

**BOT 4303C**  
**University of Central Florida**  
**SPRING 2014**

**PLANT KINGDOM**  
**Biology Department**  
**Credits: 5**

**LECTURE SYLLABUS [LAB INTEGRATED]**

<b>LECTURES:</b>	M, W:	10: 30 PM - 11: 50AM	BL 104
<b>LAB:</b>	M, W:	12: 30 PM - 2: 20 PM	BL 104

**Instructor:** Dr. Rani Vajravelu ["DR. RANI"] Office: **Biology 201 D**

**Office Hours:** Dr.Rani's face to face office hours will be announced when she gets back.

Online office Hours (Webcourses) Fri: 11:00 AM -1:00 PM

Phone: **(407) 823 - 0990**

**Course-related e-mail:** use the email feature under your Webcourses homepage for all questions. For other purposes: Rani.Vajravelu@ucf.edu (*NO GURANTEE FOR A REPLY WITH THIS ADDRESS*)

Course homepage: Access BOT4303C through <https://webcourses.ucf.edu>

**Course policies posted on homepage are to be considered as extension of this syllabus.**

**Course Description:** A survey of the plant kingdom utilizing comparative morphology, structure and functions to demonstrate relationships among extant and extinct forms.

**Objectives:**

1. Learn the evolution and diversity among major groups of plant kingdom.
2. Gain knowledge on plant development, structure and function.
3. Understand the importance of plant nutrition, transport and plant responses.
4. Learn the techniques involved in plant biotechnology.
5. Develop research techniques and apply in writing and presenting scientific papers.

**Required:**

1. **E-Textbook: Introduction to Plant Biology, 13/e** James E. Bidlack & Shelley H. Jansky  
Information on access to this e Text will be given in class on Wednesday, Jan 08.
2. Lab Manual: McGraw-Hill Custom lab book by Vajravelu ISBN: 9781308020143  
Lab work will be completed on the manual. Bring this manual for all lab meetings.  
Buy this from UCF bookstore.
3. Access to ConnectPlus (info in class on Wednesday) and Webcourses through WiFi.  
Bring your mobile device to ALL class meetings.
4. A separate 3-hole binder and plain white sheets for note taking purposes.

**Attendance:** Regular class attendance is expected of all enrolled students. If class is held online, students are expected to participate through online activities during the scheduled class time. You are responsible for all materials covered and all announcements made in every class (including online announcements & email), whether you are present or not. Unexcused class absences and/or tardiness (more than 2) will result in the deduction of 2% of your final grade. If you are in University related activities, you must inform the instructor ahead of time to have your excuses approved; not right before or during class. Quizzes, tests and exams often include questions on material presented in class/or through online assignments, so performance on these indirectly reflects attendance.

**Late Registration:** Monday, January 06, 2014 - Friday, January 10, 2014 11:59 PM

**Drop/Swap:** Thursday, January 09, 2014 11:59 PM

**ADD:** Friday, January 10, 2014 11:59 PM

**Withdrawal Deadline:** Mar 18

**University Holidays:** Jan 20 and March 03, 2014 - March 08, 2014

**Evaluation Policy for the entire course:** A 10-point scale will be used to convert numerical grade in to letter grade. That is,

90 - 100% = **A**      80 - 89% = **B**      70 - 79% = **C**  
60 - 69% = **D**      0 - 59% = **F**

+ or - grades may be used when necessary for final grades. **NC** grades are **NOT** given.

**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 (see **make up** below) submitted to the instructor within 24 hours of missing the final exam.

**Evaluation: Total points for the course: 400**      SEE DETAILS below.

**Tests:**                    2 tests (lecture & lab based), for a total of 200 points                    = 50%  
[Portion or all of test may be administered through online assignments]

**Research paper/oral presentation:** 100 points                    = 25%

**Final exam** is comprehensive, worth 100 points (lecture and lab combined)                    = 25%

*Those who are not in attendance cannot make up a missed lab/assignment at other times. Some of the online assignments may require completion within the class time. Be prepared at all times with your mobile device.*

**Lecture Syllabus / test schedule:** Any change in the following schedule will be announced in class.

Jan. 06: Syllabus distribution, Course procedures explained.

Jan. 08: Set up student account for ConnectPlus In-class demo; bring your mobile device to class.

Jan 08 - Feb 05: Chapters 1, 4, 5, 6

**Test 1:** Feb. 12 Wednesday [100 points]

Feb. 17 through Mar. 19: Chapters 7, 8, 9 & 11

**Test 2:** Mar. 24 Monday [100 points]

Mar. 26 through Apr. 16: Chapters 14, 20, 21, 22 & 23

**Research paper submissions/presentations:** Mar 17 - Apr 09 [100 points]

Apr. 16: Last day to clear any pending grade concerns from previous assignments.

