



NORTHWEST FLORIDA STATE COLLEGE

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INSTRUCTOR INFORMATION

- Professor: Dr. Phil Heise
- Email: heisep@nwfsc.edu
- Phone: (850) 729-5280
- Office Hours: TBD
- Office Location: Niceville Campus, Building 350, Room 213

INSTRUCTOR COMMUNICATION

Your NWFSC email is the **official communication** medium of the College. Please check your College email regularly for any class and College notifications. Since this is a distance learning course with no direct contact, it is even more important that you regularly check your email. If you miss important announcements or information, an excuse of “I just haven’t been checking my email” will NOT be accepted. It is YOUR responsibility to check for messages from your instructor. When emailing Dr. Heise, PLEASE use your official college email account (e.g. 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 THE COURSE REFERENCE NUMBER (CRN)** which can be found below. This will help Dr. Heise figure out in which class you are enrolled (he typically teaches between five and eight classes a semester). Emails will be answered within 48 business hours Monday – Thursday (NWFSC is closed on Fridays).

COURSE INFORMATION

- Course Name and Number: General Biology – BSC 1005 – CRN 20063
- Class Location: Online
- Class Modality: Online
- Class Days: Online
- Class Times: Online
- Online Classroom with Gradebook: [Canvas class shell](#)

COURSE DESCRIPTION

This course applies the scientific method to critically examine and explain the natural world including (but not limited to) cells, organisms, evolution, ecology, and behavior.

COURSE-LEVEL STUDENT LEARNING OUTCOMES

Students will evaluate data regarding validity.

Students will read and interpret a variety of scientific data.

Students will describe the natural world.

Students will articulate and practice the scientific method.

COURSE PREREQUISITES

None

COURSE MATERIALS

Textbook: free online text *Concepts of Biology*

<https://openstax.org/details/books/concepts-biology>

COURSE POLICIES

CLASS ATTENDANCE

Students are expected to participate regularly in this online class. The most successful online students set a schedule to log on to the course at least twice a week. Failure to log on and **complete an academic assignment** in the class **at least one** time per week will result in a penalty of a **2.5%** reduction in the corresponding unit exam **for each instance**.

Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing grade which may impact the receipt of federal aid in subsequent courses. Students traveling for college approved activities will not be penalized academically but will be responsible for missed work. Except for absences related to college approved activities (e.g. academic competitions, FCAT testing, athletic events, etc.), this attendance policy is not intended to distinguish between excused and unexcused absences (e.g. emergencies, illness, or other unavoidable reasons for missing class).

ATTENDANCE CONFIRMATION

College regulations require online students to establish “attendance” at the start of each semester by completing an assignment. **The Attendance Quiz must be completed no later than 11:59 p.m. (Central time) on the deadline (or the instructor must be contacted with a valid reason why the quiz cannot be completed) or the student will be removed from the course. None of the other quizzes/exams will be available until the Attendance Quiz is completed AND A PERFECT SCORE IS EARNED.** Simply logging into the Canvas virtual classroom does **NOT** count as attendance.

Active participation and academic engagement are expectations of enrollment in this course. Faculty confirm each student’s attendance in class after the schedule adjustment period ends.

Students who have not attended class or otherwise engaged academically in the course through the submission of an academic assignment or through participation in a curricular activity may be withdrawn from the course for nonattendance.

Students who are withdrawn for nonattendance or nonparticipation early in the course may request to be reinstated in the course by contacting their instructor by email. Reinstatement in the course is **at the instructor's discretion during the first three weeks of class and is not guaranteed**. Reinstatement requests occurring after this three-week period may be submitted to the instructor for consideration; however, additional administrative approval will be required to grant the reinstatement. If you are withdrawn from a course due to nonattendance and are not granted reinstatement in the course, please contact a Student Success Navigator for assistance.

CLASSROOM CONDUCT

Cell phones, pagers, and such other electronic devices MUST be turned OFF during exams! Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action; such devices must be completely out of sight of the student during exams or other assessments. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor.

