

**BIOLOGICAL PRINCIPLES (NON-MAJORS BIOLOGY)
LECTURE SYLLABUS**

LECTURES: M, W, F: 12:30 - 1: 20 PM CSB -101 Credits: 3

Instructor: **Dr. Rani Vajravelu** ["DR. RANI"] Office: **Biology 201 D**

Office Hours: Face to Face { M, W, F: 10:00 AM – 11:00 AM
No appointments necessary R: 1:30 PM – 2:30 PM

If the above hours are not convenient to you, please make an appointment through email.

Place: Biology 201D

Course homepage: webcourses.ucf.edu Access BSC1005

E-mail: Use the email (inbox) link on your course homepage for all correspondence.

Phone: (407) 823 – 0990 [emails & phone calls on redundant info will not be replied]

For other purposes: Rani.Vajravelu@ucf.edu (there is no guarantee for a reply with this address).

Additional help: Dr. Rani's extended office hours, Study sessions, etc.

Course Catalog Description:

A study of various biological factors which affect the health and survival of man in modern society.

This course is an introduction to the biological processes in living organisms. A broad overview of biology will be given to show how biology influences and affects our everyday life. The course starts with the structure and function of a living cell; explores through various aspects of diversity in organisms; and touches upon the current developments in biology including environmental issues.

Course Objectives:

1. To demonstrate an understanding of science as an empirical attempt to acquire information about the real world.
2. To develop an understanding of the processes involved in acquiring scientific knowledge and problem solving in life science.
3. To understand the biological diversity and unity among living organisms.
4. To seek and find connections to real-world applications of what was learned in classroom.

Required:

1. Textbook: Starr, Evers, and Starr, Biology: concepts and applications 2011, 8th ed. Brooks/Cole, Cengage Learning. ISBN 13: 978-1-4390-4673-9
2. Study Guide: Vajravelu, Rani, An Interactive Workbook for Biological Principles, 2011. ISBN 13:978-1-133-30690-0
3. Access to course homepage through Wecourses@UCF

Late Registration: August 19 - 23; **DROP / SWAP:** August 22; **Withdrawal Deadline:** Oct 28

University Holidays: Sep 02, Nov 11, & 28 - 30

Tech help: Course homepage related: Call CDWS 3-0407 or visit <http://onlinesupport.cdl.ucf.edu/>

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. Graded work often includes questions on material presented in class, so performance on these indirectly reflects attendance.

Lecture Syllabus [tentative] / test schedule: Any change in the following schedule will be announced in class. Check your Study Guide for a list of selected chapters.

Scantrons will be provided for ALL the graded tests and exams.

The lowest out of the above THREE test grades will be dropped. Total: 200 points. A missed test is counted as the lowest grade and automatically dropped while calculating the average.

Aug 19	Syllabus distribution; course policies explained.
Aug 21 – Sep 13	Chapters 1, 2, 3 & 4
Sep 16	Test 1 Monday – 100 points on all of the material covered so far
Sep 18 – Oct 11	Chapters 8, 11, 12 & 13
Oct 14	Test 2 Monday – 100 points on material covered since last test
Oct 16 – Nov 15	Chapters 14, 19, 20 & 22
Nov 18	Test 3 Monday – 100 points on material covered since last test
Nov 20 – Dec 02	Chapters 25, 34, & 41
Dec 02	Last day of class. Last day to take care of pending grade concerns so far.

Final comprehensive exam: Dec. 06 Friday, 10:00 AM to 12.50 PM at CSB 101 (100 points)

Final exam is a must for the entire class on the specified date & time, and is REQUIRED for the completion of this course. Any change in the above schedule will be announced in class.

Evaluation: Total points for the lecture course: 300

Each test /exam is worth 1/3rd of your final course grade. First 3 tests will be conducted during regular lecture hours; for finals, see the schedule above.

Students who show up late (more than 5 minutes after the scheduled start) for any of the scheduled tests/exam will be marked absent. You must have a valid UCF student ID in your possession in order to enter the exam room. Bring 2H pencils and a good eraser with you.

Instructor is NOT responsible for the following conditions caused by the student and the resulting error in grading the scantron: Wrong test form entered; missing or incorrect PID, eraser marks, smudges; illegible writing/bubbling for the computer to read; wrong answers bubbled. If a re-grading is initiated because of student's fault, 1 raw score will be deducted from that exam.

You must see Dr. Rani Vajravelu within two weeks of the test for all errors concerning the scantron.

Bonus points: 6 points, that is, 2% of your final grade. See next page for more details.

Bonus points: Given at the discretion of the instructor in the form of various assignments to encourage learning and class participation.

Some of these assignments (which will include, but not limited to, pop quiz, discussions, survey) will be randomly graded and counted towards bonus points.

Assignments are to be submitted online using Webcourses course homepage.

There is no make up for a missed assignment and no points will be given for late submission.

Bonus points will be added to overall total (from tests & final) at the end of the semester.

Please note: The instructor will announce the upcoming assignment in the classroom. You are advised to be prepared at all times and follow through the instructions. Instructor is NOT responsible for last minute submission issues and internet problems.

Makeup policy

Since the lowest test score is dropped, there will not be any make up for missed class tests. Exceptions are made only in the following cases:

For University related duties: a mutually convenient time will be set up prior to the test date.

