

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

BSC 2011: General Biology II

Section 0003 MWF 2:30 - 3:20 pm, Classroom Building 2, room 101

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 - 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 II, and specifically that you are enrolled in my course
 - I work with 2500-3000 students in several courses each semester, so it is very important that you tell me that you are a Biology I student enrolled in my course
 - **Before emailing me with a question about course policies, you must read the lecture syllabus to find the answer yourself.**
- UCF policy requires students to use KnightsMail when contacting faculty
 - Email sent from other email addresses will not receive a response

Supplemental Instruction (SI) Leader

- Riley Dennis

Course Information

- Term: Fall 2021
- Course Number & Section: BSC2011.003
- Course Name: General Biology
- Credit Hours: 4 credit hours
- Course Modality: Lecture will be held in-person in Classroom Building 2, room 101. **Course exams will take place synchronously (in "real-time" during our scheduled class meeting time) in Webcourses.**
 - Class Meeting Days: Monday, Wednesday, Friday
 - Class Meeting Time: 2:30-3:20 pm

Enrollment Requirements

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

Course Co-requisites (if applicable): None

Course Description

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

The course discusses evolution, phylogeny, biodiversity, and ecology of prokaryotes and eukaryotic plants and animals. 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 lecture presentations, BSC2011C makes use of online post-lecture quizzes to help students learn content and to prepare for in-class active learning assignments that all focus on developing and testing problem solving and information synthesis skills.

Course Materials and Resources

Required Materials/Resources

- The required textbook for this course [OpenStax 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.)

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.**

- The Laboratory portion of this course requires purchase of Connect Learning System

Student Learning Outcomes

- Given terms and facts pertaining to evolution, biodiversity, 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 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

- Weekly chapter readings
- Active Learning
- Weekly post-quizzes
- 5 Lecture exams with the 5th exam being the University-required Final Exam
- Laboratory
- Students should each lecture and plan to spend at least 2-3 hours outside of lecture reading and learning concepts of this course
- Students will spend approximately 2 hours 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 27th.
 - Failure to complete this quiz will result in the delay of your financial aid funds
 - This quiz is related to the lecture syllabus. Your score on this quiz will not count towards your grade in this course

Course Activity Details

Post-Quizzes (7.5% of semester grade)

- There will be nine (9) online post-quizzes given through Webcourses
- Each quiz will consist of 10 multiple choice questions based on course content
- Post-quizzes will open on Monday mornings and will close at **11:59PM on Sunday**.
- Each post-quiz has a **30 minute** time limit.
- These quizzes are intended to help you gauge your acquisition of course content.
- Post-quizzes are open-book but you **are not permitted** to collaborate with any other student
- You only have **ONE (1)** attempt
- The **lowest scoring post-quiz grade will be dropped**

- **Important: There are NO makeups or excused absences for missed post-quizzes** (unless a student can provide documentation affecting them longer than the open period for the quiz, and that prevented computer access.

- If you miss taking a quiz, you will receive a zero (0) for that quiz's grade. Therefore, do NOT wait until the last minute to take the quiz.
- Technical or internet difficulties will NOT be accepted as an excuse for missing quizzes.
- Students are responsible for knowing the quiz due dates, located in the [Course Schedule](#).

Active Learning (7.5% of semester grade)

- Students who want assistance with this activity should plan to attend lecture for assistance from the instructor.
 - Active Learning quizzes are timed at 50 minutes and are asynchronous but must be completed between 6:00 am - 11:59 pm as scheduled in the [Course Schedule](#)
- Will use Webcourses Quizzes
- Questions related to Active Learning activity
- The lowest scoring assignment will be dropped
- You are permitted to collaborate with other students during the Active Learning sessions

Lecture Exams Details (45% of semester grade)

- Four multiple choice exams will be given throughout the semester
 - The one lowest scoring exam of exams 1-4 will be dropped
 - the three highest scoring exams are worth 15% each
- **Exams are synchronous beginning at the scheduled lecture time (2:30 pm)**
 - There are no exceptions to this policy.
 - Students who fail to take the exam within the exam window are not guaranteed late access to the exam. If late access is granted, a 10% penalty will be applied to the exam grade.
 - **Students who fail to take more than one exam during the exam window will not be allowed late access. Students are expected to learn from prior mistakes.**
 - **Work is not an acceptable reason to miss an exam.**
- Exams are scheduled on the following dates:
 -

