

General Biology 2: BSC 2011

Summer 2018

LECTURE TIMES/LOCATION:

MTWR 8:00 AM – 9:50 AM

Location: Business Administration I (BAI), room 119

INSTRUCTORS:

Dr. Yuanmeng Miles Zhang

Office: Biological Sciences (BIO) 442

Email: miles.zhang@knights.ucf.edu

Office hours: Mon – Thu 11:00am – 12:00pm or by appointment

BIOLOGY 2 COURSE and LAB COORDINATOR:

Ms. Michele Yeargain

Office: Biological Sciences (BIO) 201B

Email: michele.yeargain@ucf.edu

Office hours: Mon 11:00am – 12:00pm or by appointment

LABORATORY GRADUATE TEACHING ASSISTANTS:

- You will meet your individual GTA's during your individual laboratory section, and will receive their specific contact information and office hours during lab.

COURSE DESCRIPTION:

- *Credit hours:* 4
- *Course Prerequisites:* BSC 2010 (Biology I) or the equivalent approved course.
- *Purpose of the course:* BSC 2011 (Biology 2) is the second of a two semester General Biology sequence. Biology 2 serves as a pre-requisite for other upper level biology courses and/or for admission requirements for many post-graduate programs.

GENERAL COURSE TOPICS:

Biology 2 reviews biological diversity on earth, and is divided into four themes:

1. Evolution
2. Biodiversity
3. Anatomy & Physiology
4. Ecology

RESOURCES:

- **Required Text** – *Campbell Biology, 11th Edition*. Pearson Education Inc. Use of the e-text is highly advised because the e-text provides helpful videos and self-test questions.
 - **Electronic Textbook ISBN: 9780134447285**
 - **Physical Textbook ISBN: 9780134683461**
- Read the assigned chapters listed in the course schedule *before coming to the lecture!*
- Not all of the material from the text book will be covered. It is the student's responsibility to attend lecture and know what was covered and what was not.
- **Students who took BSC2010 during the Fall 2017 or the Spring 2018 semester** have free access to Campbell 11th edition e-textbook. To access this, students first need to open Chrome or Firefox internet browser then clear all cache and cookies. Next, log into BSC2011's Webcourses, click on the MyLab and Mastering tab, then click on "Open MyLab and Mastering". Follow the instructions to sign in to your Pearson account.
- **Students who did not take BSC 2010 at UCF, or who took BSC2010 at UCF prior to the Fall 2017 semester** are required to purchase a textbook. Those students can either purchase access to the Campbell Biology 11th edition e-text, or they can purchase a physical book.

WEBCOURSES:

- Although not an online course, BSC 2011 uses UCF's Webcourses for important course components such as access to course documents (e.g. copies of Powerpoint slides, syllabus), grade posting and for the required downloading of laboratory materials.
- It is the student's responsibility to ensure they have access to our Webcourses and that they routinely check materials available there.
- Students can access Webcourses through my.ucf.edu or directly through <https://webcourses.ucf.edu>, using their NID and NID password.

COMMUNICATION:

- **Contact Instructor:**
 - If your question is about *course content* from lecture or lecture *exam content*.
 - Refer to the course schedule to identify the course content/semester time each instructor teaches and send emails to the appropriate person.
- **Contact Biology 2 Course/Lab Coordinator (Ms. Yeargain):**
 - If your question is about *procedures* (e.g., grading, your grade, exam times, online resources, text book availability etc.), e-mail Ms. Yeargain. Contact Ms. Yeargain about lab *only* if your individual lab GTA has not responded to your inquiry within a reasonable amount of time.
- **Contact Graduate Teaching Assistant:**
 - If your question is about the lab, including grading, e-mail your GTA or see him/her during their office hours.

Communication Rules:

Office hours:

- Office hours are entirely walk-in and individual appointments are NOT available during the regular times.
- Any meeting *outside* of regular office hours must be scheduled in advance with the instructor through email.

