**Valencia College**

**Course BSC 1020 Human Biology 3 credit hours**

**Course Syllabus**

**Fall 2019**

Instructor:

 Dr. Nateshia L. Williams

 Email: Canvas (email preferred)

 Valencia email: (alternate) nwilliams46@mail.valenciacollege.edu

**Class Time & Day: ONLINE**

**Course CRN: 12654**

**Required Materials:**

* **Textbook:** Johnson Human Biology w/Mastering Biology Valencia Edition 2nd Edition.

 **ISBN:** 1323465669

* **Reliable Internet Connection & Access to a computer.**
* **Learning Supplements:** Mastering Biology-www.masteringbiology.com

**Course Description:**

This course includes the application of the scientific method and study of the human body with an emphasis on major organ systems and processes and their links to biological concepts underlying major societal and bioethical issues. Students should be able to complete college level reading, writing, and mathematics assignments as part of this course. This course is an online class.

**Learning Outcomes:**

* After completing this course students will:
* understand and describe the scientific method and the application of these principles to life situations.
* describe and explain the organization, structure and function of cells, tissues, organs and systems of the human body
* express a reasoned view or perspective on a variety of contemporary issues in human biology
* acquire a basic vocabulary in human biology
* understand and describe the nature of various special topics in human biology; e.g., cancer, cell reproduction and differentiation, etc.

**Valencia Core Competencies:**

The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. You will be given several opportunities to practice and develop these competencies in this course. The core competencies: Think, Value, Act and Communicate will be implemented in this course.

**The core compentencies**: Think, Value, Act and Communicate will be implemented in this course. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further develop your mastery of these core competencies.

1. **Think**: clearly, critically and creatively make reasoned choices by acquiring, analyzing, synthesizing and evaluation knowledge. (power point presentations, class discussions and examinations).

2. **Value**: make reasoned value judgments and responsible commitments (class discussions).

3.**Communicate:** with different audiences using varied means (group work and written assignments)

4. **Act:** purposefully, reflectively, and responsibly (netiquette)

**Grading**:

There will be a total of **800 points** available for this course.

The acquisition of the above listed course objectives will be measured by lecture exams, quizzes, homework assignments and group discussions .

**Group Discussions:**

There will be 5 group discussions worth 20 points each and you must participate and follow ALL instructions to get full credit . There will be an attached Discussion Rubric which details how the points are calculated for each discussion. There will also be a Welcome Discussion used for attendance that will not be graded but used for attendance only.

**Quizzes:**

There will be a quiz each week that we don't have a scheduled exam. There will be 10 quizzes and each chapter quiz will be worth 10 points (for a possible total of 100 points) The quizzes will include a variety of assessment styles including, but not limited to, multiple-choice, fill-in-the-bank, and/or short answer responses. These quizzes will be listed at the end of most modules and will cover the chapter discussed that week. Quizzes cannot be made up at any time regardless of excuse, it is imperative that you review the entire module before you take the quiz.

**Homework:**

You will have 10 homework assignments which will be worth 10 points each for a total of 100 points. The homework assignments will be completed on the Mastering Biology website. The homework assignments focus on core content covered in the chapter. The assignments contain vocabulary phrases, coaching activities, reading questions, and animations or videos for further explanation. The purpose of these assignments is to reinforce main concepts. There will be a link in Canvas to access these assignments.

**Exams**:

There will be four 60 minute, 50 question lecture exams given. The lecture exams will each be worth 100 points, for a possible total of 400 points. The format of the exams may vary. At the end of the semester, there will also be a 2 hour, 100 question final exam worth 100 points. All five exams administered for this course (4 lecture exams and 1 final exam) are closed book/notes, and no computer or phone should be used during the exams. The tests must be submitted by 11:59 on the due date. **You** **are responsible** for keeping a record of **your own grades** since any alleged “errors” in my records must be substantiated. Tests cannot be made up without a valid excuse. ( See valid excuses under class policy). **Final Exam** is cumulative.

**Class Policies:**

**You are expected to be prepared for class.** You are expected to complete all assignments on time. Canvas has a calendar which lists assignments and due dates to assist you. Students must use a computer with reliable internet access because excuses or failure to complete assessments and other assignments will not be permitted. (I will not reset your assignments due to poor internet connection). Make sure you have a stable internet connection before starting your assignments.

Make-up exams will NOT be given. However, permission to take an exam EARLY may be given for documented medical / family / personal reason(s), and will be reviewed on a case-by-case basis. An email stating the reason for needing to take the exam early must be submitted along with any supporting documents. Submitting this does not guarantee that you will be given an earlier assessment, only that your case will be considered. Failure to take any of the assessments in the course will result in the student being given a grade of 0 (zero) for that assessment.

**Definition of Valid Justifiable Documentation:**

There will be no make-up exams unless arrangements are made PRIOR to the scheduled exam (you may take early if request is approved). Examples of unacceptable medical / family / personal reason(s) which **will not** be taken into consideration when you submit the request to me to take an earlier assessment are as follows: poor performance, common flu/cold, family problems, changed schedule at work, transportation problems, broken car/flat tires, going on a trip etc. Examples of acceptable reason(s) are as follows: documented medical emergencies, death of members of immediate family, and jury duty. The student will be required to show documentation from an appropriate authority (doctor, police, judge, etc.) justifying the reason behind missing an exam. These documents must clearly show the date\time, name of responsible authority, reason for being absent, and the contact information for the responsible authority.

**Extra Credit Policy:**

There will be NO CURVE for any assignments. The student should be aware that extra credit, if offered, is at the sole discretion of the Professor and will be communicated to **ALL** students. In other words, no extra credit will be offered to any one student without it being offered to all the other students. DO NOT ask for extra credit after the final exam since the Professor will not respond.

