

BSC 2010C.0M04: General Biology

Spring 2018

MWF 1:30 – 2:20 pm in CB2, 201

Instructor: Michele Yeargain

Office: Biology Building 201B

Email: michele.yeargain@ucf.edu

Office Hours:

Monday: 10 am – 12:30 pm

Tuesday: 1 pm – 2 pm

Wednesday: 2:45 pm – 3:45 pm

Friday: 9 am – 10 am

Contact Information:

- ❖ Email is the preferred method of contact
 - All emails will receive a response within 24-48 hours, excluding weekends
- ❖ Email must include the following information
 - Salutation
 - Your name
 - Your UCF ID
 - Include that you are enrolled in Biology I in the 1:30 lecture
 - I work with 2500-3000 students in several courses each semester, so it is very important that you tell me that you are a Biology I student enrolled in my course
 - **Before emailing me with a question about course policies, you must read the lecture syllabus to find the answer yourself.**
- ❖ UCF policy requires students to use KnightsMail when contacting faculty
 - Email sent from other email addresses will not receive a response

Required Course Material

- ❖ Campbell Biology 11th Edition with UCF Virtual Laboratory Access
 - Access to our virtual campus is required for the laboratory portion of this course and comes with a free electronic version of Campbell 11th edition
 - Laboratory access can be purchased directly from Webcourses
 - This is the cheapest option (\$126)
 - If you purchase from Webcourses, you can upgrade to a loose-leaf version of the textbook after you complete the initial purchase.
 - To do this, log into MyLab and Mastering through the widget in Webcourses, click on “Free Campbell 11th edition textbook” from the tabs on the left, then click on “looking to buy a printed book?” at the bottom of the page
 - The UCF bookstore also sells access cards for three different textbook/laboratory access options:
 - Laboratory access with free electronic textbook

- Laboratory access with loose-leaf textbook
- Laboratory access with hard cover textbook
- Access cannot be purchased from any third party vendors

❖ Learning Catalytics Response System

- This is an in-class response system that uses your smart phone as a “clicker”
- Access is included with your laboratory access/e-textbook purchase

❖ Computer/Internet connection

- You are responsible for your computer/ internet connection.
- Tech Commons computer labs are available to all UCF students
- Insufficient internet connection may result in an inability to connect to Webcourses and/or our virtual campus.

Webcourses

❖ Webcourses will be used for class related material and communication including but not limited to:

- Lecture and Laboratory Syllabi
- Lecture notes
- Exam review material
- Announcements
 - To ensure that you receive important announcements, you are required to have your announcements setting turned on. You are responsible for information sent to students via Webcourses Announcements.
- Grades for exams, laboratory, Dynamic Study Modules, and Learning Catalytics

❖ To access Webcourses, go to www.webcourses.ucf.edu and log in with your NID and NID password

❖ For technical difficulties, contact UCF Online Support at onlinesupport@ucf.edu

Attendance Verification for Financial Aid Students

❖ Faculty are required to document student attendance/participation in this course so that financial aid monies are disbursed appropriately and in a timely manner.

❖ To document your attendance and participation in this course you are required to complete the Attendance Activity Quiz in Webcourses no later than Friday, January 12th.

- Failure to complete this quiz will result in the delay of your financial aid funds
- This quiz contains 5 questions related to this lecture syllabus
- Students who complete this quiz by 5 pm on January 12th will receive 1 bonus raw point towards the final exam

Course Grades

You will receive one grade for BSC2010 that combines the lecture and laboratory portions of this course. Final semester grades will not be curved.

Lecture Exams (three highest)	15% each (for a total of 45%)
Laboratory	25%
Learning Catalytics	7.5%
Dynamic Study Modules	7.5%
Final Exam	15%

Semester grades will be based on the grading scheme below. Overall semester grades will NOT be rounded. In other words, a 79.99 is a "C." With so many students in this course, we strive for consistency and fairness. For this reason, there will be no additional assignments or extra credit given. There will be no "retakes" on any exam, assignment, or laboratory exercise.

