Knights care for each other, and we expect all knights to armor up inside all classrooms, buildings, and in crowded outside areas on campus.

**Wear masks indoors and in crowded outdoor spaces:**

We expect you will wear masks indoors and in crowded outdoor spaces even if you are fully vaccinated. The highly contagious Delta-variant has been shown to be spread to others even by those who are vaccinated.

Wearing a mask protects you, your loved ones, and your fellow knights by helping reduce the spread of the virus.

**Get vaccinated:**

Vaccines are our most effective tool in combatting covid hospitalization and deaths. If you have not been vaccinated and are able to, get vaccinated.

Vaccines are available and waiting for you. Vaccines are safe, effective and readily available at no cost and by appointment or walk-up at student health services or a location in your community or close to home.

The choice not to be vaccinated or wear a mask can increase your risk and jeopardizes the health and well-being of those around you.

Getting vaccinated is the best way to protect against severe illness due to covid and to show how much you care about the well-being of others.

Vaccines and masks are the best ways to beat covid. Protect yourself and those around you. Armor up!

**Get vacci-knighted!**
BSC 3453C: BIOLOGICAL RESEARCH METHODS + EXPERIMENTAL DESIGN
Department of Biology, College of Sciences
3 credits, Fall 2021

Course Instructor
Dr. Chase Mason
Email: chase.mason@ucf.edu
Office: Biology 401E

Office Hours: 11:30-3:30pm Tuesdays
in person by default, or via Zoom by appointment
Meeting ID: 929 4209 5198, Passcode: OfficeHrs

Course Description
An introduction to research methods in biology, with specific focus on critical thinking, scientific skepticism, experimental design, and working with data relevant to biological questions. Students will develop an understanding of the logical and philosophical underpinnings of the scientific method, learn how biological research is commonly conducted and disseminated, and develop a skillset of data analysis techniques in relation to experimental questions and hypotheses in biology. Course format will consist of lectures and accompanying hands-on breakout sessions where students will perform data analysis and examine published science. BOT 3453C is designated as a Research-Intensive (RI) course. This designation will be noted on your transcripts. This course includes a semester-long group project in which students will perform a systematic literature review and meta-analysis on a research question of their choice within the field of biology. Through this project, students will find and curate indexed peer-reviewed studies performed to date on their chosen research question in order to understand the strength of the current body of evidence and whether scientific consensus exists.

Course Goals and Learning Objectives
Upon completion of the course, students will be able to:
• Understand methodological naturalism and the general conceptual process of scientific inquiry.
• Identify and judge key cognitive biases and logical fallacies.
• Think critically about biological questions and evidence.
• Design appropriate experiments to address biological questions.
• Identify common data types and inspect biological data.
• Select appropriate analyses to answer biological questions.
• Confidently perform the most common and useful analyses used in biology.
• Interpret results of statistical tests in biologically relevant terms.
• Evaluate the validity of experiments and data analysis in the scientific literature.
• Understand basic research ethics and how findings are disseminated.
• Learn how to synthesize research on a particular question to determine the limits of knowledge.

This is a UCF Research-Intensive (RI) Course. https://our.ucf.edu/faculty/research-intensive-courses/

Class Meetings
Location: Bio 212
Times: Tuesdays 5:30-6:50pm
Thursdays 5:30-7:20pm

Prerequisites
A grade of “C” or better in both BSC 2011C and STA 2023, and a grade of “C” or better in either PCB 3044 or PCB 3063, or permission of course instructor.
Course Materials and Resources - Texts, Software, and Equipment

Webcourses ([http://webcourses.ucf.edu](http://webcourses.ucf.edu)) will be used to post materials for the course, including the syllabus, lecture slides, reading materials, and grades for all assignments.

This course will use two texts:


Additional supplementary reading materials (e.g. journal articles, videos, etc) will be provided by the instructor as files through Webcourses.

The course will also use the free open-source software package JASP: [https://jasp-stats.org/](https://jasp-stats.org/)


Bring-Your-Own-Device Policy: Students are required to bring a laptop computer or other similar device capable of running JASP and handling standard data files (e.g. Excel, CSV, etc) to laboratory sessions when indicated. The purpose of this (instead of using a computer lab) is to allow students to more easily complete laboratory modules out of class, and facilitate the semester-long group project. If you do not have such a device available to you, please come speak with the instructor to work out an alternative solution.

Assessment and Grading Procedures

Grades will be assigned on the following scale without rounding:

- A: 90-100%
- B+: 85-89.9%
- B: 80-84.9%
- C+: 75-79.9%
- C: 70-74.9%
- D: 60-69%
- F:<60%

The grade for this course will be based on the following components:

1. Successful completion of **Responsible Conduct of Research training** (5% total) covering topics in research ethics and responsible project management.

