



Biology II (BSC 2011C)

Spring 2022

Monday/Wednesday/Friday
Section 0M02: 10:30-11:20 am in CB2 201
Section 0M03: 2:30-3:20 pm in VAB 132

Instructors

- **Lecture Instructor:** Dr. Christa Diercksen
 - **Laboratory Coordinator:** Ms. Marisha Stubbs
 - **Laboratory TAs:** Each lab section will have their own graduate student TAs.
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Communication for Lecture Instructor

- **Email:** christa.diercksen@ucf.edu
 - **Office hours:** Open virtual office hours will be conducted via Zoom or Webcourses Chat on the following days:
 - Monday: 9:00-10:00 am (Zoom): <https://ucf.zoom.us/j/93592738263>
 - Tuesday: 10:00-11:00 am (Chat)
 - Wednesday: 12:00-1:00 pm (Zoom): <https://ucf.zoom.us/j/98715611629>
 - Friday: 1:00-2:00 pm (Chat)
 - The Tuesday and Friday Chats can be accessed inside our Webcourses. Students can view any Chat messages outside of the scheduled Chat times.
 - The open office hours are for general course and content questions for everyone to hear. Students wishing to discuss personal issues or grades should request an individual Zoom appointment by email.
 - E-mail is the fastest and preferred way to communicate with Dr. Diercksen. Please do NOT use Webcourses messages!
 - All attempts will be made to answer emails within a 24-hours, M-F and Sun.
 - Faculty can ONLY communicate with students via Knightmail.
 - Please **identify yourself as a Biology II student** and sign off the email with your **full name** and **UCF ID#**.
 - Emails should be written in a professional and respectful manner. *Note: Florida has a very broad open records law (F.S. 119) so all emails sent to UCF email may be subject to public disclosure.*
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Official Class GroupMe:



- Use this link: https://groupme.com/join_group/84159415/pXHLIH6P or scan the QR code above to join our official class GroupMe.
- Be aware that Dr. Diercksen monitors this GroupMe and can remove students who use it in violation of the Student Code of Conduct.

Course Description

Course Description:

- *Credit hours:* 4
- *Course Prerequisites:* Biology I (BSC 2010C)
- *Course Co-requisites:* BSC 2011 Laboratory is a required component of this course.
- *Course Purpose:* 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. This 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. Making connections to real life application of course content will be emphasized across the material.

General Course Objectives

Note: Individual chapter objectives can be found in each chapter overview in our Webcourses.

- Given terms and facts pertaining to evolution, biodiversity, physiology, and ecology, students will be able to classify them correctly.
- Given biological examples, students will be able to correctly differentiate how they relate to evolutionary concepts and theories.
- Given phylogenetic relationships, students will be able to correctly interpret the level of organisms' relatedness.
- Given organismal features, students will be able to correctly reconstruct phylogenetic classifications.
- Given real biological observations, students will be able to correctly implement the concepts of evolution and biodiversity.
- Given the descriptive characteristics of plants, students will be able to correctly identify distinguishing features of plants in general as well as key features of major plant divisions.

- 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.
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General Course Topics

- The course content is broken up into the 5 following modules of material and their corresponding chapters:
 1. Evolutionary Processes
 2. Biological Diversity I: Viruses, Prokaryotes, Eukaryotic single cell organisms
 3. Biological Diversity II: Plants
 4. Biological Diversity III: Animals
 5. Ecology
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Course Materials

- This course utilizes a free Open Educational Resource (OER) through OpenStax.
 - The full text is available at <https://openstax.org> (Search for “**Biology 2e**” under the “Science” category), but through the OER license, a **curated version** is provided within our Webcourse for each chapter. Students are **strongly encouraged to read from the edited version** for better focus on pertinent course content.
 - Students should bring a WiFi enabled device during lecture and lab (e.g. smartphone, tablet, laptop, etc.) for various activities.
 - Other readings or background information and/or links will be provided on Webcourses.
 - The Laboratory portion of this course requires purchase of the Connect Learning System. Please refer to your laboratory syllabus for more information.
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Course Activities