A: 90-100%

B: 80-89.99%

C: 70-79.99%

D: 60-69.99%

F: 59.99% and lower

Lecture Exams Details (45% of semester grade)

- ❖ Four multiple choice exams will be given throughout the semester
 - The lowest scoring exam will be dropped
 - The three highest scoring exams are worth 15% each
 - Exams are scheduled on the following dates:
 - Exam 1: Monday, February 5
 - Exam 2: Monday, February 26
 - Exam 3: Monday, March 26
 - Exam 4: Monday, April 16
 - Exam content is based on material covered in lecture. Exact chapters covered on each exam will be announced in lecture and on Webcourses prior to the exam date.
- ❖ Exam Protocol
 - Exams will start promptly at 1:30 pm
 - Any students arriving late to the exam must complete the exam in the time remaining
 - Students must bubble their correct UCF ID number and exam version on their scantron
 - Failure to correctly bubble either of these identifiers will result in a 10% exam grade reduction
 - Scantrons will be used to score all exams
 - Students must submit 5 scantrons to the instructor no later than Friday, January 26th
 - Failure to submit scantrons will result in a 25% grade reduction for each exam until scantrons are submitted
 - When submitting scantrons do NOT write on the individual scantrons!
 - Write your name and NID on the outside of the plastic packaging, or
 - Write your name on a post-it note paper-clipped (NOT STAPLED!) to the scantrons
 - Students must bring a #2 pencil and their UCF ID card to each lecture exam
 - Basic function calculators will be permitted for specific exams
 - No programmable/graphing calculators allowed
 - Cell phones, tablets, etc. cannot be used as calculators
 - Restroom breaks are not permitted during an exam – plan accordingly!
 - Cheating is obviously not permitted. This is discussed in detail in the section titled "Course Sanctions."

Laboratory Grade Details (25% of semester grade)

- ❖ The laboratory portion of this course is worth 25% of your overall semester grade
- ❖ Review the Laboratory Syllabus for grading details

Learning Catalytics Details (7.5% of semester grade)

- ❖ Learning Catalytics is an in-class response system using your cell phone as a “clicker”
- ❖ Learning Catalytics is included for free with your laboratory/e-text access
- ❖ Learning Catalytics responses are scored as 25% for participation and 75% for correctness
- ❖ January 17 and 19 will count as “test days” and will not count towards your overall semester grade
 - Check Webcourses for Learning Catalytics points and email the instructor if there is a problem
- ❖ The official start date for Learning Catalytics points is Monday, January 22.
- ❖ The 6 lowest Learning Catalytics days will be dropped to account for absences, technical difficulties, etc.
 - There will be no excused absences for Learning Catalytics
 - Absences extending longer than 6 dropped days (approximately 2 weeks) will be considered on a case-by-case basis with approved documentation.
- ❖ There is no alternative method to Learning Catalytics
- ❖ You are required to attend lecture to earn Learning Catalytics credit; points will not be awarded to students who are not present in the classroom.
- ❖ Grade concerns must be remedied within two weeks of scores being posted on Webcourses.
 - Failure to remedy any errors will result in a zero grade for any and all missed points
- ❖ If you purchase/register Learning Catalytics late, you forfeit all points prior to your purchase/registration date. If you register late, for any reason, you cannot “get back” the points you lost. **There are no exceptions to this policy!**

Dynamic Study Module Details (7.5% of semester grade)

- ❖ Fifteen (15) Dynamic Study Modules (DSM) will be assigned throughout the semester
- ❖ Assignments are based on chapter reading and lecture material
- ❖ Each assignment is worth 10 points
 - To receive full credit, you must complete 100% of the assignment correctly
 - The lowest scoring assignment will be dropped
- ❖ Assignments close at 11:59 pm on Fridays
 - Refer to schedule at the end of this document and/or to Webcourses for opening/closing dates of all assignments
- ❖ Assignments are not timed but they must be submitted prior to 11:59 pm on the due date
 - Assignments submitted after 11:59 pm will not receive credit
- ❖ Assignments must be completed during the open dates/times
 - They will not be reopened
 - Due to scheduled and unscheduled Webcourses/MyLab and Mastering maintenance, as well as unplanned extenuating circumstances, you are strongly encouraged not to wait until the very last minute to complete an assignment
- ❖ There are no absences from DSM assignments

