Check to make sure you are in the right section of this course. It is your responsibility to complete the orientation for the correct course. You can check your course schedule at the ACC web site: www.austincc.edu On the right side of the main page, locate “Online Services”, then click on “Current Students”. Login and then click “My Class Schedule”. It is your responsibility to make sure you are actually registered for the course. If you do not do this and later discover that you are not actually enrolled in this course, you will not be added to the course at that time.

Instructor: Bernice Speer

Office Location: RRHEC 456

Office Hours: MTWTh 11:20-11:50 am  
Monday 4:00-5:30 pm  
Wednesday 4:00-4:30 pm  
Thursday 4:00-6:00 pm  
Other hours by appointment

Phone Numbers:  
Home: 255-6827 (leave messages on answering machine)  
RRHEC 716-4642 (only during office hours)  
RVS office 223-6297 (voice mail only; I am not at RVS this semester)

Fax: 255-1849 (home fax; 1st choice) or 716-4110 (backup only; send to my attention). Please notify me by e-mail if you send a fax.

e-mail: bspeer@austincc.edu

My web page: http://www.austincc.edu/bspeer

ACC Distance Learning Student Handbook: http://www.austincc.edu/handbook/

COURSE DESCRIPTION: A survey of major biomes of the world, environmental interactions of species, populations and community dynamics, & impact of humans on the world around them.

PREREQUISITES: This course requires college level reading and writing skills. You must have:
(1) at least a 5 or above on both the ACC reading and writing assessment tests, or (2) passed both the reading and writing portions of the TASP, or (3) are exempt from the TASP. If you do not meet these requirements, you may be withdrawn from the course

COURSE GOALS AND RATIONALE: This course was designed for students who are non-science majors, although it is also appropriate for science majors. The central underlying theme of the course is ecology. The course examines characteristics of major communities (such as deserts, tropical rainforests, coral reefs, etc.). Problems faced by organisms in different environments and their adaptations to these problems are emphasized throughout the course. Reoccurring themes include biogeography, symbiosis, nutrient cycles and food chains.
Specific skills and competencies expected of students who complete this course include:

- ability to explain ecological concepts, using several examples to illustrate
- ability to observe phenomena and to record information
- ability to apply ecological concepts to new examples
- ability to demonstrate higher level thinking skills

COMMON COURSE OBJECTIVES:  Specific common course objectives are located at:
http://www.austincc.edu/biology/2306_Com_Course_Obj.PDF

INSTRUCTIONAL METHODOLOGY
This course is taught as a PCM (personal computer with modem) distance learning class and has no classroom component. Completion of online orientation with signature form is required.

ACCeID
You will need an ACCeID to use the Blackboard site and ACC Online.

If you don't already have an ACCeID, go to the ACCeID Manager Login at: https://acceid.austincc.edu/idm/user/login.jsp
Click on "First-Time Login" and follow the instructions. **You must be able to access Blackboard immediately in this class.**

BLACKBOARD SITE FOR THIS CLASS:
A Blackboard site has been set up for this class. You will be using Blackboard extensively throughout this class for graded online discussion groups and to access general course materials. Announcements and grades will be posted on Blackboard. I will also use Blackboard to send e-mails to the class.

For this reason, you **must** use your ACC e-mail address. That is the only e-mail address that Blackboard will use and the only e-mail address that will be used to send out official notices and feedback. Information about the ACC e-mail can be found at: http://www.austincc.edu/google/

**You can have your ACC e-mail forwarded to another e-mail address if you prefer.** See more information at: http://mail.google.com/support/bin/answer.py?hl=en&answer=10957

To get started on Blackboard, go to the login site at: http://acconline.austincc.edu/ and click on the “Student Guide – Getting Started with Blackboard” link. This will help you set up your Blackboard account and get you to the course site. Please put my e-mail address into your address book or your Spam Blocker may block my e-mails.

You can also use Blackboard to keep in touch with other students who are enrolled in this course to form real or virtual study groups. You can post questions and comments to everyone through the Blackboard class discussion groups or you can use the real time Chat Room from this site.

Streaming videos are also available on the Blackboard site. These will work best if you have DSL or a cable modem. If not, ACC computers are available for student use.
REQUIRED COURSE MATERIALS
You will need the following items:

2. LIVING PLANET video programs (episodes) available at ACC Libraries or as streaming videos on my Blackboard site. Also, the DVDs are available for purchase online. (See last page of syllabus.)

You are responsible for all materials covered in the videotapes, study guide and discussion groups. You are also responsible for any lecture material presented in Blackboard.

