

WELCOME TO ENY 3005 and ENY 5006

PRINCIPLES OF ENTOMOLOGY and GRADUATE SURVEY OF ENTOMOLOGY

Summer C Online



Instructor: Dr. Rebecca Baldwin, BCE

Office: 2208, Steinmetz Hall
1881 Natural Area Drive Box 110620
Gainesville, FL 32611
Phone: 352-273-3974
E-mail: baldwinr@ufl.edu

Lecture Teaching Assistants:

TA: Ricky Critchfield: rcritchfield@ufl.edu

Assistant TA: Michael Grayson

Traweek: mtraweek@ufl.edu

Canvas login to access course:

<http://elearning.ufl.edu>

Office Hours:

Thursday 2:45-4:00 by Zoom or in Steinmetz 2208

(Anyone may park at Steinmetz after 3:30.)

***No office hours during holidays or break weeks.**

- Zoom link can be found in Canvas under "Zoom Conferences" **Office hours are in Eastern Time.**

- You may also **schedule an appointment at:**

<https://calendly.com/ufbugs/>

How to E-Mail:

Please e-mail the TA and copy the instructor. We will attempt to answer e-mails within 72 hours on weekdays.

Include ENY3005_5006 in the subject line.

Please be sure to check your Gatorlink e-mail.

REQUIRED TEXTBOOK (Book or e-book can be rented or purchased.)

Daly and Doyen's Introduction to Insect Biology and Diversity

Fourth Edition (4th edition is available through the UF Bookstore or as an e-book)

James B. Whitfield and Alexander H. Purcell III

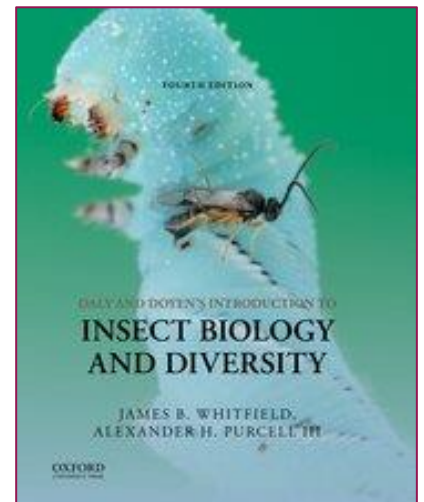
ISBN# 978-0-19-538067-5, Oxford University Press

This is the text that will be referenced in the web lecture. There are required readings listed in the course outline for each week, so you will need access to the textbook. This book contains keys to insect orders and 400 common families, so will be useful in the lab as well. Feel free to rent or share a text, but you will need access to the material. (There is a grasshopper in flight on the front for the third edition and a parasitic wasp laying eggs in a caterpillar on the fourth edition.)

The fourth edition is available as an e-book.

<https://redshelf.com/book/1714719/daly-and-doyens-introduction-to-insect-biology-1714719-9780190086275-james-b-whitfield-alexander-purcell-iii>

eISBN-13: 9780190086275. (~\$60 for one semester)



OPTIONAL (These are good reference books, especially for the lab insect collection.)

A Field Guide to the Insects of North America North of Mexico

Peterson Field Guide Series, Borror and White. ISBN-10 0395911710

Big bug bang for the buck. This is a super little field guide that you may use in the laboratory and will refer to often in the years to come.



Photographic Atlas of Entomology and Guide to Insect Identification (~\$45). J. Castner

The book contains beautiful color photographs that will greatly aid in the identification of common insects. **(Note: The taxonomic keys have not been updated to current taxonomic nomenclature that is found in your textbook, so you will need to use your text and lecture notes to update this guide.**

Please utilize the lecture list of orders for your insect collection and on exams. Use this book for the photos as you are working on your collections. For graduate students, you will find the key characteristics to family level adjacent to the photo of the characteristic or family.)

WHAT YOU WILL LEARN

By the end of this course, you should be able to pick up a common insect (a feat in itself for some people) and tell your friends what kind it is, how it moves, how it eats and digests its food, why it looks the way it does, where it usually lives, whether it is harmful to people or animals, how it's controlled if it is a pest, and how insects impact the environment and our lives. Insects are the most diverse group of animals on our planet, so this class will also explore broad concepts in biology.

