BOT 3015 -0002   **Spring 2021**
Instructor: Dr. Rani Vajravelu (Dr. Rani)   **Phone:** N/A   **Office:** Virtual
Email: rani.vajravelu@ucf.edu (for general purposes only; see below for course-related emails)

Lecture: Synchronous *via* Zoom   M, W & F: 9: 30 AM - 10: 20 AM   **Location:** Virtual through Webcourses & Zoom
Visit this link to understand Zoom student functionality: **https://youtu.be/plgFdjhQx9g**

Pre-Req: BSC 2011C   **Credit:** 3(3,0)
Virtual Office Hours: W & F: 10:20 AM– 11:00 AM (exclusively for this course)
                               M: 10: 20 AM – 11 AM Available for *one-one video conferencing with prior appointment.*

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 in class or through online announcements. Also, check FAQ link on course homepage.

Course home page: http://webcourses.ucf.edu BOT3015 Spring 2021
 Find more course policies marked with (*) on this website. Please consider them as extension of this syllabus.

Browser recommendations: See http://guides.instructure.com Search "Browser Recommendations"
          Tech help: **webcourses@ucf.edu or call CDWS 3-0407 / helpdesk@mail.ucf.edu 3-5117**
McGraw-Hill Connect: https://mhedu.force.com/CXG/s/ContactUs   1.800.331.5094

Course Description: Introduction to core botanical concepts: diversity in the Plant Kingdom, structure and function, growth and development, photosynthesis, water relations and ecology.

Objectives:
    • An understanding of the major groups of land plants (Embryophyta), their evolutionary history and what distinguishes the major lineages from each other.
    • Competency with plant cell and tissue types and their basic function in vascular plants.
    • Knowledge of the unique growth and development patterns and tissues seen in plants.
    • Understanding of basic metabolism in plants with regards to photosynthesis.
    • Understanding the significance of water relations, water uptake and nutrient uptake strategies.
    • Overview of plants in the environment and their importance in human civilization.

Required material:
    1.   Stern's Introductory Plant Biology, 15th edition, by McGraw-Hill Education, **with** Connect & Proctorio access.
         ISBN: 9781264964154   Registration to Connect to access Smart Book Adaptive Learning tool.
    2.   Access to Webcourses and a secure internet connection for all class meetings & assignments.
    3.   CANVAS App - free to download from UCF (enable 'notifications' from Webcourses).
    4.   A webcam device for online proctoring tools. Policy is supported by the Office of Academic Conduct, UCF.

Attendance:
          Regular class attendance is REQUIRED of all students, but NOT mandatory. Your lack of attendance is not an excuse for missing out on course-related announcements made during live Zoom lectures. You are responsible for all materials covered and all announcements made in every class, whether you are logged into online lectures or not.
          Your attendance is determined by your 'online presence' that is, participation in online live lectures, discussions, completion of random assignments that are used to enhance active learning. Expect random poll and group discussions during class.
Quizzes, tests, and exams often include questions on material presented in class, so performance on these indirectly reflects attendance. 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 January 15. Failure to do so will result in a delay in the disbursement of your financial aid.

$^\$$**Late Registration:** Jan 11 - 15; **DROP / SWAP:** 15**; Withdrawal Deadline:** March 26

$^\$$**University Holidays:** January 18, April 11 – 18 ($^\$$ Please refer to UCF calendar for any changes or updates)

