



Grad Survey of Entomology ENY 5006

Fall 2025 (3 credits)

Insects are the most diverse group of animals on the planet... and also one of the most fascinating! This course will provide students with a conceptual framework for understanding the wonderful world of insects, including their **diversity, evolution, morphology, physiology, behavior, and ecology**. We will also explore the many ways in which insects affect our lives (as both pests and allies) and apply those fundamental concepts to address questions in the fields of **pest management, medicine, insect conservation, biotechnology**, and more. By the end of this course, students will have a firm foundation in basic and applied insect biology, and thus be prepared for upper-level courses in entomology and related disciplines. This course complements ENY 5006L (Graduate Survey of Entomology Lab), which provides students with hands-on experience in insect identification and entomology lab techniques.

Catalog description: Introduces basic principles of insect science, including insect diversity, evolution, morphology, physiology, behavior, and ecology, as well as applications of insect biology.

Tuesdays, Period 3 (9:35am - 10:25am) & Thursdays, Periods 3 - 4 (9:35am - 11:30am)

1031 Steinmetz Hall

Prerequisites: None; previous coursework or experience in biology is recommended

Recommended Co-requisite: ENY 5006L (Graduate Survey of Entomology Lab)

Canvas: ufl.instructure.com/courses/540636



Student Learning Outcomes

By the end of the course, students will be able to:



Distinguish insects from other invertebrates, including related groups of arthropods.



Identify the major orders of insects (as well as select insect families) and **describe** the natural history of these groups.



Explain fundamental concepts in entomology, including insect morphology and physiology, insect evolution and diversification, the ecological impacts of insects, and insect behavior.



Apply those fundamental concepts to address questions in areas such as pest control, medicine, forensics, conservation, and biotechnology.



Critically read and **evaluate** primary scientific literature, and effectively **communicate** those findings to a broad audience.



Synthesize information from multiple peer-reviewed sources to critically review current trends in entomology research.

In working towards these goals, students will hopefully also foster a greater curiosity & appreciation for insects and the many important roles they play (both in the natural world and human society).

Instructor:

Dr. Anthony Auletta (he/him)

anthonyauletta@ufl.edu

(352) 273-3954

Office: 3102 Steinmetz Hall

Office Hours: Tuesdays and Wednesdays, 2:00pm - 3:00pm (or by appointment via Calendly: calendly.com/anthonyauletta)



Course Format

This is an **in-person course** that is structured as an **interactive lecture**. You will be expected to attend our class sessions regularly- not only to be introduced to new content, but also to participate in active learning exercises that will further enhance your understanding of that information. Some portions of the course will use a **flipped classroom** structure; in those instances, content will first be introduced *outside* of class (via videos and readings that you complete on your own). We will then use our time together in class to **reinforce, expand upon, and apply** the concepts that you learned from those videos / readings. It is crucial that you thoroughly review the readings and other prep materials before class so that you are prepared for each session! There will also be time in class for you to ask **questions** about the content; in fact, we strongly *encourage* you to ask questions in class (as long as they are germane to that day's topics)! Lively discussion will enhance the learning experience for everyone!



Teaching Assistants

We are fortunate to have an excellent **teaching assistant (TA)** on the instructor team this semester; do not hesitate to contact your TA if you have any questions about the course! Your TA will hold office hours by email appointment only:

Maria Fiorta (she/her)
Graduate Teaching Assistant
Email: mfiorta@ufl.edu



Meetings & Communication

If you have any questions or concerns about the course, or if you're experiencing difficulties that are impacting your ability to succeed, please don't hesitate to **reach out to your professor and TA**. We are here to help! If an issue arises, we encourage you to contact us as early as possible- the sooner we know about the issue, the sooner we can discuss your options and try to find a solution! Our options for assisting you may become more limited as we get closer to the end of the semester....

Meeting Policy: For quick questions, you are welcome chat with the professor / TA after class if they are available. For items that need more discussion, we encourage you to come to the professor's **drop-in office hours** (details on Page 1 of this syllabus). Office hours will be held starting on the first day of class through the date of our final exam, excluding university holidays and breaks. You are also welcome to **schedule a 1-on-1 meeting** with any of the instructors; you can request a meeting with Dr. Auletta via Calendly (<http://calendly.com/anthonyauletta>) and with your TA via email. If you schedule a meeting, you are expected to keep it or to let us know reasonably far in advance that you cannot make it; if you are a no-show to your appointment, the instructors reserve the right to limit you to meetings during regularly scheduled office hours only.

Email Policy: Outside of class and office hours, **email** is our preferred method of contact; you can email us using your **GatorLink account** or the **Canvas messaging system**. Note that we will not respond to any method of contact other than those listed in this syllabus. We will do our best to respond to messages within 48 hours, not including weekends or holidays. If you have not received a response,

you may send a polite follow-up message after that 48 hour period (but not before that- please give the instructors adequate time to respond!). Note that we check our email occasionally during the day and will not necessarily view a message as soon as you send it; you should also not expect a response from the instructors outside of standard working hours (9:00am – 5:00pm, Monday - Friday).

Canvas: Important announcements and updates will be regularly posted to the **course Canvas website**. To ensure that you do not miss anything, make sure that your Canvas profile is set to send notifications to your email inbox. You are responsible for all of the information and assignments posted to our Canvas website, even if they do not appear in your Canvas To-Do List; it is your responsibility to ensure that you are able to navigate the Canvas website and know where to find these items. If you have any questions about Canvas, please ask the instructors at the beginning of the semester. Also note that our Canvas website will be updated as the semester goes on, so be sure to check Canvas frequently!

Taking Initiative: As a courtesy, we ask that you make an honest effort to answer questions on your own before reaching out to an instructor- e.g., by consulting this syllabus, the resources on Canvas, or external sources (if relevant). If you still need help after doing so, then please contact us- and include in your message the steps that you've already taken to resolve the issue!

