Course Syllabus

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PCB 3063 – GENETICS

Department of Biology, College of Sciences
3 credits, Fall 2021

Instructor Information

- **Instructor:** Dr. Michael Kay
- **Office Location:** Bio 211/116 - **in-person meetings by appointment only!**
- **Office Hours:** Tuesdays and Thursdays, 9:30 am - 11:30 am **OR by appointment - All Office Hours will be held virtually through Zoom. Send Dr. Kay a message on Webcourses to request a Zoom meeting.**
- **Phone:** N/A
- **Digital Contact:** Webcourses@UCF messaging and Webcourses announcements

Course Information

- **Class Meeting Days:** Monday/Wednesday/Friday
- **Class Meeting Time:** 12:30 - 1:20 pm
- **Class Meeting Place:** Online
- **Course Modality:** 2 Face-to-Face - This class includes a combination of Face-to-Face and online instruction. Lectures and other activities will be conducted in person, while assigned readings, homework, quizzes and exams are online. Computers are accessible to students in all UCF's computer labs and can be accessed remotely. See the Technical Requirements section below.
- **Course Prerequisites:** Successful completion of BSC2010C with a grade of C or higher in Biology I (BSC 2010C), or C.
- **Required Materials:** Participation in the online course **Achieve Genetics**, which contains graded quizzes, homework, interactives, simulations, and a digital version of the textbook. Students will need a computer with internet access to access the course materials. Students will need a UCF NID to access the **Achieve Genetics** and **Webcourses** systems. Students may choose to also purchase an optional hard copy textbook, *Genetics: Analysis and Principles, Fourth Edition*. The textbook is optional and is not required for success in this class.

Course Description

This general Genetics course covers fundamental principles of **transmission** (classical genetics) and **molecular** genetics. Transmission genetics principles include chromosome dynamics during cell division, Mendelian patterns of chromosome segregation in humans, Mendelian and non-Mendelian inheritance of characters, sex determination, pedigree analysis, and eukaryotic gene mapping. Molecular genetics principles include DNA structure and replication, storage and expression of genetic information, and genetic control mechanisms.

Student Learning Outcomes

Successful students will demonstrate a broad understanding of the basic principles of Genetics, demonstrate an ability to use information in new situations to solve problems, and be able to draw conclusions from complex data. Specifically, students will:

- **Demonstrate** how the inheritance of alleles and characters correlates with chromosome dynamics during cell division.
- **Explain** how Mendelian inheritance and non-Mendelian inheritance of characters and of pedigrees and be able to distinguish between different patterns of inheritance.
- **Calculate** the genetic distance between linked genes using the concepts underlying gene mapping in eukaryotes.
- **Explain** the genetic control of gene expression in bacteria and eukaryotes.
- **Evaluate** connections and **distinguish** between the various processes of DNA replication, transcription and translation.
- **Compare** and **contrast** the control of gene expression in bacteria and eukaryotes.

Course Activities and Assignments

This course grade is comprised of the following components:

- There will be four 50 regular exams (each during class on the dates indicated on the schedule.
- Exams are scored out of 100 points.
- Exams are worth 100 points, and exam scores will contribute to your final grade (20% each). Your lowest regular exam score is dropped automatically.
- Each regular exam will cover material from assigned readings, Achieve assignments, End of Chapter Problems, and lecture presentations.

Final Exam (20%):

- The Final Exam is scheduled for the COMPREHENSIVE Scheduling of material from the semester Final Exam.
- The Final Exam is scored out of 100 points, but weighted at 20% of your final grade.
- The online Final Exam will be held according to the UCF Final Exam Schedule for Fall 2021, on **Wed Dec 8 at 1:00 am - 3:00 am**.
- Comprehensive Final Exam.

