

Biology 2010M: General Biology, Spring 2015
MWF 8:30 -9:20 AM in CB2 Room 101 (SectionM01)
MWF 10:30AM - 11:20 AM in CB2 Room 101 (SectionM02)
MWF 12:30 PM- 1:20 PM in CB2 Room 101 (Section M03)

Instructor: Pamela Thomas

Office: Biology 201C **Phone:** 407- 823-0503 **Email:** pamela.thomas@ucf.edu

Office Hours: Mondays: 2:00 PM -3:30 PM face to face in BL201C
Tuesdays: 10:00 AM to 11:30AM face to face in BL201C
Thursdays 8:30 AM to 10:30 AM: Second Life online **Virtual office hours**

Additional office hours are by appointment as my schedule allows
Advising Office Hours: Tuesdays: 8AM to 10AM in BL201C

Laboratory Sections: All lab sections are taught totally online, with the exception of the lab interface times indicated in the syllabus lecture schedule. Michele Yeargain is responsible for lab. If you have any questions please contact her. You will access a separate laboratory syllabus.

Laboratory/Course Coordinator: Michele Yeargain

Office: BL201B

Email: michele.yeargain@ucf.edu

Required books and materials: 1) *Biology, 10th Edition (Part 1: Custom Edition* Campbell, N. and J. Reece. 2013. Pearson Benjamin/Cummings Publishing Company, Inc. The full edition of *Biology 10th Edition* by Campbell and Reece (2013) is equally appropriate. There are many changes from earlier editions of this textbook and if you choose to use an earlier edition, you are responsible for finding and making all needed changes to content and page numbers. Lab access will be discuss in your lab syllabus

2) Proctor Hub: All make –up tests will be given using an online video monitoring system called Proctor Hub. You will need access to a webcam on your computer (Windows, Mac OS X, or Linux) in order to use this program. The program does not interface with Apple iPhone or iPad devices. There is limited access to computers with webcams in the Libtech portion of the UCF library that you can use. Please note that these computers cannot be reserved ahead of time.

Scantrons: You are required to supply Scantrons for your exams and in lecture quizzes. Five (5) raspberry Scantrons with no markings on them MUST be given to me in lecture or to me in my office by January 21, 2015. If no Scantrons are submitted, you will receive a 0 on Exam 1. Please be sure to put your name and lab section on the outside of the Scantron package. Do not write your name on the paper of the Scantron. For the unannounced mandatory lecture quizzes you will need an

additional ten (10) scantrons, also raspberry. Reminder: Please carry those scantrons to class every day, as you will be required to provide them for each unannounced quiz.

Additional recommended materials: *Course Packet for BSC 2010*, available in Webcourses/Canvas.

E-Mails: The instructor will only answer e-mails sent from Kinghtsmail accounts and sent to pamela.thomas@ucf.edu. We do not answer e-mails sent in Webcourses2/Canvas.

Knightsmail: Effective September 28, 2009 faculty will only communicate or contact students via the student Knights email accounts as UCF policy. Please note that if you email from another account we will not be able to communicate with you. To create a Knightsmail account, if you do not already have one, please go to: [www.http://secure.net.ucf.edu/knightsmail/](http://secure.net.ucf.edu/knightsmail/).

Webcourses2/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

Avatars: Please note that avatars are available in Webcourses2/Canvas and in Second Life and in online labs. All avatars must comply with the UCF Golden Rule intent and be suitable for professional communication standards. Any breach of this policy will result in a zero for the course and referral to the UCF disciplinary committee.

Computer Connections: You are responsible to check that your internet connection is working properly. Quizzes, tests, labs and assignments online will not be reopened due to connection issues, as in most cases these cannot be properly documented.

Web Homepages: This course will be set up in Webcourses2/Canvas for PowerPoint presentations (lecture notes), quiz and some grading functions. If you have technical difficulties please contact the techrangers: onlinesupport@ucf.edu. Please note that chat functions are not available for classes this large in Webcourses/Canvas, so Second Life will be used for all online test review or help sessions. Please also note that although grades for individual tests are posted in Webcourses/Canvas, the system is not capable of properly calculating your weighted grade or final class grade.

