

BSC 2010C: Honors General Biology I

Fall 2018

MWF Lecture (0203): 8:30-9:20 AM, BHC 127
Thursday Laboratory (0211): 8:30-11:20 AM, BIO 211

MWF Lecture (0204): 11:30 AM-12:20 PM, BHC 127
Tuesday Laboratory (0212): 10:00 AM-1:20 PM, BIO 211

MWF Lecture (0205): 1:30-2:20 PM, BHC 127
Thursday Laboratory (0215): 12:30-3:20 PM, BIO 211

Instructor: Dr. Christa Diercksen
Office: Biology (BIO) 201A
Email: christa.diercksen@ucf.edu

Laboratory GTA: Ms. Iris Fang; Iris.Fang@ucf.edu; Office Hours: By appointment

Dr. Diercksen's Office Hours (Held in BIO 201A except Mon afternoon):

- Monday: 10:00-11:00 AM; 12:30-1:20 PM (outside of BHC weather permitting)
- Tuesday: 8:30-10:00 AM
- Wednesday: 3:00-4:00 PM
- Or by appointment (please email request)
- Office hours are walk in and used for content questions and exam review. *Note: Other students may be present.* For meetings concerning advising or private conversations, please make an individual appointment.

Lunch with the Instructor:

- Most every week, there will a drawing of one interested student's name for "Lunch with the Instructor" to be held Friday afternoons between 12:30-1:20 PM.

Communication:

- E-mail is the fastest and best way to communicate with Dr. Diercksen.
- All attempts will be made to answer emails within a 24 hour time period, M-F and Sun. *Note: Dr. Diercksen is off line on Saturdays.*
- Faculty can ONLY communicate with students via Knightsmail or through Webcourses' messages. Students must set up a Knights account at www.knightsemail.ucf.edu and check it regularly.
- Include your course section # or lecture time and sign off the email with your full name and UCF ID#/ NID.

Course Description:

- *Credit hours:* 4
- *Course Prerequisites:* High school biology or consent of instructor
- *Purpose of the course:* BSC 2010 is for students majoring in biology, those who plan on entering health-related professions and others who require a lab based introductory biology course to complete their degree. Additionally, an introductory, general biology course is the cornerstone and prerequisite for all upper level courses in biology. BSC 2010 is also a General Education Program (GEP) course that can satisfy the Science Foundation requirement.

Course objectives:

- Introduction to biological terminology
- Introduction to the scientific process
- Application of scientific concepts to a laboratory experience
- Learning proper basic laboratory skills
- Mastery of the broad range of topics of introductory biology necessary as a foundation to more detailed study in advanced biology classes or a pre-health career
- Understanding of how basic biological principles apply to everyday life and society

General Course Topics:

- Basic organic chemistry
- Cell structure, function, reproduction and other processes
- Metabolism including details of cellular respiration and photosynthesis
- Mendelian genetics and chromosomal inheritance
- DNA and Protein Synthesis
- Control of Eukaryotic gene expression

Required books/materials:**1. Textbook and MasteringBiology:**

- **Campbell's Biology 11th ed.** is the official textbook for our course. There are many versions of Campbell's *Biology* available from various sources and students are welcome to purchase whatever option works the best for them but be aware that chapter titles and page numbers will always refer to the 11th edition.
- For our course, you **MUST** purchase *at the very least* access to MasteringBiology which is a required course graded component. Successful completion of the MasteringBiology Pre-lecture Quizzes and MasteringBiology Homework assignments as well as success on lecture exams is tied to reading the textbook as well.
- **Purchasing through Webcourses:** It is strongly recommended (for the best price) that students purchase their MasteringBiology access (and text if desired) through the MyLab and Mastering widget in our Webcourses by clicking on the **"MyLab and Mastering"** link and then **MasteringBiology Course Home**.
 - When registering through the Webcourses widget, you will come to a screen that has 4 options:
 1. Enter the code purchased from the bookstore (see below)
 2. Buy MasteringBiology access *without* the e-text
 3. Buy MasteringBiology access *with* the e-text
 4. Gain free temporary access for 14 days (*Note: Students will be required to eventually purchase MasteringBiology access to complete the full semester.*)
 - All of the options above (1-3) will give students access to the e-text for 24 months.
 - Students can also choose to buy a loose-leaf book directly from Pearson.
- **Purchasing through UCF Bookstore:** The UCF bookstore has access cards for purchasing MasteringBiology access with the e-text or loose leaf or hard copy versions of the text but your cost will be higher than purchasing through the Webcourses link. The ISBN numbers for these options in the bookstore are as follows:
 1. ISBN 9780134447285 Modified Mastering Biology with Pearson e-text -- Standalone Access Card -- for Campbell Biology, 11/e
OR
 2. ISBN 9780134683461 Campbell Biology & Modified Mastering Biology with Pearson e-text -- ValuePack Access Card, 11/e
OR
 3. ISBN 9780134724874 Campbell Biology, Books a la Carte Edition & Modified Mastering Biology with Pearson e-text -- ValuePack Access Card, 11/e

