|  |  |
| --- | --- |
|  | BSC 1005C Survey of Biology Fall 2014  Course Guide and Syllabus  Instructor Information  Joseph Maier Office: WSC 116  Email: jmaier@polk.edu Office Phone: 863-298-6894 |

**Office Hours**

**My office hours are listed in PAL.** You are welcome to stop by my office during these times and I will be more than happy to meet with you. If you need to meet with me outside those times, please use the contact information listed above to set up a time.

**When and where each section should meet:**

Number Lecture Lab

55391 Mon-Wed: 3:00-4:15 PM (WSC 131) Wed: 4:30-6:20 PM (WSC 127)

55390 Mon-Wed: 3:00-4:15 PM (WSC 131) Mon: 4:30-6:20 PM (WSC 127)

55387 Tues-Thurs: 1:30-2:45 PM (WSC 131) Thurs: 11:30 AM - 1:20 PM (WSC 127)

55385 Tues-Thurs: 1:30-2:45 PM (WSC 131) Tues: 11:30 AM - 1:20 PM (WSC 127)

55392 Fri: 9:00 AM – 11:50 AM (WSC 131) Fri: 12:00 PM - 1:50 PM (WSC 127)

Note: Please attend your designated class time!

**Welcome to Survey of Biology**

This course is a one semester general overview of biology fulfills the laboratory component of the Natural Science

General Education requirement for non-science majors. The goal of this course is to help you develop an understanding

of the unifying principles that govern life. Assessment will be based on tests, quizzes, laboratory reports and handouts,

participation, attendance and a film review paper. These grading criteria are explained in detail later in this document.

**Basic Course Information Sheet (BCI)**

A Basic Course Information sheet containing official course description and objectives is available on the College website

(under current students) and on the PAL page for your course.

**Dates To Remember**

Last day to drop with 100% Refund: Sunday, August 24

Last day to withdraw: Friday, Oct 31

Days Off: Labor Day (Monday, Sept 1), Thanksgiving Break (Wed 11/26 – Sun 11/30)

Final Grades Due: Tuesday, May 08, 2013 at 9:00 AM

**Required Textbooks and Materials**

1. Biology for a changing world, 2nd edition, 2014. Shuster, Vigna, Tontonoz and Sinha, W.H. Freeman &

Company, ISBN 978-1-4641-2675-8. Available at the PSC bookstore.

2. Handouts and Lab Manual will be provided electronically via PAL. (Details below.) You will be required to print these out yourself, and will require regular access to the internet in order to do so.

**How To Contact Me**

You are welcome to email or call me using the information at the start of this syllabus, but do not expect an immediate response. During the week, **this often takes 24-36 hours. It can take longer during the weekend**. If you require a more rapid response, the best method is to meet with me face to face. Asking questions before or after class is usually effective. You can also meet with me during my scheduled office hours, or arrange a meeting time outside those hours. **My office hours are listed in PAL.**

|  |  |  |
| --- | --- | --- |
| **Grade component** | **# of Points** | **% of final grade** |
| **Lecture Component (75%)** |  |  |
| lecture tests | 600 | 60 |
| online quizzes | 100 | 10 |
| papers | 50 | 5 |
| **Lab component (23%)** |  |  |
| labs | 50 | 5 |
| lab tests | 180 | 18 |
| **Easy Points (2%)** |  |  |
| attend/participate | 20 | 2 |
| **totals** | **1000** | **100** |

**This Syllabus is Tentative Grade Calculations**

**You are signed up to a class that is using a new textbook for the very first semester**. All the contents of this syllabus are subject to change. This includes, but is not limited to, the dates of labs, lectures, tests and assignments. It may also include class rules, the grading criteria or weighting of grades. While every effort will be made to avoid them, you should be aware that **changes are very likely** when using a new book. If you are uncomfortable with changes being made during the semester, or you have difficulty adapting your schedule to these types of changes, you should **strongly consider** taking this course from a different instructor.

