

Biology 2010M: General Biology, Fall 2015
MWF 8:30 -9:20 AM in CSB Room101 (SectionM01)
MWF 10:30AM - 11:20 AM in CSB Room 101 (SectionM02)

Instructor: Pamela Thomas

Office: Biology 201C **Phone:** 407- 823-0503 **Email:** pamela.thomas@ucf.edu

Office Hours: Mondays: 11:30-1:30 face to face in BL201C

Tuesdays 9 AM to 10 AM: Second Life online **Virtual office hours**

Wednesdays: 11:30-1:30 face to face in BL201C

Additional office hours are by appointment as my schedule allows

Advising Office Hours: Monday, Wednesday, Friday: 9:30 to 10:10 AM

Laboratory Sections: All lab sections are taught totally online, with the exception of the lab interface times indicated in the syllabus lecture schedule. Michele Yeargain is responsible for lab. If you have any questions please contact her. You will access a separate laboratory syllabus.

Laboratory/Course Coordinator: Michele Yeargain

Office: BL201B

Email: michele.yeargain@ucf.edu

Required books and materials: 1) *Biology, 10th Edition (Part 1: Custom Edition)* Campbell, N. and J. Reece. 2013. Pearson Benjamin/Cummings Publishing Company, Inc. The full edition of *Biology 10th Edition* by Campbell and Reece (2013) is equally appropriate. There are many changes from earlier editions of this textbook and if you choose to use an earlier edition, you are responsible for finding and making all needed changes to content and page numbers. E-book and loose-leaf books are available, when purchased with the lab access. Lab access will be discussed in your lab syllabus.

Book and lab announcement from Michele Yeargain:

Hello BSC 2010 students! My name is Michele Yeargain; I am the laboratory/course coordinator for BSC 2010 (Biology I) at UCF. I am looking forward to working with each you this coming semester! As we rapidly approach the start of the Fall 2015 semester it is very important that you understand how to purchase laboratory access and a textbook.

The following is important to note about BSC 2010 Laboratories:

- The BSC 2010 laboratories are virtual, therefore it is mandatory that you purchase access to our virtual laboratory BEFORE Friday, August 28. Registration for the virtual campus will begin on Friday, August 28.
- After purchasing access, you will be prompted to enter a course code. The course code for this course is: yeargain41068

- Laboratory Orientation will begin on Monday, August 31, and you must have purchased laboratory access and registered for the virtual campus to participate in Orientation and the associated assignments.
- This requirement applies to financial aid students as well – even if your financial aid disburses later in the semester you are still required to purchase access to our virtual laboratory before Friday, August 28.
- I cannot emphasize strongly enough the importance of this. If you have not purchased access prior to Laboratory Orientation, you will receive zeros for all missed laboratories.

The following information pertains to purchasing laboratory access and the textbook options:

- At a minimum, you are required to purchase UCF Laboratory Access via the link provided below. This laboratory access comes with a free e-text! If you prefer a paper textbook, you can upgrade to a loose-leaf textbook at the link provided below.
- For students who are required to purchase books from the bookstore, there are access cards available at the UCF bookstore as well as both loose-leaf and hardbound textbooks.
- Do NOT purchase access from one of the off-campus satellite bookstores – I cannot guarantee that they are selling the correct access.
- Do NOT purchase a textbook elsewhere (i.e., Amazon, etc.) you will NOT have access to the laboratory portion of this course and will still be required to purchase laboratory access.
- If you borrow/purchase a used copy of the book from someone, you will still be required to purchase laboratory access.
- Please note: Since you are required to purchase laboratory access for this course, you were not charged a laboratory fee on your tuition bill.

Here is the bottom line: You are required to purchase access to our virtual labs for \$120. This access comes with a free e-text. The cheapest way to purchase this access is through the link below. You can also purchase it from the UCF bookstore, but the bookstore charges more than the link below. You can upgrade to a paperback version through the link, if you wish. If you purchase a book anywhere but the link below or the UCF bookstore, you will STILL be required to purchase laboratory access for \$120. You CANNOT purchase this laboratory access from any other source (Amazon, a used textbook website, etc.) – it can only be purchased directly from the link or from the UCF bookstore.

