

BSC 2010 – General Biology (Section 0001)

Department of Biology, College of Sciences
4 Credit Hours

Course Syllabus

Instructor:	Dr. Matthew Atkinson	Term:	Fall 2023
Office Location:	Biology Rm. 102A	Class Meeting Days:	MWF
Office Hours:	M,T,W,Th,F 11:00 am-12:00 pm	Class Meeting Time:	12:30 - 1:20 pm
Phone:	n/a	Class Location:	COS Rm 101
Email:	Matthew.Atkinson@ucf.edu	Course Modality:	In Person

Welcome to Biology I

Course Objectives

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

Course Materials and Resources

Refer to the B&N website for required and recommended course materials.

Course Activities

- Material widgets
- Active Learning
- Chapter homework
- 5 Lecture Exams
- Final Exam
- Laboratory
- Students should plan to spend at least **3 hours per week** studying lecture notes, reading chapter material and learning concepts

- Students will spend approximately **2 hours per week** in the laboratory portion of this course
- Extra credit opportunities will be provided at the discretion of the instructor

Attendance Verification for Financial Aid Students

- Faculty are required to document student attendance/participation in this course so that financial aid monies are disbursed appropriately and in a timely manner.
- To document your attendance and participation in this course you are required to complete the Attendance Activity Quiz no later than the end of first Friday of classes. Failure to complete this quiz will result in the delay of your financial aid funds. Students who complete this quiz by the deadline will receive 1 bonus raw point towards Exam 1.

Course Activity Details

Lecture Exam Details (60% of semester grade)

- Six multiple choice exams will be given throughout the semester
 - The lowest scoring exam of exams 1-5 will be dropped
 - Exam 6 (Final Exam) cannot be dropped
 - The four highest scoring exams (1-5) and Exam 6 (Final Exam) are worth 12% each (for a total of 60%)
- Exam content is based on material covered in the Lecture PowerPoints, Chapter Homework, and the active learning activities
- Exam Protocol
 - Exams will be 30 questions (plus 1 extra credit question)
 - The following are prohibited during all exams:
 - Calculators
 - Cell phones
 - Headphones, ear buds, and other listening devices
 - Smart Watches
 - Computer/tablets/any electronic device
 - Textbook and notes
 - Cheating is obviously not permitted. Cheating includes using any of the above mentioned tools, using another person, using GroupMe, Chegg, etc.

Laboratory Grade Details (22% of semester grade)

- The laboratory portion of this course is synchronous during your scheduled laboratory time
- The laboratory portion of this course is worth 22% of your overall semester grade
- Review the Laboratory Syllabus for grading details

Materia Widgets (5%)

- Materia widgets will be assigned as pre-lecture work for each chapter
- Different chapters will have a different number of Materia Practice assignments (i.e, some chapters have only 1 while other chapters have 3-4)
- You will have two attempts per Materia Widgets, the highest grade will count towards your semester grade
- Materia Widgets can only be accessed through Chapter modules
- Assignments open and close according to the schedule Assignments must be completed during the open period
- Three Materia Practice assignments will be dropped
- There will be no excused absences for Materia Practice

Chapter Post-Quizzes (7% of semester grade)

- A Post-Quiz will be assigned for each chapter
- Post-Quizzes are based on chapter reading and lecture material
- The lowest scoring Post-Quiz will be dropped
- Post-Quizzes open and closed according to the schedule
- Post-Quizzes are timed for 30 minutes
- There are no absences from Post-Quizzes

Active Learning (6% of semester grade)

- Active Learning assignments will be discussed during lecture on the scheduled dates.
- The lowest Active Learning grade will be dropped.

Make-up Exams and Assignments

There are no excused absences for Materia widgets or Post-Quizzes. The lowest three (3) Materia widgets, and the lowest one (1) Post-Quiz will be dropped to account for absences, technical difficulties, etc. Materia widgets and Post-Quizzes are open for at least one week and are completed online, for this reason there is no need for an absence policy.