OPTIONAL MATERIALS
Although not required for the class, there is a companion book, *Living Planet*, by David Attenborough. Copies are on reserve at some ACC Libraries (RGC, NRG, RVS, CYP, PIN) and are also available at the Austin Public Library. Students have found books at Half-Price Books and amazon.com. If you learn by reading, the book may help you understand course materials.

COURSE POLICIES
All general policies as described in the ACC College Catalog and the ACC Student Handbook apply. Specific policies for the course are covered in this syllabus.

ACC policy concerning copyrighted materials: All class materials provided on ACC web pages, electronic reserves, on diskette, and in printed form are copyrighted and may not be reproduced without the written consent of the copyright holder. Reproduction means photocopying, scanning, copying downloaded files, or posted any of these on a server (web site). Each student currently enrolled in this section of BIOL 2306 is hereby given permission to download and print one copy of the study guide for his/her own use.

COURSE STRUCTURE
BIOL 2306 LIVING PLANET is a distance-learning course based on 12 programs produced by the BBC and narrated by David Attenborough.

- The course is divided into five sections.
- These sections should be completed in order.
- The first section consists of introductory material in the study guide (Introduction).
- Sections 2-5 consist of THREE video programs (episodes) and the corresponding material in the study guide.
- The class will be divided into discussion groups. New discussion questions will be posted every week for students to discuss.

You must have access to a computer to complete the work in this course. Computers are available in the ACC libraries and in the ACC computer centers for student use.
You will need to:
1) Read the material in the study guide,
2) View the corresponding video programs (episodes) for that section,
3) Answer study questions in the study guide,
4) Study the material in the study guide,
5) Participate in the online discussion groups,
6) Read any additional materials posted in Blackboard for the week, and
7) Take the exam over these materials.

ONLINE DISCUSSION GROUPS
Students are expected to regularly participate in small group online discussion forums in Blackboard. You will be assigned to a discussion group by the instructor. You can access the group discussion board through Blackboard, by clicking on "Group Discussions", and then clicking on your group. An announcement on how to access your discussion group will be posted on the 1st day of class.

The instructor will post a set of questions every week for the group to discuss. Some of these questions may pertain to the videos; other questions may require you to look at materials on the web. You are also welcome to start your own areas of discussion. This is a great place to ask your group members to explain some concept that you did not understand.

Here are some general guidelines for discussion groups:
1. Grades are based on participation. I expect you to regularly participate in your group discussion forums every week on different days. Your GROUP should try to answer all of the questions asked by the end of the week. You personally do not have to post the answers to each question.

2. I expect you to read and respond to the posts from other group members.

3. When you post an answer to a question, especially if you are the first one to respond for the week, PLEASE DO NOT ANSWER EVERY QUESTION. Leave some room for other group members to participate in the discussion. For example, if you asked to compare two ecosystems, you might discuss one way that the two ecosystems are similar and one way they are different. That gives an opportunity for someone else in your group to respond.

4. Quality is more important than quantity. Make sure you say something meaningful.

5. Be polite to each other. It is okay to disagree with someone else’s opinion or interpretation but disagree politely. Also, don’t use abbreviations in your posts. Remember that people cannot tell if you are being sarcastic or witty when they are reading your posts. Be careful and considerate! The instructor can remove you from your discussion group for inappropriate postings. If this happens, your grade for any remaining discussion topics will be a zero (0) and you will not be given the chance to make these points up in an alternate fashion.

6. Discussions start on Monday (12:00 am) and end on 11:59 pm the following Sunday.

7. There will be 5 weeks of discussion topics posted by the instructor for your group.

8. You will receive a grade for your participation in your group discussion forum. Each week is worth 20 points (5 weeks x 20 points = 100 points total).
Discussion grades will be assessed using the following general criteria:
(a.) Did you post at least FOUR times to the discussion on at least THREE different days?
(b.) Did you post in a timely fashion? Did you post regularly throughout the week, not just on one day?
(c.) Were your posts relevant to the discussion topic? Or, as an alternative, did you introduce new material for the group to consider?
(d.) Did your posts show evidence of thoughtful analysis? Were your posts meaningful?
(e.) Did you read and respond to postings of other group members?

INFORMATION ABOUT VIDEOTAPES
The video episodes are available in ACC libraries at the following ACC locations: *Cypress Creek, *Eastview, *Northridge, *Pinnacle, *Rio Grande, *Riverside, Round Rock Higher Education Center, *South Austin and at the Fredericksburg High School. Starred (*) locations have checkout copies available. There are a FEW checkout copies available; all libraries have copies that are available for viewing only in the libraries.

Streaming videos are available on the Blackboard site. DVDs can also be purchased online.

