

## **Biology 2010CM: General Biology Spring Semester 2024**

**Section V01: 8:30 to 9:20 AM MWF Online**

**Section V02: 9:30 to 10:20 AM MWF Online**

**This complete syllabus along with the lab syllabus posted in Webcourses modules, is the official syllabus of BSC2010C V01 and V02. Mini syllabi such as CDL syllabus or Simple Syllabus are not official syllabi used to govern class grading or procedures.**

**Please note that that lecture class is totally online in Live Zooms.  
Labs are totally online in Univirtual Secondlife.**

**The Zoom link for lecture will be posted in Webcourses Announcements prior to lecture. Zoom link posted for each lecture encompasses the time period for both lectures. You will enter the lecture at the time for which you have registered for the lecture class.**

**This course will move very rapidly, please do not get behind in the material. Please turn on your notifications, and check Webcourses Announcements everyday. This is how we communicate in online classes.**

**Please note every Zoom lecture in this class is being recorded and will be posted for student use. You may want to mute your camera.**

**Course Description:** BSC2010CV is an introduction to the unifying principles of biology, including the chemistry of life, cell structure and function, energy, metabolism inheritance, cell division, photosynthesis, DNA structure and synthesis, transcription translation and gene regulation. There are no pre-requisites for this course. **This course is 4 credit hours including lab.**

### **Learning Objectives:**

1. Define and correctly use scientific terminology with regard to biological organisms and processes.
2. Synthesize information, think critically and solve problems.
3. Demonstrate mastery of concepts involving macromolecules, basic chemistry, cells, membranes, transport, enzymes, metabolism and genetics.

**Instructor:** Pamela Thomas

**Office:** Biology 201C\* (office hours are online in Zoom) See times below under office hours

**Phone:** N/A\*

**Email:** [pamela.thomas@ucf.edu](mailto:pamela.thomas@ucf.edu)

The best way to contact me is at the above e-mail address.

***\*Please note I am working remotely this semester and will not be in my office for in person office hours or to answer the phone. Please contact me via e-mail for questions or issues.***

**Communication:** Official course communication should be from student's UCF e-mail. All communication should be professional and respectful. Due to the size of the class, it may take up to 48 hours for you to receive an e-mail response. E-mails are answered M-F from 8AM to 4PM.

- **E-Mails: The instructor will only answer e-mails sent from UCF E-mail or BSC2010CV Webcourses and sent to [pamela.thomas@ucf.edu](mailto:pamela.thomas@ucf.edu)**

**UCF E-mail:** Effective September 28, 2009 faculty will only communicate or contact students via the student UCF E-mail accounts as UCF policy. Please note that if you email from another account, such as gmail, we will not be able to communicate with you.

**Announcements:** will be made frequently in Webcourses Announcements, as the other official course communication channel. Please be sure your announcements are turned on for Webcourses and that you are getting class e-mails. Zoom Links for lectures will be posted in Webcourses the night prior to each lecture.

**Pam Thomas Office Hours:** Will be held in Zoom. An invitation link will be posted in Webcourses Announcements. Please note: [Office Hours/ TA/ UTA hours are not held on Exam Days or UCF Holidays.](#) All office hour Zoom links can also be found in the [HELP Module in Webcourses.](#)

Mondays: 2-3:30 PM in Zoom  
Tuesdays: 8-9:30 AM in Zoom  
Wednesday: 3-4 PM in Zoom  
Thursdays: 9 -10AM in Zoom

Pam Thomas Office Hour Zoom links are posted in Webcourses Announcements..

**TA Office Hours: Are posted in Webcourses Announcements**

Your UTA is a teaching assistant (Learning Assistant) that will help in lecture and office hours to answer questions Online in Zoom office hours. Your UTAs are Annika and Ashley.

**Annika's Office Hours:** In Zoom: Tuesdays and Thursdays 2:30 -4:30 PM

<https://ucf.zoom.us/j/95145835597?pwd=RnVJTktlYlZqS3k4Zm52WVgxSHJaQT09>

**Annika's E-Mail:** [an984398@ucf.edu](mailto:an984398@ucf.edu)

**Ash's Office Hours:** In Zoom: Tuesdays and Thursdays 1-2 PM and the Zoom Link

<https://ucf.zoom.us/j/95544634872?pwd=UTVXZVhQQmFwY3R1YXUyYUJKSDIGdz09>

**Ash's E-Mail:** [as159720@ucf.edu](mailto:as159720@ucf.edu)

**Additional Help: Free Tutoring is available from SARC and SI via permanent Zoom Links posted in Webcourses Announcements, Modules and on Wordpress site:**

**Your SI Leader is:** Andrea C.

**Andrea's Session Days and Times ( same day/times each week):**

**These sessions are hybrid meaning you can join them in Zoom. The link below is provided to register for Andrea's SI sessions**

Monday 3:00PM - 3:50PM [CB1 113](#)  
Tuesday 11:30AM - 12:20PM [BA1 205](#)  
Thursday 11:00AM - 11:50AM [ZOOM](#)  
Sunday 4:00PM - 4:50PM [ZOOM](#)

**Your SARC Leader and hours are as follows:**

Jemimah:  
Day Time Location  
Wednesday 12:30PM - 2:30PM TCH 117  
Thursday 5:00PM - 7:00PM Zoom  
Samantha:  
Day Time Location  
Monday 1:00PM - 3:00PM Zoom  
Friday 3:00PM - 5:00PM TCH 117