Week #	Date	Lecture schedule (tentative) Test schedule is fixed.	
	Any change in this schedule will be announced in class. Homework schedule is on Webcourses.		
Week 1	Jan 11	Syllabus Distribution; Course procedures.	
	Jan 13	Chapter 1 Introduction Read on your own *Pre-test (Financial Aid) by 01/15/21*	
	Jan 15	Chapter 3 Cell 1 st Smart Book homework *due by 01/17/21*	
Week 2	Jan 20 & 22 (01/18 UCF holiday)	Chapter 3 Cell & Chapter 4 Plant Tissues	Quiz 1
Week 3	Jan 25, 27 & 29	Chapter 4 end & Chapter 5 Roots and Soils	
Week 4	Feb 01, 03 & 05	Chapter 6 Stems	Quiz 2
Week 5	Feb 8 & 10	Chapter 6 end & Review for Test 1	
	Feb 12	**Test 1** (100 points) between 9:30 – 10:20 AM	
Week 6	Feb 15, 17 & 19	Chapter 7 (portion of Ch 10 included)	
Week 7	Feb 22, 24 & 26	Chapter 8 Flowers, Fruits, and Seeds	Quiz 3
Week 8	Mar 1, 3 & 5	Ch 23 Seed plants: Angiosperms	
Week 9	Mar 8, 10 & 12	Chapter 9 Water in Plants; Chapter 11 Growth & Development	Quiz 4
Week 10	Mar 15 & 17	Ch 11 end & Review for Test 2	
	Mar 19	**Test 2** (100 points) between 9:30 – 10:20 AM	
Week 11	Mar 22, 24 & 26	Chapter 14 Plant Breeding, Propagation and Biotechnology	
Week 12	Mar 29, 31 & Apr 02	Chapter 20 & 21 Intro to Plant Kingdom & Seedless Vascular Plants Quiz 5	
Week 13	Apr 05, 07 & 09	Chapter 22 Seed plants: Gymnosperms	
Week 13	Apr 12 – 16	No classes due to Spring break (refer to UCF academic calendar for any changes)	
Week 14	Apr 19 & 21	Ch22 end & Review for Test 3 *Post-test due by 4/25*	
	Apr 23	**Test 3** (100 points) between 9:30 – 10:20 AM	
Week 15	Apr 26	Last day of class. Last day to complete any pending graded work.	
	Apr 30 Friday	**Final cumulative exam** 7:00 AM - 9:50 AM (100 points)	

Evaluation:

Pre- test & Post-test	2 @ 10 points each	20 points	4%
Tests 50 min each	Best 2 out of 3 @ 100 points each	200 points	40%
SmartBook homework	Best 10 out of 14 @ 10 points each	100 points	20%
Chapter quizzes 20 min each	Best 4 out of 5 @ 20 points each	80 points	16%
Final exam (required)	Cumulative, 100 points worth	100 points	20%
Total		500 points	100%

SmartBook Homework due by 11:59 pm on the announced submission date on Webcourses.
Quizzes will be on Fridays after class and due by 11:59 pm. To avoid last minute submission issues, plan to start your quiz no later than 11 PM. Expect all kinds of graded activities monitored by various online proctoring tools.

Evaluation Policy for the entire course:
A 10-point scale will be used to convert numerical grade into a letter grade.
That is,
90 - 100% = A;   80 - 89% = B, 70 -79% = C; 60 - 69% = D; 0 - 59% = F

+ or – grades are not issued. NC grade is not given for this course.

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:
Log in to Webcourses course homepage and click "Grades." Use Webcourses as a resource only to find out your individual assignment grade. Be advised that your grade average will continue to go up or down as you complete each assignment.
Your overall course grade will be calculated based on assignment group weight as per syllabus policy. Instructor will notify you when your final grade average is posted on Webcourses which is expected to be released after the final exam.
Grade posting may take about a week after each graded activity. Instructor is not responsible for network problems and log in difficulties from students'side.
Bring concerns regarding posted grades to the attention of the instructor within two days (24 hrs. for final exam) from the date the grade was issued. After this time, the posted grades will become final. Instructor retains the right to change the grade if an error was 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

Feedback & Grade concerns:
For quizzes, individual feedback will be uploaded on Webcourses once the entire class has completed the quiz.
Any personal issue with quiz should be resolved during posted office hours by the following business day.
Email your concern a day in advance to allow enough time to locate your quiz/exam of concern.
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.
Prior appointment, ID verifications and video chat required for individual test feedback. This measure is essential due to online nature of the course.

Make-up for Authorized University Events
Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see
the https://policies.ucf.edu/documents/4-401.pdf
You may talk to the instructor regarding your University-related absences during scheduled office hours.
If none of the above will work for you, feel free to make an appointment to discuss your absences so we can agree upon a mutually convenient time for a make-up.
If you missed a class participation activity, there is no need to contact the instructor.

