



General Class and Course Information

Course ID: BSC1311

Course Subject: BSC

Course Number: 1311

Course Title: Marine Biology (AA)

Reference Number: 281666

Credits/ Clock Hours: 3.00

Term/Date: Summer 2021 ; 2021-05-20 - 2021-07-01

Days: ONLINE

Room: *** **

Course Description: The Marine Biology course is a survey of marine organisms and marine habitats for non-science majors. Topics include the scientific method; geological, physical and chemical features of the ocean; survey of life including microbes, seaweeds, invertebrates, marine plants, fishes, reptiles, birds, and mammals; and a survey of marine habitats, including estuaries, subtidal communities, kelp forests, seagrass beds, coral reefs, pelagic waters and deep sea habitats.

(*)

Instructor's Information

Name: Jessica Miles

Office Location: SC 0106

Telephone: (561) 207-5220

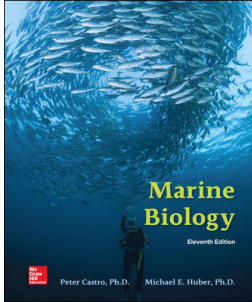
Faculty Webpage: <https://www.palmbeachstate.edu/pf/Faculty.aspx?id=milesj>

Email: milesj@palmbeachstate.edu

Information on REQUIRED textbooks

Marine Biology

You may purchase or rent the ebook, the bindery version or the paperback as per your preference. No program access codes are required for this class. The publisher's website provides several options:



<https://www.mheducation.com/highered/product/marine-biology-castro-huber/M9781259880032.html>

9781259880032

Peter Castro and Michael Huber

McGraw Hill

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11th Edition



Webcam with USB cable is Required

Students must take tests on Blackboard using the Respondus Lockdown Browser with webcam. A webcam with a USB cable is required to clearly capture the testing environment throughout the test.

Your Campus bookstore offers a Price Match guarantee. If you find our class texts or access codes cheaper at Booksmart, Barnes & Noble, or Amazon the campus bookstore will match the price at the time of purchase, or for up to 7 days after purchase. Search your course materials by the ISBN provided in this syllabus to assure that your price match is acceptable.

Other Information on Textbooks and Materials Needed for Class

Please note that there are some video options in this course that may involve additional purchase prices on Amazon or Netflix, etc. should the student select that video for the assignment.

1) For technical (computer/software) issues, or Username/Password and General Access issues contact:

Palm Beach State College Student Helpdesk - Phone: 561.868.4000

Email: studenthelpdesk@palmbeachstate.edu.

For more information, go to [Student Help](#).

2) For all LMS (Blackboard) issues and assistance contact:

PBSC Online Student Success Specialist - Phone: 561.868.3303

Email: elearningsuccess@palmbeachstate.edu

Web Form: [eLearning Student Support Center](#)

Course Learning Outcomes

- Define the physical and chemical properties of seawater as they relate to marine life.
- Describe adaptations that organisms have made to life in the sea and summarize the general nature of marine life.
- Describe the living conditions of the seafloor and identify the major benthic communities.
- Discuss factors critical to life in the open ocean province including such things as locomotion, feeding, migration, sensory reception, and reproduction.
- Discuss the major groups of phytoplankton, seaweeds, and rooted plants and the process of primary production in the world's oceans.
- Explain the value of the scientific method to understand nature and the process of science.
- Investigate the characteristics and special features of Florida's marine organisms and marine habitats.
- List and discuss the ecology and biology of the major groups of marine invertebrates and vertebrates.
- Summarize various human uses of marine resources and the effects of human activities on marine ecosystems.

Class Information

Students are required to take tests in Blackboard using the Respondus Lockdown Browser with Webcam Monitoring.

Prior to the test, students must download the Respondus Lockdown Browser with webcam.

How do I download the Respondus Lockdown Browser? [Click Here for Download Instructions](#)

Scroll to about the middle of the page and Click on the Red Download button.

Once that is complete click here: [Step 2 - Installation Link](#) Then select "Install Now".

How do I take a test with Respondus Lockdown Browser and Webcam?

