

Biology II (BSC2011C) Lecture Syllabus: Fall 2015

LECTURE TIMES/LOCATION:

Section 1: MWF 9:30 am – 10:20 am, Location: CB1 104

Section 2: MWF 1:30 pm – 2:20 pm, Location: CB2 207

INSTRUCTORS: Dr. Tiffany Doan and Dr. Gregg Klowden (CLOUD-in)

BIOLOGY II COURSE/LAB COORDINATOR: Ms. Michele Yeargain

CONTACT INFORMATION: ***Please Read Before Contacting Us***

1. Prior to contacting us please be sure to check the syllabus and Webcourses FAQs for answers to your questions.

2. **Emails must include ALL 4 of the following:**

(A) Full name; (B) Course title (Biology 2); (C) Section number; (D) Descriptive subject.

These are critical as we teach hundreds of students in different courses and sections. Additionally, your e-mail may be forwarded between the instructor, course coordinator, and graduate teaching assistants so this information is essential. Failure to include all of these may result in a delay in answering or no answer at all.

3. Only Emails from official UCF e-mail addresses will receive replies, without exception.

4. Messages sent via the Webcourses mail system will not be answered.

5. Due to confidentiality, grades must be discussed in person and cannot be discussed via email.

6. We will try to respond within 24-48 hours however, response time may be greater. Please know that we have hundreds of students so there may be delays in responding. Plan accordingly by not waiting to the last minute to contact us with questions or concerns.

7. Do NOT leave phone messages as they will not be returned.

If your question is about:

A. procedures (e.g., grading, exam times, online resources, text book availability etc.),

visit or email the **Biology II Coordinator:**

Ms. Michele Yeargain

Office: Biology 201B

Email: michele.yeargain@ucf.edu

Office Hours: Ms. Yeargain is often in her office so stop by or email for an appointment

B. your lab, including grading, email your **Graduate Teaching Assistant** or see him/her during their office hours.

C. course content from lecture,

email the **instructor** or visit her/him during office hours.

Dr. Tiffany Doan (1st ½ of semester)

Office: Biology 401A

Email: tiffany.doan@ucf.edu

Office Hours: T, Th 2:30-4, W 12-1, or by appointment

Dr. Gregg Klowden (2nd ½ of semester)

Office: Biology 202A,

Email: gklowden@ucf.edu

Office Hours: T, W, Th 10:30 -11:30, or by appointment

COURSE DESCRIPTION:

BSC 2011 is the second of a two semester General Biology sequence. This course reviews biological diversity on earth, and is divided into four themes: 1. Evolution; 2. Biodiversity; 3. Anatomy & Physiology; and 4. Ecology. An integrated laboratory experience will develop your ability to think critically and to document, analyze and apply data effectively.

REQUIRED RESOURCES:

- **Text** – *Campbell Biology, 10th Edition*. Pearson/Cummings Publishing Company, Inc.
- **Webcourses.ucf.edu** – Biology II is a web-enhanced class. Announcements, lecture notes, quizzes, grades, study tips, and relevant web links will be made available at this site. Use your NID and myUCF password to log in. Before emailing us, please check this site for frequently asked questions!
- **iClicker2:** Available at book store. You may NOT use the iClicker1 or Webclicker on your phone or computer.

EMAIL AND WEBCOURSES:

You will be expected to have daily access to Webcourses since we will be consistently posting assignment updates, additions, changes, clarifications, etc. All students at UCF are required to obtain a Knight's Email account and check it regularly for official university communications. If you do not own a computer, there are computers accessible to you in all UCF's computer labs, and most computer labs have computers connected to the internet. For further information on computer labs, please see the following website: http://registrar.sdes.ucf.edu/webguide/index_quickfind.aspx.

READINGS:

Readings, for the most part, are designed to coincide with and supplement the lecture component of the course. The order of reading assignments is listed in the schedule. It will enhance your understanding if you have read the material prior to class.

LECTURES:

Students should show proper classroom etiquette. Students should show up to class on time. Please do not be late, leave early, or go in and out during class--this disrupts the class. All cell phones should be turned OFF when entering the classroom. Students who need to leave the lecture room early or arrive late should sit at the rear of the classroom. Students should not disrupt other students (or the instructor) by talking, texting, or using your computer for purposes other than note taking. People not adhering to these common courtesies will be asked to leave the class. Recording of lectures IS permitted.