Classroom Conduct: By enrolling at UCF, all students have agreed to abide by the Golden Rule. Please become familiar with this document at the Office of Student Conduct Website: [www.http:// goldenrule.sdes.ucf.edu/](http://goldenrule.sdes.ucf.edu/). Please specifically refer to online conduct in Section 14 in reference to your online labs. Please also use common courtesy in class by arriving and departing on time, refraining from talking during class, and turning off cell phones, pagers and iPods. People not adhering to these common courtesies will be asked to leave the class. Tape recording of lectures is permitted. All materials, including notes, Power Points, tests, quiz questions, and practice questions are copyrighted by Pam Thomas and Pearson Benjamin/Cummings 2015.

Grading: You receive one grade for BSC 2010 that combines your lecture and laboratory point totals. So, four lecture tests of (1-4) and we will drop the lowest, best 3 lecture exams each worth 15%. Test 5 is comprehensive and mandatory and also worth 15%, Test 5 cannot be dropped. Mandatory quizzes in lecture will count 10% and online announced quizzes 5%, thus lecture 75% of the total grade. **As a reminder: You must take exam 5 and that grade cannot be dropped.** . **The online laboratory grade is worth (25%) in determination of your final BSC2010M score.** To calculate: best 3 exams 15% x3= 45% + 15% mandatory Test5 + 10% mandatory lecture quizzes and 5% mandatory online quizzes +25% online labs= 100% of your grade in the class. The laboratory component will be based on online labs and quizzes. At the end of the semester, your score for each of the above components will be added together and converted to a percentage. There will be 2% extra credit in lecture. Extra credit opportunities will occur at random in lecture and cannot be made up. 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 **Tuesday March 24, 2015** at 11:59 PM. Please note that we do not give NC grades. Failure to drop the course will result in an F grade. No grades will be given over the phone or via email by Pam Thomas, Michele Yeargain or the Biology Department secretaries. The instructor reserve the right to hold pop quizzes or exercises in class at the time and in the form of her choosing. 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 Disciplinary Action Committee.

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/>.

Proctor Hub: is a UCF test monitoring system that utilizes a webcam to monitor test taking activity during online testing. Videos are only accessible to your instructor, and are stored in a secure environment. If you need to take a make-up test in BSC2010M

Proctor Hub will be utilized. If you do not have a webcam, there are computers with webcams in the UCF library, or you can visit the LibTech desk at the library to sign out one. Lib tech can also direct you to a computer in the library with a webcam. Please note that these computers cannot be reserved ahead of time. It is your responsibility to ensure that you will have access to a computer with a webcam and know how to log into and use Proctor Hub, prior to the time that the make-up tests start. No paper make-up tests will be given in the class, unless an SDS formal test request is initiated for a registered SDS student. !!! Please note that Proctor Hub is not yet compatible with Apple iOS (iPhone, iPod Touch, iPad) and currently cannot be used on cell phones. Please make arrangements ahead of time if you are authorized to take a make-up test!!!!

Directions to access and use Proctor Hub: Directions for using proctor hub will be posted in Webcourses.

Lecture Exams: All exams will be based on BOTH lecture material and assigned readings. This is an M class, thus you will be asked to read and cover material that is not covered in lecture during several portions of the class. Lecture exams will be held in your lecture hall. There will be four, multiple choice lecture exams during the semester and one comprehensive exam. Please note that exams are not simply cut-and-paste from the book or other exams. The comprehensive exam grade will not be dropped.

Makeup exams: The instructor will review and have the right to approve all exam excuses. **All Make-up exams will be given online on April 18, 2015 starting at 8AM,** and will be open for a 24 hour access during that time. This means make-up exams will end at 8AM on April 19, 2015. After that time no make-ups will be given for any reason. Computer connection failure or lock out will not be an acceptable reason to re-take a make-up test. Failure to successfully use the Proctor Hub program will also not be counted as a reason to re-take a make-up test. If a student misses the comprehensive final exam or make-up exam(s) with approved excuse, an Incomplete will be given in the class and the test will be made up in the next available semester that the instructor teaches the class. Each student that has been qualified to take a make-up exam will have 40 minutes to take an online make-up test and one attempt. **Please make arrangements to be available during that day and time that the make-up exams are given. It is advisable that you contact any employer or resolve any other issues such as appointments and pre-plan to be available, as make-up exams will only be given online using Proctor Hub.** To reiterate: The online make up exams will utilize a UCF program called “Proctor Hub”, that is run and developed by UCF. You must have access to a computer with a webcam and access “Proctor Hub” to be able to take the make-up exam. Proctor Hub will use a remote video monitoring system. No one except your instructor will have access to the videos. The videos are stored in a secure area. To make-up any exam, a student must present an excuse from an appropriate authority on letterhead with original signatures (doctor, police, judge, official UCF event such as a soccer game, etc.) within 48 hours after the missed exam. The excuse will be verified and determined valid or invalid by the instructor. Please note we do not accept excuses from family members. Please provide the excuse to Pamela Thomas or Michele Yeargain. Please note: in the event of an emergency or disruption, such as a hurricane, that could potentially cancel or

