

PCB 3063 GENETICS Section 0001
FALL SEMESTER 2014
T R: 10:30 AM-11:45 AM
ROOM: CSB101

Instructor: Pam Thomas
Office: BL201C **Phone:** (407) 823-0503

Office Hours: Monday 10:30-11:30 AM; Tuesday and Thursday: 8:00-10:00 AM; Wednesday 10:30AM-11:30 AM Thursdays 8-10 AM; Friday: 10:30 -11:30 AM or by appointment as my schedule allows
Advising office hours: Mondays and Wednesdays 11:30AM to 12:30 PM

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 activity is the Pretest in Webcourses/Canvas that opens on August 22, 2014 and closes August 25th,2014 at 11:59 PM.

Email: pamela.thomas@ucf.edu

Optional Book: Genetics a Conceptual Approach, *5th edition*, Benjamin Pierce, W.H. Freeman Publishing 2013.

Additional Materials: Class lecture notes and assignments are in WebCourses2. The web site may be accessed through your MyUCF. You will need Powerpoint to open the files.

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, Ferrell Commons Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Classroom Conduct: By enrolling at UCF, all students have agreed to abide by the Golden Rule. Please become familiar with this document at goldenrule.sdes.ucf.edu. Please also use courtesy in class by arriving and departing on time, refraining from talking during class, and turning off cell phones. Tape recording of lectures is permitted. Phone video capture of lectures is prohibited, without the approval of the instructor.

Academic Dishonesty: Plagiarism and cheating of any kind on an examination, quiz, assignment, excuse note or verbal information will result at least in an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate referral to the Office of Student Conduct for further action. See the UCF Golden Rule for further information. I will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, don't cheat by giving answers to others or taking them from anyone else. I will also adhere to the highest standards of academic integrity, so please do not ask me to change (or expect me to change) your grade illegitimately or to bend or break rules for one

person that will not apply to everyone. Collaboration regarding online assignments or quizzes is also considered academic misconduct by the golden rule.

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/>.

USE OF INTERNET AND SCIENTIFIC DATABASES WILL BE REQUIRED.

Computer Access: Students will be expected to have access to a computer frequently, as most assignments and communication will take place via WebCourses/Canvas. The software you use to write your assignments is irrelevant as long as you turn it into a doc, or docx document. I recommend access to a computer daily. If you do not own a computer, there are computers accessible to you in all UCF's computer labs. For further information on computer labs, please see the following website: http://registrar.sdes.ucf.edu/webguide/index_quickfind.aspx.

E- Mail: You will be expected to have daily access to the internet and email, since I will be emailing you constantly about assignment updates, additions and changes. All students at UCF are required to obtain a [Knight's Email account](#) and check it regularly for official university communications. If you do not own a computer, there are computer accessible to you in all UCF's computer labs, and most computer labs have computers connected to the internet. For further information on computer labs, please see the following website: http://registrar.sdes.ucf.edu/webguide/index_quickfind.aspx . Please note that UCF Faculty are prohibited from responding to e-mails from any student e-mail address other than Knights e-mail.

Lecture Exams: All exams will be based on **BOTH** lecture material and assigned readings/problems, assignments. To do well on an exam you must take lecture notes to supplement the Powerpoint outline. There will be five lecture exams. Exams 1, 3, 4 and 5 are worth 25 points. Exam 2 is worth 14 points due to the fact that you will need time to work the problems and still go through ID check in time provided for the class period. Mandatory quizzes are worth 20 points total. To make up an exam, a student must present an excuse from an appropriate authority (doctor, police, judge, etc.) to the instructor within 48 hours of the start of the exam, or call and make arrangements to do so within 48 hours. Please note that if you actually take an exam or any portion thereof, you are no longer eligible to take a make up. If you are therefore ill, under the influence of medications, or are upset and you decide to take an exam, you are not later eligible to "retake" the exam under the make-up policy. Please note that excuse notes from relatives will not be accepted. **All make-up exams will be given on the day of the scheduled final exam which is December 09, 2014 in the first hour of the final exam time slot and will start at 10:00 AM.** All make-ups must be completed within the first hour of the final exam time slot. **Please note that material not covered in class, but assigned, may be included in tests. You will only be allowed to make-up one exam during the semester , with a pre- approved excuse.**

