

**BSC 2010C: General Biology**

**Fall 2018**

**OM01: MWF 8:30 – 9:20 am in CSB 101**

**OM02: MWF 9:30 – 10:20 am in CSB 101**

Instructor: Michele Yeargain

Office: Biology Building (BIO) 201B

Email: michele.yeargain@ucf.edu

Office Hours:

Monday: 10:30 am – 12:30 pm

Tuesday: 1 pm – 2 pm

Wednesday: 12:30 pm – 1:30 pm

Friday: 9 am – 10 am

**Contact Information:**

- ❖ Email is the preferred method of contact
  - All emails will receive a response within 24-48 hours, excluding weekends
- ❖ Email must include the following information
  - Salutation
  - Your name
  - Your UCF ID
  - Include that you are enrolled in Biology I in the 1:30 lecture
    - I work with 2500-3000 students in several courses each semester, so it is very important that you tell me that you are a Biology I student enrolled in my course
  - **Before emailing me with a question about course policies, you must read the lecture syllabus to find the answer yourself.**
- ❖ UCF policy requires students to use KnightsMail when contacting faculty
  - Email sent from other email addresses will not receive a response

**Required Course Material**

- ❖ Campbell Biology 11<sup>th</sup> Edition with UCF Virtual Laboratory Access
  - Access to our virtual campus is required for the laboratory portion of this course and comes with a free electronic version of Campbell 11<sup>th</sup> edition
  - Laboratory access can be purchased directly from Webcourses
    - This is the cheapest option (\$128)
    - If you purchase from Webcourses, you can upgrade to a loose-leaf version of the textbook after you complete the initial purchase.
    - To do this, log into MyLab and Mastering through the widget in Webcourses, click on “Free Campbell 11<sup>th</sup> edition textbook” from the tabs on the left, then click on “looking to buy a printed book?” at the bottom of the page
  - The UCF bookstore also sells access cards for three different textbook/laboratory access options:
    - Laboratory access with free electronic textbook
    - Laboratory access with loose-leaf textbook
    - Laboratory access with hard cover textbook
  - Access cannot be purchased from any third party vendors
- ❖ Learning Catalytics Response System
  - This is an in-class response system that uses your smart phone as a “clicker”
  - Access is included with your laboratory access/e-textbook purchase
- ❖ Computer/Internet connection
  - You are responsible for your computer/ internet connection.
  - Tech Commons computer labs are available to all UCF students
  - Insufficient internet connection may result in an inability to connect to Webcourses and/or our virtual campus.

## Webcourses

- ❖ Webcourses will be used for class related material and communication including but not limited to:
  - Lecture and Laboratory Syllabi
  - Chapter Modules
  - PowerPoints of lecture
  - Exam review material
  - Chapter Homework
  - Announcements
    - To ensure that you receive important announcements, you are required to have your announcements setting turned on. You are responsible for information sent to students via Webcourses Announcements.
  - Grades for exams, laboratory, Dynamic Study Modules, and Learning Catalytics
- ❖ To access Webcourses, go to [www.webcourses.ucf.edu](http://www.webcourses.ucf.edu) and log in with your NID and NID password
- ❖ For technical difficulties, contact UCF Online Support at [onlinesupport@ucf.edu](mailto:onlinesupport@ucf.edu)

## Attendance Verification for Financial Aid Students

- ❖ Faculty are required to document student attendance/participation in this course so that financial aid monies are disbursed appropriately and in a timely manner.
- ❖ To document your attendance and participation in this course you are required to complete the Attendance Activity Quiz in Webcourses no later than Friday, August 24<sup>th</sup>.
  - Failure to complete this quiz will result in the delay of your financial aid funds
  - This quiz contains 5 questions related to this lecture syllabus
  - Students who complete this quiz by 11:59 pm on August 24<sup>th</sup> will receive 1 bonus raw point towards the final exam

## Course Grades

You will receive one grade for BSC2010 that combines the lecture and laboratory portions of this course. Final semester grades will not be curved.