Note: Students only need ONE of these options if you choose to purchase through the bookstore.

2. Index cards: Please plan on bringing several index cards to every lecture class for possible in class activities.

3. Laboratory:

- You do NOT need to purchase a laboratory manual as all laboratory materials will be available for downloading and printing through our Webcourses.
- You do need a **3-ring binder with dividers** (1" at least) to hold your laboratory worksheets.

To Access Webcourses:

- From <https://webcourses.ucf.edu>
 - Enter NID and NID password
- For technical support, please contact Online@UCF Support. Dr. Diercksen is NOT able to provide technical support for Webcourses.
 - Visit <https://cdl.ucf.edu/support/> or call 407-823-0407 or email: webcourses@ucf.edu
- **Important: Please adjust your Webcourses' settings to allow notification of Webcourses' Announcements and /or check the Announcement section regularly.**
- A general announcement will be made in Webcourses every Saturday outlining the upcoming week's activities both in lecture and lab as well as any assessments that are due that week.

Important Information for Financial Aid Students:

- Faculty members are required to document students' academic activity at the beginning of each course in order for proper distribution of financial aid.
- In order to document that you began this course, please 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 could result in a delay in the disbursement of your financial aid.
- **Academic Activity Assignment: Syllabus Quiz**
 - Please access Webcourses and complete the quiz titled "Syllabus Quiz" under the Quiz section.
 - The official due date for the quiz is **Friday, August 24, 2018 at 5:00 PM** but it will remain open for students who are added late to complete. Students are encouraged to complete the quiz as soon as they are in our Webcourses even if it shows that the quiz is "late".
 - While the academic activity assignment is vital for financial aid students, *EVERY student will receive one bonus point on the Final Exam for completing the Syllabus Quiz.*
 - The actual score you receive on this syllabus quiz will NOT count for or against your course grade but do read the syllabus and try your best to answer the questions.

Attendance:

- While attendance for lecture days that do not involve exams is not strictly mandatory, students who regularly attend class generally have higher success rates in this course. Regardless if you are in attendance or not, you will be expected to be fully aware of any information given in lecture.
- For lecture exam days, please see the information below concerning make-up policies.
- All laboratories are mandatory. Please see the detailed information below in the laboratory grading section.

Course Grading: You will receive 1 final course grade for BSC 2010 that combining your lecture and laboratory grades.

Course Grade Breakdown: Total of 1000 points

- **Lecture: Total 750 points**
 - Lecture Exams (5) 250 pts. (50 pts. each)
 - Final Exam (1) 100 pts.
 - MasteringBiology Pre-lecture Quizzes (15) 150 pts. (10 pts each)
 - MasteringBiology Homework 85 pts.
 - "Speed Date" Genetic Disease Presentation (1) 50 pts.
 - Critical Thinking ?'s (5) 50 pts. (10 pts. each)
 - Biology in the News (1) 25 pts.
 - Reflections (4) 20 pts. (5 pts. each)
 - Organelle Presentation (1) 20 pts.
- **Laboratory: Total 250 pts.**
 - Lab Quizzes (11 labs, lowest dropped) 200 pts. (20 pts. each)
 - Other lab activities (participation, lab notebook) 50 pts.
- The final course grade will be awarded using the following scale by calculating the percentage of your total earned points during the semester out of 1000 possible points:

