

## General Biology I BSC 1005 Syllabus

### General Information:

Class Time: Online

Class Location: Online

Instructor: Prof. Michael Perez

Contact Information:

E-mail: [mperez158@valenciacollege.edu](mailto:mperez158@valenciacollege.edu)

Phone: N/A (please email me)

Office: Virtual/Online (Zoom)

Office hours: By appointment only

### Course description:

Welcome to BSC1005 Biological Science. This course is an introduction to 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, gene regulation, organisms, and the theory of evolution. This course is for non-science majors and recommended for students who need additional preparation before enrolling in general biology I for science majors (BSC1010C). Students should be prepared to complete college-level reading, writing, and mathematics assignments as part of this course. This course satisfies one of the General Education Science requirements.

### Course Prerequisite:

Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes.

### Textbook & Required Materials:

You are required to obtain the eText version of the textbook:

1. (eText/online version, \$117.63) Campbell's Essential Biology with MasteringBiology, 7<sup>th</sup> ed. (2019) (includes Mastering Biology Access Code). ISBN: 9780134819426

### Class website:

As this is a fully online course, all of your course materials are accessible through [Canvas](#). If this is your first time taking an online course, click [Getting Started](#) to open a browser window and familiarize yourself with the Canvas system.

### Computer/equipment requirements:

Students are responsible for providing their own hardware, software, and internet service provider or for accessing the internet using the technology available in any Valencia open computer lab.

Students will need:

- A laptop or desktop computer (**not a tablet or phone**)
  - Supported Operating Systems:
    - [mac OS X 10.13 or later](#)
    - [Windows 10 or later](#)
  - Supported Browsers:
    - Most up to date version [Google Chrome](#) or [Firefox](#)

- [Google Chrome](#) and the [Honorlock](#) extension (required for online remote proctoring)
- System Requirements:
  - A broadband internet connection, wired or wireless – Speed: 1.5 Mbps download, 750 Kbps upload

If you do not have access to a computer, please complete the [laptop/webcam request](#) form. Valencia has a limited number of devices that are available to lend to students free of charge on a first-come, first-served basis.

Visit [Zoom](#) and [Honorlock](#) for information on more specific system requirements.

The Canvas Help and Atlas Help Desk will provide assistance to troubleshoot technical problems.

- For assistance with Canvas
  - Canvas Help is available within the Canvas navigation menu with 24/7 assistance through chat, email, and the Canvas Support Hotline at [407-582-5600](#)
- For assistance with Atlas
  - Tutorials and videos regarding Atlas are available on the [Student How To](#) website. Atlas Help Desk is available at 407-582-5444 and by email at [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu).

Valencia College provides free access to [Microsoft Office 365](#) applications (like Word, Excel, and PowerPoint) and a place you can save and store files in Microsoft OneDrive (much like Dropbox or Google Drive).

#### Exams:

There will be 6 exams for this course. Exam questions may be multiple-choice, multiple answer, matching, and/or fill-in-the blank. Missed exams will be given a grade of zero (0). However, your lowest exam grade will be dropped, except for the final exam. The final exam must be taken, and your final exam grade will not be dropped. ***There will be no make-up exams.***

#### Online Assignments:

There will be online assignments (Mastering Biology) scheduled every week. The purpose of the homework assignments is to give you practice applying what you have learned, to assess your understanding, and to show where gaps in your knowledge may lie. You can then review course materials (e.g., lesson videos, PPT files, and textbook), or seek help by reaching out to me and/or a tutor, to fill in any gaps in your knowledge prior to the exam. *Please note the due date for each assignment on Canvas.* Spreading the assignments throughout the week will help you develop a habit of studying a little every day, help move information from your short-term memory to your long-term memory, and to prevent last-minute cramming before exams.

Pearson Support will help troubleshoot technical problems with Mastering Biology.

- For assistance with Pearson's Mastering Biology assignments, please contact [Pearson Technical Support](#).

