **E-mail:** [kmancas@valenciacollege.edu](mailto:kmancas@valenciacollege.edu)

\* Do no email me in Blackboard messages

**Required:**

**Textbook** – Campbell Essential Biology Campbell, Reece and Dickey. Benjamin Cummings Publishing Company, Inc. 6th edition

**Web Access** –Mastering Biology

**\*You must purchase access. Instructions will be in the announcements on how to register**

**Blackboard and INTERNET ACCESS**

Blackboard will be used for this course. You will be able to access your grades, lecture notes, and homework for each unit on the site as well. Announcements, links, and helpful information will also be posted on the Blackboard site, so visit it and check the Blackboard site and your email at least four times a week or more.

We will NOT have set chat or discussion times each week. You will have access to the course 24/7 and may participate at the times most convenient for you. This is NOT a self -paced course. There are specific due dates for each assignment, assessment, discussion board etc. The final exam is a comprehensive test that covers all the material assigned in the class i.e. readings, quizzes, discussion topics, powerpoint slides, written assignments etc

1. All assignments must be completed by their due date. **No missed work accepted**.
2. NO LATE quizzes will be accepted. Quizzes CANNOT be made up.
3. NO LATE FINAL Exam will be accepted. FINAL Exam CANNOT be made up.
4. Exams can’t be made up.
5. All information from textbook readings, discussion broad topics, and supplemental videos may appear on the quizzes and tests. You are responsible for the material covered.
6. It is the student’s responsibility to be informed of all assignment due dates including tests and quizzes.

**Withdrawal deadline: November 10th**

**Add/drop deadline: September 5th 11:59 pm**

**WITHDRAWL DEADLINE:**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75

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.

**NO SHOWS:**

Class attendance is required beginning the first week of the term. **Class attendance is counted as doing the welcome discussion and syllabus quiz.** If you do not attend class during the first week you will be withdrawn from the class as a “no show.” In this event, you will be billed for the class and a W will appear on your transcript for the course.

Your online attendance will be checked each week. In the event of an extended absence, you should contact me via email as soon as possible to indicate the reason. If you do not access the course website or contact me for a period of two consecutive weeks, you will be withdrawn from the course.

SPECIAL NOTE #1:  Just logging into the course ***does NOT count as attendance.***

SPECIAL NOTE #2: “Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.”

**Course Description:** This course is an introduction to essential principles of biological science. The 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 and ecology. This is a general education course for non-biology majors. It is also recommended for students who need preparation before enrolling in a biology course for Science majors.

**VALENCIA COMMUNITY COLLEGE CORE COMPETENCIES:**

This course designed to provide you a foundation of biological understanding while fostering the development of learning skills. It is built around the Valencia Community College competencies of THINK, VALUE, ACT, and COMMUNICATE. More information regarding Valencia competencies and student policies, go to <http://valenciacc.edu/pdf/studenthandbook.pdf>.

**GRADING SCALE:**

Your grade will be based on:

Welcome Discussion; 2 points

Syllabus Quiz; 2 point

1 Cumulative Exam ( 50 points)

3 Blogs 26 points

13 MasteringBiology Quizzes 20 points each; 260 points total

MasteringBiology Exams; 400 points

4 Muddiest Point Discussions (5 points each); 20 points total

4 Homework Assignments (30 points each); 120 points total

3 Discussion forums 50 points total

totaling points 930

The final lecture exam is **cumulative**. **You must take the Lecture Final Exam, failure to do so will earn you a grade of F.**

**The Grading Scale is based on**

**90-100% = A**

**80 - 89% = B**

**70 - 79% = C**

**60 - 69% = D**

**< 60% = F**

**\*\*\* Grades are NOT rounded up.\*\*\***

**Do not ask for Extra Credit**

**GRADING POLICIES:**

Make-ups will **NOT** be given. All exams and assignments are available from the first day of class.

**LATE WORK:**

***NO late work is accepted in this course***. Do not wait for the due date to turn in an assignment. I will not extend the due date because you are having technical difficulties. Make sure you double check everything is submitted online. It is your responsibility to ensure that all the activities were submitted.

**QUIZZES**:

Remember, no makeup quizzes will be given under any circumstances. You must have a good internet connection when taking a quiz, I therefore recommend you take them on campus. If your signal fails you will lose access to the quiz and only the answers you saved will be graded. Also, do not spend a lot of time looking up answers the system could time you out for lack of activity. Save each question as you complete it. Do not start a quiz with only a few minutes left before the deadline, the system may close you out when the timed deadline occurs.

After you take your quiz:

You will not be able to see your quizzes again until after the due date. You will only have access to your quiz score directly after taking it. Take notes as you take each quiz. If you have questions concerning any quiz questions, or need clarification on any missed quiz item email me with a specific request at kmancas@valenciacollege.edu.

Recommendations for taking the final exam:

The stability of the internet can sometimes be sporadic; therefore there is always a possibility of encountering some type of error. If this happens to you please contact your instructor immediately via email and inform them of your situation (be sure to include the time, course ID, and assessment title in your email). However, below are some precautions :

* Make sure there is only one Blackboard session open at a time. In other words, do not have one window open while you are taking an exam and another open for course navigation. The multiple logins may cause an error.
* If possible please have only the browser window where you are taking the exam open. Closing all others unrelated browser windows will give you the best chance of completing your assessment without errors.
* While you are taking your exam you should also close any other programs or applications that are not essential for completely your exam (e.g. RealPlayer, MusicMatch, Adobe Photoshop, QuickTime, Microsoft Outlook, MSN Messenger etc.)
* If you have a firewall and or anti-virus software installed on your system, you may want to disable it functions while you are taking the assessment only.
* Please do not press the **“Backspace”** (or the **“Enter”< /strong>) button on your keyboard or click the "Back" button on your browser during your assessment.**

