

**University of Central Florida
Biology Department
ETHNOBOTANY**

BOT 3802 - 0001**LECTURE SYLLABUS****FALL 2015**

Instructor: Dr. Rani Vajravelu ("Dr. RANI") Phone: (407) 823-0990 Office: Biology 201D
Lectures: HPA 119 M, W, F: 2:30 – 3:20 PM Credits: 3

Office Hours (Walk-in, no appointment needed in Biology 201D): M, W: 10:30 – 12:00 PM

Online Office hours (through Webcourses): Wednesdays 3:30 - 4:30 PM & Thursdays 1:30 – 2:30 PM

If the above hours are not convenient to you, please make an appointment through email.

Additional office hours will be announced in class.

OFFICE: Biology 201D

Course homepage: <https://webcourses.ucf.edu> Access BOT3802

Find additional course policies with * on homepage. Consider them as extension of this syllabus.

Browser recommendations: See <http://guides.instructure.com> Read through Canvas Student Guide

Tech help: onlinesupport@ucf.edu or call CDWS 3-0407 / helpdesk@mail.ucf.edu, 3-5117

E-mail: Use the email (Inbox) on course homepage for all course related correspondence.

For general purposes: Rani.Vajravelu@ucf.edu (there is no guarantee for a reply with this address).

Phone: (407) 823 – 0990 [emails & phone calls on redundant info will not be replied]

Course Description: Historical and modern uses of plants economically important in various cultures. Students are expected to learn and remember an array of technical terms.

- Required:**
1. Textbook: *Ethnobotany: A Modern Perspective*, Vajravelu, 2009.
Kendall/Hunt Publishing company ISBN 978-0-7575-7251-7
 2. Classroom access to Webcourses@ucf.edu through a mobile device

Objectives and Learning outcomes:

Students will...

- learn the appropriate scientific vocabulary related to culturally known plants.
- learn how plants are used in different cultures around the world.
- find about the historical events related to the discovery, use and misuse of plants.
- gain the real world knowledge on plants used in every day life.

At the end of the course, students will be able to...

- apply the terminology to name and describe culturally known plants and their parts.
- identify culturally useful plants by name, type, local uses, and their role in historical events.
- understand the domestic and commercial uses of various plant products.
- apply the gained knowledge to everyday real world situation.

Late Registration: August 24 - 28; **DROP / SWAP:** August 27; **Withdrawal Deadline:** Nov 02

University Holidays: Sep 07, Nov 11, & 26 - 27

Attendance:

Regular class attendance is expected of all enrolled students. Students are responsible for all materials covered and all announcements made in every class, whether they were present or not. Quizzes and exams often include questions on material presented in class, so performance on these indirectly reflects attendance. Attendance will be taken randomly. You need not bring class absence excuses to the instructor unless a test/exam is missed.

All faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the academic activity marked as **AA Quiz** on course homepage by the end of the first week of classes, or as soon as possible after adding the course, but no later than August 28. Failure to do so will result in a delay in the disbursement of your financial aid.

Evaluation: Total points for the course: 500

1. TESTS: 3 tests, each worth 100 points for a total of **300 points** = 60%
2. FINAL EXAM is COMPREHENSIVE, worth **150 points** = 30%
3. Homework: Webcourses Online quizzes (10 minutes each) = 10%

Best 5 homework quiz grades (for a total of 50 points) will be considered.

There is **NO MAKE UP** for a missed homework and **no points** will be given for late submission. Expect the homework on most weekends with a window of 24 hours to attempt. Announcement will be made in class. Instructor is NOT responsible for internet problems (unless from Webcourses that affects the entire class) including but not limited to late attempt, last minute submission issues, browser problem, etc.

Any personal issue with homework should be resolved during posted office hours on the following Monday. Check Browser recommendation on <http://guides.instructure.com> and update your computer accordingly.

