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|  | BSC 1005C Survey of Biology Spring 2014Course Guide and SyllabusInstructor 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 Lab

49315 Tues-Thurs: 1:30-2:45 PM (WSC 131) Tues: 11:30 AM - 1:20 PM (WSC 127)

49318 Mon-Wed: 3:00 PM – 4:15 PM (WSC 131) Wed: 4:30 PM – 6:20 PM (WSC 127)

49320 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 reportss 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: January 14

Days Off: Martin Luther King Holiday (Monday, January 20), Spring Break (Mon-Sun, 3/24 -3/30)

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

**Required Textbooks and Materials**

1. Core Topics from Discover Biology, 5th edition, 2012. Anu Singh-Cundy and Michael Cain, W.W. Norton &

Company, ISBN 978-0-939-9181484. Available at the PSC bookstore.

2. Handouts and Lab Manual will be provided electronically via PAL. (Details below.) You will require regular

access to the internet to print out these materials.

**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.**

**This Syllabus is Tentative**

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 changes, you should be aware of the possibility. 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.

**Grading**

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| --- | --- | --- |
|  | **# 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** |

***Total Possible 100% 1000 points***

**Grading Scale**

100 - 90% = A = 900 points or more

89 - 80% = B = 800 points or more

79 - 70% = C = 700 points or more

69 - 60% = D = 600 points or more

59% or less = F = 500 points or more

**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**

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

cannot be made up, and makeups will only be considered in extenuating circumstances. 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. Unless you have made special arrangements with me, you must take that test within the next week. If you are absent when a written assignment is due, you can email the document to me before the end of the due date. Quizzes

must be taken at the appointed time

**Quizzes and Tests**

Intro Quiz - Prior to the first test there will be an intro quiz to familiarize students with the testing style of the instructor. This quiz will cover material that has been discussed so far in lecture, and will be worth 3% of your final grade. This is a Lecture quiz, and thus NOT eligible for dropping.

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. The score of your lowest LAB quiz 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. Many 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 handouts, reports and assignments, keep them in a portfolio or folder, and bring them to EVERY class or lab so they can be checked. Students will NOT turn labs in. Instead, show the lab to me and I will enter it into the gradebook. Bring your completed portfolio with all labs in it so that I may check it if need be.

**Course Rules**

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

1. Come to Class

Attendance is mandatory. 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.

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”.) Also note that it is not the instructor’s

responsibility to drop a student who entirely stops coming to class; this is the responsibility of the student.

2. 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.

3. Be Ready To Learn

You should come to class having completed all assigned reading and homework. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

13. Have Fun

We are here to learn, but it is my sincere hope that we can have a great deal of fun in the process. As long as we respect one another and conduct ourselves in a professional manner, we’ll have a great semester!