VALENCIA COLLEGE – WEST CAMPUS

SYLLABUS: BIOLOGY OF HUMAN SEXUALITY (BSC 1026)

**Semester**: Spring 2016

**Class Hours**: T, R 5:30 pm – 7:30 pm

**Classroom**: HSB Room 106

**Instructor**: David Carr, MS/MD

**Instructor bio**:

 My name is William “David” Carr. I will be your professor for BSC 1026: Biology of Human Sexuality, for the spring semester of 2016.

 I was born in Houston, Mississippi. My father was a soldier in the United States Army until my freshman year in high school. He retired from the service in 1964, and we moved from Williamsburg, Virginia, to Baton Rouge, Louisiana, where he completed his master’s degree in political science at Louisiana State University. Following his graduation, we moved to Russellville, Arkansas, where he taught political science at Arkansas Tech University. He fought in World War II and was a veteran of the Battle of the Bulge. He was a hero both to me and to his country. My mother was a mom. She was also a part of “The Greatest Generation” and she served under “Rosie” as one of her riveters. She was not only the best mom in the world but also the best cook in the country. She won more purple hearts as a mom than my dad did as a soldier (and that was a lot).

 I graduated from Russellville High School in 1967, and Arkansas Tech University (ATU) in 1971. While an undergraduate at ATU, I was a teaching assistant in biology. After graduation, I attended the University of Arkansas in Fayetteville, Arkansas, where I was a graduate teaching assistant in biology. In 1974, I received my master’s degree in zoology (parasitology) and began work on my Ph.D. My life-goal at the time was to teach biology on a college level.

 After one year as a Ph.D. candidate, I dropped out of graduate school to attend the University of Arkansas for Medical Sciences in Little Rock, Arkansas. I graduated with my MD degree in 1976. I moved to Orlando, Florida, where I completed a residency in pediatrics at Orlando Regional Medical Center. I opened my own practice in 1980, and I have been a practicing pediatrician ever since. But, I never lost my desire to teach college level biology.

 When I became aware of a job opening as an adjunct professor in biology at Valencia College last May, I applied for the job and here I am. Welcome to my class.

**Instructor’s Office**: Adjunct professors have no office

**Office Hours**: None. Students wishing to speak with the instructor regarding either personal “conflicts” or “issues” with the course or questions they have concerning course material are asked to speak with the instructor either before class (briefly) or after class. If we are unable to resolve the issues in question during those times, a subsequent meeting to resolve unfinished business can be arranged.

**Text**: Our Sexuality Robert Crooks & Karla Baur 12th edition ISBN13: 9781133943419 (Note: it is permitted use an older edition to save money)

**Teaching Style**: Face-to-face classroom lectures, discussions, and activities. I prefer and enjoy this teaching style because of the “personal” touch it provides.

**My role as your teacher**:

* Begin and end class on time
* Be prepared
* Have a working knowledge of the course material
* Teach class in a well-organized, interesting and easily understood manner
* Initiate, encourage and guide relevant class discussions
* Administer tests designed to accurately and fairly evaluate a student’s knowledge of the subject matter
* Assign a grade based on a student’s attendance, participation and performance
* Be available to answer student’s questions and listen to and discuss student’s concerns

 **Your role as my student**:

* Show up for class on time
* Have a downloaded copy of the lecture material to be covered
* Be prepared to listen, learn, take notes and participate in class discussions
* Not be disruptive to the instructor and to classmates
* Have out-of-class assignments prepared on time
* Ask relevant questions about topics not understood
* Study for exams and quizzes
* Do your own work
* Turn cell phones and other electronic devices (other than those needed to record lecture materials) off during class
* Limit conversation to teacher-student and/or relevant student-student interaction
* Take personal responsibility for your education

**Course Credits**: Three credit hours are awarded upon successful completion of this course. There is no lab component to this class.

**Prerequisites/co-requisites**: None

**Course Description** (copied from on-line College Catalog of Courses): BIOLOGY OF HUMAN SEXUALITY – General non-laboratory course designed to introduce students to various biological aspects of human sexuality, including genetics and sex determination, sexual anatomy, physiology and development, processes of fertilization, pregnancy, birth control, sexually transmitted diseases, menstruation, menopause, and aging. Other appropriate areas may be discussed when time permits. Students should be able to complete college level reading, writing, and mathematics as part of this course.

