



Principles of Biology I Syllabus Fall 2023

Course Information

Course Title: Principles of Biology I

CRN: 10033

Course number with Section: BSC 1010C Section 3

Course Description: An exploration of the fundamental principles of living organisms and a guide to building a basic understanding of morphological and physiological principles of living organisms. Special emphasis is placed on cellular and molecular biology of the cell.

Course Location: Online

Course Day and Time: Online (Asynchronous)

Prerequisites: Successful completion of an NFC developmental reading course option or appropriate reading placement score on a postsecondary readiness test. Exemptions may exist; consult an academic advisor.

Corequisites: None

Instructor Information

Name: A. Doughty

Office Location: 34/102

Office Hours: Mon: 11am - 2pm, Tues: 12 – 2pm, Wed: 12 – 1pm, Thurs: 8 - 12pm

Phone Number: (850) 973-1645

Email: doughtya@nfc.edu

Instructor Response Time for Phone/Email: I will return your call or email within 48 business hours of receipt, unless it's on the weekend or a holiday and then I will return your call or email on the next business day.

***Note: When sending an email, the subject line must include this course's name (BSC 1010C onl).**

Response Time for Posting Grades on D2L:

Exam/Quiz Grades Response Time: Grades will be posted instantly after you take the exam/quiz and once you hit "Save and Submit". Missed exams will have their 0 grades posted within 1 business day after the due date of the exam.

Lab Report, Discussion Posts, Journal Entry Response Time: Grades will be posted no later than 10 business days after due date.

Department Chair: Dr. Guenter Maresch

Department Chair Email: mareschg@nfc.edu

Required Curriculum/Textbook and Course Materials

For textbook questions, please visit: <https://customersupportcenter.highered.follett.com/hc/en-us>

Required Textbook:

Cengage Unlimited 1 Term Printed Access Card*

ISBN: 9780357700006 Publisher: Cengage

OR

Cengage Unlimited, Multi-term 12 Months Printed Access Card*

ISBN: 9780357700013 Publisher: Cengage

OR

Cengage Unlimited Multi-Term 24 Months Access Card*

ISBN: 9780357700020 Publisher: Cengage

*After purchasing and gaining access to Cengage Unlimited you can download (DO NOT download anything that says MindTap) the following text to your dashboard for this course:

Biology by Solomon, Martin and Berg, 11th edition

Required Course Materials/Supplies:

-Access to a reliable computer and strong internet connection

-Microsoft Office (Specifically Excel, Powerpoint, Word and OneDrive) physically downloaded on your computer.

-Some labs will require materials that can be found around the home (strawberries, dish soap, red beans, white beans, coffee filters, >75% rubbing alcohol etc.)

Minimum Technological Requirements and Skills:

Technological Requirements:

- Student will need to have access to the internet and an up-to-date computer that will run D2L during non-school hours or make provisions to complete all work during campus hours, Monday through Thursday, from one of the many computer labs across campus.
- Preferred browsers for D2L and Connect websites is Firefox/Mozilla/Chrome with all plug-ins up to date for D2L, Safari (Apple devices) may not work well in some instances. Student should have at least two different browsers available on their computer to assist with troubleshooting.

- Student will need Office 365 (specifically PowerPoint, Word and Excel) – available free to registered NFC students, works with Mac and PC but not very well with Chromebooks. Student will download PowerPoint, Word and Excel directly onto their computer.
- Online Homework and some virtual labs will be completed using the textbook publisher website which requires an internet browser with pop-ups disabled, a pointing device (mouse or touch screen), and current versions of Flash, Shockwave, and Java installed on your computer. You should access all assignments through the D2L links provided.
- The Virtual Microscope (HOL VScope) requires additional registration (provided within the course) and a computer up to date with all browser plugins. Student will ensure registration and unlocking activity is completed before the accompanying lab is due.
- LockDown Browser is required for all exams – students will ensure they have downloaded and performed system checks for the LockDown Browser before their first module exam.
 - Chromebooks do not traditionally work with Lockdown Browser (it is up to the student to ensure their computer runs the browser or make alternate plans for access to a computer that can run the browser)
- Any technical issues should be troubleshooted immediately
 - **NFC Technical Support: Contact NFC Computer Services at (850) 973-1672 or email help@nfcc.on.spiceworks.com for computer hardware, D2L and general email assistance.**
 - **Cengage Technical Support: Visit <https://www.cengage.com/help-center> for assistance via either E-mail, Live Chat or by phone.**

Skill Requirements:

Students should be able to:

- Initiate troubleshooting of technical difficulties with their computer before contacting instructor or IT. This includes:
 - Taking a screenshot of the error
 - Trying different browsers
 - Clearing cache and cookies of each browser
 - Using “incognito” browser settings.
- Update browser settings, including updating necessary plug-ins and turning on (and off) popups.
- Download files and save files in various formats
- Create and edit PowerPoint and Excel files
- Use their NFC email account to send communication using correct email use and protocol outlined in the Course Email Policy below.
- Be able to view various tutorial videos.

Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation:

1. Exams (35%)
 - a. The lowest score of the unit tests will be dropped
 - b. Requires LockDown Monitor
2. Lab Assignments (25%)
3. Online Classwork Assignments (20%)
4. Journal Submissions (20%)

Student grades will be kept in a D2L grade book. Students can access their grades anytime throughout the semester. Grades are calculated as a running total throughout the semester, meaning as new assignments are added you will see the grade change to include the new assignment in the overall score. To periodically calculate your current grade in the course, visit the Grades tab and use the following formula with the fraction numbers you see:

$$(Top\ Number \div Bottom\ Number) \times 100 = \% \text{ Score}$$

Letter grades will be calculated using the scale below (in percent %).

A = 89.5 – 100

B = 79.5 – 89.4

C = 69.5 – 79.4

D = 59.5 – 69.4

F = Less than 59.4

Exams and LockDown Browser: This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

- Select the quiz in the course
- Under Quiz Requirements you will see "To take this quiz you must use the Respondus LockDown Browser"
- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and then follow the instructions
- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions
- Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz
- Select "Launch LockDown Browser"
- The quiz will now start

Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.

When taking an online quiz, follow these guidelines:

- Select a location where you won't be interrupted.
- Before starting the test, know how much time is available for it (50 minutes for Module exams and 120 minutes for the Final Exam), and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product

If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Mid Term and/or Final Exam Information:

Midterm: None

Final Exam: ONLINE Due by Tuesday December 5 (Cumulative Multiple-Choice). This is a timed 2-hour cumulative exam. LockDown Browser is required.

Outcomes/Objectives

GENERAL EDUCATION PROGRAM LEARNING OUTCOMES/OBJECTIVES

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Demonstrate competence of written communication in the form of a formal Lab Report
2. Demonstrate a mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams
3. Follow technical instructions and demonstrate the use of technology in methods required to successfully perform laboratory experiments.
4. Demonstrate mastery of interpretation of scientific data by successfully creating a graph from obtained data.
5. Demonstrate an awareness of diversity in the form of a class assignment.

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education competency)
1	1	Digital Lab Report showing competence in written communication
2	2	Mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams
3	4	Demonstrate use of microscopes by capturing an image, incorporation into a lab report, including proper labeling.
4	2	Interpret and/or produce a graph from data provided in class
5	1, 3	A class assignment showing awareness of diversity.

Course Content and Schedule

Early Alerts: Full Term

#1: September 12th – 13th

#2: October 10th – 11th

Each module schedule and content are listed below – **any time or date accommodations must be sent to the instructor for approval at least 5 business days before the scheduled due date and time – requests are not guaranteed.** The Unit test closes each unit – if you miss any due dates OR time, please review the Course Late Work Policy and Makeup Policy. Tasks and reading assignments are outlined per module. All modules are due on a Tuesday before 12 noon – some assignments (Some labs, most Cengage assignments) will have specific dates WITHIN the module and are listed below, otherwise

assignments will be due by 12 noon on the Tuesday ending the module. Refer to the Late Policy and Missed Exam policy for any submitted work after this time (>12:01pm). All exams/assignments/activities are open on Day 1 of the semester – you can work ahead whenever possible to keep on track with due dates.

Some labs require a mid-module data submission to a specific discussion board for collaboration – failure to complete the data sharing portion of these labs by the due date (and time) listed in the early portion of the module will result in a 0 for the overall lab report grade, no exceptions. The data sharing is typically due by the end of the first week of the module it is assigned in. You must be active in the lab to complete the lab with a grade.

Discussion Requirements

-All Part 1 discussion posts require submission to two different locations (1 to dropbox, 1 to discussion board) before the assigned Part 1 due date and time for a grade. The first submission should be a .docx file submitted to the appropriate dropbox before the due date and time listed for the respective Part 1 or a late penalty will apply. Do not post in the comments section of the dropbox. After receiving a Turnitin Score in the dropbox you can then go and submit to the appropriate discussion board.

