

BOT 4303C
University of Central Florida
SPRING 2018

PLANT KINGDOM
Biology Department
Credits: 5

LECTURE SYLLABUS [LAB INTEGRATED]

LECTURES: M, W: 11: 30AM - 12: 50 PM BL 104
LAB: M, W: 1: 00 PM – 2: 50 PM BL 104

PLEASE NOTE: *Lecture and lab sessions may be switched or extended to the other in order to use the class time efficiently. Students are expected to attend the entire session and not to miss either one or both.*

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

Office hours (Walk-in, no appointment needed):
Monday: 9:30– 10:30 AM & 3:00 – 4:00 PM
Tuesday: 11:30 AM– 12:30 PM
Friday: 9:30 AM – 10:30 AM

If the above hours are not convenient, you may see me with a prior appointment.

Phone: (407) 823 – 0990

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

Additional course policies are marked * on homepage. Consider them as extension of this syllabus.

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

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

Late Registration: January 08 – 12; **DROP / SWAP:** January 11; **Withdrawal Deadline:** Mar 21

University Holidays: Monday, Jan 15; and Mar 12 – 16

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 finding internships.

Required:

Textbook: Buy one of the two options from below: printed or eBook

1. Printed hard copy: Introductory Plant Science Investigating the Green World by McKenney, Schuch & Chau ISBN 9781465218377 2014 Kendall Hunt Publishing company
2. eBook
https://he.kendallhunt.com/search?search_api_views_fulltext=introductory+plant+science
3. Access to Webcourses through WiFi-enabled device to ALL class meetings
4. Access to <https://www.grtep.com> You may get this for free with a new textbook /eBook purchase.

Attendance: Regular class attendance is expected of all enrolled students. You are responsible for all materials covered and all announcements made in every class, whether you are present or not. Unexcused class absences and/or tardiness will result in the deduction of points from your class participation. 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, so performance on these indirectly reflects attendance.

Evaluation Policy for the entire course: 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

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: 500 SEE DETAILS below.

Tests: 2 tests (lecture & lab-based), variable, for a total of 200 points = 40%
***Laboratory work**, each 20 points, best 5 taken, total of 100 points = 20%
***Group projects, research, internships, etc.** 100 points = 20%
Final exam is comprehensive, worth 100 points (lecture and lab combined) = 20%
***Class participation** (pop-quiz/discussion/team work, etc.) extra 25 points = +5%

*Those who are not in attendance cannot make up a missed lab/quiz at other times.
 Pop-quizzes are unannounced. Be prepared at all times.*

Portion or all of test may be administered through Webcourses: bring your WiFi device to class.

Online testing feature PROCTORHUB may be used in this course if needed.

Lecture Syllabus [tentative]/ test schedule: Any change to the following schedule will be announced in class.

Jan. 08: Syllabus distribution, Course procedures. Chapter 1.

Jan. 10 through Feb. 19: Chapters 1, 3 & 4 (Learn Ch 2 as background Info)

Test 1: Feb. 21 Wednesday [100 points]

Feb. 26 through Mar. 26: Chapters 5, 6 and 7

Test 2: Mar. 28 Wednesday [100 points]

Apr 02 through Apr. 23: Chapters 17, 18, & 19

Group projects: Apr. 16 & 18 (tentative dates, may be earlier than this) [100 points]

Apr. 23: Last day to clear out & complete any pending grade concern. Final exam review.

Each test will cover the material since the last test and is based on everything covered in class including but not limited to lecture/lab/video, online material, homework and quiz material.

Final exam [comprehensive and is required to complete this course]: **Apr 25, 10:00 AM – 12:50 PM**

Students who show up 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 machine graded. Grades will be returned in class. Any question regarding the grades must be directed to the instructor on the same day the grades are returned. 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.

Grade posting:

All graded activities through WebCourses; Final course grade will be issued through Registrar's office.

Log in to this page with your password. *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>

Make-up opportunity: No make up for missed quizzes. If a scheduled test is missed, inform by 5 PM on that day and provide a valid, documented excuse (from doctor, police, judge, official UCF event, etc.) by Friday following the test date. If the reason is approved, final exam score will be counted 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 days/hours of prior preparation, missed labs cannot be made up.

***Group projects:** Student research, finding internships, and project presentations.

Group assignment. Each group will pick one of the following: Do an experiment or conduct research that can be completed in two months, write a proposal for funding, find an internship, work on a topic and present in front of the class or in UGR showcase.

Your group work is expected to be original, scientifically accurate and as complete and informative as possible. Reports will be submitted through turnitin.com. Guidelines will be on homepage.

***Lab Work:**

- No lab manual required. We'll use the KH website and make our own.
- Labs are designed to go along with lectures. Students are expected to learn and label the provided samples including the microscope images.
- Lab work may be collected randomly. If they are graded, points will be based on completion, accuracy, neatness and submission by the specified time. In order to make sure that that you don't lose points, consider every lab exercise as important and worthy of your attention.
- 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.

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. Recording of class lectures and lab in video or audio form not allowed. All electronic devices, including cell phones must be turned off in the classroom.
 4. Walking in 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, apple watch, scanning pens, cell phones and/or any other electronic devices allowed for use during any testing activity including quizzes.
 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 class quizzes and tests.
 7. Online grade posting on course homepage may take about a week after each exam. Instructor is not responsible for network problems and logging in difficulties.
- “Log in” problems:** call CDWS 3-0407 or inform HELP DESK at helpdesk@mail.ucf.edu, 3-5117

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 Accessibility Services, phone (407) 823-2371. SAS email request will be sufficient for all scheduled tests. However, if extra time/other facilities are required within the classroom or with online assignments, students must schedule a meeting with the professor at the beginning of the semester, so as to help in executing such accommodations in a timely manner. Email requests from SAS/the student will not be sufficient for classroom/online/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.

Please Note:

If you want to succeed in this course:

- Attend all the classes. Bring all needed supplies including required textbooks.
- Arrive at least 5 minutes before class meeting time.
- Have a positive attitude towards learning.
- Be prepared for long hours of intensive work. Eat a good lunch before class.
- Read all lecture and lab materials from previous class meeting.
- Complete the assigned work. Do not be afraid to ask for help.
- Be prepared to work in teams and remain motivated.
- *And, remember that 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.

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