***This is a highly computerized class done totally online. For this reason there are enrollment requirements:***

### **Enrollment Requirements: Due to Lab Program:**

- **Must have PC or correct type of Mac laptop or desktop computer, with webcam and microphone. Tablets and smart phones cannot access all components of this online course**
- **Must have fast, broadband internet access**
  - **Minimum speed/bandwidth is 50 Mb/second**
  - **Wi-Fi is not recommended due to intermittent instability**
    - **Ethernet cable connection is strongly advised**
- **Must use Windows or Mac Operating System (Linux and similar OS are incompatible)**
- **There are no exceptions to the above requirements**
  - **Failure to have any of these requirements will result in a failing (F) grade in this course**
- **You cannot use a tablet, Mac Book Below Pro Series 2 Level, Chrome Book, I-Pad or an I-Phone for this class.**

You will need the following additional programs on your computer and are restricted to use of these programs only:

**Programs you will access in this class are the following:**

- 1) **Respondus Lockdown Browser:** for exams/tests and quizzes. Please use the following link to download Respondus Lockdown Browser (free).  
<https://download.respondus.com/lockdown/download.php?id=472413933>

Please note that downloading and installation on a MAC may be a bit more complex. Using a MAC is not recommended but if you choose to do that you may have difficulty with the lockdown browser. Be sure you are downloading the Lockdown Browser for MAC, please and are not downloading another University Lockdown Browser.

- 2) **RealizeIT:** RealizeIT is an online learning system that you will use during the lecture portion of the course **for homework assignments**. There is no charge for RealizeIT. You do not need an access code. Assignments for RealizeIT, the lecture class homework program, are in the modules in Webcourses. Just click on the link and open in a new window box in order to open a RealizeIT assignment.
- 3) **Univirtual Second Life:** Will be used for online labs and lab assessments. A separate lab syllabus is posted in Webcourses Modules.
- 4) **Zoom:** Will be used for lectures, office hours, test reviews and lecture active learning days. A link invitation will be posted in Webcourses Announcements. You must register with your first name, middle initial and last name as in is in the UCF roster for the class of you will not be able to gain Zoom access. Zoom is provided to you free by UCF. You will need to use MFA to access Zoom.

Please take the time to familiarize yourself with Zoom by visiting the [UCF Zoom Guides](https://cdl.ucf.edu/support/webcourses/zoom/) at <https://cdl.ucf.edu/support/webcourses/zoom/>.

Things to Know About Zoom:

- You must sign in to my Zoom session using your UCF NID and password.
  - The Zoom sessions are recorded.
  - Improper classroom behavior is not tolerated within Zoom sessions and may result in a referral to the Office of Student Conduct.
  - You can contact [Webcourses@UCF Support](mailto:Webcourses@UCF.Support) at <https://cdl.ucf.edu/support/webcourses/> if you have any technical issues accessing Zoom.
- 5) **Webcourses:** All announcements, class PowerPoints, notes, practice problems, video lectures, RealizeIT assignments, quizzes, extra credit quizzes, exams and grades will be in Webcourses

- 6) **UCF -E-Mail** is official E-mail
- 7) **Windows or Mac Operating System**
- 8) **UCF MFA**

**!!!! How to install Respondus !!!!:**

**Respondus Help!**

On a PC

How to make Respondus Lockdown Browser work!

1. Click on the quiz you want to take
2. You will be prompted to download lockdown browser
3. Download lockdown browser.
- \*\*\*\*\*4. Before opening lockdown browser close all applications and sign out of everything!!!
5. Sign back in to webcourses and take the quiz

Please note: a) Try to use Chrome as the browser. B) Respondus Lockdown Browser is not compatible with Chrome books. It can not be used on Ipads or Iphones or tablets for this class. Please remember Chrome books and I-Pads/tablets and I-Phones do not work for lab either.

If this is not working : If you are having an issue with Respondus Lockdown Browser Download or installation please contact: [respondus.com/support](https://www.respondus.com/support) and open a help ticket.

For MAC!!!!!!

Please note that if you are using a MAC, installation will be a bit different: Please try the following for MAC:

1. Search up the Respondus download in your downloads
2. Click on the little globe or box; that is actually the lockdown browser
3. Log in through that globe or box icon and take the quiz!

If you are having trouble finding or opening Respondus Lockdown Browser on your Mac :

Please go to your computer Applications, the you will see a globe, that is the lockdown browser, open it.

If this does not work open a Respondus help ticket and please let me know.

If this is not working for your PC or MAC: If you are having an issue with Respondus Lockdown Browser Download or installation, after following the help directions: please contact: **respondus.com/support** and open a help ticket.

**Laboratory Sections:** All lab sections are taught virtually (online) in Univirtual Second Life, in addition there are lab interface times indicated in the lab syllabus schedule. Information about the lab syllabus will be provided via video lectures and in Zoom. On Wednesday January 10, 2024, Professor Yeargain will be live in Zoom at your lecture time giving a lecture about the lab and what needs to be done to register and activate it. **If you have not registered for the lab by 11:59 PM on February 15, 2024 and or if you miss 6 or more labs, you will receive a zero for the entire lab portion of the course = Fail the Lab portion. The Lab is worth 22% of your entire grade in the class. You can opt-in to purchase lab materials if you are waiting for financial aid to disburse. There is a video in Webcourses titled “How to Opt-In” that will show you the opt-in steps. You must opt -in by Wednesday of the first week of classes as it takes about 48 hours for the opt -in to activate. You can Opt In at my.ucf.edu**