Many students in the past have become confused about the videotapes that are available for checkout and the ones in the library. There are SIX checkout videotapes. The checkout videotapes have TWO video episodes on one videotape cassette.
- Checkout Tape 1 for Unit 1 - contains episodes 1 and 2
- Checkout Tape 2 for Unit 2 - contains episodes 3 and 4
- Checkout Tape 3 for Unit 3 - contains episodes 5 and 6
- Checkout Tape 4 for Unit 4 - contains episodes 7 and 8
- Checkout Tape 5 for Unit 5 - contains episodes 9 and 10
- Checkout Tape 6 for Unit 6 - contains episodes 11 and 12.

If you are checking out a videotape to take home, you must ask for the correct tape. If you are checking out the DVDs, then pay attention to the name of the episode.

Checkout tapes usually have two video episodes on one videotape cassette. If you are checking out a videotape from the library, please make sure the videotape covers the correct episodes before leaving. DVDs are also available for checkout.

Exam deadlines will NOT be extended if you are unable to view the videos.

HOW TO PREPARE FOR EXAMS
Reading the concepts and additional information FIRST will help you understand the material in the video. Be aware that some topics covered in the study guide are not mentioned in the video and vice versa. You are responsible for all material covered in the study guide, the videos and your online discussion groups. You are also responsible for concepts covered on previous exams.

Many students who have done well in this class have reported similar study habits:
(1) They read the material in the study guide before seeing the video,
(2) They watched the videos first without taking notes
(3) They watched the videos again and answered the questions in the study guide
(4) They studied the material
(5) They watched the videos again before taking the exam.
LOCATION OF EXAMS AND EXAM POLICIES
Exams are available at the following campuses: Cypress Creek, Eastview, Fredericksburg, Northridge, Pinnacle, Rio Grande, Riverside, Round Rock Higher Education Center, San Marcos and South Austin. I will send your exams to the testing center you indicate on the student information form. A few extra exams will be sent to other testing centers. If you decide to change testing centers, you must notify me immediately to make sure that there is an exam at the testing center for you. RVS is the only campus that regularly has extra copies.

Read the attached information about the Academic Testing Centers before taking your first exam. This provides locations, open hours and telephone numbers for each testing center.

Please have everything with you when you go to take an exam at the Testing Center. The Testing Center is there to facilitate the test-taking process for open campus students. However, you must do your share in order to be prepared. Read the Guide to Student Use of the Testing Center. Be aware of their policies. When you go to take an exam, make sure you have:
1. Valid ACC student Photo ID*
2. A number 2 pencil and eraser
3. Correct information about the course (see below)

You must have an ACC photo student ID to use the testing center. You will not be able to use the Testing Center or libraries without the student photo ID. You can get more information at this web site: http://www.austincc.edu/support/admissions/student_id.php

Please be aware of the policy: Testing is done on a “first come, first serve” basis.

How to fill out the Test Request Form:

course number = BIOL 2306  
section number = 001 (10766)  
test number = (be very careful to put the correct test number)
instructor = Bernice Speer  
instructor’s home campus = RRHEC

Once you have the exam, check in the upper right corner to make sure you have the right exam. Look for this information “Bernice Speer, BIOL 2306, Exam Form (test # you asked for)” If the testing center gives you the wrong exam and you take it, you will not do well on the exam. For example, if you take exam 5 when you meant to take exam 2, you will have to take whatever grade you get for exam 5 at that point, even if you didn’t study for it. If you take an exam from another instructor, the exam will not be given credit for this class.

You will put your answers for the objective questions on a Scantron form, which will be graded by the testing center. They will record your score on the exam request form and give you the yellow copy. Keep your yellow copy of the test request slip copies until you receive your course grade. This is your only proof that you have taken an exam if the exam is lost or misplaced.

Answer the other questions on the exam (written and extra credit map questions). The testing center will send the entire exam to me and I will grade the short answer questions and extra credit questions. Once I have graded your exam, I will post your grade on Blackboard.
You should allow a minimum of one hour to take exams for this class. It may take you longer than an hour to finish an exam. Please note: The testing center will give out exams until it closes. You will have no more than 30 minutes after closing time to finish the exam. This means if it is 7:59 pm and the Testing Center closes at 8:00 pm, you will only have until 8:30 pm to complete the exam.

**EXAM INFORMATION**

► The course is divided into five sections.

► Each section is tested separately. (See table on page 9 for more information.)

► There are **mandatory** deadlines that will be enforced by the instructor.

► Exams are usually a mixture of objective questions (multiple choice, true-false, matching) and short answer. (See table on page 9 for more information.) The point value for each question will be shown on the exam.

