Principles of Neuroscience I: Neural Development
Course Handbook

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COURSE NUMBER GMS6021

CREDIT HOURS 2 credit hours

COURSE DESCRIPTION
Principles of Neuroscience I – Developmental Neuroscience (GMS6021)

This course is organized into ten modules, each of which covers a key area of Developmental Neuroscience. Each module includes reading assignments, VT lectures, self-check quizzes, and Module tests. Our goal is to help you to obtain a working knowledge of the field of Developmental Neuroscience that will allow you to appreciate the significance of emerging findings in this field and enable you to pursue more in-depth studies of specific topics in this field.
COURSE FORMAT
This is a semester course. It is divided into 10 modules. You will be completing one module each week, each of which covers a specific topic within the field of Developmental Neuroscience. Each module is broken down into 3-7 subunits in an effort to improve your ability to access and understand the information contained in each module. This online course has been designed to allow you maximum flexibility over your learning experience. Face-to-face can be scheduled with the instructors as needed.

Each unit contains a reading assignment, a video lecture in VoiceThread format, and a self-check quiz that will allow you to determine how well you have understood the material presented in the unit. Each VoiceThread lecture is ~10-15 min in duration but can be easily viewed slide-by-slide. You will complete the ten modules sequentially, and each module will be considered complete when you have taken the unit self-check quizzes and the final module tests.

The self-check quizzes, which are due each Friday at 11:59 pm, will constitute 15% of your grade and module tests will constitute 50% of your final grade. The remaining 35% of the final grade will be derived from the two Beyond-the-Basics assignments. For each Beyond-the-Basics assignment, you will write an 800-100 word essay on a specific topic you will select and you will submit a peer review. We will evaluate the quality and content of your essays and peer reviews using grading rubrics that will be available to you as guides for your work on these assignments.

TARGET AUDIENCE
This course has been designed for students enrolled in the UF Biomedical Neuroscience Certificate program and is designed to provide a foundation in Developmental Neurosciences. Graduate students in other UF colleges and interested advanced undergraduate students are encouraged to inquire about registration.

PREREQUISITES
While not required, students enrolled in this course should have a basic understanding of cell biology and preferably have taken introductory courses to Neuroscience. Advanced undergraduate students may inquire about registration.

COURSE DIRECTORS AND INSTRUCTORS
Sue Semple-Rowland, PhD. Matt Sarkisian, Ph.D.
Professor of Neuroscience Associate Professor of Neuroscience
Director of the Online Biomedical Neuroscience Certificate Program

Email – see directions below
GENERAL COURSE SCHEDULE
This course is currently offered during the fall and spring semesters. You will be required to complete one module each week. In addition to reading assignments, quizzes and tests, students will complete two Beyond-the-Basics assignments midway through the course and at the end of the course.

COURSE GOALS / LEARNING OUTCOMES
Developmental Neuroscience is the science of how the nervous system develops, and forms the basis for understanding nearly all aspects of modern medicine. Questions you will be able to answer at the end of this course include:

- How and where does the nervous system originate?
- How are the cells that constitute the nervous system generated?
- How do progenitor cells know which type of cell to become?
- How do newly born neurons reach their appropriate locations in the brain?
- How do maturing neurons form the correct synaptic connections with other neurons?
- What are the consequences of disrupted brain development?

LEARNING RESOURCES
- Assigned readings come from the required course textbook:
  ISBN: 978-0-12-374539-2

- All VoiceThread lectures are accessible through the Canvas course website. VoiceThread is an asynchronous interaction platform that allows you to post questions about the material directly within the lectures using the text, audio, or video + audio commenting feature of VoiceThread.

  While viewing the VT lectures, you are encouraged to post any questions you might have about specific material on the slide on which the material appears. Your posted questions will be moderated so that only you and the instructors will be able to view them. If we feel that your question is universally relevant to the class, we will post the answer to your question so that all students in the class benefit from your question.

