

**\*\***Note that this is cut/paste from the lecture syllabus in Webcourses. Formatting remains in Webcourses format; links are not active.**\*\***

## **BSC 2011: General Biology II**

Section 0003 12:30 - 1:20 pm in CB2, 101

Department of Biology, College of Sciences

4 credit hours

### **Instructor Information**

- Instructor: K. Michele Yeargain
- Office Location: Bio 201B
- Office Hours
  - Monday 2 - 3 pm
  - Tuesday 12:30 - 2:30 pm
  - Wednesday 1:30 - 2:30 pm
  - Friday 10:30 - 11:30 am
  - and by appointment
- Email: michele.yeargain@ucf.edu

### **Contact Information**

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

### **Supplemental Instruction (SI) Leader**

- Savannah Redfern

## Course Information

- Term: Spring 2020
- Course Number & Section: BSC2011.003
- Course Name: General Biology
- Credit Hours: 4 credit hours
- Course Modality: Face-to-face
- Class Meeting Days: Monday, Wednesday, Friday
- Class Meeting Time: 12:30 - 1:20 pm
- Class Location: Classroom Building 2 (CB2) 101

## Enrollment Requirements

Course Prerequisites (if applicable): "C" or better in BSC2010 or equivalent

Course Co-requisites (if applicable): None

## Course Description

BSC 2011C (Biology II) is the second of a two-semester general biology sequence and a continuation of BSC 2010C (Biology I). Biology II serves as a pre-requisite for other, upper-level biology courses and/or as an admission requirement for many post-graduate programs.

The course discusses organismal anatomy and physiology as it relates to biodiversity, ecology and evolution. The course places an emphasis on problem-solving, analysis, synthesis of information, and applying data effectively as it relates to the course content and biological concepts discussed. To achieve this level of learning, in addition to interactive face-to-face lectures, BSC 2011C makes use of online pre- and post-lecture assignments and quizzes to help learn content and to prepare students for in-class active learning assignments that all focus on developing and testing problem solving and information synthesis skills.

## Course Materials and Resources

### Required Materials/Resources

- - You may also use a used or borrowed iClicker2 remote but you must register the clicker for our course.
  - If you wish to only use your own device with the iClicker REEF app, you can purchase subscriptions of varying lengths from within the app. The iClicker REEF app is available for both iOS and Android.

- **Do I need a password?** No, because you log into Webcourses, you will never access Expert TA directly from our login page, as your password is handled and managed via Webcourses at all times.
- **Can I study from previously taken assignments?** Yes, if you want to visit Expert TA for additional practice, or to study, then you can go into the system from an older assignment, and then navigate manually outside of the take assignment area to the Class Management page, which is your dashboard. All assignments used with Webcourses are shown here. Completed sets can be opened back up by clicking the assignment name and choosing View Detailed Grade Report.
- **What are the Hints and Feedback in Expert TA assignments?** Hints and Feedback are provided throughout the term while taking assignments. Hints are generalized tips, whereas feedback is a meaningful response based on your most recent incorrect answer.
- **Is there an ExpertTA Tutorial available?** Yes, tutorial problems are available in the “Student Practice Area” below the Class Menu window.
- **What do I do when ExpertTA does not work properly?**
  - Go to the Student Support Link: <http://theexpertta.com/support/student-support> (Links to an external site.)
  - **Or contact student support 24x7 through email** [main@theexpertta.com](mailto:main@theexpertta.com) or call 877-572-0734. Additionally, REEF only accounts can access polling through a browser using your smartphones, tablets or laptops.
    - [Online web view, \(Links to an external site.\)](#) for free -- the responsive design works on any device.
    - [Download the PDF \(Links to an external site.\)](#) for free -- it is recommended that you download the PDF in case of technical issues with the publisher website.
    - [Purchase the book on iBooks \(Links to an external site.\)](#) at a relatively low cost.
    - [Purchase a print version \(Links to an external site.\)](#) at a relatively low cost via the campus bookstore or from OpenStax on Amazon.com.

The required textbook for this course [OpenStax Biology 2e \(Links to an external site.\)](#) is available for **free** online.

Print ISBN 1947172514

Digital ISBN 1947172522

[www.openstax.org/details/books/biology-2e](http://www.openstax.org/details/books/biology-2e) (Links to an external site.)