► You will be tested on any material covered in the study guide, videotapes and online discussion groups.

► In addition to your ability to remember facts and definitions, you will also be tested on your ability to apply what you have learned to new situations, identify relationships and to analyze situations using the facts and terms you have learned.

► I have attached a copy of Bloom's taxonomy, a method of classifying different levels of learning, to this syllabus. While most of your learning falls under knowledge (1.00), you will also use comprehension (2.00), application (3.00) and analysis (4.00).

► **Exams are cumulative in the sense that you are always responsible for concepts covered in previous exams. Questions may cover information from previous exams.**

► You are expected to be familiar with all of the course concepts. If you skip an exam, you will not know the concepts covered in the skipped exam.

► There are no retests in this course for the five required exams.

► You can use the optional comprehensive final exam (discussed on next page) to replace your lowest non-zero grade on a required exam.

► **The final will not substitute for a required exam that you did not take.**

► **You must take all five required exams in order to pass the class with any grade other than “F”**. If you do not take a required exam, the final will not substitute for that exam. This means you will receive a grade of F in the course, regardless of your average.

► You have access to your exam grades through Blackboard, so you can keep track of your progress in the course. You are welcome to review your exams after they are graded. Exams are kept in my RRHEC office. You can review your exams during office hours (either in person or by phone) or make an appointment with me to go over the exams. You can also go over exam questions with me by phone.

Living Planet Syllabus/First 5.5-week/Summer 2010/page 7
COMPREHENSIVE FINAL
An optional comprehensive final will be available during the last few days of the semester. The final will cover all the material in the five sections. The final will be totally objective (50 multiple choice questions). Your grade on the comprehensive final will be used to substitute for your lowest required exam but will not be used to substitute for an exam that you did not take. If your grade on the comprehensive final is lower than a required exam grades, it will not be counted.

The final cannot hurt your grade. If you have a borderline grade and you are concerned, plan on taking the final.

You can take the final at any testing center. Please see the table on page 9 for exam deadlines.

EXTRA CREDIT
Each exam has one extra question for extra credit for a total of 14 possible extra credit points over the semester. In addition, a common problem for students in this class is a lack of knowledge about geography. For extra credit, you will be asked to identify locations and features mentioned in the Living Planet videos and study guide. Exams 2-5 will have also contain an extra credit map quiz. There are a total of four possible map quizzes; each map quiz is worth a maximum of 4 points (16 possible extra credit points). This means you can earn up to 30 points of extra credit in the course.

The optional map quiz for an exam is on the back of the answer sheet for exams 2-5. There is not a map quiz for exam 1. If you do not complete the map quiz when you take each exam, you will not be able to earn this extra credit.

As you watch the video and use the study guide for each episode, several geographical features or locations (lakes, rivers, deserts, states, islands, countries, waterfalls, etc.) are mentioned. These locations may be found by using atlases in the library or on-line. There is a blank map of the world in the study guide on which you can practice. A list of the possible map locations for each episode can be found on the Blackboard site for this class, under Course Documents, entitled “Geographic Locations for Extra Credit”.

When you take the exam, the map quiz will be the last page. At the top of the map, you will find a list of four locations from the exam material. Each location will be numbered. Write the number on the map where you think it should go.

For example, the four locations might be listed as:
1. United States  2. Pacific Ocean  3. Africa  4. Italy

Look at the map and write the number on the correct location. You will get extra credit for any of the answers that are in the correct place. You will not lose credit for any wrong answers on the map quiz.

There are no other extra credit options for this class. There are no extra credit papers that will replace your exam grades. If you want to replace your lowest exam grade, you can take the optional final, as explained in the section above.
EXAM DEADLINES

You must take your exams by the deadlines below. I enforce the deadlines, not the testing centers. The deadline is the last day to take the exam in a timely manner. To avoid problems, try to take your exam 1-2 days before the deadline. **Note: For exams 1-5, there is an automatic 24-hour grace period after the exam deadline.** I will not accept any exams taken after the grace period for credit and your grade will be zero.

