SYLLABUS for
BILOGICAL FOUNDATIONS - BSC 1005C

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Important Dates:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Last Day To Withdraw Grade</th>
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<tr>
<td>5/17/2010</td>
<td>8/11/2010</td>
<td>check online for your session</td>
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Course Description: Designated for non-science majors; topics include the introduction of general biological concepts, genetics, and a brief survey of living organisms combined and integrated with a “hands-on” laboratory component. Prerequisite(s): College level reading, writing and math skills are required.

Lab activities are part of the lecture course: This course does not have a separate lab section that you have to register for and that would give you credit. You do not have to register for the lab portion and you will not be given lab credit as you would in other lab courses. Instead, this course simply borrowed some lab activities from the lab section and uses those lab activities as part of a lecture course experience. These lab activities have been added to this lecture course to provide additional critical thinking and “hands-on” experiences as required by the State. A separate access code is needed to access the lab portion and a different one for the lecture portion. Don’t worry, the lab activities are not difficult and I believe you will enjoy them. They are interactive and informative. In fact, students usually perform better in the lab section than in the lecture section! These “hands-on” activities as well as the essay paper are State requirements.

Course Objectives:

1. Distinguish living from non-living features of the environment.
2. Recognize the chemical associated with living things.
3. Describe the general features of cells and cell structures.
4. Explain chemical processes involved in the energy reactions of living things.
5. Identify the molecular and organismal bases of inheritance.
6. Recognize features and representatives of the five kingdoms of living organisms.

Class Schedule:

This course is conducted completely online. There are no class meetings or exams taken on campus or other location. Successful completion of the course does require that you work online consistently.
Accessing the Course Online: The internet address for the course is https://hcconline.blackboard.com. Enter this address or go to the college’s main website (www.hccfl.edu) and click on the link (Online@HCC) at the top of the page then click on https://hcconline.blackboard.com. Online@HCC for BSC 1005C has a separate section for the lecture and lab.

Please note: you need two access codes, a separate one for the main (lecture) part of the course and another access code for the lab portion.

Access Code: This course uses digital content created by the textbook publisher and modified by the instructor to meet your learning needs. You will be asked to enter an “access code” which is included with your textbook or may be purchased online from the publisher. If you purchased your textbook new from the HCC bookstore you will have received an access code labeled WebTutor which will be in the package or inside the textbook. Enter the access code exactly as it appears; it is case sensitive. To enter the access code, click on the ENTER ACCESS CODE button that appears under the course name on your MyOnline@HCC page (the first page you see after you log in). If you purchase the Virtual Biology Lab access code online, you will have to wait until the publisher mails it to you. You may request temporary access for 15 days by clicking on the REQUEST TEMPORARY ACCESS button on the Enter Access Code page that opens after clicking on the ENTER ACCESS CODE button that appears under the course name on your MyOnline@HCC page (the first page you see after you log in). Access codes only need to be entered once.

Textbook (required):


Please note: textbook bundle should include

- textbook
- Web Tutor Advantage
- Virtual Biology Lab (on Online @ HCC)
- access code for main course (“lecture part”)
- access code for lab activities (“lab part”)

Where do you purchase the textbook and access codes?

Students may make their purchases from a vendor of their choice. Be sure to purchase the access codes. Old access codes will not work. Most students purchase their book bundles from HCC’s bookstore.

Here is the link to HCC Campus Distant Learning (Online) Bookstore.

http://brandonbookstore.hccfl.edu/CourseMaterials.aspx

Communications Policy: All communications to me should be made by using my online, course mailbox. My personal e-mail (kennethkozeza@yahoo.com) may be used only when you cannot access the online course. If you have online access, I will not reply to e-mails sent to my personal mailbox.

Please feel free to call me if it is urgent or if you are unable to log into the course and access the e-mail. I check my e-mail regularly and usually reply the same day or within 48 hours (two working days) excluding weekends.
ONLINE HCC HELP

Online@HCC Help: HCC students have access to 24/7 technical assistance. You can access help via the online support site (see instructions below) or you can reach HCC representatives by dialing the toll-free number (see instructions below).

How do I access the Online@HCC system?
Click on this link http://d2.parature.com/ics/support/default.asp?deptID=8136
OR - to login to the Online@HCC System, please go to https://hcconline.blackboard.com, and login with the following information:

The Online@HCC system User name consists of the following schema:

- Your Online@HCC User Name is your first and last initial, followed by your seven digit student ID number. All User Names must be entered in lowercase.
  - For example: Jane Student's student ID is 0123456. Jane's User Name is js0123456.
  - You can find your student ID on your registration form.

NOTE: The first time you login your Online@HCC Password is your first and last initial, followed by your seven digit student ID number.

- For example Jane Student's password is js0123456.

