NORTH FLORIDA COLLEGE

North Florida College
BSC 1010 C – Principles of Biology I
Course Syllabus

Notice: Due to the ever-evolving climate of COVID-19, this syllabus is subject to change. Please log into D2L for the most up-to-date information.

Term: Fall 2022 **CRN:** 10032
Section: 02
Meeting Location: #34/103
Instructor: Dr. Carol Burkart
Telephone: (850)973-1687
Department Chair: Dr. Guenter Maresch

Course Number: BSC 1010
Course Title: Principles of Biology I
Meet Day(s): MW **Time:** 3:00 – 5:05 pm
Office Location: #34/104
Email: burkartc@nfc.edu
Department Chair Email: mareschg@nfc.edu

Course Description:

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

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

Corequisites: None.

Instructor response time for phone and email messages:

I will return your call or email within 48 hours of receipt, unless it's on the weekend or a holiday and then I will return your call or email on the next business day.
>>When sending an email:

1. The subject line must include your course name
2. Your full name in the body of the email
3. Send your email from your official NFC student account.

>>When leaving a voice mail: include the name of your course, your full name and your phone number.

Office Hours:

Monday: 9:00 am – 12:15 pm
Tuesday: 9:00 am – 12:00 noon
Wednesday: 9:00 am – 12:15 pm
Thursday: 9:00 am – 12:00 noon
Friday: None.

Required text:

***Biology*, 11th Ed.,** Solomon, Martin, Martin and Berg, 2019.

Additional resource materials and/or supplies:

Each student should have a flash drive at least 4 GB in save to store microscope images etc. Students should not leave work on lab computers.

Minimum technological requirements and skills:

Technological Requirements:

- Students will need Internet access to use D2L to access required course materials and submit assignments during non-school hours or make provisions to complete all work during campus hours. The campus will be open Monday through Thursday.
- Students must also have the ability to access NFC GoMail via the NFC web portal for communications with the instructor.
- Assignments will require the use of word processor, spreadsheet, and presentation software. Assignments **must** be submitted in Microsoft Word, Excel, or PowerPoint compatible formats. The required format for each assignment can be found in the instructions for the assignments. Assignments submitted in other file formats will not be accepted.
- Homework will be completed using the Cengage Unlimited website which requires an internet browser with pop-ups disabled, a pointing device (mouse or touch screen), and current versions of Flash, Shockwave, and Java installed on your computer. You should access all assignments through the D2L links.
- Preferred browsers for D2L and Cengage websites is Firefox/Mozilla/Chrome with all plug-ins up to date for D2L, Safari (Apple devices) may not work well in some instances.
- Student will need Office 365 (specifically PowerPoint, Word and Excel) – available free to registered NFC students, works with Mac and PC but not very well with Chromebooks.
- Online Homework will be completed using the textbook publisher website which requires an internet browser with pop-ups disabled, a pointing device (mouse or touch screen), and current versions of Flash, Shockwave, and Java installed on your computer. You should access all assignments through the D2L links provided.
- Any technical issues should be troubleshooted immediately
  - ***NFC Technical Support*: Contact NFC Computer Services at (850) 973-1672 or email** help@nfcc.on.spiceworks.com ***computer hardware, D2L and general email assistance.***
  - ***Cengage Technical Support*: Visit** *https://cengage.force.com/s/login/* ***for assistance to chat support, phone support, social media, case management or personalized help content. You can also find a link to Student Start Guides and Trouble Shooting and User Guides.***

Skill Requirements:

Students should be able to:

- Update browser settings, including updating necessary plug-ins and turning on (and off) popups.
- Download files and save files in various formats
- Create and edit PowerPoint, Word and Excel files

Use their NFC email account to send communication using correct email use and protocol outlined in the Course Email Policy below.

Course grading/evaluations:

Student grades will be kept in a D2L grade book. Students can access their grades anytime throughout the semester.

Lecture Grade

Graded Assessment	% of Total Grade
5 tests and the final exam (There is a chapter 1 quiz, four module quizzes, and an optional final exam. If you take all 5 quizzes, you will not be required to take the final exam. However, if you miss a quiz, you will be **required** to take the final exam.)	35%
Journal Posts	10%
Cengage MindTap Exercises	25%
Miscellaneous	5%
Lab Reports	25%

Laboratory Grade

The lab grade will be an average of the scores of the lab reports.