- Weekly chapter readings, at least 2-3 hours outside of lecture
 - Active Learning exercises with quizzes
 - Weekly post-quizzes
 - 5 Lecture exams with the 5th exam being the University-required Final Exam.
 - Laboratory, approximately 2 hours in the laboratory portion of this course.
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Academic Activity Assignment

- **Due date: Friday, January 14th at 5:00 pm.**
 - In order to document that you began this course for financial aid, please complete the **“What do you remember from Bio 1?”** “quiz” in Webcourses by the end of the first week of classes, or as soon as possible after adding the course. Failure to do so could result in a delay in the disbursement of your financial aid!
 - This 15-question multiple-choice quiz will cover basic concepts taught in Biology I which is a pre-requisite for this course.
 - Your score on this quiz will not count for or against you, but you must complete it for the Academic Activity assignment documentation.
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Attendance Policy

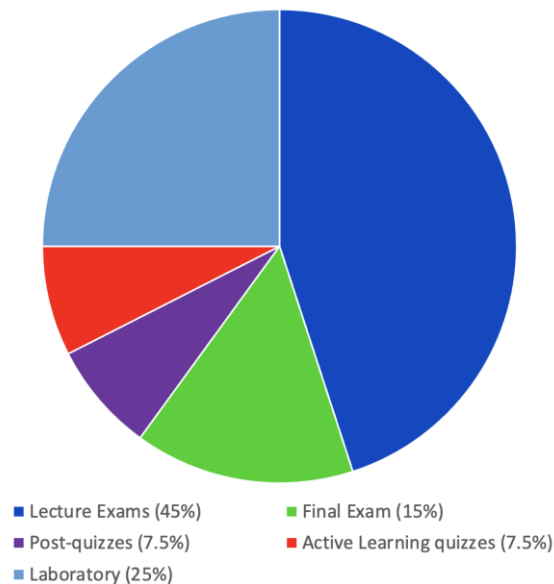
- The class will meet **in-person** during our scheduled course days and time (**MWF: Section 0M02 from 10:30-11:20 am and Section 0M03 from 2:30-3:20 pm**) unless pandemic conditions warrant a university approved change in course format, or I am unable to attend lecture due to Covid related illness or exposure.
 - Attendance is NOT mandatory for lecture but encouraged for healthy students. Students who are experiencing Covid-like symptoms or who suspect they have been exposed to COVID-19 should not attend class until medically cleared.
 - Dr. Diercksen will be wearing a mask during lecture and encourage those in attendance to as well.
 - For Dr. Diercksen’s safety and the students in the class, there will NOT be any pre- and post-lecture interactions at the lectern. All student questions and issues should be addressed via email or during the Zoom/Chat office hours.
 - All assessments will be submitted in Webcourses including quizzes and exams.
 - All course materials will be available in Webcourses.
 - Lectures will NOT be recorded, but all Powerpoints will be available in Webcourses.
 - It is the student’s responsibility to know what was covered in class if they must miss lecture. Please use the class GroupMe as your primary avenue for this information.
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- Access Webcourses: <https://webcourses.ucf.edu> and enter your NID and NID password.
 - For technical support, please contact Online@UCF Support: <https://cdl.ucf.edu/support/> or call 407-823-0407 or email: webcourses@ucf.edu.
 - Important: Please adjust your Webcourses’ settings to allow notification of Webcourses’ Announcements and/or check the Announcement section regularly.
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Grading

- Final course grades will be calculated by weighted categories (see below) and will include the laboratory grade earned in each student's lab.
- Grades will be posted in Webcourses as available but are NOT to be considered official grades at any one given moment.
- No grades will be given over the phone or by email according to Federal law (FERPA regulations).
- Grades will NOT be routinely curved unless warranted by Dr. Diercksen's discretion.
- **Extra Credit:** Extra credit is NOT routinely available although opportunities *may* arise throughout the semester.
- **Make-up work:** Make-ups for missed exams or quizzes must be approved at the discretion of Dr. Diercksen and *will require documentation*. See more information concerning make-ups below.