Class participation:

To encourage the learning process, the instructor may administer a variety of activities including, but not limited to, pop quizzes, self-tests, group work and discussion. Most of these activities will be completed on Webcourses with in the given deadline. Such activities will be announced and/or completed during class lectures only. Please check FAQ on Course homepage for more details.

There is **no make up** for a missed assignment and late submissions will not be considered.

You are advised to be prepared at all times and follow through the instructions.

Lecture and test schedule:

Chapters 1- 11 from your textbook will be covered in the form of lectures, reading assignments, homework and educational videos. Lecture schedule is tentative; test schedule is fixed unless the University is closed for unforeseen reasons.

There is no additional curve given to any of the tests including final.

Students who show up late (more than 5 minutes after the scheduled start) for any of the tests will be marked absent and must go through the **makeup** policy. For any conflicts, check with Dr. Rani a week in advance.

Aug 24	Syllabus distribution; course policies
Aug 26 – Sep 23	Chapters 1, 2 and 3
Sep 25	Test 1 Friday – 100 points
Sep 28 – Oct 21	Chapters 4 & 5
Oct 23	Test 2 Friday – 100 points on material covered since the last test
Oct 26 – Nov 18	Chapters 6, 7, 8 [skip 9]
Nov 20	Test 3 Monday – 100 points on material covered since the last test
Nov 23– Dec 04	Chapters 10 & 11
Dec 07	Last day of class; Final review. Deadline to complete any pending work in this course. Last day to clarify any grade concern so far.
Dec 09	Final comprehensive examination on Wednesday, 1–3:50 PM for 150 points

Evaluation Policy: The following scale will be used to convert numerical grade in to a letter grade. That is,

92% and above = A	82% - 84% = B	72% - 74% = C	62% - 64% = D
89% - 91% = A-	79% - 81% = B-	69% - 71% = C-	59% - 61% = D-
85% - 88 = B+	75% - 78% = C+	65% - 68% = D+	58% and below = F

Z designation: Academic dishonesty may result in the designation of Z in front of your grade. For more info see <http://z.ucf.edu>

Incomplete Grade: 'I' is given only for students who have completed all of the course assessments with a minimum 'C' average and missed the final exam with a valid, documented excuse that is submitted to the instructor within 24 hours of missing the final exam.

Make up test:

If a test/exam is missed with a valid reason a makeup can be requested. Read the following policies before requesting a make-up:

- Email the instructor by 5 PM on test day through "Inbox" on Webcourses. Need not wait for a reply.
- Print & fill out the "make up" request from course homepage; attach documentation.
- Turn this form to Dr. Rani during office hours or by appointment within a week (24 hrs for Final).
- No makeup will be arranged for you unless the form is turned in personally.
- Instructor is not responsible for any excuse left in e-mail or voice mail, and excuses given orally in person unless supported by documented make up form.
- Make-up test will be of a different version, may include essay and short answer type questions.
- Deadline for missed test makeup: Nov 30, 2015 or at a mutually convenient time prior to this date.
- This policy will apply to anyone who wants to take the test/final other than the specified time for the rest of the class because of interviews, prior commitment, etc.

A student can have a maximum of one chance for a make up for the entire semester unless the reason is University- approved. There is no make up for a missed class participation, unless the reason is University- approved. In such a case, makeup will be given at the discretion of the instructor.

Grade posting:

- Test, bonus points and final exam grades will be posted on WebCourses course homepage. Log in to this page with your password and click "**Grades.**" *Instructor is not responsible for network problems.*

Grade concerns:

- Bring concerns regarding posted grades to the attention of the instructor within one week (24 hrs for final exam and all the quizzes) from the date the grades were posted.
- If the grade concern cannot NOT resolved within two email transactions, the student MUST make an appointment to resolve it at the instructor's office.
- After this time, the posted grades will become final. Instructor retains the right to change the grade if an error has been made in recording student grades.
- If such a change is made, student will be informed through UCF Knight's email. If you do not have one, set up an account at <https://www.secure.net.ucf.edu/KnightsEmailSelfService>