Taking Exams: Exams may use machine scored answer sheets, or test sheets, that the instructor will provide. Again: Please realize that exams will cover material assigned, but not covered in lecture and in addition you will be expected to have taken lecture notes in class to supplement the outlined information on

the Powerpoints. Note that exams may be long answer or multiple choice. You need to bring a #2 pencil and your valid UCF student ID card. You must show your student ID card to turn in the exam. No credit will be given for the exam if you do not show your student ID card, at the discretion of the instructor. The student ID # must be printed on the answer sheet and will be verified as you leave the exam. Please note that failure to encode the proper student ID# or test form may result in a zero for the exam involved. All books, notes, 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 the exam. Please note that in the past, textbooks, purses, and packs have been stolen. If calculators are permitted it will be stated prior to the test. All programmable calculators will be checked. Language translators are **not** permitted. Anyone arriving more than 15 minutes after the start of an exam may not be allowed to take the exam, at the discretion of the instructor. Cheating on exams will not be tolerated. Any person caught copying off another paper or signing in for someone else will receive an F in the course and the matter will be referred to the disciplinary action committee. Scantrons and tests will not be returned to students. However, they may be examined in the Instructor's office during office hours. Each person will get an individual test report sheet with all correct and incorrect responses marked. All tests, quizzes and assignments will be available to review in the instructor's office for one week after the individual assignment or test grades are posted.

Taking Quizzes: Please note that late work will not be accepted and will receive a zero. Please be aware that in Webcourses/Canvas late work is defined as after the date or time that the assignment is due. If you stay in Webcourses/ Canvas for more than 59 seconds after the assignment closing time this is clearly considered late by syllabus policy and your quiz or assignment will receive a zero. Please be sure to submit by the appropriate time and date. It is advised that you not wait until the last minute to submit assignments in order to avoid the late penalty. The instructor will not answer questions about the topic of the quiz or assignment while it is open and running. If you wish to understand what you have done incorrectly, please come to office hours to discuss your individual response after the quiz has closed. According to online protocols answers to online quizzes are not posted. Quizzes will not be reopened.

Grading: PCB 3063 is a three-credit lecture class. There are a total of 114 points available from the 5 exams and 20 points from the assignments/quizzes. Your final grade will be calculated by dividing the points that you achieve by the total number of possible points available in the class (134) and converting to a percent. The instructor reserves the right to hold pop quizzes or require special assignments and exercises at the time and in the form of her choosing.

Grading Scale:

90-100	=A
80-89	= B
70-79	= C
60-69	= D
0-59	= F

Help: Please ask for help if you need it. The instructor is here to answer your questions. There is no SI for the class this semester.

Working problems and attending lecture: The problems assigned in the modules for this class should be worked out far in advance of the tests. Waiting to do them a few days or the night before the tests normally results in very poor test performance. Attendance in class lectures is necessary to achieve a reasonable grade in the class, since material not listed in the powerpoints is added during the lecture. During many portions of lecture, the instructor will ask you to work problems. Be prepared as the answers will not always be provided immediately. This is done so that each student will develop critical thinking skills which contribute to success in the class.

Classroom Expectations

The following ground rules will help your work in this course to go much more smoothly. Please carefully review these expectations and follow them.

1. Academic integrity will be appraised according to the student academic behavior standards outlined in [The Golden Rule](#) in the University of Central Florida's [Student Handbook](#).
2. Don't turn in late assignments. Late submissions will not be accepted, and will result in a lower overall grade. Late is defined as submittal past a due date as well as staying/attempting to remain in an online assignment or quiz past the posted time for that quiz or assignment.
3. Keep up with the reading. You have quite a few chapters, quizzes/assignments and e-mail messages to read for the class. Students who keep up with the reading tend to do much better in this kind of class than those who do not.
4. Don't miss online quizzes or assignments; they may not be retaken. They are open for many days, so plan your schedule appropriately.
5. Review of grades to resolve any questions that you have about your grade must be completed within one week of the time any assignment, test or quiz has been posted.

E-mail

E-mail will be an integral part of this course. Make sure you:

1. Check your e-mail at least twice per week (more often is better) and be sure to use Knightsmail.
2. Be patient. Don't expect an immediate response when you send a message. Generally, 24 hours Monday through Thursday for messages received between 8AM and 4PM and 72 hours for messages received on holidays or weekends is considered a reasonable amount of time to receive a reply. There are times when due to meetings and teaching schedules, your instructor may not immediately have access to your e-mail message.
3. Include "Subject" headings: use something that is descriptive and refers to a particular assignment or topic and the class and section in which you are enrolled.
4. Be courteous and considerate. Being honest and expressing yourself freely is very important, but being considerate of others online is just as important as in the classroom.
5. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
6. Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).
7. Break up large blocks of text into paragraphs and use a space between paragraphs.
8. Sign your e-mail messages.
9. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would not mind seeing on the evening news.
10. Be sure to identify yourself by name to your instructor and state which class you are registered in. Your instructor teaches multiple classes and may have students with the exact same name as yours in another class.

