

**ANS3319C – Reproductive Physiology and Endocrinology in Domestic Animals  
Lecture Syllabus (Fall 2022)**

**Course coordinator:**

Dr. Brad Daigneault  
Office Hours: M, W, F @ 10:30 –11:30 AM  
Remote Appointments available upon request  
Room 204C “Red” Larson Bldg, Animal Sciences  
[b.daigneault@ufl.edu](mailto:b.daigneault@ufl.edu)  
Ph: 352-273-2021

**Lectures (Location and Time):** ANS156 M,W,F (Period 3) 9:35 – 10:25

**Laboratory instructor:**

Mr. Justin Callaham  
Office Hours: Before and after class, By appointment.  
Room 210E Animal Science building  
[callaham@ufl.edu](mailto:callaham@ufl.edu)  
Ph: 352-294-6754 | [ZOOM Call](#) | [Online Chat](#)

**Attendance:** Lecture content is available on Canvas and will be released prior to the date of given lecture located under the **Modules** tab in Canvas. Please note that this content is not comprehensive and will therefore require attendance for full material. Make-up exams and assignments are not permitted without prior approval or Medical notice.

**Labs:**

Monday, 12:50 – 2:45 (Periods 6 & 7), 3:00 – 4:55 (Periods 8 & 9)  
Tuesday, 12:50 – 2:45 (Periods 6 & 7), 3:00 – 4:55 (Periods 8 & 9)  
Wed, 12:50 – 2:45 (Periods 6 & 7)

Our class sessions may be audio visually recorded for students in the class and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

**Course Objectives:**

- 1) Familiarize students with concepts in reproductive anatomy, physiology, & endocrinology of male and female domesticated animals including the cow, pig, horse, sheep, cat, dog, and human.
- 2) Introduce and discuss the systemic production, regulation and interactions of reproductive hormones including synthesis, and transport with emphasis on regulation of reproductive processes of male and female domesticated animals, livestock and humans.
- 3) Utilize the knowledge learned from Objectives 1 and 2 to introduce and discuss reproductive management practices that optimize reproductive efficiency of domesticated animals and humans.

## **Textbook:**

*"Pathways to Pregnancy and Parturition"* (3rd Edition 2012, P. L. Senger) is required since lecture material will be based directly on book content in addition to use of pictures and diagrams. A laboratory manual will be distributed in class and posted on Canvas. Students are responsible for reading handouts before lab and bringing handouts to lab.

## **Grading & Exams:**

All lecture graded activities will be conducted in ANS 156. Quizzes and assignments will be posted under the Assignment tab, submitted and grades posted on the Canvas website <https://ufl.instructure.com/>.

Your final grade will consist of lecture exams, quizzes, lab exercises, and a comprehensive final exam.

**All exams and quizzes are closed book and do not permit additional resources - including cell phones.**

Actual grades on all exercises will be the sum of the points received for correct responses as a percentage of total points possible. Final course grades will be based on the following percentage grade scale:

|           |            |           |           |           |           |           |           |      |
|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|------|
|           | <b>B+</b>  | 86.7-89.9 | <b>C+</b> | 76.7-79.9 | <b>D+</b> | 66.7-69.9 | <b>F</b>  | < 60 |
| <b>A</b>  | ≥94        | <b>B</b>  | 83.3-86.6 | <b>C</b>  | 73.3-76.6 | <b>D</b>  | 63.3-66.6 |      |
| <b>A-</b> | ≥90 to <94 | <b>B-</b> | 80.0-83.2 | <b>C-</b> | 70.0-73.2 | <b>D-</b> | 60.0-63.2 |      |

\*Note that grades will not be rounded unless the instructor notes a universal change in the grading scale. For example, an 83.69 will be recorded as a B.

| <b>Final Grade Components</b>  | <b>points</b> | <b>% final grade</b> |
|--|---------------|----------------------|
| Three lecture exams (100 pts each)   | 300           | 40%                  |
| Four quizzes (25 pts each)   | 100           | 15%                  |
| Lab grade (10 labs @ 50 pts each, two lab exams @ 200 pts each, 1 attendance @ 100 points)<br>(see lab syllabus below for more detail) | 1000          | 25%                  |
| Comprehensive final exam (200 pts)   | 200           | 20%                  |

Information regarding University Policy on grade point equivalencies and calculation of grade points is located at (<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>).