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

- **Semester grades will NOT be rounded.** There are NO exceptions to this policy. In other words, a 79.99 is a "C."
- With so many students in this course and other sections, 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, quiz, or laboratory exercise.

- **Biology majors:** A grade of “C” or higher is required to advance in your Biology coursework. For other majors, please check with your major’s department for more information.
 - **Withdrawal Date: March 25, 2022 at 11:59 pm**
 - Please refer to the Undergraduate Catalog for detailed information about the implications of the withdrawal date.
 - Students must initiate withdrawal themselves. Dr. Diercksen will NOT automatically withdraw any student from the course.
 - Late and medical withdrawals and incompletes are granted for only very compelling and documented reasons.
 - **Grade Forgiveness Date: April 25, 2022 at 11:59 pm.**
 - Please refer to the Undergraduate Catalog for detailed information about the Grade Forgiveness process.
 - Students must apply for grade forgiveness if they are taking the course the 2nd time. The 2nd grade will NOT be awarded automatically without applying for Grade Forgiveness.
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Grade Details

Post-Quizzes (7.5% of semester grade)

- There will be **thirteen (13) online post-quizzes** given through Webcourses.
- Each quiz will consist of **ten (10) multiple-choice questions** based on course content.
- These quizzes are intended to help you gauge your acquisition of course content.
- Post-quizzes will open on Monday mornings and will close at **11:59 pm on the following Sunday**. Please refer to the course schedule and Webcourses’ Calendar for each quiz’s due date.
- Each post-quiz has a **30-minute** time limit.
- Post-quizzes are considered open book, but students **are not permitted** to collaborate with any other student.
- You only have **ONE (1)** attempt on each quiz.
- **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.
- The Lockdown Browser is NOT required for the post-quizzes.
- Students are responsible for knowing the quiz due dates, located in the Course Schedule.

Active Learning (7.5% of semester grade)

- There will be **eight (8) Active Learning five (5) question multiple-choice quizzes** given through Webcourses.
- Lecture content will be further explored with the use of a variety of active learning exercises conducted during lecture times.
- Students will be encouraged to work in groups during these exercises although group work is not required.
- There will be peer Learning Assistants (LAs) present during these active learning sessions to help students work through the material.
- All materials for the active learning will be available in our Webcourses.
- Students who want assistance with this activity should plan to attend lecture for assistance from the instructor and LAs.
- Each active learning exercise will be individually assessed by a Webcourses' quiz based on the content of that activity.
- Active Learning quizzes are considered open book, but students **are not permitted** to collaborate with any other student during the quiz.
- You only have **ONE (1)** attempt on each quiz.
- **The lowest scoring Active Learning Quiz grade will be dropped.**
- **Important: There are NO makeups or excused absences for missed Active Learning 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.
- The Lockdown Browser is NOT required for the Active Learning quizzes.
- Active Learning quizzes will have a **30-minute time limit** and will be **available starting at 3:30 pm on Active Learning Days** (see course schedule for days) and will remain **open to take for 2 days.**
- Students are responsible for knowing the quiz due dates, located in the Course Schedule.

Lecture Exams Details (45% of semester grade)

- **Four (4) multiple-choice online** exams will be given throughout the semester using Webcourses Quizzes.
- **The lowest scoring exam of exams 1-4 will be dropped** therefore the three highest scoring exams are **worth 15% each.**
- Students should NOT report to the lecture room on exam days and should instead find a quiet place with reliable internet to take their exam during the exam window.
- Each exam for both sections will be available on the exam day during the **time window of 10:30 am-3:20 pm.**
- Students can choose to begin their exam starting at 10:30 am or any time during the open window.
- Once a student begins their exam, they will have **40 minutes to complete the 30 multiple-choice questions.**
- Students will be able to change their answers on any question up until the time they submit their exam or the time window closes.
- SAS students will receive their allotted extended time for their exams automatically.

