

Instructor: Dr. Rani Vajravelu “Dr. RANI”  
 Phone: (407) 823-0990; Office: Biology 201D  
 University of Central Florida Biology Department  
 ETHNOBOTANY SYLLABUS

BOT 3802 -BM01(Mixed Mode)

SUMMER 2018

LECTURES: BIO 209 M, T, W, R: 9: 00 - 10: 50 AM

Credits: 3

Course home page: <http://webcourses.ucf.edu> BOT3802 Summer B.

Find more course policies marked with (\*) on this website. Consider them as extension of this syllabus.  
 Online proctoring tools such as PROCTORHUB may be used in this course as needed.

**Browser recommendations:** See <http://guides.instructure.com> Search “Browser Recommendations”

Also, read through **Canvas Student Guide**

**Tech help:** [webcourses@ucf.edu](mailto:webcourses@ucf.edu) or call CDWS 3-0407 / [helpdesk@mail.ucf.edu](mailto:helpdesk@mail.ucf.edu), 3-5117

**Face to Face Office Hours:** Tuesday & Wednesday: 11:00 AM – 12:00 PM Place: Biology 201D

**Online Office Hours:** Monday: 11:00 AM – 12: 00 PM Other hours are available by prior appointment.

**e-mail:** Contact through **Inbox** link in Webcourses for ALL course-related concerns (expect 2 business days for a reply, or most general concerns regarding course content/procedure will be addressed in class).

For other purposes: [rani.vajravelu@ucf.edu](mailto:rani.vajravelu@ucf.edu) (there is no guarantee for a reply from this email).

#### 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. 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](mailto:Webcourses@ucf.edu) through a WiFi enabled mobile device.
3. Separate ring binder and plenty of papers for lecture notes.

#### 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 the relevance of historical events related 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.

**DROP/SWAP & Late Registration:** June 28, 2018 & June 29, 2018

**Withdrawal Deadline:** July 19; **University Holiday:** Wednesday, July 4, 2018

For details, verify with UCF Academic Calendar

**Attendance:**

Regular class attendance is expected of all enrolled students for ALL face to face class meetings. Students are responsible for all materials covered and all announcements made both in classroom and/or through Webcourses, whether they were present or not. Attendance will be taken periodically in various forms, such as pop quizzes, sign-in sheet, participation in Webcourses assignments, etc.

You need not bring class absence excuses to the instructor unless an 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 "Introduce yourself" on course homepage Discussion by the end of the first week of classes, or as soon as possible after adding the course, but no later than June 29. Failure to do so will result in a delay in the disbursement of your financial aid.*

**Evaluation: Total points for the course: 500**

**EXAM:** 3 exams, each worth 150 points (30%) for a total of **450 points**.

The third exam is the final, COMPREHENSIVE exam.

**Online assignments:** In class or at home through Webcourses. Total of 50 points (10%).

Use a laptop or desktop computer to access your online assignments through Course homepage rather than smartphone short cuts or Apps.

**Best 5** online quiz grades (total of 50 points) will be considered. No Make Up for missed quizzes.

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, etc.

Check Browser recommendation on <http://guides.instructure.com> and update your computer.

**Lecture schedule [tentative] and exam schedule (exams are conducted in BIO209):**

Chapters 1 - 11 from your text will be covered in the form of lectures, reading assignments, slides and science videos. A tentative schedule for lecture is given below:

WEEK 1: June 25 - 28: Course procedure, syllabus distribution. Chapters 1, 2 & 3

WEEK 2: July 02 - 05: Chapters 3 contd.

**Exam 1** on July 05, Thursday

WEEK 3: July 09 - 12: Chapters 4 & 5

WEEK 4: July 16 - 19: Chapters 6

**Exam 2** on July 19, Thursday

WEEK 5: July 23 - 26: Chapters 9 & 10 (in part)

WEEK 6: July 30 - Aug 02: Chapter 10 [Aug 01 is the last day to take care of grade related concerns so far]

**FINAL EXAMINATION** on Aug 02, Thursday

Students who show up late (more than 5 minutes after the scheduled start) for any of the exams will be marked absent. For makeup exam policy- see below.

You must have a valid UCF student ID in your possession in order to enter the exam room.