## **Lecture Exam Dates:**

**Exam 1:** Sept. 26<sup>th</sup> (Mon); **Exam 2:** Oct 24<sup>th</sup> (Mon); **Exam 3:** Nov 21<sup>st</sup> (Mon)

*Lecture exam dates are tentative and can change at the discretion of the instructor.*

**Final Exam:** December 15<sup>th</sup> (Thursday @ 7:30-9:30 AM).

Exam and quiz questions will be true/false, multiple choice, matching, short answer, and essay. For short answer and essay questions, a legible, organized, concise and grammatically correct answer will be expected to receive full credit. Outlining answers into pertinent points is acceptable and the suggested method of answering questions provided that the interrelationships between points are indicated. Lecture exams/quizzes will cover all material presented in the textbook, lecture, and lab take-home messages, and worksheets.

Quizzes will be administered online using a browser lock in Canvas. Student's will be provided ~5 days notice prior to the date of the quiz.

## **Important Dates**

Consult for a complete current info: [Dates and Deadlines](#)

- August 24<sup>th</sup>: Class begins
- August 24<sup>th</sup>-26<sup>th</sup>: Drop/Add
- September 5<sup>th</sup>: No class – Labor Day
- October 7<sup>th</sup>: No class – Homecoming
- November 11<sup>th</sup>: No class – Veterans Day
- November 21<sup>st</sup>: Drop deadline
- November 23<sup>rd</sup>: Withdrawal deadline
- November 23<sup>rd</sup> -26<sup>th</sup>: No class - Thanksgiving
- December 7<sup>th</sup> Classes End
- December 8-9<sup>th</sup> -10<sup>th</sup>: Reading days

### **Class Demeanor**

Students and attendees in the classroom are expected to act in a professional, polite, and respectful manner. Any person engaging in disruptive behavior will be asked to leave the room. Cell phones should remain in silent mode throughout the class. The use of cell phones is disruptive to others sitting within viewing vicinity, and therefore is not permitted. Personal devices may be used to engage in lecture, but viewing of any other content is considered disruptive to the learning environment. If content that does not strictly pertain to lecture material is displayed on a device, the person in possession of the device will be asked to remove the content or turn off the device.

## Lecture Schedule

The schedule below is tentative regarding the dates and topics. The schedule may change at the instructor's discretion and class pace.

| Week | Date           | Assignment                                 | Topic   | Sanger Text                     |
|------|----------------|--|---|---------------------------------|
| 1    | 08/24 – 08/26  |  | Introduction / Female Anatomy                         | Ch 1, 2 (10-43)                 |
| 2    | 08/29 – 09/2   |  | Female Anatomy / Male Anatomy                         | Ch 2, 3 (44-79)                 |
| 3    | 09/05 – 09/9   | <i>Mon- No class</i>                       | Male Anatomy / Reproductive Endocrine System          | Ch 2, 5 (100-125)               |
| 4    | 09/12 – 09/16  |  | Reproductive Endocrine System                         | Ch 5, 6 (126-139)               |
| 5    | 09/19 – 09/23  |  | Puberty   | Ch 6,11(228-253)                |
|      | <b>09/26</b>   | <b>Exam 1 (Mon)</b>                        |   | Ch 1-6 & 11                     |
| 6    | 09/28 – 09/30  |  | Reproductive Cyclicality, Follicular Phase            | Ch 7 ,8 (140-179)               |
| 7    | 10/3 – 10/7    | <i>Fri- No class</i>                       | Follicular & Luteal Phase                             | Ch 8, 9 (160-201)               |
| 8    | 10/10 – 10/14  |  | Luteal Phase, Spermatogenesis                         | Ch 9,10(202-227)                |
| 9    | 10/17 – 10/21  |  | Spermatogenesis                                       | Ch 10 (202-227)                 |
|      | <b>10/24</b>   | <b>Exam 2 (Mon)</b>                        |   |                                 |
| 10   | 10/26 – 10/28  |  | Reproductive Behavior, Sperm Transport                | Ch 11,12(228-271)               |
| 11   | 10/31 – 11/04  |  | Early Pregnancy Maternal Recognition of Pregnancy     | Ch 13 (272-291)                 |
| 12   | 11/07 – 11/09  | <i>Fri no class</i>                        | Placentation, Gest, Part                              | Ch 14 (292-313)                 |
| 13   | 11/14 – 11/18  |  | Placentation, Gest, Part / Fetal Growth               | Ch 14                           |
| 14   | <b>11/21 –</b> | <b>Exam 3 (Mon)</b>                        | <i>Thanksgiving (23<sup>rd</sup>-25<sup>th</sup>)</i> |                                 |
| 15   | 11/28 – 12/02  |  | Parturition and Postpartum Period, Embryogenesis      | Ch 15 (313-333)<br>Ch 4 (80-99) |
| 16   | 12/5 – 12/7    | <i>Fri -Reading days 8-9<sup>th</sup>)</i> | Lactation & The Human Factor                          | Ch 15-16(314-351)               |
|      | <b>12/15</b>   | <b>Final Exam</b>                          | Thursday: 7:30 – 9:30 AM                              |                                 |

