SYLLABUS FOR BIOLOGY 2306 - LIVING PLANET (ITV)
BIOL 2306-001 (03405)
First 5.5-Week Semester, SUMMER 2007

** Check to make sure you are in the right section of this course. It is YOUR responsibility to complete the orientation session for the correct course. You can check your course schedule at the ACC web site: www.austincc.edu then click on “Current Students”, scroll down to “Online Services”, then click on “Student Login”. This will take you to a web page (Online Services). Click on the frame labeled “Current Students”, then click on “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  Home Phone: 255-6827
RVS Office: RVS 2296  RVS phone: 223-6297 (with voice mail)
Fax: 255-1849 (home fax; 1st choice) or 223-6769 (alternate fax)
Please notify instructor by e-mail if you send a fax

Office Hours: Monday 10:00 am – 12:00 pm
Tuesday 4:00 pm – 6:30 pm
Thursday 4:00 pm – 6:30 pm
Other hours by appointment only

e-mail: bspeer@austincc.edu

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

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

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 weekly online discussion groups and to access general course materials. I will also use Blackboard to post announcements and to post your grades. If you have not used Blackboard before, go to the Blackboard login site at http://acconline.austincc.edu/ and click on the “Student Guide – Getting Started with Blackboard” link.

You are expected to update your personal information and add your e-mail address to the Blackboard site during the first week of class. You can do that in Blackboard by clicking on the “My ACC” tab (located in the upper left side of the Black-board screen), then click on the “Personal Information” link and then “Edit Your Personal Information”. I will use Blackboard to send e-mails to the class or to individual students. You are expected to check Blackboard regularly and to keep your information current. Please put me into your address book or your Spam Blocker may screen out my e-mails.

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. I have had better luck using the streaming videos with Real Player than with Windows Media Player.
COURSE DESCRIPTION: A survey of the major biomes of the world, environmental interactions of species, populations and community dynamics, and impact of humans on the world around them.

PREREQUISITES: This course requires college level reading and writing skills. You must have at least a 5 or above on both the ACC reading and writing assessment tests, or have passed both the reading and writing portions of the TASP, or 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

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

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

REQUIRED COURSE MATERIALS
You will need the following items:
1. Living Planet: Concepts and Questions, 8th edition, August 2005 by Bernice Speer, Betsy Maxim and Sarah Strong. You can either buy a copy at an ACC bookstore or download and print from this website (click on the link to BIOL 2306):
   http://www.austincc.edu/biology/
   then click on “Lab Manuals and Study Guides”, then click on BIOL 2306 – The Living Planet. 
   You can also get to this lab manual by using my web page: http://www.austincc.edu/bspeer

2. LIVING PLANET video programs (episodes) available at ACC Libraries or as streaming videos on my Blackboard site or shown on cable. See attached information for more details. Also, the DVDs are available for purchase on the web at amazon.com or barnesandnoble.com.

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 are copies of the book, Living Planet by David Attenborough, on reserve at the following ACC Libraries: RGC, NRG, RVS, CYP and PIN. Copies are also available at the Austin Public Library. Students have also found copies of the book at Half-Price Bookstores, amazon.com or barnesandnoble.com. The book may help you understand the videos.

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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 seven sections.
- These sections should be completed in order.
- The first section consists of introductory material in the study guide (Introduction).
- Sections 2-7 consist of TWO 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 a set of 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 unit, and
7) Take the exam over these materials.

ONLINE DISCUSSION GROUPS
Students are expected to participate in small group online discussion forums in Blackboard. You will be assigned to a discussion group. The instructor will post a set of questions every Monday 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 participate in your group discussion forums every week. Try to answer all of the questions asked. Also, read and respond to the posts from other group members.

2. When you post an answer, especially if you are the first one to respond, please do not try to answer everything. Leave some room for your other group members to be able to share in the discussion group. 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 your other group members to contribute to the discussion.
3. Quality is more important than quantity. Don’t feel that you have to post 10 or 12 times per week in order to get credit. Make sure that you have something to say that is meaningful.

4. 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.

5. Since the summer semester is short, there will be five weeks of discussion topics posted by the instructor for your group. There will not be a new discussion forum posted for the week of July 2-5.

