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|  | BSC 1930 Summer 2014Survey of BiologyCourse Guide and Syllabus (tentative)Instructor InformationJoseph Maier Office: WSC 116Email: 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

52328 This course does not meet face to face.

**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**

Classes Start Wednesday, June 25

drop with refund: Friday, June 27

Holiday: Friday, July 4

drop: Friday, July 25

Classes End: Wednesday, Aug. 6

Grades Turned In: Friday, Aug. 8

**Required Textbooks and Materials**

1)   Biology: Science for Life, **4th edition, 2012**, by Belk & Borden, Pearson Prentice Hall

2)   This is a PAL designated course, taught 100% online.  (There are no regular class meetings.)  **Exams will be online, in PAL**. Handouts, powerpoint files, chapter summaries, quizzes, and assignment descriptions will be online. Assignments will be emailed to the instructor.

**Course Rules**

1. 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.

2. Follow Guidelines for Assignments

Pay close attention to the guidelines for all assignments. Make sure to read the descriptions and review any supplemental information on the PAL course website. Written work should be typed in a 14 point font and double spaced unless otherwise specified. Pages should be formatted with standard one-inch margins. 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.

10. Don’t Cheat or Plagiarize

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. 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 plagerism 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.

11. Ask Questions

Please ask me if f 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.

12. 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.

**Grading**

% of grade Point Value ***Total Possible 100% 1000 points***

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| --- | --- | --- | --- |
|  | **% of Grade** | **Number of Points** | 100 - 90% = A = 900 points or more89 - 80% = B = 800 points or more79 - 70% = C = 700 points or more69 - 60% = D = 600 points or more59% or less = F = 500 points or more |
| Tests | 50% | 500 |
| quizzes  | 20% | 200 |
| homework (Papers) | 30% | 300 |
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**Schedule**

You will be given a tentative schedule for labs, lectures and tests.

**Description of Assignments, Tests and Quizzes**

**Missed Work/Test Policy**

If you have homework or assignments, turn them in on the date when they are due. Most tests, assignments and quizzes

cannot be made up, and makeups will only be considered in extenuating circumstances.

**Quizzes and Exams**

Exams and quizzes will be placed online. Quizzes are short (probably around 10 multiple choice questions) and are designed to prepare you for the exams. There are no drop quizzes or exams. Exams may contain a variety of question types. Examples may include multiple choice, short answer (essay), fill inthe blank, and matching. Be prepared to take these on the dates when they are available in PAL.

**Homework Papers**

Most of the homework in this course will consist of 2-3 page papers. Paper topics and specific details will be available in PAL. Papers will be graded on content, but also on grammar, spelling and following directions. Ignoring the font, margin and spacing instructions will reduce your score. Trying to use a large header or title to take up space will reduce your score. All paragraphs should be three or more sentences in length. All writing should be in complete sentences. Please review the paper submission guidelines for more detail.

 **CITE YOUR REFERENCES**. –

 You can use an accepted MLA format style; examples for films are [here](http://www.lagcc.cuny.edu/ait/pdf/CitingDVD.pdf) and websites are [here](http://www.studygs.net/citation/mla.htm). Citing TED talks can be done like this

 MacGregor, Neil. “26,000 Years of History in One Object.” Video. Ted.com. TED, Feb.  2012. Web. 20 Feb. 2012.

 Other youtube content (e.g. Hank Green videos) can be cited like this

 Mau, Bruce. “Selected Interviews & TV Appearances.” Video. Youtube.com. Youtube, 8      August 2008. Web. 20 Feb 2012.