- Each unit contains a self-check online quiz that is designed to reinforce the lecture material. These quizzes will contain questions that will serve as examples of those comprising the module tests.

- Discussion boards will be available for posting questions about the course materials and for posting specific questions about the reading assignment materials. In addition, there is a discussion board where we will post stories about recent research relevant to developmental neuroscience.

- Online or face-to-face meetings with instructors will be available upon request.
ASSIGNMENTS, EXAMINATIONS, AND GRADING

For each of the 10 modules, students will complete 3-7 self-check unit quizzes and a two-part module test (exception is that module 1 has a single test). Self-check quizzes are due each Friday by 11:59 pm and module tests are due each Sunday at 11:59 pm.

Each Module test consists of two separately timed parts: the Module test and the Module Essay test. The Module tests consist of T/F, multiple choice, matching, fill-in-the-blank, and multiple answer questions. The Module Essay tests consist of short essay questions. Both of these tests are timed and the questions will be randomized. **You will use LockDown Browser to access and take all unit self-check quizzes and tests in this course.** Importantly, the time limit for completing each exam starts when you start the exam. *If you begin a 40 min exam 20 minutes before it is due, you will be given only 20 min to complete the exam because it automatically submits your exam when it is due.*

All self-check quizzes for a module are due Fridays at 11:59 pm. You will be able to view your responses and which questions you answered incorrectly ONE TIME immediately after you submit your quiz. In some cases, we have provided an explanation text that you will see if you selected an incorrect answer. It is important that you take time to go through your graded quiz immediately after you submit your quiz. You will not be able to view your quiz again. Self-check quizzes not completed by the Friday 11:59 deadline will result in zeros for those quizzes.

**We highly recommend that you take the online tests during UF Help Desk hours whenever possible so that you can obtain assistance if needed and that you do not use a slow internet connection.**

The scores from the self-check quizzes will be weighted to represent 15% of your grade and the module test scores will be weighted to represent 50% of your course grade. The remaining 35% of your course grade will come from two Beyond-the-Basics assignments that will be completed mid-way through the course and at the end of the course. You will be given grading rubrics for these assignments so that you will understand what is required to successfully complete these assignments and how they will be evaluated.

<table>
<thead>
<tr>
<th>Unit Self-check quizzes</th>
<th>15% Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module tests</td>
<td>50% Grade</td>
</tr>
<tr>
<td>Beyond-the-Basics Assignments</td>
<td>35% Grade</td>
</tr>
</tbody>
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**Assignments, quizzes and tests will not be accepted late.**

As a rule, unless you have a medical excuse or a confirmed family emergency with appropriate documentation, we will not accept late assignments, quizzes, and tests. We recognize that personal circumstances arise that may interfere with your ability to meet a deadline. If this occurs, please let us know as soon as you know – preferably a minimum of 24 hrs prior to the
deadline. We will not be receptive to retrospective requests for deadline extensions. Your emails will be responded to within 24 business hours (typically sooner).

If you encounter computer technical difficulties, be sure to include a UF helpdesk ticket number in your request for a deadline extension if you plan to request one. The extension request MUST be submitted within 24 hours of the technical difficulty.

**Grading scale**

You will be assigned a letter grade at the end of the course that will reflect the weighted percentages of the points you have earned. The following scale is used as a guide in determining final grades.

- 93-100% = A
- 90-92% = A-
- 87-89% = B+
- 83-86% = B
- 80-82% = B-
- 77-79% = C+
- 73-76% = C
- 70-72% = C-
- 67-69% = D+
- 63-66% = D
- <63% = E

**GRADING POLICY**

Students will be expected to complete all requirements for one module each week. There will be no deadline extensions for completion of a module unless granted by the course directors prior to the scheduled completion date. You will receive zeros for failure to submit module self-check quizzes or module tests by their deadlines in the absence of an approved excuse.

