



NORTHWEST FLORIDA STATE COLLEGE

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INSTRUCTOR INFORMATION

- Professor: Mrs. Amy Hunt
- Email: [hunata4@nwfsc.edu](mailto:hunta4@nwfsc.edu)
- Phone: 850-678-5111 Ext. 6140
- Office Hours:
 - TBD
 - To meet virtually during scheduled office hours, please send an email or Canvas message request for a virtual meeting link in advance of the desired meeting time.
 - No office hours are held during Finals Week.

INSTRUCTOR COMMUNICATION

NWFSC email is the official communication medium of the College. It is strongly recommended students check College email regularly for any class and College notifications. Only NWFSC email accounts will be used. It is also recommended to frequently check the Junk Mail folder for any missed emails. It is also appropriate to utilize Canvas messaging (via the Inbox icon) to contact the instructor. Replies to any student communication will be made within 24-48 business hours. **Note that NWFSC is closed for business on Fridays and weekends.**

Notifications of newly uploaded content, grades, and messages within Canvas can also be sent to a NWFSC email account. It is recommended that the notification settings within Canvas (found within the Profile tab) are changed to “Notify immediately” on items for which the student would like immediate notification.

COURSE INFORMATION

- Course Name and Number: BSC 1005, CRN 20251, 3 credits
- Class Modality: Online
- Online Classroom with Gradebook: [Canvas class shell](#)
 - Course syllabus and schedule, grades, and other resources related to the course can be found on this platform.
- Final Exam: Mandatory and comprehensive
 - TBD

COURSE DESCRIPTION

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

COURSE-LEVEL GOALS

1. The student will understand the structure and function of the two major types of cells and the cell's importance as the basic unit of life.

2. The student will explain cellular metabolism and the energy cycle with an emphasis on cellular respiration and photosynthesis.
3. The student will develop an appreciation for the interconnected relationships of living organisms, from the cellular level to the biosphere, and how humans interact with the natural world.
4. The student will understand how DNA is used to code the instructions for life, how it is transmitted to future generations, and how changes to the code affect survival.
5. The student will learn basic human anatomy and physiology.

COURSE-LEVEL STUDENT LEARNING OUTCOMES

6. The student will evaluate data regarding validity.
7. The student will read and interpret a variety of scientific data.
8. The student will describe the natural world.
9. The student will articulate and practice the scientific method.

COURSE PREREQUISITES

There are no prerequisites for this course.

REQUIRED COURSE MATERIALS

- *Concepts of Biology* from [OpenStax](#)
 - The textbook is available for free online as web view or PDF format. Web view format is recommended, as the responsive design works seamlessly on any device.
 - If preferred, a low-cost print version may be purchased at the [campus bookstore](#) or from OpenStax via Amazon.
 - If purchased via Amazon, ensure the official OpenStax print version is chosen by using the link provided for the book on [OpenStax](#). (Simple printouts sold by third parties on Amazon are not verifiable or high quality.)
 - The textbook can also be purchased via iBooks or Kindle.
- Computer
- Webcam

TECHNICAL SKILLS AND SPECIALIZED TECHNOLOGY FOR ONLINE COURSES

This course is entirely online. Students must provide their device(s) to access and complete this class online, including a webcam. 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 platform, email the [Center for Innovative Teaching and Learning](#) or call 850-729-6464.

COURSE PARTICIPATION AND CONDUCT

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 will be withdrawn from the course for non-attendance.

Students who are withdrawn for non-attendance or non-participation 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 non-attendance and are not granted reinstatement in the course, please contact a Student Advisor for assistance. Class participation is an integral part of the learning process for this course. Students are expected to log on to the platform regularly and complete each assessment by the due date. Students who stop participating may receive a failing grade, which may impact the receipt of federal aid in subsequent courses. Students unable to complete an exam by the deadline, due to military deployment without internet access, will not be penalized academically but will be responsible for completing missed work within a reasonable timeframe. The student must notify the instructor **prior** to the exam deadline for approval or the missed exam will result in zero points for the assessment.