**If you experience any issues, please contact Blackboard for assistance by visiting the [Valencia College support center](https://webmail.valenciacc.edu/owa/redir.aspx?C=4b03bc7ecffd4d62a6e0e6ab9600cd0d&URL=http%3a%2f%2fd2.parature.com%2fics%2fsupport%2fdefault.asp%3fdeptID%3d8191" \t "_blank), or by phone at: (407) 582-5600.**

**If you experience any issues with http://pearsonmylabandmastering.com, please contact them for technical assistance.**

**STUDENT CONDUCT:** You are advised to read and understand Valencia’s policies concerning student conduct. You are expected to conduct yourself in a manner that is respectful of others and conducive to learning. Cheating of any form, including plagiarism, will not be tolerated, and carries the risk of failing the course and expulsion from the college in accordance with college policy. Unless otherwise stated, you are expected to complete assignments independently. Be sure to respect other students opinions online.

**STUDENTS WITH DISABILITIES:** If you qualify for academic accommodations, you must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with me, preferably during the first week of class. The Office of Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**DISCLAIMER:**

This is an outline of course policies and procedures. The professor may change the as he sees fit. If so, I will inform you in class of those changes. Any changes are your responsibility to know.

#### **Tracking Your Grades**

You are responsible for keeping track of your assignments and grades. Proof is required when there is a discrepancy. Without proof, the grades in my grade book will be final.

**Homework Assignments** will be posted on the Blackboard website. Homework must be submitted electronically via the homework submission link on the Blackboard course. DO NOT EMAIL ME YOUR HOMEWORK!!!!

**Blogs:** These are posted in links in each of your units. They will usually consist of a series of questions related to that unit. They will usually require some critical thinking as well as some outside research. If outside research is done, the sources used for that research must be correctly cited using MLA style.

**Muddiest Point Discussion Board:** This portion of the class was created to help the students, but since it requires time on your part, it is also going to be graded. The idea behind this exercise is to clarify your “muddiest point” in the unit before you have to take the test. Other students in the class will be helping you to understand this point, and if necessary, I will help also. The instructions are located in more detail on Blackboard. You must post and respond to receive full credit. Read everyone else’s questions and the responses because this will help you study for the test.

**HOW TO SUCCEED IN THIS CLASS**

**ONLINE LECTURE SECTION:**

• **DO NOT ASSUME THAT BECAUSE THIS COURSE IS ONLINE THAT IT IS GOING TO BE EASY**. Biology is one of the challenging courses in the catalog, and the online section is even more challenging because much of the work is independent study. If you wish to achieve a good grade, you will need to put in the time and effort to earn one.

• **BE AWARE OF DEADLINES.** The deadlines for assignments, blogs, exams are **FIRM**. I will not chase you down to have you turn something in. If you miss a deadline, you will get a zero on that assignment.

• **CHECK THE SITE OFTEN.** I post announcements and send emails to the class regularly. Make the time 2 or 3 times a week to check Blackboard for updates and information, as well as to complete exams, assignments, and post to the discussion board.

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>

- 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>

**Baycare Behavioral Health’s Student Assistance Program**

Include this statement, which is useful to students in need of private counseling:

“*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.”*

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| Tuesday | Wednesday | Thursday | Friday | Saturday |
| August 29 | 30 | 31 | 1 | September 2  Welcome Discussion Post  Syllabus Quiz |
| September 5 | 6 | September 7  Welcome Discussion Reply | 8 | September 9  Discussion 1 Post |
| September 12  Chapter 1 Quiz | 13 | September 14  Discussion 1 Reply | 15 | September 16  Muddiest Point 1Post |
| September 19  Chapter 2 Quiz | 20 | September 21  Homework 1 | 22 | September 23  Muddiest Point 1 Reply  Blog 1 |
| September 26  Exam 1 part a (chapters 1,2) | 27 | September 28 | September 29 | 30  Chapter 3 Quiz |
| October 3  Exam 1 part b (chapter 3) | 4 | October 5 | 6 | October 7  Chapter 4 Quiz  Discussion 2 Post |
| October 10  Chapter 6 Quiz | 11 | October 12  Discussion 2 Reply | 13 | October 14  Muddiest Point 2 Post  Exam 2 part a (chapters 4,6) |
| October 17  Chapter 5 Quiz | 18 | October 19  Homework 2 | 20 | October 21  Muddiest Point 2 Reply  Blog 2 |
| October 24  Chapter 7 Quiz | 25 | 26 | 27 | October 28  Exam 2 part b (chapters 5,7) |
| October 31  Chapter 8 Quiz | 1 | 2 | 3 | November 4  Discussion 3 Post |
| November 7  Chapter 9 Quiz | 8 | 9  Homework 3  Discussion 3 reply | 10 | 11  Muddiest Point 3 Post  Exam 3 part a (chapter 8, 9) |
| November 14  Chapter 10 Quiz | 15 | 16  Homework 4 | 17 | 18  Exam 3 part b (chapter 10)  Muddiest Point 3 Reply  Blog 3 |
| November 21  Thanksgiving | 22 | 23  Thanksgiving | 24 | 25  Thanksgiving |
| November 28  Chapter 15 Quiz | 29 | November 30  Chapter 16 Quiz | Dec 1 | December 2  Muddiest Point 4 Post  Exam 4 part a (chapter 15, 16) |

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| December 5  Chapter 17 Quiz | 6 | December 7 | 8 | December 9  Muddiest Point 4 Reply  Exam 4 part b (chapter 17) |
| December 12  Final Exam |  |  |  |  |