Note: Review the Netiquette and Viruses section below

Discussion Board Topics

Many of the “rules of the road” or protocols that apply to e-mail also apply to the use of Discussions. Use the following conventions when composing a Discussion posting:

1. The discussion board in Webcourses is a place for you to communicate professionally with your classmates and your professor. Please be courteous to other students, when responding to comments.
2. Use of profanity of any kind on the discussion board is a violation of the UCF Golden Rule.
3. During online and Web-based assignments or online quizzes, any posting discussing assignment content or asking questions about course content that is within the assignment or quiz is also a violation of the UCF Golden Rule and is considered a form of academic dishonesty.
4. Please note that discussion boards and all web-based modalities external to UCF are monitored during online assignments. Postings regarding assessment or assignment content that ask for answers or topic information are also a violation of the UCF Golden Rule.

Netiquette

“Netiquette” has evolved to aid us in infusing our electronic communications with some of these missing behavioral pieces. “Emoticons” and other tools have become popular and I encourage their use when it will add to the clarity of your communication.

: -) = happy, pleased
: -(= sad, displeased
: -O = surprised
>: -| = angry

Abbreviate when possible. Examples:

- LOL = laugh out loud, “I find this funny”
- ROFL = rolling on floor laughing, really funny
- BTW = by the way
- *grin* = smiling
- FYI: for your info

Netiquette continues to evolve and I am sure that we will have constant additions to this growing language. The important thing to remember is that all of the “cute” symbols in the world cannot replace your careful choice of words and “tone” in your communication.

Viruses

A virus can spell disaster. Your use of a reputable anti-virus program is a requirement for participation in this course (good ones include McAfee or Norton).

Also, back up your files: “My hard drive crashed,” “My modem doesn’t work,” and “My printer is out of ink.” These are today’s equivalents of “My dog ate my homework.” These events really do occur and they

are inconvenient when they do. However, these are not valid excuses for failing to get your work in on time.

Connection Issues and “Outages”: You are responsible to ensure secure internet/system connections prior to starting an assignment. Late assignments will not receive any credit. Assignments/quizzes will not be reposted or extended.

Tentative Lecture Schedule for Genetics Fall 2014: Changes may be made at the discretion of the instructor and will be announced in lecture.

August 19: Introduction and Course Requirements

August 21: CH 2 Mitosis and cell Cycle (Drop Deadline August 21, 2014) (August 22, 2014Add)

August 26: CH 2 and supplemental materials in Webcourses/Canvas, Meiosis and Gamete formation

August 28: Exam 1 over CH 2 Mitosis, Meiosis , Cell Cycle and Gametogenesis

September 2: CH 3 Mendel and Probability

September 4: CH 3 Mendel and Probability

September 09: CH 4 Sex Linkage and Sex Determination

September 11: CH 6 Pedigree Analysis

September 16: CH 5 Extensions and Modifications of Basic Principles

September 18: Review and Problem Solving for Exam 2

September 23: Exam 2 over CH 3-6

September 25: CH7 Linkage and Recombination

September 30 1: CH 7 Linkage and Recombination

October 02: Problem Solving over Linkage and Recomb.

October 07: CH 8 Bacterial and Viral Systems; CH 9 Chromosomal Variation

October 09: CH 25 Population Genetics

October 14: Problem Solving

October 16: Review for Exam 3 over CHs 7, 8, 9, 25

October 21: Exam 3 over CH 7, 8, 9, 25

October 23: CH 10 Chem. Nature of Gene CH 11 Chrom. Organization and Structure (W/D deadline is

October 27th, 2014)

October 28: CH 12 DNA Replication And CH 13 Transcription

October 30: CH 13 Transcription, CH 14 RNA, CH 15 Translation

November 4: Problem Solving and Review for Exam 4

November 6: Exam 4 over CH 10-15

November 11: Veteran’s Day Holiday

November 13: CH 16 Gene Regulation In Prok

November 18: CH22 Cancer Genetics

November 20: Review for Exam 5

November 25: Exam 5

November 27: Thanksgiving Holiday No Class

December 2: University Study Day for Finals No Class

Final Exam: Date: December 09, 2014 Time: 10AM-11:15 AM in Room CSB101. Make-up tests only will be given on the final examination date.

© 2013 [The University of Central Florida](#) and Pam Thomas.