

PRINCIPLES OF BIOLOGY (BIO 110 WC1; SPRING 22) COURSE SYLLABUS
Southwestern Community College, Sylva NC

It is HIGHLY RECOMMENDED that you print a copy of this syllabus. Keep it handy and refer to it often!!!!!! This syllabus is a CRITICAL DOCUMENT for your success in class!!!!!!!!!!

Instructor: Eddie Lunsford

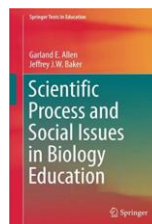
Course Description & Objectives: This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA as a general education course in Natural Science.* Students may not apply both BIO 110 and BIO 111 toward completion of AA or AS degree requirements.

Specific objectives for each unit in the course are available under the “Assignments” tab on our Moodle page.

Assumed Competencies: College-Ready English Placement

Course Requirements: THIS IS NOT A SELF PACED COURSE!!!!

Textbooks (2): This course requires two textbooks. The Openstax™ text is available FREE OF CHARGE in an electronic version. The link has been loaded in our Moodle page. Both textbooks are available from the Southwestern Community College book store. They can be shipped to you by calling 828 339 4222 (toll free 1 800 447 4091; ext. 4222). These books are also available from various on-line book dealers. Higher resolution cover images are available under the “Course Information” tab on our Moodle page.



Openstax™. (2016). *Concepts of Biology*. Rice University. ISBN (print): 978-1-938168-11-6

Allen, G. & Baker, J. (2017). *Scientific Processes and Social Issues in Biology Education*. Springer. ISBN: 978-3-319-44378-2

Access to a computer with word processing and external electronic mail capabilities: Your home computer or any computer with these capabilities should suffice. You may also work from SCC computer lab or library facilities. Electronic mail will be a primary means of communication in this class. *You MUST use your Southwestern Community College e-mail account for required electronic mail communications with the instructor. Access this account by logging on to "MY SCC" on the Southwestern Community College Homepage. You should check your SCC e-mail at least three to four times per week but preferably every day. Failure to do so in this on-line class is the equivalent of not attending a traditional seat-based class and may have an impact on your class grade.*

Microscope slides and cover slips (lab kit): If you will complete the required microscope lab (see below) on the SCC Sylva campus your lab kit will be given to you at that time. Otherwise, notify the instructor by electronic mail immediately to have the kit shipped to you directly.

Approved test proctoring facility and proctor: Twice during this semester, you will take two printed proctored exams, the mid-term and final. In other words, these tests WILL NOT be administered in an electronic format.

I will exclusively proctor the tests by appointment on the SYLVA SCC campus on specified Monday, Tuesday and Wednesday mornings and on Monday & Wednesday afternoons. See pages 10 & 11 for due dates. No other person or facility associated with SCC will be proctoring the tests. If those times are difficult for your schedule I may have very limited availability on at other times but NOT on Fridays.

If it is not convenient for you to test on the Sylva campus, at the above mentioned days and times, then you will need to go to an approved location (a public facility such as a school, library, university, testing center, etc.) to take the printed midterm and final exam. It is **YOUR** responsibility to locate a proctor and facility, have an official complete the attached form, and mail it to me. **The form also requires your signature.** Most testing facilities and public libraries charge for the proctoring service, so ask about a fee in advance!

NOTE: I reserve the right to reject any request for approval. *You may not utilize an employer, a relative or a friend for test proctoring. The completed Request for Approval Form for Test Proctoring (see p. 12 of this syllabus) is **due January 31**. Late points will be deducted according to policies outlined below.*

Approved laboratory mentor and facility: Once during this semester, you will need to go to an approved facility to complete a microscopy lab. Examples of such facilities include high schools, colleges or universities, medical labs or most any other institution with a microscope and a person qualified to supervise a basic activity involving use of a microscope. It is your responsibility to locate a mentor and facility, to have them complete the attached form (**it also requires your signature**) and to mail it to me (Eddie Lunsford; Balsam Building, Southwestern Community College; 447 College Drive; Sylva, NC 28779). I reserve the right to reject any request for approval. If you are within convenient driving distance to Southwestern