- Some discussions have two parts to it and will be indicated on the schedule, as well as the discussion board instructions. Part 1 posts will have an earlier due date (within the assigned module – listed below in the schedule and in the course calendar in D2L). If you do not meet the first due date of the discussion (2 submissions – see above), you can still post both Part 1 and Part 2 posts before the Part 2 post due date to receive an overall score minus late points.

Module 1 (Aug 21 – Sept 5) All assignments due by 12 noon on assigned due date.

Core Concepts: Scientific Method, Cellular Organization and Definition of Life

Assignments	Tasks	Due Date (before 12 noon)
Review Syllabus	-Attendance Quiz -Course Contract/Pledge Quiz -Register Cengage Unlimited Access and Download LockDown Browser -Collecting your data for Data Analysis Lab report and post to corresponding Discussion board for collaboration.	8/25 8/25 Before 8/29 8/28
Reading Assignment: Chapter 1	-Post to “Introduction Post” discussion board -Complete and submit your official Lab Report for Data Analysis Lab* . -Submit Journal 1 entry (Current event = Living Organism)	9/5 9/5 9/5
Supplemental Cengage Online Activities	-1.2 Characteristics of Life; 1.3 Biological Organization; 1.6 Unifying Concept: Evolution	Before exam 1
Unit 1 Test	-Test goes offline at 12pm (lunchtime).	9/5

Module 2 (Sept 6 – 19) All assignments due by 12 noon on assigned due date.

Core Concepts: Chemistry

Assignments	Tasks	Due Date (before 12 noon)
Reading Assignment: Chapter 2: General Chemistry of Life	-Begin Macromolecule Chemistry lab (start the experiments)	

Assignments	Tasks	Due Date (before 12 noon)
Reading Assignment: Chapter 3: <i>Organic Chemistry and Macromolecules</i>	-Research and post to Discussion: Chemistry in Life -Submit Macromolecule Chemistry lab report to Dropbox -Submit Journal 2 entry (Current Event = Organic Chemistry News)	9/19 9/19 9/19
Supplemental Cengage Online Activities	-2.1 Elements and Atoms; 2.3 Chemical Bonds; 2.5 Water -3.1 Carbon Atoms and Organic Molecules; Ch 3 Test	Before Exam 2
Unit 2 Test	- Test goes offline at 12pm (lunchtime).	9/19

Module 3 (Sept 20 – Oct 10) All assignments due by 12 noon on assigned due date.

Core Concepts: The Cell

Assignments	Tasks	Due Date (before 12 noon)
Reading Assignment: Chapter 4: <i>Cells</i>	-Register and unlock the V-Scope by completing the steps (access code provided by instructor)	9/22
Reading Assignment: Chapter 5/6: <i>Membranes</i>	-Post your discussion #2 (The Mitochondria) -Submit Cells Lab Report to Dropbox -Submit Journal 3 entry (Current Event = Molecular/Cell Biology)	10/10 10/10 10/10
Supplemental Cengage Online Activities	-4.1 The Cell; 4.3 Prokaryote and Eukaryote Cells -5.1 Structure of Biological Membranes; Ch 5 Test -Ch 6 Test	Before Exam 3
Unit 3 Test	- Test goes offline at 12pm (lunchtime).	10/10

Module 4 (Oct 11 – 31) All assignments due by 12 noon on assigned due date.

Core Concepts: Metabolism and Energy

Assignments	Tasks	Due Date (before 12 noon)
Reading Assignment: Chapter 7: <i>Energy and Metabolism</i>	- Complete and submit Muscle Fatigue Lab Report	10/17
Reading Assignment: Chapter 8: <i>Cellular Respiration</i>	- Post your discussion #2 (Life on Earth) post	10/24
Reading Assignment: Chapter 9: <i>Photosynthesis</i>	-Complete and submit Nutrition Lab Report -Submit Journal 4 entry (Current Event = Photosynthetic Organism)	10/31 10/31
Supplemental Cengage Online Activities	-7.2 Thermodynamics; 7.6 Enzymes -8.2 Aerobic Respiration; 8.4 Anaerobic Respiration - 9.2 Chloroplasts; 9.3 Photosynthesis Overview; Ch 9 Test	Before Exam 4
Unit 4 Test closes	- Test goes offline at 12pm (lunchtime).	10/31

Unit 5: (Nov 1 – 14) All assignments due by 12 noon on assigned due date.