- The tests are taken online using an internet connected laptop or PC with a USB connected webcam. You must create a secure testing environment. Choose a quiet, well-lit, testing area.
- You, your desk space, and your computer monitor must remain visible to the Webcam at all times during the exam.
- No textbooks, handouts, notes, phone calls, use of other computers/tablets/phones and/or conversations with other people in the room is permitted during your exam.
- Cell phones, tablets, and iPads are not allowed. Smart watches are not allowed.
- Televisions and radios must be turned off.

- The lighting must be bright enough to resemble daylight.

How do I start the test?

- Make sure you have downloaded Lockdown Browser.
- Close all windows, programs, and applications on your computer.
- Open the Lockdown Browser
- Open Blackboard
- Click on Tests with Lockdown Browser on the chapter folder.
- Click on the Test.
- Click on Begin.
- If you are asked for a password, STOP. Start over with Lockdown Browser.

What happens at the beginning of the test?

When you begin the test, you must clearly capture the following images on your webcam:

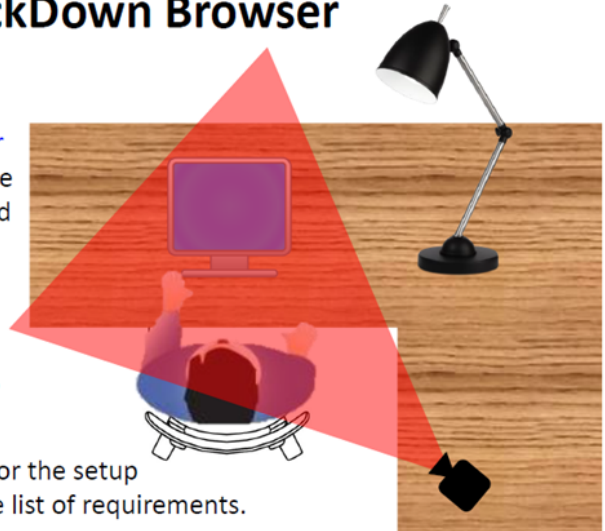
- An approved photo identification card (driver's license, passport, etc.)
- A live image of your face without sunglasses, earbuds, hat, etc.
- No books, notebooks, or other items are allowed.
- No other people are allowed in the room.
- Clearly capture 360 degree images of your testing environment with a clear desk VERY SLOWLY. Too fast and you will get a zero.
- Video capture all walls around your testing environment.
- Video capture the floor area in your testing environment, and the area around and behind your computer.
- **I WILL BE CHECKING THE VIDEO FILES!**

Webcam Placement: Webcam must be placed so that your profile, desktop and monitor are visible throughout the test.

Webcam Setup Position for Off-site Testing Using LockDown Browser

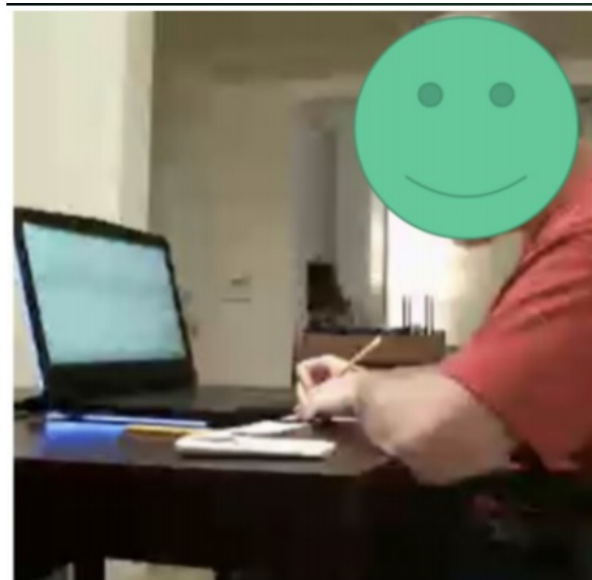
The online course you're enrolled in this semester allows you to take all exams off-site, such as your home or office, using [Respondus LockDown Browser](#) which is available as a free download from within the Blackboard course. To ensure academic integrity and maintain a secure testing environment, your off-site testing location must comply with **all** requirements outlined in the START HERE module on Blackboard; any exam attempt that does not fully comply with these requirements will automatically receive a zero (0) score and no retakes will be permitted.