- Absences extending longer than the opening date for an assignment will be considered on a case-by-case basis and with approved documentation provided within one week of the closing date of the assignment
- ❖ Grade concerns must be addressed within two weeks of the score being posted on Webcourses

Final Exam Details (15% of semester grade)

- ❖ The final exam for this course takes place on Monday, April 30, from 1 pm – 3:50 pm in CB2, 201 (our regular lecture hall)
 - There are no alternative final exam times
 - If you have a legitimate concern about the final exam date, this must be addressed with the instructor no later than Monday, April 9th
- ❖ The exam begins promptly at 1 pm (NOT 1:30!)
 - Students arriving late must complete the exam in the time remaining
- ❖ The final exam will be cumulative
- ❖ The final exam is required and cannot be dropped

Make-up Exams

- ❖ If an exam is missed due to an official, documented, University-approved absence, a make-up exam will be permitted.
 - Excused absences include but are not limited to: illness, jury duty, court dates, severe family emergencies, UCF Athletics program travel, military service, etc.
 - **Documentation for excused absences must be submitted within 48 hours** of the exam date and must be from an official authority (doctor, judge, etc.)
 - Absences extending longer than 48 hours past the exam date must be submitted within 48 hours of the date on the excuse documentation
 - Excuses will not be accepted from family members, even if they are doctors, nurses, police officers, etc.
 - Excuses/Documentation will not be accepted after this time
 - Unexcused absences will result in a zero grade for the missed exam
 - The first zero exam grade will be dropped as the lowest scoring exam
 - Any additional zero exam grades due to unexcused absences will count towards the final semester grade
- ❖ Known conflicts with exam dates must be discussed with the instructor no less than one week prior to the exam date. Documentation must also be provided no less than one week prior to the exam date.
 - Known conflicts include, but are not limited to: military duty, UCF Athletic travel, court date, etc.
- ❖ Unexpected last minutes absences on the day of an exam, you must contact the instructor within 24 hours of the exam. Documentation must be provided within 48 hours of the exam date (or within 48 hours of the date on the excuse documentation).
- ❖ If approved, make-up exams must be scheduled within 1.5 weeks of the exam date.
 - Make-up exams will be held in the Biology Make-up Exam Center
 - Wednesday 9:30 am – 12 pm in Room 211
 - Thursday 1 pm – 3:30 pm in Room 211
 - If you miss your scheduled make-up exam you will receive a zero for the exam.

Exam Review

- ❖ Students who wish to review an exam must do so prior to the next exam date (i.e, Exam 1 must be reviewed prior to Exam 2)
 - Exam review will not be allowed after this period
 - Exam review dates will be announced in lecture
- ❖ Exam booklets and individual scantrons will NOT be returned to students
- ❖ Students can request a copy of their scantron report, and view a copy of the exam, during the instructor's office hours, during the exam review period.
 - Copying of the exam booklet in any way (handwritten notes, photographs, etc.) is prohibited. Any student caught copying the exam booklet will be submitted to the Office of Student Conduct for academic misconduct.