- **Homework (10%) & Quizzes (10%)** are assigned for each chapter, and together make up 20% of your grade.
- All homework assignments are accessed through the online **Achieve Genetics** course.
- Quizzes are taken online through Webcourses. Quizzes are open-book, open-notes, time-presetted and (Quizzes 1-4 omega, no time) will be automatically graded and uploaded regularly with little fanfare/ceremony. Quizzes are available 24 hours a day, and students can be turned in up to 2 days late for a 25% penalty, but no work ever ends could afterwards. **BE SURE TO SELECT THE SUBMIT BUTTON AT THE END OF THE QUIZ TO SUBMIT ALL QUESTIONS!**
- The lowest grade of all quizzes will be dropped automatically. The remaining grade of all homework assignments will be dropped automatically.

Attendance and Missed Assignments/Exams

- Attendance is not strictly required but many studies have shown that student performance is positively correlated with attendance.
- Missed Exams: Students are responsible for notifying Dr. Kay prior to missing an exam. Dr. Kay will decide if a make-up exam will be awarded. This will be typically a Webcourses automatically and then, and will be in exceptions. If you miss an assignment for an EXCUSED absence, see **Excused Exam/Homework Absences** below.
- Missed Assignments/Quizzes: Students will have an unexcused event (e.g. forgetting there was an exam, sickness, family gathering) or correct provide acceptable documentation, then they will receive a zero or a score of 50 on exam. Remember that the lowest grade will be dropped automatically.
- Any additional zero scores due to unexcused absences will count towards the final course grade.
- **Excused Absences/Missed Exams/Missed Assignments:** Students may miss a class for religious holidays, family emergencies, special curricular requirements (e.g., judging, band, forensic, athletic competition), military duty, or other approved reasons. Students are responsible for missed assignments, but obligations (e.g., jury duty) are religious holidays. If the participation conflicts with your course assignments, I will offer a reasonable opportunity for you to complete missed work. The make-up exam will differ from the original. Notify the other students how cover the same material and grade in the same manner.
- In the case of an authorized university activity, it is your responsibility to show me a signed copy of the Program Verification Form for which you will be absent. Please notify me at least one week in advance.
- Students who miss a class for a non-excused absence from an exam (e.g., without doctor, or other appropriate documentation from a relevant authority (i.e., officer, judge, etc.) **must** notify me **prior** to the missed exam.
- In case of any other situations, legitimate EMERGENCY **circumstances beyond your control**, you must provide appropriate documentation from a relevant authority (e.g. doctor, police, judge, etc.) **within 24 hours** of the missed exam.
- Dr. Kay will decide if a makeup exam will be granted after reviewing the provided documentation. *A note from your doctor that a medical condition was treated or that a medical procedure or hospitalization occurred.*
- If I approve your excuse, I will arrange a time for a make-up exam.

Online Exam Information

- All exams are available in the Webcourses Quizzes tool **during the scheduled class time** on the dates listed in the Syllabus and Weekly Modules. All exams are open-book, open-notes.
- Exam questions will contain multiple choices, True/False, Fill-in the blank, and other matching questions that are graded automatically.
- You are permitted to consult your own physical notes during the exam, but are NOT permitted to navigate to other parts of this Webcourse. Be warned, the exam will be timed and a time-sensor are did likely to have enough for a complete the exam.
- Each exam is timed.
- Each exam is available ONLY at the scheduled time.
- Students may use any computer with internet access (Computer, Smartphone, Chrome Book, Google, or any other website while taking an online exam. (Discussion is greater detail in the assignment **Weekly** section below).
- Students are expected to sign up on the testing screen for the duration of the exam, which will be monitored by **Go Live Audit** for confidence.

Assessment and Grading Policies

Assignment	Percentage of Grade
Regular Exam 1	20%
Regular Exam 2	20%
Regular Exam 3	20%
Regular Exam 4	20%
Homework (10%) & Quizzes (10%) Assignments	10%
Final Exam	20%
Total	**100%**

Letter Grade	Points
A	93 - 100
B	80 - 92
C	70 - 79
D	60 - 69
F	59 or Below

- Students are responsible for keeping track of their grades and performing simple calculations of their grade prior to Webcourses.
- Letter grades for the semester will be awarded according to the scale above. Letter grades will adhere to this percentage range with no **exceptions**. There are no extra credit opportunities.
- Consult the latter Undergraduate catalog for regulations and procedures regarding grades such as incomplete grades, grade changes, and grade forgiveness.