Community College, I will be happy to make arrangements for you to complete the microscopy laboratory on the Sylva campus. If you want to do so, put my name on the mentor form, sign it and send it directly to me by postal mail. Very few people have their own microscope. If you happen to be one of those people, and would like for me to consider letting you use it for this course, please notify me **immediately by electronic mail**. *All completed Request for Approval Forms for Laboratory Mentoring (see p. 13 of this syllabus) are **due January 31**. Late points will be deducted according to policies outlined below.*

Time: This course requires an average minimum commitment of 12-18 hours per week, including time for completion of tests, completion of labs and time for study. Time management and planning skills are essential. Many labs require cooperation among all class members in order to complete. **THIS IS NOT A SELF PACED COURSE!!!!**

Miscellaneous supplies: A few readily available supplies will be required for selected laboratory activities. It is your responsibility to acquire these supplies. You will need the following other materials during the semester. **PLAN AHEAD NOW. DO NOT WAIT UNTIL A LAB IS DUE TO FIND THAT YOU DO NOT HAVE THE NECESSARY MATERIALS.**

- ruler; preferably calibrated in metric units
- string or thread; probably less than one yard
- mealworms; about one dozen, readily available at pet shops and bait shops
- small plastic container; a sandwich-sized to shoe box-sized will work
- white (Irish) potato; two large or several small
- purple cabbage; about one-half cabbage head
- small cups; white or clear, plastic or Styrofoam, need 12-25 (can reuse in 2 activities)
- empty plastic soda or water bottles; about one-half liter in capacity, need 8 to 12. You may want to start saving these now.
- small balloons; all the same size, need 6 to 15
- very dark food coloring (such as red, green or blue); one small bottle of one color
- unwaxed brown paper; from a grocery bag or lunch bag (enough to yield about 12 three inch squares.) You may want to start saving these now.
- shortening; any kind you have on hand such as oil, lard or other solid shortening
- one or two small packages of dry yeast, masking tape, 10-15 cotton swabs
- a few other common household items you probably have on hand: dry cereal, sugar, various other kitchen staples)

Evaluation

Grades will be calculated as follows: 3500 points are available from class activities and tests. A student's running class average will be shown under a column called "course total."

* **Library Resource Course Certificate, Academic Integrity Certificate, Lab reports (except as noted below), Proctor & Mentor forms** (Note: Ok to submit certificates earned in other courses):

	1 grade for each = 1700 points
* Lab reports 3 and 11:	2 grades for each = 400 points
* At-Home Tests (neither are proctored):	3 grades for each = 600 points
* Mid Term and Final Exams (both are proctored):	4 grades for each = 800 points

Grades will be assigned according to the following scale, based on the average described above.

100 – 93 = A 86 – 92 = B 78 – 85 = C 70 – 77 = D below 70 = F

Special Policies

1. **Late Policy for Labs & Tests:** ***THIS IS NOT A SELF PACED COURSE!!!!*** It is critical to meet deadlines. Many labs require cooperation among all class members in order to complete. Please note that "having computer problems" is generally NOT an acceptable excuse for late work. Public computers are widely available at SCC campus sites, public libraries and other locations. Unless otherwise noted, five points will be deducted from late lab reports and at home tests per calendar day late, including weekends, breaks and holidays. Any lab report submitted later than one (1) week (or missing at one week) after the due date will automatically be assigned a grade of "zero." On some assignments, I am sometimes able to extend deadlines to a limited extent when personal emergencies and/or scheduling problems arise. However, it is important that you understand that such extensions must be specifically asked for and approved in advance. When the course has officially ended, all missing grades will be recorded as "zero." Before handing in an assignment, please take the time to double check it for accuracy and completeness. I DO NOT accept "resubmissions" because one is unhappy with a grade. Also, I do not generally drop low homework grades.

2. **Extra Credit Work:** On some occasions, I may offer pre-planned extra credit activities to everyone enrolled in the course. Please do not ask me for individual extra credit assignments. This would be unfair to the other class members.

3. **Discussion Board Responses:** The Discussion Board will be a primary means of interaction in this class. ***It is important that you check the Discussion Board at least three or four times per week but preferably every day. Failure to regularly read all Discussion Board posts in this on-line class (regardless of who posted them) is the equivalent of not attending a traditional seat-based class and may have an impact on your class grade.*** Some discussion activities will be required and graded. In

addition to completing those, you should always feel free to add any questions, comments, etc. on the Discussion Board. Please remember to type all entries in complete, grammatically correct sentences. Do not use profanity or any type of inflammatory language. You should make your entries and responses detailed enough to stand on their own. Failure to do so for required posts may have an impact on your grade for the activity. *For lengthy posts, I highly recommend that you first create and save your entries in a word processing file and then paste them into the discussion board.* This tends to save time and reduce frustration in the case of computer failure or difficulties with the class web site.

