

**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: 10:30 - 11:30 AM & 3:30 - 4:30 PM
[No appointments necessary] { Thursday: 1:30 PM - 2:30 PM
If the above hours are not convenient to you, email for an appointment.

Place: Biology 201D

Course homepage: webcourses.ucf.edu Access BSC1005

Browser recommendations: It is highly recommended that you update to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in.

<http://guides.instructure.com> Read through Canvas Student Guide

For "log in" problems, call CDWS (3-0407) or inform HELP DESK at helpdesk@mail.ucf.edu

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

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

For general 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.

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. Access to Webcourses@UCF (also, bring your mobile device for class use) *and*

Your choice of either **2a**, or **2b** from below:

- 2a.** Textbook: Starr, Evers, and Starr, Biological Principles Value edition for UCF

Cengage Learning, 2014

Looseleaf text + MindTap Printed Access Card - ISBN 9781305040403

- 2b.** MindTap Printed Access code from Cengage Learning- ISBN 9781305109131

Allows access to eTextbook along with MindTap Learning tools.

Late Registration: August 18 - 22; **DROP / SWAP:** August 21; **Withdrawal Deadline:** Oct 27

University Holidays: Sep 01, Nov 11, & 27 - 28

Attendance:

Regular class attendance is expected of all enrolled students. Attendance will be taken periodically in various forms, such as pop quiz, sign-in sheet, etc.

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. You need not bring class absence excuses to the instructor unless a test is missed.

As of Fall 2014, 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, please complete the Syllabus quiz on course homepage by the end of the first week of classes, or as soon as possible after adding the course, but no later than August 27. Failure to do so will result in a delay in the disbursement of your financial aid.

Lecture Syllabus [tentative] / test schedule: Any change in the following schedule will be announced in class. Check Webcourses course homepage for a list and title of selected chapters.

Aug 18	Syllabus distribution; course policies explained.
Aug 27	Deadline for the completion of Syllabus Quiz through Webcourses
Aug 20 – Sep 12	Chapters 1, 2, 3 & 4
Sep 15	Test 1 Monday – 100 points on all of the material covered so far
Sep 17 – Oct 10	Chapters 8, 11, 12 & 13
Oct 13	Test 2 Monday – 100 points on material covered since last test
Oct 15 – Nov 14	Chapters 14, 19, 20 & 22
Nov 17	Test 3 Monday – 100 points on material covered since last test
Note:	One of the lowest test scores out of the above 3 tests will be dropped.
Nov 19 – Nov 26	Chapters 25, 34, & 41
Dec 01	Last day of class. Last day to take care of pending grade concerns so far.
Dec 05	Final Exam 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.

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

Students who show up late (more than 5 minutes after the scheduled start) for any of the scheduled tests/exam will be marked absent.

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 one week of the test for all errors concerning the scantron.

Evaluation: Total points for the course: 300

TESTS: 3 tests, each worth 100 points; lowest 1 test score dropped: total of 200 points.

FINAL EXAM: COMPREHENSIVE exam, worth 100 points.

First 3 tests will be conducted during regular lecture hours; for finals, see the schedule above.

BONUS: 6 points, that is, 2% of your final grade.

Given at the discretion of the instructor in the form of various assignments to encourage learning and class participation. Points will be added to your overall test score (from 2 best tests) at the end of the semester.

There is NO MAKE UP for a missed assignment and no points will be given for late submission.

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.

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. 24.

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.

Fill out the "make-up request 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 an 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 Webcourses course homepage and click "Grades." Posting may take about a week after each graded activity.

Instructor is not responsible for network problems and log 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.

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:

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.

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 learning activities, online assignments for bonus points, 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

Students with disabilities who need accommodations for tests/exams must be registered with UCF Student Disability Services, phone (407) 823-2371. This syllabus is available in alternate formats upon request. 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 including extra time for completion.

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, scanning pens, ear phones, and/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.

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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