The diagram to the right is provided as a reference for the setup position; see the START HERE module for a complete list of requirements.



- Your webcam must be **external** and connected with a cable that is at least 6 feet in length.
- The webcam's **field of view** must include your facial profile, desktop area, **and** computer screen.
- You should ensure proper lighting; no shadows or dark corners.
- Before you begin, you must *slowly* show a **full** 360-degree tour of your testing environment, including all walls, ceiling, under the desk, behind the desk, the entire desktop surface, and the floor.
- Your testing environment must be fully free of noise; no radios, television, or talking in the background. You may not wear headphones/earbuds.

Prof. Brownlee, Palm Beach State College



What happens if I don't follow the directions?

- If you take the test without meeting all of these requirements, a grade of zero will be recorded.

- No make ups, no retakes, no extensions on the due dates for the tests will be given for any reason.
- Failure to comply with these rules will result with a 'fail' exam grade and with administrative proceedings per the Academic Integrity procedures as outlined in the PBSC Student Handbook.

What if I cannot take the test on my computer? You will need to find an alternate computer to take your exam, such as making arrangements to take the test in a library, in the Student Learning Center (SLC) on campus, or at the Testing Center.

Can I practice with the Lockdown Browser System?

Yes, you can check the Lockdown Browser system in advance to check your computer settings. Do the optional "Practice Respondus Test" found under Lessons, then Orientation- Start Here folder. Note: this practice test is worth zero points and is just there for you to get used to the system. Also, I have set it up so that you will use Respondus Lockdown Browser for your Orientation Quiz, again to practice (but note that the Orientation Quiz is part of your grade).

The most common reason for failing the test is due to improper webcam placement. You MUST clearly capture your entire testing environment and you, your desk space, and your computer monitor MUST be visible throughout the entire test.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade

(1) Tests – The tests are a non-cumulative chapter and lecture reviews and will consist of multiple choice, true/false, and matching questions. Tests are taken completely online using the Respondus Lockdown Browser system, and you must utilize a camera and present an ID to take the test. Tests are closed book, closed notes, and are available in each Lesson Chapter folder, only for the select test window period of time. No make up or early offered tests will be allowed (do not ask).

(2) Each lecture has embedded quiz questions. You must watch the lecture and answer these questions, as they are part of your course grade.

(3) There are four assignments that are posted with due dates related to the chapters and lecture material. Successful submission of these assignments will be tabulated as part of your overall score. Additionally, these added assignments include work that will potentially be testable material, so it is important to be active in their completion and comprehension. All assignments should be submitted to the instructor via the assignments link (not via email) electronically with 1" margins on all sides, and in size 12 Times/Times New Roman font. Specific assignment instructions will be posted within designated Lessons Chapter Folder. No late assignments will be accepted (do not ask).

(4) There are two discussion posts related to chapter material. They are found within the Lesson Chapter folder. Discussion scores will be part of your course grade. All discussions should be submitted on the Discussion Board with proper grammar and spelling and following all instructions.

(5) There is a Syllabus/Orientation Quiz that ensures you have read the syllabus and understand how the course is set up, as well as the expectations related to assignments, tests, and grades, and college policy, etc.

GRADING:

(1) Tests - 14 tests offered. Each test is worth 50 points.	= 700 pts
(2) Embedded Quizzes (in lecture videos) - 24 lecture video quizzes, each is worth 3 points.	= 72 pts
(3) Assignments - Four assignments throughout the semester. Each is worth 25 points.	= 100 pts
(4) Two Discussions - worth 50 points each.	= 100 pts
(5) Orientation Quiz - one quiz at the beginning of the semester	= 28 pts
	TOTAL = 1000 pts.

Faculty Response Time: The instructor's Blackboard Course Mail system will be checked regularly. The instructor will attempt to check emails Monday, Wednesday, and Friday but will not be checking it on the weekends, except under rare circumstances. I will attempt to respond to all inquiries within 48 hours maximum. It is the student's responsibility to contact the instructor with questions about coursework well in advance of the due date (minimum of 48 hours) in order to receive proper time for feedback, and a lack of response at the last minute by the instructor will not be considered the fault of the instructor, if the student has issues completing an assignment/discussion/test.

