**BSC 2011C: General Biology II. Summer A**

**Department of Biology, College of Sciences**

**Number of Credit Hours: 4**

 **Instructor Information**

* Instructor: [Dr. Joshua King.](https://sciences.ucf.edu/biology/king/)
* Office Location: Biological Sciences Building, room number BIO309
* Live Virtual Office Hours: schedule by email. Zoom (preferred) or WebCourses Conferences are possible.
* Live Virtual WorkShop sessions: Zoom every Mon and Wed: 7PM - 8PM
* Contact: joshua.king@ucf.edu

**Laboratory Coordinator:**

* Coordinator: Mr. Jacob Hart
* Office: Biological Sciences Building, room number BIO111
* Contact: jacob.hart@ucf.edu

**Laboratory Teaching Assistants:**

* You will virtually meet with your GTAs via the individual laboratory portion of this course and will receive their contact information and office hours information via the laboratory Webcourses page.

 **Course Information**

* Term: Summer A 2020
* Course Number & Section: BSC 2011C. Section 1
* Course Name: General Biology II
* Credit Hours: 4
* Class Catalog Days: M, T, W, Th and enrolled laboratory section
* Class Meeting Time:
The summer course is being offered as an asynchronous course. That is, lecture materials will be pre-recorded, readings and assessments will be offered online, and virtual office hours will be flexible and will not adhere to a regular schedule. The only live, fixed-schedule component of the course will be the weekly Virtual Workshop hours where students can ask questions and the instructor will work and discuss problems and questions related to the weekly materials. The purpose of offering the course with this structure is to allow students the freedom of maintaining work and/or social distancing schedules without the burden of attending a fixed-schedule daily class.

 **Enrollment Requirements**

Course Prerequisites: A “C” (2.0) or better in BSC 2010C (Biology I) or equivalent approved course. Preference will be given to students whose program requires this course.

 **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 lectures,  BSC 2011C  makes use of online pre- and post-lecture assignments and quizzes to help students learn content and to apply concepts across numerous, related biological topics.

**General course topics are:**

* Evolution
* Microbes (prokaryotes, eukaryotes and viruses)
* Plants (biodiversity and physiology)
* Animals (biodiversity, anatomy and physiology)
* Ecology

 **Required Course Materials**

**Webcourses**

* BSC 2011C will use UCF’s Webcourses for important course components such as access to course content and documents (e.g. copies of narrated Powerpoint slides, syllabus), online quizzes and assignments, grade posting and for the required downloading of laboratory materials.
* It is the your own responsibility to ensure you have access to our Webcourses and that you routinely check materials available there.
* You can access Webcourses through [https://my.ucf.eduLinks to an external site.](https://my.ucf.edu/) or directly through [https://webcourses.ucf.edu](https://webcourses.ucf.edu/), using your NID and NID password.

**Textbook**

The required textbook for this course [OpenStax Biology 2e (Links to an external site.)](https://openstax.org/details/books/biology-2e) is available for **free** online.
Print ISBN 1947172514
Digital ISBN 1947172522
[www.openstax.org/details/books/biology-2e (Links to an external site.)](http://www.openstax.org/details/books/biology-2e)

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 web view, (Links to an external site.)](http://www.openstax.org/details/books/biology-2e) for free -- the responsive design works on any device.
* [Download the PDF (Links to an external site.)](http://www.openstax.org/details/books/biology-2e) 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.)](http://www.openstax.org/details/books/biology-2e) at a relatively low cost.
* [Purchase a print version (Links to an external site.)](http://www.openstax.org/details/books/biology-2e) at a relatively low cost via the campus bookstore or from OpenStax on Amazon.com.

You can use whichever formats you want. Web view is recommended -- the responsive design works seamlessly on any device.
If you decide to buy on Amazon, make sure you use the link on your book page on openstax.org so you get the official OpenStax print version. (Simple printouts sold by third parties on Amazon are not verifiable and not as high-quality.)

**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.
* **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.)](http://theexpertta.com/support/student-support)
**- Or contact student support 24x7 through**email main@theexpertta.comor call 877-572-0734.