**Calculate your own grade.**

You can calculate your grade at any time by multiplying the subtotal percentages you’ve earned and the value of that subtotal: Here’s an example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student score for category subtotal** |  | **Point value in grade** |  | **Points earned** |
| 85% average for lecture tests | X | 600 | = | 510 |
| 90% average for online quizzes | X | 100 | = | 90 |
| 70% average for papers | X | 50 | = | 35 |
| 95% average for Completed labs | X | 50 | = | 47.5 |
| 80% average for lab tests | X | 180 | = | 144 |
| 75% for Attendance | X | 20 | = | 15 |
|  |  | **Points for class** |  | **841.5 points** |

841.5 points earned / 1000 points possible = student score of 84.15%

The grading scale: A = 90-100%    B = 80-89%    C = 70-79%    D = 60-69%    F = 0-59%

There is no way to earn extra credit. (i.e. Don’t bother suggesting projects, extra papers work assignments, etc. We don’t do that) **No grade component subtotal listed above will be worth more than 100% in final grade calculations**.

There will be three lab quizzes/tests. They are NOT listed on the schedule. I may warn of them in advance or give them as pop quizzes. It is your responsibility to be present for labs so you can take them. Before each lab you should look at the lab test study guide to know what things from information from that lab you need to understand.

**Assignment Schedule**

You will be given a tentative schedule for labs, lectures and tests. It will probably change during the semester.

**Description of Assignments, Tests and Quizzes**

The lecture tests in this class will be based primarily on the information in the lecture powerpoint files. The lab exams will be based primarily on the activities in lab and the handouts for lab.

**Missed Work/Test Policy**

All work must be submitted when it is due. If you do not take an online quiz or submit a paper at the appropriate time, the deadline will NOT be extended, and you will receive a zero for that activity. If you do not take a test in the TLCC within the allotted time, you will receive a zero on the test. If you do not have me record a grade for your lab activity when that activity is due, you will receive a zero for that activity. Most labs activities can NOT be made up at a later time. **DO NOT DEPEND ON THE CALENDAR IN PAL. DO DIRECTLY TO ‘ASSESSMENTS’. LOOK THERE TO SEE WHAT IS DUE.**

I understand that there are aspects of life outside this class that can make this difficult. Please talk to me about any special arrangements or exceptions to this policy that you think I should consider.

**Quizzes and Tests**

There are no dropped online quizzes, lab tests, or papers. There will be one dropped lecture test.

There will be three lab quizzes/tests. They are NOT listed on the schedule. I may warn of them in advance or give them as pop quizzes. It is your responsibility to be present for labs so you can take them. Before each lab you should look at the lab test study guide to know what things from information from that lab you need to understand.

Tests and quizzes may contain a variety of question types. Examples include multiple choice, short answer (essay), fill in

the blank, and matching. Be prepared to take these on the date when they occur. If there are extenuating

circumstances, makeup lecture tests may be placed in the TLCC. If you are absent on the day of a lecture test, you may make arrangements with me to take the lecture test in the TLCC at a different time. Lab quizzes will not be scheduled; i.e. they are “pop quizzes.” Your lowest test score will be dropped.

**Participation**

Each student is expected to participate in class; i.e. pay attention and ask questions. If group work is assigned, they will

assist the group. Neither sleeping nor using your cell phone in class resemble proper participation, and both may result

in loosing participation points.

**Laboratory Assignments, Reports and Handouts**

Please consult your class’s PAL website before lab. Most of the laboratory handouts can be found there. Students are expect to ***print their own copies*** of any uploaded handouts prior to the start of each lab. Any questions on the handout should be answered by the student. Some handouts will require may include graphing, ratios, rate calculations and other mathematics.

Students are expected to complete ALL portions of their handouts, to keep the handouts in a portfolio or folder, and bring ALL of them to EVERY class or lab. (This will allow me to compare them to the gradebook.) Students will NOT turn labs in. Instead, show the completed handout to me at the end of the lab and I will enter a score for it into the gradebook. Bring your entire portfolio of handouts to each lab session so that I may check it if need be.

**Course Rules**

There are a few simple rules that I ask you to follow.

1. Request any necessary accommodations

If you require an accommodation due to a physical or learning impairment please contact Student Services. To communicate with a special needs advisor, please call (863) 297 – 1010, extension 6110 in Lakeland or extension 5227 in Winter Haven. Creating a class that is accessible and comfortable for everyone is important. I am happy to make accommodations necessary to facilitate your success in this class.

2. Don’t Cheat or Plagiarize. Be sure your work meets the criteria for that assignment.

Plagiarism of written or oral work is prohibited and will not be tolerated. This includes but is not limited to: using information or quotations without proper citation, directly copying all or parts of speeches or papers, or submitting someone else’s work as your own. Allowing others to use your writing – i.e. enabling plagiarism – will be treated as plagiarism.