Plagiarism, cheating, submitting work that is not the original work of the student, or any other form of academic dishonesty is a serious breach of student responsibilities and will **NOT** be tolerated. **Any student guilty of these infractions will receive an automatic zero for the assignment, a reduction of one letter grade on the final course grade PER INSTANCE, and a referral to the Vice President of Academic Affairs for disciplinary action (which may include suspension or dismissal from the college).** Cheating includes, but is not limited to, using or attempting to use materials, information, notes, study aids, cell phones or other devices, information from another student or student's paper, any use of any electronic device, any unauthorized communication of information (including collaborating), **BLOCKING OR BEING OUT OF VIEW OF THE WEBCAM DURING AN EXAM**, and **ANY USE OF ARTIFICIAL INTELLIGENCE PROGRAMS (such as ChatGPT or others)**. When taking an exam, the only information/resource that is allowed is the information in your mind – you can NOT use any notes/other person/device/book/website/etc. for assistance!!! ***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/>).

ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

Assignments

Assignment Category	Points	Due Date
Exams (four unit exams)	240 points each for a total of 960 points	TBD
Online quizzes (one per each of the 14 chapters)	20 points each for a total of 280 points	TBD
Discussion posts (two per unit – one original and one reply – see below)	10 points per unit for a total of 40 points	TBD
Extra credit chapter objective quizzes (3 questions per chapter) - OPTIONAL	1 point per question for a total of 42 points – NO OTHER EXTRA CREDIT IS AVAILABLE	TBD
Total	1280 points plus 42 points of available extra credit	

The Attendance Quiz **MUST** be completed no later than **11:59 p.m. (Central time) on the deadline** in order to establish “attendance” in the online classroom.

The course is divided into four units, each of which includes 3 or 4 chapters (see below). Each assigned chapter has an online quiz (which can be taken as many times as the student wishes and only the best score for each chapter is used in the grade calculation) and a three-part chapter objective quiz (which can only be taken once and will be used as extra credit).

Each unit has an exam dealing with specific chapters (see below). The exams are timed and will be taken online. Students will only have **one** attempt at each exam. **PLEASE NOTE:** when taking the online exams, you must have **FINISHED the exam** by 11:59 p.m. **Central time** (basically midnight) on the dates shown above – 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 70 minutes).

In addition, each unit has a graded discussion activity. This activity requires two actions. The first is to create a post in which you present some topic/concept in which you do are not 100% confident in your understanding. Hopefully this will help you identify what topics with which you are struggling as well as those topics on which you feel confident, thus better preparing you for the exam. The second thing you need to do is to comment on somebody else's post. This can be

to offer an answer/solution/suggestion to the question they posed, ask for further clarification, etc.

Unit 1 includes chapters 1, 2, 3, and 4

Unit 2 includes chapters 5, 6, 7, and 8

Unit 3 includes chapters 11, 14, and 15

Unit 4 includes chapters 16, 19, and 21

It is **STRONGLY** recommended that exams **NOT** be taken on phones, tablets, hand-held devices, etc. but rather taken on a computer. Numerous students have reported difficulties with exams taken on hand-held devices that have resulted in attempts not recorded properly, resulting in a score of Zero. **PLEASE** use a computer for the exams. Chromebooks are NOT compatible with the anti-cheating software needed to take the exams.

Grading Scheme

Grade	Range
A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	59 and less %

MAKE-UP WORK

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).

Online quizzes and exams have a specific time and date after which they will no longer be available. These times/dates are shown on Page 4 (in the Assignments section) as well as in the Canvas virtual classroom. Once an assignment closes, it will NOT be re-opened. PLAN AHEAD – DO NOT wait until the last minute to complete a quiz. Procrastination on the part of the student does not equal an emergency on the part of the instructor (this sounds mean, I know). Give yourself enough time to deal with any unforeseen problems such as loss of internet, computer crashes, illness (including COVID), etc.

If a student misses an exam deadline, the exam may still be submitted late but it will involve a point reduction in the score earned. For every 24 hours (or portion thereof) that an exam is late, 7% will be deducted (so 7% for up to 24 hours, 14% for up to 48 hours, and 21% for up to 72 hours). **No late exams will be accepted more than 72 hours from the original deadline.** See Page 4 for quiz and exam deadlines.