2. Six **in-class/homework assignments** (8% each, 5 graded, 40% total) demonstrating completion of data analysis exercises and interpretation. Assignments are due in class (laboratory session) the week after the laboratory session in which they were assigned. The lowest grade will be dropped (five total).

3. One **team systematic literature review project** synthesizing existing research on a question of interest, generating a quantitative review of evidence and making informed suggestions for further research (10% proposal, 20% final written report, 10% final presentation; 40% total). This project is graded using the group scores as a baseline, adjusted by individual contributions if needed.

4. A **research reflection** assesses how your team project went, what you learned, and what you would do differently with a new experience based on what you have learned (5% total).

5. One **practical final exam**, given in class on the date indicated on the schedule (10% total). This open-book, open-note exam will consist of a series of data analysis questions using JASP.
Course Policies and Specific Expectations

1. This is a research-intensive course with major hands-on components, and attendance is therefore very important. A large portion of the course grade will be based on assignments resulting from group participation in laboratory sections and the group research project, and exams will cover material not available outside of class. HOWEVER, no student will be penalized for being away from class due to pandemic-related absences (illness, quarantine, caring for others). There is no direct penalty for absences, and late assignments will be accepted for excused absences. Excused absences include illness, serious family emergencies, special co-curricular activities and requirements, severe weather conditions, and religious holidays. Assignments from unexcused absences may be submitted late for a 10% per week reduction in the assignment’s grade.

2. Assigned readings are very important to this course, and all assigned readings for a given day should be completed before attending class.

3. This course may occasionally cover politically or socially controversial topics where they intersect with science and scientific evidence. Students are expected to behave professionally and treat other students and the instructor in a civil manner in the interest of scholarly discourse.

4. Written communication with the instructor should be sent via Webcourses or UCF email. Note that I will not be able to respond to course inquiries sent from third-party email addresses (e.g. Gmail) where student identity cannot be confirmed, in order to comply with FERPA regulations. I strive to respond to all inquiries within 1-2 business days (M-Fr).

5. This course will involve a semester-long team research project. Students will need to communicate and work with one another outside of class to complete it, similarly to working scientists in academia, government, and industry. Teams will be self-selected and based on shared research interests, as is typical for research collaborations in science. Students will need to resolve conflict among team members as much as possible, but the instructor will mediate any major conflicts. Teams should establish a preferred method of communication (email, Webcourses, text, apps, etc) shortly after team establishment. Along with this, students have a responsibility to be professional and reasonably responsive to their team (e.g. responding to correspondence within 1-2 business days on project matters), though team members should also be courteous and mindful that people have diverse work/course schedules and may not be able to respond to last-minute inquiries and that pandemic-related absences are a possibility. Groups should set expectations early.

6. As researchers, you are expected to conduct yourself with the highest standards of professionalism and research ethics. All students will be required to complete Responsible Conduct of Research training: [http://www.rcr.ucf.edu/rcr_AccessingCITI_RCR_Training.pdf](http://www.rcr.ucf.edu/rcr_AccessingCITI_RCR_Training.pdf).

7. Academic dishonesty (e.g. plagiarism or cheating) is governed by the UCF Golden Rule. Students found to have committed academic dishonesty will receive a minimum of an “F” for the assignment in question, and at the instructor’s discretion based on severity of the violation, an “F” for the entire course with referral to the Office of Student Conduct. See university policy below.

8. Students are highly encouraged to discuss any and all portions of this course with me. If you are struggling, please do not wait until you fall behind to meet with me. I am available during my weekly office hours or by appointment and will be happy to discuss the course.
# Course Schedule

Course schedule is an approximation and will be updated throughout the semester. Please bring a laptop on days marked with an ‘L’.