General Class Objectives:

1. Describe characteristics of the major insect orders.
2. Explore the general external and internal anatomy and physiology of insects.
3. Recognize the characteristics of eusociality.
4. Analyze Integrated Pest Management, Pesticide use, and Biological Controls.
5. Realize the impacts of insects on humans and the environment.
6. Propose area wide protection plans against pests and diseases.



COURSE OUTLINE

Most assignments are due on Sunday, but exams and quizzes are on weekdays. Most non-exam assignments are open for at least a week and may be submitted early. All but the last journal assignment may be submitted late (up to 5 days) but will be assessed a minimum of a 30% grade deduction for each late submission. Due dates are by 11:59PM Eastern Time. Each lecture module will have PlayPosit interactions. You must watch the full lecture and complete the interactions to receive points. *Note: Some units are divided into several parts. For example, Unit 1 consists of 1.1 and 1.2. You should complete all parts of a unit before the end of the week.

Unit #	Action	POINTS	%	DATE DUE
Orientation	Classes Begin	10	2	
1	Everyone completes Orientation/Syllabus Quiz Module 1 - Discussion Post Introduction/Bug Story with Peer Response Module 2 - Journal Assignment – Wing Evolution	5 10	1 2	5/18
	Zoom Group Meetings with Dr. Baldwin about Class Projects ENY 3005 (Undergraduate group meetings) - A group will be assigned in Canvas (after drop/add) and each group member is to attend this Zoom meeting to meet each other and discuss the group project. Group members unable to attend the meeting will be assigned to a new group. (Soft Skill: Learn how to communicate with your team.) <ul style="list-style-type: none"> • Calendly Registration by Group #s, one per team, not by individuals (BUGS1, BUGS2, etc.). (Fun team names to consider: Bugs Lightyear, BioBugs, A Lice in Wonderland, etc.)– Check Canvas for your group members (Click People then Groups). • After a group leader is selected, the group leader will meet with the group and will submit the <u>title</u> of the group project, who participated in the meeting, and will formally name the group. The submission is in Canvas, and those who don't participate will be removed from the group and be assigned a new group with others who did not participate. Everyone is busy, so you must make it a priority to work with and communicate with your group ENY 5006 (Graduate student meetings) – GradBugs is your group name <i>Note: Graduate <u>research project meet and greet</u> - This meeting for graduate students will be for graduate students to get to know each other and to consider a researcher to interview. Meeting sign-up is in Canvas and will be a get to know you meeting only for Graduate Students. Projects are completed</i>			Group appointment times scheduled in through Calendly links (one for 3005 and a separate one for ENY 5006) in Canvas for these dates: May 26-28