There is no grace period for the optional final. **You may take the final exam at any testing center.**

<table>
<thead>
<tr>
<th>Exam #</th>
<th>Exam Covers</th>
<th>Status</th>
<th>Format of Exam</th>
<th>Mandatory Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction (entire Introduction, pages 1-28)</td>
<td>Required</td>
<td>41 objective questions (80%) + 2 pts extra credit + 2 written questions (20%)</td>
<td>Monday June 7</td>
</tr>
<tr>
<td>2</td>
<td>Video Episodes 1, 2 and 3 Concepts for Episodes 1, 2 &amp; 3</td>
<td>Required</td>
<td>45 objective questions (90%); 1 written question (10%) +3 pts extra credit + map quiz</td>
<td>Monday June 14</td>
</tr>
<tr>
<td>3</td>
<td>Video Episodes 4, 5, and 6 Concepts for Episodes 4, 5 &amp; 6</td>
<td>Required</td>
<td>45 objective questions (90%); 1 written question (10%) +3 pts extra credit + map quiz</td>
<td>Monday June 21</td>
</tr>
<tr>
<td>4</td>
<td>Video Episodes 7, 8, 9 Concepts for Episodes 7, 8 &amp; 9</td>
<td>Required</td>
<td>45 objective questions (90%); 1 written question (10%) +3 pts extra credit + map quiz</td>
<td>Monday June 28</td>
</tr>
<tr>
<td>5</td>
<td>Video Episodes 10, 11 and 12 Concepts for Episodes 10, 11 &amp; 12</td>
<td>Required</td>
<td>45 objective questions (90%); 1 written question (10%) +3 pts extra credit + map quiz</td>
<td>Monday July 5</td>
</tr>
<tr>
<td>6</td>
<td>Comprehensive Final (Optional)</td>
<td>Optional</td>
<td>50 questions; 100% objective</td>
<td>Wednesday July 7</td>
</tr>
</tbody>
</table>

*Not all testing centers are open all days of the week. You are responsible for knowing the testing center hours of operation for the testing centers.*

Please note: all ACC campuses will be closed on Sunday, July 4

The exams indicated must be completed by the deadlines. **If you miss an exam deadline, there is an automatic 24-hour grace period.** You do not have to ask me to use the 24-hour grace period. (There is no grace period for the final.) **Any exam taken after the grace period will not be accepted for credit and your grade is zero.** It is your responsibility to complete the exams by the deadlines. If you have not completed Exams 1-3 in accordance with these deadlines, I will drop you from the course.
HOW EXAMS ARE SENT FROM TESTING CENTERS TO INSTRUCTORS
I cannot grade the written part of your exam until I receive it from the testing center. Depending on where and when you took the exam, it normally takes 2-6 days for me to receive your exam. I try to grade the exams on the day that I receive them. However, it may take another day or two to grade an exam, depending on the number of exams I receive on a given day. You should expect your exam grade to be posted within 3-7 days after you take the exam. (It sometimes takes longer to get exams from FBG and SMC.)

Exam grades will be posted on Blackboard. If your grade is not posted on Blackboard, this means that I have either not received your exam or I have not graded it yet.

How soon will you get your grade posted? This depends on the testing center that you use and what day you take the exam. Most testing centers sent exams out to instructors on the next day after you take your exam. However, if you took it on Friday or the weekend, the exam will not be sent out until Monday at the earliest. If sent out on Monday, I may get the exam as soon as Tuesday but it is more likely to be delivered later in the week.

COURSE GRADES
You must take and complete all of the five required exams to pass the course. Each exam is worth 100 points, as mentioned above.

You will receive a grade of "F" if you do not complete all five required exams. If you do not take an exam, your grade will be an “F”, regardless of your actual scores or percentages. The optional final can substitute for your lowest non-zero required exam grade, if higher. The final will not substitute for an exam that you missed.

You will also earn points for participating in the online small group discussion forums. As mentioned above, there will be 5 weeks of online discussion groups. Each week is worth 20 points.

Summary of Grading Criteria:
- Exams (5 exams @ 100 points each) = 500 points
- Online discussion group (5 weeks @ 20 pts/week) = 100 points
- Total number of points = 600 points

Final grades for the course will be based on these percentages:
- A - 90-100% (540 to 600 points)
- B - 80-89% (480 to 539 points)
- C - 70-79% (420 to 479 points)
- D - 60-69% (360 to 419 points)
- F - below 60% (0 to 359 points)

There are NO curved scores and no additional projects for extra credit other than what are already described in this syllabus. Since there are so many possible extra credit points in this class and discussion grades are easily earned, grades will not be rounded or curved. Your grade is based solely on the points you earn from exams and participation in your online discussion groups.
WITHDRAWALS

Student-initiated withdrawal:
1. It is your responsibility to withdraw from the course if you cannot complete the course requirements by the deadlines.

2. You should withdraw from the course if you do not have a passing grade (or whatever grade you need) by the drop date. If you drop the course, you will not be reinstated.