Make-up Policy for personal reasons
        One missed test or quiz will receive a "0" grade, which will be dropped as the lowest grade without any grade penalty. There is NO MAKE UP for a missed homework or quiz and no points will be given for late submission. Please check the tech help on p1 of this syllabus and update your computer browser setting to avoid test upload issues.
        If you must miss a test due to a reason that occurred beyond control (e.g., illness/hospitalization/court/internet), students must inform the instructor asap or right after the submission

deadline. Merit of the reason is to be determined by the instructor. Submission of signed documents that support your excuses will be required.

The instructor will NOT be able to discuss a makeup opportunity prior to the receipt of valid documents from you that support your excuses. It is your responsibility to initiate the makeup request and follow through the instructions. Make up cannot be arranged solely through email communication without a virtual meeting. There is no makeup for a missed makeup opportunity.

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 who need special 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 a virtual meeting with the professor during the first week of classes to help in executing such accommodations in a timely manner. Email requests 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/

About Zoom instruction:
Because of the continued remote instruction requirement due to the COVID-19 pandemic, this course will use Zoom for some synchronous ("real time") class meetings. Meeting dates and times will be scheduled through Webcourses@UCF and should appear on your calendar.
Please take the time to familiarize yourself with Zoom by visiting the UCF Zoom Guides at
<https://cdl.ucf.edu/support/webcourses/zoom/>.
You may choose to use Zoom on your mobile device (phone or tablet).
But due to the nature of the course content that includes images and animations, it is strongly suggested that you use a device that has a separate monitor like a laptop or a desktop.
Things to Know About Zoom:
- You must sign into my Zoom session using your UCF NID and password.
- I intend to record and post the Zoom lecture sessions. Audio/Video recording from your side is prohibited.
- Improper classroom behavior is not tolerated within Zoom sessions and may result in a referral to the Office of Student Conduct.
- You can contact Webcourses@UCF Support at <https://cdl.ucf.edu/support/webcourses/> if you have any technical issues accessing Zoom.

Notifications in Case of Changes to Course Modality
Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.
COVID-19 and Illness Notification
Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.
Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID,

or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In-Class Recording Policy

Outside of the notetaking and recording services offered by Student Accessibility Services, the creation of an audio or video recording of all or part of a class for personal use is not allowed. Class lecture recordings will be posted from the instructor's side, such recordings are only acceptable in the context of personal, private studying and notetaking and are not authorized to be shared with *anyone* without the separate written approval of the instructor.

Unauthorized Use of Technology for Graded Work

If you were in a classroom setting taking a quiz, would you ask the student sitting next to you for an answer to a quiz or test question? The answer should be no. This also applies to graded homework, quizzes, tests, etc.

Students are not allowed to use GroupMe, WhatsApp, or any other form of technology to exchange course material associated with a graded assignment, quiz, test, etc. when opened on Webcourses.

The completion of graded work in an online course should be considered a formal process: Just because you are not in a formal classroom setting being proctored while taking a quiz or test does not mean that the completion of graded work in an online course should not be treated with integrity.

The following is not all inclusive of what is considered academic misconduct. These examples show how the use of technology can be considered academic misconduct and could result in the same penalties as cheating in a face-to-face class:

- Taking a screen shot of an online quiz or test question, posting it to GroupMe or WhatsApp, and asking for assistance is considered academic misconduct.
- Answering an online quiz or test question posted to GroupMe or WhatsApp is considered academic misconduct. Giving advice, assistance, or suggestions on how to complete a question associated with an online assignment, quiz, or test is considered academic misconduct.
- The use of outside assistance from another student or by searching the internet, Googling for answers, use of websites such as Quizlet, Course Hero, Chegg Study, etc. is considered academic misconduct.
- Gathering to take an online quiz or test with others and sharing answers in the process is considered academic misconduct.

If a student or group of students are found to be exchanging material associated with a graded assignment, quiz, or test through any form of technology (GroupMe, WhatsApp, etc.), or use outside assistance (Googling answers, use of websites such as Quizlet, Course Hero, Chegg Study, etc.), they could receive anywhere from a zero grade on the exercise to an "F" in the course depending on the act.