Important Grade Information

- ❖ Withdrawal for Spring 2017 is Wednesday, March 21, 2018, at 11:59 pm.
 - Students must initial this withdrawal process
 - Refer to the Undergraduate Catalog or contact the Registrar for detailed information
- ❖ Grade Forgiveness deadline for Spring 2018 is Wednesday, March 21, 2018, at 11:59 pm
 - Repeating students must apply for Grade Forgiveness through myUCF
 - Grade Forgiveness is not automatically granted for repeating students
- ❖ In compliance with FERPA, no grades will be given via email or phone
 - Students wishing to discuss their grades must do so in person and present their UCF ID card
 - Grades will not be discussed with any individual (even parents) other than the student
- ❖ For Biology majors, a grade of "C" or higher is required to matriculate to the next Department of Biology course
 - Non-majors must check with their individual departments for requirements

Academic Assistance

- ❖ Tutoring and Supplemental Instruction (SI) sessions are available through the Student Academic Resource Center (SARC).
 - SARC is located in Howard Phillips Hall, room 113
 - SI meeting times and locations will be announced in lecture and posted in Webcourses
- ❖ The instructor is available during office hours and by appointment to answer your questions about the content of this course
- ❖ If you need help with content, are not performing well on exams, etc., do NOT wait until the day before the final exam to seek help! If you need help, ask for it – from the beginning of the semester!

Classroom Safety

- ❖ Familiarize yourself with all exits in the lecture hall
- ❖ In the event of an alarm, move quickly, quietly, and orderly to the nearest exit
- ❖ If necessary, call 911 or the UCF Campus Police (407-823-5555).
 - Inform them of the emergency

- Inform them that you are in Classroom Building 2, room 201

Classroom Conduct

- ❖ All students enrolled in this course agree to abide by the UCF Golden Rule
 - As this is an M course, refer specifically to the online conduct portions as they relate to our virtual laboratory and Dynamic Study Modules
- ❖ Arrive on time and stay for the entire class
 - If you must arrive late or leave early, sit towards the rear of the room
- ❖ No talking during the lecture
- ❖ Cell phones and electronic devices must be turned off and put away during lecture exams
- ❖ Use of cell phones and electronic devices during regular lectures is limited to note-taking and Learning Catalytics responses only.
 - Computers will be banned from the lecture hall if students do not abide by this rule
- ❖ Disruptive behavior will not be tolerated; offenders will be removed from the lecture hall.
- ❖ Academic Dishonesty devalues this course, the Department of Biology, and the prestige of your UCF degree and, as such, will not be tolerated.
 - This includes but is not limited to: cheating on any coursework, copying exams, posting questions/answers in any public or private forum, false impersonation of students, etc.
- ❖ Abusive/Offensive behavior will not be tolerated in lecture (to the instructor or the lecture assistant) or on the virtual laboratory campus (to the instructor, the Teaching Assistants (TAs) or CNDG staff)
 - This is an open, tolerant, judgement-free learning environment
 - There are NO exceptions!
- ❖ All course material is copyrighted to Ms. Michele Yeagain, Pearson Publishing 2014, and CNDG 2015

Course Sanctions

- ❖ Cheating during an exam
 - First offense will result in immediate removal from the lecture hall and a zero grade on the exam
 - Second offense will result in immediate removal from the lecture hall, a zero grade on the exam, and referral to Department of Biology Conduct Committee and/or UCF Office of Student Rights and Responsibilities
- ❖ If a report of academic misconduct is filed, course sanctions could include:
 - Reduction in points for the exam/assignment
 - Zero grade on the exam/assignment
 - Letter grade of "F" for the course

University Sanctions

- ❖ Academic Misconduct and Disruptive Conduct submitted to the Office of Student Rights and Responsibilities may impact student status at UCF.
 - Use or display of any electronic device during an exam (calculators are excluded from this when use is permitted on an exam)
 - Any form of written information accessible by or in possession of a student during an exam

- Posting quiz/exam/assignment topics/questions/answers to any public/private forum
- Falsification of excuse documentation
- Disruptive/Abusive conduct
 - Aggressive behavior, stalking, harassment, bullying, etc.
 - Refusal to comply with course syllabus

❖ “F” letter grade for the course

Disability Access

- ❖ UCF is committed to providing reasonable accommodations to persons with disabilities
 - This syllabus is available in alternate forms, if requested.
 - 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 made this request.
 - Students who need accommodations must be registered with Student Accessibility Services (SAS), Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