3. Please call or e-mail if you have any questions about whether or not you should drop.

4. If you miss an exam deadline, either drop the class or receive a grade of F.

5. The last day to withdraw from the course is June 30, 2010. You must complete the proper paperwork in order to withdraw. KEEP YOUR COPY OF THE WITHDRAWAL SLIP UNTIL YOU RECEIVE THE OFFICIAL ACC GRADES FOR THE SEMESTER. THIS IS YOUR ONLY PROOF OF WITHDRAWAL. Keep your copy of the form; if the original is lost, you will have a grade of “F” instead of “W” on your transcript. You may make a LEGIBLE photocopy of the withdrawal form (front AND back with date stamp) and send it to me in the campus mail. Go to any Campus Manager’s office at any ACC campus and tell them you want to send me a message in intercampus mail. Address it to Bernice Speer, RRHEC.

Instructor-initiated withdrawal:
You will be withdrawn from the class for ANY of the following reasons:

1. You do not complete the orientation materials for summer 2010 by the stated deadline. This means you must complete the online orientation materials and send me a completed, signed student information sheet by the stated deadline with an accompanying e-mail.

   For this semester, this means that if you must send me a completed and SIGNED orientation package by midnight Saturday, June 5, 2010 AND send me an e-mail confirmation. Please note: You have not completed the orientation process until you have sent me an e-mail and received a confirmation e-mail back from me.

   This course policy applies to ALL students, even those who are repeating the class or those who added the class.

2. You do not take Exams 1, 2, or 3 by the mandatory deadlines.

If you are dropped for these reasons, you will not be reinstated. Please note: if you tell me (by phone or e-mail or in person) you are dropping the course, I assume you will complete the necessary paperwork. If you do NOT complete the paperwork, your grade will be an “F”.

NOTE FROM THE CATALOG: Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exceptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.
THIRD COURSE ATTEMPT AND TUITION

Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an additional $60 per credit hour unless exempted. This is the Rule of Three or Third Course Attempt. There is more information at
http://www.austincc.edu/support/admissions/thirdattempt/index.php

INCOMPLETES

A grade of "I" (Incomplete) for this class will be given only if:
1. You have taken exams on a regular basis.
2. You have taken and passed successfully least 4 out of the 5 exams with a minimum average grade of C (70%).
3. You have completed four exams with a minimum average grade of C (70%) before the drop deadline.
4. You have spoken with me prior to the last day of class, requested an incomplete grade in writing, and supplied documentation of the cause for requesting an incomplete.
5. Once these criteria are met, I will decide whether to give an incomplete grade. If an incomplete grade is given, you must complete and sign an incomplete form. I must have receipt of the form no later than July 7 by 11:30 am. The student must sign the form. If a student does not complete and sign the necessary paperwork, an incomplete grade will NOT be given.

INFORMATION FROM THE TELECOURSE INFORMATION SHEET:

These programs can be viewed at the ACC locations listed below. Some locations have checkout tapes available for home viewing. Each program is 60 minutes long. For checkout purposes, there are two programs per videocassette.

1. The Building of the Earth
2. The Frozen World
3. The Northern Forests
4. Jungle
5. Seas of Grass
6. The Baking Deserts
7. Community in the Skies
8. Sweet Fresh Water
9. Margins of the Land
10. Worlds Apart
11. Oceans
12. New Worlds

Checkout Videocassette #1
Checkout Videocassette #2
Checkout Videocassette #3
Checkout Videocassette #4
Checkout Videocassette #5
Checkout Videocassette #6


* A limited number of checkout tapes are available at these locations.
SAFETY
Health and safety are paramount values in ACC classrooms, libraries, testing centers and other areas. Students are expected to learn, understand and comply with environmental, health and safety (EHS) procedures and protocols, and must agree to abide by the ACC safety policies. Students are expected to conduct themselves with appropriate professional behavior and with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately asked to leave a room or campus, may be withdrawn from the class, and/or barred from attending all activities. ACC’s emergency procedures can be found at: http://www.austincc.edu/handbook/emergency.php

STUDENTS WITH DISABILITIES
Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. Accommodations can only be made after the instructor receives the letter of accommodation from OSD. If you have a medical condition that would require you to leave the testing center during an exam, you are responsible for arranging with OSD to take the exam in an OSD office. Please see the staff in the Office for Students with Disabilities for more information.

SCHOLASTIC DISHONESTY
Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework.

See the ACC Student Handbook for a full discussion of the college’s scholastic dishonesty policy, which I will follow and enforce if the testing center reports cheating during an exam. The consequences of cheating will be: 1) a grade of zero on the exam with no opportunity for makeup, 2) a grade of “F” in the course and 3) the incident will be reported by the instructor to the Campus Dean of Student Services.