**MAKE-UP exams (Also see \*MAKE UP EXAM link on course homepage)**

If a student has a valid reason (to be determined by the instructor) for missing an exam, email by the end of the day. Turn in the makeup request form (available on course homepage) with necessary documents (police, physician, official UCF event, etc.) to the instructor by the following Monday. Instructor is not responsible for any excuse left in e-mail or voice mail, and excuses given orally in person, unless supplemented by a note and other documentation and personally handed over. Use posted office hours for this purpose. Make-up exam will be ON Aug 02, RIGHT AFTER THE FINAL EXAM.

The student will receive a “0” grade for the missed exam if he/she fails to make-up as stated above. There is a maximum of one chance for a make-up exam for the entire course period.

Make-up exam will be of a different version, may include essay and short answer type questions. There is NO MAKE UP for a missed online work and no points will be given for late submission.

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

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

**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 (including online assignments until Aug 01) with a minimum ‘C’ average and missed the final exam due to a valid, documented reason *and*, the excuse submitted within 24 hours of missing the final exam.

#### **Scantrons & Test 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 the instructor’s office. Bring your UCF ID for verification.
- Students can use this sheet to review the completed test at Dr. Rani’s office for a period of one week after each test.
- You may not review the test book, if you did not take the test. You must have your score sheets with you to check your answers. 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 required because of student’s fault, 2 raw points will be deducted from that test/exam.
- All concerns with scantron information (PID issues, wrong test form, etc.) must be verified only by the concerned student. Use the office hours within a week after each test (1 day for final).
- Unclaimed score sheets that are not picked up for review by the end of the semester are NOT the responsibility of the instructor.

#### **Grade posting:**

Exam grades will be posted on Webcourses course homepage.

Feedback on graded online assignments will be available on course homepage ONLY after the entire class has attempted that particular assignment by the announced deadline.

Bring concerns regarding exam/online grades to the attention of the instructor within two working days (24 hrs. for final exam) from the date the grades were posted. 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 [www.fctl.ucf.edu/knightsemial](http://www.fctl.ucf.edu/knightsemial)  
**Posted grades will become final effective Aug 06, 2018.**

**Class meetings and Online work:**

Date / Day	Schedule Chapter # is tentative.	
	In class: BIO 209 9 – 10:50 am	Online (any place of your choice with your own device) Due date/time/duration for submission may vary with each assignment.
<b>Week 1</b>		
June 25 Monday	Chapter 2	
June 26 Tuesday	Chapter 2 contd.	
June 27 Wednesday	Chapter 3	
June 28 Thursday	Chapter 3 contd.	
<b>Week 2</b>		
July 2 Monday	Chapter 1 Reading and Online work due	
July 3 Tuesday	Chapter 1 discussion & Review for Exam 1	
July 4 Wednesday		University Holiday
July 5 Thursday	Exam 1	
<b>Week 3</b>		
July 09 Monday	Chapter 4 Reading and Online work due	
July 10 Tuesday	Chapter 4 contd.	
July 11 Wednesday	Chapter 5	
July 12 Thursday	Chapter 5 contd.	
<b>Week 4</b>		
July 16 Monday	Chapter 6 Reading and Online work due	
July 17 Tuesday	Chapter 6 contd.	
July 18 Wednesday	Chapter 6 end & Review for Exam 2	
July 19 Thursday	Exam 2	
<b>Week 5</b>		
July 23 Monday	Chapter 9 Reading and Online work due	
July 24 Tuesday	Chapter 9 contd.	
July 25 Wednesday	Chapter 9 & start Ch10	
July 26 Thursday	Chapter 10 contd.	
<b>Week 6</b>		
July 30 Monday	Chapter 10 contd. Reading and Online work due	
July 31 Tuesday	Chapter 10 end.	
Aug 01 Wednesday	Wrap up the course contents & Review for Exam 3	
Aug 02 Thursday	Exam 3 (Final)	

There is no make up for a missed online work, unless the reason is University-approved and presented within 24 hrs. of the missed homework deadline. Inform Dr.Rani if you have any concern.

**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 on copyright policies, please visit:

[http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright\\_on\\_campus.html](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 course, to enable the instructor in executing such accommodations in a timely manner. Email requests from SAS/ 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 in paper 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.

**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 found 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.

**General Policy:**

Changes will be made in the above policy if, in my judgment, the interest of learning and fairness dictate such changes. Any concern on the course proceedings or grades should be resolved by 12 pm Aug 06, 2018.

**A final note from Dr. Rani:**

Please do not rely on email to solve serious grade concerns and any other course-related problems that you may encounter during the course period. Feel free to use the face-face office hours to discuss your concerns directly to me. I will do everything possible in my capacity to make this course a pleasant experience for you!