PROCEDURE FOR TECHNICAL DIFFICULTIES DURING EXAMS

If a student experiences technical difficulties while attempting an exam (for instance, loss of internet, computer crash, etc.), Dr. Heise must be contacted IMMEDIATELY – send an email (if possible) or call Dr. Heise’s office phone. **Action must be taken to report the issue as soon as it occurs.** **DO NOT wait until the next day to report the issue.** If a problem is documented at the time of occurrence, there is a greater chance that alternative arrangements can be made to allow the student the opportunity to complete the exam. Problems reported after the fact will be treated with less forgiveness. This may sound harsh but it avoids students simply forgetting to take an exam and then, some days later, claiming “Oh yeah – I tried to take the exam but my computer wasn’t working.” If you have a problem, report it RIGHT AWAY!!!

STUDENT EXPECTATIONS AND RESOURCES

NWFSC aims for excellence in education and scholarly pursuits. Campus policies and procedures support this goal by protecting the health, safety, welfare, and property of the College and its students. To view all campus policies, please see the [college catalog](#). Several essential policies are provided below.

NWFSC POLICY	DESCRIPTION
<p>Academic Integrity</p>	<p>Students are expected to behave responsibly as members of the College community and be honest and forthright in their academic endeavors. They are also expected to behave professionally and refrain from disrupting other students’ learning environments.</p> <p>Northwest Florida State College subscribes to Turnitin, an online plagiarism detection and prevention service. By enrolling in this class, students are consenting to upload their work to Turnitin, where they will be checked for plagiarism. Work submitted to Turnitin may be saved as source documents within these databases solely for the purpose of detecting plagiarism in other papers. Please note: All assignments submitted in this course are analyzed for plagiarism and originality.</p> <p>Exams are taken online and involve the use of Respondus Browser and Lockdown Monitor software. This software requires a webcam and microphone to record the student and surrounding area to preserve academic integrity. By enrolling in this class, students are consenting to have themselves recorded during the exams – these videos will be reviewed for any instances of academic dishonesty</p>

	which may result in the penalties outlined above (see the highlighted section on Page 3).
<u>Accommodations</u>	The <u>Accommodation Resource Center</u> at Northwest Florida State College is committed to providing equal access and opportunities for educational success to all students with disabilities as guided by the American Disabilities Act and other disability-related laws.
<u>Attendance</u>	Regular attendance and participation in the course is expected.
<u>Tutoring Services</u>	Tutoring services are available in person and online.
<u>Counseling Services</u>	All actively enrolled students can receive an initial assessment and up to five therapeutic sessions with a Behavioral Health provider at no cost to the student.
<u>Student Code of Conduct</u>	Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct.
<u>Student Complaints</u>	NWFSC desires to resolve student grievances, complaints, and concerns expeditiously, fairly, and in an amicable manner. A student who desires to resolve a grievance may initiate the resolution process using the information in the link provided to the left.
<u>Student Rights and Responsibilities</u>	Understanding your role as a student.

OTHER IMPORTANT INFORMATION

EMERGENCY COLLEGE CLOSURE

This course's schedule, requirements, and procedures are subject to change in the event of unusual or extraordinary circumstances. If the College closes for inclement weather or another emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college reopens. If changes to graded activities are required, students will not be penalized due to the adjustments but will be responsible for meeting revised deadlines and course requirements.

ACADEMIC CONTINUITY PLAN

NWFSC is dedicated to protecting the health and well-being of its students, staff, and faculty. The College is dedicated to working with faculty and students to ensure timely course and program

completion during emergencies. In the event of a College closure, the format of this course may be modified to enable completion of the course through other means, including but not limited to online course delivery through online classrooms. Check your RaiderNet College email and LMS classroom online for any updates.

TECHNICAL SKILLS AND SPECIALIZED TECHNOLOGY

This course is entirely online. Students must provide their device(s) to access and complete this class online. **A webcam and microphone are MANDATORY for taking exams as well as the Respondus Browser and Lockdown Monitor software.** To download Respondus and Lockdown, follow the instructions when you take the Attendance Quiz. In addition to baseline word processing skills and sending/receiving emails with attachments, students will be expected to search the Internet and upload/download files. If you encounter technology challenges using course resources in the Learning Management System, email the Center for Innovative Teaching and Learning at online@nwfsc.edu or call 850-729-6464.

WELCOME TO CLASS

Thank you for choosing NWFSC for your education—and welcome to class!