

**Biology 2010M: General Biology, Fall 2014**  
**MWF 8:30 – 9:20 AM in CSB 101(SectionM01)**  
**MWF 9:30AM -10:20 in CSB 101 (SectionM02)**

**Please Note: Although this class is listed as “M” mode on the course registration system, the lecture portion is taught Face to Face and attendance in class is mandatory.**

**Instructor:** Pamela Thomas

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

**Office Hours:** Tuesdays and Thursdays 8:00 AM to 10:00 AM; Mondays and Wednesdays 10:30 AM to 11:30 AM or by appointment as my schedule allows.

**Advising Office Hours:** Monday and Wednesday 11:30AM-12:30PM .

**Attendance:** As of Fall 2014, all faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the following academic activity by the end of the first week of classes, or as soon as possible after adding the course, but no later than August 27. Failure to do so will result in a delay in the disbursement of your financial aid. **The academic activity will be a scantron quiz given in lecture.**

**Laboratory Sections:** All lab sections are taught totally online. Michele Yeargain is responsible for lab. If you have any questions please contact her.

**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.

2) *Connect and LearnSmart Labs.* McGraw-Hill Publishing

**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 August 29<sup>th</sup>, 2014. 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 Kingtmail accounts and sent to [pamela.thomas@ucf.edu](mailto:pamela.thomas@ucf.edu). We do not answer e-mails sent in Webcourses2/Canvas.**

**Kingtmail:** Effective September 28, 2009 faculty will only communicate or contact students via the student Kingtmail 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 Kingtmail account, if you do not already have one, please go to: [www.http://secure.net.ucf.edu/kingtmail/](http://secure.net.ucf.edu/kingtmail/).

**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. 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.

**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](mailto:onlinesupport@ucf.edu). Please note that chat functions are not available for classes this large in Webcourses/Canvas. 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 2014.

**Grading:** You receive one grade for BSC 2010 that combines your lecture and laboratory point totals. So, four lecture tests and we will drop the lowest, best 3 lecture exams each worth 15%. We will count the final exam at 20%. Mandatory quizzes in lecture will count 5% and online announced quizzes 5%, thus lecture 75% of the total grade. **You must take exam 5, the final, 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% + 20% final exam + 5% 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 **Monday, October 27<sup>th</sup>, 2014** 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/>.

**Lecture Exams:** All exams will be based on BOTH lecture material and assigned readings. Lecture exams will be held in your lecture hall. There will be four, multiple choice lecture exams during the semester and one final exam. Please note that exams are not simply cut-and-paste from the book or other exams. The final exam grade will not be dropped. **Makeup exams:** The instructor will review and have the right to approve all exam excuses. The first time a student misses an exam with an approved excuse, that will constitute the "dropped test for exams 1-4." Again test 5 cannot be dropped, as it is the final exam. If an additional excused exam is missed, final exam will be substituted for that grade. 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. 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.

**Quizzes:** Mandatory, unannounced quizzes in lecture will be given on random days and count for 5 % 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 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.

**Taking Exams: You must take each of the 4 lecture exams, and the final 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. 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 en masse, 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 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](http://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.

**BSC 2010M01mand M02 for Fall 2014 Tentative Lecture Schedule (Subject to change):** Please read all assigned chapters listed below before coming to lecture.

**August 18: Course Requirements and organization,**

**August 20: CH 1 and 2**

**August 22: CH 3**

**August 25: CH 3**

**August 27: CH 4**

**August 29: Review for exam**

**September 01: Labor Day Holiday No Class**

**September 03: Exam 1 over Chapters 1-4**

**September 05: Chapter 5**

**September 08: CH 5**

**September 10: Chapter 5/6**

**September 12: CH 6**

**September 15: Chapter 6**

**September 17: CH 7**

**September 19: CH 7**

**September 22: Chapter 8**

**September 24: CH 8**

**September 26: Review for Exam 2 over Chapters 5-8**

**September 29: Exam 2 over Chapters 5-8**

**October 01: Chapter 9**

**October 03: Chapter 9**

**October 06: Chapter 9**

**October 08: CH 10**

**October 10: CH12**

**October 13: CH 12**

**October 15: CH 13**

**October 17: CH 13**

**October 20: Review for Exam 3 over Chapters 9, 10, 12, 13**

**October 22: Exam 3 given over Chapters 9, 10, 12, 13**

**October 24: CH 14**

**October 27: CH 14**

**October 29: CH 14**

**October 31: CH 15**

**November 03: CH 15**

**November 05: CH 15**

**November 07: Chapter 16**

**November 10: Chapter 16**

**November 12: Chapter 17**

**November 14: Chapter 17**

**November 17: Review over Chapters 14, 15, 16, 17**

**November 19: Exam 4 given over Chapters 14, 15, 16, 17**

**November 21: CH 19/ 23**

**November 24: Chapter 23**

**November 26: Class Cancelled Day before Thanksgiving**

**November 28: Thanksgiving Holiday: No Lecture**

**December 01: Chapter 23/ 22**

**Final Exam: Section BSC2010M01 that meets MWF 8:30 AM – 9:20 AM: Your final exam is held in CSB101 on Wednesday December 3<sup>rd</sup>, 2014 from 7AM-9:50 AM.**

**Final Exam: Section BSC2010M02 that meets MWF 9:30 AM to 10:20 PM: Your final exam is held in CSB101 on Friday December 5<sup>th</sup>, 2014 from 7AM -9:50 AM.**