**Course Learning Outcomes**: (Abridged version of College Wide Learning Outcomes found in Course Outline Builder): 1) Students will think critically and use scientific reasoning 2) Students will use effective communication skills 3) Students will be aware of their personal responsibility toward social reproductive health and literacy

**Valencia College Core Competencies**: The faculties of Valencia College have identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in your Valencia College classes. These four competencies are: 1) Think – think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry 2) Value – make reasoned judgments and responsible commitments 3) Communicate – communicate with different audiences using varied means 4) Act – act purposely, effectively, and responsibly

**Registration Deadlines and Drop/Refund Deadlines**: Please acquaint yourself with the Valencia College Academic Calendar: Important Dates & Deadlines 2015 – 2016 for information about registration deadlines, Drop/Refund deadlines etc. see: <http://valenciacollege.edu/calendar/documents/IDCFall-Spring-Summer2015-16COMBINED7-24-15.pdf>

**Absences and Withdrawals**: Attendance and participation is expected of all students. After three absences a student will be withdrawn from the course by the instructor. If you know that you are intending to withdraw from the class yourself please inform me of your intent and withdraw yourself. Do not wait for me to withdraw you. I do not total the absences and re-evaluate your status on a daily basis. I reserve the right to allow a student to remain in the class for cases of extreme personal hardship combined with the students’ expression of their dedication to continuing the class. The exceptions to the three absence withdrawal policy will be made on a case-by-case basis and will require appropriate documentation. If a student is allowed to remain in the class despite three absences, the student may still be withdrawn if additional absences accrue. After the withdrawal deadline, you will not be able to withdraw, and I will not withdraw you.

According to Valencia policy, 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”.

Students on Bright Futures Scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class because the college must refund that cost to the state. Students with any type of financial aid are advised to discuss the financial implications of a withdrawal with an advisor before withdrawing.

Note that in order to academically maintain financial aid, students must meet the following requirements: complete 67% of all classes attempted, maintain a Valencia GPA of 2.0 or higher, maintain an overall GPA of 2.0 or higher, and complete a 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>

**Late Arrivals / Early Departures**: If a student enters the classroom after attendance has been taken it is his/her responsibility to see the teacher after class to get credit (partial) for attendance. Three late arrivals (or early departures) will be considered the equivalent of one absence. Coming very late or leaving as soon as attendance has been taken is considered the same as being absent.

**Missed Quizzes**: Quizzes will be given during this course. Make-ups for quizzes will not be offered. However, in cases of excused absences, the score (percentage) obtained on the subsequent exam may replace the missing quiz score if the student presents a request with a reasonable excuse in person or in writing and providing that the request is made within one week of the missed quiz. (NOTE: Allowing a student to “make-up” a missed quiz in this manner is at the sole discretion of the teacher). The penalty for any quiz score obtained in this manner carries with it a 10% penalty.

**Missed Exams**: Make-up exams will be available for students with excused (at the discretion of the teacher) illnesses or accidents providing that the student presents a request for such along with a reasonable excuse in person or in writing and providing the request is presented within one week of the missed exam. If a make-up exam is needed it will be taken on the same day as the final exam. Any make-up exam carries with it a 10% penalty deduction. If a student misses more than one exam in the semester, he/she will be dropped from the class. The logic for this approach is - students who miss more than one exam get too far behind to pull themselves out of trouble. They will be unable to study adequately for both the new material and the old material at the same time so they will do poorly on one or both exams.

**Inclement Weather**: In the case of inclement weather (i.e. hurricanes), the college administration will make the decision as to whether or not (and for how long) classes will be cancelled. If you have signed up for Valencia Alerts you should receive an automatic notice. You can also find out whether Valencia College will be closed by calling the campus phone number: 407-299-5000. In addition, you may access the National Hurricane Center at http://www.nhc.noaa.gov where you can obtain all the latest hurricane predictions and find links to maps and radar images.

**Valencia Alerts**: If you are registered for Valencia Alerts, emergency alerts, notifications, and updates can be sent to you via e-mail, cell phone, pager, and/or smart phone/PDA. In this way, you can be notified regarding messages about campus closures due to such things as power outages, broken water mains, reports of criminal activity on campus etc. To modify your contact information for Valencia Alerts go to ATLAS and click on the Valencia Alert panel located on the Home Page.

**Campus Security**: Campus security has assured us that security officers are on campus around the clock to ensure the safety and security of the campus community. It’s important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. Security phones can also be found in many of our buildings. Simply pick up the phone and security will answer. Finally, please report any suspicious activities to West Campus Security at 407-582-1000 or 407-582-1030 (after-hours), or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**Your Physical and Emotional Health:** We all need to be aware of, and take care of, all aspects of our physical and emotional health. In addition to outside experiences, some topics discussed or illustrated as a part of this class (i.e. abortions, STDs, other diseases or conditions, sexual anatomy etc.) may be emotionally disturbing to some students and trigger painful past memories or routine fears. Please come to this, and all other, classes at your best. Be rested, hydrated and not too hungry and seek counseling from friends, ministers, therapists etc. if needed. Feel free to bring drink or snacks to class but treat the classroom and your classmates respectfully regarding them.