<u>Grade % Range</u>	<u>Grade</u>
90 - 100	A
87 - 89	B+
80 - 86	B
77 - 79	C+
70 - 76	C
67 - 69	D+
60 - 66	D
Below 60	F

- *Note: No minus grades, e.g. "A-", are given in this class.*
- Final grade percentages will be rounded up from 0.5 to the next highest whole number, e.g. An 89.6% would round to 90% and the letter grade would be an "A". An 89.4% would round to an 89% and the letter grade will be a "B+". There are NO exceptions to this rounding scheme.
- **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.

Other important grade information:

- **Withdrawal Date: Friday, October 26, 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. Dr. Diercksen 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 Date: Saturday, December 1, 2018 at 11:59 PM.**
 - Please refer to the Undergraduate Catalog for detailed information about the Grade Forgiveness process.
 - Students must apply for grade forgiveness if they are taking the course the 2nd time. The 2nd grade will NOT be awarded automatically.
- Grades will be posted in Webcourses as available but are NOT to be considered official grades at any one given moment.
- No grades will be given over the phone or by email according to Federal law (FERPA regulations).
- Except for the possible extra credit points available within the MasteringBiology Homework assignments, there are no other official extra credit opportunities.
- Grades will not be routinely curved unless warranted by Dr. Diercksen's discretion.
- Students are responsible for notifying Dr. Diercksen of any grade issues or discrepancies within 2 weeks of a grade being posted in Webcourses.

Grade Details:

Lecture Exams: 5 exams, each worth 50 pts. (total 250 pts.)

- **Five (5)** exams based on lecture material will be given throughout the semester.
- Please see the course schedule for the dates lecture exams will be given and the chapters covered on each exam. *Note: Content covered could be changed based on need; Announcements will be made if necessary.*
- Lecture exams will be a mixture of multiple choice questions as well as short answer, True/False or other written assessments.

Taking Lecture Exams:

- You **MUST** take your lecture exams with your registered section unless prior approval has been given by Dr. Dierksen.
- To bring to every exam:
 - #2 pencil
 - Valid photo ID or UCF Student Photo ID card
 - You must also know your UCF ID# (also called your PID#)
- **DO NOT** bring your own scantron to any exam. Scantrons will be provided.
- Basic calculators *may* be permitted during some exams if content appropriate.
 - Announcements will be made if calculators will be allowed.
 - There will be no loaner calculators available.
 - All programmable calculators may be checked.
 - Language translators are **NOT** permitted.
 - Use of a wireless device such as a cell phone as a calculator is **NOT** permitted.
- Students arriving late for an exam will **NOT** receive extra time and must turn in their exam at the end of the regular class period.
- Once you begin an exam, you are not entitled to take a make-up exam if you stop for any reason.

Reviewing Exams:

- Original scantrons will **NOT** be returned to students but each student will receive a printed scantron report showing what questions they missed on the exam.
- Exam keys will be posted within Webcourses so that students can compare their answers with the correct answers.
- Students are also welcome to come to office hours to discuss exams after the keys are posted.

Make-Up Exams:

- For possibly excused conflicts known ahead of time, contact Dr. Dierksen to arrange for a make-up exam if approved.
- For emergencies on exam days, please email Dr. Dierksen within 24 hours of the start of the exam and provide a written excuse within 48 hours if 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 Dr. Dierksen 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 make-up exam.
- Students who miss exams for valid and approved reasons are responsible for contacting Dr. Dierksen within 48 hours of missing the exam to arrange a time and place for the makeup exam. All attempts will be made to schedule the make-up exam as soon as possible after the missed exam on a case-by-case basis depending on the circumstances of the individual student and the reason for missing the exam.
- If a student misses an exam for an unapproved reason, it is up to Dr. Dierksen's discretion to allow a student's Final Exam grade to count for the missing exam grade (adjusted percentage wise). This is **NOT** a guaranteed action however and students are strongly advised against purposely missing a lecture exam during the semester.