Turnitin Score	Lab Report Score
<40%	Acceptable
41-50	Report Grade minus 10%
51-60	Report Grade minus 20%
61-70	Report Grade minus 30%
71-79	Report Grade minus 40%
≥80	Automatic 0

Turnitin Score Policy- Used on lab reports for purposes of plagiarism amongst students as well as outside sources. Scores should be no higher than 40% similarity to other sources. You should submit early enough (24-48 hours) to allow the score to appear. If the score is high, you should reword your report and resubmit (again allowing enough time for the score to appear).

Late Work Policy- Maximum score on late lab report work is 50% within 48 hours. No work accepted over 2 days late and will receive a 0. No online assignments or in-class work will be accepted late.

Grade Scale

A letter grade will be given for the following percent: ≥89.5 – 100 .....A
≥79.5 - 89.4 .....B
≥69.5 - 79.4 C
≥59.5 - 69.4 .....D
0 - 59.4 .....F

If your final grade is on the borderline between two grades, strict rounding rules will be followed to determine the letter grade (__9.5 and above round up to the next grade, __9.4 and below round down).

Extra Credit: There will be no individual extra credit, so please do not ask for any. I will not assign you any extra credit to boost your grade. PLEASE DO NOT ASK FOR EXTRA CREDIT AFTER YOU HAVE COMPLETED YOUR FINAL. Once you complete the final the class is effectively over. I will report the grade you have earned.

Response time for posting of grades on D2L:

Exam grades and quiz grades will be posted no later than 1 week from test date. Online homework and lab reports will be graded and posted no later than 2 weeks from due by date.

Midterm and/or final exam information:

Mid-term: None.
Final Exam: Wednesday December 7, 4:40 – 6:40 pm

General Education Program Learning Outcomes

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

COURSE LEVEL STUDENT LEARNING OUTCOMES

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

1. Demonstrate competence of written communication in the form of a formal Lab Report.
2. Demonstrate a mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams.
3. Demonstrate knowledge of the history of notable female scientists.
4. Demonstrate mastery of interpretation of scientific data by successfully creating a graph from obtained data.

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education competency)
1	1	Digital Lab Report showing competence in written communication.
2	2	Mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams.
3	3	Demonstrate a knowledge of the women in science by successfully researching and answering questions
4	4	Demonstrate mastery of interpretation of scientific data by successfully creating a graph from obtained data.

Course Content and Schedule

Tentative Course Schedule: BSC 1010 C Fall 2022

Module 1: August 15 - 24
***Core Concepts*- Process of Science and Evolution**

Date	*Assignments*	*Tasks*
Aug 15 - 23	**Reading assignment** - ***Chapter 1: A View of life***	*On D2L:* Summarize chapter in journal, note topics you have difficulty with and bring those questions to class *MindTap*: complete chapter assignments.
Mon Aug 15	**Syllabus and Chapter 1**	*In class:* Go over syllabus, Chapter 1 activities *D2L:* Meet and Greet exercise, Technology survey
Wed Aug 17	**Metric System Lab:** (week 1)	*In class:* lab work

Date	Assignments	Tasks
Mon Aug 22	**Chapter 1**	*In class:* Summarize key concepts, question and answer session, activities
Aug 23	**Chapter 1** **Journal post and MindTap Assignments due**	*D2L:* Last day to post chapter summary. Summary must be posted by 11:59 pm. *MindTap*: assignments must be submitted by 11:59 pm
Wed Aug 24	**Module 1 Test** **Metric System Lab:** (week 2)	*In class:* Test and lab work