McGraw-Hill Tech Support will help troubleshoot technical problems with Connect Virtual Biology Labs.

- For assistance with Connect Virtual Biology Labs, please contact McGraw-Hill Tech Support at 800-331-5094 (please record/save ticket no. assigned by McGraw-Hill Tech Support).

**Quizzes:**

There will be weekly quizzes. In addition to vocab practice quizzes to help you memorize key terms and basic concepts, there will be knowledge quizzes (consisting of multiple-choice and short-answer questions) every week to assess your understanding of the material. Each student will take the knowledge quiz individually (iQuiz), then repeat the knowledge quiz as part of a team (tQuiz). The purpose of the team quizzes is so that students can practice teaching material to others and help one another overcome common misconceptions, correct mistakes, and improve critical thinking and problem-solving skills via group discussions. **There is no make-up for a missed iQuiz or tQuiz.** Instead, your 4 lowest quiz grades will be dropped.

**Peer Evaluations/Participation:**

Students will complete peer evaluations periodically throughout the semester. The peer evaluations will be anonymous. Assessing your team members’ strengths and weaknesses is a critical piece of team-based learning. Peer evaluation also helps you prepare to assess peers and others you will manage in the future as a professional. Peer evaluations will be worth 10% of your final course grade. Please be fair in rating others. Giving a team member a high evaluation score when they do not deserve it will not help a person change their behavior, and it may even encourage continued poor behavior. Therefore, an honest evaluation is the best approach for both the team member and your team. Due dates for peer evaluations will be announced in advance. An example peer evaluation form is attached to this syllabus; however, the evaluations will be submitted online via an external website. A link to the online peer evaluation form will be emailed to you once they open.

**Grading Breakdown & Scale:**

Item	Percent of Grade	Number Dropped
Exams	45%	(lowest grade dropped, not final)
Quizzes	35%	(4 lowest grades dropped)
Assignments	10%	
Peer Evaluations/Participation	10%	

**Grading will follow this scale:**

Letter Grade	Percent of Total Points
A	90 – 100%
B	80 – 89.99%
C	70 – 79.99%
D	60 – 69.99%
F	59.99% and below

**Important Dates:**

Start Date: Jan 9, 2023    End Date: Apr 30, 2023  
Drop/Refund Deadline: Tuesday, Jan 17, 2023 (11:59 p.m.)  
Withdrawal ("W" Grade) Deadline: Friday, March 24, 2023 (11:59 p.m.)  
College Closed:    January 16, 2023 (Martin Luther King Jr. Day)

March 13-19, 2023 (Spring Break)

College Calendar: <http://valenciacollege.edu/calendar>

### **Late Work/Makeup Policy:**

Due dates for every assignment, quiz, and exam are provided in the course syllabus and course schedule (and posted in Canvas). Unless otherwise stated, assignments, quizzes, and exams are due on those days. However, I recognize that sometimes “life happens.” In these instances, I have a very liberal dropped grade policy. Again, your 4 lowest quiz grades, and lowest exam grade (excluding the final exam) will be dropped as previously described. As a result, late assignments will not be accepted, and no make-ups will be given for missed quizzes and/or exams. If you miss an assignment deadline, a quiz, or an exam (excluding the final), whether excused or unexcused, then it will merely count as one of your dropped grades as described above.

### **Communication Policy:**

I will check my email every day during the week (Monday–Friday). I generally respond within one business day (24 hours). If you contact me over the weekend, I will respond to you Monday.

### **COLLEGE POLICIES:**

#### **No Show Policy:**

Class “attendance” is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.”

