NORTH FLORIDA COLLEGE

BSC 1005 C Introduction to Biology Syllabus
Fall 2024

Course Information

Course Title: Introduction to Biology

CRN: 10030

Course number with Section: BSC 1005 C 03

Course Description: This course applies the scientific method to critically examine and explain the natural world including but not limited to cells, organisms, genetics, evolution, ecology, and behavior. This course cannot be substituted for BSC 1010C.

Course Location: #34/103
Course Day and Time: TR 12:15 – 2:20 pm

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

Corequisites: None.

Instructor Information

Name: Dr. Carol Burkart

Office Location: #34/104

Office Hours: **Monday** 9:15 am – 12:15 pm
Tuesday 9:15 am – 12:15 pm
Wednesday 9:15 am – 12:15 pm
Thursday 9:15 am – 12:15 pm
Friday None.
Phone Number: (850) 973-1687

Email: burkartc@nfc.edu

Instructor Response Time for Phone/Email: I will return your call or email within 48 hours of receipt, unless it is 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*.

Response Time for Posting Grades on D2L: Evaluations and grades for quizzes and tests will be posted on D2L within about 1 calendar week and grades for labs and online assignments will be posted within about 2 1/2 weeks.

Department Chair: Dr. Guenter Maresch

Department Chair Email: mareschg@nfcc.edu

Required Curriculum/Textbook and Course Materials

Required Textbook: *Concepts in Biology* is published by OpenStax and is free for use online. I have included the ISBN for the various versions, but there is no need to purchase either a digital copy or a physical copy of the book.

Required Course Materials/Supplies: Click on link to go to textbook. Concepts in Biology

Publish Date:
Apr 25, 2013

Web Version Last Updated:
Apr 26, 2024

Hardcover:
ISBN-13: 978-1-938168-11-6

Paperback:
ISBN-13: 978-1-50669-653-9

Digital:
ISBN-13: 978-1-947172-03-6

iBooks:
ISBN-13: 978-1-938168-22-2

Additional Required Course Materials/Supplies: Each student should have a flash drive at least 4 GB to store microscope images etc. Students should not leave work on lab computers. Access to a reliable internet connection; free tutoring online is available through 24/7 Tutoring (accessed through NFC's My Info Network).

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

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 a 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.
- 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.
- Students 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 D2L.
- 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.***

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.

Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation: 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 test, four module quizzes, and an optional final exam. If you take all 5 tests, you will not be required to take the final exam. However, if you miss a test, you will be **required** to take the final exam.)	40%
Journal Posts and Reading Comprehension Quizzes	15%
Homework Assignments	10%
In Class Activities	10%
Lab Reports	25%

Laboratory Grade

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

Turnitin Score Policy- Used on lab reports and journal posts for purposes of detecting plagiarism amongst students as well as outside sources. Turnitin scores should be no higher than 40% similarity to other sources for lab reports. Turnitin scores should be no higher than 20% similarity to other sources for chapter summaries (journal posts). 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).

Lab Report Turnitin Score:

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

Journal Turnitin Score:

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

Late Work Policy- Maximum score on late work is 50% within 48 hours. No work will be 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: 90 – 100 ....A
80 – 89 ....B
70 – 79 C
60 – 70 ....D
0 – 59 ....F

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.

Mid Term and/or Final Exam Information:
Mid-term: None.
Final Exam: Wednesday December 4, 12:20 – 2:20 pm.

Outcomes/Objectives

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

Course Level Student Learning Outcomes/Goals

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

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. Follow technical instructions and demonstrate the use of technology in methods required to successfully perform laboratory experiments.
4. Demonstrate mastery of interpretation of scientific data by successfully creating a graph from obtained data.
5. Demonstrate a knowledge of diversity in a classroom assignment.

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1	1	Digital Lab Report showing competence in written communication.

