

Attendance:

Regular class attendance is expected of all enrolled students. Students are responsible for all materials covered and all announcements made in every class, whether they were present or not. Quizzes and exams often include questions on material presented in class, so performance on these indirectly reflects attendance. Attendance will be taken periodically in various forms, such as pop quiz, sign-in sheet, etc. You need not bring class absence excuses to the instructor unless a test is missed.

Evaluation: Total points for the course: 500

EXAM: 3 exams, each worth 150 points for a total of **450 points**.

The third exam is the final, COMPREHENSIVE exam.

Homework: Will be assigned in the form of timed online assignments through Webcourses.

Best 5 assignment grades (for a total of 50 points) will be considered.

There is NO MAKE UP for a missed homework assignment and no points will be given for late submission. Upcoming homework will be announced during class lectures.

Instructor is NOT responsible for internet problems (unless from Webcourses that affects the entire class) including but not limited to late attempt, last minute submission issues, etc.

Check Browser recommendation on <http://guides.instructure.com> and update your computer.

Late Registration & DROP/SWAP/ADD: June 23 -June 27, 2014 *For details verify with UCF Academic Calendar*

Withdrawal Deadline: July 17; University Holiday: Friday, July 4, 2014

Lecture syllabus [tentative] and exam schedule:

Chapters 1 - 11 from your text will be covered in the form of lectures, reading assignments, slides and science videos. A tentative schedule for lecture is given below:

WEEK 1: June 23 - 26: Course procedure, syllabus distribution. Chapters 1, 2 & 3

WEEK 2: June 30 - July 02: Chapters 3 contd. & 4 (in part) **Exam 1** on July 03, Thursday

WEEK 3: July 07- July 10: Chapters 4 & 5

WEEK 4: July 14 -16: Chapters 6 & 8

Exam 2 on July 17, Thursday

WEEK 5: July 21 - 24: Chapters 10

WEEK 6: July 28 - 30: Chapter 11 [Jul 30 is the last day to take care of grade related concerns so far]

FINAL EXAMINATION on July 31, Thursday

Students who show up late (more than 5 minutes after the scheduled start) for any of the exams will be marked absent. For make up exam policy- see below.

You must have a valid UCF student ID in your possession in order to enter the exam room.

MAKE-UP exams/homework (Also see MAKE UP EXAM link on course homepage)

If a student has a valid reason (to be determined by the instructor) for missing an exam, inform the instructor by the end of the day through email. Turn in the makeup request form (available on course homepage) with necessary documents (police, physician, official UCF event, etc.) to the instructor by the following Monday. Instructor is not responsible for any excuse left in e-mail or voice mail, and excuses given orally in person, unless supplemented by a note and other documentation and personally handed over. Use posted office hours for this purpose. Make-up will be arranged **ON THE FINAL EXAM DAY, RIGHT AFTER THE COMPLETION OF THE FINAL EXAM.**

The student will receive a "0" grade for the missed exam if he/she fails to make-up as stated above. There is a maximum of one chance for a make-up exam for the entire course period.

Make-up exam will be of a different version, may include essay and short answer type questions.

There is **no make up** for a **missed homework**, unless the reason is University-approved and presented within 24 hrs. of the missed homework deadline. Talk to Dr.Rani if you have any concern.

Evaluation Policy for the entire course: The following scale will be used to convert numerical grade in to a letter grade. That is,

92% and above =A	82% - 84% = B	72% - 74% = C	62% - 64% = D
89% - 91% = A-	79% - 81% = B-	69% - 71% = C-	59% - 61% = D-
85% - 88 = B+	75% - 78% = C+	65% - 68% = D+	58% and below = F

Z designation: Academic dishonesty may result in the designation of Z in front of your grade. For more info see <http://z.ucf.edu>

Incomplete Grade: 'I' is given only for students who have completed all of the course assessments (including homework assigned until July 28) with a minimum 'C' average and missed the final exam due to a valid, documented reason *and* the excuse submitted within 24 hours of missing the final exam.