#### **Withdrawal Policy:**

Class attendance and participation are essential to student success. However, I understand that sometimes students are not prepared for the commitment and discipline that it requires being successful in a college course. Therefore, I will have a mandatory attendance policy. The following attendance guidelines will apply:

- A student in an on-campus course missing a cumulative of 15 percent of the class meetings ***and*** not keeping up with the course assignments may be dropped **at the discretion of the instructor**.
- A student in an online course is required to successfully complete the online course orientation ***and*** actively participate in the course. If a student in an online course is not keeping up with assignments and misses 2 weeks’ worth of assignments and/or misses two exams, then the student may be withdrawn **at the discretion of the instructor**.

Per [Valencia policy](#) 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 professor may withdraw a student up to the beginning of the final exam period for violation of the class attendance policy, as published in the course syllabus, in which case the student will receive a

grade of “W.” A professor may withdraw a student from a course for excessive absences without the student’s permission or prior notification of excessive absences. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. 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.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

### **College Student Conduct Policy:**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

### **Academic Honesty:**

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

### **Students with Disabilities:**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

### **Baycare Student Assistance Services:**

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

**COLLEGE LINKS:**[College Catalog](#)[Valencia Policy Manual](#)[Student Handbook](#)[Microsoft Office Instructions for free software](#)[Course Support](#): onsite, online tutoring, writing help, etc.**Disclaimer Statement:**

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes via a Canvas Announcement and/or email.

**Class Schedule: \*Due dates, exam dates, & topics covered subject to change with advanced notice.**

Week	Day	Date	Assignments/Quizzes/Exams	TOPIC(S)
1	Mon	Jan 9	1st Day Survey / Online Tutorials	Orientation Module
	Tue	Jan 10	Student Success	Student Success Module
	Wed	Jan 11	Ch. 1 PPT & Videos	Ch. 1: Learning About Life
	Thu	Jan 12	Read Ch. 1	
	Fri	Jan 13	Ch. 1 Vocab Practice Quizzes	
	Sat	Jan 14	Ch. 1 DSM / Ch. 1 HW	
	Sun	Jan 15	<b>Ch. 1 iQuiz</b>	<b>(Student Success &amp; Ch. 1)</b>
	2	Mon	Jan 16	<b>(College Closed)</b>
Tue	Jan 17	<b>Ch. 1 tQuiz</b>	<b>(Student Success &amp; Ch. 1)</b>	
Wed	Jan 18	Ch. 2 PPT & Videos	Ch. 2: Essential Chemistry for Biology	
Thu	Jan 19	Read Ch. 2		
Fri	Jan 20	Ch. 2 Vocab Practice Quizzes		
Sat	Jan 21	Ch. 2 DSM / Ch. 2 HW		
Sun	Jan 22	<b>Ch. 1-2 iQuiz</b>	<b>(Ch. 1-2)</b>	
3	Mon	Jan 23		
	Tue	Jan 24	<b>Ch. 1-2 tQuiz</b>	<b>(Ch. 1-2)</b>
	Wed	Jan 25	<b>Exam Preparation/Review</b>	<b>(Ch. 1-2)</b>
	Thu	Jan 26	<b>Exam Preparation/Review</b>	<b>(Ch. 1-2)</b>
	Fri	Jan 27	<b>Exam 1</b>	<b>(Chapters 1-2)</b>
	Sat	Jan 28	Ch. 3 PPT & Videos	Ch. 3: The Molecules of Life
	Sun	Jan 29	Read Ch. 3	
	4	Mon	Jan 30	Ch. 3 Vocab Practice Quizzes
Tue	Jan 31	Ch. 3 DSM / Ch. 3 HW		
Wed	Feb 1	<b>Ch. 1-3 iQuiz</b>	<b>(Ch. 1-3)</b>	
Thu	Feb 2			
Fri	Feb 3	<b>Ch. 1-3 tQuiz</b>	<b>(Ch. 1-3)</b>	
Sat	Feb 4	Ch. 4 PPT & Videos	Ch. 4: A Tour of the Cell	
Sun	Feb 5	Read Ch. 4		
5	Mon	Feb 6	Ch. 4 Vocab Practice Quizzes	
	Tue	Feb 7	Ch. 4 DSM / Ch. 4 HW	
	Wed	Feb 8	<b>Ch. 1-4 iQuiz</b>	<b>(Ch. 1-4)</b>
	Thu	Feb 9		
	Fri	Feb 10	<b>Ch. 1-4 tQuiz</b>	<b>(Ch. 1-4)</b>

