

**Biology 2010CM: Revised General Biology Fall Semester 2017
Four Credit Hours**

Section M03: 10:30 AM to 11:20 PM MWF in CB2-101
Section M04: 11:30 PM to 12:20 PM MWF in CB2-101
Section M05: 1:30 PM to 2:20 PM MWF in CB2-201

Instructor: Pamela Thomas

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

The best way to contact me is at the above e-mail address

Office Hours: Tuesdays: 10AM-12 Noon in Biology 201C

Wednesday: 9:00 AM to 10:00 AM in Biology 201C

Thursdays : Virtual in Second Life office: 4-5 PM

Fridays: 9:00 AM to 10:00 AM in Biology 201C

Or by appointment as my schedule allows

Advising hours: Mondays and Wednesdays: 8:00 to 9:00 AM in Biology 201C

(The biology Building is also called Biomolecular Sciences and is building number 20 on your UCF map. It is near the UCF health center.)

Laboratory Sections: All lab sections are taught virtually (online) in SecondLife, in addition there are lab interface times indicated in the lecture syllabus schedule. Michele Yeargain is responsible for lab. If you have any questions please contact her. You will access a separate laboratory syllabus for the course.

Laboratory/Course Coordinator: Michele Yeargain

Office: BL201B

Email: michele.yeargain@ucf.edu

Required books and materials: 1) *Biology, 11th Edition (Part 1: Custom Edition* Campbell, N. and J. Reece. 2016. Pearson Benjamin/Cummings Publishing Company, Inc. The full edition of *Biology 11th Edition* by Campbell and Reece (2016) 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. There is an e-book and a note book version, as well as the standard printed book. Please choose your one book option carefully, based on your preference.

2) **Scantrons for Lecture Exams:** You are required to supply Scantrons for your exams in lecture. Please bring (6) raspberry Scantrons , with no markings on them. This is a full packet. Please do not put you name directly on the scantron. Instead get a post-it or put them in plastic cover and put your name on the post-it or plastic cover. Be sure your name is on securely and cannot come detached from your scantrons. The scantrons must be given to me my office by Friday September 22, 2017. If no Scantrons are submitted, you will receive a 0 on Exam 2. Please be sure

to put your name on the outside of the Scantron package or post-it. Do not write your name on the paper of the Scantron.

Lecture Quiz Scantrons: You will be required to bring with you to every lecture quiz a scantron to take the quiz on. You will not be allowed to take the quiz without the scantron, as we can't grade it in the grading machine without a scantron. There will be 5 lecture quizzes in Fall 17 semester. The dates of the quizzes are in the syllabus schedule.

Additional recommended materials: *Course Packet for BSC 2010*, available in Webcourses/Canvas, under the Modules section.

- **E-Mails:** The instructor will only answer e-mails sent from **Kinghtsmail or Webcourses accounts** and sent to pamela.thomas@ucf.edu or via **Webcourses**

Knightsmail: 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 Knightsmail account, if you do not already have one, please go to:
[www.http://secure.net.ucf.edu/knightsmail/](http://secure.net.ucf.edu/knightsmail/).

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

Computer Connections: You are responsible to check that your internet connection is working properly. Quizzes, tests and assignments online will not be reopened due to connection issues. If you have concerns about your connections please do work in a UCF computer lab where help is available and outages can be verified.

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.

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 portions of the Golden Rule in reference to your online labs and web-based quizzes. Cell phones/ electronic devices must be turned off and put away during

lecture and tests, with the exception of the Squarecap response exercise time during class and laptops for note taking in lecture class. Please note that academic dishonesty includes, providing any false information, taking of tests or other materials, including photographing tests or copying test questions, having notes up on cell phone/ electronic devices or out in room during tests, cheating of any kind, posting of questions, referring to test or quiz questions or asking test content on the Webcourses boards, or social media, talking during any test or quiz in lecture, plagiarism, taking tests for others, false impersonation of students, and all other situations covered in any portion of the golden rule.

Specifics of Academic Misconduct:

By enrolling at UCF, all students have agreed to abide by the 18 Rules of Conduct as outlined in the UCF 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).

You are encouraged to review the section related to Academic Misconduct and the 7 different definitions of what constitutes academic misconduct.

