



Red Lake Nation College Values:

*Dabasendizowin (Humility), Debwewin (Truth),
Zoongide'iwin (Courage), Gwayakwaadiziwin (Honesty),
Manaaji'idiwin (Respect), Zaagi'idiwin (Love), and
Nibwaakaawin (Wisdom)*

Course Syllabus

Course Information

Course Title	
Course Code	
Credits	
Semester	
Room Number	
Days/Times	
Canvas URL	https://rlnc.instructure.com/login/canvas

Instructor Contact Information

Instructor Name	
Email	
Phone (Work)	
(Cell)	
Office Hours	

Required Textbook(s) with ISBN(s)

Textbook Title	
Author(s)	
Year/Edition	
Student ISBN#	

Course Description and Prerequisite(s)

Course Description (from catalog)	
Prerequisite(s)	

Course Fulfillment

Category fulfillment	
Credit hours	

Learning Outcomes
Students will:

Learning Outcome #1	
Learning Outcome #2	
Learning Outcome #3	
Learning Outcome #4	

Course Design (Canvas Online)

Student Portal Content Areas	
Home Page	Announcements and recent course activity.
Discussions	Discussion boards for online and hybrid courses as well as makeup assignments in the event of unexpected closure or cancellation.
Grades	Student grades and pending assignments displayed here.
Syllabus	Syllabus and course calendar.
Outcomes	Course learning outcomes and co-curricular outcomes (where applicable).

Important Dates:

January 8	First Day of Classes
January 15	Closed – Martin Luther King Jr. Day
January 16	Last Day to Add/Drop Classes
February 19	Closed – Chief's Day
February 26-March 2	Midterm Exams (midterm grades due March 6)
March 12-16	No Classes – Spring Break
March 29	Last Day to Officially Withdraw

April 30-May 4	Final Exams (final grades due May 8)
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Calendar

Week	Course Outcome(s)	Dates	Topic(s)	Assignments	Due Date
Week #1					
Week #2					
Week #3					
Week #4					
Week #5					
Week #6					
Week #7					
Week #8					
Week #9					
Week #10					
Week #11					
Week #12					
Week #13					
Week #14					
Week #15					
Week #16					
Week #17					

Assignment Detail

All assignments are expected to be submitted at the beginning of the class period on the due date.

Name of Assignment
Quizzes
<i>Description:</i>
Lab Investigations
<i>Description:</i>
Discussions
<i>Description:</i> Discussion questions will be posted to start each new unit. Students must create at least one post
Recycling Service Learning
<i>Description:</i>
Exams
<i>Description:</i>
Midterm and Final Exam
<i>Description:</i>

Grading Summary

Name of Assignment Type	Points	Percent of Total
Quizzes	30 pts x 10 = 300 pts	31.3%
Lab Investigations	30 pts x 4 = 120 pts	12.5%
Discussion Board Posts	20 pts x 4 = 80	8.3%
Recycling Service Learning	10 x 14 = 140 pts	14.6%
Exams	60 pts x 2 = 120 pts	12.5 %
Midterm	75 pts	7.8%
Final	125 pts	13.0%
Total:	960	100%

Grading Scale

Grade	Percentage			Total Points Earned		
A	90.0%	to	100.0%	864	to	960
B	80.0%	to	89.9%	768	to	863
C	70.0%	to	79.9%	672	to	767
D	60.0%	to	69.9%	576	to	671
F		<	60.0%		<	576

Discussion Board Grading Rubric

	Excellent (5 pts.)	Proficient (3 pts.)	Did not meet criteria
Individual Posting	Thoroughly addresses all aspects of the question.	Post is not thorough or does not address all aspects.	Post is not thorough nor does it address all aspects.
Content and References	Content is factually correct and at least one reference is properly cited.	Content is not factually correct or at least one reference is not properly cited.	The content is neither factually correct nor properly cited.
Peer Response	Comments on at least one other student's post by extending the discussion.	Does not comment on another student's post in a way that continues discussion.	Does not comment on another student's post.
Clarity & Mechanics	Communicates in a clear, respectful manner with very few/no grammatical errors.	Post is not clear, respectful, or contains enough grammatical errors to be distracting.	Post is not clear and has several grammatical errors.

Classroom Conduct

Show ***Manaaji'idiwin (Respect)*** to each other and yourselves. Students will be exposed to a variety of sensitive topics throughout their program, here's how to demonstrate respect for fellow classmates at all times:

- Practice confidentiality with each classmate;
- Appreciate diversity and demonstrating awareness of personal biases;
- Communicate and cooperate effectively with others;
- Express feelings and opinions effectively and appropriately.

Students are asked to inform the instructor of conditions that may interrupt their ability to learn, either in or outside of the classroom.