Since this textbook is an Open Educational Resource (OER), specific modules of the text, relevant to this course, have also been integrated into Webcourses Pages and Modules. **Students are highly encouraged to utilize this curated version of the online**

**text in order to focus on the necessary content in an efficient manner.**

Students can also access the full text book in one of the following ways:

- **Online Learning Assignments Platform: Expert TA**
- The required assignments platform for this course is Expert TA. Studies show that we retain more information when concepts are brought to life with educational exercises that are more interactive. To achieve this goal during the online assignments portion of this course, BSC 2011C makes use of Expert TA Enhanced Biology, which integrates portions of the required textbook OpenStax Biology 2e for reference and better learning.
- **Expert TA Registration:**
- To register and start using Expert TA for this course, please, follow these instructions:
  - **From inside of Webcourses, go to an available assignment and open it.** *This action brings you directly to the take assignment page. Before you are able to work problems, you must make a payment selection.*
  - **Check-out.** You will not be able to do assignments until you complete the payment process. - *You will need to click on the check box to confirm that you are purchasing access for the class listed. After you have clicked the check box, you will choose your method of payment.*
    - Payment with a Credit Card - If you are using a credit card to pay now, click “Credit Card”. After clicking “Credit Card” you will be redirected from our site to Authorize.net - Authorize.net is an industry leader in secure payments. Enter your credit card information. Note: Pay careful attention when entering information into each field, including the street address and CVV code boxes.
    - The option for a free Trial will allow you to delay your payment for exactly two weeks. If the trial is chosen, you will be able to do assignments immediately, and asked to make your payment with a credit card after the 14-day trial period has ended.
  - **Registration is Complete and you are done!** Once a credit card payment has been made, or another payment option or free trial was chosen, you can begin using Expert TA. You will be directed back into the assignment to begin your work.

*As you work problems, your scores are ported back over to Webcourses within a few minutes at a time.*

- **Verify your email.** You will see information at the top of the page each time you are redirected from Webcourses into Expert TA, including the email address our system captured for you. This is your username and how you are identified in the Expert TA system. **The email associated with your Expert TA and Webcourses account must match for your grades to sync automatically!**

#### FAQs:

- **Do I need a password?** No, because you log into Webcourses, you will never access Expert TA directly from our login page, as your password is handled and managed via Webcourses at all times.
- **Can I study from previously taken assignments?** Yes, if you want to visit Expert TA for additional practice, or to study, then you can go into the system from an older assignment, and then navigate manually outside of the take assignment area to the Class Management page, which is your dashboard. All assignments used with Webcourses are shown here. Completed sets can be opened back up by clicking the assignment name and choosing View Detailed Grade Report.
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- **Is there an ExpertTA Tutorial available?** Yes, tutorial problems are available in the “Student Practice Area” below the Class Menu window.
- **What do I do when ExpertTA does not work properly?**
  - Go to the Student Support Link:  
<http://theexpertta.com/support/student-support> (Links to an external site.)
  - **Or contact student support 24x7 through** email main@theexpertta.com or call 877-572-0734.

#### ○ **Classroom Response System: iClicker**

The required classroom response system for this course is [iClicker \(Links to an external site.\)](#) to facilitate a more interactive classroom and, therefore, a more effective learning environment. You can earn clicker points during the face-to-face lectures and the active learning sessions.

You will need at least one iClicker option to use for earning clicker points during face-to-face sessions, but there are several choices so you may choose which you prefer in format and price:

1. **iClicker2:** Physical remote that must be brought to each class.
2. **iClicker REEF access:** Paid app which can be used by a WIFI enabled smartphone, laptop or tablet.

Either the physical clicker or the REEF app will work for this course. You can obtain iClicker options in one of the following ways:

- UCF Bookstore Option:
  - iClicker2: ISBN 9781319149581
  - 
  - The bookstore may also have codes of varying lengths for REEF subscriptions for purchase.

### **iClicker Registration:**

You must register your physical iClickers or join the correct course in the REEF app to ensure proper credit of clicker points.

- *For physical clickers:*
  - Within our Webcourses, click on the iClicker tab on the course menu options.
  - Enter your iClicker remote's 8 character remote ID in the box. This ID can be found typically on a sticker on the back of your remote. For iClicker2 remotes, it will also show in the small LCD window for several seconds when you turn on your clicker.
  - Enter your Knightsmail in the email box.
  - Click "Register"

If you lose your iClicker and purchase, rent or borrow a new iClicker, you must register the new clicker for our course AND notify the instructor or you may not receive credit for any points with the new clicker.