Week	Day	Date	Assignments/Quizzes/Exams	TOPIC(S)
5	Sat	Feb 11	Exam Preparation/Review	(Ch. 1-4)
	Sun	Feb 12	Exam Preparation/Review	(Ch. 1-4)
6	Mon	Feb 13	Exam 2	(Chapters 1-4)
	Tue	Feb 14	Read Ch. 5	
	Wed	Feb 15	Ch. 5 Vocab Practice Quizzes	
	Thu	Feb 16	Ch. 5 DSM / Ch. 5 HW	
	Fri	Feb 17	Ch. 1-5 iQuiz	(Ch. 1-5)
	Sat	Feb 18		
	Sun	Feb 19	Ch. 1-5 tQuiz	(Ch. 1-5)
7	Mon	Feb 20	Ch. 6 PPT & Videos	Ch. 6: Cellular Respiration
	Tue	Feb 21	Read Ch. 6	
	Wed	Feb 22	Ch. 6 Vocab Practice Quizzes	
	Thu	Feb 23	Ch. 6 DSM / Ch. 6 HW	
	Fri	Feb 24	Ch. 1-6 iQuiz	(Ch. 1-6)
	Sat	Feb 25		
	Sun	Feb 26	Ch. 1-6 tQuiz	(Ch. 1-6)
8	Mon	Feb 27	Exam Preparation/Review	(Ch. 1-6)
	Tue	Feb 28	Exam Preparation/Review	(Ch. 1-6)
	Wed	Mar 1	Exam 3	(Chapters 1-6)
	Thu	Mar 2	Ch. 7 PPT & Videos	Ch. 7: Photosynthesis
	Fri	Mar 3	Read Ch. 7	
	Sat	Mar 4	Ch. 7 Vocab Practice Quizzes	
	Sun	Mar 5	Ch. 7 DSM / Ch. 7 HW	
9	Mon	Mar 6	Ch. 1-7 iQuiz	(Ch. 1-7)
	Tue	Mar 7		
	Wed	Mar 8	Ch. 1-7 tQuiz	(Ch. 1-7)
	Thu	Mar 9	Ch. 8 PPT & Videos	Ch. 8: Cellular Reproduction
	Fri	Mar 10	Read Ch. 8	
	Sat	Mar 11	Ch. 8 Vocab Practice Quizzes	
	Sun	Mar 12	Ch. 8 DSM / Ch. 8 HW	
10	Mon	Mar 13	(College Closed)	Spring Break
	Tue	Mar 14	(College Closed)	Spring Break
	Wed	Mar 15	(College Closed)	Spring Break
	Thu	Mar 16	(College Closed)	Spring Break
	Fri	Mar 17	(College Closed)	Spring Break
	Sat	Mar 18	(College Closed)	Spring Break
	Sun	Mar 19	(College Closed)	Spring Break
11	Mon	Mar 20	Ch. 1-8 iQuiz	(Ch. 1-8)
	Tue	Mar 21		
	Wed	Mar 22	Ch. 1-8 tQuiz	(Ch. 1-8)
	Thu	Mar 23	Exam 4	(Chapters 1-8)
	Fri	Mar 24	Ch. 9 PPT & Videos	Ch. 9: Patterns of Inheritance
	Sat	Mar 25	Read Ch. 9	
	Sun	Mar 26	Ch. 9 Vocab Practice Quizzes	
12	Mon	Mar 27	Ch. 9 DSM / Ch. 9 HW	