**You must attend the lab section time and day in which you are registered, due to capacity constraints.** Professor Yeargain is responsible for lab. If you have any questions please contact her at [michele.yeargain@ucf.edu](mailto:michele.yeargain@ucf.edu). You will access a separate laboratory syllabus for the course in Webcourses. UniVirtual is the company that runs the Second Life labs. They will send you an e-mail each week with background information in it. The background information will also be posted in the lab materials in Webcourses. Please print out read the background information for each lab and have it with you when you do the virtual Second Life labs. The background material provides critical information about the labs and explains how many sections are involved in the lab: Example pre- quiz, lab, post quiz. Please note if you miss 6 labs during the semester it will result in an F grade for the lab. **The lab is worth 22% of your total grade.**

**Laboratory Professor:** Michele Yeargain

**Office:** BL201C\*

**Email:** michele.yeargain@ucf.edu

**\*Please note Professor Yeargain is working in hybrid mode ( part online and part in person for office hours) Spring semester. Please contact her via her e-mail for questions or lab issues. Because you are in a totally online class, she will have online office hours that you can attend.**

**Required books and materials:** 1) *Open Stax: Biology 2e* is a free online textbook which you can use. The website is: <https://openstax.org/details/books/biology> All of the readings necessary from OpenStax have been imported into Webcourses modules for each applicable Chapter for you, thus you do not need to use the OpenStax website to access Biology 2e.

## *You are not required to purchase a textbook.*

**Lab Purchase:** In Webcourses Announcements from Lab Professor Michele Yeargan, for your BSC2010 class there is a link to follow to purchase lab access. This is the least expensive way to purchase access. If you have financial aid, please be sure to “opt in” by Wednesday January 10, 2024, at 5PM. Opt in allows you to shop and get the lab even if your financial aid has not been disbursed as yet.

You will need to follow the announcements in Webcourses and purchase Lab access within the time frames provided in the announcements. Then you must register for the lab when prompted by the Webcourses announcements.

**Additional recommended materials:** *PowerPoints and Videos for BSC 2010*, available in Webcourses/Canvas, under the Modules section.

**Webcourses/Canvas:** To access the Canvas Course Delivery System please use the following steps:

1. <https://my.ucf.edu>
2. Select Online Course Tools
3. Go to Webcourses@UCF Pagelet
4. “To access your online courses please click”
5. Enter NID and password

**Web Homepages:** This course will be set up in Webcourses/Canvas for PowerPoint presentations (lecture notes), quiz, exam and grading functions. If you have technical difficulties please contact Webcourses support: [webcourses@ucf.edu](mailto:webcourses@ucf.edu)

**Computer Connections, Passwords and MFA:** You are responsible for checking that your internet connection is working properly. It is your responsibility to keep your UCF passwords and MFA up to date. If you have difficulty, you can contact the help desk at 407-823-5117. They are open from 7AM to 10 PM every day, including weekends. Please keep these hours in mind when you decide when to take your exams and quizzes during the times that they are open. Please do not get a new cell phone just prior to date and time an assignment or exam is due, as you will have to reinstall MFA and may need to contact the help desk. Quizzes, tests and assignments online will not be reopened due to connection issues or outages. We do drop one exam, so that will be your dropped exam. Please contact me immediately if you are having an issue, so that I am aware of it and can attempt help you.

**Online Classroom/Lab Conduct:** By enrolling at UCF, all students have agreed to abide by the Golden Rule. Please become familiar with this document at the website:

<https://goldenrule.sdes.ucf.edu/>. Please specifically refer to online conduct portions of the Golden Rule in reference to your online labs and web-based quizzes/ tests and conduct. Please note that academic dishonesty includes, providing any false information, taking photos of test/ quiz questions or other materials, having notes up on cell phone/ electronic devices, cheating of any kind, posting of questions, referring to test or quiz questions or asking test/ quiz content on the Webcourses boards, or social media (Group Me etc.), plagiarism, taking tests for others, false impersonation of students, and all other situations covered in any portion of the Golden Rule.

**Specifics of Academic Misconduct:**

By enrolling at UCF, all students have agreed to abide by the Rules of Conduct as outlined in the UCF Golden Rule. You are encouraged to review the section related to Academic Misconduct and the 7 different definitions of what constitutes academic misconduct.

Please note academic misconduct is not confined to just what occurs inside the classroom. Academic misconduct can also occur in relation to your participation in online lab assignments, web-based quizzes, posting of course related information on social media and includes reference to online self-help websites. Please note that academic misconduct includes:

- providing any false information such as notes related to absences or verbal information
- photographing tests or copying test questions
- use of any electronic device during a test; use of SI or SARC during any assessment
- posting of questions, referring to test or quiz questions or asking test/ quiz content on the Webcourses boards, or social media,
- cheating of any kind
- plagiarism
- taking tests for others
- false impersonation of another student
- all other situations covered in any portion of the Golden Rule.
- Other acts of academic misconduct, which could lead to a student or student or others having an advantage over other students could result in an Academic Misconduct Report being filed with the Office of Student Conduct
- Any student who knowingly helps another commit a violation or commit academic misconduct can also be reported to the Office Of Student Conduct

\*Disruptive Conduct not in accordance with the UCF Creed and /or Rules of Conduct could result in an incident report being submitted to the Office of Student Conduct.

- Examples include but are not limited to the following:
  - Any type of aggressive behavior (through verbal or physical means) towards a Professor, Teaching Assistant (TA), Course Coordinator, Member of Univirtual Staff, or other students including stalking, harassment or bullying
  - Refusing to comply with directions given by faculty or staff
  - Refusal to comply with course syllabus



- Misconduct regarding the class/lab or any academic misconduct involving social media, the web boards, Webcourses or in e-mails/ electronic or digital misconduct, misconduct involving labs or lectures.

Abusive behavior will not be tolerated in the lecture or lab by Pam Thomas, Michele Yeargain, any VTA/TA or the CNDG staff and will be grounds for being given an “F” for the final course grade referral to the UCF Student Conduct Board. Please note that cheating of any kind will result in a zero for that Exam, Lab quiz, RealizeIT or extra credit quiz and will also result in referral to the UCF Student Conduct Board.