Students are expected to demonstrate professionalism within the online classroom. This includes courtesy to other students and the instructor when engaging in discussion forums or sending messages. Comments deemed inappropriate will be removed.

ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

ASSIGNMENTS

1. The Syllabus Assignment is a required assignment to confirm engagement within the course during the first week of class. This assignment is not timed, nor graded, and does not count toward the overall course grade; however, failure to complete the assignment by the deadline will result in automatic withdrawal from the course. Additionally, other units will not become available if the Syllabus Assignment has not been completed.
 - a. The assignment contains five multiple choice questions.
 - b. As an exception, students may refer to the syllabus while the assignment is in progress.
 - i. **This exception does not apply for any other assessment throughout the course, including lecture exams and the comprehensive final exam.**
 - c. The format of the assignment is similar to the format of the exams for the course; it requires the use of a webcam and LockDown Browser, where your face, environment, and screen content are recorded for **this session only**.
 - d. To begin the assignment using LockDown Browser, students must follow the instructions to confirm identity by facial recognition and a quiet, isolated environment. This includes displaying a matching NWFSC student picture ID card or government-approved form of identification, such as a license, military ID, or passport, and an environment scan with the webcam.

- e. Students must submit the assignment before leaving the room. If any unanticipated disruption occurs during an exam, speak into the webcam to give a brief description of the disruption.
- f. The assignment will be unavailable after the deadline has passed.
- 2. There are 6 lecture exams.
 - a. Each exam requires the use of a webcam and LockDown Browser, where your face, environment, and screen content are recorded for **this session only**. To begin an exam using LockDown Browser, students must follow the instructions to confirm identity by facial recognition and a quiet, isolated environment. This includes displaying a matching NWFSC student picture ID card or government-approved form of identification, such as a license, military ID, or passport, and an environment scan with the webcam.
 - b. If any technical difficulties arise once the exam has begun, notify the instructor **immediately**, as well as contact [Support](#) for further assistance. A significant delay in contacting the instructor will result in zero points for the attempted exam.
 - i. Students must submit an exam before leaving the room. If any unanticipated disruption occurs during an exam, speak into the webcam to give a brief description of the disruption.
 - c. **Students may not use any resources while taking the lecture exams. It is also required that all other electronic devices are silenced and completely put away. Any violation of academic integrity can result in disciplinary action.**
 - i. **Academic dishonesty will result in zero points for the assessment and this grade cannot be dropped.**
 - ii. **In addition, a 10% penalty on the overall grade will be applied.**
 - d. Exams cover the material discussed within the lecture PowerPoints (PPTs), within the lecture videos, and within the textbook.
 - i. Lecture PPTs are available on Canvas. It is recommended they are printed out and used for notetaking while watching the lecture videos.
 - ii. Lecture videos are available on Canvas.
 - 1. Students are expected to view the videos while studying the material and are encouraged to reach out to the instructor with any questions.
 - 2. There is no lecture video for Chapter 21. Since the material is straightforward, students are expected to study the lecture PPT and textbook instead to prepare for the exam.
 - e. Lecture exam study guides are available on Canvas.
 - f. Each lecture exam is comprised of 50 multiple choice questions worth 2 points each (total 100 points).
 - g. There is a maximum time limit of one hour for each lecture exam.
 - i. Once the allotted time has elapsed, the exam will automatically be submitted and only questions answered will be graded.