4. **Cheating and Academic Dishonesty:** Academic honesty is vital and I will accept nothing less. If a student cheats, a grade of “zero” will be given for the assignment in question and the episode will be documented and reported to the Dean of Students, the Dean of Arts & Sciences and to other school officials as pertinent. I consider the following things to be cheating.
- Use of notes, text, electronic devices, or any other source of stored information during a proctored test.
 - Copying anything from another student’s paper. This includes all class activities and assignments.
 - Giving or receiving verbal or electronic communication about a test, lab activity or any other assignment related to the class. Do your own work.
 - Copying information from published sources without giving proper citations. If you need help, ask!
 - Including false data in a lab report, project or other assignment.
 - Submitting false information concerning a lab mentor or test proctor.
 - Sharing or discussing at-home tests with any person other than the course instructor. *At-home tests are ONLY to be exchanged and discussed between you and the instructor, not with ANY other person.*

5. **Attendance, Participation & Withdrawal:** Attendance and participation are not counted as part of your course grade. Yet they are vital to success in the class. SCC policy is as follows: Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. A student in an online or hybrid course will be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance (for hybrid), and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance. The administrative withdrawal policy is in effect until about week 13. Students may withdraw until **October 28** by seeing their advisor or by using the “Online Withdrawal” tab under the MYSCC Menu. Deadline for withdrawal **initiated by faculty is April 26.**

Success in Class

I very much want your experience with this class to be enjoyable and beneficial to your educational experiences. I will work very hard to keep up my end of a learning partnership. Please follow the suggestions below to keep up your end of the partnership.

- Reading:** This is essential and there is no substitute. Read all assignments thoroughly and completely. Take notes as you read; use your objectives as a guide.
- Study:** Use your objectives. They are valuable for organizing your study. Tests are based only on unit objectives. Study every day for short periods of time rather than cramming.

3. **Be Organized:** CHECK THE CLASS MOODLE PAGE AT LEAST THREE OR FOUR TIMES PER WEEK BUT PREFERABLY EVERY DAY. READ ALL ANNOUNCEMENTS AND DISCUSSION BOARD ENTRIES, REGARDLESS OF WHO POSTED THEM. CHECK YOUR E-MAIL ACCOUNT THROUGH "MY SCC" AT LEAST THREE OR FOUR TIMES PER WEEK, BUT PREFERABLY EVERY DAY. Failure to do these things in this on-line class is the equivalent of not attending a traditional seat-based class and may have an impact on your class grade. Keep track of all deadlines and dates. *Print a copy of this syllabus and refer to it often.* Work ahead on major projects by breaking them into small, manageable tasks.
4. **Shortcuts:** Do not look for shortcuts. If you want to learn, there are none. *Do not jump into any activity without having read and clearly understood all of your assignments. This will invariably cause frustration and will likely have a bad impact on your grade for the activity.*
5. **Ask Questions:** Please feel free to ask questions concerning the organization of the class and/or the class materials. I can help you only if I know and understand where you're having questions or difficulties. Questions having to do with class objectives, lab activities or tests should be posted on the discussion board. Please be as specific as possible with your questions.
6. **Keep backup copies of all of your work:** This is VERY IMPORTANT! Keep back up electronic copies, photocopies or some other form of back-up for EVERY assignment. Keep them until at least six weeks after the course ends. It is a bad idea to rely on only one form of back up.
7. **Organize Your Assignments Before Submitting Them:** PUT YOUR NAME ON ALL PAGES OF ALL ASSIGNMENTS that you submit. List page numbers with your name as necessary (ex: Sam Smith, p. 4 of 5). Faxes and electronic mailings are printed on a community printer. Failure to list your name and page numbers could result in the assignments being lost. BE SURE TO INCLUDE MY NAME AS THE RECIPIENT OF ANY FAX YOU SEND. Do not slide assignments under my office door. Do not put assignments directly in my SCC mailbox. Follow instructions for assignment submission according to the table below for each assignment.
8. **Utilize external links:** Many helpful external links are posted on our class web site. Please feel free to suggest additional external web sites which you think would be useful.
9. **Take advantage of external help:** The SCC Learning Assistance Center website has already been mentioned. Tutoring is available along with a variety of books, web sites, etc. While I encourage you to use these valuable resources, I do want to remind you that they are not intended to take my place as your teacher. Please ask questions, using the class discussion board, and I'll do my best to assist you.
10. **Consider past students' advice:** Find and read some advice and hints that former on-line BIO 110 students have left for you. These are accessible on the class Moodle page.