2) Proctor Hub: All make –up tests, in which students had documented schedule conflicts with Biology Department testing center hours, will be given using an online video monitoring system called Proctor Hub. You will need access to a webcam on your computer (Windows, Mac OS X, or Linux) in order to use this program. The program does not interface with Apple iPhone or iPad devices. There is limited access to computers with webcams in the Libtech portion of the UCF library that you can use. Please note that these computers cannot be reserved ahead of time.

Scantrons: You are required to supply Scantrons for your exams and in lecture quizzes. Five (5) raspberry Scantrons with no markings on them MUST be given to me in lecture or to me in my office by September 11, 2015. If no Scantrons are submitted, you will receive a 0 on Exam 2. Please be sure to put your name and lab section on the outside of the Scantron package. Do not write your name on the paper of the Scantron. Additional recommended materials: *Course Packet for BSC 2010*, available in Webcourses/Canvas.

E-Mails: The instructor will only answer e-mails sent from Kingstmail accounts and sent to pamela.thomas@ucf.edu. We do not answer e-mails sent in Webcourses2/Canvas.

Kingstmail: Effective September 28, 2009 faculty will only communicate or contact students via the student Knights email accounts as UCF policy. Please note that if you email from another account we will not be able to communicate with you. To create a Kingstmail account, if you do not already have one, please go to: [www.http://secure.net.ucf.edu/knightmail/](http://secure.net.ucf.edu/knightmail/).

Webcourses2/Canvas: To access the Canvas Course Delivery System please use the following steps:

1. <https://my.ucf.edu>
2. Select Online Course Tools
3. Go to Webcourses@UCF Pagelet
4. “To access your online courses please click”
5. Enter NID and password

Avatars: Please note that avatars are available in Webcourses2/Canvas and in Second Life and in online labs. All avatars must comply with the UCF Golden Rule intent and be suitable for professional communication standards. Any breach of this policy will result in a zero for the course and referral to the UCF disciplinary committee.

Computer Connections: You are responsible to check that your internet connection is working properly. Quizzes, tests, labs and assignments online will not be reopened due to connection issues, as in most cases these cannot be properly documented.

Web Homepages: This course will be set up in Webcourses2/Canvas for PowerPoint presentations (lecture notes), quiz and some grading functions. If you have technical difficulties please contact the techrangers: **onlinesupport@ucf.edu**. Please note that chat functions are not available for classes this large in Webcourses/Canvas, so Second Life will be used for all online test review or help sessions. Please also note that although grades for individual tests are posted in Webcourses/Canvas, the system is not capable of properly calculating your weighted grade or final class grade.

Classroom Conduct: By enrolling at UCF, all students have agreed to abide by the Golden Rule. Please become familiar with this document at the Office of Student Conduct Website: [www.http://goldenrule.sdes.ucf.edu/](http://goldenrule.sdes.ucf.edu/). Please specifically refer to online conduct in Section 14 in reference to your online labs and quizzes. Please also use common courtesy in class by arriving and departing on time, refraining from talking during class, and turning off cell phones, pagers and iPods. People not adhering to these common courtesies will be asked to leave the class. Tape recording of lectures is permitted. All materials, including notes, Power Points, tests, quiz questions, and practice questions are copyrighted by Pam Thomas and Pearson Benjamin/Cummings 2015.

Grading: You receive one grade for BSC 2010 that combines your lecture and laboratory point totals. So, four lecture tests of (1-4) and we will drop the lowest, best 3 lecture exams each worth 15%. Test 5 is comprehensive and mandatory. Test 5 is worth 20% and cannot be dropped. Online announced quizzes will be worth 10%, thus lecture 75% of the total grade. **As a reminder: You must take exam 5 and that grade cannot be dropped.** . The online laboratory grade is worth (25%) in determination of your final BSC2010M score. To calculate: best 3 exams 15% x3= 45% + 20% mandatory Test5 + 10% mandatory online quizzes +25% online labs= 100% of your grade in the class. The laboratory component will be based on online labs and quizzes. At the end of the semester, your score for each of the above components will be added together and converted to a percentage. There will be 2% extra credit in lecture. Extra credit opportunities will occur at random in lecture and cannot be made up. Grades for the semester will be awarded using the following scale: 90-100% = A, 89-80% = B, 79-70% = C; 69-60% = D; 59-0% = F. **There will be no additional curving of grades.** If you decide to drop the course, please remember to officially withdraw from the course by **Monday November 2, 2015** at 11:59 PM. Please note that we do not give NC grades. Failure to drop the course will result in an F grade. No grades will be given over the phone or via email by Pam Thomas, Michele Yeargain or the Biology Department secretaries. The instructor reserve the right to hold pop quizzes or exercises in class at the time and in the form of her choosing. Cheating on extra credit opportunities will result in forfeiture of all extra credit points for the semester for all parties involved, as well as referral to the UCF Disciplinary Action Committee.