- h. Each exam must be submitted by the deadline. The exam will be unavailable after the deadline has passed. Any missed exam will result in zero points for the assessment.
 - i. Only one attempt for each exam is allowed.
 - j. The lowest lecture exam grade will be dropped.
 - k. Total lecture exam points equal 500.
3. There is 1 mandatory comprehensive final exam.
- a. Unit 7, which contains the final exam, will be unlocked after the Unit 6 deadline has passed.
 - b. This exam requires the use of a webcam and LockDown Browser with the same requirements as lecture exams to confirm identity and a quiet, isolated environment.
 - c. If any technical difficulties arise once the exam has begun, notify the instructor **immediately**, as well as contact [Support](#) for further assistance. A significant delay in contacting the instructor will result in zero points for the attempted exam.
 - i. Students must submit the exam before leaving the room. If any unanticipated disruption occurs during the exam, speak into the webcam to give a brief description of the disruption.
 - d. **Students may not use any resources while taking this exam. It is also required that all other electronic devices are silenced and completely put away. Any violation of academic integrity can result in disciplinary action.**
 - i. **Academic dishonesty will result in zero points for the assessment and this grade cannot be dropped.**
 - ii. **In addition, a 10% penalty on the overall grade will be applied.**
 - e. A final exam study guide is available within Unit 7.
 - f. The comprehensive final exam is comprised of 100 multiple choice questions worth 2 points each (total 200 points).
 - g. There is a maximum time limit of one hour and thirty minutes for the comprehensive final exam.
 - i. Once the allotted time has elapsed, the exam will automatically be submitted and only questions answered will be graded.
 - h. This exam must be submitted by the deadline. The exam will be unavailable after the deadline has passed. Any missed exam will result in zero points for the assessment.
 - i. Only one attempt for this exam is allowed.
 - j. The comprehensive final exam grade will not be dropped.
4. Discussion forums and learning activities are not graded assessments but are provided to engage students with the material. Participation in these activities is entirely voluntary but strongly recommended.

Assignment Category	Points/Percentage of Grade	Due Date
Syllabus Assignment	0/0%	See Assessment Due Dates
Lecture Exams	500/71%	
Comprehensive Final Exam	200/29%	
Total	700/100%	

GRADING SCHEME

1. Course performance is calculated out of **700** points total. With the amount of graded assessments, students have ample opportunities to enhance their performance in the course.
2. Grades for each assessment are posted in the gradebook on Canvas. The overall grade calculation shown in Canvas concurrently reflects the exclusion of the lowest lecture exam grade. Because of the point system used in this course, students can easily keep track of their performance and are expected to do so.
3. Midterm and final course grades are posted in RaiderNet by the deadlines listed in the [Administrative Dates of Interest](#) section below.
4. Should a student wish to withdraw from the course, it is the student's responsibility to withdraw before or on the withdrawal deadline date listed in the [Administrative Dates of Interest](#) section below. Otherwise, the student could receive a failing grade. Failing grades are calculated as such in the student's GPA and are recorded on the student's transcript. A student's GPA and his or her time-to-degree are both factors in qualifying for future financial aid, as outlined in the College's Standards of Satisfactory Academic Progress.
5. At the discretion of the instructor, an incomplete grade ("I") may be given when the student is unable to finish the required work because of unforeseen extenuating circumstances, such as illness or TDY assignment. To receive an "I" grade, the student must have **successfully** completed a **significant** portion of the required coursework and be able to finish the remaining work without attending class. An "I" grade will automatically convert to a grade of "F" if the student does not complete the remainder of the coursework by the established deadline.

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

ASSESSMENT DUE DATES

Assessment due dates are to be determined.

MAKE-UP WORK

There are **no** make-up lecture exams, including the comprehensive final exam, with the exception of military deployment, where internet access is unavailable. Students must discuss this type of absence with the instructor **before** the assessment is due or the missed exam will result in zero points for the assessment.

All exams must be submitted before the deadline. Exams will be unavailable after the due date has passed. Any missed exam will result in zero points for the assessment.

ACADEMIC INTEGRITY

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 current [NWFSC Student Handbook](#). Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences, which range from a failing grade to formal disciplinary action. NWFSC prohibits the use of AI tools, such as ChatGPT, to generate text that students represent as their own independent creation.

No student should initiate conversations, including texts, during online assessments. Use of unapproved electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action. Where emergency or employment situations *require* access to electronic communication services, arrangements must be made **in advance** with the instructor prior to attempting any assessment.