**University Sanctions:**

- If a report of Academic Misconduct is submitted to the Office of Conduct and a student is found in-violation the consequences could include but are not limited to the following:
  - Disciplinary probation, suspension, expulsion
  - a Z designation placed on a student’s transcript denoting violation of academic misconduct

**Z grades:** UCF faculty members have a responsibility for your education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to infringements of academic integrity. 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://z.ucf.edu/>

**Grading:** You receive one grade for BSC 2010 that combines your lecture and laboratory point totals. Six lecture exams will be given and the lowest exam grade of exams 1 -5 will be dropped. Each exam is worth 12 percent of your grade. Mandatory online lecture quizzes are worth 10% of your grade. You can drop the lowest quiz score. The Realize IT /PAL modules will count 8% of your lecture grade. You can drop the lowest RealizeIT score.

Thus lecture is 78% of the total grade in BSC2010CV. The online laboratory grade is worth (22%) in the determination of your final course BSC2010CM grade. To calculate: 6 exams (having dropped the lowest of exam 1-5, whichever is lower) 12% x5 = 60% + 10% mandatory in lecture quizzes, after dropping the lowest quiz and + 8% mandatory RealizeIT/ PAL modules, after dropping the lowest +22% virtual labs/lab assessments = 100% of your grade in the class. Please note Exam 6 is the final exam and it cannot be dropped.

Up to three percent optional extra credit will be available in lecture. The points will come from optional Extra credit quizzes in the Webcourses modules. Cheating on extra credit opportunities will result in forfeiture of all extra credit points for the semester for all parties involved, as well as referral to the UCF Student Conduct Board. The extra credit points will be calculated after all grades are in including the final exam at the end of the semester.

A separate laboratory syllabus is posted online in Webcourses. The laboratory grade component will be based on virtual labs and lab assessments.

At the end of the semester, your score for each of the above components will be added together and converted to a percentage. Grades for the semester will be awarded using the following scale: 90-100% = A, 89-80% = B, 79-70% = C; 69-60% = D; 59-0% = F. **There will be no additional curving of grades.** If you decide to drop the course, please remember to officially withdraw from the course by **March 29, 2024**, at 11:59 PM. Please note that we do not give NC grades, as the registrar does not allow us to do so. Failure to drop the course will result in an F grade. The instructor reserves the right to hold pop quizzes or exercises in class at the time and in the form of her choosing.

**RealizeIT Personalized Adaptive Learning: PAL:** During this class you will have the opportunity to learn using modules developed in RealizeIT, a personalized adaptive learning program. A RealizeIT/ PAL syllabus page is included in Webcourses modules and a summary information about assignment dates in this syllabus. You can access RealizeIT within the Webcourses Modules. Below are listed the open and due dates by topic for the RealizeIT/PAL Assignments. You want to read carefully and take notes on the RealizeIT modules. These activities consist of multiple lessons on different topics and will count for 8% of your final class grade. You can revise the modules as many times as you want while they are open. You will need to hit the **discard progress button** in RealizeIT if you do not want to keep your current score. If you attempt too many times it will drop your score. The modules are timeless, thus you can spend the time you need in them, even though you see a clock running. You can also flag questions in RealizeIT. A module on how to flag questions is located within the Webcourses modules. Once the module is open you will have about 2-5 days to complete it. On occasion, there may be typos or errors in a RealizeIT question. If that occurs just flag the question. You can access RealizeIT by going to Webcourses modules and hitting the link. **Please note that RealizeIT information will be included in test/ quiz questions. Modules with multiple nodes will have Determine Your Knowledge section. Those with single nodes will lack that section.**

RealizeIT Assignment Name	Open Date	Due Date
Introduction to RealizeIT	Jan 8 at 12:01 AM	Jan 19 at 11:59PM
Chemistry of Life RealizeIT	Jan 19 at 12:01AM	Jan 25 at 11:59 PM
Proteins RealizeIT	Jan 30 at 12:01 AM	Feb 5 at 11:59 PM
Organelles and Membranes	Feb 2 at 12:01 AM	Feb 9 at 11:59 PM
Cellular Respiration RealizeIT	Feb 16 at 12:01AM	Feb 26 at 11:59 PM
Photosynthesis RealizeIT	Feb 20 at 12:01 AM	Feb 23 at 11:59 PM
Mitosis, Meiosis, Cell Cycle	March 7 at 12:01 AM	March 11 at 11:59PM
Genetics	No RealizeIT	No RealizeIT
DNA Structure and Synthesis	Apr 15 at 12:01 AM	Apr 22 at 11:59 PM
Transcription and Translation	Apr 15 at 12:01 AM	Apr 22 at 11:59 PM

**Accommodations for active duty students in the military/ROTC:** Please discuss with the Instructor, if needed.

**Access Statement:** The University of Central Florida is committed to providing access and inclusion for all individuals. This syllabus is available in alternate formats upon request. Students with learning challenges who need accommodations/ access in this course should contact the professor at the beginning of the semester, or as soon as possible, after contacting SAS. Students must also contact SAS (Student Accessibility Services) <http://sas.sdes.ucf.edu/>. The location is Ferrell Commons Room 185. The Phone number is 407-823-2371. SAS will establish accommodation for students that are registered with them. Accommodations must be activated by the student contacting SAS each semester. Email: [sas@ucf.edu](mailto:sas@ucf.edu)

Through Student Accessibility Services, a letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Accommodations are not retroactive and cannot be provided until the student has met with SAS to request accommodations and the instructor has received an SAS letter.

