



NORTHWEST FLORIDA STATE COLLEGE

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INSTRUCTOR INFORMATION

- Professor: Lisa Snelling
- Email: snellinl@nwfsc.edu
- Phone: N/A
- Office Hours: Before class (6 – 6:25 pm) or by virtual appointment by sending an email for request.
- Office Location: Chautauqua Center (DeFuniak) DS-500 Room 154

INSTRUCTOR COMMUNICATION

Your NWFSC email is the official communication medium of the college. Please check College email regularly for any class and College notifications. Only NWFSC email accounts will be used. It is strongly recommended students forward their NWFSC email to personal email accounts to keep informed of important updates. It is important to check your junk mail folder for any missed emails. Replies to student email will be within 24-48 hours of business hours. Note that NWFSC is closed for business on Fridays and weekends.

COURSE INFORMATION

- Course Name and Number: BSC 1005, CRN: 20868, 3-credits
- Class Location: Chautauqua Center (DeFuniak) DS-500 Room 154
- Class Modality: Traditional 001
- Class Days: Monday and Wednesday
- Class Times: 6:30 pm- 7:50 pm
- Online Classroom with Gradebook: [Canvas class shell](#)
 - Course syllabus, grades, and other resources for the course will be on this platform.
- Final Exam: Monday, 5/4/26 6 pm – 7:50 pm

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 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 applying the scientific method.

COURSE PREREQUISITES

There are no prerequisites for this course.

COURSE MATERIALS

Free online text *Concepts in Biology*

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

ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

EXAMS: There will be four exams and a final exam. Each exam will emphasize approximately one fourth of the course material and will be worth 50 points each (Total of 200 - points); final exam worth 100 points. Note that all exams will assume that you know material presented in previous portions of the course.

NOTE: You will receive a zero for any exam you miss. **Absences will only be excused for documented emergencies.** If a bona fide emergency or serious illness prevents you from taking an exam at the scheduled time, you must notify me (by e-mail) BEFORE the exam starts. You also must schedule a make-up exam within 24 hours of your return to campus. This make-up will be in the Testing Center.

Quizzes: There will be six quizzes throughout the session. These quizzes will be in class worth 10 - points each (60 points). Quizzes will focus on material presented in lectures and readings. No make-up quizzes.

Writing/Discussion Assignments: You will have one brief research assignment focused on locating and summarizing biological research in primary scientific literature. Specific information on the format guidelines for the writing assignment will be on Canvas. The paper will be worth 35 - points. In addition, there will be four in-class discussion assignments, worth 20 – points each.

GRADING: Your grade for the course will be determined as follows:

| LECTURE ACTIVITY: | Exams (x 5) | Quizzes | Writing | Total |
|----------------------|-------------|---------|---------|------------|
| Total Points: | 300 | 60 | 115 | 475 |

*****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. *****

Tentative Schedule of Course Topics Assignments, and Exams

| | |
|--|---------------------|
| Jan 12 & 14: Introduction to Biology | Ch. 1 & 2 |
| Jan 21: Chemistry of Life | Ch. 2 |
| Jan 26 & 28: Cell Structure and Function..... | Ch. 3 |
| Feb 2: Cell Structure and Function & Metabolism | Ch. 3 & 4 |
| Feb 4: Exam 1 (Ch. 1, 2, 3) & Discussion Exercise | N/A |
| Feb 9 & 11: Metabolism & Photosynthesis | Ch. 4 & 5 |
| Feb 16 & 18: Mitosis (cell cycle)/ special topic Cancer..... | Ch. 6 |
| Feb 23: Sexual Reproduction/Meiosis | Ch. 7 |
| Feb 25: Exam 2 (Ch. 4, 5, and 6) & Discussion Exercise | N/A |
| March 2 & 4: Sexual Reproduction/Patterns of Inheritance | Ch. 7 & 8 |
| March 9 & 11: Patterns of Inheritance & Molecular Biology | Ch. 8 & 9 |
| March 16 -20: Spring-Break | NA |
| March 23: Biotechnology | Ch. 10 |
| March 25: Exam 3 (Ch. 7, 8, 9) & Discussion Exercise | N/A |
| March 30 & April 1: Evolution & Diversity of Microbes | Ch. 11 & 13 |
| April 6 & 8: Microbes & The Body's Systems – Respiratory & Pulmonary..... | Ch. 13 & 16.2, 16.3 |
| April 13: The Body's System - Digestive..... | Ch. 16 |
| April 15: Exam 4 (Ch. 10, 11, 13, Part of 16) & Discussion Exercise | N/A |
| April 20 & 22: Immune System..... | Ch. 17 |
| April 27 & 29: Conservation and Biodiversity/Paper Assignment Due (4/27)..... | Ch. 21 |
| May 4: Final Exam (Ch. Part of 16, 17, and 21 + Comprehensive portion) ... | N/A |

Grading Scheme

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

Make-Up Work

Exams are to be taken during the scheduled date, not earlier. Any serious conflict with the day the final exam is scheduled, such as four or more exams scheduled on one day, must be brought to the instructor's attention within the first week of class.