Course Schedule

WEEK	DATES	TOPICS	ASSIGNMENTS
Week 1	Mon 8/30	Welcome and Introduction to the Course	Achieve Quiz Practice Assignment Orientation Assignment Genetics Math Readiness Assignment
	Wed 8/25	Chapter 1	Ch 1 Homework Ch 1 Reading Quiz
	Fri 8/27	Chapter 2	Ch 2 Homework and Ch 2 Quiz
Week 2	Mon 8/30	Chapter 2	
	Wed 9/1	Chapter 2	Ch 2 Homework and Ch 3 Quiz
	Fri 9/3	Chapter 3	
Week 3	Mon 9/6	*** No Class Labor Day***	
	Wed 9/8	Chapter 4	
	Fri 9/10	Chapter 4	
Week 4	Mon 9/13	Chapter 5	
	Wed 9/15	Chapter 5	
	Fri 9/17	**EXAM 1 Chapters 1, 2, 3, 4, 5**	
Week 5	Mon 9/20	Chapter 6	
	Wed 9/22	Chapter 6	
	Fri 9/24	Chapter 7	
Week 6	Mon 9/27	Chapter 8	
	Wed 9/29	Chapter 8	
	Fri 10/1	Chapter 9	
Week 7	Mon 10/4	Chapter 10	
	Wed 10/6	Chapter 11	
	Fri 10/8	Chapter 11	
Week 8	Mon 10/11	**EXAM 2 Chapters 6, 7, 8, 9, 10, 11**	
	Wed 10/13	Chapter 12	
	Fri 10/15	Chapter 12	
Week 9	Mon 10/18	Chapter 13	
	Wed 10/20	Chapter 13	
	Fri 10/22	*** No Class Football Game Early Classes***	
Week 10	Mon 10/25	Chapter 14	
	Wed 10/27	Chapter 14	
	Fri 10/29	Chapter 15	
Week 11	Mon 11/1	Chapter 15	
	Wed 11/3	TBD	
	Fri 11/5	**EXAM 3 Chapters 12, 13, 14, 15**	
Week 12	Mon 11/8	Chapter 16	
	Wed 11/10	Chapter 16	
	Fri 11/12	Chapter 17	
Week 13	Mon 11/15	Chapter 17	
	Wed 11/17	Chapter 18	
	Fri 11/19	Chapter 18	
Week 14	Mon 11/22	Chapter 19	
	Wed 11/24	*** No Class Thanksgiving Break***	
	Fri 11/26	*** No Class Thanksgiving Break***	
Week 15	Mon 11/29	Chapter 19	
	Wed 12/1	TBD	
	Fri 12/3	**EXAM 4 Chapters 16, 17, 18, 19**	
FINAL EXAM	***Wed 12/8***	***11:00 pm - 1:00 am***	

COVID-19 and Remote Instruction

COVID-19 cases are continuing to spread throughout the United States and throughout the world. Consequently, the University of Central Florida is committed to providing a safe environment for students and faculty. Students will be required to follow all CDC guidelines, including wearing a face covering, maintaining a minimum of six feet of distance, and practicing good hygiene. Students who do not follow these guidelines will be asked to leave the classroom and may be subject to disciplinary action. Students who are not willing to follow these guidelines will be asked to leave the classroom and may be subject to disciplinary action. Students who are not willing to follow these guidelines will be asked to leave the classroom and may be subject to disciplinary action.

Masks

- UCF requires that all members of our campus community who are able to do so get vaccinated, and we expect all members of our campus community to wear masks while in UCF facilities, regardless of their vaccination status. Masks are required when indoors on campus.

COVID-19 and Absence Notification

Students who believe they may have a COVID-19 related absence contact UCF Student Health Services (407-823-2509) to prepare contact tracing procedures can take place.

- Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their household has been diagnosed with COVID-19 or is awaiting the results of a COVID-19 test.
- If the instructor is ill during the semester, there may be temporary changes to the course, including having a backup instructor take over the course or going remote for a short time. Please look for announcements in email or Webcourses@UCF or Knights email for any temporary alterations to this course schedule. Students should be prepared to adjust to a temporary change in the course schedule. Students should be prepared to access to discuss remediation adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

Transition to Remote Instruction

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email for changes. Students will be expected to adjust to the new course schedule. Students should be prepared to access to discuss remediation adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

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Policy Statements

Academic Integrity

As reflected in the UCF creed, integrity and scholarship are core values that should guide our conduct and decisions as members of the UCF community. Cheating, plagiarism, or other forms of academic dishonesty are inconsistent with the ethos of the University. Students who engage in these forms of misconduct in a course, or assistance or exposition from the university. Students identified themselves with UCF's Rules of Conduct. According to Section 1, "Students Misconduct," students are prohibited from engaging in:

- Cheating, plagiarism, or other forms of academic dishonesty, dishonest or misleading information or study aids in any academic exercise unless specifically authorized by the instructor of record. The authorized instructor of record must provide written or electronic notice of such authorization.
- Communication to another through written, visual, electronic, or oral means. The presentation of material which has not been studied or learned, but rather has obtained through someone else's efforts and used as part of a presentation, 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 website unless permission is granted by the instructor of record. Course material includes, but is not limited to, lecture notes, handouts, exams, laboratory exercises, lectures, instructor's PowerPoints, course syllabi, tests, study guides, handouts, study guides, handouts, etc.
- Falsifying or misrepresenting the student's own academic work.
- Aiding and abetting or assisting another person with any of the above violations of the course, directly 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.
- Other forms of academic misconduct as determined by the instructor.

For more information about Academic Integrity, visit 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".

Turnitin.com

In this course the instructor may utilize turnitin.com, an automated system which can quickly and easily compare each student's assignment with billions of pages of Internet, student papers, and other sources to detect the presence of plagiarized material. Students who submit assignments to turnitin.com will receive a report that calculates that status of each sentence within each of their assignments. For a more detailed look at this process, visit http://www.turnitin.com.

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. UCF faculty members have a responsibility to the student population and the value of a UCF degree to uphold and protect academic standards and other necessary requisites for academic interaction. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z" notation on your transcript. Students who are suspended or expelled from the university receive a failing grade for the course they were enrolled in at the time of the suspension. For more information about the Z Designation, see http://students.ucf.edu/policies/Z-Designation.pdf.

Course Accessibility Statement

Students who are registered with Student Accessibility Services and are approved to receive academic accommodations in all students, including efforts to make reasonable accommodations for persons with disabilities. If requested, this syllabus can be made available in alternate formats. Students who require accommodations should contact Student Accessibility Services (Ferrell Commons 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and provided to the student but not the instructor. Students who have accommodations are highly encouraged to meet with their instructor to discuss how accommodations require consideration of the course design, course learning objectives and the individual academic and course barriers experienced by this 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 know what to do in the event of a campus emergency.

- 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 familiarize yourself with the contents of the guide before an emergency occurs.
- Students should follow the evacuation routes that are part 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 these items are located in the building, see http://www.ucf.edu/safety/emergency-equipment/ or ask the instructor or staff.
- Do stay informed about emergency situations, such as by review UCF alert sites by going to my.ucf.edu and logging in. Click on "Student Self Service" and then "Campus Alerts" to sign up for text alerts. Also, you can follow @UCFalert on Twitter. Finally, you can review the UCF Alert Web site at http://alert.ucf.edu for information, including a year-in-at-a-glance, plan-ahead-number-and-cell-phone-provider-style "Ready" to save the changes, and then click "Save".
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage a phone detection situation in classroom, see the following video. Consider viewing this video.

