



PCB 3063
General Genetics
81045 001
Fall 2026

Instructor Name

Prashanth Ramesh Rao

University Course Description

Introduction to genetics including the fundamental concepts of Mendelian, molecular, and population genetics.

Course Requisites

Prerequisite(s):

(Biology Minimum Score: 4
or BSC 2010C Minimum Grade: C-
or BSC 1010C Minimum Grade: C-
or BSC 2010 Minimum Grade: C-
or BSC 1010 Minimum Grade: C-)
and (BSC 2010L Minimum Grade: C-
or BSC 1010L Minimum Grade: C-
or BSC 2010C Minimum Grade: C-
or BSC 1010C Minimum Grade: C-
or Biology Minimum Score: 4)
and (Chemistry Minimum Score: 5
or CHM 2046C Minimum Grade: C-
or CHM 1046C Minimum Grade: C-

or CHM 2046 Minimum Grade: C-
or CHM 1046 Minimum Grade: C-)

Corequisite(s):

Student Learning Outcomes

Student Learning Outcomes:

At the end of this course, students are expected to be able to:

1. Discuss the use of genetics throughout history
2. Explain how genes influence traits
3. Perform monohybrid, dihybrid, and multihybrid crosses using Punnett squares, multiplication method, forked line method and statistical analyses
4. Analyze pedigrees to understand modes of inheritance
5. Recognize the various extensions of Mendelian inheritance
6. Explain polygenic inheritance
7. Compare and contrast mitosis and meiosis
8. Understand the various sex determination systems
9. Perform gene mapping to illustrate the order and distances of genes along a chromosome
10. Explain the numerous variations in chromosome structure and number
11. Recognize that chromosome variation plays an important role in evolution
12. Describe the packaging of DNA into prokaryotic and eukaryotic chromosomes
13. Compare and contrast DNA and RNA structure
14. Appreciate the central dogma of molecular biology
15. Compare and contrast gene expression in prokaryotes and eukaryotes
16. Appreciate the emerging field of epigenetics
17. Recognize the elements of extra-nuclear inheritance
18. Describe the different natural and unnatural factors that may cause mutations
19. Use the Hardy-Weinberg Law to calculate allele frequencies in populations
20. Discuss the factors that alter allele frequencies

Course Objectives

Course Objectives:

The purpose of this course is to introduce you to the fundamental concepts of genetics.

We will cover each of the three major areas of the discipline:

- A. Classical genetics: the rules that govern inheritance of hereditary traits
- B. Molecular genetics: the study of the genetic material
- C. Population/evolutionary genetics: the study of genetic variation in populations.

Required Texts and/or Readings and Course Materials

A. ONLINE TEXTBOOK WITH HOMEWORK PLATFORM:

GENETICS ANALYSIS AND PRINCIPLES (by Robert Brooker) with Connect Online Access

Format: EBook

Author(s): Robert Brooker

Edition: 8th

Publisher: McGraw-Hill Higher Education

Either of the options below:

Choice 1: ND UNIV SOUTH FLORIDA TAMPA CONNECT OLA GENETICS ANALYSIS
PRINCIPLES ENTRP

ISBN 9781265147709 (With Opt-In)

(OR)

Choice 2: Connect Online Access for Genetics: Analysis and Principles

ISBN: 9781266822865 (With Opt-Out)

The choices includes e-book for this course as well as the CONNECT Homework platform used for graded homework.

Further instructions for opt-in will be posted in modules.

A. Top Hat Classroom-One Semester

Author(s): Top Hat

Publisher: Top Hat Monocle

TopHat is an in-class engagement platform for answering graded questions in the class-room that requires a paid subscription.

The link for the TopHat course is provided in Course Resources in CANVAS Modules. Additional instructions will be provided before the first week.

Please note that if you are using TopHat in multiple courses, only a single TopHat subscription is needed for all courses.

