

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

## **BSC 2010: General Biology**

0M04: 12:30 - 1:20 pm in CB2, 201

0M05: 1:30 - 2:20 pm in CB2, 201

Department of Biology, College of Sciences

4 credit hours

### **Instructor Information**

- Instructor: K. Michele Yeargain
- Office Hours: **All office hours will be held via Zoom**
  - Monday 8:30 - 10:30 am
  - Tuesday 8 am - 9 am
  - Wednesday 8:30 - 10:30 am
  - and by appointment

### **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 I and specifically 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**

- Moira Martinous

## Course Information

- Term: Fall 2021
- Course Number & Section: BSC2010.0M04 and 0M05
- Course Name: General Biology
- Credit Hours: 4 credit hours
- Course Modality: M Lecture will be held in-person in CB2, 201. Laboratories will be held virtually during your scheduled laboratory time. If deemed necessary by UCF or other guiding agency, the course could pivot to entirely remote delivery.

## Enrollment Requirements

- **Must have PC or Mac laptop or desktop computer. Tablets and smart phones cannot access all components of this online course**
- **Must have fast, broadband internet access**
  - **Minimum speed/bandwidth is 10 Mb/second**
  - **WiFi is not recommended due to intermittent instability**
    - **Ethernet cable connection is strongly advised**
- **Must use Windows or Mac Operating System (Linux and similar OS are incompatible)**
- **Must download Respondus Lockdown browser (**  
[https://cdl.ucf.edu/support/webcourses/respondus/download/Links to an external site.](https://cdl.ucf.edu/support/webcourses/respondus/download/Links%20to%20an%20external%20site.)**)**
- **There are no exceptions to the above requirements**
  - **Failure to have any of these requirements will result in a failing (F) grade in this course**
- Course Prerequisites (if applicable): High School Biology or equivalent
- Course Co-requisites (if applicable): None
- This course will use Zoom for office hours and some exam review sessions. Exam review dates and times will be announced in lecture and via Webcourses Announcements.

Please take the time to familiarize yourself with Zoom by visiting the [UCF Zoom Guides](#)[Links to an external site.](#). You may choose to use Zoom on your mobile device (phone or tablet).

Things to Know About Zoom:

- You must sign in to my Zoom session using your UCF NID and password.
- The Zoom sessions are recorded.
- Improper classroom behavior is not tolerated within Zoom sessions and may result in a referral to the Office of Student Conduct.
- You can contact [Webcourses@UCF Support](mailto:Webcourses@UCF Support) if you have any technical issues accessing Zoom.

## Course Description

This course covers the chemical and cellular basis of life, cellular structure and function, Mendelian genetics, and gene expression. Students will also learn scientific inquiry and processes. The laboratory portion of this course gives students an opportunity to practice the concepts taught in lecture.

## Course Materials and Resources

### Required Materials/Resources

- You must opt-in as part of UCF's First Day Access
- Campbell Biology 12<sup>th</sup> Edition with UCF Virtual Laboratory Access
  - Access to our virtual campus is required for the laboratory portion of this course and comes with a free electronic version of Campbell 12<sup>th</sup> edition
  - Laboratory access will automatically applied to your UCF account for students who have opted-in
    - To opt-in, you must log click the Course Material tab on our Webcourses homepage
    - Once your access has been verified on Webcourses, you can upgrade to a loose-leaf version of the textbook
  - For students who fail to opt-in, purchase can only be made at the UCF bookstore
    - If you fail to opt-in by Friday, August 27<sup>th</sup>, you will not receive credit for any missed assignments.
  - Access cannot be purchased from any third party vendors
- MyLab and Mastering Homework
  - Will be used for homework throughout the semester. Access is included with your laboratory access/e-textbook purchase
- **Computer/Internet connection**
  - **You are responsible for your computer/ internet connection**
  - **Lack of internet connection must be documented by your internet provider**
- Insufficient internet connection may result in an inability to connect to Webcourses and/or our virtual campus.
- 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