- **All exams will close at 3:20 pm** (including those receiving extra time) even if students have remaining time on their clock. It is the student's responsibility to begin their exam with enough time before 3:20 to receive the full 40 minutes if desired.
- Students who miss the exam for unexcused reasons are NOT guaranteed a make-up opportunity. If such an opportunity is approved, the exam score will be **penalized 10% of the exam score** (e.g. If a student earns a 28/30 on the exam, their recorded score will be -3 points or a 25.)
- Exams are scheduled on the following dates:
 - **Exam 1: January 31**
 - **Exam 2: February 21**
 - **Exam 3: March 16**
 - **Exam 4: April 4**
- Exam content is based on material covered in lecture.
- 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
- The **Lockdown Browser is required for all exams** (see more information concerning the lockdown browser below). A web cam is NOT required for any exam.
- Cheating is obviously not permitted.

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

- The **Final Exam (Exam 5)** will be available for each section on the following days and times based on the official UCF Final Exam Schedule for Spring 2022:
 - **Section 0M02 (10:30 am lecture): May 2 from 10:00 am-12:50 pm**
 - **Section 0M03 (2:30 pm lecture): April 27 from 1:00-3:50 pm**
- There are NO alternative final exam times unless a student receives approval from Dr. Diercksen.
- 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 approved, the final exam score will be **penalized 10% of the exam score** (e.g. If a student earns a 28/30 on the exam, their recorded score will be -3 points or a 25.)
- 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 the last modules of the semester.
- **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
- The **Lockdown Browser is required for the Final Exam**. A web cam is NOT required for the Final Exam.

Laboratory Grade Details (25% of semester grade)

- There is a REQUIRED laboratory component to BSC2011C which requires an additional purchase.
- 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 lab GTAs. If your GTAs do not respond within 72 hours, you are permitted to contact the Laboratory Coordinator, Ms. Stubbs (marisha.stubbs@ucf.edu). **DO NOT contact Dr. Dierksen about laboratory issues or content.**

Make-up Exams

- There are **no excused absences for post-quizzes or active learning quizzes**. The lowest one (1) Active Learning quiz 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.
- **Work related reasons are NOT an acceptable reason to miss an exam.**
- **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 the instructor no later than January 21.
 - For 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.
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Lockdown Browser Information

- The **Respondus Lockdown Browser** "locks down" the testing environment within Webcourses to help maintain exam integrity and to prevent academic dishonesty.
- How the Lockdown Browser works:
 - Assessments are displayed full-screen and cannot be minimized.
 - Browser menu and toolbar options are removed, except for Back, Forward, Refresh and Stop
 - Prevents access to other applications including messaging, screen-sharing, virtual machines, and remote desktops
 - Printing and screen capture functions are disabled.
 - Copying and pasting anything to or from an assessment is prevented.
 - Right-click menu options, function keys, keyboard shortcuts and task switching are disabled.
 - An assessment cannot be exited until the student submits it for grading.
 - Assessments that are set up for use with Lockdown Browser cannot be accessed with other browsers.
- Students will be required to download the **UCF specific Lockdown Browser**. which can be found at this site:
<https://download.respondus.com/lockdown/download.php?id=472413933>
- If you are choosing to use the iPad for your Lockdown Browser, you will need to download it from the Apple App Store for iPad (Lockdown Browser, Respondus, Inc.).
- Please contact UCF IT (itsupport@ucf.edu) if you are having difficulty installing and using the Respondus Lockdown Browser. Dr. Diercksen cannot provide technical assistance.
- To take an online quiz or exam, open the Lockdown Browser and navigate to the exam inside our Webcourses. You will NOT be able to access the exam with a standard web browser.
- You will NOT need a Webcam (Respondus Monitor) to take quizzes or exams for our course.

