

BSC1010 General Biology I (Spring 2022)

Valencia Community College – West

CRN 28300

Class Meeting: On Campus

Professor: Ramsey Robinson

Methods of Contact:

Email: rrobinson84@mail.valenciacollege.edu

Course Content & Structure

Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for academic purposes.

Course Description: A four-credit lecture and laboratory college-level course. We will have discussions about fundamental biological principles emphasizing common attributes of all living organisms. Unifying concepts include the chemical structure of living matter, structure, and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution, and ecology. Students should be prepared to complete college-level reading, writing, and mathematics assignments as part of this course. This course is a prerequisite for advanced biology courses. **Lab and lecture are designed to complement each other and are not mutually exclusive of each other.**

Course Objectives & Core Competencies

The student will:

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

Required Resources

Textbook with Mastering (Required):

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

Evaluation

Assessment	Percentage of Total Score
4 Semester Exams	40%
Pearson Mastering Homework & Quizzes	20%
Final Exam	20%
Other Assignments	10%
Attendance	10%

Your final grade will be based on the following scale:

A: 89.5% or higher

B: 79.5% - 89.4%

C: 69.5% - 79.4%

D: 59.5% - 69.4%

F: 59.4% or less

Tentative Schedule

Week #	Topics for Reading/Textbook Assignments/Mastering Assignments	Lab Exercises	Exam
1	Orientation & Introduction	Intro to Labs & Mastering	
2	Ch.1 – 2 Biology of Life Chemistry	Lab Safety, Handwashing	
3	Ch. 3 – 4 Water and Functional Groups	Measurements: volume, weight, length Properties of Water, pH & buffers	
4	Ch. 5 Macromolecules	Tests for macromolecules	Exam I (Ch. 1 – 5 & Labs)
5	Ch. 6 – 7 The Cell and its Membrane	Microscopy and pond water and questions	
6	Ch. 7 Membrane Transport	Diffusion and tonicity labs and questions	Exam II (Ch.6-7, and labs)
7	Ch. 8 Enzymes & Introduction to Metabolism	Enzymes and their activity Labs and questions	
8	Ch. 9 Cellular Respiration & Fermentation	Cellular respiration, yeast fermentation, and questions	
9	Ch. 10 Photosynthesis	Photosynthesis labs and questions	Exam III (Ch.8-10, and labs)
10	Ch. 12 The Cell Cycle & Mitosis	Mitosis Questions	
11	Ch. 13 Meiosis & Sexual Life Cycles	Chromosomal Inheritance	

12	Ch. 14 Genetics I	Mendelian genetics, monohybrid crosses, & questions	
13	Ch. 15 Genetics II	Genetic Inheritance, Dihybrid crosses, & questions	Exam IV (Ch.12-15, and labs)
14	Ch. 16 Molecular Inheritance	No Virtual Labs This Week	
15	Ch. 17 Gene Expressions	DNA Isolation & Gel Electrophoresis	
16	Final Exam Week		Chapters 1-10, 12-17, all labs

Important Dates:

- Add/Drop for Refund: January 18, 2022
- Withdrawl Deadline: March 25, 2022
- Holidays/Breaks: January 17th, February 11th, March 7 – 13, 2022

Technology Requirements

The college uses the Canvas learning management system (LMS). The following link provides answers to common questions you may have about Canvas: <https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>. If you have any concerns about whether your computer system is sufficient to support Canvas, please read this document. The following link lists the minimum computer requirements to successfully run Canvas: <https://community.canvaslms.com/docs/DOC-10721-67952720328>

Please note – while Safari can be used for Canvas, Pearson has announced that Safari is not compatible with MasteringBiology. If you own an Apple-based system, you will need to install a second browser to use to complete the required MasteringBiology assignments. The recommended browsers are Chrome and Firefox. In addition to the minimum requirements, you are also **required to have a webcam**, either integral to your system or as an addition to your system.

In addition to these basic requirements, **you will also need to download the Respondus lockdown browser as it will be required for all online examinations this semester.** This browser is available for Windows- and Apple-based systems, but currently cannot be installed on Chromebook laptops. If you use a Chromebook for class, you must have access to a computer system that supports the Respondus browser to take the examinations.

You will also need to download, and install, the smartphone app CamScanner and install it on your mobile device. This app turns your smartphone into a document scanner and saves your document into a single pdf document you can upload to Canvas. It is available for both Android and iOS phones and you will need it to turn in your chapter study guides (see below) and any other paper-based assignment this semester.

Assessments

Exams

Four-semester exams which include questions about the lab procedures are distributed throughout the semester and include material as indicated in the schedule provided. If you miss an exam, you must contact me by phone or by email, within 24 hours of the exam date and present a documented excuse of your “emergency” (doctor, police, judge, etc.) to schedule a makeup exam, if deemed appropriate. If the excuse is not sufficient for a make-up exam during the semester, then the final exam may replace the zero given for the missed exam.