CLICKERS:



You will need to bring your i>Clicker2 to lecture each day. Clickers will be used for in-class quizzes, opinion polls, on-the-fly knowledge assessments, and of course attendance. You must use the i>Clicker 2 (with the LCD screen). You may **not** use the i>Clicker1 or i>Clicker Go on your phone, laptop, or tablet. You can purchase or rent this from the UCF bookstore.

The required use of clickers will begin on Monday 8/31. You must have registered your i>Clicker2 by this day or you will not receive credit. It is however advisable that you register it immediately so you can try it out in class before it counts. That way you can learn how to use it and fix any problems prior to it affecting your grade.

iclicker2 registration:

The only valid way to register your i>Clicker2 for this class is through Webcourses. Even if you registered your i>Clicker2 in a previous semester or another class you must reregister it again. Upon entering the class web page, you will find a tab on the left-hand side menu named "i>clicker". Click on that tab and then click again on the "i>clicker Registration" link. Follow the instructions provided. Your alphanumeric i>Clicker2 remote ID is found on a bar code sticker on the bottom of the back of your i>Clicker2 remote. It typically consists of eight numbers and letters. It is also inside the battery compartment.

If you are having difficulty registering or using your iClicker contact a Technical Support Agent – ASAP
Call **1-866-209-5658** and go through the phone tree to contact a Technical Support Agent.

Most days in class, the professor will ask one or more questions for you to answer using your iClicker2. Answering these questions is necessary to receive (A) Participation credit; (B) Extra credit.

(A) Clicker Participation:

Clickers will be used to assess your overall attendance and participation. To receive credit for participation you must answer **ALL** questions from that day. The responses do not need to be correct for you to receive credit for participation but **ALL** questions asked that day must be answered. So, if you arrive late or leave early and a quiz question is asked to which you were unable to respond due to your absence, then you will not receive participation credit for that day even if you answered a question in the middle of class.

NOTE **You may miss class two times and still receive full participation.** So if your batteries run low (probably should bring extras just in case), you forgot your clicker, you overslept, your car did not start, etc. a couple of times, there is no need to contact the instructor or coordinator. More than two missed participation days will however result in reduction (see below) unless these absences are for authorized exceptional reasons including illness, court, military duty, or official university business. Written documentation from a competent authority (physician, coach, counselor, etc.) for all absences should be presented to the course coordinator Ms. Yergain. Lab absences should also be discussed with your graduate teaching assistant.

Calculating your participation grade:

Your final participation grade is worth 5% of your overall grade. It will be calculated as follows:
(# of days you participated / total # of days clickers were used) x 0.05. So, if there were 35 clicking days then with the two allowed absences we would count it as 33 clicking days. If you participated in 20 days then your participation grade will be $(20/33) \times 0.05 = 0.03$ (3.0%) out of a maximum possible 0.05 (5%).

(B) iClicker2 Extra Credit

While it is not necessary to respond correctly to questions to receive participation credit for a particular day, correct responses will benefit your grade via extra credit. The total of your in-class iClicker2 responses will be used as extra credit added to your overall exam average. The maximum possible extra credit will be 3%. This will be calculated by multiplying your iClicker2 average by 3. So if you correctly answered 91% of the questions, you will receive a $0.91 \times 3 = 2.73$ % extra credit added to your exam average. Extra credit points missed for any reason cannot be made up under any circumstance.

NOTE **All iClicker2 responses should be done on your own. Discussing answers with neighbors prior to clicking is considered cheating and will be dealt with as such. Bringing a fellow Biology II student's i>clicker to class is considered to be cheating and a violation of the UFC Creed. If you are caught with a remote other than your own or have votes in a class that you did not attend, you will forfeit all clicker points and may face additional disciplinary action. (see ETHICS section below).**

EXAMS:

There will be three midterm exams and one final exam. All exam questions will be multiple choice. The three midterm exams will count 16% each and are not comprehensive, i.e. will only cover the material since the last exam. However, knowledge of previous material certainly will be helpful to your understanding of the current material. The final exam also counts 16% and is NOT comprehensive, i.e. it will only cover the material since exam 3. See the course schedule for exam dates.