Should someone “pass out” in class we will need to notify campus security at 582-1000. They will respond, fill out an incident report and call 9-1-1 if they deem it necessary. If this happens to you, please do not feel so embarrassed that you drop the class. If this happens to a classmate please be supportive, don’t freak out, and don’t add to the embarrassment that your classmate is probably feeling.

**Getting Help with Personal Issues**: Valencia College is committed to making sure all its students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues concerning 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 Bay Care 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.

**Courtesy for others in discussion**: This class is to be a place where mature and respectful interactions are encouraged and expected. No foul language or personal attacks will be tolerated no matter how much you disagree with another’s point-of-view. People are entitled to their privacy and nobody should be pressured into discussing personal details that they do not feel like sharing with others. When discussing the behaviors and beliefs of others do not reveal any personally identifying information. Other people have the right to their privacy and the choice of what to reveal to others.

**Courtesy for others in a learning environment**: You and your classmates will learn best if allowed to listen to and participate in classroom activities without distractions and interruptions. You are expected to refrain from holding private conversations while a teacher or classmate is addressing the class. You may be tempted to giggle or tell an amusing anecdote to a classmate – please don’t! If you have something to share it should be shared with the entire class or kept it check for sharing after class. Upon entering the classroom, you are expected to turn off cell phones and other articles of distraction. If your presence in any way is disturbing to classmates you may be asked to make a seating change or leave the classroom. Children are not permitted to attend class with you.

**Use of Electronic Devices**: I am of the older generation that feels that most students will have more distraction than benefit from the use of electronic devices in class. If you feel that using a laptop or tablet in class enhances your learning, feel free to bring and use one. However, if such use becomes a distraction to you or those around you, you will be asked to refrain from bringing such devices to class. I will allow you to record my lectures providing that such recordings are used solely for self-study. Under no circumstances will any electronic devices be allowed during quizzes or exams. If I see any electronic devices, including cell phones, being used or being positioned for easy access during a quiz or exam I will confiscate the device for the duration of the quiz or exam regardless of the student’s explanation for having it. Mathematical calculations should not be necessary for enhanced performance in this class.

**Student or teacher conflicts or issues in the classroom**: If you have a problem concerning this class, your first step should be to talk to your instructor. It is my sincere hope that together, we will be able to resolve any conflicts or issues that arise in the classroom in a direct and respectful manner by discussion between the teacher and the involved student(s) during class or just before or after class. If you are still dissatisfied, you may talk with Dr. Gessner, the Dean of Science.

Valencia College is committed to providing each student with a quality educational experience. Faculty members have high standards of instruction and learning for themselves and for students. Dr. Gessner (Dean of Science, West campus) has created a letter that explains what he expects from Science faculty and Science students. I have included this letter as Appendix A at the end of this syllabus.

**Student requests for letters of recommendation**: Students who are applying for scholarships, or entry into particular colleges, professional schools, or academic programs are often asked to obtain letters of recommendation from teachers, work supervisors or others. If you wish to use me as a personal reference, it is in your best interest to make sure that I know you well. If I am unfamiliar with you, I will only be able to state that you are (or were) a student of mine and that you earned a certain letter grade in my class. An A student who never asks questions or does not actively participates in class discussions and makes no other efforts to distinguish him or herself from others is unlikely to get a useful letter of recommendation from a teacher. Individuals or committees reviewing your qualifications for acceptance to their institution or for student aid do not need a teacher to tell them that you were an A student – they can read your transcript to find your grades. What they do want to see in a letter of recommendation is comments about your character, personality, and passion. If I can say that you: get along well with classmates, help others in study groups, ask insightful questions, show curiosity and insight with your comments, are passionate about your career goals, were always on time, actively engage in the classroom, communicate well, and act with maturity and consideration of others, your chances of obtaining your goals will be increased. If I know nothing more about you other than where you sat in class, it will not be to your benefit to ask me for a letter of recommendation.

It is polite to ask for a letter of recommendation in person if possible, and to give your teacher ample time to compose the letter before its due date. Teachers also appreciate learning the results of our student’s applications because we want to hear about your successes and any roles we might have played in your obtaining them.

**Students with Disabilities**: 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 week of class as accommodations cannot be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of such and can be found in SSB room 102, and reached at 407-582-1523.