**Policy for exams/quizzes or work via SAS ( Student Access Services) notification:**

Any testing accommodations/ necessary accommodations must be approved by Student Accessibility Services, prior to a quiz, test or assignment are welcomed. SAS requires the student to submit a formal exam or quiz request 5 or more business days prior to a test or quiz to be taken. Please make sure you are requesting that the test be administered online on the correct date of the test or quiz for BSC2010CM. Please include the name of the test or quiz, such as Test 1 or Quiz 2. Those SAS students with class schedule conflicts that would interfere with accommodation time may schedule at an alternate time on the same day as the lecture test or quiz at a later time. Please be sure that you have your registration paperwork in to SAS prior to requesting you accommodations for an assessment. Please note that all assessments in BSC2010 are online in Webcourses. Please do not go to SAS to take any assessment. The accommodation time will be built into the online assessment for you, if you are an SAS student and SAS has sent us a letter requesting test accommodations.

**Lecture Exams:** All exams will be based on BOTH lecture material, assigned readings and RealizeITs. This is a V class, thus, you will be asked to read and cover material that is not covered in lecture during many portions of the class. Lecture exams will be held online in Webcourses. The dates of the exams are indicated in the syllabus below. On exam days, for exams 1-5, the exam will be open from 12:01 AM until 11:59 PM. You may enter the exam once (1 attempt) and will have 50 minutes to complete 30 exam questions. There will be five, multiple choice lecture exams during the semester. There will be one non- comprehensive final exam. Please note that exams are not simply cut-and-paste from the book or other exams. Thought questions are involved. To make up an exam, please see the make-up policy section of the syllabus. Exams will count for 60% of your total class grade. Respondus lockdown browser will be used for exams and quizzes. All help venues are closed when exams are open.

**Lecture Exam Dates Online in Webcourses:**

<b>Exam Number</b>	<b>Material Covered</b>	<b>Date</b>
Exam 1	Chapters 2-4	January 26, 2024

Exam 2	Chapters 5-7	February 12, 2024
Exam 3	Chapters 8-10	February 28, 2024
Exam 4	Chapter 12 and 13	March 13, 2024
Exam 5	Chapter 14 and 15	April 8, 2024
Exam 6	Fragile X from Ch. 15 and Chapters 16, 17	Open April 24 at 7 AM closed April 26 at 10 AM

**Quizzes:** Mandatory graded online quizzes will occur in Webcourses at various times during the semester. The schedule is found in your syllabus below. Each mandatory graded quiz will have 15 questions. You will have 20 minutes and 1 attempt to complete the quiz. These quizzes will count for 10 percent of your grade. We will drop the lowest quiz grade. If you are ill or on a University approved excuse, if the excuse is valid and has been received within the 48 hour excuse period, the quiz can be made up within the 1 week after the assignment date and time deadline. After the 1 week period quizzes cannot be made up. We will not send reminders, as we have a very large number of students in the class. I will answer questions regarding quizzes results after the quiz is closed, on the day prior to an Exam from 8AM -3PM.

**Quiz Dates of Mandatory Graded Online Quizzes in Webcourses:**

Quiz Name	Open Date	Close Date
Mandatory Graded Attendance Quiz Over Syllabus and start-up	Jan 8 at 12:01 AM	Jan 12 at 11:59 PM
Mandatory Graded Quiz over CH 2, 3 &4	Jan 22 at 12:01 AM	Jan 24 at 11:59PM
Mandatory Graded Quiz over CH 5, 6 &7	Feb 7 at 12:01 AM	Feb 9 at 11:59 PM
Mandatory Graded Quiz over CH 9	Feb 23 at 12:01AM	Feb 26 at 11:59 PM
Mandatory Graded Quiz over CH 12&13	Mar 8 at 12:01 AM	Mar 11 at 11:59 PM
Mandatory Graded Quiz over: Genetics: Ch. 14&15	Apr 3 at 12:01 AM	Apr 5 at 11:59 PM
Mandatory Graded Quiz Over Fragile X, Ch 16 and 17	Apr 17 at 12:01 AM	Apr 22 at 11:59 PM

**Extra Credit:** Will be available in each Unit (a unit is all of the material within a single exam) as an optional extra credit quiz in Webcourses. The due dates show up next to the EC quiz in the Webcourses modules. The extra credit will count for up to 3% of the final grade (above 100%).

**Optional Extra Credit Quiz Dates in Webcourses**

Extra Credit Quiz Name	Open Date	Close Date
Extra Credit Quiz: UCF Creed and Academic Honesty	Jan 8 at 12:01AM	Jan 19 at 11:59 PM

Extra Credit Quiz 1	Jan 22 at 12:01 AM	Jan 24 at 11:59 PM
Extra Credit Quiz 2	Feb 7 at 12:01 AM	Feb 9 at 11:59 PM
Extra Credit Quiz 3	Feb 23 at 12:01 AM	Feb 26 at 11:59 PM
Extra Credit Quiz 4	Mar 8 at 12:01 AM	Mar 11 at 11:59 PM
Extra Credit Quiz 5	Apr 3 at 12:01 AM	Apr 5 at 11:59 PM
Extra Credit Quiz 6	Apr 17 at 12:01 AM	Apr 22 at 11:59 PM

**Practice Quizzes:** do not count for credit, you will see a “score” to show you how you are progressing, but it will not count in your class grade.

**Makeup exams and assignments:**

All make-up work will be scheduled within Webcourses online.