Week	Day	Date	Assignments/Quizzes/Exams	TOPIC(S)
12	Tue	Mar 28	Ch. 1-9 iQuiz	(Ch. 1-9)
	Wed	Mar 29		
	Thu	Mar 30	Ch. 1-9 tQuiz	(Ch. 1-9)
	Fri	Mar 31	Ch. 10 PPT & Videos	Ch. 10: Structure and Function of DNA
	Sat	Apr 1	Read Ch. 10	
	Sun	Apr 2	Ch. 10 Vocab Practice Quizzes	
13	Mon	Apr 3	Ch. 10 DSM / Ch.10 HW	
	Tue	Apr 4	Ch. 1-10 iQuiz	(Ch. 1-10)
	Wed	Apr 5		
	Thu	Apr 6	Ch. 1-10 tQuiz	(Ch. 1-10)
	Fri	Apr 7	Exam Preparation/Review	(Ch. 1-10)
	Sat	Apr 8	Exam Preparation/Review	(Ch. 1-10)
	Sun	Apr 9	Exam 5	(Chapters 1-10)
14	Mon	Apr 10	Ch. 11 PPT & Videos	Ch. 11: How Genes Are Controlled
	Tue	Apr 11	Read Ch. 11	
	Wed	Apr 12	Ch. 11 Vocab Practice Quizzes	
	Thu	Apr 13	Ch. 11 DSM / Ch.11 HW	
	Fri	Apr 14	Ch. 1-11 iQuiz	(Ch. 1-11)
	Sat	Apr 15		
	Sun	Apr 16	Ch. 1-11 tQuiz	(Ch. 1-11)
15	Mon	Apr 17	Ch. 12 PPT & Videos	Ch. 12: DNA Technology
	Tue	Apr 18	Read Ch. 12	
	Wed	Apr 19	Ch. 12 Vocab Practice Quizzes	
	Thu	Apr 20	Ch. 12 DSM / Ch.12 HW	
	Fri	Apr 21	Ch. 1-12 iQuiz	(Ch. 1-12)
	Sat	Apr 22		
	Sun	Apr 23	Ch. 1-12 tQuiz	(Ch. 1-12)
16	Mon	Apr 24	(No Classes)	Finals Week
	Tue	Apr 25	(No Classes)	Finals Week
	Wed	Apr 26	(No Classes)	Finals Week
	Thu	Apr 27	(No Classes)	Finals Week
	Fri	Apr 28	Final Exam	(Chapters 1-12)
	Sat	Apr 29		
	Sun	Apr 30		



# LETTER FROM THE DEAN

## Expectations of Academic Integrity

Welcome to the Science Division of Valencia College's West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. In working to provide you with the best learning experience at Valencia College, my expectation is that each of our faculty and students maintain the highest ethical academic standards.

From your professors, you can expect the following:

1. They will be on time to class and available during their scheduled office hours.
2. They will return graded tests, labs and other assignments when promised and within a reasonable period of time.
3. They will answer emails and phone calls within 48 business hours.
4. They will properly cite their references and resources, where applicable.

From you, we expect the following:

1. You will take your exams without referring to any books, notes, electronic devices or classmates unless you are specifically instructed that a test is open-book or collaborative.
2. You will not tell other students about test questions or answers before or during their exam and you will protect the exam from being seen by others.
3. You will avoid even the appearance of cheating by not looking in the direction of other exams, by not wearing clothing/hats/visors that hide your eyes, by keeping your belongings, other than pens, pencils and erasers away from your desktop, by going to the restroom before the exam and by asking your professor for permission and supervision if you need to retrieve another pen, pencil or eraser from your backpack or purse.
4. You will not allow anyone else to be the author of any part of your essays, lab reports or other written assignments and you will not include any materials from any sources (books, journals, other students, the internet, etc.) unless you give credit to those sources.