# GENERAL LABORATORY INFORMATION

## Faculty Supervisor:

Justin Callaham

Office Hours: Before and after class, By appointment.

Room 210E Animal Sciences (BLDG 459)

[callaham@ufl.edu](mailto:callaham@ufl.edu) | [Make an Appointment](#)

Ph: 352-294-6754

**I am committed to your success. If I am in my office and my door is open, I am happy to visit with students at any time.**

## Laboratory Schedule and Instructor(s):

|  |   |   |
|--|---|---|
| <u>Monday, 12:50 – 2:45 PM</u><br>Justin Callaham<br><a href="mailto:callaham@ufl.edu">callaham@ufl.edu</a><br><br>Teaching Assistant(s):<br>Elle Hamann<br>Chelby Gossett | <u>Tuesday, 12:50 – 2:45 PM</u><br>Lané Haimon<br><a href="mailto:mjackson1@ufl.edu">mjackson1@ufl.edu</a><br><br>Teaching Assistant(s):                | <u>Wednesday, 12:50 – 2:45 PM</u><br>Maura McGraw<br><a href="mailto:mjackson1@ufl.edu">mjackson1@ufl.edu</a><br><br>Teaching Assistant(s):<br>Jordan Bishman |
| <u>Monday, 3:00 – 4:55 PM</u><br>Justin Callaham<br><a href="mailto:callaham@ufl.edu">callaham@ufl.edu</a><br><br>Teaching Assistant(s):<br>Kathryn Treacy                 | <u>Tuesday, 3:00 – 4:55 PM</u><br>Zach Seekford<br><a href="mailto:zseekford@ufl.edu">zseekford@ufl.edu</a><br><br>Teaching Assistant(s):<br>Dana Houpt |   |

## Lab Section Times:

Monday: 12:50 - 2:45 PM (Section 10529 / RM67)

Monday: 3:00 - 4:55 PM (Section 10530 / RM89)

Tuesday: 12:50 - 2:45 PM (Section 10583 / RT67)

Tuesday: 3:00 - 4:55 PM (Section 10584 / RT89)

Wednesday: 12:50 - 2:45 PM (Section 28332 / RW67)

## Laboratory Objectives

- The primary objectives of lab are to provide hands-on activities with live animals, dissection of tissues harvested from deceased animals, and operating laboratory and technical equipment frequently used in reproductive biology.
- To provide experiential learning that includes manipulation, dissection, animal handling and laboratory techniques concerning the anatomy and physiology of reproductive physiology in large animals.
- To develop skills and understanding of the basic principles of collection, evaluation, extension, and freezing of semen from farm animals.
- To introduce the concept of early embryonic development and provide hands-on experience dissecting pregnant reproductive tracts from the bovine and porcine.
- To develop skills and understanding of estrous synchronization, artificial insemination, embryo collection, embryo freezing, reproductive ultrasonography, and pregnancy diagnosis in the bovine, porcine, and equine species.