UCF Cares

- ❖ There many offices and programs at UCF for dealing with different student issues. It can be confusing and overwhelming to know where to turn sometimes.
- ❖ UCF has an umbrella website which provides students with information for help and support for ALL aspects of student lives.
- ❖ If you are dealing with any issues such as coping with tragedy or crisis in your personal or family life, having trouble finding stable and safe housing, eating disorders or hunger issues, hazing and discrimination, sexual abuse or assault, in need of alcohol or drug treatment or ANYTHING that is affecting your health or well-being—your first step is to visit:
 - www.UCFCARES.com
 - Or call 407-823-5607
 - You will be put in touch with the right resource for your needs in a caring, discreet manner.
 - When in doubt or trouble, please reach out to the instructor, the UCF community and UCF resources!

Lecture Schedule

The lecture schedule is tentative and may change depending on the pace of the course. Read the chapters below prior to attending the associated lecture. Chapters refer to Campbell Biology 10th edition. Please note that for some chapters, not all material will be covered in lecture.

Date	Chapter	Lecture Content	Dynamic Study Module	Lab Topic
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Jan 8		BSC2010 Introduction		Laboratory Registration
Jan 10	2	Chemical Context of Life		
Jan 12		Virtual Laboratory Introduction	Attendance Quiz	
Jan 15	No Class	Martin Luther King Day		Orientation
Jan 17	2	Chemical Context of Life		
Jan 19	3	Water and Life	Chapter 2	
Jan 22	4	Carbon and the Molecular Diversity of Life		Measurements
Jan 24	4	Carbon and the Molecular Diversity of Life		
Jan 26	6	Tour of the Cell	Chapters 3 & 4	
Jan 29	5	Large Biological Molecules		Cellular Organelles
Jan 31	5	Large Biological Molecules		
Feb 2	8	Metabolism	Chapters 5 & 6	
Feb 5	Exam 1			Enzymes
Feb 7	8	Metabolism		
Feb 9	9	Virtual Lab follow up/Cellular Respiration	Chapter 8	
Feb 12	9	Cellular Respiration and Fermentation		Microscope
Feb 14	9	Cellular Respiration and Fermentation		
Feb 16	9/10	Cellular Respiration/Photosynthesis	Chapter 9	
Feb 19	10	Photosynthesis		Cellular Respiration
Feb 21	10	Photosynthesis		
Feb 23	7	Membrane Structure and Function	Chapter 10	
Feb 26	Exam 2			Osmosis/Diffusion
Feb 28	7	Membrane Structure and Function		
Mar 2	12	The Cell Cycle	Chapter 7	
Mar 5	12	The Cell Cycle		Mitosis
Mar 7	12	The Cell Cycle		
Mar 9	13	Meiosis and Sexual Life Cycles	Chapter 12	
	No			
Mar 12-16	Class	Spring Break		
Mar 19	13	Meiosis and Sexual Life Cycles		Meiosis
Mar 21	13	Meiosis and Sexual Life Cycles		
		Late Withdrawal/Grade Forgiveness		
Mar 23	14	Mendelian Genetics	Chapter 13	
Mar 26	Exam 3			Genetics I
Mar 28	14	Mendelian Genetics		
Mar 30	14	Mendelian Genetics	Chapter 14	
Apr 2	14/15	Genetics/Chromosomal...inheritance		Genetics II
Apr 4	15	Chromosomal Basis of Inheritance		
Apr 6	16	Molecular Basis of Inheritance	Chapter 15	

Apr 9	16	The Molecular Basis of Inheritance	Extra Credit Quiz
Apr 11	16	The Molecular Basis of Inheritance	
Apr 13	17	Gene Expression	Chapter 16
Apr 16	Exam 4		DNA Synthesis
Apr 18	17	Gene Expression	
Apr 20	18	Gene Regulation	Chapter 17
Apr 23		Final Exam Review	
Apr 30		Final Exam 1 pm - 3:50 pm	