ACADEMIC FREEDOM
Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks.
STUDENT SERVICES AT ACC
To find out more about services for students at ACC, you can visit the Student Services web site at:

http://www.austincc.edu/resources_students/services.php

INSTRUCTIONAL SERVICES
Other on-line sources you may find useful include:
(1) Services for Students at: http://www.austincc.edu/cataloghtml/services.php
(2) The ACC student handbook can be found at: http://www.austincc.edu/handbook/
(3) Distance Learning information: http://dl.austincc.edu/
(4) Passport to Success – an online workshop designed for distance learning students:
   http://dl.austincc.edu/passport/
(5) Streaming Media Information: http://irt.austincc.edu/streaming/

DISTANCE LEARNING COUNSELOR
ACC now offers specialized counseling services to address the unique needs of Distance Learning students. The Distance Learning Counselor will work with DL students to help them understand how to select appropriate courses and decide on reasonable academic loads, and address other Student Services questions regarding online and distance education. DL students may email the DL Counselor (dlcounselor@austincc.edu) or contact her by phone at 223-8187.

TESTING CENTER POLICIES
The “Student Summary Guide for use of ACC Testing Centers” is attached to this syllabus. Information about the ACC Testing Center policies can be found at:

http://www2.austincc.edu/testctr/

The complete student guide for use of the ACC testing centers is located on pages 19-20 of this syllabus. It can also be found at this web page:
http://www.austincc.edu/testctr/documents/STUDENTGUIDEFORUSEOFACCTESTINGCENTERStemporarybaa_001.pdf
BLOOM’S TAXONOMY

1.00 KNOWLEDGE (remembering previously learned material)
   1.10 Knowledge of specifics
      1.11 Knowledge of terms
      1.12 Knowledge of specific facts
   1.20 Knowledge of ways and means of dealing with specifics
      1.21 Knowledge of conventions
      1.22 Knowledge of trends and sequences
      1.23 Knowledge of classifications and categories
      1.24 Knowledge of criteria
      1.25 Knowledge of methodology
   1.30 Knowledge of the universals and abstractions in a field of study
      1.31 Knowledge of principles and generalizations
      1.32 Knowledge of theories and structures

2.00 COMPREHENSION (grasping the meaning of material)
   2.10 Translation (converting from one form to another)
      2.11 Interpretation (explaining or summarizing material)
      2.12 Extrapolation (extending the meaning beyond the data)

3.00 APPLICATION (using information in concrete situations)

4.00 ANALYSIS (breaking down material into its parts)
   4.10 Analysis of elements (identifying the parts)
   4.20 Analysis of relationships (identifying the relationships)
   4.30 Analysis of organizational principles (identifying the way the parts are organized)

5.00 SYNTHESIS (putting parts together into a whole)
   5.10 Production of a unique communication
   5.20 Production of a plan or proposed set of operations
   5.30 Derivation of a set of abstract relationships

6.00 EVALUATION (judging the value of a thing for a given purpose using definite criteria)
   6.10 Judgments in terms of internal evidence
   6.20 Judgments in terms of external criteria

What is Bloom’s Taxonomy? This is a standard model that attempts to place cognitive skills (mental thinking skills) into categories. Bloom’s Taxonomy has six levels of thinking, going from the simplest level of thinking (knowledge) to the most complex level (evaluation). Each level requires more of our thinking skills and incorporates the previous levels as well. When people use the terms “problem-solving” or “critical thinking”, they are usually referring to these higher-level thinking skills.

There are several other models for cognitive skills but Bloom’s Taxonomy is widely used. In college, students are expected to work beyond the knowledge level (lowest category) and use higher-level thinking skills. See my Blackboard site for a specific example of how test questions can be written at different levels over the same material.
Print the Testing Center Hours

http://www.austincc.edu/testctr/hours.php
Then Click on “Summer 2010 Testing Center Hours (Regular Format)”

Or directly at
STUDENT GUIDE FOR USE OF ACC TESTING CENTERS

Austin Community College is pleased to provide testing services to ACC faculty and students. In order to ensure test integrity and adequate space for testing, ACC has established the following guidelines:

**A. I.D. REQUIREMENT.** Students are required to show an [ACC photo ID](#) in order to test.

**B. WRITTEN PERMISSION FROM INSTRUCTOR**
1. Some tests also require written permission from your instructor *in addition to* your photo ID and student ID.
2. If the test deadline has passed, you *must* bring written permission from the instructor.

**C. STUDENT TEST REQUEST FORM**
1. Students are required to complete the Student Test Request Form which contains the following student information:
   a. Synonym Number & Section Number
   b. Course Abbreviation & Course Number
   c. Test Number
   d. Instructor’s Name

**D. RETESTING**
1. The yellow student copy of the Test Request Form is **required** for retesting.
2. Retests may not be available in all courses.
3. Students may not retest more than once on the same exam version.

