



<b><i>Scholastic Integrity</i></b>	Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. This includes working together on exams or quizzes. Zeros will result. See <i>Student Handbook</i> “Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]” #18
<b><i>Attendance Policy</i></b>	Students are expected to complete all scheduled exams, quizzes and labs and complete all assigned exams and other work by the assigned day unless PRIOR arrangements are made with the instructor.
<b><i>ADA Statement</i></b>	<b>ADA Statement:</b> North Central Texas College does not discriminate on the basis of disability for admission or access to its programs. The College is committed to providing equal access to its students with disabilities by providing appropriate accommodations; a variety of services and resources are made available through the ACCESS Department. Students are responsible for notifying the ACCESS Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services.
<b><i>EEOC Statement</i></b>	North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.

**ACCESS and NETWORKS Program:** The ACCESS Program provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge or physical illness or injury. Accommodations may include extra time on tests, tests in a non-distracting environment, note taker in class, etc. On the Corinth Campus, contact: **Wayne Smith**, ACCESS Coordinator, at ([kwsmith@nctc.edu](mailto:kwsmith@nctc.edu)), 940-498-6207 or Penny Cogbill, Departmental Assistant, at [pcogbill@nctc.edu](mailto:pcogbill@nctc.edu), 940-498-6212 or William Leija, Departmental Assistant, at [wleija@nctc.edu](mailto:wleija@nctc.edu), 940-498-6224 in Suite 170. For the Gainesville, Bowie, or Graham Campuses, contact Yvonne Sandmann, ACCESS Specialist, at ([ysandmann@nctc.edu](mailto:ysandmann@nctc.edu), (940) 668-7731 ext. 4321) in **Room 110** on the Gainesville Campus.

**NETWORKS** is a childcare reimbursement program that may assist technical students with partial childcare reimbursement for those that apply and qualify. Contact Yvonne Sandmann, ACCESS Specialist, for more information.

#### **Student Success Center:**

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. Students can attend free interactive workshops about Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration, and much more. This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free online. All students are invited to visit the Student Success Center located in Rooms 160, 170, 183, 188 in Corinth, Rooms 111 and 114 in Gainesville, and Room 124 in Bowie. **Contact Tracey Fleniken**, Student Success Coordinator, at [tfleniken@nctc.edu](mailto:tfleniken@nctc.edu), 940-668-4209 in room 114 on the Gainesville Campus for more information.

#### **TRIO Program:**

TRIO Programs are federally funded programs which offer services designed to assist students in achieving their academic goals. Services include educational workshops, academic advising, tutoring, personal counseling, career counseling, cultural enrichment, and financial aid information. Students may be eligible for TRIO if they are currently enrolled at North Central Texas College, have academic need, and meet at least ONE of THREE criteria which include: 1) first generation status—neither parent has graduated from college 2) income level is within federal low income guidelines, and/or 3) has a documented disability. TRIO is located in Room 170 on the Corinth Campus, Room 112 on the Gainesville Campus, and Room 124 on the Bowie Campus. **Contact Jessica DeRoche**, TRIO Coordinator, at [jderoche@nctc.edu](mailto:jderoche@nctc.edu), 940-498-6212 on the Corinth Campus for more information.

Students can also access the Department of Student Success’ website by going to [www.nctc.edu](http://www.nctc.edu) and clicking on the Student Services link and Student Success or “Tutoring and Other ACADEMIC SUPPORT SERVICES”, or by going directly to [http://www.nctc.edu/Student\\_Services/Access/AcademicandStudentSupportServices.htm](http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm)

*Other Pertinent Information*

- **Q: What is the best way to contact the instructor and when can I expect a response?**
- **A: The best way to contact the instructor is through course mail. You must write in complete sentences, spelling your words correctly, and being as courteous and respectful as possible. I will check the course periodically throughout the day. You can expect a response within 48 hours during the week. DO NOT PANIC and be patient and any issues can be resolved without incidence or penalty. I am here to help you in this course.**
- **You should NOT rely on the calendar for due dates and times. Only focus on the syllabus. Assignments are due at midnight and this shows on the calendar that assignments are due the next day, which is very misleading.**
- **Q: What is the best way to find out due dates and or possible changes with the course?**
- **A: Make it a habit to check the following places to stay on top of due dates and new information: Course Mail and Announcements, which are located on the home page and under the In Touch tab, and under Lessons tab for the week you are working in. It is the student's responsibility to stay on top of this course. I will make an announcement for any changes each week and help you stay up to date with due dates.**
- **Make sure to not follow the Calendar in the Canvas area. Just use your syllabus. Print out your syllabus and follow it at all times. The calendar in Angel will make anything due at Midnight, appear to be due the next day, which is very deceptive. Make sure to just use your syllabus**

It is also important that you write to me in a positive, respectful manner. Anyone who is threatening or gets angry in an email can be DROPPED from the course immediately.