Privacy & Accountability: The instructors will only discuss matters relating to your work in the course with you or with other university faculty / staff who have a legitimate educational interest in your performance (e.g., your academic advisor). We will not communicate with your parents or anyone else about these matters under any circumstances, even if you give us permission to do so. For this reason, it is UF policy that you use your **GatorLink email address or Canvas** when emailing your instructors- we will not answer emails sent from other accounts (e.g., personal Gmail, Hotmail, etc.), as we cannot verify that those messages were sent by you.



Readings & Course Materials

Readings & Videos: There is no required textbook for this course. Throughout the semester, required readings (e.g., selected articles or book chapters) will be **posted on Canvas**. Students are expected to complete all required readings before the corresponding class session. You may also be required to watch videos or view other resources before class, which will be posted on Canvas as well.

The following book is **strongly recommended**, as it complements and expands upon the topics that we will cover in class. It is a very useful study tool!

- Gullan PJ & Cranston PS. (2014). *The Insects: An Outline of Entomology, 5th Edition*. Wiley-Blackwell. ISBN: 978-1118846155.

The following book is also optional, but recommended for students that are taking the accompanying lab course (ENY 5006L); this book includes excellent identification keys and other information that can help you identify the specimens in your lab collection:

- Whitfield & Purcell III. (2021). *Daly & Doyen's Introduction to Insect Biology and Diversity, 4th Edition*. Oxford University Press. ISBN: 978-0190853167.

Computing Requirement: All students must have reliable access to a **computer with a high-speed internet connection** to access assignments and other course materials on Canvas. A laptop or desktop

computer running the current version of Windows or MacOS is strongly recommended. Although many aspects of the course can be completed using a smartphone or tablet, please be aware that our Canvas website is not optimized for these devices.

If your internet service is disrupted, or if your computer breaks / becomes unavailable during the semester, you will be responsible for finding an alternative device so that you can continue to access course content and complete your assignments by their deadlines. You may, for example, use the computers that are freely available at public libraries, campus libraries, or university computer labs. For a list of on-campus computing locations, please see here: <https://it.ufl.edu/learning-spaces/>.



Projects, Assignments, & Exams

Weekly Review Assignments: Throughout the semester, you will be assigned **review assignments** based on concepts we've recently covered in class. These reviews will consist of a mixture of multiple choice, fill-in-the-blank, and free response questions. They are designed to help you keep up with the course videos / readings, review course material in preparation for the exams, and think more deeply about the content you've learned. There will be one review assignment due each Sunday, with a few exceptions- see the Course Schedule below and Canvas for the due dates. At the end of the semester, your lowest review assignment grade will be dropped.

Hexapod Order Quiz: There will be one **in-class quiz** in the course, designed to assess your knowledge of the hexapod orders that we'll cover during the first few weeks of the semester. This quiz will primarily consist of fill-in-the-blank questions. It is a timed, proctored, in-person quiz to be completed in on pen and paper. The quiz, like the exams, is closed note / closed book. See the Course Schedule below and Canvas for the quiz date.

Exams: There will be three exams in the course- **two in-class preliminary exams** during the semester, as well as a **cumulative final exam** during Finals Week. See the Course Schedule below and Canvas for the exam dates. These exams are designed to assess your mastery of the course content and will consist of multiple choice, fill-in-the-blank, and free response questions- similar to those in the weekly review assignments. These are timed, proctored, in-person exams to be completed in on pen and paper. All exams are closed note / closed book. *Students with approved testing accommodations from the Disability Resource Center (DRC) should arrange to take all exams / quizzes at a DRC testing facility. We recommend that you book your testing appointments via the DRC's G-ATR portal at the start of the semester to ensure that you have access to your testing accommodations!*

Graduate Project: Throughout the course, each graduate student will complete an **individual term project** on an entomological topic of their choice. The goal of this project is to expose you to current trends in insect research and help you practice synthesizing information from multiple peer-reviewed sources. The final product of this project can be a literature review paper, an extension paper (in the format of an EDIS document), or an education paper (i.e., an annotated lesson plan). At the beginning of the semester, you will work with the instructor to choose a topic and project format that best aligns with your professional goals and interests. The project will be divided into multiple parts, to be submitted at different points during semester. The due dates for each part are listed on Canvas and later in this syllabus (see the Course Schedule).

In-Class Assignments: During most class sessions, you will be required to complete **short in-class assignments** (e.g., problem-solving activities, brainstorming exercises, content summaries, etc.), which are designed to help you review and apply the course content. These in-class assignments will not be graded directly, but the instructor will collect them at the end of class and use them to determine your Attendance & Participation grade. See the attendance policy below for more details.

Extra Credit: Extra credit opportunities may be posted at the **instructors' discretion only**. Any other extra work submitted in order to raise a grade will not be accepted and requests for additional extra credit will not be considered.

Submitting Assignments: *All assignments must be submitted electronically via their designated assignment pages on Canvas unless otherwise noted by an instructor. Emailed or paper submissions for Canvas assignments will not be accepted. Some assignments will allow for multiple submissions (see Canvas for details); in this case, the instructors will only grade the latest submission that you make before the assignment closes. Note that you are responsible for what you turn in- that includes ensuring that all your work is uploaded correctly and completely by the due date. Blank, corrupted, or otherwise inaccessible files will be treated as missing work (= 0 grade) until they are reuploaded correctly, and the late work policy (detailed later in this syllabus) will apply if your resubmission is past the deadline. So, always preview your files right after you upload them! If you experience technical problems when submitting your work in Canvas, contact the UF Computing Help Desk for assistance: <https://helpdesk.ufl.edu>. The instructors cannot provide IT support.*

