

**General Biology**  
**BSC 1005**  
**DISTANCE LEARNING**  
**THIS IS A GENERALIZED SYLLABUS FOR THE COURSE – FOR A TERM-SPECIFIC SYLLABUS, GO TO THE D2L CLASSROOM FOR THE COURSE**

The principles of biology are included and human biology is emphasized. Environmental impact of human activity on the biosphere is considered. This is a non-laboratory, four credit hour course intended to provide general education for students other than biology majors.

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**Office Hours:** see website above

**Required Textbook** – *Inquiry into Life*, 15<sup>th</sup> edition, by S. Mader and M. Windelspecht

**MANDATORY ORIENTATION:** Students **must** read through a orientation that covers the basics of this class (this presentation can be found within the D2L virtual classroom for this course). It does not matter if the student has previously taken another distance learning class - this orientation will deal with the specifics of **THIS** class and must be completed. **This orientation is distinct and separate from any video orientation provided by the college.**

**Required Activities:**

- 1) Students **MUST** successfully complete the Orientation/Syllabus quiz or they **WILL NOT HAVE ACCESS TO THE REMAINING QUIZZES. THIS POLICY WILL BE STRICTLY FOLLOWED!!** In addition, to have successfully completed the Orientation/Syllabus Quiz, a perfect score of 20 out of 20 must be attained. You have as many attempts as you need but a ***PERFECT SCORE MUST*** be attained.
- 2) At least one quiz attempt must be completed by 11:59 p.m. (midnight) [date changes with semester] ***or you will be dropped from the course.*** This is to satisfy federal and college regulations dealing with class “attendance” in an online course and dispersal of financial aid. So ***PLEASE*** make sure to attempt at least one quiz by this deadline.
- 3) Completion of online quizzes via the Desire2Learn software. ***Students must make regular progress on the quizzes .*** Failure to show progress has a huge impact on your success in this class. If you wait until the night before the exam to attempt your quizzes, past results have shown that you will fail the exam. So, ***PLEASE*** do not wait until the last minute - keep up on your quizzes and you will do fine. Unlimited attempts are allowed on each quiz and it is expected that the text or notes will be used to achieve a near perfect score (only the highest score for each quiz will count towards a student’s grade). Quizzes for the mid-term exam will remain open until 11:59 p.m. on [date changes with semester]; after that time, **these quizzes will be closed.**

**Chapters covered on the mid-term exam: (PLEASE NOTE - the chapters are not covered in strict numerical order)**

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| 1) The Study of Life               | 8) Photosynthesis                     |
| 2) The Molecules of Cells          | 9) Plant Organization                 |
| 3) Cell Structure and Function     | 10) Plant Reproduction and Responses  |
| 4) Membrane Structure and Function | 21) Reproductive System               |
| 5) Cell Division                   | 22) Development and Aging             |
| 6) Metabolism: Energy and Enzymes  | 23) Patterns of Gene Inheritance      |
| 7) Cellular Respiration            | 24) Chromosomal Basis of Inheritance  |
|                                    | 25) DNA Structure and Gene Expression |

4) *Completion of the Mid-term Examination.*

The examination will consist of 100 multiple-choice questions

The mid-term examination will be taken online via ProctorU (information on ProctorU is given in the Orientation PowerPoint in the D2L virtual classroom). It is available starting at 12:01 a.m. on [date changes with semester] and must be completed by 11:59 p.m. (midnight) on [date changes with semester]. PLEASE NOTE: you must have **FINISHED the exam** by 11:59 p.m. (midnight) on [date changes with semester] – not STARTED it by that time. So please start the exam early enough so that you can finish it by the deadline (the time limit you have is 80 minutes). You will only have a SINGLE attempt at the mid-term so make sure you can finish it in one session. If you start it but cannot finish it in one session, you WILL NOT have another chance to try again.