Please note academic misconduct is not confined to just what occurs inside the classroom. Academic misconduct can also occur in relation to your participation in online lab assignments, web-based quizzes, posting of course related information on social media and includes reference to online self-help websites. Please note that academic misconduct includes

- providing any false information such as notes related to absences or verbal information
- Having notes or materials out during a test or quiz
- taking of tests or other materials from the classroom
- photographing tests or copying test questions
- use of any electronic device during a test
- cheating of any kind
- posting of questions, referring to test or quiz questions or asking test content on the Webcourses boards or social media
- plagiarism
- taking tests for others
- false impersonation of another student
- all other situations covered in any portion of the Golden Rule.

Abusive behavior will not be tolerated in the lecture or lab by Pam Thomas, Michele Yeargain, any TA or the CNDG staff and will be grounds for being given an “F” for the final course grade and removal from the class.

Examples of academic misconduct and penalty system, there are no exceptions to these rules.

Course Sanctions:

- **Talking During a Test**

- First Offense will result in immediate removal from the test room and result in a zero on the test. This incident will be documented in the BSC2010 warning reference book.
- Second Offense will result in immediate removal from the test room and an F letter grade for the course
- **Wandering eyes during a Test**
 - First Offense will result in the student being asked to move to another seat if available and will receive a verbal warning which will be documented in the BSC2010 warning reference book
 - Second offense will result in immediate removal from the test room and result in a zero on the test

If a report of Academic misconduct is submitted to the Office of Student and / or the Biology Department Conduct Committee and the student is found in –violation, course sanction(s) could include but not be limited to the following:

- Reduction in points for assignments, labs, extra credit
- Reduction in points for a test or quiz
- Reduction in final course letter grade
- Automatic “F” in the course

University Sanctions

Reporting Violations of Academic Misconduct and /or Disruptive Conduct to the Office of Student Conduct could impact a student’s status at the University.

- Use or display of any electronic device (except a calculator when allowed), notes or cheat sheets, information written on a hat visor, hand, shoe, etc. during a test will result in...
 - Immediate removal from the test room
 - “F” letter grade for the course
 - An Academic Miscoudct Report will be filed with the Office of Student Conduct
- Other acts of academic misconduct, which could lead to a student or student or others having an advantage over other students could result in an Academic Misconduct Report being files with the Office of Student Conduct
 - Examples include...
 - Posting quiz topics, test or lab information to website/social media, either before during or after class
 - Falsifying a medical excuse to receive an extension, modification of course requirements, or special consideration

- Any student who knowingly helps another commit a violation or commit academic misconduct can also be reported to the Office Of Student Conduct
- Disruptive Conduct not in accordance with the UCF Creed and /or Rules of Conduct could result in an incident report being submitted to the Office of Student Conduct.
 - Examples include but are not limited to the following:
 - Any type of aggressive behavior (through verbal or physical means) towards a Professor, Teaching Assistant (TA), Course Coordinator, Member of CNDG Staff, or other students including stalking, harassment or bullying
 - Refusing to comply with directions given by faculty or staff
 - Refusal to comply with course syllabus
 - Misconduct regarding the class/ academic misconduct involving social media, the webboards, webcourses or in e-mails/ electronic or digital misconduct, misconduct in labs
 - If a report of Academic Misconduct is submitted to the Office of Conduct and a student is found in-violation the consequences could include but are not limited to the following:
 - Disciplinary probation, suspension, expulsion
 - a Z designation placed on a student's transcript denoting violation of academic misconduct

Student Accessibility- Testing Accommodations

- Any testing accommodations approved by Student Accessibility Services, prior to a quiz, test or assignment are allowed.

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/>.

Grading: You receive one grade for BSC 2010 that combines your lecture and laboratory point totals. Four lecture exams will be given and the lowest exam of those 4 will be dropped. Each of the highest 3 exams is worth 15%. Test 5 is comprehensive, is a mandatory final exam and also worth 15%, Test 5, the final exam, cannot be dropped. Mandatory in lecture quizzes, specified in the syllabus will count 12%. Squarecap in class questions will count as 3%. Thus lecture is 75% of the total grade in BSC2010CM. **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 BSC2010CM score. To calculate: best 3 exams 15% x3 = 45% + 15% mandatory Test5 (final exam) + 12% mandatory in lecture quizzes + 3% mandatory Squarecap +25% virtual labs/ assesments

= 100% of your grade in the class. The laboratory component will be based on virtual labs and lab assessments. At the end of the semester, your score for each of the above components will be added together and converted to a percentage. 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 **November 6, 2017** 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 reserves the right to hold pop quizzes or exercises in class at the time and in the form of her choosing. Extra credit may be provided at the discretion of the instructor. 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 Student Conduct Board.