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 or program level competency)
2	2	Mastery of a broad set of biological knowledge by recognizing correct answers to questions on exams.
3	4	Follow technical instructions and demonstrate the use of technology in methods required to successfully perform laboratory experiments.
4	2	Demonstrate mastery of interpretation of scientific data by successfully creating a graph from obtained data
5	3	Students will demonstrate an understanding of diversity in science by successfully completing an assignment.

Course Content and Schedule

Tentative Course Schedule:
BSC 1005C F2F Fall 2024

Lecture & Lab Schedule

Module 1: August 20 - 29

Core Concepts- Process of Science and Evolution

Date	Assignments	Tasks
Aug 20 - 28	**Reading assignment** – Chapter 1: Introduction to Biology	*On D2L*: Summarize chapter in journal, note topics you have difficulty with, complete reading comprehension quiz.
Tues Aug 20	**Syllabus and Chapter 1**	*In class:* Go over syllabus
Thurs Aug 22	**Metric System Lab:** *(week 1)*	*In class:* Lab work *On D2L*: Technology Survey and Meet and Greet must be submitted by 11:59 pm
Tues Aug 27	**Chapter 1** *(cont.)*	*In class:* Lecture
Aug 28	**Chapter 1** Self-test, Journal posts etc.	*On D2L*: Last day to submit unit assignment and to post chapter summary take self-test. Post must be made by 11:59 pm.
Thurs Aug 29	**Module 1 Test** **Metric System Lab:** *(week 2)*	*In class:* **Test and lab work**

Module 2: August 30 – September 19

Core Concepts- Ecology

Date	Assignments	Tasks
Aug 30– Sept 18	**Reading Assignment**- **Chapter 19**: Population and Community Ecology **Chapter 20**: Ecosystems and the Biosphere	*On D2L:* Summarize chapters in journal, note topics you have difficulty with, complete reading comprehension quiz.
Mon Sept 2	**Labor Day Holiday**	*Campus closed:* no classes

Date	Assignments	Tasks
Tues Sept 3	**Chapter 19**	*In class:* Summarize key concepts, question and answer session, activities
Thurs Sept 5	**Scientific Method Lab**	*In class:* Lab work
Tues Sept 10	**Chapter 19** *(cont.)* **Chapter 20**	*In class:* Summarize key concepts, question and answer session, activities
Thurs Sept 12	**Ecology Lab** *(week 1)*	*In class:* Lab work
Tues Sept 17	**Chapter 20** *(cont.)*	*In class:* Summarize key concepts, question and answer session, activities
Sept 18	**Module 2** Self-test, Journal posts etc.	*On D2L:* Last day to take self-test and post chapter summaries.
Tues Sept 19	**Module 2 Test** **Ecology Lab** *(week 2)*	***In class:*** **Test and lab work**

Module 3: September 20 – October 15
Core Concepts- Structure and Function

Date	Assignments	Tasks
Sept 20 – Oct 14	**Reading Assignment**- **Chapter 2**: Chemistry of Life **Chapter 3**: Cell Structure and Function	*On D2L:* Summarize chapters in journal, note topics you have difficulty with and bring those questions to class, complete reading comprehension quiz.
Tues Sept 24	**Chapter 2**	*In class:* Summarize key concepts, question and answer session, activities
Thurs Sept 26	**Chemistry Lab** *(week 1)*	*In class:* Lab work
Tues Oct 1	**Chapter 2** *(cont.),* **Chapter 3**	*In class:* Summarize key concepts, question and answer session, activities
Thurs Oct 3	**Chemistry Lab** *(week 2)*	*In class:* Lab work
Tues Oct 8	**Chapter 3** *(cont.)*	*In class:* Summarize key concepts, question and answer session, activities
Thurs Oct 10	**Microscope Lab** *(week 1)*	*In class:* Lab work
Oct 14	**Module 3** Self-test, Journal post etc.	*On D2L:* Last day to take self-test and post chapter summaries.
Tues Oct 15	**Module 3 Test**	***In class:*** **Test**