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Topics</th>
<th>What’s In-Class?</th>
<th>L?</th>
<th>Readings before Class/Assignments Due</th>
</tr>
</thead>
</table>
  • *Skeptic’s Guide* – Intro. through Ch. 7 (45p.)  
  • | |
|      | 8/26 | Cognitive Bias and Logical Fallacies | Lecture Activity: Name That Logical Fallacy! | • *Skeptic’s Guide* – Ch. 8 – Ch. 18 (100p.)  
  • Cognitive Bias and Logical Fallacy Lists | |
| 2    | 8/31 | Science Versus Pseudoscience The Demarcation Problem Baloney Detection Methods | Lecture [Massimo Pigliucci] Discussion of Readings | • *Skeptic’s Guide* Ch. 19 - Ch. 28 (93p.)  
  • *Demon-Haunted World* Ch. 12: “The Fine Art of Baloney Detection” (18p.)  
  • Science vs. Pseudoscience: Where is the Difference? (2p.)  
  • “The Demarcation Problem” - Massimo Pigliucci (26p.)  
  • 20 Tips for Interpreting Claims (3p.) | |
|      | 9/2  | *NO CLASS*  
 *Campus Closed at 2pm for Sports* | -- | • RCR Training Due 9/5  
  • *Skeptic’s Guide* Ch. 29 - Ch. 39 (78p.) | |
| 3    | 9/7  | Decoding a Published Study The Peer Review Process Common Observational + Manipulative Approaches The Importance of Controls | Lecture Activity: Decoding a Study in Real Time | • *Skeptic’s Guide* Ch. 40 – Ch. 45 (57p.)  
  • Motulsky Ch. 25 (6p.)  
  • How to Read a Scientific Paper (2p.)  
  • How to (Seriously) Read a Scientific Paper (5p.)  
  • Guide to Peer Review (20p.) | |
|      | 9/9  | Researcher Degrees of Freedom P-hacking Method Reliability/Validity Publication Bias + Research Ethics | Lecture [Ben Goldacre] Paper Discussion [Simmons et al.] | • *Skeptic’s Guide* Ch. 46 – Ch. 56 (69p.)  
  • *Statistics Done Wrong* – Researcher Degrees of Freedom, Everybody Makes Mistakes, Hiding the Data (5p.)  
  • Radiolab – “Stereothreat” (30 min)  
  • Simmons et al. 2011 (8p.) | |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Activity/Tutorial</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/14</td>
<td>Systematic Reviews and Meta-Analysis</td>
<td>Lecture, Team Literature Review Project Planning</td>
<td>• Cochrane Guide to SRs (8p.)&lt;br&gt;• Sambunjak et al. 2011 (Flossing – ~20p.)&lt;br&gt;• Whitehead et al. 2017 (Crops – 9p.)&lt;br&gt;• Schoenfeld and Ioannidis 2013 (Cancer – 8p.)&lt;br&gt;• McArt et al. 2014 (Floral Diseases -&lt;br&gt;• Read Project Rubrics for Proposal + Final</td>
</tr>
<tr>
<td>9/16</td>
<td>Library Skills and Citation Visit from UCF Librarian</td>
<td>Activity: EndNote Workshop</td>
<td>• Beckmann and Von Wehrden 2012 (3p.)</td>
</tr>
<tr>
<td>9/21</td>
<td>Intuition, Statistics, and Probability Theory</td>
<td>Lecture, Demonstration</td>
<td>• Motulsky Ch. 1-3 (~14p.)&lt;br&gt;• Statistics Done Wrong – P-values (2p.)</td>
</tr>
<tr>
<td>9/23</td>
<td>Statistical Significance vs. Effect Size The Base Rate Fallacy</td>
<td>Lecture, Paper Discussion</td>
<td>• Motulsky Ch. 4, 18 (~21p.)&lt;br&gt;• Miller et al. 2000 (Whale Song – 2p.)&lt;br&gt;• Klein et al. 2011 (SELECT – 8p.)&lt;br&gt;• Carlson et al. 2015 (Telomeres – 9p.)&lt;br&gt;• TEAM PROJECT PROPOSALS DUE – 3 copies!</td>
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<tr>
<td>9/28</td>
<td>Peer Review of Proposals</td>
<td>Peer Review of Proposals</td>
<td>• Read the Rubric</td>
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<tr>
<td>9/30</td>
<td>Best Practices for Figures</td>
<td>Activity: Figure Critique</td>
<td>• “How To Lie With Statistics” – Darrell Huff (140p.)&lt;br&gt;• Best et al. 2005 (Response to HTL – 5p.)</td>
</tr>
<tr>
<td>10/5</td>
<td>Replication and Pseudoreplication Sample Size and Power, Bayesian Thinking</td>
<td>Lecture, Paper Discussion</td>
<td>• Statistics Done Wrong- Statistical Power, Pseudoreplication, Regression to the Mean (8p.)&lt;br&gt;• Hurlbert 1984 (26p.)&lt;br&gt;• Steidl et al. 1997 (11p.)&lt;br&gt;• Davies and Gray 2015 (10p.)</td>
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<tr>