**Online labs:**

Virtual labs and schedule can be accessed via your BIO II lab page and the labs are all available here: [https://connect.mheducation.com/paamweb/index.html#/registration/signup/ucf-bio2-summer-2020-virtual-lab (Links to an external site.)](https://connect.mheducation.com/paamweb/index.html#/registration/signup/ucf-bio2-summer-2020-virtual-lab)

**Communication**

**Who to contact, when?**

* **Contact Instructor (Dr. King):**
	+ If your question is about *course content* from lecture or lecture *exam content*.
	+ If your question is about *procedures* (e.g., grading, your grade, make-up exam times etc.)
* **Contact Biology 2 Lab Coordinator (Jacob Hart):**
	+ Contact Mr. Hart about lab *only* if your individual lab GTA has not responded to your lab 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.

**Office hours**

* Office hours are only by appointment but Dr. King will try to accommodate appointment requests whenever they are made.

**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.
	+ Do NOT leave phone messages on office phones as they will not be returned.
	+ Do NOT leave phone messages in the Biology Department Office.
* 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**sign off your email with your full nameand 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.

**Webcourses Announcements**

* Check Webcourses’ [Announcements](https://webcourses.ucf.edu/courses/1354719/announcements) regularly and/or adjust your Webcourses’ settings to allow notification emails of Webcourses’ Announcements. We will try not to overload you with unnecessary messages. Knowing the important information released in these announcements will be your own responsibility.

 **Student Learning Outcomes**[Links to an external site.](http://fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/Assessment/AssessmentToolsResources/studentLearningOutcomes.php)

* 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**

**Academic Activity: especially important 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 those students that receive it.
* To document that you began this course, complete the Academic Activity Assignment 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.
* The Academic Activity Assignment for this course is a short [Syllabus Quiz](https://webcourses.ucf.edu/courses/1354719/quizzes/1962628) that can be accessed through Webcourses under the Quiz section.
* 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](https://webcourses.ucf.edu/courses/1354719/quizzes/1962628) before the deadline.
* 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.

**Pre-Lecture Questions:  Expert TA**

* To facilitate more effective learning  and help you better prepare for the Lecture Quizzes, we ask of you to:
	+ **Reading the assigned Chapter sections for that day’s lecture BEFORE listening to the narrated powerpoints.**
	+ **Answer the questions in the Pre-Lecture Questions BEFORE listening to the powerpoints.**
* The [Pre-Lecture Questions](https://webcourses.ucf.edu/courses/1354719/assignments) in the Webcourses Assignments section automatically links to The Online Platform Expert TA.
* **Pre-Lecture Questions are due on the day of the lecture that discusses the related content. This is a fast-paced summer course so you need to be doing the readings and answering the pre-lecture questions every day to stay caught-up. If you allow readings and questions to go too long, you will struggle to keep up and your grades will suffer.**
* You will have 2 attempts to answer all questions correctly and pre-lecture questions are part of your course grade. So, read the required text first and then answer the questions. These assignments are only useful to your 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 but before the scheduled exam that covers the content of the late assignment.
* **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**

* There will be weekly post-lecture quizzes given through Webcourses, one per lecture.
* Each quiz will consist of 10 multiple choice questions based on lecture content.
* These quizzes are intended to help you learn along the way without overwhelming you with too much information for any one assessment. The quizzes are open-book and un-timed but you only have **ONE (1)**attempt to take the quiz.
* Quizzes will be available to students for one week, opening at **8:00AM on Mondays** and closing at **11:59PM on Sundays**.
* **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, except as described above.
* Students are responsible for knowing the quiz due dates which can be found on Webcourses.

**Virtual Workshop Sessions**

* Workshop learning sessions will take place twice a week and are NOT required.
* During these sessions Dr. King will work on problems that relate to the content you learned through reading, lectures and assignments and answer questions.
* Worksheets with the problems will be made available to you in [Webcourses Assignments](https://webcourses.ucf.edu/courses/1354719/assignments).

**Make-up Exams and Assignments**

Per university policy, you are allowed to submit make-up work (or an equivalent, alternate assignment) for authorized university-sponsored activities, religious observances, or legal obligations (such as jury duty). If this participation conflicts with your course assignments, we will offer a reasonable opportunity for you to complete missed assignments and/or exams. The make-up assignment and grading scale will be equivalent to the missed assignment and its grading scale. In the case of an authorized university activity, it is your responsibility to show us a signed copy of the Program Verification Form for which you will be absent, prior to the class in which the absence occurs. In any of these cases, please contact us ahead of time to notify us of upcoming needs.