It is my hope that you will think about why it is important that we each show academic integrity and how cheating and plagiarism affect all of us, including those guilty of these academic crimes. Some students think that it only hurts their grade if they get caught cheating or plagiarizing, but cheaters typically lie not only to others, but to themselves. Eventually, cheaters pay a price.

- Those who cheat typically fail licensure exams, since they don't really know the material. Without a professional license, they won't be able to get employment. Would you want to be treated by a doctor who cheated in order to pass an exam that covered his or her knowledge of your disease? Also, if they falsify a patient's medical records, can you guess what can happen to them?
- Research scientists who falsify data are typically discredited and their reputations can be permanently ruined.
- Although you may think your professors have no clue when a student is cheating, usually your classmates do and some will inform your professor.
- Cheating becomes habitual. See what happens when employees cheat their employer.

- Students who let others cheat off them are not doing anyone a favor. If you are in a highly competitive field, you may ultimately be aiding your competition.
- Guess what a professor says to a student seeking a letter of recommendation when they know the student cheated or plagiarized.
- Finally, what happens to a person's self-esteem and to their reputation when they act unethically by cheating or plagiarizing?

Use the following as your guide: *"Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states 'group project.' To get the most out of each of your classes, it is best to learn how to study for long term comprehension, not just to memorize facts. Study so you can teach others what you are learning. My motto is, "if you can't teach what you are learning to others, you don't really know the material." Academic dishonesty, in the forms of cheating and plagiarism, will not be tolerated and for most of our science professors will result in a student getting a zero on a test or assignment for the first offense and then an F for the course if a student is caught cheating or plagiarizing again; at that point the Dean of Students will also be notified. Don't throw away your dreams and your reputation by showing a lack of academic integrity. We wish you the best and want you to succeed and be proud of your accomplishments at Valencia.*

Dr. Robert Gessner

Valencia College West Campus Dean of Science

# LETTER FROM THE DEAN

## Expectations of a Valencia College Science Student

Welcome to the Science Division of Valencia College's West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. Higher education is a privilege and an opportunity; it is your responsibility to realize that you are in control of those behaviors and actions that can enable success in this course.

From your professors, **you can expect** the following:

1. They will be prompt, courteous and respectful.
2. They will provide a professional learning environment throughout the entire scheduled instructional period.
3. They will provide an up-to-date syllabus; when changes need to be made, they will announce changes in a manner that is conveyed to all students in their class.
4. They will provide you with a course that is of necessary rigor to prepare you for the career you have chosen; because the class you are taking transfers to a four year college or university, it will be taught with the same academic expectations. The bonus of starting your education at Valencia, when compared to attending a four year college, is you will be able to get more personal attention with small class sizes and you will be able to save money; the classes are not easier.
5. They will offer time outside of class to discuss your questions.
6. They will be available to discuss your class concerns in private, outside of class time; you should try to resolve your class concerns with your professor before you try to voice your concerns with administrators.
7. They will respond to emails within 2 business days.
8. They will expect from you what they have expected from the many students who passed their classes in the past.

In return, this is **what your professor will expect from you:**

1. You will be prompt, courteous and respectful.

Prompt means you come to class on time, ready to work, with all assignments completed before you enter class or lab. It means that you have studied, that all conversations, texting and diversions come to a stop and that you are ready to contribute to a positive learning environment from the beginning of the class or lab.

Courtesy means you are polite in your attitude and behavior towards your professor and classmates.

Respectfulness means that you regard everyone's classroom experience as valuable to them, that you accept your professor's expertise and experience to create relevant course objectives and that you treat college and personal property with care.

