

**University of Central Florida  
Biology Department  
ETHNOBOTANY**

**BOT 3802 – 0M01****LECTURE SYLLABUS****FALL 2019****Instructor:** Dr. Rani Vajravelu (“Dr. RANI”) Phone: (407) 823-0990

Office: Biology 201D

Email: [rani.vajravelu@ucf.edu](mailto:rani.vajravelu@ucf.edu)**Lectures:** HEC 125

M, W, F: 3:30 PM – 4:20 PM

Credits: 3

*This is a ‘Mixed Mode Online’ course. Online instruction will substitute a portion of class meeting time.***Office hours** (Walk-in, no appointment needed): Mo, We & Th: 1:30– 3:00 PM*If the above hours are not convenient, you may see me with a prior appointment.***Course homepage:** <https://webcourses.ucf.edu> Access BOT3802*Find additional course policies marked with an (\*) on homepage. Consider them as extension of this syllabus.***Browser recommendations:** Check <http://guides.instructure.com> Read through Canvas Student Guide**Tech help:** [onlinesupport@ucf.edu](mailto:onlinesupport@ucf.edu) or call CDWS 3-0407 / [helpdesk@mail.ucf.edu](mailto:helpdesk@mail.ucf.edu), 3-5117**E-mail:** For course-related questions, use email (Inbox) link through Webcourses- BOT 3802.**Phone:** (407) 823 – 0990 [emails & phone calls on redundant info may not receive a reply]**Course Description:** Historical and modern uses of plants economically important in various cultures.*Cultural uses of plants will be discussed based on morphology, anatomy, chemistry and place of origin.**Expect to learn and remember an array of technical terms.***Required:** 1. Textbook: ***Ethnobotany: A Modern Perspective, 2<sup>nd</sup> ed.*** by Vajravelu, 2018.2<sup>nd</sup> ed ISBN 978-1-5249-5844-2 **OR**

Ebook ISBN is 978-1-5249-6300-2 both options by Kendall/Hunt Publishing Company

2. Access to [Webcourses@ucf.edu](mailto:Webcourses@ucf.edu) through a WiFi enabled mobile device.

3. Your own access to lecture outlines: either printed papers or digital files.

**Objectives and Learning outcomes:****Students will...**

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

**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:** August 26 - 30; **DROP / SWAP:** August 29; **Withdrawal Deadline:** Nov 01**University Holidays:** Sep 02, Nov 11, & 27 (student holiday), 28 - 29

**Attendance:** Expected of all enrolled students on all class meetings in the assigned classroom. Instructor may record your attendance randomly through various class participation activities. 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 you missed a test/exam.

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 "Survey" 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 30. 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 worth 100 points (*serves as final exam score & to replace one lowest test grade*) = 20%
3. QUIZZES: 5 Webcourses Online assignments, each 20 points worth = 20%

There is NO MAKE UP for a missed Quiz and 50% will be deducted for late submission of up to 4 hours. 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. Check Browser recommendation on <http://guides.instructure.com> and update your computer accordingly.

**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://ied.sdes.ucf.edu/integrity>

**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.*

**Make up test:**

Read the following policies before requesting a make-up for a missed test:

- Email the instructor by 5 PM on test day through Webcourses. Need not wait for a reply.
- Print & fill out the "make up" request from course homepage; attach valid documentation.
- Turn this form to Dr. Rani within a week (24 hrs for Test 3 & Final exam).
- 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 25, Monday 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 on the syllabus 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 online work, unless the reason is University- approved. In such a case, makeup will be given at the discretion of the instructor.

**Lecture and test schedule:**

We will cover chapters 1- 11 from your textbook in the form of lectures, reading assignments, online work and science videos. Lecture schedule below is tentative; test schedule is fixed, unless the University is closed for unforeseen reasons. Online assignments will be available through Webcourses.

<b>Week &amp; Dates</b>	<b>Please note:</b> Chapter # corresponds with your required textbook.	<b>Online:</b> Scheduled for 3:30 – 4:20 pm.
<b>UCF holidays:</b> Sep 2, Nov 11, 27 - 29	<b>Location: HEC 125</b> <b>M, W, F 3:30 – 4:20 pm</b> Chapters 2 & 7 will be assigned for online work as needed	<b>Location:</b> any place of your choice. <b>Note:</b> A laptop or desktop computer with a secure internet connection highly recommended.
Week 1: Aug 26, 28 & 30	Syllabus distribution; course policies explained. Aug 28 & 30 Chapter 1	
Week 2: Sep 4 & 6	Chapter 3	
Week 3: Sep 9, 11 & 13	Chapters 3 & 4	Friday Sep 13: Online work & Quiz 1
Week 4: Sep 16, 18 & 20	Chapter 4 Test 1 review. <b>Test 1 on Sep 20, Friday</b>	
Week 5: Sep 23, 25 & 27	Chapter 5	Friday Sep 27: Online work & Quiz 2
Week 6: Sep 30, Oct 02 & 04	Chapters 5 & 6	
Week 7: Oct 07, 09 & 11	Chapter 6	Friday Oct 11: Online work & Quiz 3
Week 8: Oct 14, 16 & 18	Chapter 9	
Week 9: Oct 21, 23 & 25	Chapter 9, Test 2 review. <b>Test 2 on Oct 25, Friday</b>	
Week 10: Oct 28, 30 & Nov 01	Chapter 10	
Week 11: Nov 4, 6 & 8	Chapters 10 & 8	Wednesday Nov 06: Online work only Friday Nov 08: Online work & Quiz 4
Week 12: Nov 13 & 15	Chapter 8 & 11	
Week 13: Nov 18, 20 & 22	Chapter 11 Test 3 review. <b>Test 3 on Nov 22, Friday</b>	
Week 14: Nov 25	Chapter 11 Deadline for Makeup tests.	Monday Nov 25: Online work & Quiz 5
Week 15: Dec 02, 04 & 06	Review for final exam. <b>Final comprehensive exam on Dec 06:</b> Friday 1 PM – 3: 50 PM	

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

**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 of initial grade posting.
- If the grade concern can 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 occurred while recording the grades.
- If such a change occurred, student will receive a notification 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 pick them up during this time and may review the completed test. Only one test will be available for review at one time.
- 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.
- 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.

- 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](http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html)

### Course Accessibility Statement:

Students with disabilities who need accommodations for tests/exams must be registered with UCF Student Accessibility Services, phone (407) 823-2371. This syllabus is available in alternate formats upon request. In addition, 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 help in executing such accommodations in a timely manner. Email requests will not be sufficient for classroom/online/test makeup accommodations.

### Academic Dishonesty, Plagiarism, or Cheating:

UCF faculty members have a responsibility for your education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to infringements of academic integrity. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty. Please read <https://ied.sdes.ucf.edu/integrity/>

### 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. Within the classroom, use your mobile devices only for instructor approved course-related activities.
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. Turn of all kinds of audio/video, cell phones inside the classroom. Dictionaries, books, pocket calculators or organizers, scanning pens, or any other electronic devices NOT allowed for use during class tests and quizzes.
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 with 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 your instructor 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/quiz scores are to be retained by the student until the end of the course or after the semester for any questions regarding the course grade.

### Friendly Note:

Please feel free to visit me during office hours or make an appointment to discuss your concerns directly to me. I will do everything possible in my capacity to make this course a pleasant experience for you!

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