Module 2: August 25 – September 19
Core Concepts- Structure and Function

Date	Assignments	Tasks
Aug 25	**Reading Assignment-** **Chapter 2:** *Atoms and Molecules: The Chemical Basis of Life* **Chapter 3***: The Chemistry of Life: Organic Molecules*	*D2L:* Summarize chapter in journal, note topics you have difficulty with and bring those questions to class *MindTap*: complete chapter assignments.
Mon Aug 29	**Chapter 2**	*In class:* Summarize key concepts, question and answer session, activities
Wed Aug 31	**Atomic Modeling Lab:** (week 1)	*In class:* Lab work
Mon Sept 5	**Labor Day Holliday**	*School closed: no classes*
Wed Sept 7	**Atomic Modeling Lab:** (week 2)	*In class:* Lab work
Mon Sept 12	**Chapter 3**	*In class:* Summarize key concepts, question and answer session, activities
Wed Sept 14	**Test review** **Microscope Lab** (week 1)	*In class:* Review and Lab work
Sept 18	**Module 2** **Journal post and MindTap Assignments due**	*D2L:* Last day to post chapter summary. Summary must be posted by 11:59 pm. *MindTap*: assignments must be submitted by 11:59 pm
Mon Sept 19	**Module 2 Test**	*In class:* Test

Module 3: September 20 – October 12
Core Concepts- Structure and Function

Date	Assignments	Tasks
Sept 20	**Reading Assignment-** **Chapter 4:** *Organization of the Cell* **Chapter 5:** *Biological Membranes* **Chapter 6:** *Cell Communication*	*D2L:* Summarize chapter in journal, note topics you have difficulty with and bring those questions to class *MindTap*: complete chapter assignments.
Wed Sept 21	**Microscope Lab** (week 2)	*In class:* Lab work
Mon Sept 26	**Lecture: Chapter 4**	*In class*: Summarize key concepts, question and answer session, activities
Wed Sept 28	**Energy Acquisition Lab**	*In class:* Lab work (worksheet due at the end of class)
Mon Oct 3	**Lecture: Chapters 5**	*In class:* Summarize key concepts, question and answer session, activities
Wed Oct 5	**Enzyme Activity Lab**	*In class:* Lab work

Date	Assignments	Tasks
Mon Oct 10	**Lecture: Chapters 6**	*In class:* Summarize key concepts, question and answer session, activities
Oct 11	**Module 3 Journal post and MindTap Assignments due**	*On D2L:* Last day to post chapter summary. Summary must be posted by 11:59 pm. *MindTap*: assignments must be submitted by 11:59 pm
Wed Oct 12	**Module 3 Test Bacteria of the World Lab**	*In class:* Test and lab activities
Thursday Oct 13	**Assignment Make-up Day for Units 1 - 3**	**Missed assignments for Units 1 – 3 will be opened for 1/2 credit.**

Module 4: October 13 – November 7
Core Concepts- Paths and Transformation of Energy and Matter

Date	Assignments	Tasks
Oct 13	**Reading Assignment-** **Chapter 7:** *Energy and Metabolism* **Chapter 8:** *How Cells Make AIP: Energy-Release Pathways* **Chapter 9:** *Photosynthesis: Capturing Light Energy*	*On D2L:* Summarize chapter in journal, note topics you have difficulty with and bring those questions to class *MindTap*: complete chapter assignments.
Mon Oct 17	**Lecture: Chapter 7**	*In class:* Summarize key concepts, question and answer session, activities
Wed Oct 19	**Antibiotic Resistance lab**	*In class:* Lab work
Mon Oct 24	**Lecture: Chapter 8**	*In class:* Summarize key concepts, question and answer session, activities
Wed Oct 26	**Mitosis and Meiosis Lab**	*In class:* Lab work
Mon Oct 30	**Lecture: Chapter 9**	*In class:* Summarize key concepts, question and answer session, activities
Wed Nov 2	**Strawberry DNA Extraction Lab**	*In class:* Lab work
Nov 6	**Module 4 Journal post and MindTap Assignments**	*On D2L:* Last day to post chapter summary. *MindTap*: assignments must be submitted by 11:59 pm
Mon Nov 7	**Module 4 Test**	*In class:* Test

Module 5: Nov 8 – Dec 1
Core Concepts: Information Flow, Exchange and Storage (Cellular Level)

Date	Assignments	Tasks
Nov 8	**Reading Assignment-** **Chapter 10:** *Chromosomes, Mitosis and Meiosis* **Chapter 11:** *The Basic Principles of Heredity* **Chapters 12, 13 & 16** (selected sections)	*On D2L:* Summarize chapter in journal, note topics you have difficulty with and bring those questions to class *MindTap*: complete chapter assignments.
Wed Nov 9	**Mendelian Corn Genetics Lab**	*In class:* Lab work
Nov 11	**Veterans Day Holliday**	*School closed: no classes*

