



# NORTHWEST FLORIDA STATE COLLEGE

100 College Boulevard, E. • Niceville, FL 32578-1347 • (850) 678-5111 • [www.nwfsc.edu](http://www.nwfsc.edu)

## INSTRUCTOR INFORMATION

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- Professor: Dr. Geoffrey Smith
- Email: [smithg33@nwfsc.edu](mailto:smithg33@nwfsc.edu)
- Phone: 850-729-5242
- Office Hours: TBA
- Office Location (Campus/Building/Room): NV – Building 350 – Room 216

## 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. Dr. Smith can be reached via phone (850-729-5242) or [email](#). Dr. Smith may also periodically post reminders, course updates, and other information via announcements in Canvas or class wide Canvas emails. You can receive notifications about announcements, assignment due dates, etc. by adjusting your notifications settings in your Canvas account.

Email is the best way to contact Dr. Smith and will ensure the quickest response. Please use your NWFSC email and include your full name, the course name, and the course reference number (CRN) in emails regarding the class. Dr. Smith will respond to emails within 2 (typically within 1) business days (M-R, 8 am – 5pm). Dr. Smith will attempt to answer all emails received over the weekend prior to Monday, but a response is not guaranteed until Monday by 5 pm. When communicating via email, discussions, or other digital communication in this course please avoid using all caps and be sure to use correct spelling and grammar.

## ATTENDANCE CONFIRMATION AND WITHDRAWAL

Attendance confirmation will be conducted via in-person attendance and/or completion of the syllabus quiz in Canvas, which must be completed by January 26, 2026. 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in the course through the submission of an academic assignment or through participation in a curricular activity may be withdrawn from the course for nonattendance.

Students who are withdrawn for nonattendance or nonparticipation early in the course may request to be reinstated in the course by contacting their instructor by email.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.

Should a student wish to withdraw from the class (for any reason), it is the student's responsibility to withdraw before the withdrawal deadline (April 2, 2026). Otherwise, the student will receive a grade based on all graded materials (complete and incomplete). The instructor cannot withdraw the student and must report a grade for any student still enrolled at the end of the semester.

## **COURSE INFORMATION**

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- Course Subject and Number: BSC1005
- Course Name and Number: 20261
- Class Location (Campus/Building/Room): NV350-121
- Class Modality: Traditional
- Class Days: Monday and Wednesday
- Class Times: 2:00 pm – 3:20 pm
- Online Classroom with Gradebook: [Canvas class shell](#)
- Final Exam: TBA

## **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 GOALS**

- Students will understand the structure and function of the two major types of cells and the cell's importance as the basic unit of life.
- Students will be able to explain cellular metabolism and the energy cycle, with an emphasis on photosynthesis and cellular respiration.
- Students 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.
- Students will understand how DNA is used to code the instructions for life, how it is transmitted to future generations, and how changes to it affect survival.
- Students will learn basic human anatomy and physiology.

## **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

**REQUIRED COURSE MATERIALS**

Textbook: free online text *Concepts of Biology* - <https://openstax.org/details/books/concepts-biology>

**ASSIGNMENTS, GRADING SCHEME AND PROCEDURES**

**Assignments**

Enter details about tests, homework, or quizzes. Include weighting of grade activities and method for determining final grade.

Assignment Category	Points/Percentage of Grade	Due Date
Quizzes	100	January 26 (attendance confirmation/syllabus), 1-2 quizzes/module (5 modules, 9 total labs); modules are approximately 3 weeks long
Discussion Posts	75	1/module (5 modules, 9 total discussion assignments); modules are approximately 3 weeks long (initial post due F after assigned, responses due M after assigned)
Exams	400	1/module (5 module exams); lowest exam grade dropped; exam at the end of each module (modules are approximately 3 weeks long)
Total	575	

A = 90 – 100 %, 517-575 points

B = 80 – 89 %, 460-516 points

C = 70 – 79 %, 402-459 points

D = 60 – 69 %, 345-401 points

F = < 60 %, <345 points

Grades will be rounded, any decimal past the 9 for a letter grade will be rounded to the next letter grade; i.e., 79.2 (C) would be rounded to 80 (B).

### Grading Scheme

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

### MAKE-UP WORK

All assignments and exams expected to be completed by the due date in order to receive full credit. A 10% per day point deduction will be applied to all late assignments. In the event of unforeseen circumstances, students should contact Dr. Smith via email ([smithg33@nwfsc.edu](mailto:smithg33@nwfsc.edu)) as soon as possible to discuss an alternative due date or exam date. Students missing class/work due to travel for college approved activities should make prior arrangements with Dr. Smith to make up the missing work.

### COURSE SCHEDULE

Tentative schedule TBA.

### STUDENT EXPECTATIONS AND RESOURCES

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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
<a href="#">Academic Integrity</a>	<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</p>

	<p>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>
<a href="#"><u>Accommodations</u></a>	The <a href="#"><u>Accommodation Resource Center</u></a> 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.
<a href="#"><u>Attendance</u></a>	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.
<a href="#"><u>Tutoring Services</u></a>	Tutoring services are available in person and online.
<a href="#"><u>Counseling Services</u></a>	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.
<a href="#"><u>Student Code of Conduct</u></a>	Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct.
<a href="#"><u>Student Complaints</u></a>	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.
<a href="#"><u>Student Rights and Responsibilities</u></a>	All students should review the Student Rights and Responsibilities section of the Student Handbook to understand their role as a student.

## OTHER IMPORTANT INFORMATION

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### TECHNICAL SKILLS AND SPECIALIZED TECHNOLOGY FOR ONLINE COURSES

Students are expected to provide their own device(s) with which to access and complete the online materials for this course. In addition to baseline word processing skills and sending/receiving email 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](mailto:online@nwfsc.edu) or call 850-729-6464.



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## **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 INTEGRITY TOOLS**

If an exam needs to be taken at a date other than the time scheduled in class, one option for the makeup exam will be to complete an online version of the exam. These online exams will be supervised through an online proctoring tool that will monitor you while completing the exam. 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.

## **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.

## **WELCOME TO CLASS**

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