Grading

Letter Grade	Value
A	1000 - 900 pts
B	899 - 800 pts
C	799 - 700 pts
D	699 - 600 pts
F	599 - 0 pts

Attendance Policy

Students are required to access the course Web site at least two to three times per week to watch the lecture videos, complete coursework, and to check e-mails.

Electronic Device Policy

Students should not expect the instructor to be a teacher of computer technology and software nor a computer technician to fix problems you may be experiencing. Students experiencing technical difficulties are directed to the e-Learning department for solution assistance. The instructor will not accept excuses of technical difficulties (ex. computer crashes) or power outages/lightening strikes, etc. in association with test make-ups or adjustments of quiz/test offerings, nor assignment or discussion submission issues, unless the issue is related to a college error/impact.

Students will demonstrate respect for professors and fellow students within the Blackboard course site and via email communications. Behavior that is disruptive to a positive learning environment reported by or to the professor will result in a warning on the first instance; the second instance will result in expulsion from the course or campus at the discretion of the professor.

PBSC email: All communications to and from the student and professor will be completed by using your Blackboard Course Mail. DO NOT USE THE GENERAL PBSC OUTLOOK EMAIL SYSTEM FOR QUESTIONS ABOUT THIS COURSE. All emails must have a clear subject, and also make sure to include your name in your email (preferably first and last). I will attempt to respond to all emails within 48 hours.

Late Assignment Policy

Please note my strict – “**no make-up**” and “**no late assignment**” policy. I do this to maintain quality in the course so no material is released and no cheating occurs. It is strict and there are **NO exceptions**, so if you are not comfortable with this policy, this may not be the best match course for you. I don't want you to come back later indicating that you think my policy is unfair, so I am stating up front in my syllabus what my rules are so you can decide if you agree to this policy from the beginning of the term. Do not request permission for turning in late work or to make up tests/quizzes.

Make-up Exam Policy

Please note my strict – “**no make-up**” policy. I do this to maintain quality in the course so no material is released and no cheating occurs. It is strict and there are **NO exceptions**, so if you are not comfortable with this policy, this may not be the best match course for you. I also do **NOT** allow for students to have take tests early. Do not request early or make-up tests

Academic Dishonesty Policy

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance: (1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Academic Dishonesty Penalty for Violation

Any student not in compliance with any of the Academic Dishonesty policies described will earn a zero for the first assignment offense and be expelled from the class on the second offense. It is up to the instructor to decide when a submission qualifies as being “not in compliance”, such as in comparing two student's similar work or in reviewing websites where material is likely to have been plagiarized. Please refer to the Palm Beach State College Student Handbook for further information. Please note that **ALL** assignments need to be properly cited, if information is taken from another resource, such as a book or website, even if this is not explicitly stated in the assignment directions. Additionally, all work must be done individually, not as “partners” or as a group, and it must be original and independent unless otherwise specified. It is up to the instructor to determine if work is too “similar” between students, or if it is too similar to other published material on the web, or other location (even another student's work), leading to the enactment of the academic dishonesty penalty.

Withdrawal Policy

It is the responsibility of the student to complete and submit the necessary forms to the Registrar's Office by the withdrawal date for the semester. An official withdrawal would entitle the student to a grade of "W" in the course.

Accessibility Statement

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of the Center for Student Accessibility (CSA). It is the student's responsibility to contact the Center for Student Accessibility Advisors and to submit appropriate documentation prior to receiving accommodations and/or services. Please see the website at <https://www.palmbeachstate.edu/csa/> for web address for the Center for Student Accessibility.