Date	*Assignments*	*Tasks*
Mon Nov 14	**Lecture: Chapter 10**	*In class*: Summarize key concepts, question and answer session, activities
Wed Nov 16	**Molecular Genetics Lab**	*In class:* Lab work
Mon Nov 21	**Lecture: Chapter 11**	*In class:* Summarize key concepts, question and answer session, activities
Nov 23 - 25	**Thanksgiving Holliday**	*School closed: no classes*
Mon Nov 28	**Lecture: Selected sections of chapters 12, 13 & 16**	*In class:* Summarize key concepts, question and answer session, activities
Nov 29	**Module 5** Journal post, Punnett Square Worksheet and MindTap Assignments due	*On D2L:* Last day to post chapter summary and Punnett Square worksheet. *MindTap*: assignments must be submitted by 11:59 pm
Wed Nov 30	**Module 5 Test**	*In class:* Test
Mon Dec 5	**Final Exam Review** **Assignment Make-up Day for Units 4 – 5**	Review will be from 3:00 – 4:00 pm **Missed assignments for Units 4 – 5 will be opened for 1/2 credit.**
Dec 7	**Final Exam:** Cumulative	Wednesday 4:40 – 6:40 pm

Lab Schedule

Due Date	*Assignments*	*Tasks*
Aug 30	**Metric Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Sept 13	**Atomic Modeling Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Sept 27	**Microscope Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Sept 28	**Energy Acquisition Lab**	*In class:* Worksheet due at the end of class
Oct 11	**Enzyme Activity Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Oct 18	**Bacteria of the World Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Oct 25	**Antibiotic Resistance Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Nov 1	**Mitosis and Miosis Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Nov 8	**Strawberry DNA Extraction Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Nov 15	**Mendelian Corn Genetics Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Nov 16	**Molecular Genetics Lab**	*In class:* Worksheet due at the end of class

Early Alerts: Full Term

#1: September 6-7, 2022
#2: October 5-6, 2022

Course Policy Statements:

Attendance Policy:

This is a face-to-face class. You must attend all class meetings. There will be no makeup for in class activities, tests or labs. If you miss the due date for a homework assignment, they assignment can be submitted for half credit on the Makeup Day listed in the course schedule.

I expect all students to:

1. Follow the NFC policies on Academic Dishonesty. All students need to read the NFC Catalog (available online), which defines the forms of academic dishonesty and the associated penalties.
2. To check go.nfc.edu email 2-3 times per week for any updates.
3. To be prepared to participate fully in the class, including all discussions and group projects. For college level online courses, you should plan on spending at least three hours per week per credit hour on course related work.
4. To have completed readings, assignments, handouts, and reviewed lecture PowerPoints prior to participating in class discussions, group projects, and attempting online quizzes
5. To know when assignments, quizzes, exams and homework assignments are due, and to complete all required work on time.
6. Be courteous at all times to other members of the academic community. This includes but is not limited to showing respect for other students.

You can expect from me:
1. To come prepared to present the course content in a way that will help you learn the material.
2. To facilitate your learning process but remember I can't make you learn anything.
3. Exams and quizzes will be graded and posted to D2L within 7 days of submission.
4. I will always try to return emails as soon as possible, but always within 48 hours.
5. I will not knowingly waste your time. If I am covering a topic, it's because I feel it is important.
6. To treat you with respect

Module Tests: Five-module tests consisting of multiple choice, true/false, matching, and short answer exams will be given during the term. Exams are usually 55 questions in length. You will have 60 minutes (1 hour) for each exam. Unit tests will be given during the first hour of class on the day scheduled. Test will be taken on paper.

Final Exam: The cumulative final exam for this course is optional if you have taken **all** five tests. If you have taken all 5 quizzes and are happy with your final grade at the end of the semester (on the last day of the class), you can opt out of the final exam. If you have taken all 5 quizzes, you take the final exam and the grade for the final is higher than your lowest quiz grade, the final exam grade will replace the lowest quiz grade for the calculation of the final grade. If you miss a module quiz, you **must** take the final exam and that grade will be used to calculate your final grade.