**PLAGIARISM**

Students must understand what plagiarism is and must not engage in this behavior when completing assignments and tests in this course. The University of Florida Student Honor Code states that plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment that in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Student whose assignments/tests exhibit evidence of plagiarism will receive zeros for those assignments and tests for the first offense and will receive a warning. Students who continue to engage in this behavior after the first warning will be reported to the UF Dean of Students Office.
**PROHIBITED COLLABORATION OR CONSULTATION**

Student found to be involved in sharing answers and/or collaborating on exams or assignments will receive zeros for those exams and assignments. Students who continue to engage in this behavior after the first warning will be reported to the UF Dean of Students Office.

**HOW TO SUCCEED IN ONLINE COURSES**

First, you need to be aware that online learning poses its own unique challenges. Because the online classroom is available to you 24 hours a day it is easy to delay work on course material, to forget deadlines, and to fail to put sufficient time into your studies to perform well on exams. These challenges are exacerbated when a student is not a ‘self-starter’ or does not possess good time management skills, including use of reminders.

Unlike traditional instructional settings in which each student goes to the same class, the online setting enables every student to “create” the class of his or her choosing. In theory, this type of instruction should be more adaptable to a variety of learning styles; however, the reality is that some students have not yet determined what their optimal learning style is.

It is our observation that poor performance in online courses is often directly linked to poor time management (trying to do a week’s worth of work just before the deadline). Rushing to complete assignments before the 11:59 pm deadlines on either Friday or Sunday is NOT a good strategy for success. In doing this you forfeit your opportunity to ask questions about material you do not understand. Being able to ask questions both on the lecture slides and on the module question discussion boards and receive answers from the instructors in a timely manner is a terrific feature of online learning. Completing the self-check quizzes during the work week can help you to identify subject matter that is not clear to you. In general, we answer your posted questions within 12-24 hours of your posting – often much more quickly. Questions posted on Sundays may not be answered before you take your exams that are due at 11:59 pm on Sunday.

You are expected to adhere to the posted assignment deadlines; however, you should note that the assignments, quizzes, and tests associated with each Module can be completed at your own pace over the course of each week. The self-check quizzes associated with each Module are due Fridays at 11:59 pm and the tests associated with each Module are due Sundays at 11:59 pm.
REQUIRED TECHNOLOGY

- Laptop or desktop computer equipped with microphone and video camera. A microphone and video camera may be used to post comments to VoiceThread and for online Face-2-Face meetings if requested.
  - There is a Canvas app that can be used to access the course.
  - There are VoiceThread apps that are available for iOS and Android devices that can be used to view and post comments on VTs. While these portable devices are excellent for watching lectures and asking questions, we strongly recommend that you use laptop or desktop computers when working on this course.

- High speed, broadband internet connection such as DSL or cable. We highly recommend that you use a broadband, stable Internet connection when taking exams.
  - SPECIAL NOTE: Some users with satellite Internet service may find their online courses do not load quickly or consistently due to satellite network issues.

- Installation of LockDown Browser on computer that you will use for taking tests for this course. The computer you use to take exams should be “hard wired” to the internet. WiFi is not stable enough to support a reliable connection and can result in poor performance of the LockDown Browser.

- It is highly recommended that you work with Canvas and VT through the Firefox or Chrome Browsers. For specific questions about browser compatibilities and general questions about e-learning at UF please visit https://wiki.helpdesk.ufl.edu/FAQs/E-Learning.

- You will also need to insure that you have the most recent version of Adobe Flash player installed on your computer. Adobe Flash player can be downloaded from this website.

ACADEMIC HONESTY

As a result of completing the registration form at the University of Florida, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

We fully support the intent of the above statement and will not tolerate academic dishonesty.
All students enrolled in GMS 6021 are expected to follow the University of Florida Honor Code (excerpt above). The full text can be found at: http://regulations.ufl.edu/chapter4/4041-2008.pdf

Student guidelines for ethical behavior can be found at: http://www.registrar.ufl.edu/catalog/policies/students.html.