**Course Evaluation**:

Lecture Exams x 4 100 points each 400 Final Exam (not cumulative) 100 points 100 Quizzes x 10 10 points each 100 Other Assignments x 2 5 points each 10

 Total points possible: 610

Letter Grade: A 90-100 % B 80-89 % C 70-79 % D 60-69 % F 00-59 %

**Quizzes**: You will be quizzed frequently during this class. All quizzes will be taken at the beginning of class periods and they will be over the material covered during the previous class period’s lecture. After you have turned in your quiz you are expected to sit quietly in your seat until all quizzes are collected and lecture begins. It will behoove you to spend some time studying this material as 100 points make up a large portion of your grade. Like it or not, this will help you prepare for your exams.

**Exams**: There will be four, 100-point exams for this class. In addition, there will be a non-cumulative, 100-point final exam. The final exam will be over the material covered since the last regular exam of the semester. All exams will be taken at the end of a class period. Upon completing the exam, you may leave.

**Extra credit**: Students will be offered the opportunity to turn in up to two extra credit, short essays. Essays may be handed in to the teacher on exam days (including the final exam). Each essay will be worth up to 5 points. Essays are to be at least one page long and either typed (one inch margins, double-spaced, 12 font, Times New Roman) or legibly handwritten. Essays are to be on topics concerning human sexuality that you have chosen and that have been approved by the teacher prior to their being written. Please keep a copy of your essay for yourself if you would like to have one because I will not be returning the originals. You will be graded only on originality so express your own view and opinions. You will not be graded on spelling or grammar providing that I can still clearly understand what you have written. If you struggle with spelling, grammar or English as a not-yet mastered foreign language, please take advantage of help at the writing center. Please do not e-mail your essays.

**Academic Responsibility**: You are expected to take full responsibility for your own education. If you have special needs you need to inform your instructor. You must find time to study appropriately for this course. Where and how you find it is your responsibility. Taking responsibility for your own education also means that you will commit yourself to intellectual honesty. You cannot receive the learning benefits of this class if you do not master the material for yourself. You should not cheat or assist others in cheating. I will follow College Policy on Academic Dishonesty. I have included a copy of Valencia College’s policy on academic dishonesty (copied from the Valencia College website) as Appendix B at the end of this syllabus.

**How I will handle cheating:** If I am convinced that you are cheating or have cheated, I will discuss your situation with you in private. You will a zero for the assignment on which you cheated. If you cheat more than once you will be referred to the Dean of Students. Depending on the judgment of the Dean of Students, you could face penalties as harsh as suspension or expulsion from Valencia College.

**Academic success in this class**: Your attendance in class is not enough of a commitment on your part to achieve a passing grade. In order to do well in this class you should expect to spend frequent quality time studying – preferably daily and certainly not limited to 1-2 days before the exam. Study time will only be effective if you are awake and energized and actively processing the material – not just passively reading it. Mastering the material that I expect you to learn is best achieved by attending class, taking notes, explaining material to others, quizzing classmates, etc. Repetition is the key to success. Do not be satisfied with passing college classes with a “D”. Expect more of yourself. When you enter the “real world”, you will not likely hire a “D” mechanic to fix your car, a “D” roofer to put a new roof on your house or a “D” pediatrician to guide you through childcare.

 **Information about Grades**: Please do not ask me for your grade(s) by phone or e-mail as I will not risk violating federal regulations concerning nondisclosure of confidential student information (Family Educational Rights and Privacy Act – FERPA – U.S.C. § 1232g; 34CFR Part 99). If you wish to know your grade before it is posted in Atlas, please ask me for it after class. Before class is not the best time to ask because I will often still be getting myself into “teaching mode” at that time.

**Course Topics and Schedule**: The following course topics and schedule is tentative. I will attempt to cover the most important chapters in the text in the order given below. There is no exact timeline for how much time will be spend on each topic as this depends on how many questions students ask and how much interest there is in discussion. Only by regular, class attendance will you be able to stay informed of any changes in the schedule and the exact scheduling of quizzes and exams.

**Course topics to be covered and order of coverage (tentative)**:

1. Background and Basics
2. Sex Research: Methods and Problems
3. The Chromosome: Sex Determination and Karyotype
4. Female Sexual Anatomy and Physiology
5. Male Sexual Anatomy and Physiology
6. Sexual Arousal and Response
7. Puberty in Males
8. Puberty in Females
9. Female Sex Glands
10. Male Sex Glands
11. Sexually Transmitted Diseases
12. Contraception
13. Conceiving Children: Process and Choice
14. Gender Issues
15. Sexual Orientations
16. Miscellaneous Topics to be discussed, time permitting:
17. Breast cancer
18. Prostate cancer
19. Cervical cancer
20. Acne
21. Menstruation
22. Menopause
23. Aging
24. Abortion
25. Urinary Tract Infections

As a part of your first quiz, you will be asked to sign a statement attesting to the fact that you have read, understand, and agree to abide by the contents of this Syllabus. Failure, on your part, to agree with the contents of the syllabus will not carry with it a penalty. However, failure to sign that you have read, understand, and agree to abide by the contents will.