Final Exam: 100 pts.

- The final exam will be given in the lecture classroom according to the UCF Final Exam Schedule for Fall 2018. Please refer to the course schedule for your section's scheduled Final Exam time.
- The final exam is required and cumulative, i.e. Covering material from ALL chapters covered during the semester.
- *Special Case:* Any student who has earned *at least* a **lecture exam point total of 240 points** from the 5 lecture exams going into the Final Exam will be exempt from taking the Final Exam.
 - For purposes of calculating their final course grade, they will be automatically awarded converted points of their lecture exam percentage for their final exam grade.
 - e.g. If a student has 244 lecture exam points from the 5 lecture exams, they will be "given" 98 points for their Final Exam grade.
 - *Note: The Final Course Grade will also include all other assessments such as the laboratory grades, MasteringBiology, critical thinking questions, etc. therefore being exempt from the Final Exam does NOT necessarily guarantee an "A" in the course.*
- **Important: Failure to take the Final Exam (unless exempt) will result in a failing grade (F) for the course.**

MasteringBiology Pre-lecture Quizzes: 15 quizzes, 10 pts each for a total of 150 pts.

- **Due Dates:** Please refer to the Course Schedule, Webcourses Calendar or MasteringBiology Calendar within Mastering
- Each chapter we cover during the course (except Chapter 18) has a required Pre-lecture Quiz to be completed within our MasteringBiology online course.
- These quizzes are to be completed BEFORE lecture on a given chapter to ensure students are reading about the material before attending lecture.
- Each quiz has **10 multiple choice questions each worth 1 pt.** for a **total of 10 pts./quiz.**
- You will have **60 minutes** to take a quiz once the quiz has been started.
- ALL of the Pre-lecture Quizzes will be open and available to complete beginning on Monday, August 20th however each chapter has a specific due date of **8:00 AM on the day lecture begins on that given chapter.** Please refer to the course schedule, Webcourses' Calendar or weekly announcements for each chapter's due date.
- Late quizzes will NOT be accepted under any circumstances.
- You are allowed to view "Hints" for the Pre-lecture Quizzes.
- You are encouraged to use the textbook and your notes to help you answer the quiz questions however each quiz is to be completed individually. It is considered a violation of UCF's Golden Rule for students to work together on the Pre-lecture Quizzes.

MasteringBiology Homework Assignments: Varying points/chapter; Total of 85 possible points

- **Due Dates:** Please refer to the Course Schedule, Webcourses Calendar or MasteringBiology Calendar within Mastering
- Each chapter (except Chapter 18) will have a variety of assigned assignments and should take you approximately 45-60 minutes to complete.
- **Types of assignments:**
 - "*Activities*" or "*Tutorials*": Each of these assignments will count as one (1) point towards your Mastering total. Their format will typically ask you to watch a short animation or video and then answers questions based on the content.
- Each Chapter's Homework will have **one optional extra credit assignment** that usually require a student to read a short online newspaper article or watch a video about a topic that concerns that chapter's content and then answer questions.
- **Grading Policy for Homework Assignments:**
 - Students will have **three (3)** attempts to answer every question. Try your best to answer the questions and refrain from random guessing.
 - Students will be penalized **10% for each missed answer** including questions in the extra credit assignments.
 - Please use hints for help. Students will NOT be penalized for using hints within MasteringBiology.

- There is no time limit to complete assignments once they are started so take your time answering the questions, using the textbook and your notes as well as the animations within Mastering to help you.
- Students will be able to view their cumulative point totals within MasteringBiology as well as in Webcourses throughout the semester.
- **Important: Each chapter and all of that chapter's assignments will have a scheduled due date by when you must complete the assignments to gain credit.**
 - After a particular chapter's due date, you will lose **10% of the point value** for those assignments for every day (24 hours) the assignments are late.
 - Assignments will still be accessible after due dates for the full semester for continued review by students to help study for lecture exams and the Final Exam *but students can not earn full points after the individual due date for a particular chapter has passed.*
 - Chapters and their assignments will open on a rolling basis and **remain open for approximately 2 weeks** as we move through the semester. Assignments for upcoming chapters will become available on Monday mornings and **all due dates will be at 11:59 PM on Fridays.** *Note: There will occasionally be more than one chapter's assignments due in a particular week.*
 - Students are responsible for keeping track of the MasteringBiology assignments and their due dates. Please refer to the course schedule for due dates, view the course calendar within MasteringBiology and pay attention to alerts in your Webcourses dashboard.
 - Assignment due dates will NOT be adjusted for individual students and assignments will NOT be re-opened for students who did not have earlier access when assignments were due.