- Exam 1: Wednesday, September 15, at 2:30 pm
 - Exam 2: Friday, October 1, at 2:30 pm
 - Exam 3: Wednesday, October 20, at 2:30 pm
 - Exam 4: Monday, November 15, at 2:30 pm
 - Exam content is based on material covered in lecture.
- Exam Protocol
 - Exams will be online using Webcourses Quizzes
 - All exams will contain **30 questions** and will be timed at **40 minutes**
 - **Exams 1-4 will start promptly at 2:30 pm**
 - Students must be logged into Webcourses and ready to begin the exam at 2:30 pm
 - Any student who logs in late to the exam must complete the exam in the time remaining
 - The following are prohibited during all exams:
 - **Collaborating with any other person**
 - Calculators
 - Cell phones
 - Headphones, ear buds, other listening devices
 - Smart watches
 - Textbook and notes
 - Any electronic device not being used specifically for the exam
 - **Lockdown Browser is required for all exams**
(<https://cdl.ucf.edu/support/webcourses/respondus/download/Links to an external site.>)
 - Cheating is obviously not permitted. This is discussed in detail in the section titled “Course Sanctions.”

Final Exam (Exam 5) Details (15% of semester grade)

- **The Final Exam (Exam 5) is on Wednesday, December 8th at 1 pm in Webcourses Quizzes, 1 pm - 2:30 pm (based on UCF Final Exam Schedule)**
 - There are no alternative final exam times
 - Missing the final exam due to oversleeping, not being aware of the day/time, etc. will result in a zero score
 - Students who miss their final exam time for unexcused reasons are not guaranteed a make-up opportunity. If such an opportunity is provided, the final exam score will be penalized 10%
- The final exam begins promptly at 1 pm on Wednesday, December 8
 - Students logging in late must complete the exam in the time remaining
- The final exam is not cumulative and is essentially considered the 5th lecture exam containing questions from Chapters 44-47
- **The final exam is required and cannot be dropped**
- The following are prohibited during the final exam:
 - **Collaborating with any other person**
 - Calculators
 - Cell phones

- Headphones, ear buds, other listening devices
- Smart watches
- Textbook and notes
- Any electronic device not being used specifically for the exam
- Lockdown Browser is required for the Final Exam

Make-up Exams and Assignments

There are no excused absences for post-quizzes. The lowest one (1) Active Learning and the lowest one (1) post-quiz will be dropped to account for absences, technical difficulties, etc. Post-quizzes are open for one week and are completed online, for this reason there is no need for an absence policy.

If an exam is missed due to an official, documented, University-approved absence, a make-up exam will be permitted within three days of the missed exam's scheduled 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.
- Unexcused absences will result in a zero grade for the missed exam
 - The first unexcused exam absence will be dropped as the lowest scoring exam
 - Any additional zero exam grades due to unexcused absences will count towards the final semester grade
- Known conflicts with exam dates must be discussed with the instructor no less than one week prior to the exam date. Documentation must also be provided no less than one week prior to the exam date.
 - Known conflicts include, but are not limited to: military duty, UCF Athletic travel, court date, etc.
 - **As per UCF policy, religious conflicts with exam dates must be discussed with me no later than September 1**
- Unexpected last minutes absences on the day of an exam, you must contact the instructor within 24 hours of the exam. Documentation must be provided within 48 hours of the exam date (or within 48 hours of the date on the excuse documentation).
- If approved, make-up exams must be scheduled within three days of the exam date.
 - If you miss your scheduled make-up exam you will receive a zero for the exam.

Laboratory Grade Details (25% of semester grade)

- There is a REQUIRED laboratory component to BSC2011C which does require an additional purchase

- Information will be provided on the laboratory Webcourses page
- The laboratory component of this course will be completed asynchronously.
- Detailed information concerning the laboratory will be covered in the separate laboratory syllabus found in your laboratory section's Webcourses.
- Please direct all lab-related questions and grading to your GTAs. If your GTAs do not respond within 72 hours, you are permitted to contact the Laboratory Coordinator, Ms. Stubbs (marisha.stubbs@ucf.edu)

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 via Webcourses messaging
 - Grades will not be discussed with any individual (even parents) other than the student
- For Biology majors, a grade of “C” or higher is required to matriculate to the next Department of Biology course
 - Non-majors must check with their individual departments for requirements

Academic Assistance

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

Assessment and Grading Procedures

Assignment	Percentage of Grade
Post-Quizzes	7.5%

Active Learning	7.5%
3 Highest Scoring Exams of 1-4 (12.5% each)	45%
Final Exam (Exam 5)	15%
Laboratory	25%
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 the issuance of a trespass order).

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In Case of Faculty Illness – If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

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

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with [Student Accessibility Services](#)[Links to an external site.](#) (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.

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[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 [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 \(Links to an external site.\)](#)



[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

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 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.