Contact Us

HCC Online Support (Blackboard)
Phone Toll-Free: 1-866-523-9959
Hours: 24/7/365

HCC Helpdesk (HawkNet, Campus Cruiser, Desktop Support)
Phone: 813-253-7000 x4357
Hours: Regular Business Hours

Technical Questions vs. Course Content Questions: Technical questions concerning your ability to view online course content including images, video clips, quizzes and exams should be directed to technical support. Most problems are the result of the student not properly downloading the plug-ins required for the course. The first module “Getting Started” provides the links to obtain for free the required plug-ins. Questions concerning course content and assignments should be directed to me.

SmarThinking: SmarThinking is a 24/7 online tutoring service to students at HCC providing online tutoring and increased access to quality learning tools. Access SmarThinking at https://smarthinking.hccfl.edu/index.php. Your HawkNet user ID and password are required to access tutoring.
Instructional Methods:
- readings from the text and online sources
- videos and animations
- discussion with your classmates
- online laboratory exercises
- practice quizzes
- timed, multiple choice quizzes and module exams
- laboratory quizzes and module exams

Grading:  
A = 85-100%,  B = 75 – 84%,  C = 65 – 74%,  D = 55 – 64%,  F = 0 – 55%

Examinations, quizzes and assignments that count toward your grade (370 points total):
- 6 module lecture tests (25 questions each, 150 total) and 5 module lab tests (26 to 33 questions each, 145 total) comprise approximately 80% of your final grade
- 1 term paper worth a maximum of 75 points or approximately 20% of your final grade (this is an excellent opportunity for you to improve your final course grade)

Practice quizzes: Both the lecture and lab portions of the online course have practice quizzes for every module. You are strongly encouraged to take these quizzes for practice. A grade will show for your feedback; however, the scores will not be used in computing your course grade.

Essay “Term-paper” Assignment: The State of Florida requires that this course evaluates the student’s writing/communication skills. You are required to submit a term-paper as part of this course experience and evaluation. Instructions for this essay assignment are found by clicking on the link between module 2 and module 3 on the main course page. The paper you submit must be well-thought-out, grammatically correct, well written, and include your name and list of properly cited sources of information. Your paper will be evaluated for content, grammar, and citations. The essay assignment has a due-date and a “late-submission” due date. No penalty will be given for submissions made on or before the “late” date. However, papers will not be accepted after the late-date.

FREQUENTLY ASKED QUESTIONS AND ANSWERS......

What all do I need to complete this course?
1. a textbook
2. two access codes, one for the lecture and one for the lab
3. verify that your access codes work well before it is time for you to take a test so that if they do not work you have time to correct the problem
4. access to a computer that has internet connection
5. download/install all the required plug-ins (see “getting started”) on your computer and check that they are working properly
6. learn to surf around (navigate) through the sections in the online course
**How do I get started?** Begin with the first module titled “Getting Started” and then simply proceed through each module in order. Each module provides clear instructions on what to do. Be sure to move back-and-forth between the lecture and lab parts and proceed through the modules and examinations for both lecture and lab portions. I have designed the course to start out very slowly! Your first lecture module is “Getting Started” which does not have any reading assignments or exams. There is NO module 1 for the lab!

**When do we have to complete each module and when do we have to take the tests?** You can proceed through a particular module as quickly as you want. Module exams for lecture and lab portions are all pre-scheduled. The dates cannot be moved. Be sure to complete the lecture and lab modules before the exams are scheduled. Be sure to take both the lecture and lab exam on the same regular scheduled day. There is a second “EMERGENCY” day in which you can take the test if you have an emergency on the regular scheduled day. Either the lecture or lab exam, or both can be taken on this day. The emergency day follows immediately after the regular scheduled test day. You can view the exam dates several places including in the “calendar”, the modules, and by clicking on “Assessments”. Be sure to familiarize yourself with the exam dates and be sure to take both the lecture and lab exams! There is no regular pattern of when the exams are open. The two exam days do not fall on the same days of the week. Missing an exam due to failure to notice when they are scheduled (open) will not grant you a make-up. Technical problems with your computer or internet connection will not grant you a make-up. The test days cannot be moved for any reason and make-up exams will be granted only for medical illness (or jury duty, military leave, death in immediate family) that prevents test taking on both the regular and “emergency” test days and requires that you provide documentation.

**What is in the modules?** The modules give you step-by-step instructions including reading assignments, additional readings, helpful material, animations and video clips. Some of the clips are interactive. The modules also have links to the module quizzes and exams. Don’t panic, you will soon learn to navigate around easily. I have filled the modules with a variety of helpful learning aids and media, some of which is redundant, to help you learn the material from different modalities.

**How often should I log-on to the course?** I strongly suggest that set a schedule for yourself. Pretend, for example, that it is a land course that meets every Monday, Wednesday and Friday. Work on those three days. Remember, that whatever schedule you set for yourself, the exams are open two days and the days will not necessarily fall on the same days you schedule for yourself.

