

**University of Central Florida
Biology Department
ETHNOBOTANY**

BOT 3802 - 0001

LECTURE SYLLABUS

SPRING 2018

Instructor: Dr. Rani Vajravelu ("Dr. RANI") Phone: (407) 823-0990

Office: Biology 201D

Lectures: HEC 125

M, W, F: 8:30 AM - 9:20 AM

Credits: 3

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 - 10:30 AM |

*If the above hours are not convenient, you may see me with a prior appointment.***Course homepage:** <https://webcourses.ucf.edu> Access BOT3802

Please 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. Plant uses will be discussed based on morphology, anatomy, chemistry and their place of origin. Students are expected to learn and remember an array of technical terms.

Required: 1. Textbook: *Ethnobotany: A Modern Perspective*, Vajravelu, 2009.Revised printing ISBN 978-1-4652-9694-8 **OR**

Ebook ISBN is 978-1-5249-0048-9 both by Kendall/Hunt Publishing company

2. Classroom access to Webcourses@ucf.edu through a WiFi enabled mobile device.
3. Separate ring binder and plenty of papers for lecture notes.
4. About 10 blank note cards, 3" x 5" size.

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.
- connect the major historical events that are relevant to the discovery, use and misuse of plants.
- gain the real world knowledge on plants used in everyday life.

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

- apply the terminology to name and describe culturally known plant parts.
- identify culturally useful plants by name, type, usefulness, role in history and in various cultures.
- understand the edible, medicinal, psychoactive and stimulating effects of various plants.
- apply the gained knowledge to everyday real world situation.

Late Registration: January 08 - 12; **DROP / SWAP:** January 11; **Withdrawal Deadline:** Mar 21**University Holidays:** Monday, Jan 15; and Mar 12 - 16

Attendance: Attendance will be recorded randomly in various forms including, but not limited to, sign-in sheets and class participation activities. 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. 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 first academic activity 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 January 14. 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: Through Webcourses (10 minutes each) = 10%
Best 5 homework grades (for a total 50 points) will be considered.
Expect the homework on most weekends with a window of 24 hours to attempt.
4. *Class participation (Points may vary, total 10 points, through Webcourses) = +2%
May include Discussions and Pop quizzes to be completed in class.

Please Note: There is NO MAKE UP for a missed homework or any Pop Quizzes and no points will be given for late submission. Instructor will not be able to give advance notices about class participation. You are advised to be prepared at all times and have your WiFi enabled mobile device in class.

Any personal issue with homework/pop quiz should be resolved during the next available posted office hours or with an appointment. After this time, there will not be any consideration for any issues related to the quizzes. Check Browser recommendation on <http://guides.instructure.com> and update your computer.

Lecture and test schedule:

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

| | |
|----------------|---|
| Jan 08 | Syllabus distribution; course policies |
| Jan 10- Feb 07 | Chapters 1, 2 & 3 |
| Feb 09 | Test 1 Friday - 100 points |
| Feb 12 -Mar 07 | Chapters 10 & 11 |
| Mar 09 | Test 2 Friday - 100 points on material covered since the last test |
| Mar 19- Apr 11 | Chapters 4, 5 and 6 |
| Apr 13 | Test 3 Friday - 100 points on material covered since the last test |
| Apr 16 - 20 | Chapters 7 and 8 (skip Ch 9) |
| Apr 23 | Final review. Deadline for clearing out any grade concerns so far. |
| Apr 25 | Final comprehensive examination- Wednesday 7 AM- 9:50 AM |

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.

***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 Webcourses. Please do not expect a reply with instructions as they are already given online under the "makeup" link.

- 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 (2 days for Test 3 & 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: April 20, 2017 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 homework or other class participation activities unless the reason is University-approved. In such a case, makeup will be given at the discretion of the instructor.

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 submitted to the instructor within 24 hours of missing the final exam.

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 be 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 may review them along with the test during this time. 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 initiated 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.
- 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 Accessibility Services, phone (407) 823-2371. SAS email request will be sufficient for all scheduled tests. In class pop quizzes will not qualify for extra time or SAS accommodations. 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 test make up and online accommodations.

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 may have up to 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.
10. Online features such as *video lectures and PROCTORHUB may be used in this course as needed.

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.