Use the default **frequency of AA** for our class unless you are told otherwise.

- *For the REEF app:*
  - If you are new to REEF, create a REEF account. If you have used REEF before, log in with your credentials.
  - **Important:** You must use your **UCF NID** and **name that matches the UCF class roster** (i.e. What you use for the UCF registrar) and your **Knightsmail** account when you sign up for a REEF account
  - If you have not pre-purchased a REEF subscription code, you must purchase a REEF subscription within the app.
  - Use the "Add a Course" button and find University of Central Florida. Search for Biology II and add the appropriate course for your lecture section:
    - **Biology II: 12:30 Lecture (Yeargain)**

- Webcourses will be used for class related material and communication including but not limited to:
  - Lecture and Laboratory Syllabi
  - Chapter Modules
  - PowerPoints of lecture
  - Exam review material
  - Chapter Homework
  - Announcements
    - To ensure that you receive important announcements, you are required to have your announcements setting turned on. You are responsible for information sent to students via Webcourses Announcements.
  - Grades for all course components

## **Student Learning Outcomes**

- Given terms and facts pertaining to evolution, biodiversity, physiology, and ecology, students will be able to classify them correctly.
- Given biological examples, students will be able to correctly differentiate how they relate to evolutionary concepts and theories.
- Given phylogenetic relationships, students will be able to correctly interpret the level of organisms' relatedness.
- Given organismal features, students will be able to correctly reconstruct phylogenetic classifications.
- Given real biological observations, students will be able to correctly implement the concepts of evolution and biodiversity.
- Given the descriptive characteristics of animals, students will be able to correctly identify distinguishing features of animals in general as well as key features of major animal divisions from simple invertebrates through advanced vertebrates.
- Given structural and physiological descriptions, students will gain a basic understanding of the function of animal body systems and how they work together in a complex animal.
- Given the characteristics of a given ecosystem, students will be able to make connections between biotic and abiotic factors and understand how organisms are linked to their environment as well as each other through trophic level interactions.

## **Course Activities**

- Pre-lecture readings and pre-lecture quizzes
- iClicker for in-class polling
- Active Learning
- Weekly content quizzes
- 5 Lecture exams
- Final exam
- Laboratory
- Students are required to have regular access to the internet and plan on logging into the course at least three times each week.

- Students will spend approximately 2 hours in the laboratory portion of this course
- Students should plan to spend at least six hours each week reading and learning the concepts of this course.
- Extra credit opportunities will be provided at the discretion of the instructor

### **Attendance Verification for Financial Aid Students**

- Faculty are required to document student attendance/participation in this course so that financial aid monies are disbursed appropriately and in a timely manner.
- To document your attendance and participation in this course you are required to complete the Attendance Activity Quiz in Webcourses no later than Friday, January 10<sup>th</sup>.
  - Failure to complete this quiz will result in the delay of your financial aid funds
  - This quiz is related to the lecture syllabus. Your score on this quiz will not count towards your grade in this course
  - Students who complete this quiz by 11:59 pm on January 10<sup>th</sup> will receive 1 bonus raw point towards exam 1

### **Course Activity Details**

#### **Lecture Exams Details (40% of semester grade)**

- Five multiple choice exams will be given throughout the semester
  - **The lowest scoring exam will be dropped**
  - The four highest scoring exams are worth 10% each
  - Exams are scheduled on the following dates:
    - Exam 1: Wednesday, January 29
    - Exam 2: Monday, February 10
    - Exam 3: Wednesday, February 26
    - Exam 4: Wednesday, March 25
    - Exam 5: Monday, April 13
  - Exam content is based on material covered in lecture.
- Exam Protocol
  - Exams will start promptly at 12:30 pm
    - Any students arriving late to the exam must complete the exam in the time remaining
  - Students must take lecture exams in the lecture section in which they are enrolled
    - Failure to take the exam in the correct lecture section will result in a zero (0) grade for the exam
  - Students must bubble their correct UCF ID number and exam version on their scantron
    - Failure to correctly bubble either of these identifiers will result in an exam penalty of 1 raw point
  - Scantrons will be used to score all exams
  - Students must submit 6 raspberry scantrons, with no markings on them, to your laboratory TA no later than Friday, January 31st