11. **Disability Statement:** If you have a disability and will need accommodations in order to have full and equal access to this course, please contact Janina DeHart, Student Disabilities Services Coordinator, 339-4326. Modifications or accommodations for disabilities will not be granted without authorization from this office. Accommodation requests can be made at any time in the semester; however, early contact is strongly encouraged.

Feel Free to Contact Me as Follows: I will make every effort to respond within 24-48 hours

- By electronic mail:** elunsford@southwesterncc.edu (If you add an attachment, PUT YOUR NAME AND PAGE NUMBERS ON ALL PAGES OF THE ATTACHMENT. Failure to do so could result in confusion and/or loss of assignments.). If you send an electronic mail message to me BE SURE TO USE YOUR SOUTHWESTERN COMMUNITY COLLEGE E-MAIL ADDRESS ACCESSIBLE THROUGH "MY SCC." Failure to do so may result in the message being delayed by several days or lost completely. The school's spam filter is sensitive to external e-mail addresses.
- By telephone:** 828 339 4351 (toll free = 1 800 447 4091; ext. 4351) If you need to leave a message, PLEASE speak clearly and slowly. Repeat your telephone number.
- By fax:** 828 339 4613 Facsimiles are printed on a community printer. So, BE CERTAIN TO PUT YOUR NAME ON ALL PAGES AND MY NAME ON THE COVERSHEET, ALSO INCLUDE PAGE NUMBERS ON ALL PAGES).
- By postal mail:** Eddie Lunsford
Southwestern Community College
447 College Drive
Sylva, NC 28779

Class Topics, Assignments, Due Dates

Item & Reading Assignments	Lab Activities and Due Dates for Lab Report. Textbook readings when applicable	Tests Taken at Home & Due Date	Proctored Tests Taken at Approved Testing Facility & Due Date
<p>UNIT I:</p> <p>Foundations Of Science & Diversity of Life</p> <p>Read</p> <p>Openstax: p. 5-25, 92-3, 253; 275-8; use Key Terms</p> <p>Allen & Baker: p. 29-106</p> <p>Note: Be sure to submit Test Proctor & Lab Mentor forms on or before January 31 (see relevant syllabus sections above)</p> <p>Also be reminded of Academic Integrity and Library Orientation BEFORE beginning Labs 4 and 5. Both are found on our opening Moodle page. Scroll down to the links.</p>	<p>Lab 1: Science Autobiography</p> <p>Turn in by posting on discussion board.</p> <p>Due January 18</p> <hr/> <p>Lab 2: Measurement in International System</p> <p>Read: Openstax: p. 597 before beginning this activity Turn in as RTF e-mail attachment or by postal mail or fax.</p> <p>Due January 24</p> <hr/> <p>Lab 3: Mealworm Activity</p> <p>Turn in as RTF e-mail attachment or by postal mail or fax</p> <p>Due March 18 (NOTE: Other items are due before this date, see below)</p> <hr/> <p>Lab 4: Use of the Scientific Literature</p> <p>Turn in certificate & lab report as RTF e-mail attachment or by postal mail or fax.</p> <p>Complete Library Orientation Course before beginning this activity</p> <p>Read: Openstax: p. 17-23 before beginning this activity. Look over "Inscriptions" in External Links section before beginning this activity</p> <p>Due January 31</p> <hr/> <p>Lab 5: Taxonomy & Diversity</p> <p>Turn in certificate & lab report as RTF e-mail attachment or by postal mail or fax.</p> <p>Complete Academic Integrity Course before beginning this activity</p> <p>Read: Openstax: p. 12-14, 275-8 before beginning this activity. Chapters 13-15 will also assist you.</p> <p>Look over "Help With Writing" tab on Moodle.</p> <p>Due February 7</p>	<p>None Until Unit II is completed</p>	<p>None Until Unit III is completed</p>