For all MasteringBiology Work:

- **Registering for our MasteringBiology Course:**
 - **Students MUST register for our MasteringBiology course through our Webcourses.**
 - When registering, you will either enter the access code you have purchased from the UCF bookstore or you can purchase the access from Pearson directly (with or without the e-text)
 - *Note: You do NOT need a specific Course Code for our course.* If you encounter a screen asking for a specific instructor's code during registration, it is recommended you clear your browser's cache and cookies, re-start your browser and try again.
 - Additionally, MasteringBiology requires that you *disable any pop up blockers* in your browser. You may encounter difficulty even entering the Mastering course from within Webcourses if your pop up blockers are on.
- **Access to Pre-lecture Quizzes and Homework:** You may enter any MasteringBiology Pre-lecture Quiz or Homework assignment through Webcourses' Assignments directly. Additionally, you can enter the entire Mastering course through the MyLab and Mastering link within Webcourses, and then navigate to "All Assignments" and complete the work.
- It is **STRONGLY** recommended students do not wait until the last minute to do the pre-lecture quizzes or homework assignments.
 - Please plan for the inevitable internet connection issue or other technical difficulties.
 - There will be **NO** allowances for missing quizzes or assignments' due dates because of computer issues.

Additional MasteringBiology Resources:

- **Introduction to MasteringBiology:** There is an *optional, no credit* "Introduction to MasteringBiology" assignment that is open the entire semester for students to practice using MasteringBiology. You are encouraged to do this assignment first to familiarize yourself with how to answer MasteringBiology questions and to check to see if your computer has met the proper technical requirements for MasteringBiology.
- **Dynamic Study Modules:** Each chapter (except Chapter 18) has an *optional, no credit* "Dynamic Study Module". These modules will be available the entire semester and have no due date.
 - Modules can be found under the "All Assignments" list.
 - Each module will ask you a series of questions about a chapter's content and you can judge how confident you are in the material as you answer.
 - Based on your answers, the module will direct you to additional information to ensure mastery of particular concepts.

- These modules are an excellent way to honestly gauge your grasp of a chapter's content and are strongly encouraged to aid studying.
- **Study Area:** Additionally, MasteringBiology has many other optional helpful learning and study tools under the "Study Area" such as practice tests, animations and more.

"Speed Date" Genetic Disease Presentation: 50 pts.

- **Due Date: Monday, November 26th at 11:59 PM** (submitted to the appropriate Webcourses Assignment)
 - Late submissions will be **penalized 20% of the assignment's point value (10 points) each day late.**
 - Students will also present their disease to other students during lab the week of November 26th.
- Each student will be randomly assigned one genetic disease to research
- Detailed information about the assignment and grading rubric will be discussed in class and in a separate document found in Webcourses.

Critical Thinking Questions: Five (5) questions each worth 10 pts. for a total of 50 pts.

- **Due Dates:** Please refer to the Course Schedule or Webcourses Calendar for each question's due date.
 - Late submissions will be **penalized 20% of the assignment's point value (2 points) each day late.**
- Questions will be submitted within the appropriate Webcourses' assignment either by attachment of a Word doc or pdf or by direct text input.
- Each question is worth 10 points and will be graded based on depth of completion and accuracy although thoughtfulness and creativity for some questions will also be assessed. Some questions do not necessarily have a "right or wrong" answer but how well statements are supported will be considered when grading.
- There is no exact word length requirement for answers but students should limit their answers to under 500 words.
- Be aware student answers will be analyzed using *Turn It In* and students may be penalized (e.g. loss of points for assignment and/or further disciplinary action) if sufficient plagiarism from other students or other sources is documented. If you do use outside sources to support your answers, please credit them appropriately.

