University of Central Florida
Biology Department
ETHNOBOTANY

BOT 3802 – 0M01 (V)   **LECTURE SYLLABUS**   **FALL 2020**

Instructor: Dr. Rani Vajravelu ("Dr. RANI")   Phone: N/A   Office: Virtual
Email: rani.vajravelu@ucf.edu (for general purpose only; see below for course-related use)

Lectures: Synchronous *via* Zoom   M, W, F: 2:30 PM – 3:20 PM   Credits: 3
This is a 'Mixed Mode Online' course. Online work will substitute a portion of Zoom class meeting time.
Links to join scheduled Zoom sessions will be sent through Webcourses.
Visit this link to understand Zoom student functionality: https://youtu.be/plgFdjhQx9g

Office hours: M & W: 3:20 – 3:50 PM (exclusively for this course)
                              Other options like chat and one-one video conferencing available with 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 or call CDWS 3-0407 / helpdesk@mail.ucf.edu, 3-5117
                eText related: websupport@kendallhunt.com

 E-mail: Contact through Webcourses Inbox (expect 2 business days for a reply). Redundant info may not receive a reply. I will address most general concerns regarding course content/procedure in class or through online announcements.

Course Description: Historical and modern uses of plants economically important in various cultures.
        Cultural uses of plants will be discussed based on morphology, anatomy, chemical properties, and places of their origin. Expect to learn and remember an array of technical terms.

Required: 1. *ETHNOBOTANY: A Modern Perspective*, 3rd ed by Vajravelu. Available in eText format only.
                Publisher: Kendall-Hunt. 2020   ISBN 9781792424908
        You need an access code: buy from UCF bookstore or through Kendall/Hunt Publishing Company
https://he.kendallhunt.com/product/ethnobotany-modern-perspective
                2.   A WiFi enabled computer device with a webcam.
                3.   Access to UCF Webcourses course homepage & Canvas APP for receiving notifications.

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 firsthand knowledge on real world applications of plants 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, psycho active and stimulating effects of various plants.
- apply the gained knowledge to everyday life situations.

  Late Registration: Aug 24- 28**; DROP / SWAP:** Aug 28**; Withdrawal Deadline**: October 30
  University Holidays: September 7, Nov 11, Nov 25 -28

Attendance: Regular attendance during 'live' lectures is expected of all students, but not mandatory.
Your attendance is determined by your 'online presence' for example, participation in online live lectures, discussions, and course-related group work.
You are responsible for all materials covered and all announcements made in every class, whether you are logged into online lectures or not.
You need not bring class absence excuses 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 "Pre-test" 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 28. Failure to do so will result in a delay in the disbursement of your financial aid.

Evaluation: Total points for the course: 500

*Tests	2 tests @ 100 points each	200 points	40%
*Chapter quizzes	Best 5 out of 6 @ 20 points each	100 points	20%
$ eText Homework	Best 5 out of 8 @ 20 points each	100 points	20%
*Final exam (required)	Cumulative, 100 points worth	100 points	20%

$ eText assignments due by 11:59 pm on the announced due date. Access KHWebsite to complete assignments.
* Quizzes & tests are available during scheduled class duration & due by 3:20 pm. They will include short essays & images based on material covered in lectures, eText, and any visuals used for teaching and learning.

Instructor is NOT responsible for problems including, but not limited to, late attempt, last minute submission issues, browser problem, etc. You may want to notify the issues, but the instructor may not be able to resolve it unless the issue originated from Webcourses / KH Website that affected the entire class.

The following scale will be used to convert numerical grade into a letter grade. That is,

90% and above =A	80% - 85% = B	70% - 75% = C	60% - 65% = D
86% - 89 = B+	76% - 79% = C+	66% - 69% = D+	59% 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. eText assignment grades will be on KH website.

Feedback & Grade concerns:
- For all quizzes & homework, expect individual feedback on the same website within a week's time.
- Bring concerns regarding posted grades to the attention of the instructor within 24 hrs from the date of initial grade posting.
- If the grade concern can NOT be resolved within two email transactions from each side, the student MUST make an appointment to resolve it during a scheduled one-on-one Zoom video meeting.
- Prior appointment, ID verifications and video chat required for individual test feedback. This measure is essential due to online nature of the course.
- If any grade 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
- Test answers will not be released; however, a feedback will be given during the next Zoom class meeting only after the entire class has completed the test.

Lecture and test schedule:
We will cover chapters 1- 11 from your textbook in the form of lectures, reading assignments, online group work and science videos. Lecture schedule below is tentative; test schedule is fixed unless the University is closed for unforeseen reasons. Homework will be available through KH website for a minimum of 72 hours.