Emails:

- **Email and Webcourses Messages are the only acceptable method of routine communication.**
- *Only* e-mails from your UCF's Knightsmail account or messages through Webcourses will receive replies, without exception.
- All attempts will be made to answer emails within 48 hours. If you do not receive a response after 48 hours, please re-send. We experience a very high volume of emails and occasionally some will slip through unread.
- Emails must be written in a professional manner with proper grammar.
- State in the subject line a brief description of the inquiry (e.g. Question about Exam 2 content).
- State that you are a **Biology 2 student** and include your **course section # or lecture time and sign off your email with your full name and UCF ID# or NID**. Emails that do not include this information will NOT be answered.
- **Redundant e-mails:** We will NOT reply to messages requesting information that is available on this syllabus, has been posted as an announcement in Webcourses or made during class or that can be resolved by common sense and/or using standard public or UCF information services.
- Keep in mind, Florida has a very broad open records law (F.S. 119). Emails between faculty and students may be subject to public disclosure.

Webcourse Announcements:

- Check Webcourses' Announcements regularly and/or adjust your Webcourses' settings to allow notification emails of Webcourses' Announcements. We will try not to overload students with unnecessary messages. Knowing the important information released in these announcements will be the student's responsibility.

Webcourse Discussion Boards:

- Students are able to post any course questions or concerns to peers within Webcourses' Discussions.
- Please be aware that Dr. Zhang, Ms. Yeargain and the TA's do not routinely monitor these boards. If you have a question specifically for us or do not get a peer response, please email the appropriate person directly.

Classroom Announcements:

- Important announcements will often be given at the beginning of lecture.
- It is the student’s responsibility to be present for these announcements.
- If you miss lecture, do NOT email the instructor to find out what you missed, ask a fellow student instead.

Important Information for Financial Aid Students:

- Faculty members are required to document students' academic activity at the beginning of each course for proper distribution of financial aid.
- To document that you began this course, complete the following Academic Activity by the end of the first week of classes, or as soon as possible after adding the course. Failure to do so will result in a delay in the disbursement of your financial aid.

ACADEMIC ACTIVITY: Syllabus Quiz

- Please access Webcourses and complete the 10 question Syllabus Quiz under the Quiz section.
- The due date for the quiz is **Friday, May 18th, 2018 at 5:00 PM** but it will remain open the entire semester.
- The academic activity assignment is vital for financial aid students, but EVERY student will receive **one bonus point on Exam 1** for completing the Syllabus Quiz.
- The score you receive on this syllabus quiz will NOT affect you course grade but read the syllabus and try your best to answer the questions.

LABORATORY:

- There is a REQUIRED face to face laboratory component to BSC 2011. You must attend lab on the day and time you are enrolled on your class schedule.
- All detailed information concerning the laboratory will be covered in the separate laboratory syllabus found in Webcourses.
- Please direct all lab related questions and grading to Ms. Yeargain or your GTA. Dr. Zhang can NOT answer lab content or lab logistic questions.

GRADING:

- You will receive one final course grade for BSC 2011 that combines your lecture and laboratory grades at the end of the semester.

Course Grade Breakdown:

| | | |
|------------------------|----------|-------------|
| | | Total |
| Laboratory | 20% | =20% |
| 4 Lecture Exams | 20% each | =80% |
| | | <u>100%</u> |

- At the end of the semester, your score for each of the above components will be added together and converted to a final course percentage.
- Your final course grade will be awarded using the following scale:
 - A = 90-100%
 - B = 80-89%
 - C = 70-79%
 - D = 60-69%
 - F = 59% and below
- There will be NO automatic additional curving of grades and no “extra credit” or “bonus” points awarded besides the ones earned through the Active Learning Incentive above.
- Final semester grades will NOT be rounded up. (e.g. An 89.9% will be a “B”). This is a definitive cut off and NO grades will be altered unless there is a documented error in the grade calculation that would change a student’s course letter grade.
- Students are responsible for keeping track of their own grades and identifying issues within 2 weeks of any posted grade.
 - Grades will be posted in Webcourses but are NOT to be considered official grades.
 - No grades will be given over the phone or by email according to Federal law (FERPA regulations).