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 their unique status, please contact the instructor to discuss your circumstances.

Internet Usage

You will be expected to have daily access to the Internet and email, since I will be emailing you constantly about assignment updates, additions and changes. All students at UCF are required to activate a Knights Email account, and check it regularly for official university communications. If you do not use a Webcourses account, you will be responsible for forwarding your Knights Email account to your preferred email address. Instructions on how to do this are available at the Webcourses tutorial pages, please see the following website: http://www.ucf.edu/pegasus/?tag=Tips+To+Go.

Communication Protocols and/or "Netiquette"

- In this class we will use email and Webcourses messaging to communicate with Webcourses@UCF. All communication between student and instructor and between student and student should be respectful and professional. It is the student's responsibility to check the "Conversat" tool frequently. This tool will be used to post class announcements, and to post responses to questions and to post other important information.
- If you would like to send an email, please start with the subject line "course number, section number, and a brief description of the content of your email each day. I do not read all emails. By having this heading in the subject line, I will read your email immediately.
- Please use proper English, spelling, and grammar when communicating with your instructor. Do not use "text" or "chat" language.
- Do not use Microsoft Word, or any other Spelling and Grammar checker, when composing a text to the posting area.
- Please avoid shorthand notation or acronyms (such as "TTYL", "LOL", or "IMHO") in communication. These notations may not be understood equally among the class or may be misinterpreted. Emojis can be fun, but they are not appropriate in a professional setting.

Religious Observances

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at http://registrar.ucf.edu/chapter3/documents/5.0320Religious%20observance%20%26%20Ucf.pdf.

Additional Information, Services, and Resources

- **Academic Services and Resources** - A list of available academic support services is available at UCF Student Services. Click on "Academic Support and Learning Services" on the right hand side to filter.
- **Student Services and Resources** - A list of non-academic support and services is also available at UCF Student Services. Click on "Support" on the right hand side to filter.
- If you are a UCF Online student, please consult the UCF Online Student Guidebook for more information about your access to non-academic services.

In-Class Recording Statement

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or informal oral presentation as part of a university class intended to provide information or teach students about a subject. Students may not publicly disclose such a recording if it includes the image or voice of other students in the class without their consent or other legal permission. Students may not publicly post class lecture notes, lecture materials, or other materials provided by instructors or other students in class, including but not limited to, study guides, outlines, study materials, lecture notes, or other similar or related materials. Field trips, and practicum conversations, and clinical guest speakers is prohibited. Recordings may not include the image or voice of other students in the class, and recordings may be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct as described in the Golden Rule.

Course Summary:

Date	Details	Due
Tue Aug 24, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Aug 26, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Fri Aug 27, 2021	Achieve Quiz	due by 11:59pm
Tue Aug 31, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Wed Sep 1, 2021	Ch 1 Homework	due by 11:59pm
	Ch 1 Reading Quiz	due by 11:59pm
Thu Sep 2, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Fri Sep 3, 2021	Genetics Math Readiness Assignment	due by 11:59pm
	Orientation Assignment	due by 11:59pm
	Practice Assignment	due by 11:59pm
Tue Sep 7, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Wed Sep 8, 2021	Ch 2 Homework	due by 11:59pm
	Ch 2 Quiz	due by 11:59pm
Thu Sep 9, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Fri Sep 10, 2021	Ch 2 Homework	due by 11:59pm
	Ch 3 Quiz	due by 11:59pm
Tue Sep 14, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Sep 16, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Sep 21, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Sep 23, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Sep 28, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Sep 30, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Oct 5, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Oct 7, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Oct 12, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Oct 14, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Oct 19, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Oct 21, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Oct 26, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Oct 28, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Nov 2, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Nov 4, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Nov 9, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Nov 11, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Nov 16, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Thu Nov 18, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Nov 23, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
Tue Dec 7, 2021	PCB3063-2194I-0001 Office Hours	8:30am to 9:30am
	PCB3063-2194I-0001 Office Hours	11am to 12pm
	Gen (Template)	