Apr. 21: Last day of class for this course. Final exam review.

**Final exam** [comprehensive and is required]: Apr 28: 10:00 AM - 12:50 PM

Students who show up late /log in late (more than 5 minutes after the scheduled start) for any of the above tests/ exams will be marked absent. You must have a valid UCF student ID in your possession in order to enter the exam room.

**Graded exams:** Exams will be either hand- or computer graded. Grades will be returned in class/posted online. Any question regarding the grades must be directed to the instructor on the same day the grades are returned. Paper tests will be available for review at Dr. Rani's office for one week after each test. Only one exam will be available for review at one time. You must have your graded test with you to compare the answers.

*Unclaimed tests and other graded assignments are not the responsibility of the instructor.*

**Make-up opportunity:** No make up for missed online assignments. If a scheduled paper test is missed, inform by 5 PM on that day and provide a valid, documented excuse (from doctor, police, judge, official UCF event, etc.) within a week following the test date. If the reason is approved, final exam score will be used twice, one in place of missed test, other as final exam score. It is the student's responsibility to initiate the request and follow through the make-up exam instructions. Excuses presented orally or through email alone will not be counted as valid excuse unless supplemented by official, dated documents. Since the lab set-up takes several hours of prior preparation, missed hands on labs cannot be made up.

**Student research and Oral presentation:** Reports are expected to be original, scientifically accurate and as complete and informative as possible. Reports will be submitted through turnitin.com. Visual aids, PowerPoint presentations, video, and photographs can be used as a supplement to oral presentation. Guidelines will be posted on homepage at a later date.

**Lab exercises:**

Labs are designed to go along with lectures. Students are expected to learn and label the provided samples including the microscope images on to the custom lab manual. Lab work may be collected randomly. If they are graded, points will be based on completion, accuracy, neatness and submission by the specified time. There may be some outdoor labs. Please be prepared on all lab days to walk outdoors. Missed labs will not receive any grades and cannot be repeated unless the absence is University related. If you need help, I will be happy to help outside of class hours at a mutually convenient time.

Students are expected to clean up after every lab exercise. Instructions will be given in class, please follow them closely. 2 points will be deducted every single time the cleaning instructions (including microscope care & permanent slide return) are not followed.

**Disability Statement:**

Students with disabilities who need accommodations in this course must be registered with UCF Student Disability Services, phone (407) 823-2371. And also must contact the professor at the beginning of the semester to discuss needed accommodations. Instructor cannot automatically give additional accommodations for online assignments unless the request is initiated by the student with a supporting document from SDS.

**Please note:**

1. Students who are officially registered for this particular course only are allowed to attend the lectures and take the quizzes, tests and exam. 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. Mobile devices are allowed only for this course-related usage. All other electronic devices, including cell phones must be turned off in the classroom.

4. Walking in more than 5 minutes late or leaving before the entire class is dismissed is NOT allowed. Avoid making outside appointments in the hope of leaving early from class.
5. No dictionaries, books, pocket calculators or organizers, PDAs, scanning pens, cell phones and/or any other electronic devices allowed for use during any testing activity.
6. 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. This policy also includes the in class quizzes and tests.

**“Log in” problems:** call CDWS 3-0407 or inform HELP DESK at [helpdesk@mail.ucf.edu](mailto:helpdesk@mail.ucf.edu), 3-5117

### Technology Requirements

Technology tool	Expectations
Course homepage	Keep current with postings, announcements, email and test reviews.
	To form groups, discuss course and team-related concerns, post project topics, and more.
E-mail	Inform instructor about any course-related problems, concerns about course policies, missing a test, and more.
ConnectPlus	Use as a tool to extend and reinforce lecture & lab material. To complete assignments; some of them may be randomly chosen for grades.
Biology websites	Variety of online sources suggested during lecture. Keep current.
Online labs	Some lab exercises are specifically designed from online sources.
Turnitin.com	Submissions required through turnitin.com. More info in class later.

**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, or cheating, 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.

**If you want to succeed in this course:**

Attend all the classes: either face-face or online; Keep track of the Webcourses messages & emails. Arrive at least 5 minutes before class meeting time; for online sessions log in at least 5 minutes prior to class time. Have a positive attitude towards learning. Complete the assigned work. *Remember your final grade is what you earn.*

**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 and for any questions on final grade.

.....