6. You will receive a grade for your participation in your group discussion forum. Each week will be worth 20 points (5 x 20 points = 100 points total). Discussion grades will be assessed using the following general criteria:
   a. Did you contribute at least twice to the discussion?
   b. Posts are made in a timely fashion (regularly, not just on the weekend or on one day)?
   c. Posts are relevant to the discussion topic?
   d. Evidence of thoughtful analysis? (Were your posts meaningful?)
   e. Did you read and respond to ideas of your classmates?

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.

Episodes will also be broadcast on cable TV; see the attached schedule. If you are watching or taping the episodes on cable, please be aware that each episode will last exactly one hour.

Streaming videos are available on the Blackboard site.

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. 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.

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 in previous units.

Many of the students who have done well in this class has 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.

Read the attached information the Academic Testing Centers before taking your first exam. These handouts provide locations, open hours and telephone numbers for each testing center and library.

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 the following:
1. Valid picture ID
2. Valid ACC student ID*
3. A number 2 pencil and eraser

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

Please be aware of the following 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 (03405)
- test number = (be very careful to put the correct test number)
- instructor = Bernice Speer
- instructor’s home campus = RVS

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 the exam for Unit 5 when you meant to take the exam for Unit 2, you will have to take whatever grade you get for Unit 5 at that point, even if you didn’t study for it. If the exam is from another instructor (even if it is for the correct unit), you will earn a grade of 0 for the exam (regardless of your score).
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.

You will answer the other questions on the exam, including the written questions and any extra credit questions. The testing center will send the entire exam to me and I will grade the short answer 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 seven sections; each section is tested separately. (See the table on next page 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 next page 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 have to 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 units. Exam questions may include information from previous units.**

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

There are no retests in this course for the seven required exams. You can use the optional comprehensive final exam (discussed below) to replace a low grade on a required exam. **The final will not substitute for a required exam that you did not take.**

**You must take all seven required exams in order to pass the class with any grade other than “F”.** If you do not take a required exam (and thus have a grade of 0 for 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. I do keep your exams in my office. You can review your exams during my office hours (either in person or by phone) or make an appointment with me to go over the exams.
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 seven 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 your grade is borderline and you are concerned, plan on taking the final.

You can take the final at any testing center. There are different deadlines for the optional final, depending on which testing center you want to use. Please see the table on page 7 for exam deadlines.

EXTRA CREDIT
Each exam has one extra question for extra credit for a total of 20 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 2-7 will have also contain an extra credit map quiz. There are a total of six possible map quizzes; each map quiz is worth a maximum of 4 points (24 possible extra credit points). This means you can earn up to 44 points of extra credit in the course.

The optional map quiz for each unit is on the back of the answer sheet for exams 2-7. 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 unit, several geographical locations or features (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 unit can be found on my web page, near the bottom of the web page, by clicking on the link “Geographic Locations for Extra Credit” under Course Materials, Living Planet.

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 unit. 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, take the optional final. (See the section above.)
EXAM DEADLINES