	individually, but you do need to have some peers review the presentation before submission. I also want you to build community since this is the first ENY course for many of you. Select a time on Calendly that others have selected too.																																							
2 3	Module 3- (lengthy lecture)			6-1																																				
	Insect Order Quiz for Module 3	15	3	6/6																																				
4 5	Module 4 Journal Assignment –JH Mimic Module 5	10	2	6/15																																				
	ENY 3005 (Undergraduate Students)– Group project outline with member responsibilities, references, audience choice and presentation time for group (submitted by leader during the week) ENY 5006 (Graduate Students)- Individuals submit their project title, interview name and interview questions you will ask. Please see Canvas for details.	(15) (15)	3	(project update is open all week)																																				
1-5	Online Exam Review Session – Units 1-5 (8:00 PM Online - Optional)	--	--	6/19																																				
1-5	Lecture Exam 1 (Units 1-5)	100	18	6/20																																				
	SUMMER BREAK			6/22-6/28																																				
8	Module 6 Module 7 Module 8 - Journal Assignment –Social Insects (AI Chatbot 1)	10	2	7/6																																				
9&10	Module 9 Module 10	--		7/13																																				
	Online Exam Review Session – Units 6-10 (8:00 PM Online)	--	--	7/17																																				
6-10	Lecture Exam II (Units 6-10)	100	18	7/18																																				
11	Module 11 - Journal Assignment – Parasites: Endoparasites vs Ectoparasites (AI Chatbot #2)	10	2	7/20																																				
12-13	Modules 12 (Perusall Assignment – Why Do we Use Pesticides?) Module 13 (Perusall Assignment - Pests in and Around the Home) <ul style="list-style-type: none">ENY 3005 Meet with group to finalize presentations.ENY 5006 Have interviews and peer reviews completed.	10	2	7/27																																				
	ENY 3005 – Zoom Group Project Presentation, and Peer Reviews (*Group signs up for presentation time. One time per group.) Group members not present will receive no credit.	(75)	14	8/1																																				
	ENY 5006 Recorded Presentations uploaded (See Canvas for point distribution). If preferred, you may schedule a time to present over Zoom.	(75)		8/1																																				
14-15	Module 14 - Journal Assignment – Biological Control – Neighbor Module 15	10	2	8/3																																				
11-15	Lecture Exam III (Units 11-15)	100	18	8/6																																				
	PlayPosit Interactions (1-3 points per unit)	45	14																																					
	TOTAL POINTS	545	100																																					
	GRADING Scale: <table><thead><tr><th>Percent</th><th>Grade</th><th>Grade Points</th></tr></thead><tbody><tr><td>100 - 94</td><td>A</td><td>4.00</td></tr><tr><td><94 - 90</td><td>A-</td><td>3.67</td></tr><tr><td><90 - 87</td><td>B+</td><td>3.33</td></tr><tr><td><87 - 84</td><td>B</td><td>3.00</td></tr><tr><td><84 - 80</td><td>B-</td><td>2.67</td></tr><tr><td><80 - 77</td><td>C+</td><td>2.33</td></tr><tr><td><77 - 74</td><td>C</td><td>2.00</td></tr><tr><td><74 - 70</td><td>C-</td><td>1.67</td></tr><tr><td><70 - 67</td><td>D+</td><td>1.33</td></tr><tr><td><67 - 64</td><td>D</td><td>1.00</td></tr><tr><td><64 - 61</td><td>D-</td><td>0.67</td></tr></tbody></table>				Percent	Grade	Grade Points	100 - 94	A	4.00	<94 - 90	A-	3.67	<90 - 87	B+	3.33	<87 - 84	B	3.00	<84 - 80	B-	2.67	<80 - 77	C+	2.33	<77 - 74	C	2.00	<74 - 70	C-	1.67	<70 - 67	D+	1.33	<67 - 64	D	1.00	<64 - 61	D-	0.67
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<64 - 61	D-	0.67																																						

Course Grade Breakdown

Course Component	Points
Orientation Assignments	15 pts
Orientation Quiz	10 pts
Introduce Yourself / Bug Story	5 pts
PlayPosit Lecture Assignments	45 pts
Journal Assignments	50 pts
Wing Evolution Journal	10 pts
JH Mimic Journal (AI Chatbot #1)	10 pts
Social Insects Journal (AI Chatbot #2)	10 pts
Endo and Ectoparasitism Journal (AI #3)	10 pts
Biocontrol Journal	10 pts
Perusall Discussion Assignments	20 pts
Firefly Femmes Fatales Article	5 pts
Ask IFAS Pest and Pesticide Articles	10 pts
(3005) Group Project	100 pts
Project Group Meets with Instructor	10 pts
Group Project Draft	15 pts
Group Project Presentation	75 pts
Group Project Presentation Peer Review	complete
Group Project Member Evaluation	complete
(5006) Individual Project	100 pts
Project Meet and Greet	10 pts
Interview Questions	15 pts
Presentation Practice with Group	complete
Professional Research Presentation	75 pts
Quizzes and Exams	315 pts
Insect Order Quiz	15 pts
Exam 1	100 pts
Exam 2	100 pts
Exam 3	100 pts
TOTAL	540 pts

Unit 1 - Arthropod Classification	Chapter 1
Unit 2 - Insect Evolution and Classification	Chapters 2 and 16
Unit 3 - Insect Orders <i>Note – Having a good understanding of this lecture and the readings will give you an advantage in the lab and on the lecture, exam Be sure to invest the time in completing your readings and understanding how to identify insect orders by their characteristics. Complete study guide table.</i>	Introductions to orders (first 2-3 pages) of Chapters 18-46 (~80 pages)
Unit 4 - Integument, Development and Reproduction	Chapters 3 and 4
Unit 5 - Maintenance and Movement	Chapter 5
Unit 6 - Reception & Integration	Chapter 6
Unit 7 - Getting Together: Insect Communication	Chapter 8
Unit 8 - Social Relationships	Chapter 7
Unit 9 - Adaptations to Habitats	Chapter 8
Unit 10 - Plant and Insect Interactions	Chapter 9
Unit 11 – Parasites and Hosts	Chapter 10
Unit 12 - Insect Pest Management	Chapters 11 & 13
Unit 13 – Insecticides	Chapter 11
Unit 14- Biological Control	Chapter 11
Unit 15 - Medical Entomology	Chapter 12

ASSIGNMENTS

Rubrics and Details are posted under the Canvas Assignment Tab

Generally speaking, you will have a journal assignment, a discussion, or exam each week of the semester.