<td>10/7</td>
<td>Replication and Pseudoreplication Sample Size and Power, Bayesian Thinking</td>
<td>Data Workshop 1: Design and Power Analysis</td>
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<tr>
<td>Week</td>
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| 8    | 10/12 | Data types and Distributions, Describing Variation | Lecture | • Motulsky Ch. 5-11, 21 (46p.)
|      |      |       |        | • ASSIGNMENT 1 DUE |
|      | 10/14 | Data types and Distributions, Describing Variation | Data Workshop 2: Data Visualization + Descriptive Statistics | L |
|      |      |       |        | • Motulsky Ch. 12-15, 19 (32p.) |
| 9    | 10/19 | Hypothesis Testing and Significance Differences among Groups/Treatments | Lecture | • ASSIGNMENT 2 DUE |
|      | 10/21 | Hypothesis Testing and Significance Differences among Groups/Treatments | Data Workshop 3: Chi-square, T-test, ANOVA | L |
|      |      |       |        | • ASSIGNMENT 3 DUE |
|      | 10/26 | Correlation and Regression Multiple and Logistic Regression | Lecture | • Motulsky Ch. 22-24 (22p.) |
|      | 10/28 | Correlation and Regression Multiple and Logistic Regression | Data Workshop 4: Correlation Approaches | L |
|      |      |       |        | • ASSIGNMENT 4 DUE |
| 11   | 11/2  | NO CLASS – *Veterans Day* Factorial Designs, Split-Plot Designs Blocking and Block Designs | Recorded Lecture on Webcourses | |
|      | 11/4  | Factorial Designs, Split-Plot Designs Blocking and Block Designs | Paper Discussion Data Workshop 5: Two-way + Block designs | L |
|      |      |       |        | • Franke and Fisher 2013 (12p.)
<p>|      |      |       |        | • ASSIGNMENT 4 DUE |
| 12   | 11/9  | Repeated Measures/Time Series Data Survival Analysis Analysis of Covariance | Lecture Paper Discussion | |
|      |      |       |        | • Skrip et al. 2016 (10p.) |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Location</th>
<th>Homework Notes</th>
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</thead>
<tbody>
<tr>
<td>11/11</td>
<td>Repeated Measures/Time Series Data</td>
<td>Data Workshop 6:</td>
<td>• ASSIGNMENT 5 DUE</td>
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<tr>
<td></td>
<td>Survival Analysis</td>
<td>Time Series and ANCOVA</td>
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<tr>
<td></td>
<td>Analysis of Covariance</td>
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<tr>
<td>11/16</td>
<td>Multiple Comparisons and Type I Error</td>
<td>Lecture Paper Discussion</td>
<td>• Motulsky Ch. 16-17, 25 (20p.)</td>
</tr>
<tr>
<td></td>
<td>Data Mining and Meta-Analysis</td>
<td></td>
<td>• Statistics Done Wrong – Wrought? (1p.)</td>
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<td></td>
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<td></td>
<td>• Leung et al. 2014 and Slate Article (~10p.)</td>
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<tr>
<td>11/18</td>
<td>Meta-Analysis Statistics</td>
<td>In-Class Analysis</td>
<td>• JASP Manual Pages 142-149 (7p.)</td>
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<tr>
<td></td>
<td>Project Analysis JASP Help Day</td>
<td></td>
<td>• ASSIGNMENT 6 DUE</td>
</tr>
<tr>
<td>11/23</td>
<td>A Peek at Bayesian Statistics</td>
<td>Lecture</td>
<td></td>
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<tr>
<td>11/25</td>
<td>*NO CLASS – <em>Thanksgiving Break</em></td>
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<tr>
<td>11/30</td>
<td>Team Research Project Presentations</td>
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<tr>
<td>12/2</td>
<td>Remaining Project Presentations, Research Reflections</td>
<td></td>
<td>• Final Research Project Reports Due</td>
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<td>• Research Reflections Due on Webcourses by Dec 5</td>
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</table>
Face Covering Policy for Common Spaces and Face-to-Face Classes