Webcourses and display of your grade: Webcourses is not capable of properly and accurately calculating the very advanced grade functions required for this class and placing them in the “total column”. Thus when all grades are posted and lowest grade of tests 1-4 has been dropped in accordance with the information within the syllabus, you cannot rely on the “total column” in Webcourses as you correct grade percentage. Please

look at final score column to see your correct grade percentage, after all lab grades have been uploaded and added into the Webcourses lecture grades. We will send a message in Webcourse on the date that it occurs towards the end of the class.

Z grades: UCF faculty members have a responsibility for your education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to infringements of academic integrity. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <http://z.ucf.edu/>.

Proctor Hub: is a UCF test monitoring system that utilizes a webcam to monitor test taking activity during online testing. Videos are only accessible to your instructor, and are stored in a secure environment. If you need to take a make-up test in BSC2010M and could not take it during regular testing center times/dates, Proctor Hub will be utilized. If you do not have a webcam, there are computers with webcams in the UCF library, or you can visit the LibTech desk at the library to sign out one. Lib tech can also direct you to a computer in the library with a webcam. Please note that these computers cannot be reserved ahead of time. It is your responsibility to ensure that you will have access to a computer with a webcam and know how to log into and use Proctor Hub, prior to the time that the make-up tests start. Please note that Proctor Hub is not yet compatible with Apple iOS (iPhone, iPod Touch, iPad) and currently cannot be used on cell phones. Please make arrangements ahead of time if you are authorized to take a make-up test!!!!

Directions to access and use Proctor Hub: Directions for using proctor hub will be posted in Webcourses.

Lecture Exams: All exams will be based on BOTH lecture material and assigned readings. This is an M class, thus you will be asked to read and cover material that is not covered in lecture during several portions of the class. Lecture exams will be held in your lecture hall. There will be four, multiple choice lecture exams during the semester and one comprehensive exam. Please note that exams are not simply cut-and-paste from the book or other exams. The comprehensive exam grade will not be dropped.

Makeup exams: The instructor will review and have the right to approve or deny all missed exam excuses. To make-up any exam, a student must present an excuse from an appropriate authority on letterhead with original signatures (doctor, police, judge, official UCF event such as a soccer game, etc.) within 48 hours after the missed exam. The excuse will be verified and determined valid or invalid by the instructor. Please note we do not accept excuses from family members. Please provide the excuse to Pamela Thomas or Michele Yeargain. Normally make up exams will be given in the Biology Department testing center. The Biology Department testing center will be in Room BL104 on Mondays from 10:00AM- 11:30 AM and from 2PM- 3:30 PM. The make-up exam schedule will be as follows:

Make-up Test 1: Biology testing center on September 28, 2015

Make-up test 2: Biology testing center on October 26, 2015

Make-up Test 3: Biology testing center on November 23, 2015

Make-up Test 4: Biology testing center on December 7, 2015

If your schedule is documented to be in conflict with Biology Department testing center times and dates, then you will take the make-up exam in ProctorHub. The make-up exams in proctor hub will be given will be open for a 12 hour period starting at 10AM to 10PM on the same days as the make-up exams in the Biology testing center. Exam make-up policy and procedure: **1)** If you have an excused absence to miss an exam, the first missed exam will be taken at the Biology Department testing center. If you have a schedule conflict with testing center times /days, then the make-up exam will be taken in Proctor Hub. **Only one exam may be made up using proctor hub.** Computer connection failure or lock out will not be an acceptable reason to re-take a make-up test. Failure to successfully use the Proctor Hub program will also not be counted as a reason to re-take a make-up test. If a student misses the comprehensive final exam or make-up exam(s) with approved excuse, an Incomplete may be given in the class and the test will be made up in the next available semester that the instructor teaches the class, at the discretion of the instructor. Each student that has been qualified to take a make-up exam will have 35 minutes to take an online make-up test and one attempt or 35 minutes to take it in the testing center. **Please make arrangements to be available during that day and time that the make-up exams are given. It is advisable that you contact any employer or resolve any other issues such as appointments and pre-plan to be available.** To reiterate: The make-up exams will utilize either the testing center or a UCF program called “**Proctor Hub**”, that is run and developed by UCF. You must have access to a computer with a webcam and access “Proctor Hub” to be able to take the make-up exam. Proctor Hub will use a remote video monitoring system. No one except your instructor will have access to the videos. The videos are stored in a secure area. Please note: in the event of an emergency or disruption, such as a hurricane, that could potentially cancel or disrupt a test, that test will be made up during the final exam time period. The instructor reserves the right to revise this policy in the event of an extreme situation or circumstance.