Students may not use any resources while taking the lecture exams. It is also required that all other electronic devices are silenced and completely put away. Any violation of academic integrity can result in disciplinary action. Academic dishonesty will result in zero points for the assessment and this grade cannot be dropped. In addition, a 10% penalty on the overall grade will be applied.

This course supervises exams through an online proctoring tool that will monitor you while completing course assessments. Northwest Florida State College authorizes the use of approved online proctoring solutions, such as Respondus, to promote academic integrity. These solutions have been approved by NWFSC Academic Affairs and NWFSC IT to be used in course assessments. The Respondus solution may monitor assessments by a variety of means, such as but not limited to, viewing and recording through your computer's webcam, monitoring for noise in the room through your computer's microphone and speaker system, monitoring for other internet usage while taking the assessment, and recording keystroke and visual images. The College has authorized these approved online proctoring providers to perform this service for the purpose of maintaining academic integrity. Information gathered through the proctoring

solution is used by the College to ensure academic integrity in testing and may result in a complaint against you under the Academic Integrity Policy or Student Code of Conduct, should the College have reason to believe either policy has been violated. By registering for this course and maintaining your enrollment and not dropping the course prior to the add/drop deadline, you freely and voluntarily consent to the online proctoring requirement in this course.

Online assessments require the use of a webcam, where physical and screen activity captured only throughout the duration of the assessment is recorded via LockDown Browser. Reports of physical and screen activity, captured only throughout the duration of the assessment, are generated and any suspicious activity is flagged for instructor review.

OTHER IMPORTANT INFORMATION

Any adjustments to the policies and schedule described in this syllabus are at the discretion of the instructor and are subject to change. Students will be notified if any changes occur.

STUDENT RESPONSIBILITIES

Students are responsible for **all** material presented within the lecture videos, within the lecture PPTs, and within the textbook. It is the student's responsibility to keep up with the content of this course and submit the assessments by the deadlines.

MISCELLANEOUS

Providing letters of recommendation is at the discretion of the instructor and will only be considered for students that have participated significantly within the course and have earned an A or B in the course. It is advised that the student build a professional relationship with the instructor for a stronger letter to be written.

EMERGENCY COLLEGE CLOSURE

The course 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 and scheduling of this course may be modified to enable completion. Updates will be provided via NWFSC email and Canvas messaging.

ADMINISTRATIVE DATES OF INTEREST

- Drop/Add Ends: Tuesday, 1/20
- Midterm Grades Posted on RaiderNet: Thursday, 3/12
- Last Day to Change to Audit or Withdraw with a Grade of “W”: Thursday, 4/2
- Final Grades Posted on RaiderNet: Friday, 5/8

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 with the corresponding link to the full policy for your review.

NWFSC Policy	Description
Academic Integrity	<p>Students are expected to behave responsibly as members of the College community and be honest and forthright in their academic endeavors. This includes the use of generative AI tools. Using genAI in any form to substantially complete an assessment is prohibited, except where explicitly allowed by the instructor.</p> <p>Any time the instructor suspects there is a violation of Academic Integrity or there is a reported Academic Integrity Incident, the instructor is required to investigate it as outlined in the Academic Integrity section of the handbook (linked to the left). The instructor will provide information to the student about the procedure, the complaint, the findings, and any consequence imposed.</p> <p>Students are also expected to behave professionally and refrain from disrupting other students' learning environments.</p>
Accommodations	<p>The Accommodation Resource Center 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.</p>
Attendance	<p>Regular attendance and participation in the course is expected. All students should adhere to the College calendar. For dual-enrolled students, high school holidays may not be College holidays.</p>
Tutoring Services	<p>Tutoring services are available in person and online.</p>
Counseling Services	<p>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.</p>
Student Code of Conduct	<p>Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct.</p>

<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>	All students should review the Student Rights and Responsibilities section of the Student Handbook to understand their role as a student.
<u>Children in the Classroom</u>	Minor children are not permitted in classrooms and labs where potential hazards exist.

WELCOME TO CLASS

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