Module 4: October 16 – November 6
Core Concepts- Paths and Transformation of Energy and Matter

Date	Assignments	Tasks
Oct 16 – Nov 5	**Reading Assignment**- **Chapter 4**: How Cells Obtain Energy **Chapter 5**: Photosynthesis	*On D2L:* Summarize chapter in journal, note topics you have difficulty with and bring those questions to class, complete reading comprehension quiz.
Thurs Oct 17	**Microscope Lab** *(week 2)*	*In class:* Lab work

Date	Assignments	Tasks
Tues Oct 22	**Chapter 4**	*In class:* Summarize key concepts, question and answer session, activities
Thurs Oct 24	**Enzyme Lab**	*In class:* Lab work
Tues Oct 29	**Chapter 5** **Bacteria of the World -** *setup*	*In class:* Summarize key concepts, question and answer session, activities, inoculate plates
Thurs Nov 1	**Bacteria of the World Lab**	*In class:* Lab work
Nov 4	**Module 4** Self-test Journal posts etc.	*On D2L*: Last day to take self-test and submit chapter summaries
Tues Nov 5	**Module 4 Test** **Start Module 5 Chapter 6 notes**	*In class:* **Test and notes**

Module 5: November 5 – 29

Core Concepts: Information Flow, Exchange, and Storage (Cellular Level)

Date	Assignments	Tasks
Nov 5 – 28	**Reading Assignment-** **Chapter 6**: Reproduction at the Cellular Level **Chapter 7**: The Cellular Basis of Inheritance **Chapter 8**: Patterns of Inheritance	*On D2L*: Summarize chapter in journal, note topics you have difficulty with and bring those questions to class, complete reading comprehension quiz.
Thurs Nov 7	**Mitosis and Meiosis Lab**	*In class:* Lab work
Mon Nov 11	**Veterans' Day Holiday**	*Campus closed:* no classes
Tues Nov 12	**Chapter 6** *(cont.),* **Chapter 7**	*In class:* Summarize key concepts, question and answer session, activities
Thurs Nov 14	**Mendelian Corn Lab**	*In class:* Lab work
Tues Nov 19	**Chapter 7 (cont.), Chapter 8**	*In class:* Summarize key concepts, question and answer session, activities
Nov 20	**Module 5** Pre-test Journal posts	*On D2L*: Last day to take pre-test and submit chapter summaries
Thurs Nov 21	**Module 5 Test**	*In class:* **Test**

Date	Assignments	Tasks
Tues Nov 26	**Strawberry DNA Extraction Lab**	*In class:* Lab work
Nov 27 - 29	**Thanksgiving Day Holiday**	*Campus closed:* no classes
Wed Dec 4	**Final Exam: Cumulative**	**12:20 – 2:20 pm**

Laboratory Due Dates

Due Date	Assignments	Tasks
Thurs Aug 22	**"Meet and Greet"**	*On D2L*: Submit your posts to the discussion board by 11:59pm

Due Date	Assignments	Tasks
Wed Sept 4	**Metric Lab** (2-week lab)	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Thurs Sept 5	**Scientific Method Lab** (worksheet)	*In class*: Worksheet due at the end of class.
Wed Sept 25	**Ecology Lab** (2-week lab)	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Wed Oct 9	**Chemistry Lab** (2-week lab)	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Wed Oct 23	**Microscope Lab** (2-week lab)	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Wed Oct 30	**Enzyme Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Wed Nov 6	**Bacteria of the World Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Wed Nov 13	**Mitosis and Miosis Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Wed Nov 20	**Mendelian Corn Genetics Lab**	*On D2L*: Submit your lab report in the appropriate drop box by 11:59 pm
Tues Nov 26	**Strawberry DNA Extraction Lab**	*In class:* Worksheet due at the end of class.

Early Alerts: Full Term
#1: September 10th – 11th
#2: October 10th – 11th

NFC Course Policy Statements

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, the assignment can be submitted for half credit for 48 hrs. past the due date. There is no makeup for labs.

