



# 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. Phil Heise
- Email: [heisep@nwfsc.edu](mailto: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. 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](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 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

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- Course Name and Number: General Biology – BSC 1005 – CRN 20270
- Class Location: Niceville Campus – Building 350 – Room 110
- Class Modality: Traditional
- Class Days: Tuesdays and Thursdays
- Class Times: 9:30 – 10: 45 a.m.
- Online Classroom with Gradebook: [Canvas class shell](#)
- Final Exam: TBD

## 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**

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### **CLASS ATTENDANCE**

Students are expected to attend class regularly, as well as to arrive and depart on time.

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).

Reading the newspaper, sleeping, leaving halfway through class, or any other such activity will be considered the same as being absent. Any missed materials (notes, handouts, etc.) are the responsibility of the student (NOT the instructor). In other words, you have to get missed materials from a classmate, not from Dr. Heise.

### **ATTENDANCE CONFIRMATION**

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**

***During exams, any headgear must be removed or re-positioned such that nothing covers the face of the student.*** No exams will be handed out after the first student has left the classroom (unless prior arrangements have been made). Due to problems with cheating, students will not be allowed to leave the classroom during the exam (so go to the restroom BEFORE the exam). Students may be asked present a photo ID at the time of an exam. The final exam will ***NOT*** be offered early (so start planning any end-of-the-semester trips, vacations, etc. to begin AFTER the date of the final).

Although not normally part of the grading scheme, Dr. Heise reserves the right to give pop-quizzes at any time. If quizzes are given, an adjustment in the grading scheme will be announced in class. Points may be subtracted from a student's grade for repeated violations of the Food Drink policy in laboratory classrooms (even if the class is a lecture-only class).

**Cell phones, pagers, and such other electronic devices MUST be turned OFF during exams!** Communication by any type of electronic device is strictly prohibited during exams. Where emergency or employment situations *require* access to such devices, arrangements must be made *in advance* with the instructor. At the instructor's discretion, students may be required to temporarily deposit electronic devices with the instructor for the duration of the class.

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 zero** for the assignment (and the score MUST be counted – meaning it cannot be used as the drop score), a **loss of one full 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 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/>).

## ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

### Assignments

Assignment Category	Percentage of Grade	Due Date
Exams (six unit exams and one comprehensive final exam – all exams are weighted equally and the lowest score will be dropped)	85%	There will be an unit exam <i>approximately</i> every two weeks. The date of each exam will be announced in class at least one week in advance.
Online homework quizzes (available in <a href="#">Canvas</a> )	15%	Quizzes are available until the dates shown in Canvas.
Total	100%	

### Grading Scheme

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

### MAKE-UP WORK

**NO** make-up exams, with the exception of participation in official school-sponsored events or military deployment. You must discuss your absence within **TWO** days of the missed exam to be eligible for a make-up exam. If at all possible, discuss your absence *before* the exam. If a student fails to take the make-up exam by the date agreed upon with Dr. Heise, the chance to take the make-up may be withdrawn and/or the score earned may be reduced by 20 percentage points.

## ASSIGNMENT SCHEDULE

### Exam One:

- an introduction to biology (Chapter 1)
- basic chemistry (Chapter 2: sections 2.1 and 2.2)
- the biologically important macromolecules (Chapter 2: section 2.3)
- cell structure and function (Chapter 3: sections 3.1 to 3.3)

### Exam Two:

- plasma membrane and cellular transport (Chapter 3: sections 3.4 to 3.6)
- energy and enzymes (Chapter 4: section 4.1)
- cellular respiration (Chapter 4: sections 4.2 to 4.5)
- photosynthesis (Chapter 5)

### Exam Three:

- cell division - mitosis and meiosis (Chapters 6 and 7)
- genetics (Chapter 8)

### Exam Four:

- evolution (Chapter 11)
- plants (Chapter 14)
- invertebrate animals (Chapter 15: sections 15.1 to 15.5)

### Exam Five:

- vertebrate animals (Chapter 15: section 15.6)
- human anatomy and physiology, part I (Chapter 16: sections 16.2 and 16.3)

### Exam Six:

- human anatomy and physiology, part II (Chapter 16: sections 16.3 and 16.5)
- community ecology (Chapter 19: section 19.4)
- conservation biology (Chapter 21)

## 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.

NWFSC POLICY	DESCRIPTION
<a href="#">Academic Integrity</a>	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.
<a href="#">Accommodations</a>	The <a href="#">Accommodation Resource Center</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="#">Attendance</a>	Regular attendance and participation in the course is expected.

<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>	Understanding your role as a student.

## OTHER IMPORTANT INFORMATION

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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 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**

Students must provide their device(s) to access and complete this class's online material. In addition to baseline word processing skills and sending/receiving emails with attachments, students may 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.

**WELCOME TO CLASS**

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