All make-up work, including tests, quizzes and RealizeITs must be completed within 1 week of the date/ time of the missed assignment, test quiz or RealizeIT with approved excuse. In the event a student missed three or more exams for an extreme illness situation with an approved excuse, the student may be given an Incomplete in the class. The instructor will review and have the right to approve/deny all exam, quiz and assignment excuses. All make up work prior to the final exam, must be completed by the last day of classes.

In order to make up any exam, quiz or assignment a student must present an e-mailed excuse to the instructor from an appropriate authority on letterhead with original signatures (doctor, police, judge, official UCF event such as for a soccer game, military advisor etc.) within 48 hours after the date and time of missed exam/ assignment, or when you return from an extended illness or excused event. Students must schedule make up work with Pam Thomas and the work must be completed within 1 week of the date and time of the missed assignment. The excuse will be verified and determined valid or invalid by the instructor. We cannot accept an excuse with HIPPA protected medical information on it such as a Xerox of medical discharge paperwork. No diagnosis should be on any medical excuse to respect your privacy. Please note again we do not accept excuses from family members. Please provide the excuse to Pamela Thomas via e-mail for lecture issues within the required time frame, so that you can discuss and arrange the make-up work. We will not send a reminder.

Students are prohibited from “self-reporting” illness or any type of excuse. Example: “I had a migraine or a GI flu bug and could not get to a Dr. for a note” is not an acceptable excuse.

In the event of an emergency or disruption, such as a hurricane, that could potentially cancel or disrupt a make-up test, test or assignment, lecture or quiz, that lecture, assignment or assessment will be made up at dates and times that will be posted in Webcourses, based on the situation. The instructor reserves the right to revise this policy in the event of an extreme situation or circumstance.

I do understand that the Covid -19 situations or related situations may require some exceptions or additions to this policy and reserve the right to revise the policy.

**Absences:** There are two categories of absences in BSC2010C.

**Excused Absences:** These absences are due to situations such as to illness, legal summons, or UCF approved athletic events or mandatory military exercises/ deployments. The excuse must be turned in within 48 hours of the test time and date, quiz or RealizeIT, or lab or within 48 hours of the assignment date. An excused absence allows the student to be eligible to make up assignments, quizzes/ RealizeIT or tests according to the make-up policies below. Please turn the excuse in to Pam Thomas during via e-mail, so that it may be properly recorded and the make-up work scheduled. The excuse must be on letterhead or official medical header paper and must be from a Doctor, Judge, Police Department, or UCF athletic authority. The letter must state the dates of absence excused, covering the date of the missed work and all dates of absence. We do not accept excuses from family members or friends. As a reminder, we do not accept HIPPA sensitive information. Therefore, no diagnosis should be made on any excuse you provide.

**Unexcused absences:** These types of absences are for non -approved reasons, or occur when a student has not turned in an excuse within the syllabus time frame, has provided an unacceptable excuse or has not provided any excuse. Unexcused absence prohibits the student from performing make-up work or make-up test for that absence time period and zeros result for that class work, assignment, lab, test or quiz. Please do not plan a trip, vacation, or wedding during the semester, as this is not an excused absence.

\*No Excuse is necessary for religious holiday observances. UCF policy states that notification to the instructor must happen in the first 10 days of the class.

**Where Are Grades Posted: All course grades are posted in the Webcourses Gradebook.**

In classes this large we do have a few issues to discuss. Unfortunately, we cannot pull up your individual quizzes or exams for you to review questions and answers without compromising banks of questions. Thus, there is no way to see individual questions that you got correct/incorrect on exams or quizzes. For this reason, there is not a comprehensive final exam. I am very sorry about this situation and know it is really disappointing to all of us. It is a design flaw of the Webcourses system.

**How to do your ExamReview:**

**Trying to memorize previously taken quiz or exam questions is not at all helpful to you as a learning strategy. You will need to understand concepts and information on relevant topics. I do not write the questions that you got incorrect verbatim word for word in response to a request for exam analysis/ review. Exam question analysis is not provided while any exam is or quiz still open.**

**You can write me an e-mail asking for the topics that you got incorrect on an exam within 7 calendar days after an exam stop date and time. Questions about exams or quizzes will not be answered when any exam or quiz is open, but I will respond as soon as possible when an exam or quiz closes. Please note that there are 1200 students and one Professor. This process will take time. Please also keep in mind that I am not available to answer e-mails after normal work hours (8AM-4:00 PM M-F). As an example if you write for a quiz**

**analysis at 6PM on the day prior to an exam, there will not be time for me to answer that before the exam opens at 12:01 AM. Thus, you will not get a quiz review response. I will write to tell you that it was not during the response time. Please take your quizzes with this information in mind.**

In response to an exam analysis/ review request, I will provide a list of concepts that you got incorrect on the exam with a few relevant specific prototype examples to help you understand your errors. I will provide reference materials where you can go to review the content missed. You will be expected to look up in your notes or review the videos to help you understand the topics you missed. If after doing that you still have questions, then please come to office hours for help.

### **Quiz Review:**

Quizzes are open for multiple days, normally 2-4 days. A quiz will close prior to an exam opening. Please keep this in mind when asking for quiz analysis of incorrect topics. When a quiz or exam is open, content or analysis of incorrect concepts that a student got wrong will not be discussed. When each quiz has closed on its due date and time, students may write to me a concept list of topics that they got incorrect for that quiz from **8-4 PM during the day prior to the Exam** open date. Mass review of quizzes or exams is prohibited.

**Help & SARC/SI: SARC & SI will be online in Fall 2023 for our class.** Please ask for help if you need it! The professor and the teaching assistants are there to answer your questions. Please note that questions for lecture sections must be addressed by the Professor/ TA/ ULAs or designated SARC/SI for those lecture sections. SARC/SI provides students with free individual and small-group tutoring for Biology 2010. SARC/ Supplemental Instruction (SI). Times and locations are posted in Webcourses. We do not provide extra credit for attending SARC/SI.