- If no scantrons are submitted, your Exam 1 grade will be **reduced by 3 raw points**. Until you turn your scantrons in, each successive exam will have their point value permanently reduced in the following manner: Exam 2, reduced 6 raw points; Exam 3, reduced by 9 raw points; Exam 4, reduced by 12 raw points; Exam 5, reduced by 15 raw points.
- Students must bring a #2 pencil and their UCF ID card to each lecture exam
- The following are prohibited during all exams:
  - Calculators
  - Cell phones
  - Headphones, ear buds, other listening devices
  - Smart watches
- Restroom breaks are not permitted during an exam – plan accordingly!
- Cheating is obviously not permitted. This is discussed in detail in the section titled “Course Sanctions.”

### **Laboratory Grade Details (25% of semester grade)**

- There is a REQUIRED face to face laboratory component to BSC 2011C. 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 your laboratory section's Webcourses.
- Please direct all lab-related questions and grading to Mr. Hart or your GTA. Drs. de Bekker and Diercksen can NOT answer lab content or lab logistic questions.

### **iClicker Participation (5% of semester grade)**

- iClicker is an in-class response system using your phone (with REEF subscription) or a physical iClicker device
- iClicker responses are scored as 25% for participation and 75% for correctness
- January 8 and 10 will be “practice days” and will not count towards your overall semester grade
  - Check Webcourses for iClicker points and email the instructor if there is a problem
- The official start date for iClicker points is Monday, January 13
- The 6 lowest iClicker points will be dropped to account for absences, technical difficulties, etc.
  - There will be no excused absences for Learning Catalytics
  - Absences extending longer than 6 dropped days (approximately 2 weeks) will be considered on a case-by-case basis with approved documentation provided within 48 hours of the missed lecture
- You are responsible for bringing your iClicker or phone with REEF subscription) to lecture each day
- There is no alternative method to iClicker
- Grade concerns must be remedied within two weeks of scores being posted on Webcourses.
  - Failure to remedy any errors will result in forfeiture of grade correction

- If you purchase/register Learning Catalytics late, you forfeit all points prior to your purchase/registration date. If you register late, for any reason, you cannot “get back” the points you lost. There are no exceptions to this policy!

### **Active Learning (5% of semester grade)**

- - Will use iClicker in-class polling system
  - Questions related to Active Learning activity
  - Assignments are not timed but must be completed in lecture
  - The lowest scoring assignment will be dropped
  - See Course Schedule for Active Learning Dates

### **Pre-Lecture Questions: Expert TA (5% of semester grade)**

- To facilitate more effective learning in the classroom and help you better prepare for the Lecture Exams, we ask of you to come to the lectures prepared. by:
  - **Reading the assigned Chapter sections for that day’s lecture BEFORE coming to class**
  - **Answer the questions in the Pre-Lecture Questions BEFORE coming to class**
- The Pre-Lecture Questions in the Webcourses Assignments section automatically links to The Online Platform Expert TA.
- **Pre-Lecture Questions are due at 12:30 pm on the day of the lecture that discusses the related content.**
- The number of attempts it takes you to answer all questions correctly will NOT affect your course grade. However, read the required text and try your best to answer the questions! These assignments are only useful to you when you take them seriously and use them as an opportunity to study.
- The maximum score you can receive on each assignment is 100% if you answer all questions correctly and submit BEFORE the due date and time .
- The maximum score you can receive on each assignment is 50% if you answer all questions correctly and submit AFTER the due date and time.
  - must be completed prior to the exam on associated material
- **Important: There are NO makeups or excused absences for missed Pre-Lecture Questions** (unless a student can provide documentation affecting them longer than 1 week, e.g. extended hospitalization, sequestered jury duty, etc. that prevented computer access).
- Technical or internet difficulties will NOT be accepted as an excuse for missing Assignments.
- Students are responsible for knowing the assignment due dates which can be found on Webcourses.

### **Weekly Post-Lecture Quizzes (10% of semester grade)**

- There will be nine (8) online quizzes given through Webcourses, one per week except for the first week of the semester and any week an exam is being given.