Please wear masks in this class for the protection of yourselves and those around you who may be at higher risk from COVID complications. UCF expects that all members of our campus community who are able to do so will get vaccinated, and we expect all members of our campus community to wear masks indoors, in line with the latest CDC guidelines.

Everyone is expected to wear a face covering that covers the nose and mouth inside all indoor spaces, even if you are fully vaccinated against coronavirus. Students who choose not to wear face coverings will not be asked to leave the classroom by the instructor, under current university policy: [https://www.ucf.edu/coronavirus/question/will-face-coverings-be-required/](https://www.ucf.edu/coronavirus/question/will-face-coverings-be-required/).


COVID-19 and Illness Notification

Students who believe they may have a COVID-19 diagnosis must contact the university's COVID line (407-823-2509) so proper 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 residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). Once a student has contacted the COVID line, Faculty will be notified by contact tracing specialists if a student in their class is unable to attend. However, it would also be helpful for students to contact instructors directly as soon as possible to discuss reasonable adjustments that might need to be made to maintain course success.

In Case of Faculty Illness or Quarantine

If the instructor falls ill during the semester or is required to quarantine, there may be changes to this course, including having the Graduate Teaching Assistant lead instruction for a few days, moving the course temporarily to a remote format, or 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 needing accommodation should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses in the event the course modality changes.

Make-up Assignments for Authorized University Events or Co-curricular Activities (UCF Policy 401.2)

Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see the UCF policy at [https://policies.ucf.edu/documents/4-401.pdf](https://policies.ucf.edu/documents/4-401.pdf).

Make-up Assignments for Religious Observances (UCF Policy 5.020)

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://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALJan19.pdf](http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALJan19.pdf).
**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, for use in a complaint against the institution, or for use as evidence in a civil or criminal proceeding. Students may not record for any other purpose without the consent of the faculty member. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording classroom activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations is prohibited. Recordings may not 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. Under existing Florida law (Florida Statutes 1004.097), a recorded lecture may not be published without the consent of the faculty member, except it may be shared with university officials or state and federal government officials in connection with a complaint to or against the university, or used as evidence in a criminal or civil proceeding. Violation of this provision may subject the student to disciplinary action by the university and/or to a legal action by a person injured by the publication. To publish means to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person, or persons, including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print. Under this law, a faculty member may bring legal action “against a person who has published video or audio recorded in a classroom in violation of paragraph (3)(g) in a court of competent jurisdiction to obtain declaratory and injunctive relief and may be entitled to damages plus court costs and reasonable attorney fees, with the total recovery not to exceed $200,000.”

**Academic Integrity**

Students should familiarize themselves with UCF’s Rules of Conduct at [https://scai.sdes.ucf.edu/student-rules-of-conduct/](https://scai.sdes.ucf.edu/student-rules-of-conduct/). According to Section 1, “Academic Misconduct,” students are prohibited from engaging in

1. **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.
2. **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.
3. **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.
4. **Falsifying or misrepresenting the student’s own academic work.**
5. **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.
6. **Multiple Submissions:** Submitting the same academic work for credit more than once without the express written permission of the instructor.

7. **Helping another violate academic behavior standards.**

8. **Soliciting assistance** with academic coursework and/or degree requirements.

**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* [https://goldenrule.sdes.ucf.edu/]. UCF faculty members have a responsibility for students’ education and the value of a UCF degree, and so seek to prevent unethical behavior and respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within this course can range from a zero on the exercise to an “F” letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a “Z” designation on one’s transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let’s avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

**Course Accessibility Statement**

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need specific access in this course, such as accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with Student Accessibility Services (Ferrell Commons, 7F, Room 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.

**Deployed Active Duty Military Students**

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

**Campus Safety Statement**

Emergencies on campus are rare, but if one should arise in our class, we will all need to work together. Everyone 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.
- Familiarize yourself with evacuation routes from each of your classrooms and have a plan for finding safety in case of an emergency. (Insert class-specific details if appropriate)
• 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/AEDlocations-UCF (click on link from menu on left). (insert class specific information if appropriate)

• To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, 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.”

• If you have a special need related to emergency situations, please speak with me during office hours.

• Consider viewing this video (https://youtu.be/NIKYajEx4pk) about how to manage an active shooter situation on campus or elsewhere.

**Resources for Success**

**University Writing Center**

The University Writing Center (UWC) offers writing support to UCF students from first-year to graduate in every discipline. Trained peer consultants provide help at every stage of the writing process, including understanding assignments, researching, drafting, revising, incorporating sources, and learning to proofread and edit. The UWC's purpose is not merely to fix papers or to make better writers, but to teach writers strategies to navigate complex situations for writing, both in and outside the University. Consultations are available for individuals and small groups. [https://uwc.cah.ucf.edu/](https://uwc.cah.ucf.edu/)

**UCF Libraries**

The Research and Information Services Department exists to help students and faculty use library resources and services to find high-quality information both in the physical library collections and online. This unit provides one-on-one research consultations with a librarian for extensive, in-depth assistance with research. Sandy Avila is our science librarian, and she will participate directly in this course. [https://library.ucf.edu/about/departments/reference/](https://library.ucf.edu/about/departments/reference/)

**Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) is a campus agency designated to provide psychological services to currently enrolled students free of charge. CAPS provides a variety of services from career assessment and stress management to crisis intervention. The office is located in Counseling Center 101, which is next to the UCF Health Center. [http://caps.sdes.ucf.edu/](http://caps.sdes.ucf.edu/)