If your excuse is a COVID infection, you will not need to provide proof unless you have it available, however, your illness will be reported to the Valencia College contact tracing professional.

The Final Exam is required and is comprehensive, including all chapters and labs from the semester. The final exam will be taken during final exam week. Missing the final exam will result in a grade of zero for the exam, except in the case of documented emergency, in which case a make-up may be available or an “incomplete” is deemed appropriate. The Final Exam will be used to replace one of the semester exams should it be a higher grade (it will also count as your final exam grade, regardless).

Labs

All lab activities must be completed for full credit. It is good practice to study the background or take notes as you are completing the labs. There will be periodic exams (Lab Practical) that will test your knowledge of the general concepts required to work in a biology laboratory.

Mastering

You must have access to Mylab and mastering to complete the assignments on the Pearson website. If you cannot obtain access right away, there is a temporary access option. The temporary access is good for only 14 days so you will need to obtain an access code BEFORE your temporary access expires. There are required reading, homework assignments and a quiz for each of the chapters discussed this semester. There are adaptive follow-up assignments for each of the homework assignments and are attached to it each assignment for each chapter. You can “test out” the adaptive assignment if you earn a 95% or better on the “parent” assignment. The adaptive follow-up assignments are optional practice and exist for you to improve your understanding of the content within the required assignments and quizzes. There will be scientific skills exercises on a semi-weekly basis. The scientific skills exercises are designed to provide practical experience in the sciences by applying the scientific method. Dynamic Study modules are strategically scheduled as a reminder and practice weekly and before each unit exam. Dynamic study modules are always available and worth no points, therefore optional, and are “assigned” only to assist with preparation for exams. The due dates for these assignments are firm and will not be changed under most circumstances since there is plenty of time to complete them. It is advised that you do not wait until the day they are due and not the last couple of hours should there be an issue with your internet connectivity.

Attendance/Class Participation

The College believes that regular attendance and class participation are significant factors that promote success in college. Attendance will be taken at each class meeting. There will be at least 12 unannounced attendance quizzes throughout the semester. You are expected to participate in the weekly activities of the class, beginning during the first week of the semester and for the remainder of the semester, to remain in good standing in the class. **Failure to attend the first week of class will identify you as a “no show” for attendance purposes and will result in an administrative withdrawal from class.**

Important Student Resources

Students Who Need Accommodations:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

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

so, contact the Office of Student Disabilities within your preferred campus to obtain your NTI. Contact information for all campuses is:

- East Campus Bldg. 5, Rm. 216
 - Ph: 407-582-2229
 - Fax: 407-582-8908
 - TTY: 407-582-1222
- Osceola Campus Bldg. 1, Rm. 140A
 - Ph: 407-582-4167
 - Fax: 407-582-4804
 - TTY: 407-582-1222
- West Campus SSB, Rm. 102
 - Ph: 407-582-1523
 - Fax: 407-582-1326
 - TTY: 407-582-1222
- Winter Park Campus Bldg. 1, Rm. 212
 - Ph: 407-582-6887
 - Fax: 407-582-6841
 - TTY: 407-582-1222

Learning Support Services

Virtual Services will be available through [Distant Tutoring](#)

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

In – Person Services	Virtual Services
Walk – In Tutoring	Distance Tutoring, Online Tutoring 24/7 - Brainfuse
Writing Center Consultation	Online Essay Center
Embedded Tutoring Programs	Embedded Tutoring Programs
Technology Check-Out (Calculators, iPad, & laptops)	Student Tech Support
Student Printing	
Student Tech Support	

West Campus Learning Support Centers (physical locations)

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

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

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. [Through this site, you can view the schedule of tutors/tech support](#)

[assistants, find](#) available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

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

Valencia Community College Core Competencies:

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

1. Think - think clearly, critically, and creatively, analyze, synthesize, integrate, and evaluate in many domains of human inquiry
2. Value - make reasoned judgments and responsible commitments
3. Act - act purposefully, effectively, and responsibly
4. Communicate - communicate with different audiences using varied means

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

<http://valenciacollege.edu/competencies/>

Mental Health

Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get the immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. Students have 24-hour unlimited access to the BayCare Behavioral Health's confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students.

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

Illness

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

COVID Illness Reporting and Contact Tracing

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

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

Communications

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise. Communication is key. I am here to help! E-mail me to schedule a one-on-one meeting to discuss progress, problems, conflicts, or other issues. Canvas messaging through the course is the preferable way of contacting me. If you are having difficulties, the sooner you let me know, the better the possible outcome. General Biology I is a difficult course. Adequate and frequent preparation, regular class attendance, and study sessions will help you to succeed in the course. Participation in a study group may be helpful. If you need help with study techniques, course content, etc, please ask. Otherwise, take a look at some suggestions below.