In practice, this means the following:

* For known conflicts ahead of time, you must contact the instructor to arrange for a makeup prior to quizzes or questions being due.
* For emergencies, please try your best to email the instructor **within 24 hours** of the quiz or question 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 questions or a quiz during the week-long period that they are available.**
* 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.
* If approved, makeups will be scheduled within one week of the exam date.
	+ Makeup exams will be given by Dr. King via Webcourses.
* Undocumented or unapproved absences will NOT be considered for a makeup. Students will receive a score of zero for an unexcused missed quiz or question set.

 **Assessment and Grading Procedures**

* You will receive one final course grade for BSC 2011C that combines your lecture and laboratory grades at the end of the semester.
* At the end of the semester, your score for each of the components below will be added up and converted to a final course percentage.

|  |  |
| --- | --- |
| **Activity** | **Percentage of Grade** |
| Pre-Lecture  Reading Questions | 30% |
| Weekly Post-Lecture Quizzes | 45% |
| Laboratory Attendance and Participation | 25% |
| Total | 100% |

* Your final course grade will be awarded using the following scale:

|  |  |
| --- | --- |
| **Letter Grade** | **Points** |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 59 or below |

* **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.
* There will be NO automatic additional curving of grades and no “extra credit” or “bonus” points awarded.
* 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 4, 2020**
	+ 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**:**Friday, June 19, 2020**
	+ 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.

 **Course Schedule**

The tentative course schedule is subject to change and can be found [here](https://webcourses.ucf.edu/courses/1354719/pages/bsc-2011c-spring-2020-course-schedule).

  **University Services and Resources**

**Academic Help: Student Academic Resource Center (SARC)**

* **Supplemental Instruction (SI)** sessions are available for this course through the Student Academic Resource Center (SARC).
* For more information on services provided by SARC, please visit their website at:
	+ [https://sarc.sdes.ucf.edu/Links to an external site.](https://sarc.sdes.ucf.edu/)
	+ SARC is located in Room 117 in Trevor Colbourn Hall.
* **The instructors 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!**

**Other Academic Services and Resources**

A list of available academic support and learning services is available at [UCF Student ServicesLinks to an external site.](https://www.ucf.edu/services/). Click on "Academic Support and Learning Services" on the right-hand side to filter.

**Non-Academic Services and Resources**

A list of non-academic support and services is also available at [UCF Student ServicesLinks to an external site.](https://www.ucf.edu/services/). Click on "Support" on the right-hand side to filter.

**Policy Statements**

**Conduct**

* All students enrolled in this course agree to abide by the UCF Golden Rule
* Abusive/Offensive behavior will not be tolerated in discussion forums, during office hours, or any and all online interactions. Abusive/Offensive language in email communications will not be tolerated either. Instructors, teaching assistants and fellow students all need to be treated with respect.
	+ This is an open, tolerant, judgement-free learning environment.

**Academic Integrity**

Cheating of any kind on an examination, quiz, or assignment will result at least in an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate referral to the Office of Student Conduct for further action. We will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words: don't cheat by giving answers to others or taking them from anyone else. As your instructors, we will also adhere to the highest standards of academic integrity, so please do not ask us to change (or expect us to change) your grade illegitimately or to bend or break rules for one person that will not apply to everyone.

Students should familiarize themselves with [UCF’s Rules of ConductLinks to an external site.](http://osc.sdes.ucf.edu/process/roc). 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, online assignments, 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 (Links to an external site.)](https://academicintegrity.org/).

For more information about plagiarism and misuse of sources, see “[Defining and Avoiding Plagiarism: The WPA Statement on Best Practices (Links to an external site.)](http://wpacouncil.org/node/9)”.

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF’s student handbook, [The Golden Rule. Links to an external site.](http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf)UCF faculty members have a responsibility for students’ education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. 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://goldenrule.sdes.ucf.edu/zgradeLinks to an external site.](http://goldenrule.sdes.ucf.edu/zgrade).

**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 ServicesLinks to an external site.](http://sas.sdes.ucf.edu/) (Ferrell Commons 185, 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.

 **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**

This course may contain copyright-protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

**Third-Party Accessibility and Privacy Statements**

* OpenStax Biology's accessibility statement can be found [here (Links to an external site.)](https://openstax.org/accessibility-statement).
* OpenStax Biology's privacy policy can be found [here (Links to an external site.)](https://openstax.org/privacy-policy).
* Expert TA's accessibility statement can be found [here (Links to an external site.)](https://theexpertta.com/about/accessibility-statement/).
* ExpertTA's privacy policy can be found [here (Links to an external site.)](https://theexpertta.com/about/privacy-policy/).

 **Disclaimer**

This syllabus is subject to change at the discretion of the instructors.