## Weekly Laboratory Activities

- **Reading** – the lab utilizes a lab manual that provides general reading about each week’s lab topic. Lab manual chapters are released each week in CANVAS in the laboratory home page.
- **Take Home Messages** – each lab topic has an associated homework assignment designed to ensure students retention of important information that should be taken away from each week’s lab. These assignments will assist students in preparing for the 2 lab practical examinations.
- **In lab experiential activities** – each lab topic has an associated hands-on learning component to expose students to laboratory bench top skills and concept reinforcement. Review the laboratory schedule for dates, locations, and topics for these F-2-F sessions. . **Students must attend their specific enrolled section** to participate in each week’s lab activities. **Attendance is required to receive credit for weekly graded exercises.**
- **Pre-Lab Activities** – students will be presented with various activities both in lab and in CANVAS. These activities include in lab quizzes and augmented reality exercises.
- Lab activities will include dissection of reproductive tissues including brain, male, female animal tracts obtained from the abattoir. You will be required to dissect and study these tissues in lab. The utilization of live animals and dissection of tissues are central to effective learning and enhancement of your lab experience.

## Assignment Deadlines and Submittals

- All handwritten worksheets and homework **must be completed and uploaded using the Gradescope plat form. Students need to download the Gradescope app from the Android or Apple stores.**
  - **Using the Gradescope App to Submit Assignments Tutorial**
- All readings, worksheets, and Take Home Messages will be available the Thursday prior to each scheduled lab.
- All lab assignments will be due at 11:59 pm.
- **Review Lab Schedule for specific course section dates and deadlines. This information is listed on the Canvas assignment as well.**
- **No LATE Assignments will be accepted. It is the student’s responsibility to ensure assignment files are uploaded correctly.**

## Grading:

- Lab is worth **25%** of your **final** course grade.
- Each lab is worth a total of 50 points each with 2 practical exams worth 200 points each. *The table below details assignments and point value specifics.*
- Your lowest lab grade during the semester (**excluding the lab practicum and final lab exam**) will be dropped from your lab grade.
- Attendance is vital to students' success and understanding of lab materials in preparation for the 2 lab practical exams. **If you have 2 or more unexcused lab absences your lab grade will be lowered by 1 letter grade.**

## Grading Points and Percentages

|                               | <u># of Assignments</u> | <u>Points</u> | <u>Total Sem. Points</u> |
|-------------------------------|-------------------------|---------------|--------------------------|
| 1. Pre-Lab Assignments        | 10                      | 10            | 100 pts                  |
| 2. In Lab Worksheets          | 10                      | 20            | 200 pts                  |
| 3. Take Home Messages         | 10                      | 20            | 200 pts                  |
| 4. Practical Exams            | 2                       | 200           | 400 pts                  |
| 5. Lab Attendance             | 1                       | 100           | 100 pts                  |
| <b>Total Points Available</b> |                         |               | <b>1,000 pts</b>         |

## Attendance and Make Up Policies:

- Attendance is vital to students' success and understanding of lab materials in preparation for the 2 lab practical exams. **If you have 2 or more unexcused lab absences your lab grade will be lowered by 1 letter grade.**
- There will be no make-up labs during the semester. Any lab missed for reasons other than those listed below will not be excused and a grade of "0" will be recorded. All requests to be excused from a lab must be submitted to Mr. Callaham either in writing or requested by email. This policy will be strictly enforced.
- Excused absences include: 1) Absence for a university-approved field trip or activity (must be cleared one week in advance). 2) Absence for a death (verification by obituary if requested) or serious illness in family. 3) Absence resulting from personal illness (verification consisting of a letter of explanation from hospital or doctor on official letterhead). Please review the excuse note policy of the Student Health Care Center (<http://shcc.ufl.edu/forms-records/excuse-notes/>)
- If you need to attend a lab other than your scheduled lab, please contact Mr. Callaham either in person, or by email to request a change of lab giving a reasonable reason for the change. Failure to do so will result in a "0" grade for that lab.
- Request to regrade an exam or take-home message must be made within one week of the return date. Grade challenges must be submitted in writing and attached to the assignment/exam in question.