disrupt a test, that test will be made up during the final exam time period. The instructor reserves the right to revise this policy in the event of an extreme situation or circumstance.

Exam 4 special situation: During Exam 4 you will be allowed to choose! You may take Exam 4 as usual in the lecture hall. OR.... You may choose to take Exam 4 online using Proctor Hub. Remember if you opt for online Exam 4, you must have access to a webcam to use Proctor Hub and you must be in a location with a good internet connection. In addition it is wise to learn how to access and use proctor hub prior to the exam day and time.

Quizzes: Mandatory, unannounced quizzes in lecture will be given on random days and count for 10 % of your grade in the class. You will be required to provide 10 raspberry scantrons for use during these quizzes. Please have one scantron with you in lecture each day/week of class during the semester, after week one. If you are registered with SDS the quiz will be provided to the center and you must request to schedule a quiz at SDS each week after the first week of classes.

The instructor will provide face-to-face reviews, as time allows, for the hour exams. Times and locations of these will be announced in lecture. Additional help sessions are listed in the syllabus lecture schedule and will be held in virtual “Second Life”.

Taking Exams: You must take each of the 4 lecture exams, and the comprehensive exam, in the lecture section for which you are registered for the course during your scheduled lecture time. The only exception to this policy is if you have registered and made arrangements to take tests with SDS and provided documentation to the instructor. You must give SDS appropriate notice in order to take a test with special accommodations. We cannot accommodate you if are late to, if you miss or do not properly schedule a test with SDS services. After the first student has left an exam no one will be admitted. In addition, as stated previously, Exam 4 is a special situation where you may choose to take it either online with Proctor Hub, or in the lecture hall as usual. Failure to take an exam in the correct location and at the correct time will result in a 0 for the exam. All exams will use machine-scored answer sheets that we will provide. You need to bring a #2 pencil or pen and your valid UCF Student ID card. No credit will be given for an exam if you do not show your student ID. Your name, PID number and test form must be printed/ bubbled on the answer sheet and will be checked as you leave the exam. All books, notes and bags must be placed in the front of the room before exams are handed out. You are responsible for your own personal belongings, so please do not bring anything valuable with you to an exam. Please note that in the past, textbooks and purses have been stolen. If calculators are permitted, it will be stated prior to the test date. All programmable calculators will be checked. Language translators are not permitted. Anyone arriving more than 15 minutes after the start of an exam, including an exam scheduled in SDS will not be allowed to take the exam, at the discretion of the instructor. Persons needing to use the lavatory during an exam will be allowed to do so only if a teaching assistant is available as an escort. No students will be admitted to any exam after the first student has left the exam room. If you fail to encode

the correct identifying information or test form on any test, you may receive a zero for that test. This includes the final examination. Please note that once you have taken an exam, you are no longer eligible for a make-up exam.

Cheating on lecture exams or online will not be tolerated! Any person caught copying off another paper or signing in for someone else on an exam or cheating in any form will receive up and including 0 points for the both the lecture and lab which will result in a letter grade of “F” for the semester in the entire course and the matter will immediately be referred to the UCF Disciplinary Action Committee. Falsification of any information, such as notes related to absences or verbal information is considered cheating within this policy. Plagiarism is also considered cheating. Please refer to the UCF Golden Rule, specifically Section 14.

Reviewing Lecture Exams, Quizzes, Assignments, Final Exam and Grades: Grades for lecture exams will be posted in Canvas. Scantrons and test result printouts will not be returned to students enmass, as this takes up too much lecture time. However, they can be picked up or examined in the Instructor's office during office hours. Tests, quizzes, lecture assignments and lab assignments must be reviewed within two weeks of the time grades are provided. Please resolve any grade concerns in a timely manner, as no review will be allowed after that time. For grades generated during the last two weeks of the semester, all grade concerns must be resolved prior to the scheduled final exam time for the class. After these dates, no additional review will be allowed.