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 at your lecture time. 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 Exam 5 is a comprehensive multiple choice 2 hour exam and the grade will not be dropped. Any student that misses Exam 5 with an approved excuse may be given an incomplete in the class, dependent on grading time constraints.

Quizzes: Mandatory announced in lecture quizzes will be given on days specified in the syllabus and count for 12 % of your grade in the class. Five Quizzes will be given over the Fall 17 semester. We will drop your lowest quiz of the 5. If you are ill or on a University approved excuse, if the excuse is valid and has been received within the 48 hour excuse period and the quiz is made up within the two weeks after return from illness/issue deadline. After the 2 week grade concern period quizzes cannot be made up. It is the student responsibility to come to office hours and schedule the make-up quiz with the professor within the one week time period after return. We will not send reminders, as we have a very large number of students in the class.

Absences: There are two categories of absences in BSC2010C.

Excused Absences: These absences are due to situations such as to illness, legal summons, or UCF approved athletic events. The excuse must be turned in within 48 hours of the test time and date, quiz or squarecap or within 48 hours of student return to class if illness is prolonged. An excused absence allows the student to be eligible to make up assignments or tests according to the make-up policies below. Please turn the excuse in to Pam Thomas during office hours, so that it may be properly recorded and the make-up work scheduled. The excuse must be on letterhead or official medical header paper and must be from a Doctor, Judge, Police Department, or UCF athletic authority. The letter must state the dates of absence excused, covering the date of the missed work and all dates of absence. We do not accept excuses from family members or friends.

Students are prohibited from “self reporting” illness or any type of excuse. Example: “I had a migraine or a GI flu bug and could not get to a Dr. for a note” is not an acceptable excuse. Normally we do not accept excuses over e-mail. We do appreciate you letting us know of an issue over e-mail, but the paper excuse to make up work should be turned in to Pam Thomas at her office or in lecture so make up work can be discussed and scheduled at that time.

Unexcused absences: These types of absences are for non -approved reasons, or occur when a student has not turned in an excuse within the syllabus time frame, has provided an unacceptable excuse or has not provided any excuse. Unexcused absence prohibits the student from performing make-up work or make-up test for that absence time period and zeros result for that class work, assignment, lab, test or quiz.

Makeup exams and assignments: All make-up work, including test, quizzes and squarecaps must be completed within two weeks of the date the missed assignment, test quiz or squarecap/ issue with approved excuse. In the event a student missed three or more exams for an extreme illness situation with an approved excuse, the student may be given an Incomplete in the class. The instructor will review and have the right to approve/deny all exam, quiz and assignment excuses. To make-up any exam, quiz or assignment 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 date and time of missed exam/ assignment or if still ill within 48 hours of the return to class. Students must schedule make up work with Pam Thomas, test, quizzes, Squarecaps one week prior to the make –up date and the work must be completed within 2 weeks of the date and time of the missed assignment. The excuse will be verified and determined valid or invalid by the instructor. We cannot accept an excuse with HIPPA protected medical information on it such as a Xerox of medical discharge paperwork. Please note again we do not accept excuses from family members. Please provide the excuse to Pamela Thomas at office hours for lecture issues within the required time frame, so that you can discuss and arrange the make-up work. We will not send a reminder. In the event of an emergency or disruption, such as a hurricane, that could potentially cancel or disrupt a make-up test or test or assignment, that test or assignment 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.

Make –Up Exam schedule: Make- up exams are 40 minutes. All students must be at the testing center Bio (Biology Building) Room 206 at the start time of testing center hours, unless they have previously presented class conflict documentation to Pam Thomas 48 hours prior to the scheduled make-up exam. If you miss a make-up exam or are late, you will receive a zero for the exam. You must have made prior arrangements within the syllabus time frames according to make-up policies to take a make-up test.

Mondays in Bio 206: 9:30 AM- 12PM (must be present at 9:30 AM)

Thursdays in Bio 206: 2PM- 4:30 PM (must be present at 2 PM)

Please note that at times we may need to close room Bio 206, we will make that announcement in lecture.