- Each quiz will consist of 10 multiple choice questions based on course content.
- These quizzes are intended to help you learn along the way. The quizzes are open-book and un-timed but you only have **ONE (1)** attempt to take the quiz.
- Your **lowest (1) quiz grade will be dropped** from your final grade.
- Quizzes will be available to students for one week, opening at 1:30 pm **on Fridays** and closing at **11:59PM the following Friday**.
- **Important: There are NO makeups or excused absences for missed quizzes** (unless a student can provide documentation affecting them longer than 1 week, e.g. extended hospitalization, sequestered jury duty, etc. that prevented computer access).
- If you miss taking a quiz, you will receive a zero (0) for that quiz's grade. Therefore, do NOT wait until the last minute to take the quiz.
- Technical or internet difficulties will NOT be accepted as an excuse for missing quizzes.
- Students are responsible for knowing the quiz due dates which can be found on Webcourses.

### **Final Exam Details (10% of semester grade)**

- The final exam is on Friday, April 24, 10 am - 12:50 pm in CB2, 101 (our regular lecture hall)
  - There are no alternative final exam times
  - Missing the final exam due to oversleeping, not being aware of the day/time, etc. will result in a zero score.
- The final exam begins promptly at the scheduled start time
  - Students arriving late must complete the exam in the time remaining
  - Students who miss their final exam time for unexcused reasons are not guaranteed a make-up opportunity. If such an opportunity is provided, the final exam score will be penalized 10%.
- The final exam will be cumulative
- The final exam is required and cannot be dropped

### **Make-up Exams and Assignments**

There are no excused absences for iClickers, pre-quizzes, or post-quizzes. The lowest six (6) iClicker scores, the lowest three (3) pre-lecture quizzes, and the lowest one (1) Chapter Homework will be dropped to account for absences, technical difficulties, etc. Pre- and Post-quizzes are open for one week and are completed online, for this reason there is no need for an absence policy.

If an exam is missed due to an official, documented, University-approved absence, a make-up exam will be permitted.

- Excused absences include but are not limited to: illness, jury duty, court dates, severe family emergencies, UCF Athletics program travel, military service, etc.

- **Documentation for excused absences must be submitted within 48 hours** of the exam date and must be from an official authority (doctor, judge, etc.)
  - Absences extending longer than 48 hours past the exam date must be submitted within 48 hours of the date on the excuse documentation
  - Excuses/Documentation will not be accepted after this time
- Excuses will not be accepted from family members, even if they are doctors, nurses, police officers, etc.
- Unexcused absences will result in a zero grade for the missed exam
  - The first unexcused exam absence will be dropped as the lowest scoring exam
  - Any additional zero exam grades due to unexcused absences will count towards the final semester grade
- Known conflicts with exam dates must be discussed with the instructor no less than one week prior to the exam date. Documentation must also be provided no less than one week prior to the exam date.
  - Known conflicts include, but are not limited to: military duty, UCF Athletic travel, court date, etc.
- Unexpected last minutes absences on the day of an exam, you must contact the instructor within 24 hours of the exam. Documentation must be provided within 48 hours of the exam date (or within 48 hours of the date on the excuse documentation).
- If approved, make-up exams must be scheduled within 1.5 weeks of the exam date.
  - Make-up exams will be held in BIO 104
    - Monday 8 am - 10 am
    - Thursday 8 am - 10 am
  - If you miss your scheduled make-up exam you will receive a zero for the exam.

## **Exam Review**

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

## **Important Grade Information**

- Withdrawal for Spring 2020 is Friday, March 20, at 11:59 pm.
  - Students must initiate this withdrawal process
  - Refer to the Undergraduate Catalog or contact the Registrar for detailed information
- Grade Forgiveness deadline for Spring 2020 is Monday, April 20

- Grade Forgiveness is not automatically granted for repeating students through myUCF
- In compliance with FERPA, no grades will be given via email or phone
  - Students wishing to discuss their grades must do so in person and present their UCF ID card
  - Grades will not be discussed with any individual (even parents) other than the student
- For Biology majors, a grade of “C” or higher is required to matriculate to the next Department of Biology course
  - Non-majors must check with their individual departments for requirements

## Academic Assistance

- The instructor is available during office hours and by appointment to answer your questions about the content of this course
- Tutoring and Supplemental Instruction (SI) sessions are available through the Student Academic Resource Center (SARC).
  - SARC is located in Trevor Colbourn Hall, room 117
  - SI meeting times and locations will be announced in lecture and posted in Webcourses
- If you need help with content, are not performing well on exams, etc., please do not wait until the day before the final exam to seek help! If you need help, ask for it – from the beginning of the semester!