Exam #1, tentatively scheduled for Thursday, February 25, will be over the material covered during lecture topics 2-5.

The final exam, scheduled for Thursday, April 26, will not be cumulative. It will be over the material covered since the fourth and final regular exam.

 Tentative Course Schedule

 Text

Topic # Topic Name Week Date Chapter Quiz Exam

 1 Review Syllabus 1 2/15 2/18

 2 Background & Basics 1 2/15

 3 Sex Research: Meth… 1 2/15 2

 4 The Chromosome: … 1 2/15

 5 Female Sexual A & P 2 2/22 3 2/23 2/25

 6 Male Sexual A & P 2 2/22 4 3/17

 7 Sexual Arousal & … 3 2/29 6 3/24

Spring Break – No Classes

 8. Puberty in Males 5 3/21

 9. Puberty in Females 5 3/14 3/29

 10. Female Sex Glands 5 3/14

 11. Male Sex Glands 5 3/14 3/31

 12.

 13.

 14.

Final Exam Week – No Classes Scheduled

**Important dates, events, room and phone numbers:**

First class meeting – Tuesday, February 16, 2016; 5:30 PM Classroom - HSB 106 Final exam – Thursday, April 28, 2016; 5:00 to 7:30 PM Withdrawal deadline date – April 8, 2016 Last date to get a full refund - February 22, 2016 at 11:59 PM West campus security - 407-582-1000 or 407-582-1030 (after-hours) Notice of class closure due to inclement weather – 407/299-5000 Office for Students with Disabilities - SSB room 102, 407-582-1523 Bay Care Behavioral Health - (800) 878-5470

**Resources for Success:**

Computer Access Lab Bldg. 6 Room 101 407/582-1646

 Library Computer Work Stations Bldg. 6 Room 201 407/582-1432

 General Tutoring (including Science Bldg. 7 Room 243 407/582-1633

**Disclaimer**: The course instructor reserves the right to make changes in the course outline, class schedule and syllabus as needed. Changes will be announced in class in a timely manner, when necessary. Your continued participation in this course constitutes an agreement with, and an acceptance of, the conditions presented in this syllabus.

**Disclaimer**: I have an MD degree and I am currently licensed to practice medicine in the State of Florida. As my full-time job, I practice pediatric medicine at Pediatrics Plus of Central Florida. Anything that I say in class or in personal conversation with students outside of class should not be construed as constituting medical advice. I will be speaking as your teacher, not as your physician.

Appendix A

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

Appendix B

Academic Dishonesty (policy and procedure statements copied from Valencia College website)

**Policy Statement:**

A. 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. B. 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. C. Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

**Procedure Statement:**

Anyone observing an act of academic dishonesty may refer the matter to the professor, as an academic violation, and/or to the Dean of Students or designee, as a violation of the Student Code of Conduct (6Hx28:803). When the professor has reason to believe that an act of academic dishonesty has occurred, the professor may proceed in one of three ways:

1. The professor may choose to consider the act of academic dishonesty to be an academic offense, and using his/her academic judgment may assign an academic sanction to the responsible student, following a discussion of the matter with the student and any other appropriate persons. Academic penalties may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course. If the student disagrees with the decision of the professor, the student may seek a review of the decision subject to and in accordance with Policy 6Hx28:8-10, Student Academic Dispute and Administrative Complaint Resolution. B. The professor may choose to consider the act of academic dishonesty to be a violation of the Valencia Student Code of Conduct, and may refer the matter for resolution in accordance with Policy 6Hx28:803. Disciplinary penalties for academic dishonesty may include, without limitation, warning, probation, suspension and/or expulsion from the College. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 6Hx28:8-03. C. The professor may choose to consider the act of academic dishonesty as warranting both an academic and disciplinary sanction. In this case, a professor should refer the matter for resolution in accordance with Policy 6Hx28:8-03, Student Code of Conduct, and when appropriate, should withhold any academic sanctions until such time as the disciplinary process is concluded and the student has been found responsible for violating college policy. If the student is found responsible for violating the Student Code of Conduct, the professor may then assign academic sanction in addition to any assigned disciplinary sanction. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 6Hx28:8-03, and any review of academic sanctions will occur subject to and in accordance with Policy 6Hx28:8-10.