Material Practice	3%
Learning Catalytics	3%
Chapter Homework	9%
Lecture Exams (three highest)	15% each (for a total of 45%)
Final Exam	25%
Laboratory	25%

Semester grades will be based on the grading scheme below. Overall semester grades will NOT be rounded. In other words, a 79.99 is a "C." With so many students in this course, we strive for consistency and fairness. For this reason, there will be no additional assignments or extra credit given. There will be no "retakes" on any exam, assignment, or laboratory exercise.

- A: 90-100%
- B: 80-89.99%
- C: 70-79.99%
- D: 60-69.99%
- F: 59.99% and lower

## Lecture Exams Details (45% of semester grade)

- ❖ Four multiple choice exams will be given throughout the semester
  - The lowest scoring exam will be dropped
  - The three highest scoring exams are worth 15% each
  - Exams are scheduled on the following dates:
    - Exam 1: Friday, September 14
    - Exam 2: Friday, October 5
    - Exam 3: Friday, October 26



- ❖ The official start date for Learning Catalytics points is Wednesday, September 5
- ❖ The 6 lowest Learning Catalytics days will be dropped to account for absences, technical difficulties, etc.
  - There will be no excused absences for Learning Catalytics
  - Absences extending longer than 6 dropped days (approximately 2 weeks) will be considered on a case-by-case basis with approved documentation provided within 48 hours of the missed lecture
- ❖ There is no alternative method to Learning Catalytics
- ❖ You are required to attend lecture to earn Learning Catalytics credit; points will not be awarded to students who are not present in the classroom.
- ❖ Grade concerns must be remedied within two weeks of scores being posted on Webcourses.
  - Failure to remedy any errors will result in forfeiture of grade correction
- ❖ If you purchase/register Learning Catalytics late, you forfeit all points prior to your purchase/registration date. If you register late, for any reason, you cannot "get back" the points you lost. **There are no exceptions to this policy!**

#### Chapter Homework (9% of semester grade)

- ❖ Homework will be assigned for each chapter using MyLab and Mastering
- ❖ MyLab and Mastering is included for free with your laboratory/e-text access
- ❖ Students must access homework assignments through the MyLab and Mastering widget on Webcourses
- ❖ Assignments are based on chapter reading and lecture material
- ❖ The lowest scoring assignment will be dropped
- ❖ Assignments open and closed according to the schedule on Webcourses
  - In general, each chapter homework will open following the lecture on that chapter and will remain open for one week
  - Homework will open at 10:30 am (after the 0M02 lecture) on the opening date
  - Homework will close at 11:59 pm one week later (see Webcourses schedule for details)
- ❖ Assignments are not timed but they must be submitted prior to the due date
  - Assignments submitted after the due date will not receive credit
- ❖ Assignments must be completed during the open dates/times
  - They will not be reopened
  - Due to scheduled and unscheduled Webcourses/MyLab and Mastering maintenance, as well as unplanned extenuating circumstances, you are strongly encouraged not to wait until the very last minute to complete an assignment
- ❖ There are no absences from Chapter Homework assignments
  - Absences extending longer than the opening date for an assignment will be considered on a case-by-case basis and with approved documentation provided within one week of the closing date of the assignment
- ❖ Grade concerns must be addressed within two weeks of the score being posted on Webcourses

#### Final Exam Details (15% of semester grade)

- ❖ The final exam for 0M01 (MWF 8:30 am) takes place on Wednesday, December 5, from 7 am – 9:50 am in CSB 101 (our regular lecture hall)
- ❖ The final exam for 0M02 (MWF 9:30 am) takes place on Friday, December 7, from 7 am – 9:50 am in CSB 101 (our regular lecture hall)
  - There are no alternative final exam times
  - If you have a legitimate concern about the final exam date, this must be addressed with the instructor no later than Monday, November 5<sup>th</sup>
- ❖ Students must take the final exam at the date/time of the lecture section in which they are enrolled
  - Taking the final with the other lecture section will result in a zero (0) grade for the final exam
- ❖ The final exam begins promptly at 7 am
  - Students arriving late must complete the exam in the time remaining
- ❖ The final exam will be cumulative
- ❖ The final exam is required and cannot be dropped

#### Make-up Exams

- ❖ If an exam is missed due to an official, documented, University-approved absence, a make-up exam will be permitted.
  - Excused absences include but are not limited to: illness, jury duty, court dates, severe family emergencies, UCF Athletics program travel, military service, etc.
    - **Documentation for excused absences must be submitted within 48 hours** of the exam date and must be from an official authority (doctor, judge, etc.)