Unauthorized Distribution of Class Notes

Third parties may attempt to connect with you to sell your notes and other course information from this class. Distributing course materials to a third party without my authorization is a violation of our University's Rules of Conduct. Please be aware that such class materials that may have already been given to such third parties may contain errors, which could affect your performance or grade. Recommendations for success in this course include coming to class on a routine basis, visiting me during my office hours, connecting with the Teaching Assistant (TA), etc. If a third party should contact you regarding such an offer, I would appreciate your bringing this to my attention. We all play a part in creating a course climate of integrity.

ProctorHub

ProctorHub is a UCF test monitoring system that utilizes a webcam to monitor test-taking activity during online testing. Videos are only accessible to your instructor and are stored in a secure environment. If you do not have a webcam, there are computers with webcams in the UCF library, or you can visit the LibTech desk at the library to check one out. LibTech can also direct you to a computer in the library with a webcam. Please note that these computers cannot be reserved ahead of time. It is your responsibility to ensure that you will have access to a computer with a webcam and know how to log into and use ProctorHub prior to the time that the tests start. Currently, ProctorHub is not yet compatible with Apple iOS

(iPhone, iPod Touch, iPad) or Android smartphones. If an issue occurs during a test, finish the test and contact me via my email .

Test your webcam before the test at https://proctorhub.cdl.ucf.edu/proctorhub/test_webcam/

For assistance with setup, contact Webcourses@UCF Support at 407-823-0407

Quiz Audit Log

For each quiz, test, or exam, you are expected to remain on the testing screen for the duration. You may not visit other sections of the course, other websites, or communication tools for assistance. I will be monitoring the Webcourses@UCF quiz audit log for compliance. Failure to only access the quiz, test, or exam during testing will result in an academic integrity violation.

Unauthorized Use of Websites and Internet Resources

There are many websites claiming to offer study aids to students, but in using such websites, students could find themselves in violation of academic conduct guidelines. These websites include (but are not limited to) Quizlet, Course Hero, Chegg Study, and Clutch Prep. UCF does not endorse the use of these products in an unethical manner, which could lead to a violation of our University's Rules of Conduct. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity could be found in violation of academic conduct standards and could face course and/or University penalties. Please let me know if you are uncertain about the use of a website so I can determine its legitimacy.

Religious Observances

Students must notify their instructor in advance (at least week prior to the graded activity) if they intend to miss a class for religious observances.

Please follow the syllabus on makeup policies. Provide documented excuse (e.g. UCF calender with religious holidays listed).

Deployed Active Military Students

Students who are deployed in active-duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Campus Safety Statement (N/A due to virtual nature of this course)

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

Online Learning

Online learning requires lots of planning and self-pacing so that you may be successful in my course. Since I will be covering much material in 15 weeks, I would highly recommend treating this course like a regular lecture course and keeping up with lectures and assignments. Please do not be tempted to skip one or two weeks of lectures and expect to catch up easily.

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. Log in to Zoom at least five minutes prior to each synchronous lecture to test your tech accessories.
4. Use Zoom chat productively to enhance your learning without disrupting other students' virtual space.
5. Log in to Zoom with your registered full name. Nick names/unrecognizable persons will be removed from Zoom.
6. *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.*

7. Anyone who interrupts the classroom-learning environment by any kind of repeated disruptive behavior (including #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.
8. You are advised to use the course homepage for BOT3015 related posting only.
9. 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
   Connect Plus: https://mhedu.force.com/CXG/s/ContactUs
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 April 30.

If you want to succeed in this course:
- Attend all the classes. Buy the required course materials and register for Connect/SmartBook access.
- Log in to Zoom at least five minutes before class start time. Choose a distraction free area for class work.
- Develop a positive attitude towards learning. Be prepared to dedicate at least 6 hours of study time per week.
- Read all lecture materials from previous class meeting.
- Complete the assigned work. Actively participate in class discussions.
- *Remember that your final grade is what you earn.*

I will do everything possible in my capacity to make this course a pleasant experience for you!
Wish you a safe and successful 2021!