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

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

Important Contacts

Enrollment Services:

- Call: 407-582-1507
- Email: enrollment@valenciacollege.edu
- Hours: Mon-Thurs: 8 AM - 8 PM, Fri: 8 AM - 5 PM, Sat and Sun: - 10 AM - 3 PM

Academic Advising:

- Call: 407-582-1507
- Email: advising@valenciacollege.edu
- Link to "chat" <https://valenciacollege.edu/students/advising-counseling/>
- Hours: Mon-Fri: 7 AM – 10 PM, Sat and Sun: - 10 AM - 10 PM

Virtual Answer Center Hours: M-F 7a-10p, Sat/Sun 10a-10p

- Zoom Link to Virtual Answer Center
- Website for Virtual Answer Center

Counseling Services Hours: M-Th 8a-8p, Friday 8a-5p, Sat/Sun 10a-3p

Financial Aid:

- Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support.

Study Tips

LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes. Spend 1-2 hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory. Use the words you learn often, they will sink in better. Here are some study and classroom management tips that have assisted former students:

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

Official Business

Administrative Procedures

Withdrawal Policy:

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

A student who withdraws from class before the withdrawal deadline of **November 3, 2021, at 11:59 pm** will receive a grade of "W." A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus; however, my policy still stands (please see the previous section on attendance). A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F, or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D, or F. Failure to make up the work during the following semester will result in you getting a grade of F in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of "F."

Course Attempts/Withdrawal

Any student considering withdrawing from a course who has financial aid should consult a financial aid advisor or counselor before withdrawing from a course; there may be financial implications to the student, which he or she must know about, to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

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

To academically maintain financial aid, students must meet all of the following requirements:

- Complete 67% of all classes attempted, and
- Maintain a Valencia GPA of 2.0 or higher, and
- Maintain an overall GPA of 2.0 or higher, and
- Complete degree within the 150% timeframe

Before you withdraw from a course, you should be aware that course withdrawals:

- Will increase the cost of your education
- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- It may affect your immigration status if you are attending Valencia on a nonimmigrant visa
- This will result in your required repayment of course fees paid by a Bright Futures scholarship.
- Talk with your professor to discuss your progress in the course
- See a Student Services staff member and discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

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

Conditions That Apply to a First or Second Attempt in a Course

On or Before the Withdrawal Deadline: During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

After the Withdrawal Deadline:

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy, as published in the faculty member's syllabus, in which case you will receive a grade of "W". If the professor does not withdraw you, your grade will be what you had earned.

For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <https://valenciacollege.edu/about/general-counsel/policy/documents/volume4/4-07-academic-progress-course-attendance-and-grades-and-withdrawals.pdf>

Student Conduct:

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

Classes focusing on areas where electronic communication plays a key, if as yet undefined, role in technical and professional communication, and it is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and our parents and students. To maintain a positive online environment, we all need to follow the netiquette guidelines summarized below. All students are expected to:

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

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

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

Academic integrity

Each student is required to follow Valencia's policy regarding academic honesty. All forms of academic dishonesty (cheating, plagiarism, forgery, misuse) are prohibited as stated in the Student Code of Conduct and will be disciplined or penalized accordingly. All work submitted by students is expected to be the result of each student's thoughts, research, and self-expression unless the assignment specifically states "group project." With the first occurrence of academic dishonesty, in any form, a student will receive a failing grade for that single assignment/assessment. Proof of a subsequent event of academic dishonesty will result in a failing grade

in the class along with a referral to the Dean of Science and the Dean of Students. The policy can be found here: <https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-dishonesty.pdf>

Student Feedback on Instruction (SFI)

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

College Policies, Procedures, and other References

- A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>
- Information about maintaining satisfactory academic progress can be found at <https://valenciacollege.edu/finaid/satisfactory-progress.php>
- The Student Handbook can be found at <https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf>
- The Policy Manual can be found at <http://valenciacollege.edu/generalcounsel>
- The college calendar can be found at <http://valenciacollege.edu/calendar>
- Information about the Office for Students with Disabilities can be found at <https://valenciacollege.edu/students/office-for-students-with-disabilities>
- The final exam schedule can be found at <https://valenciacollege.edu/academics/calendar/documents/final-exam-schedule.pdf>
- Information about Valencia's Skillshop which offers a variety of topics on student success and goals can be found at <https://valenciacollege.edu/students/student-services/skillshops.php>

Two Letters from the Dean

Please read the following letters from the Dean of Sciences. The expectations listed within these letters will be anticipated in my classroom and during laboratory activities.

I. 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.
 - a. **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.
 - b. **Courtesy** means you are polite in your attitude and behavior towards your professor and classmates.
 - c. **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 the 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 (~12 hours)**. 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. Face-to-face courses: 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:
 - a. **Being noisy when arriving late to class or leaving early**.
 - b. **Carrying on private conversations while the professor or another student is talking**.
 - c. **Disrespectful language, tone, and mannerisms**.
 - d. **Sleeping or attempting to sleep in class**.
 - e. **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

II. 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, I expect that each of our faculty and students maintains 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.
5. Unless approved by both professors, you may not use the same written work for a grade in two separate courses. 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 grades 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 Sciences