**Lecture Attendance:** We will have live lectures in Zoom during your lecture time. Please plan to attend these lectures, if possible. If you cannot attend them they will be recorded and posted in Webcourses Modules.

**Lectures will be live in Zoom at your class day and time. There will also be recordings of the lectures online. During Live Zoom lectures you can ask questions and get explanations. You will only be admitted to Zoom if you are registered and register via your first and last name and middle initial as indicated by the name in the class UCF roster. UCF will require you to MFA also to enter Zoom. There will be active learning topics during various lectures, as indicated in the syllabus, when there is not an exam or holiday. There will also be live Zoom reviews prior to Exams.**

**Courtesy:** Tape recording of lectures is permitted for personal academic use. All materials, including notes, Power Points, tests, quiz questions, and practice questions are copyrighted by Pam Thomas.

**UCF COVID-19 and Illness Notification** – Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services Covid Line at (407-823-2509) so proper contact tracing procedures can take place. Even though this is an online class, students may be in

other additional classes that are in person. Please contact the Covid line even if you are in all online classes.

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>)

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

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

**Course Accessibility and Disability COVID-19 Supplemental Statement** – Accommodations may need to be added or adjusted. Students with learning or chronic illness challenges should speak with their instructor and should contact [sas@ucf.edu](mailto:sas@ucf.edu) to discuss specific accommodations for this or other courses. The first step is to be sure you are registered with SAS Student Access Services.

**UCF Cares:** UCF provides free, confidential assistance via social workers, counselors and much more for various situations. Please visit their website and read about the services available. The contact information is:  
Phone: 407-823-5607  
Fax: 407-823-4544  
Email: [ucfcares@ucf.edu](mailto:ucfcares@ucf.edu)

**Expectations:** We don't want you to be apprehensive; we want you to be determined to succeed! Even if you have made all excellent grades in high school, community college (state college) or in other classes, if this is your first Biological Sciences class in a University, you may find that it is fast moving and may become difficult for you. This class is the easiest of the Biology/ Biomedical/ Chemistry classes at UCF, although none of them are "easy".

We maintain and must teach at a specific standard in the University. The topics I teach you and how much material I teach you, is determined not by me, as your teacher, but by a committee within my Department in the University. Even the book you use is chosen by a group and not by me individually as your teacher. This is all to ensure University standards are met and your UCF Degree gives you awesome opportunities when you graduate. Given that I must teach at a certain speed to complete all necessary material, that is why sometimes students may feel we are going too fast. This speed is a normal speed for a Biology class, and in more advanced classes the pace is even more rapid and includes much more detail.

A grade of "C" on tests and assignments is normal in science classes in a University. I know many of you are not happy with a grade of C and will strive for higher grades and that is admirable. Many of you may not ever have gotten a C before. Normally in science classes this large the "A" rate is 10-20%. I am always very happy when the rate is higher than that. If you are a first semester freshman, please understand that you may not have had to study much,



rapidly or in detail in high school. You also may not have been exposed to the expectation of critical thinking, so this could be an entirely different situation for you. The main thing to do if you start to get C, D or even F on tests or assignments, is to get help, get organized and be prepared to study 3-4 hours per day for this class, using very active study methods. Don't just memorize it, understand the concepts and cross link the information in order to be able to answer critical thinking questions.

For the many non-majors that are required to take this class, please hang in there. You are in the class because your College or Department has determined that you need the information, and this is a "Majors Biology class" covering that detail and amount of material. Many times this class is a prerequisite other classes you need or a degree requirement for your major.

Always remember that I and the ULAs are here to help you. We want you come to Zoom Lectures and Office hours or Discord for help if you need it, so don't be afraid to ask.

**Retakes and points for assignments/ final class grade: If you have done a test, quiz, extra credit quiz, assignment, lab, or RealizeIT there are no "retakes". This policy was popular in high school, but we do not do it in a University. If you were not prepared, tried your best but did not do well, were not present, slept through a test or lecture or just forgot an assignment/ exam/quiz/lab, or RealizeIT there are no retakes, reopens. You earn the points on each and every assignment and assessment, test and quiz, and lab we do not "give" them to you. Please consider that we already drop your lowest test out of tests 1-5, your lowest lecture quiz and allow you to drop your lowest RealizeIT for free with no effect on your lecture grade, thus we have been very generous already. It is indeed heartbreaking if you are very close to the next letter grade, but your final grade at the end of this class will not be changed, so please do not e-mail us to request that. In order to maintain University standards and the integrity of your UCF Degree and Diploma, we have this policy of no retakes and no grade "bumping". Any e-mail that is written at the end of the semester requesting that we give points or bump up your grade, will not receive a response from faculty or staff. If you do have valid questions regarding your grade we will certainly be happy to explain that or to respond to that concern.**

**!!!! Caution!** A Grade of C is required for class completion to count on your transcript in specific majors and programs, one of the programs is the Biology Major. Please check with your program if you have any questions.