- Absences extending longer than 48 hours past the exam date must be submitted within 48 hours of the date on the excuse documentation
- Excuses/Documentation will not be accepted after this time
  - Excuses will not be accepted from family members, even if they are doctors, nurses, police officers, etc.
- Unexcused absences will result in a zero grade for the missed exam
  - The first zero exam grade will be dropped as the lowest scoring exam
  - Any additional zero exam grades due to unexcused absences will count towards the final semester grade
- ❖ Known conflicts with exam dates must be discussed with the instructor no less than one week prior to the exam date. Documentation must also be provided no less than one week prior to the exam date.
  - Known conflicts include, but are not limited to: military duty, UCF Athletic travel, court date, etc.
- ❖ Unexpected last minutes absences on the day of an exam, you must contact the instructor within 24 hours of the exam. Documentation must be provided within 48 hours of the exam date (or within 48 hours of the date on the excuse documentation).
- ❖ If approved, make-up exams must be scheduled within 1.5 weeks of the exam date.
  - Make-up exams will be held in the Biology Make-up Exam Center
    - Monday 9:30 am – 11:30 am in Room 206
    - Thursday 1 pm – 3 pm in Room 206
  - If you miss your scheduled make-up exam you will receive a zero for the exam.

#### Exam Review

- ❖ Students who wish to review an exam must do so prior to the next exam date (i.e, Exam 1 must be reviewed prior to Exam 2)
  - Exam review will not be allowed after this period
  - Exam review dates will be announced in lecture and on Webcourses
- ❖ Exam booklets and individual scantrons will NOT be returned to students
- ❖ Students will be given copy of their scantron report, and will be allowed to view a copy of the exam booklet, during the instructor's office hours, during the exam review period.
  - Copying of the exam booklet in any way (handwritten notes, photographs, etc.) is prohibited. Any student caught copying the exam booklet will be submitted to the Office of Student Conduct for academic misconduct.

#### Important Grade Information

- ❖ Withdrawal for Fall 2018 is Friday, October 26, 2018, at 11:59 pm.
  - Students must initiate this withdrawal process
  - Refer to the Undergraduate Catalog or contact the Registrar for detailed information
- ❖ Grade Forgiveness deadline for Fall 2018 is Saturday, December 1<sup>st</sup>, 2018, at 11:59 pm
  - Grade Forgiveness is not automatically granted for repeating students through myUCF
- ❖ In compliance with FERPA, no grades will be given via email or phone
  - Students wishing to discuss their grades must do so in person and present their UCF ID card
  - Grades will not be discussed with any individual (even parents) other than the student
- ❖ For Biology majors, a grade of "C" or higher is required to matriculate to the next Department of Biology course
  - Non-majors must check with their individual departments for requirements

#### Academic Assistance

- ❖ The instructor is available during office hours and by appointment to answer your questions about the content of this course
- ❖ Tutoring and Supplemental Instruction (SI) sessions are available through the Student Academic Resource Center (SARC).
  - SARC is located in Howard Phillips Hall, room 113
  - SI meeting times and locations will be announced in lecture and posted in Webcourses
- ❖ If you need help with content, are not performing well on exams, etc., please do not wait until the day before the final exam to seek help! If you need help, ask for it – from the beginning of the semester!

#### Classroom Safety

- ❖ Familiarize yourself with all exits in the lecture hall
- ❖ In the event of an alarm, move quickly, quietly, and orderly to the nearest exit
- ❖ If necessary, call 911 or the UCF Campus Police (407-823-5555).