Technology Requirements:

For taking four Canvas Quizzes remotely using Honorlock (the USF Official Proctoring Solution) you would need a dependable electronic device (desktop, laptop, or tablet computer) with webcam, and a reliable internet connection. It is your responsibility to ensure that canvas quiz is being actively proctored and recorded through Honorlock, otherwise the Instructor reserves the right to nullify your quiz. If there are any technical difficulties during quiz, please contact Honorlock support through their Chat link.

Instructor will review any flagging by Honorlock and make a decision about potential academic dishonesty.

Note: Honorlock remote proctoring is used to ensure integrity of quizzes and make it equitable for all of you and reward your hard work.

Please however note that midterm exams and Final exam will be held in classroom BSN1100 and are all paper-based.

How to Succeed in this Course

Succeeding in PCB 3063

I wish that all my students be successful and confident in their ability to think like a scientist and be able to apply the scientific and ethical principles and strategies learned from this genetics course to more advanced studies in biological sciences, their future professions and more generally to all walks of life and health. I also aim that each of you succeed in this course.

In my role as instructor, I will teach the course content required for quizzes and exams, maintain regular office hours to answer questions on concepts you might have any trouble following, and provide any additional resources such as study guides if already available. In all academic matters, I will strive to not mince words and communicate plainly and directly.

AS THE STUDENT, THE BURDEN OF THE WORK IS ON YOU. Only attending lectures alone does not guarantee success; learning is an active process requiring passion, commitment and dedication as well as wherever possible making connections between concepts and with real-life scenarios and practical applications.

Learning from your peers: Peer learning is a very powerful way to learn and understand subject matter efficiently. You are encouraged to form small groups of 4 and exchange any conceptual questions that may arise in your independent study and try to solve it among yourselves. If this still does not solve your problem, you are most welcome to approach me and I will be happy to help.

The following are KEY to succeeding in this course:

- - **Please read the syllabus carefully** and make sure you understand the details. Please check with me if you can't follow something. Mark your calendar for exam dates and bring up any conflict in schedule only for any official USF events or USF competitions that you have been selected to participate or due to any religious observances well in advance.
 - **ATTEND EVERY SINGLE LECTURE**, and take thorough lecture notes. Bring textbooks or posted PowerPoint slides to class to view and mark on the figures and problems, as they are covered.
 - **Study the lecture notes later the same day** OR later that week to LEARN the material. For each hour of class, one to two hours should be committed to study outside of class. If you do not

understand something that was covered, you should seek out help ASAP! Help may be found 1) in the corresponding section of the textbook, 2) from the instructor, 3) from your classmates 4) on the Internet

- **Master conveying ideas using drawings/illustrations.** This will be an invaluable tool for remembering concepts as well as conveying them to another person. This simple technique is extremely useful in genetics and in other scientific disciplines.
- **Review the lecture notes in the week leading up to the exam**
- **Read the assigned or upcoming chapters in the textbook, preferably before attending lecture.** Learning genetics must be ACTIVE. First, read the chapter summary. Then flip through the chapter to get a general sense of its length, order of topics, space allotted each topic, types of figures shown with their legends, etc. As you read, you will need to RE-READ sentences, paragraphs, or even whole sections to fully comprehend what is being explained. Take notes, write in the margins, and mark things for emphasis. Look at every part of the figures that are covered in class extremely carefully. Make sure to write out crosses from the earliest to the later generations. Do not simply read problem solutions, rather try to solve them yourself step by step to gain confidence and ensure enough practice to solve at adequate speed on exams.

Just 45 minutes of regularly ‘over-viewing’ a chapter can help you to gain more from a lecture!

The following things may also help in your mission to master course material:

- work relevant problems at the end of each chapter and online
- study in groups, IF it works for you (try it and find out!)
- use additional resources:
- other textbooks
- ** the Internet ** (BUT: bear in mind that anyone can post! Unless the source is an edited textbook or a peer-reviewed book or journal article, it can contain errors.)
- whatever problem manuals you can lay your hands on (Genetics resources are easy to find, and cheap)
- audio-record lectures, if you are unable to transcribe everything said during lectures.