When citing sources, please use a standard format like MLA or use a scientific format like that of the Entomological Society of America or biology journal. I am more concerned with content, so just be consistent with whichever format you select. References should always be cited.

Journal Assignments

Your journal is a collection of clearly articulated answers to **five assignments**, each worth 10 points (300-word minimum). These assignments are fair game for the exam and will be graded by the week of the exam. Please see the assignment section of the course outline for the units with journal assignments. **Assignments should be posted to the assignment link in Canvas and have a 300-word minimum (body) plus a works cited section.** *Please follow the due date on this syllabus.* Assignments are due by 11:59 PM Eastern Time on Sunday night. *If you miss a due date for the **first four journals**, you may make a late submission five days following the initial due date for partial credit.* The last journal does not have a late submission. Because of the class size, you may only receive feedback on the assignments if points are deducted. Grades will be posted the week following each due date.

Persuall Assignments

There are several peer-reviewed articles to read during the course of this lecture. One is an observational research paper about fireflies and the other two are extension publications that relate to the lecture material. Follow the instructions in Canvas to comment on the papers and on others comments as you read the material. The Persuall comments are 5 to 10 points each.

PlayPosit Interactions

Each lecture will have interactions in the form of questions or illustrative videos. Completion of these interactions while watching the lecture, in its entirety, during one sitting, will provide completion points.

ENY 3005 Group Projects

At the beginning of the semester, you will be assigned to a group. It is always nice to have people in the class that you get to know so you can go collecting together, study together, and ask questions of. You should use the Assignment tab, then click "Group" to correspond with your group members. I can track participation that way, but if you wish to use GroupMe or a similar app, feel free as long as your group agrees to communicate that way. Oh yes, you will also let us know who you are by introducing yourself with a Bug Story (I love getting to know you a bit.)

You will work with your group on a project. Review the assignment and grading rubric completely with your group. The key to the group project is communication, communication, communication! Communicate frequently!

To ensure that your group is working together and can agree on a plan of action, you will be required to submit a draft of your project. This will be submitted as an assignment just like the final project. Your team should click on the People tab, then Group to be able to chat about the topic. If you have a person icon next to your name, you are the assigned group leader. **Each group leader should be sure all members of the team are participating in the chats.** Each group will only submit one draft and one final project, so it would be wise for someone in each group to act as editor to be sure all the group submissions have the same format and flow properly. Someone will also need to be responsible for submitting the project for the group. Comments about the grade will go to each member of the group. The group leader should notify Dr. Baldwin of any member not communicating. If someone drops out of the group, the entire project will still

need to be completed, so communicate often so you are aware of member responsibilities. Incomplete projects will receive a deduction.

Please be sure to include your group number and the list of participants from your group.

The final project will be due later in the semester. So, what should your group discuss and submit? For this draft, you will need to submit a **title for your project, a rough draft (specific details) of what will be covered by each group member (subject matter and content)** and a **list of at least 3 references per section (a minimum of 3 per section required for the final submission)** related to your topic, and one slide per person with the script in the notes section. Be sure your slides are professional, have bulleted points (not full sentences), include citations and photo captions, and have what you are going to say about that slide in the notes section. Do not tell us what you are planning to talk about, tell us exactly what you are going to talk about and associate references with each point. These can be online references, but should be a reliable source (museum, educational institution, research report, etc.). You may also want to use Google Scholar to find peer-reviewed research about your topic. At least one section of your presentation should include research on the topic. The introduction from research papers will give you some interesting information. Avoid using wiki and popular press articles. Go to the primary source. During your final presentation be sure to introduce who is going to cover what topic and have a good flow of information from one member to the next. Try to link the parts together. (As Richie discussed earlier, from the research by Koehler et al., we can see that ...)