Alternative Assignments: *You are expected to follow all of the instructions for every assignment; you cannot earn credit if you do not turn in the specific work that was assigned. Remember, your professors have carefully designed each assignment in this course to help you meet the learning objectives and demonstrate your mastery of the content. And so, requests for alternative assignments will not be considered. If you have approved reasonable accommodations from the Disability Resource Center (DRC), the instructors will discuss with you how to implement those accommodations so that you can complete the assignments.*

Pre-Grading: *Please note that instructors will not "pre-grade" an assignment- i.e., we will not review or grade a preliminary version of your assignment before you submit it. You are, however, welcome- and encouraged- to meet with an instructor in person (e.g., during office hours) to discuss specific questions that you have as you work on an assignment!*

Re-Dos / Corrections: *Once an assignment has been graded, it cannot be resubmitted for a different grade (unless stated otherwise on Canvas). In other words, there are no re-dos or assignment corrections in this course unless the instructors explicitly indicate otherwise.*



Course Schedule

On the next page is a tentative* schedule of topics & assignments for the semester. Readings and other materials for each session will be posted on Canvas and must be completed before the start of class. All assignments must be submitted via Canvas by 11:59pm on the due dates listed below, unless otherwise noted- see Canvas for the most up-to-date deadlines for assignments!

Week	Dates	Topics	Assignments Due
1	Aug. 21 – Aug. 23	Course Intro & The Importance of Insects Who Are the Arthropods?	
2	Aug. 24 – Aug. 30	The Evolutionary Origins of the Insects Evolution of Wings & Flight	
3	Aug. 31 – Sept. 6	Diversification of the Insects Metamorphosis & Holometaboly	Review 1 (Su)
4	Sept. 7 – Sept. 13	Further Diversification of the Insects External Anatomy	Review 2 (Su) Graduate Project Topic & Format Selection (Tu)
5	Sept. 14 – Sept. 20	External Anatomy Insect Anatomy & Physiology Hexapod Order Quiz (Tuesday)	Review 3 (Su)
6	Sept. 21 – Sept. 27	Insect Anatomy & Physiology	Review 4 (Su)
7	Sept. 28 – Oct. 4	Guest Lecture: Aquatic Insects Preliminary Exam #1 (Thursday)	Review 5 (Su)
8	Oct. 5 – Oct. 11	Insect Sensory Biology & Communication	Graduate Project: Annotated Bibliography (Tu)
9	Oct. 12 – Oct. 18	Insect Sensory Biology & Communication	Review 6 (Su)
10	Oct. 19 – Oct. 25	Insect Courtship & Mating Behaviors	Review 7 (Su)
11	Oct. 26 – Nov. 1	Social Insects	Review 8 (Su) Graduate Project Draft (Th)
12	Nov. 2 – Nov. 8	Insect Predators, Parasites, & Pathogens Preliminary Exam #2 (Thursday)	Review 9 (Su)
13	Nov. 9 – Nov. 15	Insect-Plant Coevolution	
14	Nov. 16 – Nov. 22	Insect-Plant Coevolution Applications of Entomology	Review 10 (Su)
15	Nov. 23 – Nov. 29	No Class (Thanksgiving Break)	Review 11 (Su)
16	Nov. 30 – Dec. 3	More Applications of Entomology Course Wrap-Up & Reflections	Graduate Project: Final Paper (Tu)
Finals Week	Dec. 8 (M)	Final Exam 10:00am – 12:00am in 1031 Steinmetz Hall	

* Although we will do our best to adhere to this schedule, it may be adjusted during the semester to accommodate opportunities, disruptions, and other circumstances. Note that this includes assignment deadlines, which the instructor may change as needed during the semester. All of these changes will be communicated clearly via Canvas as far in advance as possible.



List of Important Dates

Key dates to remember are below– be sure to add them to your calendar now, and make sure that you take them into consideration when scheduling your travel and other obligations this semester! Due dates for other assignments are listed in the Course Schedule above and/or on Canvas.

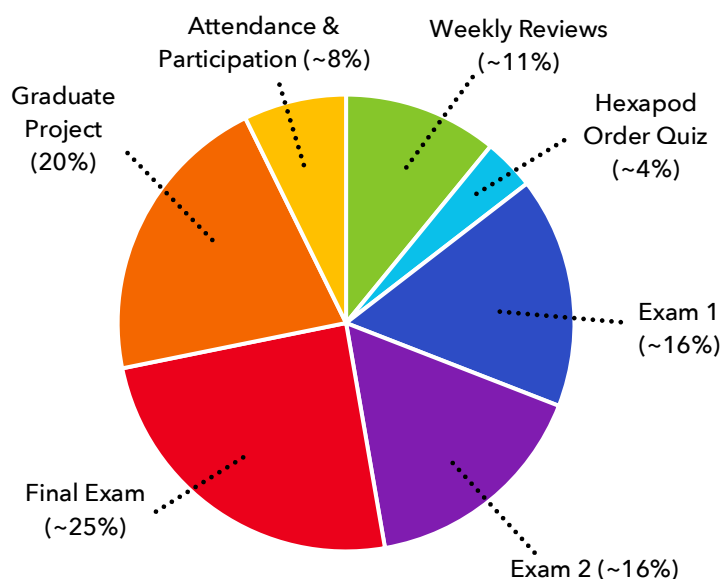
- **August 21 (Th):** First Day of Class
- **August 21 (Th) - August 27 (W):** Drop / Add Period
- **September 16 (Tu):** Hexapod Order Quiz (at the start of class)
- **October 2 (Th):** Preliminary Exam #1 (in class)
- **November 6 (Th):** Preliminary Exam #2 (in class)
- **November 11 (Tu):** Veterans Day (no class)
- **November 17 (M):** Drop Deadline for Fall 2024 courses
- **November 24 - 29 (M-Sa):** Thanksgiving Break (no class)
- **December 2 (Tu):** Last Day of Class; Final Paper for Graduate Project Due
- **December 8 (M):** Final Exam (10:00am - 12:00pm in 1031 Steinmetz Hall)