If an exam is missed due to an official, documented, University-approved absence, a make-up exam will be permitted within three days of the missed exam date.

- Excused absences include but are not limited to: illness, jury duty, court dates, severe family emergencies, UCF Athletics program travel, military service, etc.
 - **Documentation for excused absences must be submitted within 48 hours** of the exam date and must be from an official authority (doctor, judge, etc.)
- Unexcused absences will result in a zero grade for the missed exam
 - If the unexcused absence occurs during exams 1-5, that grade will be dropped as the lowest scoring exam

- Any additional zero exam grades due to unexcused absences will count towards the final semester grade
- Known conflicts with exam dates must be discussed with the instructor no less than one week prior to the exam date. Documentation must also be provided no less than one week prior to the exam date.
 - Known conflicts include, but are not limited to: military duty, UCF Athletic travel, court date, etc.
- Unexpected last minutes absences on the day of an exam, you must contact the instructor within 24 hours of the exam. Documentation must be provided within 48 hours of the exam date (or within 48 hours of the date on the excuse documentation).
- If approved, make-up exams must be scheduled and completed within one week of the missed exam date.
 - If you miss your scheduled make-up exam you will receive a zero for the exam.

Assessment and Grading Procedures

Assignments	Percentage of Grade
Active Learning	6%
Materia Widgets	5%
Chapter Homework	7%
Four highest scoring exams 1-5 (12% each)	48%
Exam 6	12%
Laboratory	22%
Total	100%

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

Semester grades will be based on the grading scheme above. Overall semester grades will NOT be rounded. In other words, a 79.99 is a “C.” With so many students in this course, we strive for consistency and fairness. For this reason, there will be no additional assignments or end-of-semester extra credit given. There will be no “retakes” on any exam, assignment, or laboratory exercise.

Academic Integrity Statement

Students should familiarize themselves with UCF's Rules of Conduct at <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 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*. 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. Students with disabilities who need access to course content due to course design limitations should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS). For students connected with SAS, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential course access and accommodations that might be necessary and 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. Further conversations with SAS, faculty and the student may be warranted to ensure an accessible course experience.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their 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. Students should make a note of the guide's physical location and review the online version at <https://centralflorida-prod.modolabs.net/student/safety/index>[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, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <https://ehs.ucf.edu/automated-external-defibrillator-aed-locations>.
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://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 the Student Center screen, click on "UCF Alert," and fill out the information, including e-mail address, cell phone number, 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:<https://youtu.be/NIKYajEx4pk>[Links to an external site.](#)

Campus Safety Statement for Students in Online-Only Courses

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://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 the Student Center screen, click on “UCF Alert,” and fill out the information, including e-mail address, cell phone number, 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.

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.

UCF Cares:

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit UCFCares.com if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

Knights Pantry

The Knights Helping Knights Pantry is committed to serving UCF students by providing basic needs including food, clothing, and personal hygiene items to foster continued academic success and increase retention for students in need. Access to the Knights Pantry is reserved for UCF Students who present a valid Student ID upon entry. Students are limited to 5 food items per day. There is currently no limit for toiletries or clothing.

The Knights Pantry relies on the support of students, faculty, and staff. Donations of food, toiletries, or clothing (business professional or casual) can be dropped off at the Pantry in Ferrell Commons or to one of our many donation boxes around campus. Campus donation boxes can be

found on the UCF Mobile app maps. In addition to tangible donations, the Knights Panty accepts monetary donations to ensure food is available when demand is high. Also, the Pantry would not be able to keep our doors open without the help of student volunteers.

Location: Ferrell Commons, Room 7H - 101

Phone: 407-823-3663

Hours: Mon-Fri: 10am-6pm, Sat. 12pm-5pm

FINAL NOTE:

We reserve the right to change the syllabus and management of the class at any time during the semester. These changes will be announced.