For other valid reasons (accident, police, court, and religious holidays): make up on Nov. 25.

Only documented excuses will be considered for make-up opportunity.

You must talk with Dr. Rani Vajravelu to set up the make-up test. See below.

Read the following policies before requesting a make-up:

Inform the instructor by 5 PM on the test day through email: Rani.Vajravelu@ucf.edu

Fill out the "makeup" form from course homepage. Provide documentation.

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 to Dr. Rani Vajravelu during office hours or by appointment.

There is a maximum of one chance for a make-up for the entire course period.

Makeup test will be of a different version, may include essay and short answer type questions.

For any concerns talk to Dr. Rani's posted office hours (see page 1).

Make up for final exam: Follow the above policies and complete the final within 24 hours.

Grade posting

Log in to your course homepage and click "My Grades."

Posting may take about a week after each graded activity.

Instructor is not responsible for network problems and logging in difficulties.

Bring concerns regarding posted grades to the attention of the instructor within one week (24 hrs. for final exam) from the date the grades were posted. After this time, the posted grades will become final. 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 <https://www.secure.net.ucf.edu/KnightsEmailSelfService>

Graded exams

Tests are machine graded. Scantrons will not be returned to students. A score sheet will be printed out of each student's scantron with all incorrect responses marked on it.

Individual score sheets will be available for the students to pick up for two weeks after each completed test. Please use the posted office hours of the instructor. Any other changes will be announced in class.

Students must present their picture ID to receive the score sheets that are returned.

Check under "Please Note" #3 below and "Honesty" on page 5.

For anyone who wants to review with original test, test books will be available for two weeks after the grades are posted. 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 and for any concern regarding course final grade.

Such post-test reviews must be completed within two weeks after each exam. Only one test will be available for review at one time.

Unclaimed score sheets by the end of the semester are not the responsibility of the instructor.

Evaluation Policy for the entire course: A 10-point scale will be used to convert numerical grade in to letter grade. That is,

90 - 100% = A 80 - 89% = B 70 - 79% = C
60 - 69% = D 0 - 59% = F

+ or – grades are not issued. NC grade is not given for this course.

Incomplete Grade: 'I' is given only for students who have completed all of the course assessments with a minimum 'C' average and missed the final exam with a valid, documented excuse submitted to the instructor within 24 hours of missing the final exam.

Z designation: Academic dishonesty may result in the designation of Z in front of your grade. For more info see <http://z.ucf.edu> Also, check "Honesty" on page 5 of this syllabus.

Please note

1. Students who are officially registered for this particular course only are allowed to attend the lectures and take the quizzes and exams.
2. Instructor is not responsible for any problems related to registration.
3. Students must follow the University Golden Rule. See <http://www.ucf.edu/goldenrule>
4. All kinds of audio/video devices and cell phones must be turned off in the classroom. Walking in late or leaving before the entire class is dismissed will not be tolerated.
5. Recording of class lectures (in audio or video) NOT allowed. Duplication and distribution of class lectures and test 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.
6. No dictionaries, hats, pocket calculators, cell phones or blue tooth, PDAs, scanning pens, ear phones, or any other electronic devices allowed for use during quizzes & tests.
7. All kinds of audio/video, cell phones must be turned off inside the class room. If you bring the laptop to class, use it only for this course-related note-taking. Anyone caught text messaging or emailing inside the classroom will have 5% deduction of their final course grade.
8. When a student leaves the exam hall once the test 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 test.
9. All graded activities in this course are closed book type.
10. Anyone who interrupts the classroom-learning environment by any kind of disruptive behavior (including the ones in 4 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.

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, cheating, and exchanging graded information 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.

TECHNOLOGY REQUIREMENTS

Course homepage: <https://my.ucf.edu> Quick Links to Webcourses@UCF_ select BSC1005

This is the main page where you will find course related announcements, info on test grades, links for other activities, discussion board, etc. Use this site frequently and keep track of the course information. You are advised to use this page only for BSC1005 related activities.

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.

“Log in” problems: call CDWS 3-0407 or inform HELP DESK at helpdesk@mail.ucf.edu, 3-5117

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 visit:

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

DISABILITY STATEMENT

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with UCF Student Disability Services, phone (407) 823-2371, before requesting accommodations from the professor.

GENERAL POLICY

Changes will be made in the above policies, if, in my judgment, the interest of learning and fairness dictate such changes.

A final note from Dr. Rani:

Please remember that email is only a convenience technology tool; it can be used for most course-related questions. However, please do not rely on email to solve serious grade concerns and other course-related problems that several students face during the semester.

Please feel free to visit me during office hours or make an appointment to discuss your concerns directly to me. I will do everything possible in my capacity to make this course a pleasant experience for you!

Directions to reach my office: BIO201D

1. If you use the doors facing Chemistry building to enter the Biology building, walk up one set of stairs. When you open the doors to the corridor, suite 201 will be on the right side facing you.
Room 201 D is way inside the suite 201.
2. For elevators to second floor, enter through the doors facing Business Administration Building. From the elevator, walk all the way to the other end of the corridor to reach Bio 201.

BIOLOGY BUILDING is located next to STUDENT HEALTH CENTER.

Visit: <http://www.ucf.edu/campus> map

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