Missed Tests:

If you miss a module test, you will be required to take the cumulative final exam. The grade for the final will be substituted for the missed test when the final grade is calculated.

Reading Assignments and Journal Entries and Quizzes: Students will be required to read assigned chapters and write a summary (one-page minimum, double spaced maximum font 12pt, standard MSWord margins) of the chapter in their online Journal on D2L by the dates listed on the syllabus. Do not copy the chapter summaries at the end of each chapter, another student's notes or my lecture notes posted on D2L. Students who copy and paste will receive a grade of zero (0) for the journal entry. Each summary is worth a maximum of 5 points. Make note of any material you have questions about and bring those questions to class. When I grade your post, I will answer your questions in the comment section for that post.

MindTap: Each chapter will have a series of assignments on MindTap. Assignments will go offline at 11:59 pm the night before the unit test that covers the chapter. Additional material can be found on MindTap to help you learn the material, but not all will result in a grade.

Laboratory Grade**:** The lab grade will be an average of the scores of all lab reports.
Turnitin Score Policy: Used on lab reports for purposes of plagiarism amongst students as well as outside sources. Scores should be no higher than 40% similarity to other sources. You should submit early enough (24-48 hours) to allow the score to appear. If the score is high, you should reword your report and resubmit (again allowing enough time for the score to appear).

Turnitin Score	Assignment Score
<40%	Acceptable
41-50	Assignment Grade - 10%
51-60	Assignment Grade - 20%
61-70	Assignment Grade - 30%
71-79	Assignment Grade – 40%
≥80	Automatic 0

Use Of Electronic Devises**:** Put your cell phones on silent and put them away before class begins. Phones ringing in class are disruptive to the flow of the lecture (*especially if you have an unusual ringtone*). Text messaging ***IS NOT*** permitted during class. Cell phones must be put away during exams. You will be permitted to use tape recorders if you wish to record lectures. You may us laptops to take notes; however, if you are caught doing anything other than taking notes during lecture, you will lose the privilege of using the laptop for the rest of the semester.

Tutoring**:** Tutoring is available through the **Academic Success Center (ASC)** or online tutoring through Smarthinking.

NFC Information and Policy Statements:

Academic Honesty

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

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

Attendance Policy

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

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

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

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

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials

may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

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

Students/Visitors: Where to Park on Campus

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

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

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

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

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

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

On Campus:
Monday – Thursday 8:00 a.m. – 7:00 p.m.
Friday 8:00 a.m. – 4:30 p.m.
Virtual appointments:
Monday-Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Students may make an appointment to receive help or use computers during the posted hours. Librarians are on duty to help with questions and research strategies. To gain access to the

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

Academic Success Center

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

By appointment tutoring sessions: Students may make an appointment to receive tutoring services during the posted hours.

By appointment:
Monday – Friday 8:00 a.m. – 4:30 p.m.
Virtual Hours:
Monday-Thursday 8:00 a.m. – 5:30 p.m.
Friday 8:00 a.m. – 4:30 p.m.

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

Smarthinking Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Smarthinking. Each NFC student has access to a Smarthinking account and 240 minutes of free tutoring services. Located in D2L, Smarthinking offers a variety of tutoring services including drop-in live sessions, scheduled sessions, submit a question, and writing center submissions. Smarthinking covers a wide range of subjects like basic math, algebra, statistics, trigonometry, calculus, chemistry, physics, accounting, reading and writing (all subjects). Sessions are archived and available for students to review at any time for studying or test preparation.

For more information about accessing the Smarthinking online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Jamen Brock at brockja@nfc.edu or (850) 973-9411.

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

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Jamen Brock, Tutor Lab Manager/Academic Specialist (850) 973-9411 / brockja@nfc.edu
- Academic Success Center (ASC) (850) 973-1624 / asc@nfc.edu

Americans with Disabilities Act

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

Technology Access

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

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

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

Student Ombudsman

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

Equal Opportunity Statement

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

Student Rights

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

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

Student Responsibilities

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

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

- Expected to behave in a manner which demonstrates respect for others and self.

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

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

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

Vulnerable Persons Act

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