Biology in the News: 15 pts.

- **Due date: Monday, October 22nd at 11:59 PM.**
 - Late submissions will be **penalized 20% of the assignment's point value (3 points) each day late.**
- Each student will be required to submit a written summary of a current science news story that involves a topic we cover in class. More information and the rubric for this assignment will be given in class and in a separate document.
- The assignment will be submitted within the appropriate Webcourses' assignment either by attachment of a Word doc or pdf or by direct text input.

Reflections: 4 Reflections worth 5 pts. each for a total of 20 pts.

- **Due Dates:** Please refer to the Course Schedule or Webcourses Calendar for each Reflection's due date.
 - Late submissions will be **penalized 20% of the assignment's point value (1 pt. each) each day late.**
- The concept of "Reflections" in education is based on the premise that learning and understanding can be furthered when students are able to have a personal relationship with the material. In particular, reflection enables students to see how the course content fits into a larger purpose and thus potentially allows to students to remember and truly master the material.
- The assignment will be submitted within the appropriate Webcourses' assignment either by attachment of a Word doc or pdf or by direct text input.
- More information about what to include in Reflections can be found within the Assignment information.
- Due to the personal nature of Reflections, assessment will be based not on a "right" or "wrong" response but depth of thought in your Reflection will be assessed.

Organelle Presentation: 20 pts.

- **Due date: Wednesday, September 12th at 11:59 PM** (submitted to the appropriate Webcourses Assignment)
 - Late submissions will be **penalized 20% of the assignment's point value (4 points) each day late.**
 - Students will also present their organelle to other students during lecture on either Friday, September 14th or Monday, September 17th. You should be prepared to present either day.
- Each student will be randomly assigned one organelle to present.
- Detailed information about the assignment and grading rubric will be discussed in class and in a separate document found in Webcourses.

Laboratory: 250 points (25% of course grade)

- The Honors BSC 2010 lab is a **required face-to-face laboratory** which meets weekly in **BIO 211**. Students are required to attend ALL laboratory sessions.
- Students **MUST** complete their lab in their scheduled lab section unless authorized by Dr. Diercksen (i.e. No switching lab times!).
- Generally, labs can not be made up. If you miss a lab for a valid, documented reason (please refer to section above on missing lecture exams), you must contact Dr. Diercksen within 24 hours of missing the lab. It will be up to Dr. Diercksen's discretion on how to handle the missed lab.
- Students are required to be on time to lab. Attendance will be taken at the beginning of lab and students must remain in the lab the entire time until Dr. Diercksen authorizes students to leave if they have completed their lab. Students leaving the lab without permission will be counted as absent for the lab.
- If you are more than 15 minutes late to lab, you will not be permitted into the laboratory room and it will be marked as an unexcused absence.
- If you arrive late but before the quizzes have been collected, you only have the remaining time left to complete the quiz.
- Students are responsible for downloading the laboratory materials found in Webcourses before each lab. There will be **NO** extra lab sheets available and each student is required to have their own lab worksheet

Lab Safety:

- It is advisable to wear old clothes to lab as you will be working with materials that can stain.
- **You must wear closed-toe shoes and long pants/skirt.** If students are not dressed appropriately, they will be asked to leave and will be given an unexcused absence (the student will not be allowed to take the quiz at the start of lab).
- No smoking, eating or drinking is permitted in the laboratory. All drinks and food must be discarded before coming into the laboratory or placed in your bag. They are not to be opened, consumed, or out on the table at any time during the lab.