Late Submissions

Late assignments are only ELIGIBLE to receive up to 60% of possible points. Any points missed will be subtracted from 60% credit. Assignments are due at the start of class. Feel free to text or email your work before class starts if you know you are going to be late. Be sure to include your name and submit the hard copy when you return. Then, your work won't be late. All late assignments due prior to midterm must be submitted by midterm grading. All late assignments due after the midterm exam must be submitted by the final exam. There will be no exceptions to this.

Exams

Missed exams should be made up within a week's time or students will lose full credit. Exams may only be made up IF the student had an excused absence. To be clear, the instructor must be notified prior to the absence or be provided documentation regarding the absence. Midterm and final exams must be taken at the scheduled time assigned by the instructor.

Attendance

A. Daily attendance is expected. It is not factored into your grade, but it will difficult for you to pass with poor attendance. If you are aware that you will be absent on a given day, please contact the instructor and check your syllabus and Canvas for notes and handouts.

B. Because the lab schedule is flexible and because those assignments cannot be made up, your attendance is important. It is up to the student to seek assistance from the instructor if needed.

C. Excused absences will be granted when a student notifies the instructor prior to class that he/she will miss class. Reasons for an excused absence include personal illness, illness of child in their care, lack of child care, or hospitalization of an immediate family member. Excused absences will be granted after the class only if the student provides a doctor's note.

D. Students are still responsible for the information and any work should still be turned in by the date indicated in the calendar.

E. Unexcused absences will be result in late penalties. Students who have an unexcused absence will be required to take any tests or quizzes as scheduled.

F. Missing 30 minutes or more of class time will result in an absence.

Unexcused absences will be result in assignments being marked as late. Students who have an unexcused absence will be required to take any tests or quizzes as scheduled.

Students will be considered absent if they miss 30 minutes or more of class time.

Tardiness

Three unexcused tardies will be considered one absence. A student will be considered tardy if they are not in class when the instructor begins. A student missing 30 minutes or more of class will receive an unexcused absence.

Incompletes

No incompletes will be given unless you have documented medical or emergency excuses and a signed contract by the student, instructor, and Registrar about work to be completed. At least 70% of all work must already have been completed to be considered for an incomplete. The contract must be on file prior to the time final grades are due. Students must initiate a request for an incomplete.

Unexpected Absence/Cancellation Policy

In the event the instructor is unable to attend class due to an emergency, students can expect to receive a text message and an instruction sheet titled with class date will be posted on the BIO 2100 page in Canvas. To be considered present for the class, students must sign in with the designated faculty person. The assignment given must be completed and submitted to the instructor within the required timeline. Failure to complete the assignment on time will result in late deductions.

Laptops and Other Electronic Media

Laptops and other electronic devices (cell phones, MP3 players, PDA's, etc.) are to be used in class for class-related activities. Using a laptop or other electronic media for email, messaging, texting, Facebook or similar sites, games, internet surfing, and doing homework for other classes are unacceptable uses. Failure to abide by the above may result in the loss of privilege to use a laptop or

other electronic device during class time for the rest of the semester. Use of electronic devices during exams is forbidden and will result in the full loss of credit.

Leaving the Room

Students should plan on being in class during the whole period. Students should not be out in the hallways during class times. Leaving the room during an exam is not permitted.

Plagiarism, Academic Dishonesty, and Disruptive Behavior

Gwayakwaadiziwin (Honesty) in academic matters is expected of all students. Actions that are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as your own, to receive credit for assignments you did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity.

Self-plagiarism, regardless of intent, is also a violation of academic integrity. Self-plagiarism is defined as seeking credit for work that one earned credit for in a previous or concurrent class.

Red Lake Nation College expects students to present themselves in a manner that is conducive to learning and is respectful to others. Disruptive behavior in the classroom will not be tolerated. You can find the complete policies and disciplinary actions in the Student Handbook.

Extra-Curricular Activities

Attendance in class takes priority over extra-curricular activities and/or school-related functions. It is the student's responsibility to contact the instructor in the event of an absence and to complete all missed work. Absences for extra-curricular activities and/or school-related functions are not automatically excused and are at the discretion of each individual instructor.

Technical Difficulties for Red Lake Nation College Students – Contact the Following:

Racheal Jorgenson
racheal.jorgenson@rlnc.education
218-679-1008

Canvas Support Hotline
844-864-5312

NOTE: If a student needs their student ID number, it can be obtained in Student Services at RLNC.

Disabilities Act

In compliance with the Americans with Disabilities Act, Red Lake Nation College will make every effort to provide equal access for persons with disabilities. If you need any accommodation due to a disability, contact the Vice President of Student Success at 679-2860.

To Be Successful Have Zoongide'iwin (Courage)

It will not be easy, but have courage. What good are wings without the courage to fly?
A few key things:

- Be here for all classes.
- Ask Questions!
- Turn in work on time.
- Plan on 2 hours of studying outside class for every hour spent in class.
- Share your strengths with others and learn from them as well.