You must take your exams by the deadlines below. The testing center does not enforce these deadlines – I do. Each exam is date stamped. If the date is past the deadline, you will have a grade of 0 for the exam. Remember a deadline is the last day to take the exam in a timely fashion – you should try to take the exam at least 1-2 days before the deadline to avoid problems. **Note:** For exams 1-7, there is an automatic 24-hour grace period after the exam deadline. However, I will not accept any exams taken after the grace period for credit; your grade will be zero. There is no grace period for the optional final. However, there are different deadlines for the final, depending on the testing center. **For the final, you may take your 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 4</td>
</tr>
<tr>
<td>2</td>
<td>Unit 1 (see Unit 1, page 1) Video Episodes 1 and 2 Concepts for Episodes 1 &amp; 2</td>
<td>Required</td>
<td>36 objective questions (90%); 1 written question (10%) +3 pts extra credit</td>
<td>Friday June 8</td>
</tr>
<tr>
<td>3</td>
<td>Unit 2 (see Unit 2, page 1) Video Episodes 3 and 4 Concepts for Episodes 3 &amp; 4</td>
<td>Required</td>
<td>36 objective questions (90%); 1 written question (10%) +3 pts extra credit</td>
<td>Wednesday June 13</td>
</tr>
<tr>
<td>4</td>
<td>Unit 3 (see Unit 3, page 1) Video Episodes 5 and 6 Concepts for Episodes 5 &amp; 6</td>
<td>Required</td>
<td>36 objective questions (90%); 1 written question (10%) +3 pts extra credit</td>
<td>Monday June 18</td>
</tr>
<tr>
<td>5</td>
<td>Unit 4 (see Unit 4, page 1) Video Episodes 7 and 8 Concepts for Episodes 7 &amp; 8</td>
<td>Required</td>
<td>36 objective questions (90%); 1 written question (10%) +3 pts extra credit</td>
<td>Friday June 22</td>
</tr>
<tr>
<td>6</td>
<td>Unit 5 (see Unit 5, page 1) Video Episodes 9 and 10 Concepts for Episodes 9 &amp; 10</td>
<td>Required</td>
<td>36 objective questions (90%); 1 written question (10%) +3 pts extra credit</td>
<td>Wednesday June 27</td>
</tr>
<tr>
<td>7</td>
<td>Unit 6 (see Unit 6, page 1) Video Episodes 11 and 12 Concepts for Episodes 11 &amp; 12</td>
<td>Required</td>
<td>36 objective questions (90%); 1 written question (10%) +3 pts extra credit</td>
<td>Monday July 2</td>
</tr>
<tr>
<td>8</td>
<td>Comprehensive Final (if taken at FBG or SMC)</td>
<td>Optional</td>
<td>50 questions; 100% objective</td>
<td>Monday July 2</td>
</tr>
<tr>
<td>8</td>
<td>Comprehensive Final (if taken at CYP, EVC, NRG, PIN, RRHEC, RGC or SAC)</td>
<td>Optional</td>
<td>50 questions; 100% objective</td>
<td>Tuesday July 3</td>
</tr>
<tr>
<td>8</td>
<td>Comprehensive Final (only if taken at RVS)</td>
<td>Optional</td>
<td>50 questions; 100% objective</td>
<td>Thursday July 5</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:** the College is closed for Independence Day (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, other than the testing center you chose to use.) However, any exam taken after the grace period for **any** reason will not be accepted for credit and your grade is zero (0). It is your responsibility to complete the exams by the mandatory deadlines. If you have not completed Exams 1-4 in accordance with these deadlines, you will be dropped from the course.

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HOW EXAMS ARE SENT FROM THE TESTING CENTERS TO ME
I cannot grade the written part of your exam until I receive it from the testing center. Depending on where 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 finish grading it, 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 the weekend (or Friday), the exam will not be sent out until Monday at the earliest. If sent out on Monday, I would probably get the exam on Tuesday. However, depending on the mail between campuses, it could be Wednesday or Thursday before I get your exam.

COURSE GRADES
You must take and complete all of the seven 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 seven 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 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 five weeks of online discussion groups. Each week is worth 20 points.

Summary of Grading Criteria:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (7 exams @ 100 points each)</td>
<td>700</td>
</tr>
<tr>
<td>Online discussion group (5 weeks @ 20 pts/week)</td>
<td>100</td>
</tr>
<tr>
<td>Total number of points</td>
<td>800</td>
</tr>
</tbody>
</table>

Final grades for the course will be based on these percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>720 to 800 points</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>640 to 719 points</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>560 to 639 points</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>480 to 559 points</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
<td>0 to 479 points</td>
</tr>
</tbody>
</table>

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, grades will not be 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 me if you have any questions about whether or not you should drop.
4. If you miss an exam deadline, you need to drop the class or you will receive a grade of F.
5. The last day to withdraw from the course is June 27, 2007. 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 the Campus Manager’s office of ANY ACC campus and tell them you want to send me a message in intercampus mail. Address it to Bernice Speer, RVS.

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 2007 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 Friday, June 1, 2007 AND send 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, 3, or 4 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 will assume you are going to complete the necessary paperwork. If you then do NOT complete the paperwork, your grade will be an “F”.

INCOMPLETES
A grade of "I" (Incomplete) will be given only if:
1. You have taken exams on a regular basis.
2. You have taken and passed successfully least 5 out of the 7 exams with a minimum average grade of C (70%).
3. You have completed five 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 5, 2007 by 6:00 pm. 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:
The video episodes will be aired on cable. See the attachment, ACC Television Schedule, for more information.

These programs can also be viewed at the ACC locations listed below. Some locations have checkout tapes available for home viewing. Each program is 60 minutes long. There are two programs per videocassette (checkout purposes only).