During the exams:

- **CAREFULLY READ EACH QUESTION!** Be sure you are clear on what it is asking. Beware of selecting an answer only on the basis that it ‘sounds like’ what I said in class. I am not interested in the capacity for memorization but in the mastery of concepts as well as reading comprehension. Similarly for solving problems, please follow all the steps and do not commit the answers to memory. I will

often change the actual numbers related to a question and you are expected to solve the problem.

- **Also, please note that since each problem is equally weighted, ensure not to spend too much time on any single problem if it is too challenging, you can always come back to it later after finishing the more straightforward questions.**
- *** It is impossible to predict circumstances that may hamper your performance on any particular midterm exam. *Therefore, it is in a student's best interest to prepare and take all four midterm exams even though only the top three scores are considered!* Also since the heavily weighted finals is truly cumulative and content relevant to each exam will be tested upon with equal importance, missing studying content for one exam may significantly affect scores on the final exam. Also, please remember that missing content discussed in class for any given exam may not be a good idea, it may create conceptual gaps and adversely affect your preparation for careers related to health professions or for biomedical research. The idea of dropping the lowest exam score is only to buffer any chance under-performance and to reduce anxiety.***

- **It is recommended that students view their exams for one or more of the following reasons:**

1. TO LEARN: Identify what you missed and why.
2. To familiarize yourself with my testing style, to better approach the remaining exams.
3. Verify that the exam was graded correctly. (Errors in questions are rare but do occur; I am open to 'hearing out' the rationale for selecting a particular answer.)
4. Review for the comprehensive final exam.
5. Review for the M-CAT, DAT, P-CAT, V-CAT, subject GRE, or other future exams.

A note to the ambitious:

If you are planning on applying to a competitive health professional school such as medical school, dental school, PA school, AA school, Pharmacy school, Optometry school it may be helpful to master the subject and achieve good grades. After all...it is Genetics !!

'Grade Forgiving' a course: There are often misconceptions among students about USF's Grade Forgiveness Policy. Grade forgiving a class may help to improve the USF G.P.A. However, be aware that other institutions typically recalculate each student's G.P.A. using all completed coursework, whether grade forgiven or otherwise.

All the best! Remember, I am here if you need help. If you are having difficulties, contact me as soon as possible to avoid compounding the problem. Genetics is a scientific discipline, and science is challenging and fun. TAKE THE CHALLENGE AND ENJOY!

Grading Scale

Grade range	Grade
<u>96 and up</u>	A+
<u>90 - 95.99</u>	A
<u>88 - 89.99</u>	A-
<u>84 - 87.99</u>	B+
<u>80 - 83.99</u>	B
<u>78 - 79.99</u>	B-
<u>74 - 77.99</u>	C+
<u>70 - 73.99</u>	C
<u>68 - 69.99</u>	C-
<u>60 - 67.99</u>	D
<u>59.99 and below</u>	

Grade Categories and Weights

Course Grade

Course grades will be based on your performance in the in-class exams, TopHat questions and Tophat discussions, Connect homework and online canvas quizzes.

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4 in-class Midterm exams (lowest one dropped)	63 %
In-class Final cumulative mandatory exam	18 %
TopHat in-class engagement questions	10 %
Online Canvas Quizzes (remotely proctored)	4 %
Connect Homework	5 %
=====	
TOTAL	100%
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Assessments: **For PCB3063**

**A tentative list of Course topics are listed in their order under course schedule.

Exams For section PCB3063.001: FOUR IN-CLASS MIDTERM EXAMS (you must complete all four

exam and the lowest one would be dropped) will make up 63% of the total course grade and will be administered on the scheduled days during lecture time in the classroom. A CUMULATIVE IN CLASS MANDATORY FINAL EXAM will also be administered on the University designated date and time: Tuesday, December 8, 10 am- 12 pm in BSN 1100, and will count for 16% of total grade.