3005 Final Project and Peer Review- Your group project will be uploaded to Canvas, by the group leader, before the end of the semester for peer review by your classmates. After the posts are made, each of you will evaluate two projects. The peer evaluations will be incorporated into the grade for the project. **Provide honest feedback** about the project (content, organization, structure, etc.) as the evaluations will be reviewed. **Constructive criticism can encourage more points for the group projects.** Do not simply give full credit when it is not due.

Research Review - ENY 5006 - Select a recent research article that interests you, contact the author to request an interview, interview the author, then present an overview of the research and what you learned from the interview to your peers, then to the instructor. There will be a written portion to this assignment where you submit your interview questions and the notes from your interview, then an oral portion where you run a practice presentation with your peers, then present again to Dr. B for evaluation. The presentation will contain a review of the research as well as knowledge gained from the interview. Select a research article that is related to your graduate research or career path. If you do not receive a response after two attempts at contacting an author, please select another author or reference. Instructions for each portion of the project will be provided in Canvas. * **Students in the REC (UF Research and Education Center) or ALAB (Gainesville) sections will need to conduct their project interview in-person with a researcher on campus.** A photo of you and the researcher in an identifiable place on campus (by a campus or departmental sign) is required to be included in the presentation. This is to fulfill a campus requirement for online students in these class sections. REC students may select to interview a researcher at the REC or in Gainesville but must complete the interview in person, on campus.

Finding Research Articles:

You can visit the UF library page and go to quick links to find great databases for articles. Try [Science Direct](#) or Google Scholar to find some full articles online! If you are off campus, the UF library has information for remote use at <http://www.uflib.ufl.edu/distance/>. UF has a very nice library system, so be sure to log in before doing your web surfing for articles. **You should not have to pay for articles you need.** If you find an article that won't allow free access, call the UF distance education librarian (link above) or use the

interlibrary loan system. You will be graded on content and quality of sources as well as organization and format.

ENY 3005 and 5006 - Remember, you must review and comment on the research results from your reference(s), not just give an overview of topic facts.

EXAM AND QUIZ INFORMATION

Practice Exam - There will be a practice exam posted online prior to the first exam so you may experience the exam format before the graded exam. This exam is brief, as to introduce you to question types and will not be graded.

Review Session - There will be a review session online the night before the first exam at 8:00 pm (EST). There is no scheduled review session for the third exam. The chat will last for 1 hour and you may post questions to be answered in real time from the instructor/TA you may also converse with other students during this time and answer their questions as well.

EXAMS—Exams will be delivered within Canvas and will be available from 8:00 AM until 11:59 PM Eastern Time. **(You must begin the exam by 10:50 PM Eastern Time to receive your full-time allotment.)** There will be three exams and a Quiz during the semester. Exam 1 covers material from units 1-5, Exam 2 will cover material from units 6-10, and Exam 3 will cover units 11-15. Each exam builds on previous exam material.

Exams are to be taken individually. No collaboration is allowed. The instructor reserves the right to submit all assignments to “Turn It In” for plagiarism evaluation. Exams will be proctored by Honorlock, so a webcam and the Chrome Extension must be used. Exams are not to be copied, recorded, or shared in any way (including screenshots). The exam will consist of multiple-choice, matching, fill in the blank, and short answer/essay questions. You will see the questions one at a time but may go back to review previous questions, if time allows. *You will be allowed 1 hour for each exam. Printed study guides, completed individually (nothing digital) may be used during the exam. Instructions are in Canvas. Grades will be posted one week following the exam using the online grade book. To review exams, you will need to attend office hours, or contact the instructor during office hours or through Calendly to make an appointment.* (No cell phones are allowed to be out or in use during the exam.)

NO MAKE-UP EXAMS WITHOUT PRIOR APPROVAL - If you would like to take your exam on a day prior to the listed exam date or time, please contact your instructor at least one week in advance. You will not be allowed to take the exam after the exam date unless prior arrangements have been made. If you are ill, you need to contact the instructor before the exam. A doctor or infirmary must confirm illness before you may schedule a make-up exam.

Troubleshooting for online exams - 352-392-HELP

Because we are depending on computers for the online exams, problems may occur. Don't panic. I know things happen, and we will do what we can to fix the problem. Here are a few pointers. If you get disconnected from the internet while you are taking the exam, leave your browser open and then reconnect. You should be able to pick up the exam where you left off. Be sure to save answers as you go. If you still have difficulties, please call the help desk (352-392-HELP), then inform your instructor. Be sure to call the help desk to document your issue before contacting the instructor. They will create a “trouble ticket” and give you a receipt so you have documentation of the problem.