Please also review the use of copyrighted materials, which can be found on the Health Science Center Library’s web page: http://www.library.health.ufl.edu/services/copyright.htm

WHEN DO I CONTACT THE UF HELPDESK?
In the event that you have technical difficulties with E-learning, please contact the UF helpdesk at learning-support@ufl.edu, or (352) 392-4357 - select option 2. If your technical difficulties will cause you to miss a due date, you MUST report the problem to E-learning. Include the ticket number that you are given in an e-mail to the instructor to explain the late assignment/quiz/test.

Types of questions that should be directed to the Help Desk:

1. I can't log into E-learning
2. I have clicked on the "submit" button for my quiz and nothing is happening
3. I can't upload an assignment (be sure that you have reviewed the tutorial on how to do this BEFORE you contact the Help Desk)
4. E-learning has given me an error message and I can't submit my assignment.

**NOTE:** Late work that involves technical difficulties with E-learning MUST be accompanied by a ticket number from the Help Desk.

**ALSO** - Be sure to be familiar with the hours of operation for the UF help desk. There hours are posted at http://helpdesk.ufl.edu/about/business-hours/

WHEN DO I POST QUESTIONS TO THE COURSE QUESTIONS DISCUSSION BOARD?
Questions that deal with the course itself should be submitted to the Course Questions board. Posted questions should NOT be about grades or a private matter. Do not post personal grade questions on the Course Questions discussion board.

Before posting a question, check those already posted to be sure that you are not duplicating a question. These should be things that other students in the class might have trouble with. For example:

1. I am unable to post comments to VoiceThread.
2. One of the quiz questions did not display properly.
Posting on the Course questions board is the fastest way to get an answer to your question. Be sure to give it a meaningful heading!

Questions of a private nature should be e-mailed to the course instructor (see below on how to e-mail within E-learning).

In all cases, please allow 24 hours for a response. Every effort will be made to answer questions posted over the weekend with 24 hours. If not addressed, they will be addressed on the following Monday.

WHEN DO I EMAIL MY INSTRUCTOR?

Questions about the course should be e-mailed to the instructor through the e-mail tool in E-learning.

Examples of e-mail questions for the instructor to get clear, concise responses:

1. I think there is an error in my grade for the assignment in module 3 (be sure to explain exactly why you think there is an error and provide documentation)
2. I am behind in the course and I would like to know how I may catch up (in such a case, your instructor may ask you to set up a Skype meeting or a time to call on the telephone)

If you have questions about the course itself, please reread the syllabus before asking a question. If the answer is not in the syllabus, check the Course Questions discussion board (this discussion board can be located by clicking on the discussions menu tab on the left of the course home page). If the answer to your question is not there, please post the question on the Course Questions discussion board.

DO NOT e-mail the instructor with general course questions. If your question is of a personal nature, e-mail your instructor from within e-learning system using the instructions below.

Late work that involves technical difficulties with E-learning MUST be accompanied by a ticket number from the Help Desk.

HOW TO EMAIL YOUR INSTRUCTOR

To send an e-mail from the course:

1. Click on the mail icon that is located the left side of your screen.
2. Click the "Compose Message" button.
3. "To: window" will display.
4. Locate your instructor's name.
5. Always include a description in your subject line
6. Type your message and add any necessary attachments. Be sure that your subject line is meaningful.
7. Click "send."
STUDENT SUPPORT SERVICES
For any technical issues you encounter with your course please contact the UF computing Help Desk at 352-392-4357. For Help Desk hours visit: http://helpdesk.ufl.edu/.
For a list of additional student support services links and information please visit: http://www.distance.ufl.edu/student-services

Special Accommodations - Students requesting disability-related academic accommodations must first register with the Disability Resource Center (http://www.dso.ufl.edu/drc/). This should be done as early in the semester as possible. The Disability Resource Center will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. The Disability Resource Center is located in 001 Building 0020 (Reid Hall). Their phone number is 352-392-8565.