Scantrons & Score sheets:

- Scantrons will be provided for all tests. You must have a valid UCF student ID in your possession in order to enter the exam room.
- Scantrons are machine graded. Graded scantrons will not be returned to students. However, a score sheet will be printed out of each student's scantron with all incorrect responses marked on it. Such individual score sheets will be available at Dr. Rani's office for two weeks after each test. The students can pick them up during this time and may review the completed test. Only one test will be available for review at one time.
- Instructor is NOT responsible for the following conditions caused by the student and the resulting error in grading the scantron: Test form error; incorrect PID, eraser marks, smudges; illegible writing/bubbling for the computer to read; wrong answers bubbled. If a re-grading is needed because of student's fault, 2 raw points will be deducted from that test/exam.
- Any concern with scantron information (incorrect or missing PID, wrong test form, etc.) must be verified only by the student by visiting Dr. Rani's office within a week after each test.
- Please remember that office hours may be crowded at times; in such instances, be courteous of other students waiting outside. If you need extra time for review, you may make an appointment or come back later.
- Unclaimed score sheets are NOT the responsibility of the instructor.

Copyright statement:

The instructor may provide links to various external websites to enhance your understanding of the course content. Students are advised to use caution and good judgment in using such content that should not be copied, duplicated or downloaded. For more info visit:

http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html

Disability Statement:

This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations for tests/exams must be registered with UCF Student Disability Services, phone (407) 823-2371. SDS email request will be sufficient for all scheduled tests. However, if accommodations are required within the classroom or with online assignments, students must schedule a meeting with the professor at the beginning of the semester to discuss the nature of accommodations. Email requests alone will not be sufficient for classroom/online accommodations/or for test make up.

Honesty:

The Biology Department presumes that all students will be honest, and that work turned in by the student will indeed be the result of that person's work. Copying the work of others, signing in for someone else, getting help from someone, cheating, or helping someone cheat both inside and outside of classroom for any course-related assignment will not be tolerated, and will result in an automatic **F** for both the offending students and any assisting them.

In addition, appropriate University disciplinary action will be initiated, including the Z grade option.

Other important policies:

1. Students who are officially registered for this particular course only are allowed to attend the lectures and take the quizzes and tests. Instructor is not responsible for any problems related to registration.
2. Students must follow the University standards for personal and academic conduct as outlined in The Golden Rule. See <http://www.ucf.edu/goldenrule>
3. If you bring a laptop or other mobile device to class, use it only for instructor approved course-related activities. Anyone caught text messaging, surfing the internet or emailing during lectures will have 2% deduction of their final course grade.
4. Walking in late and/or leaving early from the lecture hall disrupts the entire class and NOT allowed.
5. Recording of class lectures in audio/video form NOT allowed. Duplication and distribution of class lectures and exam questions strongly prohibited. ***Third parties are selling class notes and other materials from this class without my authorization. Please be aware that such class materials may contain errors. Use these materials at your own risk.***
6. All kinds of audio/video, cell phones must be turned off inside the class room. Dictionaries, books, pocket calculators or organizers, scanning pens, or any other electronic devices NOT allowed for use during class quizzes, tests and examinations.
7. When a student leaves the exam hall once the exam is in progress, he/she is considered to have completed the exam and will not be allowed back in to the hall to continue the exam.
8. Anyone who interrupts the classroom-learning environment by any kind of disruptive behavior (including the ones in 3 & 4 above), that interferes with the instructor's right to teach and fellow students' right to learn, will be removed from the classroom and appropriate University disciplinary action will be initiated.
9. You are advised to use the course homepage for BOT3802 related posting only. Students usually exchange their class notes through the discussion board. Please remember Dr. Rani does not verify the accuracy of such shared information among students.

General Policy:

Changes will be made in the above policy if, in my judgment, the interest of learning and fairness dictate such changes. Test score sheets are to be retained by the student until the end of the course or after the semester for any questions regarding the course grade.