All locations and times of lecture exam result viewing will be announced in lecture after each exam. Please note that review of previous exams and quizzes will not be allowed during finals week. Copying information from the exam is prohibited during post-exam viewing and analysis sessions. Your in-semester lecture exam grades will be posted in Webcourses2/Canvas.

Disability Access Statement: The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Help & SARC: Please ask for help if you need it! The professor and the graduate teaching assistants are there to answer your questions. Please note that questions for lecture sections M01 and M02 and M03 must be addressed by the Professor or designated SARC/SI for those lecture sections. Additionally, there is help available through SARC (Student Academic Resource Center, Howard Phillips Hall, Room 115: 407-823-5130;

www.sarc.sdes.ucf.edu). SARC provides students with free individual and small-group tutoring for Biology 2010 and Supplemental Instruction (SI). Times and locations will be posted at the start of the semester. We do not provide extra credit for attending Sarc.

Classroom Attendance: It is mandatory that you attend lectures on a regular basis. Information that is not included in the Power Points is provided in lecture. In order to do well in the class you will need to attend lecture and take very good notes. You are also advised to be able to condense your notes for efficient studying.

!!!! Caution!!!!: C Grade 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.

BSC2010 M01, M02, M03 Tentative Lecture Schedule Spring 2015

BSC2010C M01: 8:30-9:20 MWF in CB2 Room 101

BSC2010C M02: 10:30-11:20 MWF in CB2 Room 101

BSC2010C M03: 12:30 -1:20 MWF in CB2 Room 101

(changes may be made at the discretion of the instructor and will be announced in lecture)

January 12: Introduction and course requirements. **Assignment:** Read Chapters 1 and 2 book and Powerpoints and do the online Webcourses quiz by Jan 21, 2015 at 11:59pm

January 14: Questions over Chapters 1 and 2; Chapter 3

January 16: Face to Face Laboratory Session in CB2 Room 101 (lecture hall) (Attendance quiz online due tonight in Webcourses at 11:59 PM) (Last day to add)

January 19: **ML King Day Holiday, no class**

January 21: Chapter 3

January 23: Chapter 4

January 26: In lecture Test 1 review over Chapters 1-4: Virtual help session for Test 1 in Second Life today from 5 pm-6pm

January 28: Test 1 given in lecture over Chapters 1-4

January 30: Chapter 5

February 2: Chapter 5

February 4: Face to Face Laboratory Session in CB2 Room 101 and Chapter 6

February 6: Chapter 6

February 9: Chapter 7

February 11: Chapter 7

February 13: Chapter 8

February 16: Chapter 8

February 18: In lecture Test 2 review over Chapters 5-8: Virtual help session for Test 2 in Second life today from 4 pm-5pm

February 20: Test 2 given in lecture over Chapters 5-8

February 23: Chapter 9

February 25: Chapter 9

February 27: Chapter 9

March 2: Chapter 10 online: **Assignment:** Read Chapter 10 and the Powerpoints and do the quiz by March 16, 2016. Chapter 12 covered in lecture.

March 4: Chapter 12

March 6: Assignment Chapter 13: done online; No lecture today

March 9-14: **Spring Break no classes**

March 16: Chapter 13

March 18: Chapter 13

March 20: In lecture review for Test 3 over Chapters 9, 10, 12 and 13. Virtual help session for Test 3 held tonight Second Life from 4-5 PM.

March 23: Test 3 held in lecture over Chapters 9, 10, 12 and 13

March 25: Chapter 14

March 27: Chapter 14

March 30: Chapter 14

April 1: Chapter 15

April 3: Chapter 15

April 6: Chapter 16

April 8: Chapter 16

April 10: Chapter 17

April 13 Chapter 17

April 15: Review for Test 4 over chapters 14, 15, 16, 17 in lecture. Virtual help session for Test 4 in Second Life tonight from 4-5PM

April 17: Test 4 given in lecture **Assignment:** Review the Powerpoints for Chapter 19 and complete the online quiz by April 27, 2015 at 11:59 PM

April 20: Chapter 23

April 22: Chapter 23

April 24: Chapter 22 and questions over Chapter 19

April 27: Test 5 over Chapters 19, 22, 23 and comprehensive material