

Instructor

Jeff Rudolf
Office: 302G Chemistry/Chemical Biology Building (CCB)
Phone: 352.294.7221
E-mail: jrudolf@chem.ufl.edu
Office Hours Zoom ID: 996 2365 4576

Learning Assistants

Armen Brotgandel
Karthik Devulapally
Salma Drew
Michael Fernandez
Annika Holmstrom
Peter Kim
Kyle Ratcliff
Jianna Tan

Lectures

Monday and Wednesday, Periods 5–6 (11:45 am – 1:40 pm)
In-person Classroom: CCB 221

Office hours

Instructor office hours will be offered HyFlex in CCB 302G or via Zoom. Only two (2) **masked** students per in-person office hours will be permitted. Additional students will need to join via Zoom. All assistant office hours will be conducted exclusively online via Zoom. See below for schedule and Zoom IDs:

TBD

Course Objectives

This class covers all of the material commonly found in undergraduate biochemistry courses, with a special emphasis on using concepts from organic and physical chemistry to help students better understand biological chemistry. Topics will include amino acids and proteins, enzyme structure, mechanism, and kinetics, primary metabolism, nucleic acid structure, and metabolism.

Recommended Texts

Lehninger Principles of Biochemistry
Garrett & Grisham Biochemistry

Additional materials will be made available on the course e-Learning site (<http://elearning.ufl.edu>).

Prerequisites

CHM 3217 or CHM2211 or permission of the instructor.

Class Meetings

Class meets Monday and Wednesday 11:45 am – 1:40 pm in Chemistry/Chemical Biology Building 221. Attendance and participation are required. If the professor or any member of his family is quarantined due to COVID illness or exposure, the course may be temporarily taught synchronously

online via Zoom. If this happens, you will be notified. If a student is ill or quarantined due to COVID illness or exposure, lectures will be made available online. Excused absences are consistent with [university policies](#) in the undergraduate catalog and require appropriate documentation.

Each class will consist of a combination of lecture, small group discussions in breakout sessions, and main group discussions. Your breakout group will often include the same students every day and course assistants and instructors will be available to encourage discussion and assist you in active learning. The goal of these breakout sessions is for students to work through applying your newly acquired knowledge to develop a deep understanding of essential concepts in biochemistry.

A tentative course schedule is available at the course e-Learning site.

Grading

The final course grade will be based upon post/pre-lecture assignments, participation during class, and four exams. All assignments should be uploaded to Canvas as PDFs. If using paper & pen, you are required to SCAN your documents and upload a single PDF. Photos will not be graded and given a grade of 0. If your handwriting is poor, you will be asked to type up written assignments. Failure to do so may result in a grade of 0 if your handwriting cannot be read. Blank or corrupt submissions will result in a grade of 0.

Post/pre-lecture assignments (PLAs) will be available on Canvas one week before they are due and will consist of 2–10 questions related to the prior lecture and/or the reading assignment for that day's lecture. Prior to completing the assignment, you should review your lecture notes from the previous lecture and read/watch the recommended text/videos to get an introduction to the next day's topic. Problems will be at 11:59 pm on the day before the next lecture, i.e., Sundays and Tuesdays. PLAs will be graded on **completeness** of all questions and/or **correctness of one** randomly selected question.

Students will have **participation roles in the breakout sessions** that will help to foster a team dynamic. Roles will rotate throughout the course of the semester. Your participation in the group as a whole and performance in your group role will be evaluated by the instructor, assistants, and your group mates to determine your participation score. Participation in the main group (including asking/answering questions and presenting group discussions) will also contribute to your overall participation score.

Exams will be take-home, open note and will be due on or around the dates* below. Some of the exam components in this course make use of a PASS/FAIL system, where 90% or better is required to PASS. Two (2) attempts will be allowed for all PASS/FAIL components. The goal of this type of grading is **mastery** and ensures that students are turning in their best work. Partial attempts will not be graded as partial credit will not be awarded on PASS/FAIL components. All components graded in this manner will have detailed grading rubrics so that you are fully aware of the requirements.

Exam 1: February 4

Exam 2: March 4

Exam 3: April 1

Exam 4: April 11/April 20 (two parts)

Optional Cumulative Final Exam: April 28

*Exam dates are subject to change.

<u>Assignment</u>	<u>Points (1000 total)</u>
Post/pre-lecture assignment	180 (6 pts each)
Exams	720 (180 pts each)
Participation	100 pts

The optional comprehensive final exam can take the place of the lowest score from Exams 1–4.

Letter grades will be assigned based on the highest letter grade earned from the table below:

Letter Grade	Minimum Total Points	Exam Total Percentage	Minimum Exam Score (on at least 1 exam)
A	900	90.00	---
A-	900	---	162
B	800	80.00	---
B-	800	---	144
C	700	---	126
D	600	---	---
E	<600	---	---

For more information on current UF grading policies, see [here](#).

Make-Up Policy

No makeup assignments or exams will be given. If an exam or assignment will be missed due to active military duty, religious holy days, or official University activities, the student is required to provide documentation of such absences at least two weeks in advance to schedule an early exam in advance of the regularly scheduled exam. Assignments that are missed due to pre-excused absences will not be counted against the student in the final grade.