The mandatory cumulative final (scantron-based) will be held during the university specified time between 10 am to 12pm in the classroom BSN 1100 on Tuesday, December 8, 2026 and will include Multiple choice and True False questions. The final exam will account for 18% of the final grade.

Format: All exams will be paper-based. *Exams will include Multiple choice and True False questions.* Exam booklet and custom scantron will be provided for each exam. Please bring your own #2 pencil and eraser for the exam. PLEASE DO NOT USE PEN. Also please bring your USF IDs to show to the Exam Proctors when you turn in your exam.

Each in-class exam will test your knowledge of the course material covered since the previous exam. *You will be required to show rough work on the exam booklet in the spaces provided especially while solving problems and crosses to assure me that you have actually solved the problems yourself.*

- Midterm exams will test on 50 questions in 75 minutes.
- Final exam will test on 75 questions in 120 minutes.

In-class engagement through TopHat platform: Attending class and learning the content in this fast-paced course is mandatory. 10% of grading is for in-class participation assessed using TopHat, a cell-phone based response system that you must use to answer the questions raised only during class time and from within the classroom. Typical duration of each tophat objective-type question would be **90 SECONDS**, so please make sure you are already logged into it as soon as you

arrive in class and ready to respond. For each lecture, typically 2-6 questions will be presented in class to test you on the relevant topics using multiple choice, matching, true-false, fill-in-the blanks, etc. Each

such question of above format is graded for 50% participation and 50% accuracy.

There will be few short answer discussions that you will respond using 100-200 words that would be the only for participation only and you will be allowed **180 SECONDS** to complete these. **Please note that for discussion topics, you must respond in complete sentences and must address the specified topic, otherwise points may be deducted.** *Please note that generative Artificial Intelligence tools such as Chat-GPT must not be used for responding to this question but should rather be based on your own thinking.*

TopHat questions will be available to respond to, only once, when it is opened during class time, so please ensure to attend class regularly. This will help to give both you and the instructor, valuable feedback throughout the semester and during the lecture to assess your understanding of the course material. In addition, you will gain experience with some of the types of questions you may see on quizzes and exams.

Please note that using TopHat to respond from outside class will be treated as violation of academic integrity and will be PENALIZED appropriately. Penalties may range from drop of total grade by a whole letter grade, ZERO scores for entire TopHat Assignment weighted 10%, and even a FF grade.

To monitor this, **attendance through Top-Hat with a geo-location feature** will be used regularly to ensure that you are responding within class and not from anywhere outside the classroom.

Please note that using TopHat to impersonate somebody else who is absent in class or answer on behalf of another student will be treated as academic dishonesty and dealt with like-wise (please see above).

Homework through the McGrawHill Connect platform linked to the e-book: This assignment set is worth 5% of the total course grade and will be based on different types of questions including multiple choice questions, many choice questions, fill in the blank questions, ordering questions, etc that will be administered for each chapter and is graded for completion only. You will review the e-book periodically as you complete this assignment.

Completing the assignment assures you of 100% of the grade for this assignment. These assignments will be integrated into the CANVAS LMS. You may required by the platform to read sections of the e-book when you do your homework if you miss some concepts as you

complete the homework assignment. The homework is typically between 60 minutes to 120 minutes per chapter, so please make sure to start it as soon as it is announced. Use of generative AI such as ChatGPT for this homework assignment IS NOT ALLOWED as it will hinder learning and achieving the course objectives.

Please make sure to review the home work after completing it using the recharge feature as this is one of the several resources for exam preparation in addition to practice problems, study guides and quiz ministudy guides.