Grading Policies

This course uses a points system for grading. The anticipated maximum that can be earned in the course is **1100 points**, distributed as follows:

- **Weekly Reviews: 120 pts**
- **Hexapod Order Quiz: 40 pts**
- **Preliminary Exam 1: 180 pts**
- **Preliminary Exam 2: 180 pts**
- **Final Exam: 270 pts**
- **Graduate Project: 220 pts**
- **Attendance & Participation: 90 pts**



At the end of the semester, your total course grade will be converted to a letter grade using the scale below:

93 - 100% = A	80 - 82.9% = B-	67 - 69.9% = D+
90 - 92.9% = A-	77 - 79.9% = C+	63 - 66.9% = D
87 - 89.9% = B+	73 - 76.9% = C	60 - 62.9% = D-
83 - 86.9% = B	70 - 72.9% = C-	below 60% = E

The instructor **does not round or “bump up” grades**; requests to do so will not be considered.

Also note that **you must complete all major assignments (i.e., all exams and the term project) to be able to pass the course**. If you do not complete these assignments, you will earn a grade of E (regardless of your grades on the other assignments)!

Grades are not negotiated; all grades are earned based on the **completeness, accuracy, and quality** of your work, as well as your ability to demonstrate that you’ve met the **learning objectives** and **mastered the course content**. Your grades will *not* be based how much effort you put into your work, although effort will be required for success. If you find that you’re putting in a lot of effort but aren’t earning high grades on your work, please meet with an instructor (as early in the semester as possible) to discuss your learning strategies and how you can improve your grades on future assignments.

The instructors may add, remove, or adjust assignments (with prior notice) to accommodate unforeseen disruptions, schedule changes, or opportunities that arise during the semester. It is your responsibility to check the Canvas announcements regularly so that you can stay informed of these changes. Canvas will always reflect the most up-to-date list of assignments and deadlines. Changes to assignments (if they arise) may alter the total number of points available in the course, but the scale used to calculate your final letter grade will remain the same.

For current UF policies on assigning grade points, consult the following policy website:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Requesting a Regrade: *If you believe that an instructor made an error in grading your work, you must contact the instructor in writing via the **online regrade request form** (the link to which is on the home page of our Canvas website). Do not email your request- you must answer the specific questions in the form! Please also wait at least 24 hours before requesting a regrade; this is to give you time to review the instructor’s written feedback and double-check your work.*

The regrade form will ask you to provide a specific explanation for why you think the grade is incorrect and how you think it should be changed. If more information is needed, the instructor may arrange a meeting with you to discuss the issue further. Note that asking for a regrade does not guarantee that you will be granted one; regrades are only guaranteed in the event of grading errors. If the instructor decides that a regrade is warranted, they will then carefully review the entire assignment again, and the new grade that is assigned after that review shall be final. Additional regrade requests for the same assignment will not be considered unless an error was made during the regrade. Note that, following a regrade, your grade on the assignment may be higher, lower, or the same as before.

Incomplete Grades: If circumstances arise at the end of the semester that prevent you from completing the course, you may request an **incomplete grade**. To do so, you must submit your request in writing to the instructor by the last day of the Final Exam period (see here for dates: <https://catalog.ufl.edu/UGRD/dates-deadlines/>). Incompletes will be assigned at the instructor's discretion and requests will be considered on a case-by-case basis; making a request does not guarantee that you will be granted an incomplete. Remember, incompletes are intended *only* for students who could not complete an end-of-semester assignment or exam due to an unforeseen emergency! To be eligible for an incomplete, you must: (1) have experienced a qualifying hardship, (2) have submitted all (or nearly all) assignments prior to the onset of your emergency, and (3) have been on track to pass the course before your emergency. You must also submit **valid documentation** of your situation via the Dean of Students **Instructor Notification Portal** (<https://care.dso.ufl.edu/instructor-notifications/>) before the instructor will consider granting an incomplete grade.

If your request is approved, you will receive a temporary grade of **I*** for the course and be granted extra time to complete the work that you missed due to your emergency. The instructor will work with you to fill out an **incomplete grade contract**, which outlines the specific work that you need to complete and the deadline(s) by which that work must be turned in. After you submit the required work, the instructor will change your course grade from an I* to the letter grade you have earned in the course (using the grading scale above). If you do not submit all of the required work by the deadline in the contract, you will earn a grade of 0 for the missing assignment(s), which will be factored in when the instructor calculates your final letter grade. This means that not submitting the work by the deadline in your incomplete grade contract may result in your I* being changed to a failing grade (E)!

If your situation causes you to miss a substantial amount of the course, an incomplete grade may not be feasible. In that case, the instructor may deny your request and suggest that you pursue a medical drop of the course instead (and then retake the course in a future term, if you are interested). For more information about medical petitions, please see here: <https://care.dso.ufl.edu/medical-petition-portal/> and contact your academic advisor for guidance before proceeding.



Academic Policies & Resources

A list of the university's **academic policies** and **helpful campus resources** can be accessed at <https://go.ufl.edu/syllabuspolices>. Later in this syllabus, you will find additional policies for this specific course, which are consistent with the university-wide policies and are intended to supplement (not replace) them. Every student in this course will be held accountable to all university policies, as well as all of the additional policies outlined in this syllabus. It is your responsibility to ensure that you are familiar with and adhere to all of these policies! If you have any questions about a policy, please do not hesitate to reach out to the instructor.



Attendance & Participation

Expectations for Attendance & Participation: Our class sessions are designed to help you strengthen your understanding of the course concepts; if you are absent, you will miss out on that valuable learning experience! Thus, everyone is expected to **attend every class session on time** and **stay for the entire session**. You are also expected to be **fully prepared for and engaged** in each session— this includes completing all required readings / videos beforehand, submitting all assignments by their

deadlines, paying attention during class, and actively participating in our class activities. Attendance and participation are worth **90 points (\approx 8% of your final course grade)**. Your Attendance & Participation grade will be calculated based on the percentage of class sessions in which you are present for the entire time and complete the assigned in-class activities, excluding class sessions during the drop / add period and excused absences. You will *not* earn full attendance and participation points for a class session if you arrive substantially late or leave substantially early.