Grading Errors and Regrades

Mistakes happen and grading errors can be especially frustrating. I will do my best to make sure that you are always kept up to date with your performance in the course and post your grades in a timely manner. It is your responsibility to make sure that your grade on Canvas reflects the scores you receive on assignments and bring it to my attention ASAP when you notice a discrepancy. If you feel that a grading error was made on a particular assignment you have one week from the date the grade was posted to Canvas to request a regrade. Regrades will include a rescore of the entire assignment and may result in a lower score. To request a regrade you should post a comment on the assignment in Canvas including the question that was graded incorrectly and why you think your answer is correct.

Student Responsibilities

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor, assistants, and to fellow students. Opinions, questions, and answers given by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

In response to the current COVID situation, the following policies are encouraged to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- It is expected that all students wear approved face coverings at all times during class and within buildings. Regardless of vaccination status, mask usage is a responsible and vital way of preventing transmission of COVID. Faculty may also ask for mask usage in their offices during office hours or one-on-one meetings (with a provision for remote office hours or meetings as an alternative).

- Keep eating and drinking to a minimum.
- If you have not been vaccinated, please [consider](#) starting the process immediately. You can schedule a vaccination appointment at ONE.UF. If you are vaccinated but have not had a booster shot, please consider getting it. Please keep in mind that being vaccinated for COVID-19 is the best way to protect yourself and others from the potentially life-threatening effects of the virus. Your action in this regard may help ensure the health and safety of yourself, your fellow students, and the faculty and staff with whom you interact (and their families).
- If you are experiencing COVID [symptoms](#), STAY HOME! Please do not come to an in-person class, follow these [guidelines](#), and use the [UF Health Screen, Test, & Protect](#) (or through ONE.UF) system to determine whether you are approved to attend class in person. You will not be penalized and your classmates, assistants, and instructor will thank you for helping to keep them and their families safe.

Study Methods

Students should be keeping up with suggested readings/videos for each day of class. Typical study time to be successful in a course is ~2–3 hours outside of the classroom per hour in the classroom, although some students may require more while others require less. This class meets 4 hours per week, so you should be able to dedicate ~10 hours per week outside of class meetings to this course.

To keep you on track and engaged in the material, I have designed primer questions for each lecture, as well as review questions from the previous lecture material. After reviewing lecture notes and doing the pre-class reading/videos, pre-lecture assignments should take about 1 hour. If you are spending considerably more time on PLAs you need to **evaluate your study habits** to be more effective. Try taking notes during your pre-class reading/videos and make sure that you are seeing the big picture and not getting bogged down in the details. You can make bullet points of the key concepts and check that you are on the right track using the PLAs as a guide. Notes should not be copied directly from the text or video, but should be re-stated in your own words, and again, condensed to only include key concepts.

There is no required textbook, but I would recommend finding ANY college biochemistry textbook as those will have additional conceptual questions at the end of each chapter. PLAs and breakout session assignments will be the only practice problems that I will assign. Exams will be open response questions that are similar in scope to breakout session assignments and the review questions in the PLAs.

The Canvas Announcements page will be the main source of course announcements and will contain important information for you during the course; make sure to keep up with them. The main Canvas page discussion board will also be utilized for discussions with the entire class.

Zoom Etiquette

If any classes are conducted on Zoom, a few expectations in regard to Zoom etiquette and to facilitate efficient communication during class:

- Keep yourself muted at all times, unless speaking.
- Avoid the use of other distracting media during class.
- To add a profile picture, go to: ufl.zoom.us/profile
- To ask a question in Zoom: click on the “Chat” button on the bottom of the screen and a chat window will appear.
- To raise your hand in Zoom: Click on the “Participants” button on the bottom of the screen and an window will appear. On the lower right of the window, there is also an option to raise your hand.

- Class sessions will not be recorded and comments in the “chat” feature will not be recorded or shared. Unauthorized recording and unauthorized sharing of class sessions is prohibited.

Privacy Statement

Our class sessions will be audiovisually recorded for the use of the instructor and for students in the class to refer back to. If any classes are on Zoom, students who participate with their camera and microphone engaged, or utilize a profile image, are agreeing to have their video, audio, and/or image recorded. If you are unwilling to consent to the recording of any of these, be sure to keep your camera off and do not use a profile image, and solely use the chat function. The chat will not be recorded or shared. Recording will not normally be made during breakout sessions.

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

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

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

Academic Honesty

UF students are bound by The Honor Pledge, which states: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” On all work submitted for credit by students at UF, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The [Conduct Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions.

Course Evaluation

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](#). 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 [here](#). Summaries of course evaluation results are available [here](#).

Diversity and Inclusion

We believe in equality for all and we welcome all ethnicities, races, genders, sexual orientations, cultures, faiths, ages, disabilities, and identities with respect. Each student is unique and brings their individual perspectives to our classroom and program. We are committed to maintaining an inclusive environment where each student is welcomed, respected, and supported during their educational and scientific journey.

Students with Disabilities

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester (i.e., the first week).

Health and Wellness

Your well-being is important to the University of Florida. The *U Matter, We Care* initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or someone you know is in distress, please contact umatter@ufl.edu so that the *U Matter, We Care* Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352.392.1575. The *U Matter, We Care* Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.