- **Withdrawal Deadline: Thursday, June 7, 2018 at 11:59 PM**
 - Please refer to the Undergraduate Catalog for detailed information about the implications of the withdrawal date.
 - Students must initiate withdrawal themselves. Instructors will NOT automatically withdraw any student from the course. Late and medical withdrawals and Incompletes are granted for only very compelling and documented reasons.
- **Grade Forgiveness Deadline: Thursday, June 7, 2018 at 11:59 PM**
 - If you are re-taking this course, you must apply through MyUCF for grade forgiveness (it will NOT be automatically granted). Please refer to the Student Handbook for additional information about Grade Forgiveness.
- **Biology majors:** A grade of “C” or higher is required to advance in your Biology coursework. For other majors, please check with your major’s department for more information.

Laboratory Grade Details (20%):

- Please refer to the laboratory syllabus for all detailed information concerning the lab and lab grading.

Lecture Exam Details (20% each):

- There will be four lecture exams given over lecture/textbook content.
- Exam 1, 2, and 3 will be given during the first hour of scheduled class time on the dates indicated on the schedule.
- Please, refer to the Lecture Schedule for planned Exam Dates and do NOT plan trips or other activities on these dates.
- Exam 4 will be given on the last day of class and will NOT be a cumulative exam.

Important: No exam grades will be dropped (i.e. all exam grades count toward your course grade).

Taking Lecture Exams:

- Lecture exams will be given during your registered lecture section.
- All exams will use machine scored scantrons.
- **Scantron Policy:** You are required to supply scantrons prior to your exams.
 - **Four (4) scantrons with no markings** on them **MUST** be given to your lab teaching assistant by **Thursday, May 24, 2018**.
 - If no scantrons are submitted, all exam grades will be **reduced by 10%**.
- Exams 1-4 will begin promptly at the beginning of class and require a full hour (60 minutes). Exam 4 will be given on the last day of classes.
- **Be on time for all exams!** A late student will be allowed access to the exam only at the discretion of the instructor. No extra time be allowed for late arrivals.
- Bring to every exam:
 - #2 pencil
 - Valid UCF Student ID
 - Know your UCF ID# (PID)
- Lavatory use during an exam requires the escort of a teaching assistant if available.
- Once you begin an exam, you are not entitled to take a make-up exam if you stop for any reason.
- Scantrons will NOT be automatically returned to students. Instead, each student may request an individual scantron report from Ms. Yeargain or the instructors after grades have been posted in Webcourses and an announcement has been made.
- Exams may be reviewed with Michele Yeargain and the appropriate instructor during their office hours after you obtain your scantron report.
- Each exam must be reviewed prior to the next exam’s release date (e.g. You may review Exam 1 only during the time between when Exam 1’s grades are released and before Exam 2’s review period.).
- If a student takes a lecture exam but sees a “-1” in the Webcourses grade column for that exam, it is the student’s responsibility to meet with Ms. Yeargain in person to remedy the situation which most likely was a failure on the student’s part to encode the correct ID# or test version.

Make-Up Exams:

- For known conflicts ahead of time, you must contact Ms. Yeargain or the appropriate instructor to arrange for a make-up exam prior to the exam.