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

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: http://www3.austincc.edu/evpcss/newsemester/pdfs2/studsvcs.pdf
(2) Campus-based Student Support Services Overview:
http://www3.austincc.edu/evpcss/newsemester/pdfs2/sssover.pdf
(3) Passport to Success – an online workshop designed for distance learning students:
http://dl.austincc.edu/passport/

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

http://www2.austincc.edu/testctr/
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.
TELECOUSE INFO SHEET

Semester: 1st 5.5 week Summer Session 2007
Course: BIOL 2306: Biology
Series: Living Planet
Instructor: Bernice Speer, 223-6297, RVS bspeer@austincc.edu

-------------------------------------------------------------------------------------------------------
PROGRAM AIR TIMES ARE FOR TIME WARNER CABLE.
Program will air on SuddenLink Cable Wednesday @ 12:00 AM
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<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>SUNDAY</th>
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<tbody>
<tr>
<td>7:00 PM</td>
<td>6:00 AM</td>
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Week 1
May 29       June 3
1. The Building of the Earth
2. The Frozen World
3. The Northern Forests

Week 2
June 5       June 10
4. Jungle
5. Seas of Grass
6. The Baking Deserts

Week 3
June 12      June 17
7. Community in the Skies
8. Sweet Fresh Water
9. Margins of the Land

Week 4
June 19      June 24
10. Worlds Apart
11. Oceans
12. New Worlds


* A limited number of check-out tapes are available at these locations.

See http://dl.austincc.edu/ITV/schedule/index.html for additional viewing schedule information.
Distance Learning Office
Television Program Viewing Suggestions

1. If there is a problem with video programs on cable such as a program doesn't play, the wrong program plays, or there are technical difficulties, please contact the DISTANCE LEARNING OFFICE (223-8026) to report the problem and find out if a replay has been scheduled. ACC cannot know if there was a technical problem with any individual cable system unless it is reported. Students can view missed programs at many ACC Library Media Centers. Re-broadcasts will be scheduled whenever possible.

2. Most telecourse programs begin exactly on the hour or half-hour. A “video message board” will air between programs, usually for about a minute and a half. If you are recording the telecourse programs, set your VCR to begin recording a few minutes before the first program is scheduled to begin and stop five minutes after the last program is scheduled to end. This ensures that you tape all the programs in case of a delay in the cablecast due to technical difficulties.

3. We recommend that you program your VCR to record the FIRST possible showing of your program and check or view your tape BEFORE the repeat broadcast, if there is one available through your cable system. This way you know as soon as possible if you have actually received and taped the programs. One of the most important factors in completing your course successfully is keeping up with your readings and videos on a weekly basis.

4. If your VCR has an EP (Extended Play) setting, you can record an entire video series on only a few videotapes. Keep and use your tapes to review for tests.

5. Tapes for ITV telecourses are in the ACC Library Media Centers on each campus. Refer to the Telecourse Info Sheet for viewing locations available for your course. Tapes are available for Library viewing on a first-come, first-served basis. These tapes can be used for review, working ahead, or viewing programs missed on cable.

6. For series that have student checkout videotapes, remember that there are many other students utilizing this option and you cannot count on the availability of all tapes at all times, especially at the Rio Grande Campus. If you cannot find the tape at your campus, another campus may have the tape available. Refer to your Telecourse Info Sheet for other locations. You can call any Library to check the availability. Library Media Center staff cannot reserve or hold a tape for you, but they can report the present inventory of the tape you seek. Please be kind to your fellow students and return checked out tapes as soon as possible.

7. Do not attempt to view too many videos at one time; your concentration and comprehension may suffer. Remember to follow your instructor's directions for preparing to view the programs. Textbook reading, assignments, and study guide lessons prepare you to gain the most from your video program viewing.
Print the Testing Center Hours

http://www.austincc.edu/testctr/hours.php

http://www.austincc.edu/testctr/hours.htm
then Click on “Summer 2007 Hours”

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 Student Services 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
Taken from: http://www.austincc.edu/testctr/policies.htm Then click on “Student Guidelines”

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, you will not be given additional time by the instructor to take the exam.
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 either 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. **barnes & noble.com**

   Go to: [www.barnesandnoble.com](http://www.barnesandnoble.com)

   Search DVDs
   for Living Planet Attenborough

   Click on DVD set of Living Planet

   or go directly to

   [http://video.barnesandnoble.com/search/product.asp?ean=764315770095&z=y&frm=0&itm=1](http://video.barnesandnoble.com/search/product.asp?ean=764315770095&z=y&frm=0&itm=1)