Absence Policy: We understand that situations may arise during the semester that can prevent you from coming to class. **Your first 2 absences after the drop / add period will automatically be excused**, regardless of the reason- no questions asked and no notification required! The only exceptions to this policy are the **quiz and exam days**; everyone is expected to attend those sessions to complete the quiz / exams at their scheduled times (and thus an absence on those dates will only be excused if you contact the instructor and submit valid documentation, as described below).

Additional absences (after the first two) may be excused on a case-by-case basis. The same is true for absences on the quiz / exam dates. In order for these absences to be excused, they must meet the criteria for excusal outlined here: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies>. You also must let the instructor know about the absence **as far in advance as possible**. In the case of an unforeseen emergency, you must contact the instructor as soon as you can afterwards. Finally, you must also submit **appropriate documentation** of your absence via the Dean of Students' **Instructor Notification Portal** (<https://care.dso.ufl.edu/instructor-notifications>). The Dean of Students Office will evaluate your documentation and then make a recommendation to the instructor; the instructor will make the final determination as to whether or not the absence is excused.

Regarding Documentation: *In the interest of fairness to all students in the class, it is required that all documentation be verified by the Dean of Students Office (DSO)- so please do not send your documentation directly to the instructor! When the DSO sends the instructor their recommendation, they will not share personal details of your situation. Note that some types of absences (such as religious holidays) do not require documentation, but in these cases, you still must contact the instructor to let them know about the absence as soon as you can. See the guidelines on the **Instructor Notification Portal** for more information: <https://care.dso.ufl.edu/instructor-notifications>.*

If your absence is excused, it will not be factored into your Attendance & Participation grade, and the instructor will discuss arrangements for you to make up missed work if applicable (see the policy on make-up work below). If you miss class for an unexcused reason, if you do not submit the required documentation through the Dean of Students portal, or if you fail to notify the instructor of your absence in a timely manner, then you will earn a 0 for any work that you missed that day (including Attendance & Participation points); make-up work will not be accepted in this case. Please note that personal travel (e.g., vacations or leaving early for / returning late from university breaks) is not considered an excusable absence- this includes during Thanksgiving Break and Finals Week! Likewise, conflicts with other courses, employment, or extracurriculars (other than university-sponsored athletics or approved scholarly activities) are not excused absences.

If there is an assignment due on the day of your absence, you must still submit that assignment on time unless you have received an extension in writing from the instructor. You will also be responsible for all of the content associated with the class sessions that you missed. Since this is a **face-to-face course**, students will *not* have the option to join remotely (e.g., via Zoom) if they cannot come to class; the

instructor will also *not* record the class sessions. If you do miss a class meeting, we strongly encourage you to reach out to a classmate for notes from that session; the instructor will not provide notes. If the content is still unclear after you review your classmate's notes (and the required readings and other materials on Canvas), then please don't hesitate to come to office hours or schedule a meeting with the professor or your TA. We ask that you please come to that meeting prepared to discuss the specific questions you have about the material.

Work Outside of Class: In addition to attending and participating in our class sessions, you will be expected to allocate adequate time outside of class to review the readings and other prep materials, work on your assignments, and study the material. Please plan accordingly! Most students should expect to spend ~6 hours per week (on average) outside of class time on this course, but the exact amount of time needed will vary by person- you may need more time, or you may need less.



Late Work & Extensions

Policy on Late Work: The **due date and time** for each assignment can be found on the corresponding assignment page in **Canvas**. To be eligible for full credit, you must submit your assignment by its stated deadline! You can submit most assignments up to 48 hours (2 days) after the deadline, but **25% of its total point value will be deducted for every day that it is late**. After 48 hours, the assignment submission page will close on Canvas; at that point, late submissions will no longer be accepted! In other words, you can a maximum of 75% of the assignment's points if you submit it within the first day after the deadline, up to 50% if you submit within the second day after the deadline, and 0% if you are more than 2 days late. Remember, the clock for late assignments starts ticking the moment after the deadline passes... that means that being a few minutes late is functionally the same as being 23 hours late! Please also note that some assignments will *not* be accepted late; always double-check the assignment guidelines on Canvas to be sure!

All deadlines are in Eastern Time (ET), regardless of the time zone you're in when you submit the work. To avoid potential confusion and late penalties, make sure that you set the time zone in your Canvas settings to Eastern Time!

Extensions: Extensions on assignments are reserved for students who are dealing with unforeseen emergencies or other situations beyond their control. Requests for extensions will be considered at the instructor's discretion on a case-by-case basis. If you have a situation that you believe warrants an extension, you must contact the instructor by using the **online extension request form** (the link to which is on the home page of our Canvas website). *Do not email your request- you must answer the questions in the form!* You must request your extension at least 24 hours before the assignment is due; requests made after this time will not be considered. The only exception to this timeline is if you have a situation (e.g., hospitalization) that prevents you from reaching out in advance; in such a case, you should make the request as soon as you are able to. As part of requesting the extension, you will also need to submit **valid documentation** of your situation via the Dean of Students' **Instructor Notification Portal** (<https://care.dso.ufl.edu/instructor-notifications>). In the interest of fairness to all students, it is required that all documentation be verified by the Dean of Students Office- so be sure to submit it via the portal! Don't send your documentation directly to the instructor.

Please note that asking for an extension does not guarantee that you will be granted one. While waiting for the instructor's response, you should assume that the assignment is still due by the due

date and time on Canvas (and plan accordingly). If you are granted an extension, the instructor will determine the new due date and time for your assignment, which may be different from the one that you asked for. You must submit your work by that new deadline; if you do not, you will be assigned a grade of 0 for that assignment. Late submissions after the extended deadline will not be accepted.