Scantrons & Test Score sheets:

- Scantrons will be provided for all tests. You must have a valid UCF student ID in your possession in order to enter the exam room.
- Scantrons are machine graded. Graded scantrons will not be returned to students. However, a score sheet will be printed out of each student's scantron with all incorrect responses marked on it. Such individual score sheets will be available at Dr. Rani's office for one week after each test. The students can pick them up during this time and may review the completed test.
- You may not review the test book, if you did not take the test. You must have your score sheets with you to check your answers. Only one test will be available for review at one time.
- Instructor is NOT responsible for the following conditions caused by the student and the resulting error in grading the scantron: Test form error; incorrect PID, eraser marks, smudges; illegible writing/bubbling for the computer to read; wrong answers bubbled. If a re-grading is required because of student's fault, 2 raw points will be deducted from that test/exam.
- Any concern with scantron information (incorrect or missing PID, wrong test form, etc.) must be verified only by the student by visiting Dr. Rani's office within a week after each test.
- Unclaimed score sheets that are not picked up by the end of the semester are NOT the responsibility of the instructor.

Grade posting:

Exam grades will be posted on Webcourses course homepage. MyUCF Grades will not be used. Feedback on Webcourses graded assignments will be available on course homepage.

Bring concerns regarding exam/homework grades to the attention of the instructor within two working days (24 hrs. for final exam) from the date the grades were posted. Instructor retains the right to change the grade if an error has been made in recording student grades. If such a change is made, student will be informed through UCF Knight's email. If you do not have one, set up an account at www.fctl.ucf.edu/knightsemail

Posted grades will become final effective Aug. 01, 2014.

Copyright statement:

The instructor may provide links to various external websites to enhance your understanding of the course content. Students are advised to use caution and good judgment in using such content that should not be copied, duplicated or downloaded.

For more info on copyright policies, please visit:

http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html

Disability Statement:

Students with disabilities who need accommodations for exams must be registered with UCF Student Disability Services, phone (407) 823-2371.

In addition, if accommodations are required within the classroom or with online assignments, students must schedule a meeting with the professor at the beginning of the semester to discuss the nature of accommodations. Email requests will not be sufficient for online accommodations.

Honesty:

The Biology Department presumes that all students will be honest, and that work turned in by the student will indeed be the result of that person's work. Copying the work of others, signing in for someone else in paper or, cheating, will not be tolerated, and will result in an automatic F for both the offending students and any assisting them. In addition, appropriate University disciplinary action will be initiated.

Other important policies:

1. Students who are officially registered for this particular course only are allowed to attend the lectures and take the quizzes and exams. Instructor is not responsible for any problems related to registration.
2. Students must follow the University standards for personal and academic conduct as outlined in The Golden Rule. See <http://www.ucf.edu/goldenrule>
3. Pagers, beepers, all kinds of audio/video, and cell phones must be turned off in the classroom. Walking in late and/or leaving early from the lecture hall disrupts the entire class, hence, NOT allowed.
4. Due to the nature of the course content, recording of class lectures in audio/video form will NOT be allowed. Duplication and distribution of class lectures and exam questions strongly prohibited.
Third parties are selling class notes and other materials from this class without my authorization. Please be aware that such class materials may contain errors, which could affect your performance or grade. Use these materials at your own risk.
5. Dictionaries, books, hats, ear phones, blue tooth, pocket calculators or organizers, PDAs, scanning pens, or any other electronic devices NOT allowed for use during class quizzes and examinations.
6. When a student leaves the exam hall once the exam is in progress, he/she is considered to have completed the exam and will not be allowed back in to the hall to continue the exam.
If you have a medical condition that requires a break during exam, present a documented medical excuse at least a day before the exam, so the instructor will be informed if an emergency should arise.
7. Any one who interrupts the classroom-learning environment by any kind of disruptive behavior (including the ones in 3 above), that interferes with the instructor's right to teach and fellow students' right to learn, will be removed from the classroom and appropriate University disciplinary action will be initiated.
8. You are advised to use the course homepage only for BOT3802 related postings. Students usually exchange their class notes through the discussion board. Please remember Dr. Rani does not verify the accuracy of such shared information among students.

General Policy:

Changes will be made in the above policy if, in my judgment, the interest of learning and fairness dictate such changes. Exam/homework feedback print outs are to be retained by the student until the end of the course or for any questions regarding the course grade after the semester ends.

A final note from Dr. Rani:

Please do not rely on email to solve serious grade concerns and other course-related problems that several students face during the semester. Feel free to visit me in my office to discuss your concerns directly to me. I will do everything possible in my capacity to make this course a pleasant experience for you!

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