All quizzes and exams are expected to be taken on the day assigned. If there is an issue, you must email me AHEAD OF TIME to take it at an alternate time.

**All weeks open on Tuesdays and those week's quizzes are due on the following Monday nights.**

No student's grade will be discussed with any other individual without explicit instruction from the student.

I check email every 24 to 48 hours. I will always respond back to your email within 48 hours.

The GREENBUILT TOWN project is a collaborative project that you can do with other students in your class. If you can not meet with anyone, you can choose to the assignment by yourself. We will talk about this more in week 12. You will have the option of using video to present to me and other groups or individual presentation using youtube.

This is very important: please be responsible for adding up your own points that you earn throughout the semester. Sometimes the gradebook can be unreliable. I try to fix problems as soon as they arise, but many times, after adding in zeros to a grade, this changes your points or % in the course. The best way to not be surprised at your grade at the end of the semester, is to take a record of your own points for the semester. You

	add them up and divide them by how many points you could have earned so far in this course. This is so important to know!
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**\*\*Read the ACCOUNCEMENTS each week. I will tell you of any changes and what content to concentrate on. I will also announce what is due each week. Here is your semester listed below. There are 15 weeks and two exams. All quizzes, both lecture and lab quizzes or discussions, are 15 pts each, unless otherwise noted.**

**\*Exams only cover the online lecture notes that go with each lesson. Labs are not tested on exams.**

<b><i>Tentative Calendar (optional)</i></b>	<b>Weekly Schedule of Lecture &amp; Lab</b>		
	<b>*The Weekly Quizzes are always due the Monday night of the last date of the week by midnight. No exceptions.</b>		
		<b>Date</b>	<b>Chapters/quiz due</b>
			<b>Lab&amp; lab quizzes due</b>
	Lesson 1 (January 17-23)	Chapter 1 Understanding our Environment; Chapter 1 quiz	Rachel Carson Lab; lab quiz 1
	Lesson 2 (January 24-30 )	Chapter 2: Environmental Systems and Chapter 2 quiz	Lab 2 – Plant ID lab outside - using a dichotomous key
	Lessons 3 and 4 combined module (January 31 - February 13) <b>*You get 2 weeks for this module</b>	Chapter 3: Species Populations, Interactions, and Communities and Chapter 3 quiz - 30 pts	Lab 3 – Evolution NPR discussion Lab 4: Evolution lab
	Lesson 5 (February 14 - 20)	Chapter 4: Human Populations Lab and Chapter 4 quiz	Lab 5 - Population lab looking at histograms
	<b>Exam 1: Chapters 1 to 4 Wednesday, February 29</b>	Wednesday from 3pm to 11pm open time frame	Exam covers Chapters 1 to 4

	Lesson 6: (February 21 - 27)	Chapter 5: Water Biomes sections, pages 103 to the end (Marine Ecosystems to the end of the chapter) and Chapter 5 quiz	Lab 6: Water biomes	
	Lesson 7 (February 28 - March 6)	Chapter 6: Environmental conservation and Chapter 6 quiz	Lab 7: Ecobarons PPT about the book titled "Ecobarons" and Discussion forum on this topic	
	Lesson 8 (March 7 - 13)	Chapter on Water part 1; Read all notes and powerpoint slides 1- 49	Lab 8: Eutrophication Lab  Quiz on Eutrophication	
	Lesson 9 (March 14 - 27) *GIVES TIME FOR SPRING BREAK	Chapter on Water Part II ; Study PPT slides 50-84 Water part II quiz	Lab 9: study the virtual tour of WWTP and then take the quiz	
	Lesson 10 (March 28 - April 3 )	Chapter 13: Solid and Hazardous Waste; Chapter 13 quiz	Lab 10: Watch and take notes on all the online landfill video tours in lab folder; <b>quiz on landfills</b>	
	Lesson 11 (April 4-10)	Chapter 7: Food and Agriculture	Lab 11: Environmental Nutrition and Precycling discussion forum	
	Lesson 12 (April 11 - 17)	Chapter 12: Energy part 1: "old energy"; Chapter 12 part1 Quiz	Lab 12: Global warming lab: slideshow/NPR news	
	Lesson 13 (April 18 - 24)	Chapter 12 part II: Renewables and take the Quiz	Lab13: Wind Energy lab and lab quiz <b>start greenbuilding projects</b>	
	Lesson 14: (April 25 - May 1)	Greenbuilding Lecture and work on your town No lab today	Greenbuilding Projects continued	
	Lesson 15: (May 2 - 8)	Turn in Greenbuilding Projects	<b>Greenbuilding project DUE by May 8; upload your video or photo/paper to the drop box</b>	
	<b>Exam 2: Covers all content after lesson 5</b>	Exam is from 10am to midnight open time frame	<b>Wednesday, May 10</b>	