Quizzes: Mandatory announced quizzes online in Webcourses will be given on random days and count for 10 % of your grade in the class. The quizzes will not be reopened.

Taking Exams: **You must take each of the 4 lecture exams, and the comprehensive final exam, in the lecture section for which you are registered for the course during your scheduled lecture time or appropriate scheduled final exam time.** The only exception to this policy is if you have registered and made arrangements to take tests with SAS and provided documentation to the instructor. You must give SAS appropriate notice in order to take a test with special accommodations. We cannot accommodate you if are late to, if you miss or do not properly schedule a test with

SAS services. After the first student has left an exam no one will be admitted. In addition, as stated previously, Failure to take an exam in the correct location and at the correct time will result in a 0 for the exam. All exams will use machine-scored answer sheets that we will provide. You need to bring a #2 pencil or pen and your valid UCF Student ID card. No credit will be given for an exam if you do not show your student ID. Your name, **PID number** and test form must be printed/ bubbled on the answer sheet and will be checked as you leave the exam. All books, notes and bags must be placed in the front of the room before exams are handed out. You are responsible for your own personal belongings, so please do not bring anything valuable with you to an exam. Please note that in the past, textbooks and purses have been stolen. If calculators are permitted, it will be stated prior to the test date. All programmable calculators will be checked. Language translators are not permitted. Anyone arriving more than 15 minutes after the start of an exam, including an exam scheduled in SAS will not be allowed to take the exam, at the discretion of the instructor. Persons needing to use the lavatory during an exam will be allowed to do so only if a teaching assistant is available as an escort. No students will be admitted to any exam after the first student has left the exam room. If you fail to encode the correct identifying information or test form on any test, you may receive a zero for that test. This includes the final examination. Please note that once you have taken an exam, you are no longer eligible for a make-up exam. The instructor will provide face-to-face reviews, as time allows, for the hour exams. Times and locations of these will be announced in lecture. Additional help sessions will be announced in lecture and will be held in virtual “Second Life”.

Cheating on lecture exams or online will not be tolerated! Any person caught copying off another paper or signing in for someone else on an exam or cheating in any form will receive up and including 0 points for the both the lecture and lab which will result in a letter grade of “F” for the semester in the entire course and the matter will immediately be referred to the UCF Disciplinary Action Committee. Falsification of any information, such as notes related to absences or verbal information is considered cheating within this policy. Plagiarism is also considered cheating. Please refer to the UCF Golden Rule, specifically Section 14.

Reviewing Lecture Exams, Quizzes, Assignments, Final Exam and Grades: Grades for lecture exams will be posted in Canvas. Scantrons and test result printouts will not be returned to students enmass, as this takes up too much lecture time. However, they can be picked up or examined in the Instructor's office during office hours. Tests, quizzes, lecture assignments and lab assignments must be reviewed within two weeks of the time grades are provided. Please resolve any grade concerns in a timely manner, as no review will be allowed after that time. For grades generated during the last two weeks of the semester, all grade concerns must be resolved prior to the scheduled final exam time for the class. After these dates, no additional review will be allowed.

All locations and times of lecture exam result viewing will be announced in lecture after each exam. Please note that review of previous exams and quizzes will not be allowed

during finals week. Copying information from the exam is prohibited during post-exam viewing and analysis sessions. Your in-semester lecture exam grades will be posted in Webcourses2/Canvas.