Core Concepts: Information Flow and Storage (Cellular)

Assignments	Tasks	Due Date (before 12 noon)
Reading Assignment: Chapter 10: <i>Chromosomes Mitosis Meiosis</i>	-Women In Science Diversity Quiz due -Post your discussion (Topic: Cell Cycle and Cancer) part 1 posts -Complete and submit Bacteria in the World lab report	11/7 11/7 11/7
Reading Assignment: Chapter 11: <i>Mendel Genetics</i>	-Post your discussion (Topic: Cell Cycle and Cancer) part 2 posts -Complete and Submit Mitosis and Meiosis Lab Report -Submit Journal 5 entry (Current Event = Chromosomal Disorder)	11/14 11/14 11/14
Supplemental Cengage Online Activities	-10.2 Cell Cycle and Mitosis; 10.4 Sexual Reproduction and Meiosis -11.1 Mendel's Principles of Inheritance; 11.3 Inheritance and Chromosomes	Before Exam 5
Unit 5 Test closes	-Test goes offline at 12pm (lunchtime).	11/14

Unit 6: (Nov 15 - 28) All assignments due by 12 noon on assigned due date.

Core Concepts: Information Flow and Storage (Molecular)

Assignments	Tasks	Due Date (before 12 noon)
Reading Assignment: Chapter 12: <i>DNA</i>	-Post lab activity report data to discussion board – Human Genetic Inheritance -Post your discussion #4 (Gene Carrier) part 1 post	11/17 11/21
Reading Assignment: Chapter 13: <i>Gene Expression</i>	-Post your discussion #4 (Gene Carrier) part 2 posts	11/28
Reading Assignment: Chapter 16: <i>Human Genetics</i>	-Complete and Submit Human Traits Lab Report -Submit Journal 6 entry (Current Event = Choose your own topic)	11/28 11/28
Supplemental Cengage Online Activities	-12.2 Structure of DNA -13.2 DNA to Protein; Ch 13 Test -16.1 Human Genetics	
Unit 6 Test closes	- Test goes offline at 12pm (lunchtime).	11/28

FINAL EXAM Topic: Cumulative (All chapters)

Date: Goes offline Tuesday Dec 5 at 11:59pm (available 11/21)

***Lab Report Requirements:** All lab reports must be completed in an official lab report writing format and submitted as a PowerPoint (.pptx extension) file. Lab Report Guidelines and Examples are provided in the Course Material tab of Contents. All lab reports are analyzed using Turnitin – See Turnitin Policy for acceptable and unacceptable numbers. All lab reports and contents must be your original work for the current semester (no resubmissions of previous semester work are accepted and could impact the overall Turnitin Score).

Journal Submissions: All journals will be submitted as a .docx file. The outline and structure of journal entry reports will be provided within D2L under Content → Journal Instructions. Current Event topic will change for each module and is provided below. Current Event articles chosen will be different to the Discussion post articles/content. Choose a current article (current = within the year 2023) based on the topic for each module and analyze it.

- Journal #1 Topic: Any living organism (plant, animal, fungi, bacteria, protist)
- Journal #2 Topic: Organic Chemistry News
- Journal #3 Topic: Molecular/Cell Biology
- Journal #4 Topic: Photosynthetic Organism
- Journal #5 Topic: Chromosomal Disorder (must have a clearly identified chromosome/s in research – you need to be able to specifically mention a chromosome)
- Journal #6 Topic: Choose your own topic

Module Exams: There are 6 module exams that end each module and will be available at the beginning of the semester, allowing you to best fit the exam into your schedule (before the assigned due date and time). These exams are timed 50 minutes using LockDown Browser and should be treated as if you were taking a traditional exam (study first, no notes/books/google, once you start you must finish within timeframe etc.). If you have a Chromebook you will be required to obtain access to a computer that can use LockDown browser (you can make an appointment with NFC library during their open hours on the exam days). Make sure you have a strong internet connection before taking the exam. Google Chrome or Firefox are the recommended browsers.

Final Exam: The final exam is a comprehensive (all chapters) multiple-choice/true false/fill in the blank exam. If you missed an exam through the semester you are required to take the final, which will replace your missed module exam. Or you could choose to take the final (as long as you complete all module exams) to replace a low score.

NFC Course Policy Statements

ATTENDANCE VERIFICATION POLICY (Week 1: Initial Attendance Verification) At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

COURSE PARTICIPATION POLICY: Student is responsible for logging in daily, checking course News Feed notices, checking emails daily, and ensuring all assigned tasks are completed on or before the due date for each module. See Missed Test Policy, Missed Lab Policy and Late work/Extension Policy.

DIRECT QUOTES POLICY: No direct quotes will be accepted in this course, and could result in a 0 on the writing assignment. Direct quotes do not count toward length requirements (if the assignment has a minimum length requirement).