- Inform them of the emergency
- Inform them that you are in College of Sciences Building, room 101

### **Classroom Conduct**

- ❖ All students enrolled in this course agree to abide by the UCF Golden Rule
  - As this is an M course, refer specifically to the online conduct portions as they relate to our virtual laboratory and online lecture content
- ❖ Arrive on time and stay for the entire class
  - If you must arrive late or leave early, sit towards the rear of the room
- ❖ No talking during the lecture
- ❖ Cell phones and electronic devices must be turned off and put away during lecture exams
- ❖ Use of cell phones and electronic devices during regular lectures is limited to note-taking and Learning Catalytics responses only.
  - Computers will be banned from the lecture hall if students do not abide by this rule
- ❖ Disruptive behavior will not be tolerated; offenders will be removed from the lecture hall.
- ❖ Academic Dishonesty devalues this course, the Department of Biology, and the prestige of your UCF degree and, as such, will not be tolerated.
  - This includes but is not limited to: cheating on any coursework, copying exams, posting questions/answers in any public or private forum, false impersonation of students, etc.
- ❖ Abusive/Offensive behavior will not be tolerated in lecture (to the instructor or the lecture assistant) or on the virtual laboratory campus (to the instructor, the Teaching Assistants (TAs) or CNDG staff)
  - This is an open, tolerant, judgement-free learning environment
  - There are NO exceptions!
- ❖ All course material is copyrighted to Ms. Michele Yeagain, Pearson Publishing 2018, and CNDG 2018

### **Course Sanctions**

- ❖ Cheating during an exam
  - First offense will result in immediate removal from the lecture hall and a zero grade on the exam
  - Second offense will result in immediate removal from the lecture hall, a zero grade on the exam, and referral to Department of Biology Conduct Committee and/or UCF Office of Student Rights and Responsibilities
- ❖ If a report of academic misconduct is filed, course sanctions could include:
  - Reduction in points for the exam/assignment
  - Zero grade on the exam/assignment
  - Letter grade of "F" for the course

### **University Sanctions**

- ❖ Academic Misconduct and Disruptive Conduct submitted to the Office of Student Rights and Responsibilities may impact student status at UCF.
  - Use or display of any electronic device during an exam (calculators are excluded from this when use is permitted on an exam)
  - Any form of written information accessible by or in possession of a student during an exam
  - Posting quiz/exam/assignment topics/questions/answers to any public/private forum
  - Falsification of excuse documentation
  - Disruptive/Abusive conduct
    - Aggressive behavior, stalking, harassment, bullying, etc.
    - Refusal to comply with course syllabus
- ❖ "F" letter grade for the course

### **Disability Access**

- ❖ UCF is committed to providing reasonable accommodations to persons with disabilities
  - This syllabus is available in alternate forms, if requested.
  - Students with disabilities who need accommodations in this course must contact the instructor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has made this request.
  - Students who need accommodations must be registered with Student Accessibility Services (SAS), Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

## UCF Cares

- ❖ There many offices and programs at UCF for dealing with different student issues. It can be confusing and overwhelming to know where to turn sometimes.
- ❖ UCF has an umbrella website which provides students with information for help and support for ALL aspects of student lives.
- ❖ If you are dealing with any issues such as coping with tragedy or crisis in your personal or family life, having trouble finding stable and safe housing, eating disorders or hunger issues, hazing and discrimination, sexual abuse or assault, in need of alcohol or drug treatment or ANYTHING that is affecting your health or well-being—your first step is to visit:
  - [www.UCFCARES.com](http://www.UCFCARES.com)
  - Or call 407-823-5607
  - You will be put in touch with the right resource for your needs in a caring, discreet manner.
  - When in doubt or trouble, please reach out to the instructor, the UCF community and UCF resources!

## Lecture Schedule

The lecture schedule is tentative and may change depending on the pace of the course. Please note that for some chapters, not all material will be covered in lecture.

