

SYLLABUS FOR BIOLOGY 1309: LIFE ON EARTH (PCM)
BIOL 1309-004 (Synonym 09570)
8 weeks Session, Fall 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: Nita Hazle

Office: RGC 302

phone: 223-1795 x22813 (voice mail)
223-3329 (only during office hours)

Fax: 223-3060 – **important – this is a common use (biology dept.) fax number; you must send a cover sheet with my name on it or be sure that my name is at the top of the page(s) you send. Otherwise, it may not reach me. Please notify me by e-mail if you send a fax.**

Office Hours: W 9-12am
Other hours by appointment

e-mail: nfar@austincc.edu

Instructor website: <http://www.austincc.edu/nfar/>

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 my email address into your address book or your Spam Blocker may screen out my e-mails.

COURSE DESCRIPTION: A survey of major plant and animal groups with emphasis on evolutionary relationships, adaptive strategies, natural history, reproductive behavior, and co-evolution.

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 be exempt from the TASP. If you do not meet these requirements, you may be withdrawn from the course

INSTRUCTIONAL METHODOLOGY

This course is taught as a PCM (personal computer with modem) distance learning class and has no classroom component. The course does require students to watch videos, which are only available at the ACC libraries. Completion of an online orientation with signature form is mandatory.

COURSE GOALS AND RATIONALE

BIOL 1309, LIFE ON EARTH, is a distance-learning course based on a series of thirteen one-hour television episodes produced by the British Broadcasting Corporation and narrated by the esteemed British naturalist David Attenborough. These programs describe the history of life on earth, traveling to widespread points upon the globe to do so and introducing you to many different interesting groups of organisms. Through the visually engaging television medium, the course introduces students to the organisms that inhabit this planet, their evolutionary relationships and their adaptations to life on earth. This course was designed for students who are primarily non-science majors.

Specific skills and competencies expected of students who complete this course include:

- ability to explain evolutionary relationships among different organisms
- ability to discuss adaptations, using several different examples
- ability to observe phenomena and to record information
- ability to apply biological concepts to new examples
- ability to demonstrate higher level thinking skills

REQUIRED COURSE MATERIALS

You will need the following items:

1. Study Guide: *Life on Earth: Concepts and Questions*, 4th edition, August 2007 by Bernice Speer, Betsy Maxim, David Froehlich, Sarah Strong and D'Maris Allen. You can either buy a copy at an ACC bookstore or download and print from this website (click on the link to "Lab Manuals and Study Guide, then click on "BIOL 1309"): <http://www.austincc.edu/biology/>
Click on "Lab Manuals and Study Guides, then click on BIOL 1309 – Life on Earth.
2. The LIFE ON EARTH video programs (episodes), available at ACC libraries. (See below for more information.)

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, *Life on Earth* by David Attenborough, on reserve at the following ACC libraries: RGC, NRG, RVS, CYP and PIN. Copies are also available for checkout 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.

COMMON COURSE OBJECTIVES

Specific common course objectives have been put together and agreed upon by the ACC faculty who teach this course. They contain the minimum set of topics to be covered by all instructors who teach the course, and may also contain explanations of learning outcomes expected for students who take the course. To read the common course objectives for Life on Earth, go to

<http://www2.austincc.edu/biology/ccobjectives>

GENERAL 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 posting any of these on a server (web site). *Each student currently enrolled in this section of BIOL 1309 is hereby given permission to download and print one copy of the study guide for his/her own use.*

COURSE ORGANIZATION

BIOL 1309 LIFE ON EARTH is a self-paced course based on 13 programs produced by the BBC and narrated by David Attenborough.

- **The course is divided into six units.**
- **These units should be completed in order.**
- **All units except unit five consist of TWO video episodes and the corresponding material in the study guide.**
- **Unit One also includes the material covered in the introduction**
- **Unit Five consists of THREE video 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 will need to:

- 1) Read the material in the study guide,
- 2) View the corresponding video programs (episodes) for that section,
- 3) Answer the 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.

You must complete these activities no later than the unit deadlines stated below, although you may complete each unit before the deadlines.

ONLINE DISCUSSION GROUPS

Students are expected to participate in small group online discussion forums in Blackboard. You will be assigned to a discussion group during the first week of class.