**Faculty/Student Communication:**

* Please check your emails and announcements daily to prevent missing important time sensitive information.
* I will make sure to respond to your emails within 24-48 hours during business hours (M-F 8am-5pm). **Please email me through Canvas if possible.**
* Please document any technical issues (copy emails, save screen shots, etc.)

 *“Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for 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.”*

**Attendance:**

Students are expected to log in and to participate in the course each week. Just logging into the course **does NOT count as attendance**. If you have a documented absence it will be dealt with on a case by case basis. Class participation is vital to academic success in this course. A student who does not maintain regular attendance and who falls behind in his/her work will certainly have a difficult time succeeding in this class. Students must log in and complete the Welcome Discussion on the first day of class **. Students who fail to complete the Welcome Discussion will be dropped as a no-show after the Drop deadline and during the No -Show period. Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.**

**Students with Disabilities:**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NIT) form from the Office for Student 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 (SSB 102, Phone: 407-582-1523, Fax: 407-582-1326 West Campus).

**Conduct: Please refer to the rules of netiquette:**

[**http://valenciacollege.edu/oit/learning-technology-services/student-resources/academic-integrity/netiquette.cfm**](http://valenciacollege.edu/oit/learning-technology-services/student-resources/academic-integrity/netiquette.cfm)

**Academic Dishonesty:**

 All students are expected to adhere to the highest standards of academic honesty and to refrain from any action, which is dishonorable or unethical. Cheating or helping others to cheat is a serious offense. Plagiarism which is representing another student’s work as your own will also not be tolerated. All tests should be closed book and should be taken with no assistance. College procedures for handling academic dishonesty will be followed according to the guidelines in the student catalog. All work submitted by students is expected to be the result of each student’s individual 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.

**Withdrawal Deadline:**

**The withdrawal deadline for this course is November 1st @ 11:59pm.** Students who wish to drop this class with a grade of “w” must do so by the withdrawal deadline. Students are no longer permitted to withdraw after the withdrawal deadline. I **WILL NOT**  withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline. **It is your responsibility to initiate a voluntary withdrawal from the class prior to the withdrawal deadline in order to avoid being given an “F” for the course grade.**

**Note:**

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% time frame

**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)

# Notice to Students Seeking to Withdraw from a Course

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.

**Grades:** Grades will be posted regularly on Canvas. Please check your grades periodically for any discrepancies. Final grades will be assigned according to the percentages listed below:

 **90-100 %=A**

 **80-89 %=B**

 **70-79 %=C**

 **60-69 %=D**

 **0-59 %=F**

**If you do not take the final exam you will receive a grade of F. Changes can be made at the discretion of the instructor. Any changes made to the syllabus will be discussed with the class via email or announcement.**

**Important Dates:**

September 3rd - Drop/Refund Deadline

November 1st - Student Withdrawal Deadline

November 27th-December 1st – Thanksgiving Holiday- College Closed

December 9th - Final Exam

**Study tips:**

●Professor will not provide study guides!!! You are encouraged to produce your own study guides.

● Log in daily. Students who follow this will not miss important information and the introduction to each lecture, which is important to understand the purpose of each lecture.

●Prepare for class and allow plenty of time to study every day. Learning is an action verb!! Most students need to do more than just look at Power Point Presentations and read their notes. **Plan on spending 1-2 hours 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.

●Rewrite your lecture notes.

●Create flash cards with questions you make up from the lecture with answers on the back.

●Use mnemonic devises and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts. I also have videos in the modules under extras as well.

●Join a study group and predict what questions the professor could ask on the test.

**Students with Disabilities:**

If you have a physical or learning disability, please make sure that you visit Office for Students with Disabilities (OSD; West Campus SSB 102, ext. 1523). There you will be asked to provide appropriate documentation of disabilities and you will be evaluated whether you qualify for special academic accommodations in the classroom. Please try to do this within the first two weeks of the semester as those accommodations cannot be applied retroactively. Upon receiving Notice to Instructor (NTI) document, please come to discuss with me how I can best accommodate your learning needs. Everything we discuss will stay confidential information. I am committed to making educational opportunities available to all students.

**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**](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.”*

Also students may need to contact the Victim Service Center’s Sexual Assault Hotline at 407-497-6701 or at<http://www.victimservicecenter.com/>.

**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>

* The Student Handbook can be found at

<http://valenciacollege.edu/pdf/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 <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/studentservices/skillshops.cfm>

**Tentative Schedule BSC 1020 Human Biology**

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| **Week of** |  **LECTURE**  |
| 08/26/19 | Welcome DiscussionChapter 1: Introduction: Human Biology  |
| 09/02/19 | No class on Monday: Labor DayChapter 2: The Chemistry of Living Things |
| 09/09/19 | Chapter 3: Structure and Function of Cells  |
| 09/16/19 | Chapter 4 :From Cells to Organ Systems **Exam 1: Chapters 1-4** |
| 09/23/19 | The Skeletal System Chapter 5  |
| 09/30/19 | The Muscular System: Chapter 6  |
| 10/07/19 | The Blood Chapter 7  |
| 10/14/19 | **Heart and Blood Vessels Chapters 8****Exam 2: Chapters 5-8**  |
| 10/21/19 | The Immune System Chapter 9  |
| 10/28/19 | The Respiratory System: Chapter 10  |
| 11/04/19 | The Nervous System Chapter 11**Exam 3 Chapters 9-11**  |
| 11/11/19 | Endocrine System Chapter 13  |
| 11/18/19 | Digestive System and Nutrition Chapter 14  |
| 11/27-12/01/19 | No class: Thanksgiving Break |
| 12/02/19 | **Exam 4 Chapter 13& 14** |

12/09/19 **Final Exam**