- Understand introductory biological vocabulary and principles
- Understand and apply the Scientific Method
- Master introductory biological concepts required for acquisition of advanced concepts required in upper division biology courses
- Understand how biology is related to everyday life
- Learn critical thinking skills necessary for scientific inquiry

## Course Activities

- Materia widgets
- Active Learning
- Chapter homework
- 5 Lecture exams
- Final Exam
- Laboratory
- Students should plan to spend at least **3 hours per week** studying lecture notes, reading chapter material and learning concepts
- Students will spend approximately **2 hours per week** in the laboratory portion 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, August 27<sup>th</sup>.
  - Failure to complete this quiz will result in the delay of your financial aid funds
  - Students who complete this quiz by 11:59 pm on August 27<sup>th</sup> will receive 1 bonus raw point towards Exam 1

## Course Activity Details

### Lecture Exams Details (60% of semester grade)

- Six multiple choice exams will be given throughout the semester
  - **The lowest scoring exam of exams 1-5 will be dropped**
  - **Exam 6 (Final Exam) cannot be dropped**
  - The four highest scoring exams (1-5) and Exam 6 (Final Exam) are worth 12% each (for a total of 60%)
- **Exams will be delivered online, via Webcourses Quizzes, during your scheduled lecture time. 0M04: 12:30 - 1:20 pm or 0M05: 1:30 - 2:20 pm**
  - There are no exceptions to this policy.
  - **Work is not an acceptable reason to miss an exam.** The dates of the exams are listed below, you need to arrange to have the day (or the hour) off to take your exam

- Exams are scheduled on the following dates and during your scheduled lecture time:
  - - Exam 1: Friday, September 10
    - Exam 2: Friday, September 24
    - Exam 3: Wednesday, October 13
    - Exam 4: Friday, October 29
    - Exam 5: Friday, November 12
    - Exam 6 (Final Exam)
      - **Section 0M04 (12:30 lecture time): Friday, December 10, at 10 am**
      - **Section 0M05 (1:30 lecture time): Monday, December 6, at 1 pm**
- - Exam content is based on material covered in the Lecture PowerPoints Chapter Homework, and the active learning activities.
- Exam Protocol
  - Exams will be online within Webcourses
  - Online exams will be 30 questions (plus 1 extra credit question) and **40 minutes**
  - Exams will start promptly at 12:30 pm for section 0M04 and 1:30 pm for section 0M05
    - Any students logging in late to the exam must complete the exam in the time remaining
    - Students who miss their exam time for unexcused reasons are not guaranteed a make-up opportunity. If such an opportunity is provided, the exam score will be penalized 15%. Work is not an excused reason for missing an exam.
  - The following are prohibited during all exams:
    - Calculators
    - Cell phones
    - Headphones, ear buds, other listening devices
    - Smart watches
    - Computer/Tablets/Any electronic device
    - Textbook and notes
  - Cheating is obviously not permitted. Cheating includes using any of the above mentioned tools, using another person, using GroupMe, Chegg, etc. This is discussed in greater detail in the section titled “Course Sanctions.”
  - **Lockdown Browser is required for all exams**  
([https://cdl.ucf.edu/support/webcourses/respondus/download/Links to an external site.](https://cdl.ucf.edu/support/webcourses/respondus/download/Links%20to%20an%20external%20site.%20) )
    - You are required to test your Lockdown Browser, no later than 10 am on the day prior to each exam date, by taking the [Lockdown Browser Practice Quiz](#)
      - If you do not take the practice quiz and you have problems with Lockdown Browser, you are responsible for any negative impact on your exam grade

- Quiz Audit will be used for all exams
- Camera monitoring will not be used

### **Laboratory Grade Details (22% of semester grade)**

- **The laboratory portion of this course is synchronous during your scheduled laboratory time**
- The laboratory portion of this course is worth 22% of your overall semester grade
- Review the **Laboratory Syllabus** for grading details
- **Failure to Launch Policy: If you have not created your laboratory account by 11:59 pm on Friday, October 8th and/or if you fail to complete six or more laboratory modules, you will receive a zero (0) grade for the entire laboratory portion of this course!!!**