Disability Access 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 SAS at the beginning of the semester to discuss needed accommodations. We cannot provide accommodations until we have been provided a letter from SAS to the professor outlining for us the required accommodations. Students who need accommodations must be registered with Student Access Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Help & SARC: Please ask for help if you need it! The professor and the graduate teaching assistants are there to answer your questions. Please note that questions for lecture sections M01 and M02 must be addressed by the Professor or designated SARC/SI for those lecture sections. Additionally, there is help available through SARC (Student Academic Resource Center, Howard Phillips Hall, Room 115: 407-823-5130; www.sarc.sdes.ucf.edu). SARC provides students with free individual and small-group tutoring for Biology 2010 and Supplemental Instruction (SI). Times and locations will be posted at the start of the semester. We do not provide extra credit for attending Sarc.

Classroom Attendance: It is mandatory that you attend lectures on a regular basis. Information that is not included in the Power Points is provided in lecture. In order to do well in the class you will need to attend lecture and take very good notes. You are also advised to be able to condense your notes for efficient studying.

!!!! Caution!!!!: C Grade is required for class completion to count on your transcript in specific majors and programs, one of the programs is the Biology Major. Please check with your program if you have any questions.

BSC2010 M01, M02, Tentative Lecture Schedule Fall 2015

BSC2010C M01: 8:30-9:20 MWF in CSB Room 101

BSC2010C M02: 10:30-11:20 MWF in CSB Room 101

(changes may be made at the discretion of the instructor and will be announced in lecture)

August 24: Introduction and course requirements. **Assignment:** Read Chapters 1 and 2 book and Powerpoints and **do the online Webcourses quiz by August 28, 2015 at 11:59pm. Please note that the attendance quiz is mandatory and can affect your financial aid status!!!!!!**

August 26: Questions over Chapters 1: Chapter 2

August 28: Face to Face Laboratory Interface Session with Michele Yeargain in CSB Room 101 (lecture hall) (Attendance quiz online due tonight in Webcourses at 11:59 PM) (Last day to add)

August 31: Chapter 3

September 2: Chapter 3

September 4: Chapter 4

September 7: Labor Day Holiday, No Class

September 9 : Chapter 4/Chapter 5

September 11: Chapter 5

September 14: Review for Test 1 over Chapters 1-5

September 16: Test 1 over Chapters 1-5 given in lecture

September 18: Face to Face laboratory interface session with Michele Yeargain

September 21: Chapter 6

September 23: Chapter 6/ 7

September 26: Chapter 7/8

September 28: Chapter 8

September 30: Chapter 9

October 2: Chapter 9

October 5: Chapter 9

October 7: Chapter 9

October 9: Review for Test 2 over Chapters 6-9; Assignment: Chapter 10 assigned reading and quiz done online

October 12: Test 2 over Chapter 6-9 given in lecture

October 14: Chapter 12

October 16: Chapter 12

October 19: Chapter 13

October 21: Chapter 13

October 23: Chapter 14

October 26: Chapter 14

October 28: Chapter 14

October 30: Chapter 14/Chapter 15

November 2: Chapter 15

November 4: Chapter 15

November 6: Review for Test 3 over Chapters 10 and 12-15

November 9: Test 3 over Chapters 10 and 12-15 given in lecture

November 11: Veteran's Day Holiday: No Class

November 13: Chapter 16

November 16: Chapter 16

November 18: Chapter 17

November 20: Chapter 17

November 23: Chapters 19 and 22

November 25: Class cancelled, No lecture

November 27: Thanksgiving Holiday: No Class

November 30: Review for Test 4 over chapters 16, 17, 19 and 22

December 2: Test 4 for over Chapters 16, 17, 19 and 22 given in lecture

December 4: Chapter 23

December 7: Chapter 23 and Review for Test 5 (Final Exam)

Final Exams: Include Chapter 23 and comprehensive material from all chapters.

Final Exam Schedule for Fall 15:

- 1) **BSC2010CM01 lecture class normally meets MWF from 8:30 AM to 9:20 AM:**
Your final exam is held on Wednesday December 9, 2015 from 7AM to 9:50 AM in Room CSB101

- 2) **BSC2010CM02 lecture class normally meets MWF from 10:30 AM to 11:20 AM:**
Your final exam is held on Monday December 14, 2015 from 10AM to 12:50 PM in CSB Room 101