Canvas-based Quizzes: For the remaining 4% of the assessment, we will use four online quizzes in Canvas due two days prior to each midterm exam on topics relevant to the exam. These will be proctored remotely using USF's official online proctoring solution Honorlock and will give you practice on exam-style objective type questions. *Please note that use of generative AI such as ChatGPT or any other online tools is not allowed. Also collaboration on completing Canvas Quizzes is not acceptable and constitutes academic dishonesty.*

*Each quiz will consist of multiple choice questions, T/F, many choice, fill in the blank, and match the following questions. Each quiz will be **single attempt** and will test your knowledge of material recently covered in lectures and relevant to the immediately upcoming exams. Typically, students will have 2 days to complete each quiz.*

You will be required to save your scrap paper to upload to an canvas assignment later to show your work especially related to solving problems and crosses. So please retain it and do not discard.

Any questions over the grade or content should be addressed with the instructor as soon as possible.

All students must thoroughly review the syllabus and the requirements, including the terms for Honorlock video testing requirements for four Canvas Quizzes, to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Instructor Feedback Policy & Grade Dissemination

Instructor	Feedback	Policy	&	Grade
Dissemination:	Instructor	will	respond	to email

communication relevant to the subject matter within 48 hours of the date received. Viewing of exams will be possible during office hours until the week following the week the exam grades are posted. Midterm exams must be viewed in this assigned period only.

Past midterm exams will not be available again to view before Finals.

Canvas Quizzes and McGraw Hill Connect homework will be automatically graded. You can access your scores in this course at any time using "Grades" in Canvas.

Major Topics and Course Schedule

Chapters	Topics	Dates
Chapters (8th edition)	Topics	Tentative class dates
1 & primer	Overview of Genetics* + History of genetics + primer on Genes to Traits (Reading Assignment/PowerPoint)	Assigned for self study
3	Mendelian Inheritance	August 25, 27, September 1
24	Medical Genetics	September 3, 8, 10 + narrations
Exam 1	Above Module 1	September 15
4	Extensions of Mendelian Inheritance	September 17, 22, 24 + narrations
28	Complex and Quantitative traits	September 29, October 1

Chapters	Topics	Dates
2	Chromosome Transmission during cell div. and sexual reprodn.	October 1, 6 + narrations
Exam 2	Above Module 2	October 8
6	Genetic Mapping in Plants and Animals	October 13, 15
9	Molecular Structure of DNA & RNA (Reading Assignment/ PowerPoint)	Assigned for self study
10	Chromosome Organization and Molecular Structure	October 20, 22
8	Variation in Chromosome Structure and Number	October 22, 27, 29 + narrations
Exam 3	Above Module 3	November 3
11	DNA Replication	November 5, 10 + narrations
12	Gene Transcription and RNA modification	November 10, 12
13	Translation of mRNA	November 17,
Exam 4	Above Module 4	November 19
5	Non-Mendelian Inheritance	November 24
16	Epigenetics, TNRE diseases, and RNA regulation	Assigned for self-study
27	Population Genetics	December 1, 3

Chapters	Topics	Dates
Final exam	All topics	December 8 th , 10am -12pm

- Chapter 1, Chapter 9 and Chapter 16 are Reading Assignments and powerpoints and study guides will be available.
- Some chapters will include narrated sections not covered in class

Please note that the above is a tentative roadmap and may be modified based on the amount of time required to master specific topics or due to any unpredictable circumstances.

USF Core Syllabus Policies

USF has a set of central policies related to student recording class sessions, academic integrity and grievances, student accessibility services, academic disruption, religious observances, academic continuity, food insecurity, pregnancy and related conditions, and sexual harassment that **apply to all courses at USF**. Be sure to review these online:

<https://www.usf.edu/provost/faculty-success/resources-policies-forms/core-syllabus-policy-statements.aspx>

Student Recordings

Florida Statute 1004.097 Free Expression on Campus

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use (USF Policy 10-048). A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion, clinical presentations such as patient history, academic exercises involving student participation, test or

examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the USF Student Conduct Code.