Online (WP) Class Information

Online (WP) Class Information

This course is taken completely on the Internet (Online) without attending a classroom on campus. Some courses may require students to take examination(s) in a proctored lab setting. Before you decide to take the course via online delivery, it is recommended that you carefully review the:

Online Course Syllabus Supplement

<http://edtech.palmbeachstate.edu/elearn/resources/student/syllabus-supplement.htm>

to obtain Detailed Facts & Information about:

Blackboard Access

- Access to your Online Course is AVAILABLE each term on the FIRST DAY OF CLASSES

Blackboard Orientation and Assistance

- How to Register for the Free Online Orientation Course: ELO1000
- How to obtain Blackboard assistance from the Online Student Support Center

Blackboard Tips & Tutorials

- How to Ensure your Computer is Compatible
- Ensure you Understand Examination and Assignment Rules
- Learn the Functions of Blackboard

Then proceed to – Palm Beach State Blackboard (<https://palmbeachstate.blackboard.com>)

to Login to your Online Course (not available before the first day of class) using the same

USERNAME and PASSWORD you used to register for classes.

For Additional Information and Obtaining Assistance visit the eLearning Student Support Center

<https://www.palmbeachstate.edu/elearning/students/default.aspx>

Distance Learning Requirements

Computer Systems

Your computer system resources must be compatible with the Learning Management System (LMS) used to deliver/manage course content. System Check (analysis) is provided on the course login page at <https://palmbeachstate.blackboard.com>. Your computer needs to be configured per recommended settings. Failure to do so generally results in test submission and other participative action errors. These types of errors are generally not accepted as an excuse for missed submissions.

SLC Computer Lab

If students do not have access to a computer at home, the SLC Computer Lab at a Palm Beach State campus can be used to complete course assignments. Visit the SLC Computer Lab webpage at <http://www.palmbeachstate.edu/slc> for location and hours.

Student Computer & Learning Management System Skills

Students need to possess basic web-browsing skills and need to learn the functions of the Learning Management System (LMS). Students can learn how to use the LMS by enrolling in a free ELO1000 Online Orientation Course. Online video tutorials are provided for all major LMS functions and can be accessed from the online classroom by clicking on the 'Support' tab on the right-hand side of the course window.

Course Login

Information on how to change your password and solving other login related issues is provided on the LMS Login Page: <https://palmbeachstate.blackboard.com> – simply follow the link

Forgot Your Password?

(<https://webservices1.palmbeachstate.edu/FCCSC/pbsc/security/passwordhelp.jsp>)

Please keep in mind:

Username: Your PBSC Student ID

Password: Your PBSC Password (must be 6 characters)

Online Textbook Purchase

The textbook(s) can be purchased at the PBSC Campus Bookstore or online at <http://www.bkstr.com/palmbeachstcentralstore/home>.

For Online Course Assistance, please contact your:

- Professor/Instructor -- with Course Instructional Content (assignment/test availability dates, course instructions, etc.) issues.
- Student Helpdesk -- with Username/Password & General Access issue: Phone: 561-868-4000.
- Online Student Success Specialist -- for all LMS (Blackboard) issues and assistance:
Phone: 561.868.3303
Email: elarningsuccess@palmbeachstate.edu
Web Form: http://palmbeachstate.co1.qualtrics.com/SE/?SID=SV_etgXQrKPN7GX0YI&Q_JFE=0

Student Code of Conduct

Unauthorized Use of Voice and Video Recording

Do not use any device to make an audio or video recording of any person without their prior knowledge or express consent. Do not record, post, copy, screen print, or forward **any** course material or recorded lectures without the express written permission from the instructor. Any unauthorized use as described above is grounds for removal from the class.

College Policies

Academic Dishonesty/Integrity

Academic misconduct including, but not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below:

Plagiarism

- Taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source.
- Submitting a term paper, examination or other work written by someone else.
- Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
- Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
- Similar and extended paraphrasing of another.

Cheating

Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for

regrading; and allowing another person to do one's work and to submit the work under one's own name or otherwise not following the rules or instruction to gain an advantage.

Fabrication

Presenting data in a piece of work that were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and Abetting Dishonesty

Providing material or information to another person with knowledge that these materials or information will be used improperly pursuant to Florida Statutes 877.17 (1).

Forgery

Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Warning: Students may not withdraw from a class to avoid a failing grade as a result of such a violation.

Please refer to the Palm Beach State College Student Handbook (www.palmbeachstate.edu/current for link to the student handbook).