Taking Exams and Quizzes: You must take each of the 4 lecture exams, and the Exam 5, the final exam in the lecture section for which you are registered for the course during your scheduled lecture 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. This is usually requesting to schedule 7 days prior to a test with SAS. We cannot accommodate you if are late to, if you miss or do not properly schedule a test with SAS services, or are not registered with SAS services. After the first student has left an exam no one will be admitted. You must complete the exam and bubbling of the scantron within the provided time for the test. On exam days you may not bring a smart phone, tablet, cell phone of any kind or smart watch into the lecture hall. Laptops and all electronic devices must be stowed in a backpack and stored at the front of the room or in the location that we provide the directions for during test directions given prior to test in class. Calculators, if allowed, will be announced as permitted prior to the test and may not be programmable. Calculators may only include basic functions: example have the square and square root functions. NO programmable calculators are permitted. Sharing of calculators is prohibited during any test, quiz or squarecap. YOU ARE REQUIRED TO TAKE A PHOTO OF YOUR UCF ID AND KEEP IT ON YOUR CELL PHONE.

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 (0) will be given for an exam if you do not show your student Photo ID or photo driver's license. Your name, correct **UCF ID number** and test form must be printed/ bubbled on the answer sheet, or you will receive a zero for 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. 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 or a make-up test, 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 quiz or assignment, you may receive a zero for that test, quiz or assignment. This includes Exam 5. Please note that once you have taken an exam, you are no longer eligible for a make-up exam. The instructor will provide brief face-to-face reviews, as time allows, for the hour exams. Times and locations of these will be announced in lecture.

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 or Michele Yeargain's office during office hours. Tests, quizzes, lecture assignments, Squarecaps and lab assignments must be reviewed within **two weeks** of the time grades are provided. Please resolve any grade concerns in a **within two weeks** of the date grades are posted, as no review will be allowed after that time. For grades generated during the last week of the semester, all grade concerns must be resolved prior to the scheduled Exam 5 time for the class. After these dates, no additional review will be allowed. This policy includes Squarecap grades.

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, writing down or photographing 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 the professor at the beginning of the semester to discuss needed accommodations, and contact SAS and have them send a letter to the instructor. No accommodations will be provided until the student has met with SAS to request accommodations and the instructor has received an SAS letter. Students who need accommodations must be registered with Student Accessibility 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 must be addressed by the Professor/ TA 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.

Courtesy: Please 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 2016/2017.

Squarecap: During the Fall 17 semester we will be using a mandatory in class response system known as Squarecap. You do not need to purchase a “clicker”. Your i-device will become a clicker using a website. The website is squarecap.com. The cost is approximately \$8.00 for the semester. Squarecap can be used on any laptop, text enabled phone or tablet. We will register together for Squarecap in lecture on the second day of lecture. Please be ready to do this. To register please visit the website: squarecap.com, register via Canvas and use your **UCF NID and /or UCF knights mail.** Please save and keep the receipt that you paid for Squarecap with the date paid as an image on your device. If you do not register on the day stated in the syllabus, fail to register properly or fail to make payment properly and you subsequently have problems, missed assignments, or Squarcap failures, you will get zeros in Squarecap for each incident. Do not register twice or register on anyone elses’ device! Failure to follow these directions will result in zeros on Squarecap assignments. Squarecap grades for each assignment will post in you BSC2010C Webcourses. **You do not have a free trial of Squarecap, regardless of what you may see in the website. If you are not registered, payed and activated in Squarecap by September 6, 2017, you will be blocked from Squarecap and miss assignments until you get it fixed.**

Squarecap Registration with your correct knights e-mail and UCF NID, payment and activation is required regardless of your financial aid status. If you do not register, pay and acitvate on the second day of lecture you will lose all points for missed assignments until you register. On September 6, 2017 you will be blocked and receive a zero for squarecap for assignments, if you have not registered, payed and activated, or signed up properly. These squarecap points in total are worth 12% of your grade for the entire semester. We will do practice clicks to teach you how to use the system on the second day of lecture. If you are ill or at a UCF approved event, a make-up quiz may be given, in the instructors office on paper, for a missed square cap, if appropriate timely documentation has been submitted in compliance with syllabus policies. This means you have 48 hours after your return to turn in an excuse and 1 week after your return to schedule make up the assignment. The assignment make-up must be completed by 2 weeks after the date time of the missed assignment at the latest. If you are an SAS student and make a specific request, a hard copy quiz may be available to you with appropriate documentation or an SAS request.