Course Policies: Grades

First Day Attendance Policy

Please note that there will be a "First day Attendance Assignment" through CANVAS QUIZ /survey asking if you intend to stay in the course, if so, please respond with "Yes". If you do not complete this assignment by 11:59 pm Tuesday, August 25th, 2026, you risk being dropped from this course to accommodate other students who may need this course.

Late Work Policy: The Department of Molecular Biosciences (MBS) does not allow make-up exams or late assignments except for students in special circumstances that the student will provide documentation for and at the discretion and approval of the instructor. These circumstances include: (1) medical (individual or immediate family only); (2) legal (accident or court case; individual only); (3) funerary (immediate family only); (4) participation in a university sponsored activity at the time of a regularly scheduled exam and (5) religious observance that is notified in the first week of class for make-up exams and two weeks prior for other anticipated missed assignments.

Make-ups are only applicable if a student has not already completed a particular assessment. No completed exam or a quiz can be retaken again for any reason.

Moreover, make-up exams and late assignment submissions will be granted only if circumstances are documented. It is the student's responsibility to contact the instructor within 48 hours and to provide appropriate documentation within one week from the scheduled date of the exam or deadline of the assignment.

In all cases, unambiguous documentation justifying the make-up must be provided before the make-up will be administered. 'Unambiguous documentation' must verify the date of the emergency as well as show its applicability to that student. Examples include: a doctor's note bearing the student's name (for an illness), a hospital visitor's pass or funerary notice (for illness/death of a close family member), or a towing receipt/police report with the student's name (for car problems or

accidents) etc. with dates that indicate a student's inability to complete an exam, quiz or assignment on or near its deadline.

Religious observances: Students who anticipate the necessity of missing a scheduled exam(s) due to the observation of a major religious holiday **must provide notice of the date(s) to me, in writing, by the second class meeting.** Students who anticipate the necessity of missing assignments due to a major religious observance must provide notice of the date(s) to the instructor, in writing, at least two weeks in advance of any work that will be missed as a result of the observance.

Format: The format of make-ups for exams may differ from the regular assessment in their length, the questions asked, and the types of questions (which may include some fill-in the blank and/or short-answer/essay questions). Since make-up assessments are different from those given to the rest of the class, any 'point adjustments' made to the class' assessment may not be applicable.

Sufficient time will be given to complete homework and other assignments. Please do not wait to turn in the various assignments on the due dates. They will NOT be opened or accepted after the due date has passed. Similarly once completed, quizzes will not be reopened for another attempt.

Please mark the dates in your calendars. **Also any technical issues that occur when submitting the assignment within the last six hours of due time will not be considered as a reasonable excuse,** please ensure to submit well before the due date and time.

No exam, quiz or assignment make-ups with documentation will be allowed beyond 9 days past a published deadline. Any exceptions due to extended illness would need to be supported by additional valid documentation.

Make-ups on exam or assignments will not be granted for work conflict, personal convenience, lack of preparation for exam due to unacceptable reasons, overlapping date with another exam, or travel or oversleeping. And certainly not because of "confusion about exam dates, assignments or deadlines".

No exam including the final exam can be taken for any reason before the actual scheduled date and time for that exam. PLEASE RESCHEDULE ANY CONFLICTING TRAVEL PLANS OR WORK-SCHEDULE IN ADVANCE.

Final Examinations Policy: The final exam will be held in BSN1100 at a fixed time scheduled by the University (10am-12pm, Tuesday, December 8, 2026) as indicated in the final exam matrix. Work or vacation plans will not be valid excuses in this case. Please re-schedule work or travel plans well in advance to be able to take the final exam during the scheduled class time.

Due to a 120 minute long exam, the number of questions will be more than on any midterm exam (final will have 75 objective-type questions).

Makeup for the final exam will be as per the time and date specified on the final exam matrix.