I will post a set of questions at the beginning of each unit 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. I expect you to participate in your group discussion forums at least twice during each unit. Your required two posts must occur on different days. At least one of your two required posts should be a response to someone else.
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 are 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. It is perfectly okay to bring up new material, point out interesting websites, and add more information in your posts, as long as the material posted pertains to the concepts and organisms covered in the unit under discussion.
4. 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.
5. Be polite to each other. It is okay to disagree with someone else's opinion or interpretation but disagree politely. Remember that people may not be able to 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. You will receive a grade for your participation in your group discussion forum. Each unit will be worth 20 points (6 x 20 points = 120 points total). No points are given for posts to the entire class. Discussion grades will be assessed using the following general criteria:
 - a. Did you contribute at least twice to the discussion?
 - b. Were posts made regularly, not just on the weekend or all on one day?
 - c. Were posts relevant to the discussion topic?
 - d. Did posts show evidence of thoughtful analysis? (Were your posts meaningful?)
 - e. Did you read and respond to ideas of your classmates?
7. Posts made after the deadline for each unit will not be counted for credit. See the schedule for the unit deadlines. (The unit deadline is the test deadline in the table).
8. Please, don't use abbreviations in your posts. Take pity on those of us who are not text-messaging experts!

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. All libraries have copies of the videotapes that are for viewing only in the library. Locations and hours of operation of ACC libraries are located at: <http://library.austincc.edu/loc/> or print out the pdf file called "Library Hours" from the Blackboard BIOL 1309 Syllabus area.

Be advised: there are only a FEW checkout copies of the videotapes. Be PREPARED to have to watch the videotapes in the library. If you cannot check out the videotape and take it home to watch, you are expected to watch the video episodes in the library. Otherwise, you may have insufficient time to prepare for the exam by the exam deadline. Exam deadlines will NOT be extended if you are unable to check out the videotapes.

Many students in the past have become confused about the videotapes that are available for checkout and the ones in the library. There are SEVEN checkout videotapes:

- Tape 1 for Unit 1: contains episodes 1 and 2
- Tape 2 for Unit 2: contains episodes 3 and 4
- Tape 3 for Unit 3: contains episodes 5 and 6
- Tape 4 for Unit 4: contains episodes 7 and 8
- Tape 5 for Unit 5: contains episodes 9 and 10
- Tape 6 for Units 5 & 6: contains episodes 11 and 12
- Tape 7 for Unit 6: contains episode 13

Since checkout tapes (except tape 7) contain two episodes, you need to be careful when you check out a videotape. It is your responsibility to make sure that you get what you actually want to check out of the library. For example, if you want to check out the videotape that has episode 3 on it, you must ask for TAPE 2. Double check and make sure the videotape covers the episodes that you want before you leave the library.

On the other hand, if you are watching the episodes in the media section of the library, you will probably find thirteen videotapes, with one episode per videotape (although there may some tapes with two or even three episodes per tape).

The running time for each episode is about one hour. However, it usually takes at least two hours per episode to record the answers to the study guide questions.

HOW TO PREPARE FOR EXAMS

1. First, read the material in the study guide. 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 and the videos. You are also responsible for concepts covered in previous units.
2. View the corresponding video episodes and answer the questions in the study guide. Some students have found it helpful to view the video episodes straight through the first time without answering the questions and then go through a second time slowly as they answer the questions.
3. Participate in the online discussion groups. Make sure you are familiar with the concepts discussed by your group. Review any online lecture materials that are posted on Blackboard for the unit.

4. Review the concepts in the study guide, additional lecture materials, discussion group information and your answers to the study guide questions as you would for any college exam. You will need to remember specific details about the various organisms shown in the video episodes. Some students have found flash cards useful for studying these details. Viewing the episodes one more time in the library right before taking the test has also proved helpful to many students.

When you are studying the material, pay special attention to any organism that is discussed in great detail on the videos or in the study guide. Then, think about how you would answer a question asked about that organism. If you are asked a written question about the organism, read the question carefully. If the question asks you to describe an organism, tell where it is found in terms of geography and habitat, how big it is, what it eats, what color it is, what unusual or distinguishing features it has, and how it is adapted to its habitat. Provide as much info as you can remember. If you are asked for examples, give as many as you can remember.