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. Tests are usually 45 questions in length. You will have 60 minutes (1 hour) for each exam. Tests will be given on paper in class.

Final Exam: The cumulative final exam for this course is optional if you have taken **all** five tests. If you have taken all five tests 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 five tests, you take the final exam and the grade for the final is higher than your lowest test grade, the final exam grade will replace the lowest test grade for the calculation of the final grade. If you miss a module test, you **must** take the final exam and that grade will be used to calculate your final grade.

Missed Module 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, Chapter Summaries (Journal Entries) and Reading Comprehension 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. The summary should cover all major concepts in the chapter and demonstrate an understanding of the key concepts. Do not copy the chapter summaries at the end of each chapter, another student's notes or my lecture notes posted on D2L. Journal post will be evaluated by Turnitin. 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 include them at the end of the summary. When I grade your post, I will answer your questions in the comment section for that post. Reading comprehension quizzes (located under **Quizzes** in D2L), cover the concepts presented in each chapter. These quizzes count as a homework grade and must be completed by the due date for that module's homework.

Self-Quizzes: Self quizzes are to be used for test prep to access your understanding of the material. Self-quizzes are optional; any points earned from the quiz will be deemed extra credit.

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

Course Generative AI Policy:
The use of generative AI is not permitted for any assignment or tests in this course.

If You Are Repeating This Course:

If you are repeating this course, old assignments will not be accepted in part or in full and will result in a grade of 0 (zero) and the student will be contacted by the instructor regarding NFC Academic Honesty Policy.

Redo Policy: There will be **no do overs** in this class for quizzes or assignments.

Laboratory Grade:

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

Lab Report Turnitin Policy: Used on lab reports for purposes of detecting plagiarism amongst students as well as outside sources. Scores should be no higher than 40% similarity to other sources if all answers are original. You should submit early enough (24-48 hours) to allow the score to appear. If the score is high, and/or you have 90% or similarity on one or more answers, you should reword your report and resubmit (again allowing enough time for the score to appear).

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

Chapter Summaries (Journal) Turnitin Policy: Used on Journal posts for purposes of plagiarism amongst students as well as outside sources. Scores should be no higher than 20% similarity to other sources if all answers are original. You should submit early enough (24-48 hours) to allow the score to appear. If the score is high, and/or you have 90% similarity on one or more answers, you should reword your report and resubmit (again allowing enough time for the score to appear).

Journal Turnitin Score:

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

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 through 24/7 Tutoring.

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.

One method for the detection of academic dishonesty for written assignments is the use of Turnitin to review assignments for improper citation, plagiarism, and improper use of artificial intelligence, such as generative AI. Turnitin compares each student's submission against material on the internet, academic sources, and the repository of works submitted to Turnitin in the past. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. The *Similarity Report* also includes an AI-indicator percentage and highlights writing that is determined to be generated by artificial intelligence. **Refer to instructor's course policy statements for usage details.**

Statement about Generative AI Technology:

Individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

Use of or consultation with generative AI shall be treated analogously to assistance from another person. Absent a clear statement from a course instructor, using generative AI tools to complete an assignment or exam (e.g., for idea generation or for entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt.

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 <u>white</u>. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. <u>Students are not allowed to park in these spaces.</u> 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**. **<u>There will be no second warning</u>**. Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

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

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

Campus Security

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

Library Services

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

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 7: 00 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

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

Academic Success Center

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

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

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 5:30 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

Summer Term
Monday – Thursday 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.

Academic Success Center Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through the Academic Success Center. The ASC offers 1 to 1 tutoring available on demand in a variety of subjects, 24/7 anytime, anywhere.

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

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

➢ Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
➢ Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@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. Accommodation 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 based on 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 the 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.

NORTH FLORIDA COLLEGE

QUALITY ENHANCEMENT PLAN

CAREER COMPASS

Increasing the completion rate of NFC students through intentional educational planning.