[Final Exam Matrix for Fall 2026](#)

Please note that there will be NO ROUNDING OR BUMPING OF GRADES AT THE END OF THE SEMESTER.

Please note that there will be NO EXTRACREDIT ASSIGNMENTS.

Also, NO RETAKING / RESUBMISSION OF ANY EXAMS OR ANY OTHER ASSIGNMENTS IS POSSIBLE.

Viewing completed exams:

All exam papers will be kept by the instructor. This is necessary because I teach the same courses repeatedly and recycle exam questions. I do however want every student to have the opportunity to view their exam by visiting the scheduled office hours.

Students may view exams during office hours until the end of the week following the week exam scores were posted and it will not be available for viewing thereafter.

Past midterm exams will NOT be available for viewing again just before final exams.

The last office hours will be held during the scheduled office hours in test free week and there will be no office hours in Final exam week.

It is the student's responsibility to confirm that a grade has been assigned for each exam taken by viewing grades posted on myusf. If a student wishes to question the grading of an exam, s/he must do so within this period. (University policy declares that grade disputes and grievances

will not be considered by the Department or College after a period of 3 months following the last exam.)

Also, please note that it is a violation of academic integrity to share notes, lecture slides, and test/quiz material with third parties and external companies, regardless of whether or not you profit from the transaction. It is also strictly against policy to inform students in other classes what they can expect on tests, based on your experience.

Grades of "Incomplete"

The current university policy concerning incomplete grades will be followed in this course.

For undergraduate courses: An “I” grade may be awarded to a student only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the “I” is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. “I” grades not removed by the end of the time limit will be changed to “IF” or “IU,” whichever is appropriate.

Campus Free Expression

It is fundamental to the University of South Florida's mission to support an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive.

In the instructional setting, ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. “Objective” means that the idea(s) presented can be tested by critical peer review and rigorous debate, and that the idea(s) is supported by credible research.

In this course you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding and engaging with an idea does not require you to believe it or to agree with it.

Course Policies: Technology and Media

Course Policies: Technology and Media

Email: We will respond to emails and questions provided that you have first tried to answer the questions yourself by consulting the syllabus, your peers, literature and web resources but have still been unable to find a clear-cut answer to an important question. We will strive to respond within 48 hours. Although it may be possible that I will respond during weekends, responses may be delayed due to personal obligations.

Canvas: The Canvas course management system will be used extensively throughout this course to post course material (PowerPoint slides), to administer quizzes, to post grades, to make “Announcements”, to communicate over the discussion board, and possibly for virtual Q and A sessions. It is your responsibility to ensure that you have Canvas access and receive notifications also checking on a daily basis for update of resources or for any “Announcements”.

Canvas can be accessed through <https://my.usf.edu>.

Laptops Usage: The use of laptops for taking class notes or responding to inclass TopHat questions is permitted. Other use of laptops/devices (to surf the Internet, check e-mail, to study or complete assignments for other courses, instant message, etc.) is not permitted since it is extremely distracting to you and your peers and will hinder effective and efficient learning.

Phone Usage: You may use cell phones ONLY for online polling using TopHat for in-class engagement activities or for lecture related activities and not for any other purpose.

Online Proctoring: *CANVAS quizzes within this course will use Honorlock online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking a Canvas quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence.*

To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

Students are strictly responsible for ensuring that they take all quizzes using a reliable computer and high-speed internet connection. Setup information will be provided prior to taking the quiz.

Also please ensure that you have taken the Honorlock practice quiz. To use Honorlock, students are required to download _____ and _____ install the [Honorlock Google Chrome extension](#).

For additional information please visit the following resources:

<https://www.usf.edu/innovative-education/digital-learning/digital-learning-resources/proctoring-student-faq.aspx>

[Honorlock student resources](#)

Course Policies: Student Expectations

Health and Wellness

Your health is a priority at the University of South Florida. We encourage members of our community to look out for each other and to reach out for help if someone is in need. If you or someone you know is in distress, please make a referral at www.usf.edu/sos so that the Student Outreach & Support can contact and provide helpful resources to the student in distress. A 24-hour licensed mental healthcare professional, offered through the counseling center, is available by phone at 813-974-2831, option 3. Please remember that asking for help is a sign of strength. In case of emergency, please dial 9-1-1.