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 about the Academic Testing Centers before taking your first exam (see pp. 18-19 of the syllabus. The locations and hours of operation for each testing center can be found at on pp. 16-17 or at <http://www.austincc.edu/testctr/hours.php>

The Testing Centers are 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.

Please have everything with you when you go to take an exam at the Testing Center. 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

Testing is done on a “first come, first serve” basis. Sometimes there is a long wait to use the testing center. If the testing center closes before you can get in to take the test, you will have to come back again. Make sure you get to the testing center with plenty of time before they close.

To get your exam you must fill out a test request form. How to fill out the Test Request Form:

course number = **BIOL 1309**

section number = **004 (synonym 09570)—be sure to use the correct number!**

test number = (be very careful to put the **correct** test number)

instructor = **Nita Hazle**

instructor's home campus = **RGC**

Once you have the exam, check in the upper right corner to make sure you have the right exam.

Look for this information “**Hazle, BIOL 1309, 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.

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 test request form and give you the yellow copy. **Keep your yellow copy of the test request form 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 short answer question on the exam. 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 six sections; each section is tested separately. (See the 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, posted on Blackboard and discussed in your 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 included 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 six required exams. However, 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 six 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 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 six units. 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 your lowest required exam grade, 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 9 for exam deadlines.

EXTRA CREDIT

Each exam has three extra objective questions that you can answer for extra credit, for a total of 36 possible extra credit points over the semester. When you take a unit exam, there will be 48 multiple choice questions, each worth 2 points and 1 written question worth 10 points, for a total of 106 possible points.

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.

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 send 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.

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 1-6, 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.**

Because of scheduling around holidays and weekends, notice that the length of time allowed to complete each unit varies (7 - 10 days). Mark the dates and plan accordingly.

Exam #	Exam Covers	Status	Format of Exam	Mandatory Unit Deadline
1	<i>Introduction & Unit 1 (see ii & pg 1)</i> Video Episodes 1 and 2 Concepts for Episodes 1 & 2	Required	48 objective questions (90% + 6 pts extra credit) + 1 written question (10%)	Thursday November 1
2	<i>Unit 2 (see page 38)</i> Video Episodes 3 and 4 Concepts for Episodes 3 & 4	Required	48 objective questions (90% + 6 pts extra credit) + 1 written question (10%)	Monday November 12
3	<i>Unit 3 (see page 74)</i> Video Episodes 5 and 6 Concepts for Episodes 5 & 6	Required	48 objective questions (90% + 6 pts extra credit) + 1 written question (10%)	Tuesday November 20
4	<i>Unit 4 (see page 99)</i> Video Episodes 7 and 8 Concepts for Episodes 7 & 8	Required	48 objective questions (90% + 6 pts extra credit) + 1 written question (10%)	Wednesday November 28
5	<i>Unit 5 (see page 127)</i> Video Episodes 9, 10 and 11 Concepts for Episodes 9, 10 & 11	Required	48 objective questions (90% + 6 pts extra credit) + 1 written question (10%)	Thursday December 6
6	<i>Unit 6 (see page 165)</i> Video Episodes 12 and 13 Concepts for Episodes 12 & 13	Required	48 objective questions (90% + 6 pts extra credit) + 1 written question (10%)	Thursday December 13
7	Comprehensive Final (if taken at FBG or SMC)	Optional	50 questions; 100% objective	Thursday December 13
7	Comprehensive Final (if taken at CYP, EVC, NRG, PIN, RRHEC, RVS or SAC)	Optional	50 questions; 100% objective	Friday December 14
7	Comprehensive Final (only if taken at RGC)	Optional	50 questions; 100% objective	Sunday December 16

*** 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.**

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. There is no grace period for discussion group postings.

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.**

COURSE GRADES

You must take and complete **all of the six 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 six 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 six units of online discussion groups. Each unit is worth 20 points.