Item & Reading Assignments	Lab Activities and Due Dates for Lab Report. Textbook readings when applicable	Tests Taken at Home & Due Date	Proctored Tests Taken at Approved Testing Facility & Due Date
<p>UNIT II: Chemistry</p> <p>Read</p> <p>Openstax: p. 27-53, 593; use key terms</p>	<p>Lab 6: Acid-Base Indicator Activity</p> <p>Turn in as RTF e-mail attachment or by postal mail or fax (Note: discussion board post required)</p> <p>Read Openstax: p. 37-8 before beginning this activity</p> <p>Discussion board post due February 14 (minus 3 points per calendar day late)</p> <p>Lab report due February 16</p>	<p>At Home Test on Units I and II</p> <p>All assignments in Units I and II must be completed (or be assigned a grade of "zero") before taking this test. Note that Lab 3 may not be completed (but should be started) by the time you are ready to take this test.</p> <p>Send an e-mail to the instructor asking for this test when you have COMPLETED Units I and II.</p>	<p>None Until Unit III is completed</p>
	<p>Lab 7: Identification of Fats in Foods</p> <p>Turn in as RTF e-mail attachment or by postal mail or fax</p> <p>Read Openstax: p. 42-5 before beginning this activity</p> <p>Due February 21</p>	<p><u>You MAY NOT obtain this test from another student or from any other source. Failure to request the test directly from the instructor will result in your test being rejected and given a grade of "zero."</u></p> <p>The test will arrive to you as an e-mail attachment. You have until the deadline below to submit it for grading. There is no "timer" for the test.</p>	
	<p>Lab 8: Dietary Biochemistry</p> <p>Turn in as RTF e-mail attachment or by postal mail or fax</p> <p>Read Openstax: p. 40-8 before beginning this activity</p> <p>Due February 28</p>	<p>Due March 4 (RTF e-mail attachment). <i>Minus five points per calendar day late. Missing grades will change to "zero" after one week from the due date.</i></p>	

Item & Reading Assignments	Lab Activities and Due Dates for Lab Report. Textbook readings when applicable	Tests Taken at Home & Due Date	Proctored Tests Taken at Approved Testing Facility & Due Date
<p>UNIT III: Cell Biology</p> <p>Read</p> <p>Openstax: p. 56-87, 135-8, 157, 162, 204; use Key Terms</p> <p>Allen & Baker: p. 7 – 9, 11, 40-2, 142</p>	<p>Lab 9: Diffusion Activity</p> <p>Turn in as RTF e-mail attachment or by postal mail or fax</p> <p>Read Openstax: p. 77-80; and Allen & Baker: p. 197-214 before beginning this activity</p> <p>Due March 14</p> <hr/> <p>Lab 10: Microscope Activity</p> <p>Read Openstax: p. 56-7 before beginning this activity. Complete Background section of lab before contacting your mentor.</p> <p><u>Ask your Laboratory Mentor to mail your completed lab report to me by postal mail. Reports submitted in any other way will be rejected and given a grade of "zero."</u></p> <p>Due March 21</p>	<p>None for Unit III.</p>	<p>Midterm Exam on Units I – III</p> <p>All assignments in Units I through III must be completed (or be assigned a grade of "zero") before taking this test.</p> <p>Make an appointment with your test proctor when you have COMPLETED Units I through III.</p> <p><u>Ask your test proctor to mail your completed test to me by postal mail. Tests submitted in any other way will be rejected and given a grade of "zero."</u></p> <p>Due March 24 (no late papers accepted without preapproval)</p>
<p>UNIT IV: Metabolism & Evolution</p> <p>Read</p> <p>Openstax: p. 91-5, 102, 108, 117-21, 249-62; use Key Terms</p> <p>Allen & Baker: p. 23, 143-4, 182, 184</p>	<p>Lab 11: Yeast Metabolism</p> <p>Turn in by posting as an attachment on discussion board (Multiple discussion board posts are required, in addition to the completed lab report)</p> <p>Openstax: p. 102-10 and Allen & Baker: p. 109-36, 197-214 before beginning this activity</p> <p>Look over "Help With Writing" tab on Moodle.</p> <p>First one of several Discussion Board posts due March 24</p> <p><u>Posts must be completed in sequence over the course of several days.</u></p> <p>Lab report due April 1; no late papers without preapproval.</p> <hr/> <p>Lab 12: Protein Synthesis & Evolution</p> <p>Turn in as an RTF e-mail attachment or by postal mail or fax</p> <p>Read Openstax: p. 199-215 before beginning this activity</p> <p>Due April 8</p>	<p>None Until Unit V is completed.</p>	<p>None Until Unit VI is completed.</p>

