

Biology II Lecture Syllabus: Summer 2014

LECTURE TIMES/LOCATION:

MTWR 8:00 am – 9:50 am

Location: HPA 125

PROFESSOR:

Dr. Ken Fedorka

Office: Biology 401B, phone: 823-6685, email: kenneth.fedorka@ucf.edu

Office Hours: M/W 10 am – 12 pm. **Outside Office Hours:** By appointment only.

BIOLOGY II COURSE/LAB COORDINATOR:

Michele Yeargain

Biology 201B

michele.yeargain@ucf.edu

WHO TO CONTACT:

Professor: If your question is about course content from lecture. If you would like to schedule a meeting with Dr. Fedorka, please feel free to **e-mail** him or visit during his office hours. He will be glad to help. He will try to answer all e-mails within 24-48 hours, and please know that his schedule is busy, so he may not be able to meet easily outside of office hours. Please avoid leaving phone messages as this is not an efficient or rapid means of communication.

Only E-mails from official UCF e-mail addresses (i.e. knights.ucf.edu) accounts will receive replies, without exception.

Biology II Lab Coordinator: If your question is about procedures (e.g., grading, your grade, exam times, online resources, text book availability etc.), please **e-mail** Ms. Yeargain. She will be glad to help. She also tries to answer all e-mails within 24-48 hours; though she is also quite busy.

Graduate Teaching Assistant: If your question is about your lab, including grading, please **e-mail** your GTA or see him/her during their office hours. They will be glad to help.

COURSE DESCRIPTION: BSC 2011 (*Biology II*) 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.

RESOURCES:

- **Required Text** – *Campbell Biology, 9th Edition*. Pearson/Cummings Publishing Company, Inc.
- **webcourses.ucf.edu** - Bio-II is a web-enhanced class. Lecture notes, announcements, and lab assignments are posted on Webcourses@UCF.

POLICIES:

E-mail: All routine communications must be by E-mail. Please follow the following protocol:

1. Write a detailed description in the subject line of the e-mail (e.g. Question about Lecture 2, slide 5).
2. Begin and end the email appropriately (e.g. Dear Dr. Fedorka; Yours sincerely A. Student).
3. Write your full name (as it appears in the class register) and PID at the end of the email.
4. Your e-mail may be forwarded between Dr. Fedorka, Ms. Yeargain, and GTAs. For continuance it is IMPERATIVE that you include your full name, and a relevant subject descriptor in the subject line.

Failure to follow this protocol will delay a reply or may lead to no reply.

Redundant e-mails: We will not reply to messages requesting information that is available on this syllabus, or that pertain to announcements posted on Webcourses@UCF (or made during class), or that can be resolved by common sense and/or using standard public or UCF information services. Make sure you read Webcourses@UCF postings before you send an invalid e-mail. If you do not receive a reply to an e-mail, check it was not redundant before re-sending.

Telephone: We encourage you to use email for routine communications – please reserve phone calls for emergency situations.

Attendance: This course is offered as a 6-week summer course, which means that a lot of materials will be covered in a short period of time. It will be very difficult to catch up if you ever miss a class. So, do not miss a lecture.

Lecture Exam Policies:

1. All exams will be based on both lecture material and text reading assignments.
2. 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.
3. Scantron Policy: You are required to supply scantrons for your exams. Five (5) scantrons with **no markings** on them **MUST** be given to your teaching assistant by May 15, 2014. If no scantrons are submitted, you will receive a zero (0) on Exam 1.
4. Exams 1-3 will begin promptly at the beginning of class and each requires the full 1 hour and 50 minutes. The final exam will occur at the last scheduled lecture time (June 19, 2014) and will be a **comprehensive** 2-hour multiple choice final exam that is weighted toward the material covered after Exam 3 (20% Evolution, 20% Biodiversity, 20% Anatomy & Physiology, 40% Ecology). **Aim to arrive 10-15 minutes early for exams.** Once you have received the question paper you must take the exam.
5. **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.
6. All books, notes and bags must be placed in the front of the room before exams are handed out. **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. Go to the restroom before the exam.
7. 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.
8. Scantron sheets will not be returned to students. Each student will receive (*during lab*) an individual test report sheet with all correct and incorrect responses marked on it.
9. All exam grades count in your course grade.
10. Exams may be reviewed with Michele Yeagain. **Each exam must be reviewed prior to the next exam date (ie, if you would like to review exam 1 this must be done before exam 2 is given).**

Missed Exam Policy:

1. Make-up exams for exams 1, 2, and 3 will be provided **only** for students who 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 must be provided 48 hours in advance from the appropriate university body.**
2. For all other cases (e.g., unforeseen emergencies) you must contact the relevant professor as soon as reasonably possible and provide **hard-copy documentation (a signed document from a doctor, police officer, judge etc. - not by e-mail)**. The absence must have been 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. **If approved by the professor, your final exam grade will be used to replace the missed exam.** For example, if you missed exam 2, and your professor approved the substitution, and you earned an 85 on the final exam, then a score of 85 would be inserted for your exam 2 score and for your final exam score.
3. All students are required to take the final exam, and there will be **no make-up exams for the Final.**

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 over the phone or by email according to Federal law (FERPA regulations). The grading scale will be:

89.95-100 = A
87.5-89.94 = B+
79.95-87.49 = B
77.5-79.94 = C+
69.95-77.49 = C
67.5-69.94 = D+
59.95-67.49 = D
< 59.94 = F

Your grade will be calculated as follows:

	<u>Weight</u>
Lecture Exam 1	15
Lecture Exam 2	15
Lecture Exam 3	15
Lab Assessments	30
<u>Final</u>	<u>25</u>
	100%

Grade Rounding Policy: The overall semester grade will not be rounded. There will be no exceptions to this policy and no other adjustments will be 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.

Cheating on exams or other assignments will not be tolerated. Any person caught copying another paper, signing in for someone else, attempting to steal part or all of an exam, plagiarizing, or cheating in any other way will receive zero points for the course and the matter will immediately be referred to the UCF Office of Student Conduct for disciplinary action.

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 the instructor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the instructor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the instructor.

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.