## Assessment and Grading Procedures

Assignment	Percentage of Grade
iClicker	5%
Active Learning	5%
Pre-lecture Quizzes	5%
Weekly Post-quizzes	10%
Four highest scoring exams (10% each)	40%
Final Exam	10%
Laboratory	25%
Total	100%

Letter Grade	Percent
A	90-100
B	80-89
C	70-79
D	60-69

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

## Course Schedule

[Spring 2020 Course Schedule](#)

## Policy Statements

### Academic Integrity

Students should familiarize themselves with [UCF’s Rules of Conduct](#). According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

- *Unauthorized assistance*: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- *Communication to another through written, visual, electronic, or oral means*: The presentation of material which has not been studied or learned, but rather was obtained through someone else’s efforts and used as part of an examination, course assignment, or project.
- *Commercial Use of Academic Material*: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor’s PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- *Falsifying or misrepresenting* the student’s own academic work.
- *Plagiarism*: Using or appropriating another’s work without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.
- *Multiple Submissions*: Submitting the same academic work for credit more than once without the express written permission of the instructor.
- *Helping another violate* academic behavior standards.

For more information about Academic Integrity, students may consult [The Center for Academic Integrity](#).

For more information about plagiarism and misuse of sources, see “[Defining and Avoiding Plagiarism: The WPA Statement on Best Practices](#)”.

## **Responses to Academic Dishonesty, Plagiarism, or Cheating**

### **Classroom Conduct**

- All students enrolled in this course agree to abide by the UCF Golden Rule
  - As this is an M course, refer specifically to the online conduct portions as they relate to our virtual laboratory and online lecture content
- Arrive on time and stay for the entire class
  - If you must arrive late or leave early, sit towards the rear of the room
- No talking during the lecture
- Cell phones and electronic devices must be turned off and put away during lecture exams
- Use of cell phones and electronic devices during regular lectures is limited to note-taking and Learning Catalytics responses only.
  - Computers will be banned from the lecture hall if students do not abide by this rule
- Disruptive behavior will not be tolerated; offenders will be removed from the lecture hall.
- Academic Dishonesty devalues this course, the Department of Biology, and the prestige of your UCF degree and, as such, will not be tolerated.
  - This includes but is not limited to: cheating on any coursework, copying exams, posting questions/answers in any public or private forum, false impersonation of students, etc.
- Abusive/Offensive behavior will not be tolerated in lecture (to the instructor or the lecture assistant) or on the virtual laboratory campus (to the instructor, the Teaching Assistants (TAs) or CNDG staff)
  - This is an open, tolerant, judgement-free learning environment
  - There are NO exceptions!
- All course material is copyrighted to Ms. Michele Yeargain, Pearson Publishing 2018, and CNDG 2018

### **Course Sanctions**

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

### **University Sanctions**

- Academic Misconduct and Disruptive Conduct submitted to the Office of Student Rights and Responsibilities may impact student status at UCF.

- Use or display of any electronic device during an exam (calculators are excluded from this when use is permitted on an exam)
- Any form of written information accessible by or in possession of a student during an exam
- Posting quiz/exam/assignment topics/questions/answers to any public/private forum
- Falsification of excuse documentation
- Disruptive/Abusive conduct
  - Aggressive behavior, stalking, harassment, bullying, etc.
  - Refusal to comply with course syllabus
- “F” letter grade for the course

## **Course Accessibility Statement**

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with [Student Accessibility Services](#) (Ferrell Commons 185, [sas@ucf.edu](mailto:sas@ucf.edu), phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

## **Campus Safety Statement**

Emergencies on campus are rare, but if one should arise in our class, everyone needs to work together. Students should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide’s physical location and consider reviewing the online version at [http://emergency.ucf.edu/emergency\\_guide.html](http://emergency.ucf.edu/emergency_guide.html).
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see <http://www.ehs.ucf.edu/workplacesafety.html> (click on link from menu on left).
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to [my.ucf.edu](http://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."



- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video. [You CAN Survive an Active Shooter](#)

## **Deployed Active Duty Military Students**

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

## **Copyright**

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## **Third-Party Software and FERPA**

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.