### **Materia Widgets (5% of semester grade)**

- Materia widgets will be assigned as pre-lecture work for each chapter
- Different chapters will have a different number of Materia Practice assignments (i.e, some chapters have only 1 while other chapters have 3-4)
- You will have two attempts per Materia Widgets, the highest grade will count towards your semester grade
- Materia Practice assignments can only be accessed through Chapter modules
- Assignments open and close according to the schedule on Webcourses
  - All assignments close at 11:59 pm on the due date
- Assignments must be completed during the open period
  - Assignments will not be reopened
  - Late assignments will not receive a grade
- Three Materia Practice assignments will be dropped
  - There will be no excused absences for Materia Practice
  - Absences extending longer than the open period for an assignment will be considered on a case-by-case basis with approved documentation provided within 48 hours of the assignment due date
- Grade concerns must be remedied within two weeks of scores being posted on Webcourses
  - Failure to remedy concerns within this time period will in result in forfeiture of grade correction

### **Chapter Homework (7% of semester grade)**

- Homework will be assigned for each chapter using MyLab and Mastering
- MyLab and Mastering is included for free with your laboratory/e-text access
- Students must access homework assignments through the MyLab and Mastering widget on Webcourses
- Assignments are based on chapter reading and lecture material
- The lowest scoring homework assignment will be dropped
- Assignments open and closed according to the schedule on Webcourses

- Homework will open at 12:01 am on the opening date
- Homework will close at 11:59 pm on the due date (see Webcourses schedule for details)
- Assignments are not timed but they must be submitted prior to the due date
  - Assignments submitted after the due date will not receive credit
- Assignments must be completed during the open dates/times
  - They will not be reopened
  - Due to scheduled and unscheduled Webcourses/MyLab and Mastering maintenance, as well as unplanned extenuating circumstances, you are strongly encouraged not to wait until the very last minute to complete an assignment
- There are no absences from Chapter Homework assignments
  - Absences extending longer than the opening date for an assignment will be considered on a case-by-case basis and with approved documentation provided within one week of the closing date of the assignment

### **Active Learning (6% of semester grade)**

- Active Learning assignments will be discussed during lecture on the scheduled dates. The graded portion of the assignments will be in the form of Webcourses quizzes
  - Students who want assistance with these Active Learning activities should plan to attend lecture.
- Assignments are timed at 50 minutes and are asynchronous but must be completed between 6:00 am - 11:59 pm as scheduled in the [Fall 2021 Course Schedule](#)
  - Wednesday, September 8
  - Wednesday, September 22
  - Monday, October 11
  - Wednesday, October 27
  - Wednesday, November 10
  - Friday, December 3
- The lowest scoring Active Learning grade will be dropped.
- **Chapter Homework Extra Credit:**
  - One Dynamic Study Module (DSM) per chapter will be assigned as extra credit
  - DSMs open and close on the same schedule as each Chapter Homework
  - Each DSM that is completed prior to the due date will receive 0.5 point of extra credit towards the Chapter Homework assignment category
  - DSMs completed after the due date (or not at all) will not count
  - There are no excused absences from DSMs

**Grade concerns must be addressed within two weeks of the score being posted on Webcourses**

### **Activity Submissions**

All course assignments and exams will be accessed through Webcourses; each assignment must be completed by the posted due date.

## Attendance/Participation

Although highly encouraged, attendance is not mandatory for this course. In other words, the more you come to lecture, the better you will understand the concepts of the course but, there will be no participation grades based on lecture attendance (i.e., no iClickers, in-lecture quizzes, attendance, etc.)

## Make-up Exams and Assignments

There are no excused absences for Materia widgets, Chapter Homework, or DSM extra credit. The lowest three (3) Materia widgets, and the lowest one (1) Chapter Homework will be dropped to account for absences, technical difficulties, etc. Materia widgets and Chapter Homework assignments are open for at least 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 within three days of the missed exam date.

