

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

# ZOO3930 Introduction to Zoology

Section 0001: T/Th 4:30 - 5:45 pm, Business Administration (BA1), room 119

Department of Biology, College of Sciences

3 credit hours

## Instructor Information

- Instructor: K. Michele Yeargain
- Office: Bio 201C
- Office hours:
  - Tuesday: 12 - 1 pm outside CB2, 201. 3 - 4 pm outside BA 119
  - Thursday 9:15 - 10:15 am and 12 - 1 pm outside CB2, 201. 3 - 4 pm outside BA 119
- and by appointment

## Contact Information

- Email is the preferred method of contact
  - Students must use their official UCF email address
  - 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 ZOO3930, 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 student enrolled in my ZOO 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 their official UCF email address when contacting faculty
  - Email sent from other email addresses will not receive a response

## Course Information

- Term: Fall 2023
- Course Number & Section: ZOO3930.0001
- Course Name: General Biology
- Credit Hours: 3 credit hours

- Course Modality: This is an in-person course. Lecture will be held in Business Administration 1, room 119.
- Class Meeting Days: Tuesday and Thursday, 4:30 - 5:45 pm

## Enrollment Requirements

Course Prerequisites (if applicable): "C" or better in BSC2011 or equivalent

Course Co-requisites (if applicable): None

## Course Description

ZOO3930 (Introduction to Zoology) is an introductory level zoology course designed to give the student a basic understanding of zoological and biological principles such as evolution, physiology, anatomy, genetics, phylogeny, taxonomy, and animal behavior. The student will be presented with a broad overview of the Kingdom Animalia and how selective forces have driven the diversification of this kingdom.

The course discusses evolution, phylogeny, biodiversity, and ecology of both invertebrate and vertebrate 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, ZOO3930 makes use of online post-lecture quizzes to help students learn content and to prepare for in-class active learning and case study assignments that all focus on developing and testing problem solving and information synthesis skills.

## Course Materials and Resources

### Required Materials/Resources

- There is no required textbook for this course. We will use a combination of several OER textbooks throughout the semester. Since the textbooks are 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.**

## Student Learning Outcomes

- Explain terms and facts pertaining to evolution and biodiversity.
- Differentiate evolutionary concepts and theories.
- Interpret phylogenetic relationships and relatedness.
- Distinguish features specific to invertebrate animals, including evolutionary adaptations.
- Distinguish features specific to vertebrate animals, including evolutionary adaptations.
- Identify distinguishing features of animals as well as key features of major animal divisions from simple invertebrates through advanced vertebrates.
- Understand how evolution through natural selection has led to the diversity of animal life on Earth.

# Course Activities

- Weekly chapter readings
- In-class participation
- Active Learning & Case studies
- Weekly post-quizzes
- 6 Lecture exams
- Final Exam
- Students should attend each lecture and plan to spend at least 2-3 hours outside of lecture reading and learning concepts of this course

## 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 25.
  - 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

### In-Class Participation (3%)

- In-class participation points will be awarded throughout the semester
  - not all lectures will include in-class participation
- Points will be awarded based on correct answers to in-class polling questions
- Students will be queried to enter their NID at the start of each polling session, incorrect NID submissions will not receive points
- There will be no excused absences from participation. Instead, 20% of the total points possible will be dropped at the end of the semester
  - For example, if there are a total of 50 points of participation, 10 of those points will be dropped
  - This will account for any absence, excused or otherwise

### Post-Quizzes (9% of semester grade)

- Online post-quizzes given through Webcourses.
- Each quiz will consist of multiple choice questions based on course content.
- Post-quizzes will open on Monday mornings and will close at **11:59 PM on Sunday**.
- Each post-quiz has a **30 minute** time limit.
- These quizzes are intended to help you assess your level of knowledge.
- Post-quizzes are open-book but you **are not permitted** to collaborate with other students.
- 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 & Case Studies (22% of semester grade)

- These assignments will vary throughout the semester.
- Most assignments will use Webcourses Quizzes, but I reserve the right to change the format as necessary.
- Questions are related to the associated activity.
- **The lowest scoring assignment will be dropped.**
- You are permitted to collaborate with other students for these assignments.

## Lecture Exams Details (55% of semester grade)

- Six multiple choice exams will be given throughout the semester
  - **The one lowest scoring exam of exams 1-6 will be dropped**
    - the five highest scoring exams are worth 11% each
- **Exams will be given during the scheduled lecture time from 4:30 - 5:15 pm, new lecture content will begin at 5:20 pm**
  - Students who fail to take the exam during the scheduled time will receive a zero on that exam. If late access is granted due to documented circumstances, a 15% penalty will be applied to the exam grade.
  - **Work is not an acceptable reason to miss an exam.**
  - Exams dates will be listed in the [Course Schedule](#) as the schedule is finalized
- - - Please note that not all exam dates are available at the beginning of the semester.
    - Exam content is based on material covered in lecture.
- Exam Protocol
  - All exams will timed for **45 minutes**.
  - **Exams 1-6 will start promptly at 4:30 pm, and end at 5:15 pm**
    - Students who arrive late to the exam must complete the exam in the time remaining.
    - Lecture will start at 5:20 pm
  - 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

- Cheating is obviously not permitted. This is discussed in detail in the section titled "Course Sanctions."

## Final Exam (Exam 7) Details (11% of semester grade)

- **The Final Exam (Exam 7) is based on UCF Final Exam Schedule:**
  - Thursday, December 7, at 4 pm
  - There is no alternative final exam time.
  - Missing the final exam 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 15%
      - Students arriving late must complete the exam in the time remaining.
- The final exam is not cumulative and is essentially considered the 7th lecture exam
- **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

## Make-up Exams and Assignments

There are no excused absences for post-quizzes. The lowest one Active Learning/Case Study and the lowest one 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 1st**
- 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.

## Important Grade Information

- **Withdrawal for Fall 2023 is Friday, October 27, 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 2023 is Saturday, December 2, 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
- 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
In-Class Participation	3%

Post-Quizzes	9%
Active Learning & Case Studies	22%
5 Highest Scoring Exams of 1-6 (11% each)	55%
Final Exam (Exam 6)	11%
<b>Total</b>	<b>100%</b>

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, I 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 2023 Course Schedule](#)

## Policy Statements

### Academic Integrity

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](#). [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 2023

## 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](#) (Ferrell Commons 185, [sas@ucf.edu](mailto:sas@ucf.edu), phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

## Campus Safety Statement

Emergencies on campus are rare, but if one should arise in our class, everyone needs to work together. Students should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at [http://emergency.ucf.edu/emergency\\_guide.html](http://emergency.ucf.edu/emergency_guide.html).
- 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> (click on link from menu on left).
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to [my.ucf.edu](http://my.ucf.edu) and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert," fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video. [You CAN Survive an Active Shooter](#) [Links to an external site.](#)



## Deployed Active Duty Military Students

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

## Copyright

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.