**How do I take a V class and what do I do? :**

**The introduction to the class as well as all materials you will need for the entire semester are organized in Webcourses with videos. I may add to these from time to time, such as when an Exam is posted to a module. For each unit you will see the assignments /assessments that need to be done and the dates. All quizzes, tests and assignments such as RealizeIT display the due dates. This information is also in your syllabus as well. I will be live in Zoom during each lecture time period in the class, except during holidays or Exams. We will also have Active Learning days. These will be live in Zoom. We have Zoom lectures, attendance is highly advised but videos will be posted so that they may be viewed**

**at times of your choosing, as well. It is really critical that you do not get behind in the class and try to cram everything just prior to an exam. Chapters 2-4 are the least complex and from Chapter 5 on the material increases in complexity and amount. You will need to check the Announcements in Webcourse and your UCF mail daily, as this how we communicate with you.**

### **BSC2010 CV01 and V02: Tentative Lecture Schedule Spring Semester 2024**

**Please note: It is the student's responsibility to make a note and keep track of all due dates for all assignments and assessments. Please note that the UCF Registrar arranges the final exams at dates and times that are not your normal class times.**

(This syllabus is subject to change by the instructor. Notice of changes will be announced in Webcourses Announcements). Please read material corresponding to lecture topics posted for each lecture within Webcourses modules in the free e-book OpenStax Biology 2e. [Each OpenStax Biology 2e reading is provided for you in Webcourses modules for that topic. This will be the only book used. No book purchase is necessary.](#) Not all the material will be covered or covered in lectures. Lectures will contain some information that is not within OpenStax. It is the student's responsibility to read the readings, in addition attending Zoom Lectures/ to reviewing video lectures and know what was covered and what was not. It is the student responsibility to know what topics will be done/ learned totally online only in RealizeIT. Please make special note of exam dates and do NOT plan trips or other activities on these dates. Please note weddings and vacations are not approved excuses to miss assignments, test or quizzes. Please note this is a V class. All lectures, reviews, exams, quizzes and assessments are done online. Labs are done online via Uni-virtual Second Life. Exams and Quizzes are found in Webcourses. Homework assignments are found in Webcourses, in the RealizeIT modules and labs are done in Uni-virtual SecondLife. Lectures are held online in Zoom.

#### **Week 1**

M Jan 8: Course Introduction and Syllabus

W Jan 10: : Introduction to Lab with Professor Yeargain orientation to lab live lecture in Zoom

F Jan 12: Introduction to Webcourses and RealizeIT (PAL Add/Drop Deadline)

**What is due this week:** 1. Mandatory attendance quiz in Webcourses. 2. Opt in if you have Financial Aid. 3. Watch Intro Lab lecture and do what Professor Yeargain outlines. 4. Purchase Lab Access Univirtual.

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#### **Week 2**

M Jan 15: No Classes at UCF;ML King Holiday

W Jan 17: Chapter 2 Chemical Context of Life

F Jan 19: Chapter 3 pH and Water

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#### **Week 3**

M Jan 22: Chapter 4 Carbon and Molecular Diversity in Life

W Jan 24: Exam 1 Review and Active learning  
F Jan 26: Exam 1 over Chapters 1-4

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#### **Week 4**

M Jan 29: Chapter 5 Macromolecules  
W Jan 31: Chapter 5 Macromolecules  
F Feb 2: Chapter 6 Tour of Cell

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#### **Week 5**

M Feb 5: Chapter 7 Membrane Structure and Function  
W Feb 7: Chapter 7 Membrane Structure and Function  
F Feb 9: Review for Exam 2

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#### **Week 6**

M Feb 12: Exam 2 over Chapters 5-7  
W Feb 14: Chapter 8 Intro to Metabolism and Enzymes  
F Feb 16: Chapter 8 Intro to Metabolism and Enzymes

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#### **Week 7**

M Feb 19: Chapter 9 Cellular Respiration  
W Feb 21: Chapter 9 Cellular Respiration; Photosynthesis in RealizeIT  
F Feb 23: Chapter 9 Cellular Respiration

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#### **Week 8**

M Feb 26: Review for Exam 3  
W Feb 28: Exam 3 over Chapters 8-10  
F Mar 1: Chapter 12 Mitosis and Cell Cycle

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#### **Week 9**

M Mar 4: Chapter 12 Mitosis and Cell Cycle  
W Mar 6: Chapter 13 Meiosis and Cell Cycle  
F Mar 8: Chapter 13 Meiosis and Cell Cycle

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#### **Week 10**

M Mar 11: Exam 4 Review

W Mar 13: Exam 4 over 12 and 13

F Mar 15: Chapter 14 Mendelian Genetics Definitions and Dihybrid Crosses

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### **Week 11**

Mar 18- 22: Spring Break No Classes

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### **Week 12**

M Mar 25: Mendelian Genetics Dihybrid Crosses

W Mar 27: Chapter 14 Non-Mendelian Genetics

F Mar 29: Chapter 14 Active Learning and Problem Solving; Withdrawal Deadline

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### **Week 13**

M Apr 1: Chapter 15 Sex-Linked Crosses

W Apr 3: Chapter 15 Chromosomal Abnormalities

F Apr 5: Review for Exam 5

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### **Week 14**

M Apr 8: Exam 5 over Chapters 14 and 15

W Apr 10: Chapter 16 DNA Structure and Function

F Apr 12: Chapter 16 DNA Replication

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### **Week 15**

M Apr 15: Chapter 17 Genetic Code and Transcription

W Apr 17: Chapter 17 Translation

F Apr 19 Chapter 18/15 Gene Regulation

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### **Week 16**

M Apr 22: Exam 6 Review; Last Day of Classes

### **Final Exam Policy and Schedule:**

**Please note if you miss the final exam you are not guaranteed a make-up exam time, dependent on when grades are due and the presentation of an approved excuse. The rules of make -up exams also apply to the final exam.**

**Final Exam (Exam 6) Schedule: The final exam is not comprehensive.**

**Final Exam Date: Sections, V01 and V02:** The Final Exam will be **open online in Webcourses from April 24, 2024 at 7 AM to April 26, 2024 at 10 AM.** You will have 50 minutes to complete the 30 questions. *You will have one entry and one exit at any time within that time range.*