Week & Dates	Chapter # corresponds with your required eText.	Online Through Webcourses	eText Homework through KHwebsite Submit by 11:59 pm
UCF student holidays: Sep 7, Nov 11, 25 - 28	**Location:** Virtual through Zoom/ Webcourses **2:30 – 3:20 pm** Lecture schedule tentative	**Location:** Your choice Quiz & Test open from 2:30 pm, due by 3:20 pm.	Assignments will open at 4 pm Wednesday before the due date
Week 1: Aug 24, 26 & 28	Syllabus & course policies Chapter 1 (Chapter 2: on your own)	Aug 28 Pre-test (financial aid assignment) due by 11:59 pm.	Ch 1 due by Aug 30
Week 2: Aug 31, Sep 02 & 04	Chapter 3	Sep 04: **Quiz 1**	Ch 3 due by Sep 6
Week 3: Sep 9 & 11	Chapter 4	Sep 11: On your own work	
Week 4: Sep 14, 16 & 18	Chapter 4	Sep 18: **Quiz 2**	Ch 4 due by Sep 20
Week 5: Sep 21, 23 & 25	Chapter 4 & Test 2 review	**Test 1 on Sep 25**	
Week 6: Sep 28, 30 & Oct 02	Chapter 5	Oct 02 On your own work	
Week 7: Oct 05, 07 & 09	Chapter 6	Oct 09: **Quiz 3**	Ch 5 due by Oct 11
Week 8: Oct 12, 14 & 16	Chapter 7	Oct 16: On your own work	Ch 6 due by Oct 18
Week 9: Oct 19, 21 & 23	Chapter 8	Oct 23 **Quiz 4**	Ch 8 due by Oct 25
Week 10: Oct 26, 28 & 30	Chapter 8 & Test 2 review	**Test 2 on Oct 30**	
Week 11: Nov 2, 4 & 6	Chapter 9	Nov 06 On your own work	
Week 12: Nov 9 & 13	Chapter 9 & 10	Nov 13: **Quiz 5**	Ch 9 due by Nov 8
Week 13: Nov 16, 18 & 20	Chapter 10 end.	Nov 20 **Quiz 6**	Ch 10 due by Nov 22
Week 14: Nov 23	Chapter 11	Thanksgiving holidays	
Week 15: Nov 30, Dec 02 & 04	Chapter 11 end. Review for final exam.	Dec 04 Optional help session. Deadline for makeup test	
Week 16 Dec 09	**Final exam** Wednesday	Dec 09 **1 PM – 3: 50 PM**	

Makeup Policy:
 If you anticipate missing a scheduled test/quiz due to University/government- related reasons, reach out to me a week in advance. A makeup can be arranged at the earliest convenience.
For all other reasons for missing a test, students must provide signed documents that support their excuse. Merit of the reason is to be determined by the instructor only upon the submission of valid, signed documents. Once approved, a makeup will be arranged on or prior to the last day of class. Make up will be of a different version. There is No 'makeup' for a missed makeup.
A student can have a maximum of one missed test including the final for the entire semester.
There is NO MAKE UP for chapter quizzes and eText homework and no points will be given for late submission. Due to the size of the class, no extensions will be provided for any scheduled assignments.

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

Course Accessibility Statement:
    Students with disabilities who need accommodations for quizzes/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 online classroom or with assignments, students must schedule an appointment with the professor on the first day of class to help in executing such accommodations in a timely manner. Email requests alone will not guarantee any Zoom classroom 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 course only can attend the Zoom lectures and take the quizzes and tests. Instructor is not responsible for any problems related to registration and any missed activity that results from late 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. Avoid late log in to Zoom as it disrupts the lecture and you risk missing polls and announcements.
4. Log in to Zoom with your registered full name. Nick names/unrecognizable persons will be removed from Zoom.
5. Duplication and distribution of class lectures and quiz 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. Anyone who interrupts the classroom-learning environment by any kind of repeated disruptive behavior (including #3 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.
7. You are advised to use the course homepage for BOT3802 related posting only.
8. Your instructor is **not** the person to resolve your tech issues. Reach out to the following centers for your tech solutions: webcourses@ucf.edu and UCF IT Support Center https://ucf.service-now.com/ucfit
9. For technical assistance on eText assignments, contact websupport@kendallhunt.com
10. Keep track of all announcements and new uploads on Webcourses course homepage.

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 posted grades should be resolved by 5 pm Dec 10, 2020.

If you want to succeed in this course:
- Attend all the classes. Buy the required textbook and register for eText access.
- Develop a positive attitude towards learning. Choose a distraction free area for class work.
- Read all lecture materials from previous class meeting.
- Complete the assigned work. Actively participate in class discussions.
- *Remember your final grade is what you earn.*

Friendly Note:
Please feel free to pay a virtual visit to discuss your concerns to me. I will do everything possible in my capacity to make this course a pleasant experience for you!

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