A Note about Deadlines: Remember, the due date doesn't have to be the "do" date! In other words, we encourage you to start working on your assignments in advance to ensure that they are submitted on time! Problems with your computer / internet connection or other non-emergency situations that arise right before the assignment's deadline are not valid reasons to request an extension. If you choose to wait until right before the deadline to submit your work, you accept the risk that something could go wrong at the last minute, which could result in a late penalty for the assignment. Likewise, vacations / personal travel, being busy with other courses / employment / extracurriculars, social obligations, and other personal events are also not acceptable reasons for an extension. All of these outside obligations are things that you can control or predict in advance; so, if you know that you will be busy with any of these things on / near the assignment's due date, you should plan ahead and submit the work early. Remember that, as a college student (and future professional), you will have many demands on your time... so it is important to practice **effective time management**! The late work and extension policies for this course are designed to help you build this important professional skill.



Make-Up Assignments & Exams

When you miss class due to an excused absence, it is your responsibility to **contact the instructor as soon as possible** to discuss options for making up any in-class work that you missed. If your absence is excused, the instructor will assign make-up work that is comparable in length and depth to the original assignment and that meets the same learning objectives; the work will not be waived. As noted in the Attendance Policy above, you will be required to submit **valid documentation** of your absence via the Dean of Students Office (DSO) **Instructor Notification portal**: <https://care.dso.ufl.edu/instructor-notifications>. Your documentation must be verified by the DSO *before* any make-up work will be accepted. The opportunity to submit make-up work will *not* be provided for students who miss class for unexcused reasons, who do not submit valid documentation to the DSO, or who fail to make arrangements with the instructor in a reasonable time frame. Below are some additional considerations for the hexapod order quiz and exams.

Make-Up Quizzes & Exams: All quizzes and exams must be taken on their **scheduled dates and times** (as indicated in the Course Schedule above and on Canvas) unless you have an excused absence on a quiz / exam day. In that case, you must submit **valid documentation** of your absence via the Dean of Students Office (DSO) **Instructor Notification portal** (<https://care.dso.ufl.edu/instructor-notifications>) as soon as you can. The instructor will then choose the date, time, and location of the make-up quiz or exam after your absence documentation is verified by the DSO. All make-up quizzes and exams, like the originals, must be completed in person under the supervision of a proctor. It will be your responsibility to attend the make-up quiz / exam at the designated time and place; if you miss your make-up quiz / exam, you will be assigned a grade of 0 for it and will not have the option to reschedule it again. Note that, due to time constraints, it may not be possible to schedule a make-up of the final exam before the semester ends. If this is the case, the instructor will assign you an incomplete grade (I*) in the course and then schedule the make-up final during the post-semester break or at the start of the following semester. Upon completion and grading of the make-up final, your incomplete grade will

be changed to the letter grade that you earned in the course. See the grading policies above for more information about the incomplete grade process.

The make-up quiz / exam will assess the same learning objectives as the original quiz / exam. But to maintain academic integrity, the make-up will be different from the original. In other words, although the make-up will cover the same range of content, it will consist of *different questions* and those questions may be in *different formats* (e.g., essay questions instead of multiple choice).

Make-up quizzes / exams will not be provided under any circumstances other than those outlined above. Recall that personal travel / vacations are not excusable absences, so you will not be allowed to reschedule a quiz or exam to accommodate travel plans- this includes leaving early for break at the end of the semester!

For the University's policy on final exam conflicts, see <https://catalog.ufl.edu/UGRD/academic-regulations/examination-policies-reading-days/>.



Professionalism & Etiquette

Everyone in the class is expected to conduct themselves in a **courteous and professional manner** at all times. This includes (but is not limited to) being polite and respectful when interacting with your peers and instructors, making an honest effort to engage in all aspects of the course (including doing the required preparatory work), being on time for our class sessions (or minimizing disruptions if you arrive late), raising your hand and waiting to be called on when you wish to speak during class, allowing others in the class to share their perspectives even if you disagree with them, actively listening to others and showing attention as an expression of respect, not talking over others or interrupting them, not monopolizing shared resources in the classroom, avoiding activities that might be distracting to others or interfere with the learning experience (including inappropriate use of electronic devices and packing up your belongings before class is over), quietly excusing yourself from class if needed, contributing meaningfully to group work, being open to constructive feedback, abiding by all course and university policies, and being proactive about issues that arise during the semester. Students who behave disrespectfully or disruptively may be **dismissed from the class session** and will be reported to the **Dean of Students Office**.



Expectations for Group Work

Learning how to work effectively as part of a team is a crucial skill for any professional. There will be times during the course when you'll be required to partner with your fellow students for in-class discussions and other exercises. All members of the group will be expected to **contribute meaningfully** to these group activities. You are also expected to **act professionally and respectfully** towards your groupmates at all times- this includes providing everyone in the group an opportunity to contribute their ideas, actively listening when others are talking, providing and responding to constructive feedback, addressing any disagreements in a courteous and productive way, and working together to complete all assigned tasks. If anyone in your group is not doing their share of the work or is not behaving professionally, it is important let the instructor know as soon as possible so that they can help address the issue.



Policy on Academic Integrity

All students in this course are expected to adhere to the University of Florida's Honor Code, as outlined on the Academic Policies & Resources website: <https://go.ufl.edu/syllabuspolices>.