DISCUSSION GRADING POLICY: A discussion will receive a grade only when both submissions for Part 1 are present (one to dropbox and one to discussion board). If one of the submissions is missing, a score of 0 will be given for an incomplete submission. Dropbox submissions will be in .docx file format. If any one of the submissions is submitted late, then the grade will receive a late penalty. See Late Work Policy.

EMAIL POLICY – All email should be sent and received via the NFC email account and should have your course name in the subject. Communication from personal email accounts is not acceptable and may not be answered due to spam and junk mail filters. You are expected to check your NFC email regularly (at least once per day) – this is my main mode of communication outside of the scheduled class time. Email messages are a form of **formal communication** (not a messaging app), which means I expect to see:

- A subject line which includes your course name and a very brief summary of topic
- The body should include a greeting and then your inquiry – be specific again to your course name as well as the file/exam name. Please limit the use of SMS texting language and use proper sentence structure (Capitals, comma’s, periods etc).
- You should always end your message with your name, preferably including your last name

EXTENSION (DATE/TIME) POLICY - There are no date extensions provided on any assignments, quizzes or exams throughout the semester. Most assignments and exams are open on Day 1 of the semester, allowing at least 2 weeks or more to work on the assignments. Please refer to Late Work Policy for late submissions.

EXTRA CREDIT POLICY: Extra credit work is optional and built into the course, which can help improve your grade. No extra credit assignments will substitute for missed exams, lab reports, or any other graded assignment. Extra credit will not be provided on an individual basis. All students will have the same opportunities for extra credit.

LATE WORK POLICY: Lab Reports, and Journal Submissions: Maximum score on late is 50% within 24 hours. No work accepted over 1 day late and will receive a 0. There are no date extensions provided on any assignments, quizzes or exams throughout the semester. **Discussion dropbox Submissions:** If a discussion Part 1 post is submitted late to the dropbox and/or the discussion board, then a late penalty will apply to the overall discussion board post according to the discussion board rubric.

MISSED TEST POLICY- No tests or quizzes can be missed. Any missed tests will automatically receive a 0 for that exam. If you miss an exam you may take the comprehensive final exam and the grade achieved on the final will replace the missed exam. There will be no make-up exams or quizzes.

MISSED LAB POLICY – The virtual labs and lab report assignments should be completed with the module they are assigned to (or earlier if you have the time). Any missed labs beyond 24 hours late will automatically receive a 0 after the module date has passed. Any lab submitted in the incorrect format, and resubmitted after the due date/time will qualify for the late penalty on the assignment. There are no make-up labs provided. Some labs require collaboration on a discussion board by a specific date (listed in the schedule) – if this collaboration is missed, lab report will receive an automatic 0 for no participation – see the Late Work/Extension Policy. There are no make-up labs provided at any time through the semester.

REDO POLICY - There will be no “Redo” opportunities on assignments/lab reports/online homework/exams offered in this course. The score you receive on an assignment will remain that score for the semester.

TURNITIN SCORE POLICY- Used on lab reports and other written assignments for purposes of plagiarism amongst students as well as outside sources. All assignments will be submitted to the appropriate dropbox for evaluation. For Lab Reports - Scores should be no higher than 40% similarity to other sources OR for Discussions and Journals – scores should be no higher than 20% similarity to other sources. You should submit early enough (24-48 hours) to allow the score to appear. If the score is high you should reword your report and resubmit (again allowing enough time for the score to appear). Any Turnitin scores 15% or higher on submissions will be evaluated for similarity in individual answers – any paragraphs, answers, materials, or methods 90% highlighted (majority highlighted) will result in an automatic 0 for that entire lab report.

LAB REPORT TURNITIN SCORE:

Turnitin Score	Lab Report Score
<40% : All answers original	Acceptable

Turnitin Score	Lab Report Score
<40% : 90% similarity on one or more question responses	Automatic 0 on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.
41-50	Report Grade minus 20%
51-60	Report Grade minus 30%
>61	Automatic 0 on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.

JOURNAL AND DISCUSSION TURNITIN SCORE:

Turnitin Score	Lab Report Score
<20% : All answers original	Acceptable
<20% : 90% similarity on one or more question responses	Automatic 0 on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.
21-30	Report Grade minus 20%
31-40	Report Grade minus 30%
>41	Automatic 0 on first offense. Student will be contacted by the instructor regarding NFC Academic Honesty Policy.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE. There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE.** Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30

a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Monday – Thursday 8:00 a.m. – 7: 00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, Anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Brianna Kinsey at kinseyb@nfc.edu or (850) 973-9458.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Academic Success Center (ASC) (850) 973-1624 / asc@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.