Item & Reading Assignments	Lab Activities and Due Dates for Lab Report. Textbook readings when applicable	Tests Taken at Home & Due Date	Proctored Tests Taken at Approved Testing Facility & Due Date
UNIT V: Ecology Read OpenStax: p. 506-8, 514-23, 529-62, 581-2; use Key Terms	<p>Lab 13: Symbiosis: Friends & Foes</p> <p>Turn in as discussion board post.</p> <p>Read Openstax, p. 518-20 before beginning this activity</p> <p>Due April 12</p> <hr/> <p>Lab 14: Mark & Recapture</p> <p>Turn in as RTF e-mail attachment or by postal mail or fax</p> <p>Read Openstax, p. 501 before beginning this activity</p> <p>Due April 18</p>	<p>At Home Test on Units I V and V</p> <p>All assignments in Units IV and V must be completed (or be assigned a grade of “zero”) before taking this test.</p> <p>Send an e-mail to the instructor asking for this test when you have COMPLETED Units IV and V. It is an e-mail attachment, due on or before the date below, and has no “timer.” There is an essay component so plan accordingly for time</p> <p><u>You MAY NOT obtain this test from another student or from any other source. Failure to request the test directly from the instructor will result in your test being rejected and given a grade of “zero.”</u></p> <p>Due April 23 (RTF e-mail attachment) Minus five points per calendar day late. Missing grades will change to “zero” after one week from the due date.</p>	<p>None Until Unit VI is Completed</p>
Item & Reading Assignments	Lab Activities and Due Dates for Lab Report. Textbook readings when applicable	Tests Taken at Home & Due Date	Proctored Tests Taken at Approved Testing Facility & Due Date
UNIT VI: Genetics Read Openstax: p. 136, 173-89, 225-30; use Key Terms Allen & Baker: p. 7, 148	<p>Lab 15: Punnett Squares & Predictions</p> <p>Turn in as RTF e-mail attachment or by postal mail or fax (Note: discussion board post required)</p> <p>Read Openstax, p. 173-83 before beginning this activity</p> <p>Discussion board post due April 29 minus 3 points per day late (NOTE: You may take your final after you submit the discussion board posting but not before)</p> <p>Lab Report due AFTER April 29, but on or before May 5. Those sent any earlier than 11:59 pm April 29 WILL NOT be graded but assigned a grade of “zero.” This is being done so that you can use all class data in your lab report.</p>	<p>None</p>	<p>Final Exam on Units IV – VI</p> <p>All assignments in Units IV through VI must be completed (or be assigned a grade of “zero”) before taking this test.</p> <p>Make an appointment with your test proctor when you have COMPLETED Units IV through VI.</p> <p><u>Ask your test proctor to mail your completed test to me by postal mail. Tests submitted in any other way will be rejected and given a grade of “zero.”</u></p> <p>Due May 9. (no late papers accepted without preapproval)</p>

Request for Approval: **READ INSTRUCTIONS ON p. 2**

Test Proctor and Test Proctoring Facility

You (the student) are responsible for identifying, locating and seeking approval for a test proctoring facility and a test proctor that will be used twice during this course. Your teacher must approve the proctor and facility in advance. Take this form to a public institution (high school, elementary school, college, university, learning or testing facility, community or academic library) and make contact with an individual (**not an employer, relative or friend**) who is willing to proctor two PRINTED tests (up to 3 hours each) for you. Follow the specific directions below.

The student: CLEARLY print your full name here _____

· I agree to come to this test proctoring facility and this proctor on two occasions during this course to complete examinations in the Principles of Biology (BIO 110) course.

· I agree to provide photo identification to the proctor at each visit.

· I agree to follow all the proctor's instructions during testing. I understand that tests **MUST NOT** be copied, faxed, photographed, scanned, otherwise duplicated or stored and that doing so constitutes cheating and will result in a grade of "zero" for the test.