## **Academic Accommodations**

Students that have sought academic accommodations will need to submit those accommodations using the form provided in the Canvas Laboratory Home Page. *Click* on the tab for '**Academic Accommodations**' tab, complete the online form and upload/attach the UF Letter of Accommodation.

## **Working with Livestock**

Working with livestock will require students to adhere to handling practices provided by the instructor either in written or verbal format. Animals are capable of injuring people, especially when they are in the flight or fight mode inspired by a stressful situation. The instructors will work to provide students with the ability to manage livestock with minimal stress, thus lowering the risk of injury to people and animals.

## **Biosafety and Biosecurity**

- The biosafety and biosecurity of animals and students is a top priority for laboratory activities. Disease transmission can have severe negative consequences on animal and human health that can also be fiscally taxing. Some laboratory activities may require you to bring clean rubber boots that must be washed and disinfected prior to laboratory activities. You must also complete the biosecurity exercise prior to participation in labs conducted at animal units. The use of cell phones or cameras at animal facilities is not permitted without receiving written permission. Instructors and TA's may dismiss students from a lab for violation of biosecurity procedures.

## **Locations:**

Laboratories will be held at several locations including room 155 Animal Sciences, Dairy Unit, Beef Teaching Unit, Swine Teaching Unit, and Horse Teaching Unit. Please refer to the lab schedule to determine where lab will be each week. Refer to this link for unit locations <https://animal.ifas.ufl.edu/facilities/>.

**Transport is NOT provided.** Swine Unit has bus service.

## Laboratory Schedule

| Lab | Week          | Location   | Topic   | Dates & Deadlines   |
|-----|---------------|------------|---|---|
| 1   | 8/22 – 8/26   | ANS 155    | Lab Introduction -Online                                      |   |
| 2   | 8/29 – 9/2    | ANS 155    | Female Macro & Microscopic Reproductive Anatomy               | Available: Jan 13, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Aug 30, 11:59 PM (RM67, RM89)</b><br><b>Aug 31, 11:59 PM (RT67, RT89)</b><br><b>Sept 1, 11:59 PM (RW67, RW89)</b>    |
|     | 09/5 – 9/9    |            | Labor Day Holiday – NO CLASS                                  |   |
| 3   | 9/12 – 9/16   | ANS 155    | Male Macro & Microscopic Reproductive Anatomy                 | Available: Jan 27, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Sept 13, 11:59 PM (RM67, RM89)</b><br><b>Sept 14, 11:59 PM (RT67, RT89)</b><br><b>Sept 15, 11:59 PM (RW67, RW89)</b> |
| 4   | 9/19 – 9/23   | ANS 155    | Brain, Hypothalamic, and Pituitary Anatomy                    | Available: Feb 3, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Sept 20, 11:59 PM (RM67, RM89)</b><br><b>Sept 21, 11:59 PM (RT67, RT89)</b><br><b>Sept 22, 11:59 PM (RW67, RW89)</b>  |
| 5   | 9/26 – 9/30   | ANS 155    | Review Session (*attendance counts)                           |   |
| 6   | 10/3 – 10/7   | ANS 155    | <b>Lab Practicum Exam</b><br>(Material from first three labs) |   |
| 7   | 10/10 – 10/14 | Swine Unit | Semen Collection & Artificial Insemination: Porcine           | Available: Feb 24, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Oct 11, 11:59 PM (RM67, RM89)</b><br><b>Oct 12, 11:59 PM (RT67, RT89)</b><br><b>Oct 13, 11:59 PM (RW67, RW89)</b>    |
| 8   | 10/17 – 10/21 | Horse Unit | Semen Collection & Artificial Insemination: Equine            | Available: Mar 3, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Oct 18, 11:59 PM (RM67, RM89)</b><br><b>Oct 19, 11:59 PM (RT67, RT89)</b><br><b>Oct 20, 11:59 PM (RW67, RW89)</b>     |
| 9   | 10/24 – 10/28 | ANS 155    | Evaluation of Semen, Processing, and Cryopreservation         | Available: Mar 17, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Oct 25, 11:59 PM (RM67, RM89)</b><br><b>Oct 26, 11:59 PM (RT67, RT89)</b><br><b>Oct 27, 11:59 PM (RW67, RW89)</b>    |
| 10  | 10/31 – 11/4  | ANS 155    | Embryology and Early Embryonic Development                    | Available: Mar 24, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Nov 1, 11:59 PM (RM67, RM89)</b><br><b>Nov 2, 11:59 PM (RT67, RT89)</b><br><b>Nov 3, 11:59 PM (RW67, RW89)</b>       |