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is deemed disruptive to a positive learning environment will be addressed by the professor and may result in a warning. If the student's behavior is deemed extreme in nature, the student will be referred to the dean of students for disciplinary action in accordance with the Student Handbook. Consequences for such behavior may result in formal conduct charges and sanctions.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Center for Student Accessibility

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the Center for Student Accessibility (CSA). It is the student's responsibility to contact the Center for Student Accessibility office and to submit appropriate documentation prior to receiving accommodations or services. Please see the website at <https://www.palmbeachstate.edu/CSA> for additional information.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking, including electronic

cigarettes (also known as e-cigarettes, vapors, vaporizers, or nicotine vaporizers), is not permitted in any College building and only in areas designated at each campus.

Final Course Grade Appeal

The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6HX-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be communicated to students in a course syllabus prior to the beginning of the course. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

Mid-Term Grade Reporting

Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog, and other College publications which may be related to specific program of study. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest

Please see this web page (www.palmbeachstate.edu/current) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is **2021-06-16**. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class. Students may not withdraw from a class to avoid a failing grade as a result of a violation of the Academic Dishonesty/Integrity Policy.

Other Information from your Professor

GETTING STARTED

1. Make sure you have all the computer system requirements as listed in this syllabus and the Blackboard site.
2. Obtain course materials including the textbook listed above.

3. Log onto the course website within Blackboard.
4. Once inside the course website, complete the online orientation and complete the Orientation Quiz.
5. Explore the different parts of the course website. Be sure you print the syllabus which includes the course syllabus schedule below so that you know what is expected of you during the semester, when items are due, and when test windows open and close.
6. Begin completing your assignments as listed below.

SYLLABUS SCHEDULE BELOW:

Please note: you should enter the online class in Blackboard, click on Lessons, and open the instructions for each chapter per the schedule below. Follow all instructions posted and complete all work, including watching the lecture video with embedded quiz questions (part of your grade) and completing the chapter test.

Month	Date	Chapter	Assignments/Notes
			Orientation Quiz Due May 24th (11:59 p.m.)
May	20-22	1	Chapter 1 Lecture Video Embedded Quiz Questions Due May 24 (11:59 p.m.) Chapter 1 Test Due May 24 (11:59 p.m.)
May	23-29	5 & 6	All Chapter 5 and Chapter 6 Embedded Quiz Questions Due May 29 (11:59 p.m.) Chapter 5 and Chapter 6 Test Due May 29 (11:59 p.m.) Ch. 7 National Geographic 1 Assignment Due June 5
May/June	30-5	7ab & 7cd	All Chapter 7a, 7b, 7c, and 7d Lecture Video Embedded Quiz Questions Due June 5 (11:59 p.m.) Chapter 7ab and Chapter 7cd Test Due June 5 (11:59 p.m.)
June	6-12	8 & 9	Ch. 9 Discussion Due June 12 All Chapter 8 and Chapter 9 Lecture Video Embedded Quiz Questions Due June 12 (11:59 p.m.)

			Chapter 8 and Chapter 9 Test Due June 12 (11:59 p.m.) Ch. 10 Dead Zones Assignment Due June 19
June	13-19	10 & 11	All Chapter 10 and Chapter 11 Lecture Video Embedded Quiz Questions Due June 19 (11:59 p.m.) Chapter 10 and Chapter 11 Test Due June 19 (11:59 p.m.) Ch. 14 Heat Stressed Corals Assignment Due
June	20-26	12 & 13 & 14	All Chapter 12, Chapter 13, and Chapter 14 Lecture Video Embedded Quiz Questions Due June 26 (11:59 p.m.) Chapter 12, Chapter 13, and Chapter 14 Test Due June 26 Ch. 17 National Geographic 2 Assignment Due Ch. 18 Discussion Due
June	27-30	17 & 18	All Chapter 17 and Chapter 18 Lecture Video Embedded Quiz Questions Due June 30 (11:59 p.m.) Chapter 17 and Chapter 18 Test Due June 30 (11:59 p.m.)

Instructor reserves the right to make adjustments to the syllabus, assignments, and schedule as necessary and will announce such changes online.

Department Contact Information

Name: Becky Mercer

Office Location: SC 0160

Telephone: 561-207-5416

Email: mercerb@palmbeachstate.edu

Job Title: Associate Dean