· I agree to reimburse the proctoring facility for any expenses related to my two visits.

· I agree to provide adequate notice (as defined by the proctor) before each testing visit.

· I agree to fully abide by all policies relating to cheating & academic honesty in the syllabus and in SCC policies and to abide by policies/instructions on the class Moodle page.

The Proctoring facility: Please CLEARLY print the full name and complete mailing address of the facility. Please include the complete telephone number with area code and extension if applicable.

Name of Proctoring Facility _____

Complete Mailing Address _____

Complete telephone number _____

The Proctor: CLEARLY print your full name and title here _____

· I understand that my participation as a test proctor is voluntary.

· I understand the student will be responsible for payment of any expenses related to the testing visits.

· I agree to provide the student with an original printed copy of two tests for the Principles of Biology (BIO 110) course that will be forwarded to me by postal mail. I understand that making copies of the tests constitutes cheating on the part of the student and will result in a grade of "zero" for the test.

· I agree to examine and approve the student's photo identification prior to each test.

· I agree to send the student's original printed test papers to the instructor, as soon as the test is completed or at the testing deadline, by postal mail.

· I agree that I **WILL NOT** photocopy, fax, scan or otherwise duplicate or store any test papers.

· I agree to report any episode(s) of academic dishonesty to the course instructor.

Agreement:

We, the student and test proctor, agree to the terms and conditions outlined above. We express this agreement by signing and returning this **ORIGINAL** document (photocopies of this document may be made for your records) by postal mail (**NOT BY ANY OTHER CARRIER, NOR BY FAX OR E-MAIL**) to: Eddie Lunsford; Southwestern Community College; 447 College Drive; Sylva NC 28779. We understand that this agreement is provisionally made, subject to the approval of the course instructor.

Complete legal signature of Student _____

Complete legal signature of Proctor _____

Request for Approval: READ INSTRUCTIONS ON p. 2 & 3
Laboratory Facility and Laboratory Mentor

You (the student) are responsible for identifying, locating and seeking approval for a laboratory facility and laboratory mentor that will be used once during the duration of this course. Your teacher must approve the mentor and facility in advance. Take this form to an institution with a microscope and lab space (high school, elementary school, college, university, research laboratory, medical laboratory) and make contact with an individual who is willing to serve as a mentor for a basic microscopy lab that will be of approximately two hour's duration.

The student: CLEARLY print your full name here _____

· I agree to come to laboratory facility and mentor on one occasion during this course to complete a laboratory activity on basic microscopy.

· I agree to provide photo identification to the mentor at each visit.

· I agree to follow all the mentor's instructions during the lab visit. I understand that my mentor MUST submit my lab report by postal mail (NOT BY ANY OTHER CARRIER, NOR BY FAX OR E-MAIL) as described below.

· I agree to reimburse the laboratory facility for any expenses related to my visit.

· I agree to provide adequate notice (as defined by the mentor) before my visit.

The Laboratory facility: Please CLEARLY print the full name and complete mailing address of the facility. Please include the complete telephone number with area code and extension if applicable.

Name of Laboratory Facility _____

Complete Mailing Address _____

Complete telephone number _____

The Mentor: CLEARLY print your full name and title here _____

· I understand that my participation as a laboratory mentor is voluntary.

· I understand the student will be responsible for payment of any expenses related to the laboratory activity. I must also acquaint the student with applicable special policies of the institution.

· I agree to examine and approve the student's photo identification prior to the lab visit.

· I agree to send the student's completed laboratory papers to the instructor, as soon as the lab activity is completed, by postal mail.

· I agree that I WILL NOT photocopy, fax, scan or otherwise duplicate any laboratory papers.

· I agree to report any episode(s) of academic dishonesty to the course instructor.

Agreement:

We, the student and laboratory mentor, agree to the terms and conditions outlined above. We express this agreement by signing and returning this **ORIGINAL** document (photocopies of this document may be made for your records) by postal mail (NOT BY ANY OTHER CARRIER, NOR BY FAX OR E-MAIL) to: Eddie Lunsford; Southwestern Community College; 447 College Drive; Sylva NC 28779. We understand that this agreement is provisionally made, subject to the approval of the course instructor.

Complete legal signature of Student _____

Complete legal signature of Mentor _____