**E. TESTING MATERIALS.**
Students should bring *only* the materials that an instructor has allowed for a given test.
1. The Testing Centers provide the following approved items:
   a. English dictionaries (non-electronic)
   b. Scantron answer sheet
   c. All types of paper
2. If authorized by instructor, Foreign Language Dictionaries, must be provided by the student and must be word to word only and non-electronic.
3. Having unauthorized materials (food, drinks and tobacco items, cell phones, pagers, and other electronic devices, etc.) with you while testing is considered scholastic dishonesty and may subject you to disciplinary action. Unauthorized items must be stored elsewhere, in a locker, or shelved in the Testing Center at your own risk.

**F. LOCKERS**
1. You are responsible for the return of your locker key to Testing Center staff.
2. Your property will not be surrendered in the case of a lost key until a report is filed with Campus Police.
3. The incident will be reported to Admissions Director and a hold will be placed on your record until the key is returned or replaced.

**G. CHILDREN ARE NOT ALLOWED IN TESTING CENTERS AND ARE NOT TO BE LEFT UNATTENDED ON ANY ACC CAMPUS.**

**H. SEATING POLICY**
1. The Testing Center may assign seating.
2. When the Testing Center is full, you may be asked to sign a waiting list, take a ticket or line up outside the Center.
3. Students are required to wait again in line, if one exists, if they desire to take more than one test at a time.
I. BREAKS DURING TESTING
1. Students may not leave the Testing Center for breaks, to drink water, or go to the restroom.
2. Only with a medical statement from a doctor may a student be allowed to leave the Testing Center for a break during the test.

J. SCORING OF TESTS
1. If an answer key is available, the test will be graded and you will be given your raw score. Keep the yellow copy of the Student Test Request Form for the remainder of the semester to ensure that grades have been posted. This is proof you took the exam.
2. Once the test has been scored, it cannot be reviewed or examined again in the Testing Center. Contact your instructor for feedback information on the test items.

K. GRADES OF INCOMPLETE
Testing for grades of Incomplete require an Incomplete Grade Form or verification from Admissions and Records and signature of instructor.

L. HOURS OF OPERATION
1. Hours of operation for all the Testing Centers are located on the web at http://www.austincc.edu/testctr
2. Hours for testing vary from Center to Center and are subject to change without notice due to emergencies or unforeseen circumstances.
3. Students will not be admitted and new test materials will not be distributed after the stated closing time.
4. All test materials are collected from students thirty (30) minutes after closing time.

M. SCHOLASTIC DISHONESTY
1. The testing area is monitored as students are taking tests. Any student suspected of/or caught cheating (including using unauthorized materials during testing) will be referred to the appropriate administrator.
2. Disciplinary actions for scholastic dishonesty range from exclusion from Testing Centers to expulsion from ACC. Refer to the ACC Student Handbook for ACC’s disciplinary policies and procedures.
3. Any information included on your test is not to be taken from the Testing Center or shared with others.

N. STUDENT CONDUCT
1. You may be removed from the Testing Center for behavior that significantly interferes with or disrupts Testing Center operations. In accordance with College procedure, the Campus Dean of Students will have primary authority and responsibility for the administration of student discipline.
2. Discipline may also be administered for other prohibited acts that constitute offenses, as outlined in the ACC Student Handbook.

August 2006

Clarification from Your Instructor:
Admission to the Academic Testing Center is on a first-come, first-serve basis. There are times when the Academic Testing Center is very busy and you may have to wait several hours to take your exams. Plan your time wisely and do not wait until the last minute to try to take your exams. If you wait until the last minute to take your exam and you cannot get into the Academic Testing Center, the deadline will not be extended. Contact your instructor if a testing center is unexpectedly closed due to an emergency.
Print the hours and locations for the ACC libraries.

http://library.austincc.edu/loc/
If you prefer this option, the Living Planet DVDs can be purchased at any of these online locations:

1. **amazon.com**

   Go to [www.amazon.com](http://www.amazon.com)
   Search for Living Planet Attenborough
   Click on DVD set of Living Planet

   or go directly to


2. Google search for "Living Planet DVD" or "Living Planet DVD Attenborough". There are several alternate vendors that often have these DVDs for sale.

**Notice to Students:** Please be aware that the regular screen on the streaming videos is very small. I have posted instructions on how to enlarge the screen size on your own computer. You will find these instructions in two places: under Announcements and in Course Documents. Another option is to consider purchasing your own set of DVDs. They can be bought for under $45. I personally own a set of the DVDs and the quality is excellent. Many former students have also bought used DVDs without having problems.