- 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.
- Work is not considered an excused reason for missing an exam. All exam dates are available beginning Monday, August 23; students must make arrangements in their work schedule to accommodate all exams.
- Unexcused absences will result in a zero grade for the missed exam
  - If the unexcused absence occurs during exams 1-5, that grade 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 and completed within one week of the missed exam date.
  - If you miss your scheduled make-up exam you will receive a zero for the exam.



## Exam Review

- Due to the online exam format, exam review will not be permitted. For this reason, there is no cumulative final exam for this course.

## Important Grade Information

- Withdrawal for Fall 2021 is Friday, October 29, 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 Fall 2021 is Friday, December 3, at 11:59 pm
  - 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 Zoom Topic 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).
  - 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
Active Learning	6%
Materia Widgets	5%
Chapter Homework	7%
Four highest scoring exams 1-5 (12% each)	48%
Exam 6	12%

Laboratory	22%
Total	100%

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

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

[Fall 2021 Course Schedule](#)

## Policy Statements

### Statement Regarding COVID-19

The University of Central Florida is focused on the health and well-being of all members of the university community while COVID-19 remains a pandemic. During this time, we must support one another, take personal responsibility, and remain diligent in taking reasonable precautions in an effort to protect our campus community and visitors.

#### General Precautionary Measures

The university cannot guarantee a risk-free environment or an environment free of COVID-19 or other disease. However, the following general precautionary measures will reduce the likelihood of contracting COVID-19 on campus. Therefore, all members of the university community and those who come to campus or participate in campus events (such as visitors, vendors, volunteers, and contractors) are asked to:

- Follow CDC guidelines regarding facial coverings. Consistent with these guidelines, we strongly recommend that unvaccinated individuals continue to wear face coverings.

- Follow good hygiene guidance, such as regular hand washing (or use of hand sanitizer), avoiding touching your face, and disinfecting touched items; and
- Take personal responsibility by following all Florida Department of Health and CDC health measures, including remaining at home (or in your residence hall room) as advised by a healthcare professional and/or in the following circumstances: when you (or, if you are unvaccinated, a housemate) are experiencing symptoms of COVID-19; if unvaccinated, after close contact with a person who is sick with or positive for COVID-19; until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result; and for the period advised by a healthcare provider or public health official while awaiting COVID-19 test results. Do not come to campus if you have tested positive for COVID-19, even if you are asymptomatic, until such time as you are cleared by a healthcare provider to return to normal activities.

Employees and students are required to notify the university if they receive a positive COVID-19 test result or diagnosis by calling the UCF COVID Line at 407-823-2509. This will ensure robust tracing of cases at UCF and will help the university identify and contain potentially impacted populations.

## **PROCEDURES**

The precautionary measures described above, and the procedures below are intended to minimize the spread of COVID-19 at UCF as faculty, staff, students, and visitors engage in work, instruction, and

other activities on campus. These procedures are consistent with the guidelines from the CDC.

### **Guidelines When Experiencing COVID Symptoms and / or COVID Positive**

No person should come to campus (or, if they live on campus, leave their residence hall room) if they have tested positive for COVID-19, even if they are asymptomatic, until such time as they are cleared by a healthcare provider to return to normal activities. No person should come to campus (or, if they live on campus, leave their residence hall room):

- if they are experiencing symptoms of COVID-19, or
- if unvaccinated, if any person living in the same residence has tested positive for COVID-19 or is sick with or experiencing COVID-19 symptoms, or
- if unvaccinated, for the advised period after close contact with a person who has tested positive for COVID-19 or is ill with COVID-19 symptoms, or
- until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result, even if asymptomatic, or
- for the period advised by a healthcare provider or public health official while waiting for COVID-19 test results.

CDC guidance as to COVID-19 symptoms can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> (Links to an external site.)

Students who have received testing and treatment from UCF Student Health Services can request a release to return to work or school from UCF Student Health Services. Students not receiving treatment from Student Health Services or who prefer to see their own provider should contact the UCF COVID Line (407-823-2509) for a release. Student employees at UCF should provide the release to their supervisor. Students should also provide a copy of the release to their instructor(s), as needed.