There are no make-up lecture exams, except for military deployment or participation in official college-sponsored events. Students must discuss these types of absences with the instructor **before** the assessment is scheduled, or the absence will result in a zero for the assessment. The make-up exam must be taken at the testing center within a reasonable time limit.

Incomplete Grade: The 'Incomplete' grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete the coursework within the session, but have completed at least 70% of all course assignments and tests in a satisfactory manner with a grade of "C" or better."

Drop / Withdrawal: Should a student wish to withdraw from the course, it is the student's responsibility to withdraw before or on the withdrawal deadline date. The dates to drop/add course January 12-20, and the last day to withdraw from the course April 2, 2026. Otherwise, the student will 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 their time-to-degree are both factors in qualifying for future financial aid, as outlined in the College's Standards of Satisfactory Academic Progress.

COURSE PARTICIPATION

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 from 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 non-attendance and are not granted reinstatement in the course, please contact a Student Success Navigator for assistance.

Attendance: You are expected to attend each class session, be on time and not tardy, and stay for the entire session. Your attendance and participation are essential to your learning. Yet, students are responsible for all material discussed in class, whether, or not you are present. Each student should take accountability for any lectures missed. It is NOT my responsibility as an instructor to catch you up on the material missed during your absences. Regular attendance contributes significantly to student success. Students absent from military deployment or official college-sponsored events 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 missed exam will result in zero points. The Exams will focus upon material presented in lecture and you will get the most out of this course by participating in class discussions.

PROMPTNESS AND COURTESY: Please show up for class on time. Repeated tardiness will result in loss of points. *In addition, cell phones are not permitted during the exams. Violation of this policy will result in a zero for that exam. During lecture, please refrain from disrupting the class by leaving the room, talking to other students when one is talking or cell phone usage. If you must leave the room at any time, please do this in a non-disturbing manner. Disruptive behavior will not be tolerated.*

Classroom Conduct

Students expected to uphold the College's standard of conduct relating to academic integrity. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work; examinations, reports, and projects must be that of the student's own work. Students violate academic integrity if they:

- NWFSC prohibits the use of AI tools such as ChatGPT; representing the work of others as their own.
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.
- No student should initiate conversations and text during assessments.
- Use of electronic devices during the exam is prohibited and using them will result in disciplinary action.

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 The penalty for violating academic integrity is severe. Any student violating the policy is subject to receive a failing grade for the assessment; 10% penalty on the overall grade will be applied, and a referral to the Vice President of Academic Affairs. Students should be familiar with the rights and responsibilities detailed in the NWFSC Catalog and Student Handbook (<http://catalog.nwfsc.edu/>). If a student is unclear about whether a particular situation may constitute an academic integrity violation, the student should meet with the instructor to discuss the situation. In other words, do not cheat or plagiarize. If you are having difficulty, please see me!

Where emergency or deployment situations require access to electronic communication services, arrangements must be made in advance with the instructor.

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> |

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| | Students are also expected to behave professionally and refrain from disrupting other students' learning environments. |
| <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. All students should adhere to the College calendar. For dual enrolled students, high school holidays may not be College holidays. |
| <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> | All students should review the Student Rights and Responsibilities section of the Student Handbook to understand their role as a student. |

OTHER IMPORTANT INFORMATION

TECHNICAL SKILLS AND SPECIALIZED TECHNOLOGY

Students must provide their device(s) to access and complete this class online. 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.

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

Northwest Florida State College subscribes to Turnitin, an online plagiarism detection and prevention service. By enrolling in this class, students consent to upload their papers to Turnitin, where they will be checked for plagiarism. Papers submitted to Turnitin may be saved as source documents within these databases to detect plagiarism in other papers. Please note: All assignments submitted for this course are analyzed for plagiarism and originality.

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

Tips for Success:

1. Attend All Class Lectures! I understand that there may be circumstances that prevent you from coming to class, yet try your hardest to attend, this will be to your benefit in the end!
2. Take accountability in actively reading the textbook & using other resources to increase your understanding of the material.
3. Be able to understand the concepts covered in lecture, and using the online resources. ASK QUESTIONS, if unclear. Set aside time outside of class to be able to understand concepts. This includes re-writing lecture notes, condensing lecture notes, drawing out the processes related to the concepts or even doing note dictation using free software.
4. Study guide questions are designed to focus on important exam areas.
5. Visualize the material and how the processes relate to each other. For example, metabolism and growth (transcription & translation) → based on proteins and cellular structures.
6. Focus on the “Big Picture”!

Thank you for choosing NWFSC for your education and welcome to BSC 1005 – Let’s dive into the semester with success!