Cheating is also prohibited and will not be tolerated. This includes but is not limited to: cheating on quizzes or tests, signing anyone’s name other than your own for attendance or participation purposes, or sharing answers on activities that are intended to assess an individual’s knowledge**. Penalties for plagiarism or cheating may include receiving an F on the assignment, receiving and F in the course, or other disciplinary action as determined by the college.** Please consult the Polk State College Student Handbook and Catalog for more information about the college’s cheating and plagiarism policy.

3. You must follow the criteria for assignments

Writing assignments must be properly cited. It is not enough to put a reference in a bibliography. EVERY fact, statistic, number or quotation you use will be cited via an in text citation. If you don’t know what that means, you need to consult the TLCC links I have provided you in PAL, my paper submission guidelines, and my powerpoint file giving examples of acceptable and deficient papers.

Pay close attention to the guidelines for all assignments. For papers, be sure to follow the paper submission guidelines. Please strive to avoid grammatical and spelling errors. It is usually a good idea to proofread your work several times before submitting it. In addition, you should cite any sources that you consulted or took information from when completing written assignments. **You must follow the paper submission guidelines**.

4. Come to Class

Attendance is mandatory, and accounts for part of your grade. Your success is dependent upon you attending every class and actively participating in it. If you are absent you will miss important information and loose participation points. If you should have a medical or family emergency please let me know as I am willing to try and work around these occurrences given that you are able to provide proper documentation. Please note that you ***may*** be dropped for missing all or part of four or more classes.

Note that the last item said you MAY be dropped. This does not mean that you automatically WILL be dropped. If you decide to stop coming to this class, taking tests, or doing assignments, you are responsible for withdrawing yourself; i.e. it is not the instructor’s responsibility to drop a student who stops coming to class; this is the responsibility of the student. If you are dropped before the withdrawal date you will receive a W. If you are dropped after the withdrawal date you will receive an F. (Please see “Dates To Remember” on the first page”.)

5. Be On Time

Arriving late and leaving early are completely unacceptable. If you are tardy (or leave early) you will miss activities and

other assignments and will not receive credit for them. Tardiness or leaving a class early will count as half an absence.

6. Be Ready To Learn

You should come to class ready to participate. This means that you’ve already read the lab handouts before lab, and the book before lecture. You should also be prepared to actively participate in the class. Active participation means taking part in activities, taking notes, and contributing to class discussions.

7. Turn Off Cell Phones and Electronics

Using cell phones during class is prohibited. This includes text messaging. Devices must be turned off and put away. A

cell phone ringing or vibrating during class is unacceptable. Texting or otherwise using the phone may result in being marked absent for the day.

8. Submit Work by the Due Date

All assignments have due dates that must be met. Failure to submit an assignment by the due date may result in a grade

of zero for that assignment. Most assignments and quizzes cannot be made up and makeups will only be considered in

extenuating circumstances.

9. Don’t wander in and out of the classroom

Each time you get up, you draw attention to yourself and distract the other students. Unless you have a medical condition that makes it impossible to do so, please deal with your bathroom, food or drink needs BEFORE the start of class so you don’t need to enter and exit the room. Repeatedly walking into and out of the room **may also result in being marked absent.**

10. Respect Your Classmates

There are many situations where your actions will directly impact your peers. You must respectyour peers. This means

that you listen attentively while they are speaking. It also means that you allow them to freely express their thoughts

and ideas. You are not expected to agree with everything your classmates say, but you are expected to listen and

respect them. Some subject areas may be controversial, and may be freely discussed in the classroom from a *scientific*

point of view, but a positive learning environment must be maintained. Remember that reasonable people can and do

disagree. Being a respectable peer also means that when working in groups you will actively contribute to the group and

not do anything to impede the group’s work process.

11. Participate in the conversation, but don’t monopolize it. Asking questions in class is a great way to enhance your understanding of the information. If you don’t understand something, there’s a good chance that several other students have the same questions that you do. By asking in class, you make sure that everyone gets that information.

12. Ask Questions

Please ask me if you don’t understand something, want clarification about an assignment or topic we discussed in class, or need additional help. I anticipate that you’ll have many questions during the semester. I’m always happy to help! Feel free to stop by during office hours, or to email me. During the week, I try to answer emails within 24 hours. On the weekend, it may take a little longer.