- For emergencies on the day of the exam, you must email Ms. Yeargain or the appropriate instructor **within 24 hours** of the exam date and provide written documentation as soon as possible.
 - Valid excuses must be from an appropriate authority (doctor, police, judge, UCF sporting event, military supervisor, etc.) and on letterhead with original signature and date.
 - Excuses from relatives (including relatives who are doctors, dentists, attorneys, etc.) are NOT accepted.
- **Important: Job or other work-related absences will NOT be considered a valid excuse for missing an exam.**
- The absence must have been caused by a valid emergency or circumstance as determined by the instructors including but not limited to: major illness, serious family emergency, jury duty, military obligation, observance of a religious holiday, etc. in order to warrant a makeup exam.
- If approved, make-up exams will be scheduled within one week of the exam date.
- Undocumented or unapproved absences will NOT be considered for a makeup exam. Students will receive a score of zero for an unexcused missed exam.

CLASSROOM CONDUCT:

- All students enrolled in this course agree to abide by the UCF Golden Rule
- This is a large class with inherent challenges due to its size. For the best learning environment for everyone, please:
 - Arrive and depart on time and stay for the ENTIRE lecture period.
 - No talking during class.
 - Place cell phones on vibrate.
 - Cell phones and electronic devices must be turned off and put away during lecture exams.
 - Laptop use is allowed for course related use only. The instructors reserve the right to ban ALL laptop use if students do not abide by this rule.
 - Tape recording of lectures is permitted.
 - Abusive/Offensive behavior will not be tolerated in lecture, during laboratories, and during office hours. Abusive/Offensive language in email communications will not be tolerated either. Instructors, Ms. Yeargain, teaching assistants and fellow students all need to be treated with respect.
 - This is an open, tolerant, judgement-free learning environment.
 - Disruptive behavior will not be tolerated; offenders will be removed from the lecture hall.

CLASSROOM SAFETY:

- Please be aware of the closest exit to your seat.
- Pay attention to those around you and any suspicious behavior.
- Notify the instructor immediately if you need help or see another student in distress.
- If the siren sounds, please try to remain quiet and calm so that we can hear the instructions.
- Please call 911 or UCF Police (407-823-5555) if there is an immediate threat and inform them we are in Business Administration 1 (BA1), Room 119 on UCF's campus.

ACADEMIC INTEGRITY:

- Cheating on lecture exams or laboratory assignments, or any other aspect of this course will not be tolerated.
- Cheating/Integrity issues includes but are not limited to:
 - Copying from another student's exam
 - Signing in for another student for an exam
 - Falsifying information such as notes related to absences
 - Completing another student's laboratory and/or lab quiz for them
 - Posting answers to exams or other assessments to online shared resources
 - Use or display of any electronic device during an exam
 - Any form of written information accessible by or in possession of a student during an exam
 - Disruptive/Abusive conduct
 - Aggressive behavior, stalking, harassment, bullying, etc.
 - Refusal to comply with course syllabus
- **Course/University Sanctions:**
 - Cheating during an exam:
 - *First offense:* Immediate removal from the lecture hall and a zero grade on the exam.
 - *Second offense:* Immediate removal from the lecture hall and referral to Department of Biology Conduct Committee and/or UCF Office of Student Rights and Responsibilities.

- For cheating that involves the active participation of 2 or more students (e.g. Knowingly allowing another student to copy from your exam), all parties involved will face possible disciplinary action.
- Penalties for cheating can include:
 - Reduction in points for the exam/assignment
 - A zero (failing) grade on an assignment
 - Letter grade of "F" for the course
 - Suspension or expulsion from the university
 - A "Z Designation" on a student's official transcript indicating academic dishonesty. For more information about the Z Designation, see <http://z.ucf.edu/>

ACCOMODATIONS:

UCF 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 instructors or Ms. Yeargain 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.

ACADEMIC HELP:

- Tutoring and Supplemental Instruction (SI) sessions are available through the Student Academic Resource Center (SARC).
- For more information on services provided by SARC, please visit their website at:
 - www.sarc.sdes.ucf.edu
 - SARC is located in Room 113 in Howard Phillips Hall.
- **The instructors, Ms. Yeargain, and the graduate teaching assistants are always available to answer your content questions.**
- **Please ask for help if you need it and do not wait until it is too late!**