**Where are the lecture and lab practice quizzes and module exams?** The lecture practice quizzes and lecture module exams are located in the lecture section of the online course, the lab practice quizzes and lab module exams are located in the lab section. This is much easier than it may seem. Here is why. Everything you need is in each module for the lecture modules and the lab modules. When you open the lecture modules you will see immediately links for the practice quiz and for the module exam. Likewise, when you open the lab module you will see a link for the lab module exam. However, the practice lab quizzes are not shown when you first open the module; instead, you have to open or expand the outline for each of the sub-sections to see the practice quizzes. You can also find the links to the lecture and lab module tests in the calendar. The practice quizzes do not show in the calendar. Finally, the “assessment” tabs in both the lecture and lab sections will take you to all the quizzes and module exams. All the practice quizzes (which do not count toward your grade) may confuse you, so please remember that it is actually very simple, the only tests you have to take, and that you will be graded on are one lecture test and one lab test in each module. These module tests have 20 or more questions whereas the practice tests have only a few questions each.

**What do I do if I cannot view portions of the online course including images and the exams?** First, check that you have properly downloaded all the required plug-ins listed in the “Getting Started” module. If an “X” appears on your screen, it probably means that a plug-in is not working or has not been installed. Next, call technical support, they may be able to help. You have two days to take each exam and so if you run into a problem, you have a second day as a back-up. If you have waited until the second day to take your exam and then run into a problem, you will not have much time to fix the problem and may have to go to another computer. Remember, make-ups will not be given if you have technical problems.
Access to all course content is the sole responsibility of the student. HCC technical support will do everything possible to help you if you have problems.

How do I withdraw/drop my online course?

*Please know that* HCC gives you the opportunity to drop/withdraw from your course and you have a lot of time to make this decision. You can even get a partial refund if you withdraw early enough. Dropping and withdrawing from class is entirely your decision and responsibility and it must be done before the deadline. Your professor cannot drop or withdraw you per your request.

To drop a class with a refund, which must be done within a predetermined time frame, (see dates on the next pages), the student must submit the appropriate form as dictated by the Admissions Office. The form is submitted to the Admissions Office.

To withdraw without refund, which must be done within a predetermined time frame, (see dates on the next pages) the student must obtain the Add/Drop Form available in the Admissions Office on one of the four campuses. The form is then turned in to the Admissions Office. The student will receive a “W” on his/hers transcripts.

If I need to withdraw/drop the class after the deadline, can my professor withdraw me if I make the request? Your professor cannot honor such a request. You must withdraw/drop yourself and do so before the deadline.

Can I get an incomplete (‘I’) grade if I am unable to complete the course? An incomplete grade can be given when the student is unable to complete only the last (module 6) lecture and/or lab exams and when the reason is illness, jury duty, or military leave on the days of the last exams. The last exams can then be taken the following semester; however, the student will not have access to online course content, only the last exams. When a student is forced to miss more exams and coursework their option is to add/drop within the deadline. Incompletes cannot be granted for the essay assignment since that assignment can be submitted at any time prior to the due date. To avoid unforeseen problems, it is recommended that students do not wait until the “last minute” to submit the assignment.

**COURSE POLICIES……**

Make-up exams Policy: Make-up exams are allowed only for illness, jury-duty, and military leave on the days of the exams. Valid documentation must be provided. Exams can be taken at any time over a two day period. A two-day exam period is granted to allow a second “back-up” day. To take advantage of this back-up, you must plan to take the exam on the first scheduled day so that if there is a technical problem or personal emergency, you have the second day as a back-up. **Make-up exams will not be given when students have technical problems** with their computer and with viewing the exam pages and images that are part of the exam (unless of course it is the fault of the college). When a student experiences such technical problems they have several options such as calling technical support to help them solve the problem and/or going to a different computer. Again, by planning to take the exam on the first day, should technical problems occur, the student has the second day to take the exam after solving the problem or going to another computer. Remember, if you go to another computer, you will first need to download all the plug-ins since they may be needed to view the exam and images in the exam. Accessing the course content, videos, images, exams and exam images is the sole responsibility of the student. Failure to do so will not result in any extended time or make-ups.

**Academic Dishonesty Policy:** Plagiarism or cheating results in a “F” grade for the course.

**Attendance Policy:** Although attendance is not monitored daily, your consistent participation is required to complete the course successfully. Exams are open only on specific days and require your online participation accordingly.
Requests for Accommodations: Please contact the Office of Services to Students with Disabilities should you require accommodation to participate in this course. The office is located on the MacDill AFB and you may call at 813-757-2209 (voice line) or 813-757-2166.

Privacy Statement: HCC maintains a respectful and protected environment for its students to learn online. However, this learning environment may at times be entered and viewed by faculty (both current and others learning to become online facilitators), Distance Learning Staff, and other professionals who are working with HCC to maintain the online courses. Please understand that this is not a “secure and private” environment.