Summary of Grading Criteria:

Exams (6 exams @ 100 points each)	=	600 points
Online discussion group (6 units @ 20 pts/unit)	=	120 points
Total number of points	=	720 points

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

- A - 90-100%
- B - 80-89%
- C - 70-79%
- D - 60-69%
- F - below 60%

Percentages will be rounded to the nearest whole number before assigning a letter grade. For example, an 89.5% rounds up to an A (90%); a 79.4% rounds down to a C (79%).

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 November 26, 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.
6. You should be aware that the Texas state legislature has passed a law that limits the number of courses a student attending Texas public colleges can drop to six. This law applies to students who are starting college for the first time this fall; it does not affect current or returning students. This law applies across all Texas public colleges and universities. If you drop a class at ACC, it will count when you are attending Texas State or UT. If you drop a course during the add-drop period, the law does not apply, even for first-time students. For more information about this law see <http://www.austincc.edu/newsroom/index.php/2007/08/16/state-caps-students%E2%80%99-course-withdrawals/>

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 fall 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 you must send me a completed and **SIGNED** orientation package by midnight Monday October 29, 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 4** out of the 6 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** December 17, 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.

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, 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.

Fall 2007 Testing Centers Hours

All Testing Center Sites Closed

Labor Day Holiday - September 3 (Monday)

Thanksgiving Day Holiday - November 22 - 25 (Thursday - Sunday)

Cypress Creek - CYP

Building 2 - Room 2003

Monday and Wednesday - 9:00am - 8:00pm

Tuesday and Thursday - 12:00pm - 8:00pm

Friday - 9:00am - 3:00pm

Closed Saturday and Sunday

Contact CYP Testing Center: 512.223.2075; cyptest@austincc.edu

Eastview - EVC

Room 2155

Monday and Wednesday - 9:00am - 8:00pm

Tuesday and Thursday - 12:00pm - 8:00pm

Friday - 9:00am - 3:00pm

Closed Saturday and Sunday

Contact EVC Testing Center: 512.223.5145; evctest@austincc.edu

Fredericksburg - FBG

Fredericksburg High School Library

Monday - Thursday - 4:45pm - 7:00pm

Closed Friday - Sunday

Contact the FBG Testing Center: 1.830.997.6363; snichols@austincc.edu

Northridge - NRG

Room 3237

Monday - Friday - 8:00am - 8:00pm

Saturday - 9:00am - 4:00pm

Sunday - 12:00pm - 5:00pm

Contact NRG Testing Center: 512.223.4735; nrgtest@austincc.edu

Pinnacle - PIN

Room 706

Monday and Wednesday - 9:00am - 8:00pm

Tuesday and Thursday - 12:00pm - 8:00pm

Friday - 9:00am - 3:00pm

Closed Saturday and Sunday

Contact the PIN Testing Center: 512.223.8002; pintest@austincc.edu

Rio Grande - RGC

Room 127

Monday - Thursday - 8:00am - 8:00pm

Friday - 8:00am - 4:00pm

Saturday - 9:00am - 1:00pm

Closed Sunday

Contact the RGC Testing Center: 512.223.3164; rgctest@austincc.edu

Riverside - RVS

Bldg A - Room 1132

Monday - Friday - 8:00am - 8:00pm

Saturday - 9:00am - 4:00pm

Sunday - 12:00pm - 5:00pm

Contact the Riverside Testing Center: 512.223.6242; rvstest@austincc.edu

Round Rock Higher Education - RRH

1555 University Blvd. - Room 354

Monday - Thursday - 1:00pm - 8:00pm

Closed Friday - Sunday

Contact the RRH Testing Center: 512.716.4021, 512.716.4374; rrhtest@austincc.edu

San Marcos Center - SMC

San Marcos High School William A Wyatt, Jr., Career & Technology

Education Center -Room 135

Tuesday - Wednesday 5:00pm - 8:30pm

Closed Monday, Thursday - Sunday

Contact the SMC Testing Center: 512.353.7224; mrandle@austincc.edu

*Students must be in the Testing Center one hour before closing.

South Austin SAC

Room 1135

Monday and Wednesday - 9:00am - 8:00pm

Tuesday and Thursday -12:00pm - 8:00pm

Friday - 9:00am - 3:00pm

Closed Saturday and Sunday

Contact SAC Testing Center: 512.223.9240; sactest@austincc.edu

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.