Lab Grade:

- **Laboratory Quizzes (10 count for a total of 200 pts):** Each lab (11 labs) will have a **10 question quiz worth 20 pts.** given at the **beginning** of the lab and will have two parts:
 - 10 points will cover the background material that you will be working on that day in lab therefore please read labs *before* coming to lab that day
 - 10 points will cover material from the previous lab so you should also review the results of last week's lab and overall significance of them
 - The lowest of your 11 Lab Quiz grades will be dropped. If you have an unexcused lab absence, you will receive a zero (0) on that lab quiz and this will be your automatically dropped lab quiz grade.
- **Important: Students are allowed only ONE (1) unexcused absence. Missing more than one unexcused lab will result in forfeiting the lab quiz grade of the missed lab and a 10% reduction of your entire lab portion grade for the semester for each missed unexcused lab.**
 - e.g. You miss 2 labs for unexcused reasons. You will receive zero points for the missed lab quizzes but the first missed lab quiz's zero will be dropped from your lab grade. The second missed lab quiz's zero will remain in your grade calculation. If at the end of the semester, you have a total of 200 lab points, your lab grade will be lowered by 20 points with the 10% penalty.

- **Other Lab Activities (50 pts):**
 - These points will be awarded for lab participation (following directions, good lab citizenship, etc.), your lab notebook (which will be inspected at the end of the semester) and other written assessments/reflections as assigned.

Classroom Conduct: By enrolling at UCF, all students have agreed to abide by the Golden Rule. Please become familiar with this document at: <http://www.goldenrule.sdes.ucf.edu>

- Arrive and depart on time
- No talking during class
- Place cell phones on vibrate
- Laptop use is allowed for course related use only. Dr. Diercksen reserves the right to ban ALL laptop use if students do not abide by this rule.
- Tape recording of lectures is permitted.
- All materials, including notes, Power Point slides, tests, labs, lab questions, and practice questions are copyrighted by Dr. Christa Diercksen and Pearson Benjamin/Cummings 2016.

Campus and Classroom Safety:

- Please call 911 or UCF Police (**407-823-5555**) if there is an emergency or immediate threat and inform them we are in the **Burnett Honors College Building, Room 127 on UCF's campus** or if in lab, that we are in the **Biology Building, Room 211.**
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert", fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- If an alert goes out, please notify Dr. Diercksen if she is not aware of the notice.
- Be aware of the Emergency Procedure Guide that is posted near the classroom door.
- Be aware of the closest exit to your seat.
- Familiarize yourself with the evacuation route from the classroom and building.
- Please be aware of the location of First Aid material and Automatic External Defibrillators (AED's). To learn where AED's are located on campus, see <http://www.ehs.ucf.edu/AEDlocations-UCF>.
- Notify Dr. Diercksen if you need help or see another student in distress.
- Pay attention to those around you and any suspicious behavior.
- Consider viewing this video (<https://youtu.be/NIKYajEx4pk>) about how to manage an active shooter situation on campus or elsewhere.

Academic Integrity:

- Students should be familiar with the information in UCF's Student Handbook, *The Golden Rule*, <http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>
- Cheating on lecture exams, lab 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
 - Falsifying information such as notes related to absences
 - Completing another student's laboratory and/or lab quiz for them
 - Completing another student's MasteringBiology assignments for them
 - Posting answers to exams or other assessments and material such as Dr. Diercksen's study guides to online shared resources including but not limited to Group Me app, Quizlet, Course Hero, etc.
 - 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
 - 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 exam and a zero grade on the exam.
 - *Second offense:* Immediate removal from the exam 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 and Academic Integrity, see <http://osc.sdes.ucf.edu/process/roc>

Disability Access Statement: The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities.

- Students who need accommodations must be registered with Student Accessibility Services (SAS), Ferrell Commons, 7F, Room 185, phone (407) 823-2371 (407) 823-2116; <http://sas.sdes.ucf.edu/>
- Students are encouraged to meet with Dr. Diercksen if they are unsure about their need for accommodations in this course, both in lecture and the laboratory.

Academic Help:

- While Honors Biology I does not have an official Supplemental Instructor (SI) through the Student Academic Resource Center (SARC), students in honors section may attend the larger Biology I SI sessions if they wish. Information will be provided for when the sessions are held. Keep in mind, SI sessions are matched specifically to individual instructors when attending these sessions.
- SARC also has dedicated Biology I general tutors available for walk in tutoring sessions.
- 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.
- Please ask for help if you need it and don't wait until it's too late!

Other Help: 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 your UCF community and UCF resources!