Lecture Exam Policies:

1. **All exam grades count towards your semester grade. No exam grades will be dropped.**
2. All exams will be based on both lecture material and text reading assignments.
3. You must bring:
 - a) a pencil
 - b) your UCF ID – **note:** failure to show your ID may result in a score of zero for the exam.
4. **Scantron Policy:** You are required to supply scantrons for your exams. Five (5) scantrons with **no markings** on them **MUST** be given to your lab teaching assistant by **September 11, 2015**. If no scantrons are submitted, you will receive a zero (0) on Exam 1.
5. Exams 1-3 will begin promptly at the beginning of class and each requires the full 50 minutes. The final exam will occur at the scheduled time during finals week (see class schedule) and will be 3 hours. **Aim to arrive 10-15 minutes early for exams.** Once you have received the question paper you must take the exam.
6. **You must attend the exam for your correct session.** For example, if you are enrolled in the 9:30 – 10:20 am session you must take your exam at 9:30 – 10:20 am, and you will not be permitted to take an exam in the 1:30-2:20 session. There will be no exceptions to this policy. Similarly, you must take the final exam with your correct section.
7. **Do not arrive late.** A late student will be allowed access to the exam only at the discretion of the instructor/proctors. Under no circumstances will extra time be allowed.

8. Prior to the exam, all books, notes and bags must be placed in the front of the room. **There will be no exceptions to this policy.** Do not bring anything valuable with you to an exam. You are responsible for your own personal belongings. Electronic devices, including calculators are prohibited. Remove baseball caps or turn them backward while taking exams. Cell phones must be turned OFF and stowed during the exam period.
9. Go to the restroom before the exam. You will NOT be allowed to leave the exam.
10. Bring tissues if you have a runny nose. You will not be allowed to leave the exam.
11. You must print your name, **PID number** and **laboratory section** on the scantron and question sheet, and both will be checked as you leave the exam. Failure to fill in correct identifying information may result in a zero for that exam. *****BE SURE TO LOOK UP YOUR PID (not NID) PRIOR TO THE EXAM!*****
12. Grades will be posted on WebCourses and we will inform the class when they are posted.
13. Scantrons will not be returned to students. Instead, each student will receive (during lab) an individual test report with all correct and incorrect responses marked on it.
14. **REVIEW OF EXAMS** - Exams may be reviewed with Ms. Yeargain in her office. Each exam must be reviewed prior to the next exam date (i.e. if you would like to review exam 1 this must be done before exam 2 is given).

Missed Exam Policy:

If you miss an exam, you will not automatically be granted a make-up: these will be given only in exceptional circumstances, with written documentation from a competent authority (physician, coach, counselor, etc.).

1. If your absence was caused by a valid emergency as defined by UCF and/or the professor, including but not limited to: major illness, serious family emergency, jury duty, military obligation, etc. you must contact **Ms. Yeargain** promptly (within 24 hours or less) after missing the exam and provide **hard-copy** documentation (**not by email**), such as a signed document from a doctor, police officer, judge etc. - within one week.
2. If you must miss the exam due to official University business at which your presence was required (e.g. a university-sponsored team event), hard-copy documentation (not email) must be provided 48 hours **in advance** from the appropriate university body.
3. Unexcused absence from an exam will result in a failing grade for the missed exam.
4. All students are required to take the final exam and there will be **no make-up exams for the Final.**

QUIZZES:

There will be 12 online quizzes of which your 10 best scores will count for a total of 6% of your grade and your lowest 2 will be dropped (Note that NO exams will be dropped only 2 quizzes). All quizzes are due by 11:59 pm on the due date indicated in the course schedule. **No late quizzes will be accepted for any reason and there will not be any makeups.** It is thus recommended not to wait until the last day to first attempt the quiz. These quizzes are intended to help you learn along the way. The quizzes are open-book, you have 30 minutes, you can take a quiz 2 times, and only your best score is retained. You should not consult with others while taking the quiz.

Two common problems with quiz submission you should note are:

- 1) Questions must be answered in order and you may not return to previous questions;
- 2) Final submission of the quiz must occur prior to the 30 minute deadline or the computer will not accept it.