### **Campus Guidelines During COVID**

For those who are working or studying on campus, or merely visiting campus, the following apply:

- Individuals are asked to follow CDC guidance regarding face coverings. Consistent with these guidelines, we strongly recommend that unvaccinated individuals continue to wear face coverings.
- All persons on campus should engage in and encourage frequent and thorough hand washing/sanitizing.
- All persons on campus should engage in respiratory etiquette, including covering coughs and sneezes.
- Individuals should avoid sharing phones, desks, offices, or other work tools and equipment, as much as possible.
- Individuals should frequently sanitize shared tools and equipment, among other things, as well as clean touchpoints within office suites, departments, or worksites frequently.
- Students should frequently clean their own personal space, workspace, and belongings.
- Employees and students must promptly report their positive COVID-19 test result to the UCF COVID line (407-823-2509) as soon as they learn of the result. This will ensure robust tracing of cases at UCF and will help the university identify and contain potentially impacted populations.
- Employees and students should cooperate with contact tracing efforts, including answering questions as part of those efforts. See Section D, below, for more information.

### **Face Coverings**

UCF expects members of the campus community to follow CDC guidelines regarding face coverings. Consistent with these guidelines, it is strongly recommended that unvaccinated individuals continue to wear face coverings.

CDC guidance as of the date of this policy revision regarding face coverings is available at: For those not yet vaccinated: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> (Links to an external site.)

For those vaccinated: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html> (Links to an external site.)

### **Testing and Tracing**

The university coordinates with the County Health Department for employee and student testing and contact tracing following a positive COVID-19 test or relevant interaction with someone who

tested positive. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

If a department or unit learns that an employee, student, contractor or contractor employee, or recent campus visitor has tested positive for COVID-19, the department or unit should notify the UCF COVID Line at 407-823-2509. The purpose of this notification is to allow contact tracing to begin. See also Section I below.

Employees and students must promptly notify the university if they receive a positive COVID-19 test result or diagnosis by calling the UCF COVID Line at 407-823-2509. This will ensure robust tracing of cases at UCF and will help the university identify and contain potentially impacted populations. NOTE: Information shared with contract tracers is confidential health information and designed to ensure the health and well-being of the campus community. It will not be shared for conduct or adverse employment action.

### **Enforcement**

All employees, students, visitors, vendors, volunteers, contractors and contractor employees must comply with this policy. The goal of the university is that all members of the university community and all other persons on campus will voluntarily comply and cooperate with this policy.

Not all violations of this policy are the same. Reporting to campus for work or classes, or being in close contact with others in the UCF community, knowing that one is COVID-19 positive and has not been released to return to normal activities by a healthcare provider, is a serious policy violation that endangers others and may result in substantial disruption and/or cost to the university. The university reserves the right to respond immediately and at the highest level to policy violations like this. This response may include substantial disciplinary action (up to and including dismissal/termination) and/or removal of the individual from the campus (up to and including with the issuance of a trespass order).

**Course Accessibility and Disability COVID-19 Supplemental Statement** – Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact [sas@ucf.edu](mailto:sas@ucf.edu) to discuss specific accommodations for this or other courses.

## **Academic Integrity**

Students should familiarize themselves with [UCF's Rules of Conduct](#)[Links to an external site.](#). 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. \(Links to an external site.\)](#)

For more information about plagiarism and misuse of sources, see "[Defining and Avoiding Plagiarism: The WPA Statement on Best Practices \(Links to an external site.\)](#)".

## **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 2021

### Course Sanctions

- Cheating during an exam
  - Any use of book, notes, computer, phone, tablet, or any other electronic device during an exam constitutes cheating
  - Consulting with fellow classmates, friends, or any other person during an exam constitutes cheating
  - 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. **This includes calculators; calculators are not permitted during exams**
  - 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](#)[Links to an external site.](#) (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)[Links to an external site.](#).
- 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>[Links to an external site.](#) (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)[Links to an external site.](#) 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 \(Links to an external](#)



[site.\)](#)

## **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.