Title IX Policy

USF is committed to fostering a safe and respectful learning environment, free from sex discrimination and sexual harassment, in accordance with Title IX and USF Policy 0-004. If a student shares an experience of sexual harassment, sexual assault, stalking, or relationship violence with a USF employee (including faculty), that employee will notify the Title IX Office. This allows the Title IX Office to send the student an email with information about support resources and options—if it is safe to do so. Students are not required to respond to this email. The Title IX Office is a private resource. Information is shared only on a need-to-know basis to provide students with support measures. To speak to a confidential resource, students may contact USF Center for Victim Advocacy at 813-974-5757. Confidential resources do not notify the Title IX Office unless the student requests it. For more information about Title IX, available resources, or to make a report, please visit www.usf.edu/title-ix.

Course Hero / Chegg Policy

The USF Policy on Academic Integrity specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to Chegg.com and CourseHero.com – almost any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

Professionalism Policy

Per university policy and classroom etiquette; mobile phones, iPods, etc. must be silenced during all classroom and lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, etc., and have been warned may suffer a reduction in their final class grade.

Turnitin.com

In this course, turnitin.com may be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you may be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>.

Netiquette Guidelines

- Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
- Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
- Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.
- Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
- Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

Email and Discussion Board Guidelines

- Use the subject line effectively by using a meaningful line of what your email or discussion is about.
- Keep your emails and postings related to the course content. You should not post anything personal on a discussion board unless it is requested by the instructor.

- Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore, any issues should not be posted there.

End of Semester Student Evaluations

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Food and Drink Policy (for in-campus sessions only).

Please adhere to the firm policy of no beverages (other than bottled/capped water), food, tobacco products, or like items in the classroom. Your understanding of the necessity for this policy and cooperation will be greatly appreciated. This policy will be strictly enforced.

Learning Support and Campus Offices

Academic Accommodations

Students with disabilities are responsible for registering with Student Accessibility Services (SAS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SAS website.

[SAS website for the Tampa campus and Sarasota-Manatee Teachout site.](#)

[SAS website for the St. Pete campus.](#)

Academic Support Services

The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the [Office of Student Success website.](#)

Canvas Technical Support

If you have technical difficulties in Canvas, you can find access to the Canvas guides and video resources in the “Canvas Help” page on the homepage of your Canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing help@usf.edu.

[USF IT Services](#)

Center for Victim Advocacy

The [Center for Victim Advocacy](#) empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.

Counseling Center

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.

[Counseling Center website for the Tampa campus and Sarasota-Manatee Teachout site.](#)

[Counseling Center website for the St. Pete campus.](#)

Tutoring

The Tutoring Hub offers free tutoring in several subjects to USF undergraduates. Appointments are recommended, but not required. For more information, email

asctampa@usf.edu.

[Tutoring website for the Tampa campus and Sarasota-Manatee Teachout site.](#)

[Tutoring website for the St. Pete campus.](#)

Writing Studio

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email: writingstudio@usf.edu.

[Writing studio website for the Tampa campus and Sarasota-Manatee Teachout Site.](#)

[Writing studio website for the St. Pete campus.](#)

Student Ombuds Office

Florida Statute 1006.51 and Florida Board of Governors Regulation 6.011 require that all public institutions provide ombuds services to students. The Student Ombuds Office at USF is a confidential, impartial, informal, and independent resource for students experiencing challenges related to the university. Ombuds can help students safely explore options, clarify processes, and consider next steps. [Learn more or make an appointment at usf.edu/student-ombuds.](https://www.usf.edu/student-ombuds)