Date	Chapter	Lecture Content	Chapter Module due date	Chapter Homework (due date)	Laboratory Topic
Aug 20		BSC2010 Introduction			Laboratory Registration
Aug 22	1	Themes in Biology			
Aug 24		Virtual Laboratory Introduction	Academic Activity Quiz (11:59 pm)		
Aug 27	2	Chemical Context of Life	Chapter 2 (8:30 am)		Orientation
Aug 29	2/3	Chemical Context of Life/Water	Chapter 3 (8:30 am)		
Aug 31	3	Water and Life			
Sep 3	<b>No Class</b>	Labor Day Holiday			Measurements
Sep 5	4	Carbon and the Molecular Diversity of Life	Chapter 4 (8:30 am)	Chapter 2 (11:59 pm)	
Sep 7	5	Large Biological Molecules	Chapter 5 (8:30 am)	Chapter 3 (11:59 pm)	
Sep 10	5	Large Biological Molecules			Microscope
Sep 12	6	Tour of the Cell/Exam Review	Chapter 6 (8:30 am)	Chapter 4 (11:59 pm)	
Sep 14	<b>Exam 1</b>				
Sep 17	6	Tour of the cell		Chapter 5 (11:59 pm)	Organelles
Sep 19	7	Membrane Structure and Function	Chapter 7 (8:30 am)		
Sep 21	7	Membrane Structure and Function			
Sep 24	8	Introduction to Metabolism	Chapter 8 (8:30 am)	Chapter 6 (11:59 pm)	Osmosis/Diffusion
Sep 26	8	Introduction to Metabolism	Chapter 9 (Sept 28)		
Sep 28	9	Cellular Respiration and Fermentation	Chapter 9 (8:30 am)	Chapter 7 (11:59 pm)	
Oct 1	9	Cellular Respiration and Fermentation			Enzymes
Oct 3	9	Cellular Respiration/Exam Review		Chapter 8 (11:59 pm)	
Oct 5	<b>Exam 2</b>				
Oct 8	10	Photosynthesis	Chapter 10 (8:30 am)		Cell Respiration
Oct 10	10	Photosynthesis		Chapter 9 (11:59 pm)	
Oct 12	12	The Cell Cycle	Chapter 12 (8:30 am)		
Oct 15	12	The Cell Cycle			Mitosis
Oct 17	13	Meiosis and Sexual Life Cycles	Chapter 13 (8:30 am)	Chapter 10 (11:59 pm)	
Oct 19	13	Online (Meiosis and Sexual Life Cycles)			
Oct 22	13	Meiosis and Sexual Life Cycles		Chapter 12 (11:59 pm)	Meiosis
Oct 24	14	Mendelian Genetics/Exam Review	Chapter 14 (8:30 am)		
Oct 26	<b>Exam 3</b>				
Oct 29	14	Mendelian Genetics		Chapter 13 (11:59 pm)	Extra Credit Quiz
Oct 31	14	Mendelian Genetics			
Nov 2	14	Mendelian Genetics			
Nov 5	15	Chromosomal Basis of Inheritance	Chapter 15 (8:30 am)		Genetics I
Nov 7	15	Chromosomal Basis of Inheritance			
Nov 9	16	Molecular Basis of Inheritance	Chapter 16 (8:30 am)	Chapter 14 (11:59 pm)	
Nov 12	<b>No Class</b>	Veteran's Day Holiday			Genetics II
Nov 14	16	Molecular Basis of Inheritance		Chapter 15 (11:59 pm)	
Nov 16	17	Gene to Protein/Exam Review	Chapter 17 (8:30 am)		
Nov 19	<b>Exam 4</b>				No Lab
Nov 21	17	Gene to Protein		Chapter 16 (11:59 pm)	
Nov 23	<b>No Class</b>	Thanksgiving Holiday			
Nov 26	18	Gene Expression	Chapter 18 (8:30 am)		DNA Synthesis
Nov 28		Final Exam Review		Chapter 17 (11:59 pm)	
Nov 30		SI Leader/Lecture Assistant Exam Review		Chapter 18 (11:59 pm)	
Dec 3					
Dec 5		OM01 Final Exam 7 am - 9:50 am			
Dec 7		OM02 Final Exam 7 am - 9:50 am			