Please be aware that we take academic integrity very seriously in this course! Any action that **subverts the learning goals** of the course (or a particular course activity) will be treated as academic misconduct. This includes- but is not limited to- cheating or assisting others in cheating, plagiarism (i.e., misrepresenting someone else's work as your own, whether it is copied directly or paraphrased), self-plagiarism (i.e., copying / reusing work that you have submitted previously), using ChatGPT or other AI tools in a way that is inconsistent with the policies for this class (clearly described in the next section below), collaborating with others when it is not permitted, faking your attendance in class, falsifying or fabricating data, lying to or attempting to manipulate an instructor, and bad faith attempts to undermine the intent of a learning activity. It is your responsibility to know what does and does not constitute academic misconduct; see the **UF Student Honor Code** (linked above) as well as the **Guide to Academic Integrity** on Canvas for more information.

If an instructor suspects that you have engaged in academic misconduct, you will be **reported to the Dean of Students Office (DSO)** immediately. The instructor will assign a grade of 0 on the assignment in question while the DSO investigates the matter. If the DSO concludes that you did engage in misconduct, you will be assigned a failing grade (E) for the entire course. If the DSO rules that you did not engage in misconduct, the instructor will regrade your assignment and replace the 0 with the grade that you have earned on it. If the DSO's investigation is still ongoing by the time that the semester ends, the instructor will assign you an incomplete (I*) grade in the course, which will be resolved when the investigation is concluded.

Note that if an instructor suspects academic misconduct in one of your assignments, they will go back and reexamine your other assignments for evidence misconduct as well. This may result in your grades on those assignments being changed and additional reports to the DSO.

Remember, every assignment that you submit should consist entirely of your own original work, created by you specifically for this class. You are responsible for all work that you submit; it is expected that all students will be able to fully explain / defend their work at any time if asked by an instructor. If you cannot adequately explain or defend your work, you may not earn credit for that assignment and will be subject to the same penalties for academic misconduct described above.



Use of Artificial Intelligence (AI)

When used properly, **artificial intelligence (AI)** can be a helpful tool to enhance your learning. However, *improper* use of AI can impede your learning and may be considered academic dishonesty. Furthermore, most scientific journals, funding agencies, and professional societies now have strict rules about AI use and require all authors to disclose if / how they used AI. For all of these reasons, it is critically important for students to learn how to use AI tools responsibly and ethically!

For this course, you are not permitted to use content generated by ChatGPT, Copilot, DeepSeek, Gemini, Claude, or any other AI tool in *any assignment*, unless an instructor provides written permission stating otherwise. This includes- but is not limited to- submitting AI-generated content as

your own work, submitting content that was paraphrased or modified from an AI output, quoting text generated by an AI (even if it is properly cited), and using AI to generate false sources. All of your assignments should consist entirely of your own original work, created by you for this class. We are interested in assessing *your* understanding of the material and *your* ability to think critically / synthesize information- not that of an artificial algorithm! Unauthorized use of AI in an assignment will be treated as **academic misconduct** and be subject to the same disciplinary actions described above.

You are allowed to use AI tools in the following ways. Note that these are the *only* acceptable uses of AI in this course:

- Outside of graded assignments, e.g., to help you study or review class material.
- To proofread or provide feedback on your original work before submitting it. *Note that you aren't permitted to include the AI's output in your assignment, even if you edit it first... but you can use the AI's suggestions to refine your work yourself. If you do so, you must include an appendix with your assignment submission, in which you name the specific AI tools that you used and provide the exact prompts that you entered as well as verbatim copies of all of the AI's outputs. You must also confirm, in writing, that your assignment is written entirely in your own words, i.e., without any AI-generated content (including paraphrased content). Failure to provide all of this information when you use AI will result in a report to the Dean of Students Office.*

As a general rule, AI should never be your starting point- you should always start with your own original ideas and work! You should not use AI for anything that a human proofreader or study buddy could not ethically do for you.

All students should also be aware of the **many limitations and pitfalls** of AI. The material generated by these tools is often inaccurate, incomplete, misleading, or biased. It is also often overly generalized and formulaic, lacking both the depth of analysis and quality of writing that is expected in this course (and in our discipline more broadly). AI-generated content may also not align with the specific content that we cover in class. Remember, these AI tools are neither students in this course nor experts in our field- all they can do is generate statements that *sound* plausible, regardless of their accuracy. Thus, if you use AI as a study tool, you should always fact-check the outputs using your notes from class, other course materials, or credible external sources. Also note that relying too heavily on these tools may erase your individuality from your work, stifle the development of your own critical thinking skills and creativity, and prevent you from gaining the depth of knowledge expected of an expert in your discipline. Outsourcing your learning to AI can thus make it difficult for you to succeed in other aspects of this course and in your future career!

Finally, be aware that every course at the university has its own individual policy about AI, which the instructors have implemented to maximize learning in their courses. The policy described here is for this course only and may not be the same as the policies for your other courses!



Learning Philosophy & Strategies for Success

The broad goal of this course is to provide you with **hands-on experience working with spiders**, with a focus on **spider identification**. Along the way, you will also have opportunities to **build and strengthen professional skills** that can help you succeed in your future career (even if you don't plan to pursue entomology beyond this course). Our expectation is that all students in the course are here because

they have a **genuine interest in learning the course material and building these skills** as well as a **commitment to growing as both scholars and professionals**.

Our role as your instructors is to **facilitate your learning**, by providing you with **structure, resources, and support** that can help you succeed and meet the learning objectives. Every aspect of the course has been designed with this idea in mind. The lectures, in-class activities and discussions, readings / videos, assignments, supplemental materials, instructor feedback, and office hours are all **opportunities for you to learn and grow**. We are also available to answer questions that you may have as you work through the course!