Operating Systems that support the Lockdown Browser:

- Windows: 10 and 8.
- Mac: MacOS 10.12 or higher.
- iOS: 11.0+ (iPad only). *Note: You can NOT take an exam or quiz with the Lockdown Browser on an iPhone.*
- Chromebook: *Note: You will need a Chrome extension to use the Lockdown Browser.*

Sample Quiz using the Lockdown Browser

- To familiarize yourself with the Lockdown Browser environment, please take the Sample Quiz for practice in our Webcourses.
- There is only 1 question on this *ungraded* practice quiz.
- The practice quiz will remain available for the whole semester with unlimited attempts.
- **It is highly recommended students practice using the Lockdown Browser before attempting EACH exam with this sample quiz.**
- If you change the device you are taking quizzes or exams on during the semester, you will need to re-download the software to the new device. It is strongly encouraged to repeat the sample quiz to ensure you are still able to access the assessments on the new device.

General tips for online exams:

- Select a location where you won't be interrupted.
- Clear your area of all external materials — books, papers, other computers, or devices.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Remain at your desk or workstation for the duration of the test.
- Turn off all mobile devices, phones, etc. and don't have them within reach.
- Clear your area of all external materials — books, papers, other computers, or devices

Academic Assistance

- Dr. Diercksen 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 for the current semester 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!

Course Schedule

- Please use the Course Schedule found in a separate document in Webcourse to know the important due dates and which course topics are covered each week. These due dates are also reflected in the Webcourses' Calendar.
 - It is the student's responsibility to know when things are due!
 - Dr. Diercksen reserves the right to make changes if necessary to the course schedule, updating when needed and will notify students of any significant changes.
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Quick Links to Resources



407-823-5555
or 911



[Student Handbook](#)



[UCF Cares](#)



[Accessibilities](#)



[Academic Resources](#)

UCF Official Policy Statements

Required UCF Statement Regarding COVID-19

Statement Regarding Masks in Classrooms

- UCF **EXPECTS** that all members of our campus community who are able to do so **get vaccinated and boosted**, and we **EXPECT** all members of our campus community to wear masks indoors, [in line with the latest CDC guidelines](#). Masks are required in approved clinical or health care settings.

Notifications in Case of Changes to Course Modality

- If the instructor falls ill during the semester, there may be temporary changes to this course, including having a backup instructor take over the course or going remote for a short time. Please look for announcements or mail in Webcourses@UCF or Knights email for any temporary alterations to this course.

COVID-19 and Illness Notification

- Students who believe they may have been exposed to COVID-19 or who test positive must contact UCF Student Health Services (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 or have tested positive for COVID-19.
- Students should contact their instructor(s) as soon as possible if they miss class for any illness to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

Code of Conduct

- Students should familiarize themselves with [UCF's Rules of Conduct](#). 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](#).
- For more information about plagiarism and misuse of sources, see "[Defining and Avoiding Plagiarism: The WPA Statement on Best Practices](#)".

Responses to Academic Dishonesty, Plagiarism, or Cheating

- Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, [The Golden Rule](#). UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary, respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <http://goldenrule.sdes.ucf.edu/zgrade>.

Inclusion, Safety, and Disability Accommodation at UCF

- The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.
- Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at www.shield.ucf.edu and <http://cares.sdes.ucf.edu/>.
- If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.
- For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:
- Title IX – EO/AA - <http://www.eeo.ucf.edu/> & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services - <http://sas.sdes.ucf.edu/> & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team - <http://jkrt.sdes.ucf.edu/>
- UCF Compliance and Ethics Office - <http://compliance.ucf.edu/> & complianceandethics@ucf.edu
- Ombuds Office - <http://www.ombuds.ucf.edu>
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://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 toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including 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.
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://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 toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- 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.
- 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.

- 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.

In-class Recording

- Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use.
- A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject.
- Recording class 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, private conversations between students in the class or between a student and the faculty member, and invited guest speakers 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.