5) *Quizzes for the final exam will remain open until 11:59 p.m. on [date changes with semester]; after that time, these quizzes will be closed.*

**Chapters covered on the final exam: (PLEASE NOTE - the chapters are not covered in strict numerical order)**

- |                                    |  |
|------------------------------------|--|
| 11) Human Organization             | 20) Endocrine System                   |
| 12) Cardiovascular System          | 27) Evolution of Life                  |
| 13) Lymphatic and Immune Systems   | 28) Microbiology                       |
| 14) Digestive System and Nutrition | 29) Protists and Fungi                 |
| 15) Respiratory System             | 30) Plants                             |
| 16) Urinary System and Excretion   | 31) Animals: The Invertebrates         |
| 17) Nervous System                 | 32) Animals: Chordates and Vertebrates |
| 19) Musculoskeletal System         | 37) Conservation Ecology               |

6) *Completion of the Final Exam.*

The examination will consist of 100 multiple-choice questions.

The final examination will be taken online. It is available starting at 12:01 a.m. on [date changes with semester] and must be completed by 11:59 p.m. (midnight) on [date changes with semester]. PLEASE NOTE: you must have **FINISHED the exam** by 11:59 p.m. (midnight) on [date changes with semester] – not STARTED it by that time. So please start the exam early enough so that you can finish it the deadline (the time limit you have is 70 minutes – PLEASE NOTE this is ten minutes less than you will have on the mid-term). You will only have a SINGLE attempt at the final so make sure you can finish it in one session. If you start it but cannot finish it in one session, you WILL NOT have another chance to try again.

**Grading:**

Online quizzes = 30%	90%=A
Mid-term exam = 35%	80%=B
Final exam = 35%	70%=C
	60%=D

### Important Dates

Last day to register or drop and receive refund is [date changes with semester]

Last day to Drop with a grade of “W” is [date changes with semester]

Regular activity and progress (via D2L use) is expected. **Students who do not show regular activity in the D2L classroom routinely struggle to pass the class with a passing grade.** PLEASE keep up with the quizzes - do not let yourself fall behind.

When emailing Dr. Heise, PLEASE use your official college email account (e.g. [yourname@nwfsc.edu](mailto:yourname@nwfsc.edu)). Emails from google.com, yahoo.com, etc. do not always make it through the college's security software. When you email, please include your full name, the name of the course, and that it is online. This will help Dr. Heise figure out in which class you are enrolled (he typically teaches five or six classes a semester!).

Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and will ***NOT*** be tolerated. Any student caught cheating or plagiarizing any material will receive an automatic **F in the course** and a referral to the Dean of Students for disciplinary action (which may include suspension or dismissal from the college). Cheating includes, but is not limited to, using or attempting to use unauthorized materials, information, notes, study aids or other devices, information from another student or student's paper, any use of any electronic device, and any unauthorized communication of information, including collaborating. ***A ZERO tolerance policy will be employed for any instance of cheating!!***

Should a student wish to withdraw from the class (for any reason), it is the **student's** responsibility to withdraw before the withdrawal deadline (listed above). Otherwise the student will receive an “F”. The instructor cannot withdraw the student and must report a grade for any student still enrolled at the end of the semester. In addition, students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/email use and other items included in the NWFSC Catalog and Student Handbook. Students should be familiar with the rights and responsibilities detailed in the NWFSC Catalog and Student Handbook (<http://catalog.nwfsc.edu/>).

Students are expected to take the exams at the scheduled time and date but, under special circumstances (e.g. school-related absences or military deployment), it ***may*** be possible for a student to make arrangements to take an exam ***before*** the scheduled deadline (not after). If a student fails to take the make-up exam at the scheduled time, the instructor reserves the right to offer the exam at a 20% grade reduction (this will be at the instructor's discretion).

If the college closes for inclement weather or other emergency, the date for any exams due during the closure period will be postponed. A revised schedule will be posted on the website once the college re-opens.

If you have a disability for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services in the Student Services Center on the Niceville

Campus. The counselor for Students with Disabilities may be reached by calling 729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770) or by email at [fernandt@nwfsc.edu](mailto:fernandt@nwfsc.edu).