Your instructors, however, *cannot do the learning for you*. So, as a student, it is your responsibility to **take advantage of the opportunities** provided to you so that you can learn the course material. This will require a commitment to learning not just in the classroom, but also beyond our class sessions. Keep in mind that learning is not a passive process; rather, it is **active** and **dynamic**! To get the most out of this course, you will need to be **fully engaged**– that includes **paying attention** and **actively participating** in class sessions, investing an appropriate amount of **time and effort** into your studying and assignments, **taking initiative** to seek out answers on your own and **asking questions** when things are still unclear, **being open to constructive criticism** and using that feedback to improve, and **holding yourself accountable** for your learning. We, as your instructors, strive to cultivate a learning environment that will **empower you** to do all of these things. *But remember, what you put into the course will determine what you get out of it!*

You can also expect to be **challenged** during this course; remember, this is a graduate level science course at a top-tier university! Furthermore, challenging ourselves is necessary for **deeper, long-term learning and self-improvement**. Our intent is *not* to make the course artificially difficult or “weed out” students; in fact, we want everyone to succeed! But you *will* be challenged to **engage with information and perspectives that may be new to you**. You will also be challenged to **think critically**– i.e., you’ll need to not just memorize and recite information, but also **recognize patterns, make connections** between concepts, and **apply** what you know to new situations and solve **novel problems**. And you will be challenged to **critically evaluate and synthesize** sources of information, **develop your own ideas**, and **effectively explain and defend your ideas**. All of these challenges are achievable as long as you take an active role in your learning, and the instructors are here to help guide and support you along the way!

Learning is inherently demanding and requires a substantial amount of work– this is true for everyone. But if you put in the necessary time and effort, it is also *highly rewarding*! Throughout this course (and the rest of your time in college) you will be exposed to a lot of new information, and you’ll need to decide which information is **most important** to focus on. You will also need to practice **effective time management**. At times, you’ll have to grapple with **uncertainty, ambiguity, and complexity**. And your first attempts at completing a task may not be perfect, especially if it is something new to you– so you may need to **troubleshoot** and perhaps **change your approach**. This can make the learning experience feel frustrating at times... but keep in mind that part of professional growth is **building resilience** and developing strategies to **productively navigate challenges**. These are skills worth cultivating, as they will be useful to you in your future career, no matter where your path takes you!

Our best piece of advice for success in this course is to **be curious** and **focus on long-term learning**! Throughout the course, your work will be evaluated and graded– but the grade should not be your only end goal. A grade is merely a means to assess how much you’ve learned. So, if you commit to deep learning, skill-building, and self-improvement (and employ effective strategies to meet those

goals), then success should follow! For more information- including practical tips from the instructors on how to effectively study and learn the material in this course- please see the additional materials for learning and success on Canvas.



Accommodations for Students with Disabilities

The **Disability Resource Center (DRC)** coordinates accommodations for students with disabilities. For more information, please see Academic Policies & Resources website (<https://go.ufl.edu/syllabuspolicies>), You can also learn more about the DRC's services at <https://disability.ufl.edu>.

As your instructor, I want you to succeed in this course! To ensure your accommodations are in place when you need them, please be sure to have your DRC accommodation letter sent to me as early as possible- ideally at the beginning of the semester. Please note that accommodations cannot be applied retroactively, and that accommodations will only be provided to students who have official documentation from the DRC.

If you have approved testing accommodations, it is strongly recommended that you take all quizzes and exams at the DRC, as we may not be able to provide you with your specific testing accommodations in our classroom. Please note that the DRC requires that you submit your accommodated test request (ATR) through their online portal at least 4 business days in advance. The deadline may be earlier for exams during finals week. It is your responsibility to be aware of these deadlines and ensure that you submit your ATR in time! If you do not make the request in time, there may not be space for you to take the exam at the DRC and you will have to take it in our classroom instead (potentially without accommodations). For more information about accommodated testing at the DRC, see here: <https://disability.ufl.edu/students/accommodated-testing-request/>.



Use of Electronic Devices

You may use personal electronic devices such as laptops or tablets during class (excluding quizzes and exams), unless otherwise noted by the instructors. However, it is your responsibility to make sure that you use your devices in a **professional and courteous manner**. This includes:

- Limiting device use only to activities that are **directly related to your learning of course material**, such as taking notes or following along with the lecture slides. Using your devices for any other purpose is not allowed in the classroom; doing so is disrespectful to the instructors, distracting to your fellow students, and deprives you of a quality learning experience.
- Keeping your devices **muted at all times** to prevent disrupting others around you.
- **Quietly stepping out into the hall** if you must take a call or contact someone. I understand that emergencies can happen and will not prevent you from attending to them, but I also ask that you try to minimize disruptions to your peers.

If your device use is disruptive or inappropriate, you will be asked to put away your device. Students who repeatedly violate this policy will no longer be allowed to use devices in class and may be reported to the Dean of Students Office.

During quizzes and exams, you are not permitted to use electronic devices of any kind- this includes (but is not limited to) cell phones, tablets, laptops, smart watches, smart glasses, and earbuds / headphones. All devices must be muted and put away in your pocket or bag for the entire duration of the exam; they cannot be on your desk, even if they are face down or turned off. If you have to use the restroom during the exam, you must leave your devices with the proctor before you leave the exam room. Students who violate this policy will earn a grade of 0 on the exam and will not be able to retake it for a different grade.



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.

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It is your responsibility to ensure that you fully understand all policies outlined in this syllabus as well as the policies of the university as they relate to this course. In the interest of fairness, all students in the class will be held accountable to these policies without exception; these policies are not negotiable.

This syllabus cannot predict every possibility that could happen during the semester. If a situation arises that is not explicitly covered by this syllabus, the instructor will respond to it using their best judgment while following all applicable university policies. Students will be expected to abide by the instructor's decisions in these (and all other) matters.

At their discretion, the instructor may add, remove, or otherwise change aspects of the course during the semester to accommodate new opportunities, unforeseen disruptions, or other circumstances. These changes will be communicated clearly in class and / or through Canvas. The current version of the syllabus will always be available on our course's Canvas website. It is your responsibility to ensure that you are following the most recent version of the syllabus.

By remaining enrolled in this course, you agree that you have read and understood all parts of this syllabus and that you will be held accountable to the policies within. If you have any questions, please contact the instructor as soon as possible (preferably at the beginning of the course)!

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