Squarecap Participation and Grading Protocol:

Squarecap question will be besed on material from the previous lecture. Points will be awarded at 1 point for incorrect answers and 4 points for correct answers. Please note that the graded Squarecap clicks are mandatory and if you don’t complete them you will get a zero for each missed click. We will drop your four lowest Squarecap scores. The mandatory graded clicks, are worth 12% of your grade for the semester. You get one chance only to do the clicker assignment in lecture. Cheating or attempting to cheat on Squarecap is considered academic misconduct. Each Squarecap assignment will

be open for 6 minutes at some point during a lecture class. Note we are tracing your IP and you will only get credit if you are in the classroom doing Squarecap, as you need to be present. If you come in late you will be locked out and receive a zero for that assignment. Be on time, know how to use the system and be registered properly to avoid holding the class up. You have the 6 minute window to get it done and recorded, no exceptions. We will move on, if you are late and still trying to bring Squarcap up or save it. If your device malfunctions you may receive a card for that Square cap question and answer manually on the card if you are properly registered/paid, but still must be done within the 6 minute window. The grade concern period is 1 week after a posted assignment, after that there will be no additional review of grades. Note: you must be properly registered and payed to be able to get credit from note cards, in the event your i-device blips.

Safety Information: Please become familiar with the nearest exit to your seat location within the lecture hall. If an alarm sounds before or during lecture, immediately, quickly and quietly get up and proceed out the nearest exit door. Exit the building, do not stand next to the building but move away into the grassed area in front of the lecture hall.

UCF Cares: UCF provides free, confidential assistance via social workers, counselors and much more for various situations. Please visit their website and read about the services available. The contact information is:

Phone: 407-823-5607

Fax: 407-823-4544

Email: ucfcares@ucf.edu

Expectations: We don't want you to be apprehensive, we want you to be determined to succeed! Even if you have made all excellent grades in high school, community college (state college) or in other classes, if this is your first Biological Sciences class in a University, you may find that it is fast moving and may become difficult for you. This class is the easiest of the Biology/ Biomedical/ Chemistry classes at UCF, although none of them are "easy".

We maintain and must teach at a specific standard in the University. The topics I teach you and how much material I teach you, is determined not by me, as your teacher, but by a committee within my Department in the University. Even the book you use is chosen by a group and not by me individually as your teacher. This is all to ensure University standards are met and your UCF Degree gives you awesome opportunities when you graduate. Given that I must teach at a certain speed to complete all necessary material, that is why sometimes students may feel we are going too fast. This speed is a normal speed for a Biology class, and in more advanced classes the pace is even more rapid and includes much more detail.

A grade of "C" on tests and assignments is normal in science classes in a University. I know many of you are not happy with a grade of C and will strive for higher grades and that is admirable. Many of you may not ever have gotten a C before. Normally in science classes this large the "A" rate is 10-20%. I am always very happy when the rate is higher than that. If you are a first semester freshman, please understand that you may not have had to study much, rapidly or in detail in high school. You also may not have been

exposed to the expectation of critical thinking, so this could be an entirely different situation for you. The main thing to do if you start to get C, D or even F on tests or assignments, is to get help, get organized and be prepared to study 3-4 hours per day for this class, using very active study methods. Don't just memorize it, understand the concepts and cross link the information.

For the many non-majors that are required to take this class, please hang in there. You are in the class because your College or Department has determined that you need the information and this is a "Majors Biology class" covering that detail and amount of material. Many times this class is a prerequisite other classes you need or a degree requirement for your major.

Always remember that I and the TAs are here to help you. We want you come for help if you need it, so don't be afraid to ask.

Retakes and points for assignments/ final class grade : If you have done a test, quiz assignment, lab, or Squarecap there are no "retakes". This policy was popular in high school, but we do not do it in a University. If you were not prepared, tried your best but did not do well, were not present, slept through a test or lecture or just forgot an assignment/ exam/quiz/lab, or Squarecap there are no retakes, reopens. You earn the points on each and every assignment and assessment, test and quiz, and lab we do not "give" them to you. Please consider that we already drop your lowest test out of tests 1-4 and your lowest quiz in lecture and allow you to miss four Squarecaps for free with no effect on your grade, thus we have been very generous already. It is indeed heartbreaking if you are very close to the next letter grade, but your final grade at the end of this class will not be changed, so please do not e-mail us to request that. In order to maintain University standards and the integrity of your UCF Degree and Diploma, we have this policy of no retakes. Any e-mail that is written at the end of the semester requesting that we give points or bump up your grade, will not receive a response from faculty or staff. If you do have valid questions regarding your grade we will certainly be happy to explain that or to respond to that concern. Please remember we cannot discuss grade details over e-mail or phone by University policy, as we cannot determine your identity via those modalities.

!!! 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 CM03, 04, 05:Tentative Lecture Schedule Fall Semester 2017

(subject to change): Please read the assigned chapters listed below before coming to the lecture. All chapter numbers refer to Campbell *Biology*, 11th ed. For some chapters, not all of the material will be covered or covered in lecture. It is the student's responsibility to attend lecture and know what was covered and what was not. It is the student responsibility to know what topics will be done online. Please make special note of exam dates and do NOT plan trips or other activities on these dates.