Make sure to try out the practice exam and Order quiz to see that you can log in and properly view the exam questions.

***Remember – No part of the exam should be copied, photographed, saved, or shared.
This includes taking any screenshots.***

LAB INFORMATION – The lab is recommended as a co-requisite. ENY 3005L and ENY5006L

The 1 credit hour lab part of the course is offered for all ENY 3005 and 5006 students with a separate registration (If you cannot take it this semester, you may remain in the lecture without the lab. Note that the lab is a pre-requisite for courses such as Insect Classification and Medical and Veterinary Entomology, so you would need to complete the lab to meet the pre-requisites if those courses are in your future plans.) For those of you off campus, you will either attend a lab scheduled by your local UF/IFAS Research and Education Center or you will register for an online lab through the Entomology Department - (352) 273-3912. Both on-campus and distance students will have a Canvas link for the lab. This is listed as ENY3005L/5006L. The "L" indicates the lab section. The lab has a separate syllabus, so be sure to communicate with your lab TA and copy me if you have any questions. **Students taking classes in Gainesville must take the on-campus lab. The online sections are departmentally controlled and are limited to those taking the class away from Gainesville. *You must return any UF lab equipment to your lab TA when you turn in your collections. Online lab students purchase their own collecting equipment.**

**Insects collected must be collected legally (no collecting in state or national parks) and must include accurate locality labels including the collector's name. Purchased insects are not allowed. Collections are marked each semester as they are graded and specimens may not be recycled for future collections (unless allowed on the syllabus). Collections submitted with any falsified label information, or marked, purchased, or illegally collected specimens will be marked as a zero, and the student referred to the Dean of Students Office for academic dishonesty.*

It is illegal to collect specimens in State or National Parks. Collecting in National Forests, like the Ocala National Forest, is legal and allowed.

UF POLICIES

Grades and Grade Points - For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Absences and Make-Up Work - Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Academic Honesty - As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "***We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.***" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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.*"

It is assumed that you 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.**

Work may be submitted to Turn-it-In anti-plagiarism software, so be careful about plagiarism and citations. You are expected visit the UF Student Honor Code website at <http://www.dso.ufl.edu/studentguide/studentconductcode.php#s40431> for more information on plagiarism. Any plagiarized work will receive a zero and may be submitted to the graduate committee and UF judicial affairs.

For more information regarding the Student Honor Code, please see: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>. **Copying, screen printing, photographing, or viewing another student's exam materials is a violation of the UF Honor Code.**

Plagiarism in this class will not be tolerated. All work submitted must be in your own words and proper citations must be given for sources of ideas.

Besides group projects, all other graded coursework must be completed independently. Sharing of exam or quiz information will be considered academic dishonesty and a failing grade will be assigned. All students, those giving and receiving information will be referred to the Dean of Students for Academic Dishonesty.

Use of AI

When used properly, generative artificial intelligence (AI) programs (such as ChatBots/LLMs) can be helpful tools to enhance your learning. However, improper use of these tools can impede your learning and/or be considered academic dishonesty. Thus, it is critically important to learn how to use these tools responsibly and ethically.

Unless indicated (such as to generate information for your JH mimic journal), you are not permitted to use AI-generated content in your assignments. This includes– but is not limited to– submitting AI-generated content as your own work, submitting content that was paraphrased or edited from an AI output, quoting text generated by an AI (even if properly cited), and using AI to generate false sources. Assignments, except where instructions clearly allow AI, should consist entirely of your own original work, created by you for this class. Unauthorized use of AI in an assignment will be considered academic dishonesty.

Class Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

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.

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

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/ Counseling Services, Groups and Workshops, Outreach and Consultation, Self-Help Library, Training Programs, Community Provider Database Career Resource Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>.*

Services for Students with Disabilities -

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. Visit, www.dso.ufl.edu/drc/ to get started with the Disability Resource Center. It is important for students to share their accommodations with their instructor and discuss their access needs as early as possible in the semester.

UF Online Class Recording Policy

Our occasional synchronous class sessions may be audio visually recorded for students in the class to refer back 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 sharing of recorded materials is prohibited except as allowed by Florida House Bill.

Distance Education - Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See <http://distance.ufl.edu/student-complaints> for more details