*****NOTE FOR STUDENTS WITH FINANCIAL AID*****

All faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, it is essential that you complete Quiz 1. Failure to do so will result in a delay in the disbursement of your financial aid.

GRADING:

You will receive one grade for BSC 2011 that combines your lecture and laboratory point totals. Exam scores will be posted on myUCF grades. No exam grades will be dropped (all exam grades count toward your course grade). No grades will be given by phone or email according to Federal law (FERPA regulations). Your grade will be calculated as follows:

Assignment Weights:

Lecture Exam 1	16%	
Lecture Exam 2	16%	
Lecture Exam 3	16%	
Final Exam	16%	
Online quizzes (best 10 of 12)	6%	
Participation	5%	(To see how this is calculated see the Clicker section above)
<u>Lab Assessments⁺⁺⁺</u>	<u>25%</u>	
	100%	

⁺⁺⁺ For information on how the lab grade is calculated consult the Lab Syllabus. Individual lab quiz and assignment grades are NOT reported on Webcourses so be sure to keep track of each of your grades yourself.

Grading Scale:

A	90.0 - 100%	B	80.0 - 86.9%	C	70.0 - 76.9%	D	60.0 - 66.9
B+	87.0 - 89.9%	C+	77.0 - 79.9%	D+	67.0 - 69.9%	F	0.0 - 59.9%

“Total” grades listed on Webcourses may not reflect your accurate grade since not all quiz grades are counted and potential extra credit may not be included. If you would like to predict your final grade this can be done in Webcourses or by using the grade calculator at <http://www.conquercollege.com/gradecalc/>

Grade Rounding Policy:

The overall semester grade will not be rounded. In other words, either you have the grade or you don't. In other words, a 79.99 is still a 'C+'. As there are many students in this class we strive for consistency and fairness. For this reason, there will be no exceptions to this policy and no additional assignments or extra credits will be given or other adjustments made.

CLASSROOM CONDUCT:

By enrolling at UCF, all students have agreed to abide by the Golden Rule. Please become familiar with this document at: <http://www.goldenrule.sdes.ucf.edu>. All students are expected to act maturely in the classroom and show consideration for their peers and the instructor. Please use common courtesy in class by arriving and departing on time and by not snoring or talking during class. **Turn off cell phones and other electronic devices.** Students who fail to abide by the above conduct will sing the Star Spangled Banner (especially the "and the rockets' red glare" part) and/or be invited to leave the class. Any student who consistently distracts other students or the instructor will be removed from the course. Students are responsible for announcements or assignments given during class or posted on WebCourses.

ETHICS:

UCF faculty supports the UCF Creed. Integrity - practicing and defending academic and personal honesty is the first tenet of the UCF Creed. This is in part a reflection of the second tenet, Scholarship: -I will cherish and honor learning as a fundamental purpose of membership in the UCF community. Course assignments and tests are designed to have educational value; the process of preparing for and completing these exercises will help improve your skills and knowledge. Material presented to satisfy course requirements is therefore expected to be the result of your own original scholarly efforts.

Plagiarism and cheating - presenting another's ideas, arguments, words or images as your own, using unauthorized material, or giving or accepting unauthorized help on tests or iClickers - contradict the educational value of these exercises. Students who attempt to obtain unearned academic credentials that do not reflect their skills and knowledge can also undermine the value of the UCF degrees earned by their more honest peers.

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

Z-designation (see <http://z.ucf.edu/>), failing grade in an assignment or in the course, or suspension or expulsion from the university. See <http://www.osc.sdes.ucf.edu/> for more information about UCF's Rules of Conduct.

Z-Designation:

A "Z-Designation" on a student's official transcript indicates academic dishonesty. If you are guilty of committing academic dishonesty, and it is determined that a "Z-designation" will be applied, you will be assigned a zero for the assignment, and your final grade will be preceded by the letter Z on your permanent UCF transcript. For more information about the Z-Designation, see <http://z.ucf.edu/>. Be aware that many infractions result in penalties more severe than the Z-designation such as a failing grade in an assignment or in the course, or suspension or expulsion from the university.

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 who need accommodations must be registered with Student Accessibility Services, Ferrell Commons Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

FINAL NOTE:

The professor(s) reserve the right to change the syllabus and management of the class at any time during the semester. These changes will be announced in lecture.