2. You will read your syllabus; your syllabus is a contract between your professor and you. Be aware of deadlines to complete assignments on time and know your professor's attendance policy. You will need to attend class for the full length of time allotted to your science class and lab.
3. You will be aware of Valencia College policies and procedures found in the college catalog; ignorance of policies and procedures doesn't mean they don't apply.
4. You will be serious about learning; it is your responsibility to be an active participant in your own learning. You will need to devote sufficient time to learn the material presented by your professor; for most students, **this means you will need to spend at least two hours studying for every hour of instruction.** Learning is an action verb; you will need to do more than sit through class and reread your notes to be successful. To succeed in higher level classes, you must retain the information, concepts and skills you will learn; this can only happen if you work at learning to make the course content a part of your long term memory. Do not cram!!
5. You will be encouraged to produce your own study guides. Most college professors do not provide study guides, but they can give you tips that will help you produce your own study guides to gain a better understanding of the course content.
6. You will be expected to participate fully in classroom activities. The work you produce must be your own; cheating in any form is not tolerated and your professor will have specific consequences, in their syllabus, which will be enforced should cheating occur.
7. You will be expected to contribute to a positive learning environment. Avoid classmates who speak negatively, or who have a negative outlook, about your class or your professor. Instead, get to know your professor during office hours; you will learn much more with a positive attitude.
8. You will be held to a high standard of maturity and responsibility. Disruptive behaviors will not be tolerated in the classroom or lab. First time disruptions will be handled by your professor and may include a request that you leave the class or lab. Very serious or repeated disruptions will be reported, to the Dean of Science and the Dean of Students, with specific consequences that can include your permanent removal from the class. Disruptions include:
  - Being noisy when arriving late to class or leaving early.
  - Carrying on private conversations while the professor is talking.
  - Disrespectful language, tone and mannerisms.
  - Sleeping or attempting to sleep in class.
  - Repeatedly asking unnecessary or irrelevant questions.

My wish is that you get the best learning value from the science classes that you are taking. With everyone abiding by the expectations in this letter, your science classes at Valencia should be the next step in achieving your academic dreams.

Dr. Robert Gessner  
West Campus Dean of Science  
Valencia College

SAMPLE

## TEAM-BASED LEARNING PEER FEEDBACK

SAMPLE

Your Name: Jane Doe Group Number: 3

Peer you are evaluating: John Smith

Date of Evaluation: \_\_\_\_\_ TBL Subject: \_\_\_\_\_

### PART ONE: QUANTITATIVE ASSESSMENT (CHECK **ONLY ONE BOX** FOR EACH OF THESE ITEMS)

COOPERATIVE LEARNING SKILLS:	RARELY (<10% of time)	SELDOM (~30% of time)	SOMETIMES (~50% of time)	OFTEN (~70% of time)	VERY OFTEN (~90% of time)
Arrives on time and remains with team during activities			✓		
Actively participated in team activities				✓	
Asks useful or probing questions			✓		
Shares information and personal understanding		✓			
Distracted peers during team activities*		✓			
Discussed topics with peers unrelated to team activities*			✓		
Texted on phone, checked social media, surfed internet, or did other things instead of doing team activities*		✓			

\* Points values reversed (i.e., 4, 3, 2, 1, 0)

SELF-DIRECTED LEARNING:	RARELY (<10% of time)	SELDOM (~30% of time)	SOMETIMES (~50% of time)	OFTEN (~70% of time)	VERY OFTEN (~90% of time)
Is well prepared for team activities			✓		
Shows appropriate depth of knowledge				✓	
Identifies limits of personal knowledge			✓		
Is clear when explaining things to others					✓

INTERPERSONAL SKILLS:	RARELY (<10% of time)	SELDOM (~30% of time)	SOMETIMES (~50% of time)	OFTEN (~70% of time)	VERY OFTEN (~90% of time)
Gives useful feedback to others				✓	
Accepts useful feedback from others				✓	
Is able to listen and understand what others are saying					✓
Shows respect for the opinions and feelings of others					✓

### PART TWO: QUALITATIVE ASSESSMENT

1) What is the single most valuable contribution this person makes to your team?

You have great ideas and explain things well to others. Keep up the good work!

2) What is the single most important thing this person could do to further your team's effectiveness?

I wish you would show up to class more often and not leave early.