M August 21: Course Introduction and Second life lab information session; Read Powerpoints and Book, do Chapters 1 and 2 on your own
W August 23: Introduction to Squarecap and Squarecap registration; Pre-test
F August 25: Introduction to the Virtual Lab and Second Life (in lecture hall during lecture class)

M August 28: CH 2: Chemistry of Life
W August 30: CH 3
F September 1: CH 3: Water

M September 4: Labor Day Holiday No UCF classes

W September 6: CH 4 Chemistry of Carbon
F September 8: University closed for classes

M September 11: University closed for classes
W September 13: University closed for classes
F September 15: University closed for Classes

M September 18: CH 6 Tour of Cell
W September 20 : CH 6/ CH 5 Macromolecules;
F September 22: Quiz 1 over Chapters 1-4 and Exam 1 over Chapters 1-4

M September 25: CH 5/ CH 7 Membranes
W September 27 : CH 7 Membranes

M October 2: CH 8 Energy and Enzymes

W October 4: CH 9 Cellular Metabolism
F October 6: Quiz 2 over CH 5-7 and if time allows review

M October 9: Test 2 over Chapters 5-7

W October 11: CH 9
F October 13: CH9/ CH 12 Mitosis

M October 16: CH 12 Mitosis
W October 18 : CH 13 Meiosis

F October 20: Quiz 3 on CH 8, 9, 12 and review if time allows

M October 23: CH 13; Mendelian Genetics

W October 25: CH 14; Mendelian Genetics

F October 27: **Exam 3 over Chapters 8, 9, 12,**

M October 30: CH 14

W November 1: CH 14

F November 3: CH/ 14 and CH 15; Sex linkage, Aneuploidy

M November 6: CH 15 (**Withdrawal Deadline 11:59 PM**)

W November 8: **Quiz 4 over CH 13, 14 and 15; Review if time allows**

F November 10: **Veteran's Day Holiday No UCF classes**

M November 13: Exam 4 over Chapters 13, 14 and 15

W November 15: CH 16; DNA Structure and Replication

F November 17: CH 16; CH 17 Transcription and Translation

M November 20: CH 17

W November 22: **No class for Bio 1 (Thomas); Note: UCF is open however.**

F November 24: **Thanksgiving Holiday; No UCF classes**

M November 27: CH 17

W November 29: **Quiz 5 over CH 16 and 17**

F December 1: Review for Final Exam

Final Exam Schedule

Section M03: Monday December 4, 2017 from 10AM to 12:00 Noon in your lecture hall

Section M04: Wednesday December 6, 2017 from 10AM to 12: 00 Noon in your lecture hall

Section M05: Monday December 4, 2017 from 1PM to 3:00 pm in your lecture hall

Each student must take the final exam at the day and time appointed by the registrar, or they will receive a zero on the final exam. Anyone that is more than 15 minutes late to the final exam will not be allowed to take the exam and will receive a zero on the final exam.

Rapid Reference to Test and Quiz dates In BSC2010C M03, M04 and M05 Fall 17

Monday September 22, 2017: Quiz 1 in lecture *(bring your own scantron) and Exam 1 in lecture

Friday October 6, 2017: Quiz 2 in lecture *(bring your own scantron)

Monday October 9, 2017: Exam 2 in lecture

Friday October 20, 2017: Quiz 3 in lecture *(bring your own scantron)

Friday October 27, 2017: Exam 3 in lecture

Wednesday November 8, 2017: Quiz 4 in lecture *(bring your own scantron)

Monday November 13, 2017: Exam 4 in lecture

Wednesday November 29, 2017: Quiz 5 in lecture* (bring your own scantron)

Final Exam Schedule

Section M03: Monday December 4, 2017 from 10AM to 12:00 Noon in your lecture hall

Section M04: Wednesday December 6, 2017 from 10AM to 12: 00 Noon in your lecture hall

Section M05: Monday December 4, 2017 from 1PM to 3:00 PM in your lecture hall

Rapid reference Makeup Policy Scheduling

1. Official excuse turned in within 48 hours of the missed assignment/ test quiz/ squarecap date and time. If ill for more than 48 hours, turn in excuse 48 hours after return.
2. Schedule make-up work dates/time within one week of the missed work date/time.
3. Take make-up within 2 weeks after date and time of missed work.