## Laboratory Schedule Continued

| Lab | Week          | Location | Topic   | Dates & Deadlines   |
|-----|---------------|----------|---|---|
| 11  | 11/7 – 11/11  | ANS 155  | Placental, Fetal Development and Fetal Sexing by Ultrasound | Available: Mar 31, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Nov 8, 11:59 PM (RM67, RM89)</b><br><b>Nov 9, 11:59 PM (RT67, RT89)</b><br><b>Nov 10, 11:59 PM (RW67, RW89)</b>  |
| 12  | 11/14 – 11/18 | Dairy    | Pregnancy Diagnosis by Ultrasound                           | Available: Apr 7, 11:59 PM<br><b>Due Date (Sections):</b><br><b>Nov 15, 11:59 PM (RM67, RM89)</b><br><b>Nov 16, 11:59 PM (RT67, RT89)</b><br><b>Nov 17, 11:59 PM (RW67, RW89)</b> |
| 13  | 11/21 – 11/25 |          | Thanksgiving - NO CLASS                                     |   |
| 14  | 11/28 – 12/2  | ANS 155  | <b>Final Lab Exam - Cumulative</b>                          |   |

# **ADDITIONAL COURSE INFORMATION**

## **In-Class Recording**

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student

## **Academic Honesty:**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code. UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code](#). Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Students will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>

## **Disability Issues:**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

## **Software Use:**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the

individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### **Software Privacy Policies:**

1. Canvas (Instructure) - <https://sonicfoundry.com/privacy-policy/>
2. PlayPosit - <https://api.playposit.com/privacy/>
3. Mediasite - <https://sonicfoundry.com/privacy-policy/>
4. Zoom - <https://zoom.us/privacy>
5. Honorlock - <https://honorlock.com/student-privacy-statement/>
6. You Tube - <https://policies.google.com/privacy>

### **Campus Assistance Resources:**

Students experiencing crises or personal difficulties that interfere with general well-being are encouraged to utilize the university's resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students experiencing difficulties or lacking clear career or academic goals, which interfere with their academic performance:

#### Health and Wellness Resources

*U Matter, We Care:* If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

*Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

*University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

*GatorWell Health Promotion Services:* For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

#### Academic Resources

*E-learning technical support:* Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

*Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

*Library Support:* Various ways to receive assistance with respect to using the libraries or finding resources.

*Teaching Center:* Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

*Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

*Student Complaints On-Campus:* [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).

*On-Line Students Complaints:* [View the Distance Learning Student Complaint Process](#).

If you are having problems comprehending lecture and (or) lab material or have other academic, university, or personal issues that are affecting your academic performance, please feel free to visit with the instructors to

address the problem(s). Please do not wait until the end of the semester to address any difficulties you may be having.

**Online Course Evaluation Process:**

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

**Absences:**

Requirements for class attendance and make-up exams, assignments, and other work in this course are outlined herein and consistent with university policies. [Click here to read the university attendance policies.](#)

**Make-up work:**

A student missing an exam will be allowed to make up the exam provided that a documented, valid reason for missing it exists (Please see valid excuses in lab section). Whenever possible, these problems should be discussed with the instructor in advance, preferably by email, excuse note, or handwritten note. A missed exam with no valid excuse will be considered as a “0”.

**Materials and Supplies Fee:**

Instructors may require that students supply their own personal protection equipment (PPE) as well as rubber boots and coveralls for lab-related activities.

**Course Expectations:**

Lecture and lab attendance are highly correlated with your final grade, so it is expected that you attend both on a regular basis. Class and lab are “No Cell Phone Areas”. Class and lab decorum require that you act socially, professional, treat fellow students with respect, and appreciate their viewpoints and beliefs.