

**University of Central Florida
Biology Department
ETHNOBOTANY**

BOT 3802 – 0M01**LECTURE SYLLABUS****FALL 2021**

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 Email: rani.vajravelu@ucf.edu (for general purpose only; see below for course-related use)

Lectures: HS 119 M, W, F: 2:30 PM – 3:20 PM Credits: 3
This is a ‘Mixed Mode Online’ course. Online instruction/work will substitute a portion of class meeting time.
 Please see page 3.

Prerequisites:

A “C” (2.0) or better in both BSC 2010C and BSC 2011C

Office hours: M & W: 3:30 – 4:30 PM exclusively for this course (you may talk to me right after class meeting or send an email to set up a Zoom appointment during these times).
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.

Webcourses is an online course management system which will be used as a medium for turning in assignments and a forum for communicating with your instructor and other students. Under the “Discussion” section, you will have a designated forum section. My recommendation is to check Webcourses prior to every class meeting for updates.

You are strongly encouraged to download the CANVAS App and enable notifications.

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 me through Webcourses Inbox (expect 2 business days for a reply). I will address most general concerns regarding course content/procedure in class or through online announcements. Emails on redundant information may not receive an individual reply.
 All communication between student and instructor should be respectful and professional. It is the student’s responsibility to check the email (Inbox) tool frequently. You may also wish to create a Knight’s Email account at www.knightsemail.ucf.edu for separate official communication from the university.

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. Use of a cell phone is not encouraged.
 PROCTOR HUB will be used for virtual assignments.
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 ethnobotanical knowledge in their choice of plant products.

Late Registration: August 23-27; **ADD/ DROP/ SWAP:** August 27; **Withdrawal Deadline:** Oct 29
University Holidays: Sep 06, Nov 11, & 24 (student holiday), 25 - 27

Attendance:

- Attendance is determined by your participation in scheduled lectures, discussions, and course-related assignments, which must be completed through Webcourses by the given deadline.
- Regular attendance is important to succeed in this course. However, if you are sick, stay home and complete any online assignments that are scheduled during class duration.
- The course textbook and chapter review questions should fill in for most of the missed lectures.
- You are responsible for all materials covered and all course-related announcements.
- Instructor will not be able to send class lectures and announcements to individual students.
- If necessary, the instructor will post them on Webcourses for the benefit of the entire class.
- 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 27. Failure to do so will result in a delay in the disbursement of your financial aid.

Evaluation: Total points for the course: 500

*Tests (closed-book)	2 tests @ 100 points each	200 points	40%
*Chapter quizzes (closed-book)	Best 4 quizzes out of 5 @ 25 points each	100 points	20%
\$ eText Homework (open-book)	Best 5 out of 8 @ 20 points each	100 points	20%
Final exam (closed-book)	Cumulative, 100 points worth	100 points	20%

\$ eText homework assignments due by 11:59 pm on the announced due date. Access KHWebsite to complete assignments. Two attempts allowed: best grade taken. No more extensions will be provided.

*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. Online proctoring service PROCTORHUB will be enabled for remote online quizzes and tests.

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. 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 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

Lecture and test schedule:

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

Week & Dates	Lecture schedule Location: HS 119 Any changes will be announced M, W: 2:30 – 3:20 pm	Assignment schedule Location: *Tests in HS 119 *Quiz & On your own work: any virtual space of your choice	eText Homework through KHwebsite Submit by 11:59 pm
UCF student holidays: Sep 6, Nov 11, 24 - 27	Chapter # corresponds with your required eText.	Quiz & Test open from 2:30 pm, due by 3:20 pm. Any changes will be announced	Assignments will be open for a minimum of 72 hours
Week 1: Aug 23, 25 & 27	Syllabus & course policies Chapter 1 (Chapter 2: on your own)	Aug 27 Pre-test (Financial aid assignment) due by 11:59 pm.	Ch 1 due by Aug 29
Week 2: Aug 30, Sep 1 & 3	Chapter 3	Sep 03: Quiz 1	Ch 3 due by Sep 5
Week 3: Sep 8 & 10	Chapter 4	Sep 10: On your own work	
Week 4: Sep 13, 15 & 17	Chapter 4	Sep 17: Quiz 2	Ch 4 due by Sep 19
Week 5: Sep 20, 22 & 24	Chapter 4 end & Test 1 review	Test 1 on Sep 24	
Week 6: Sep 27, 29 & Oct 1	Chapter 5	Oct 01 On your own work	
Week 7: Oct 4, 6 & 8	Chapters 5, 6	Oct 8: Quiz 3	Ch 5 due by Oct 10
Week 8: Oct 11, 13 & 15	Chapters 6, 8 (skip 7)	Oct 15: On your own work	Ch 6 due by Oct 17
Week 9: Oct 18, 20 & 22	Chapter 8 end.	Oct 22: No class due to football game	Ch 8 due by Oct 24
Week 10: Oct 25, 27 & 29	Chapter 8 & Test 2 review	Test 2 on Oct 29	
Week 11: Nov 1, 3 & 5	Chapter 9	Nov 5 On your own work	Ch 9 due by Nov 7
Week 12: Nov 8, 10 & 12	Chapter 9 & 10	Nov 12: Quiz 4	
Week 13: Nov 15, 17 & 19	Chapter 10 end.	Nov 19 Quiz 5	Ch 10 due by Nov 21
Week 14: Nov 22	Chapter 11	Nov 22 Deadline for make up Nov 24–27 <i>Thanksgiving break</i>	
Week 15: Nov 29, Dec 1 & 3	Chapter 11 end. Review for final exam.	Dec 3 Optional help session.	
Week 16 Dec 08	Final exam Wednesday	Dec 08 1 PM – 3: 50 PM	

Online assignments:

Update your browser as per instructions given under tech help. See page 1 of this syllabus. 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.

Grading scale:

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 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 available on KH website, until the end of the last homework assignment.

Feedback & Grade concerns:

- For homework quizzes, expect individual feedback on KH website where you submitted the quiz.
- Quiz and test scores will be released within three business days after completion. Published grades can be accessed at any time using the Grades section of Webcourses@UCF.
- 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 office hours.
- Test answers will not be released; however, a general feedback will be given during next class meeting only after the entire class has completed the test. Final exam answers will not be discussed. You may schedule a meeting for any major issues.
- 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>

Makeup Policy@ (find a makeup request form on Webcourses)

If you anticipate missing a scheduled test 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 (signed & dated note from your doctor/lawyer/clergy/priest/interview schedule and any such, from issuing authority) submitted through Webcourses email. Once approved, a makeup will be arranged at a mutually convenient day & time. Make up will be of a different version. There is no 'makeup' for a missed makeup.

A student can have a maximum of one makeup test opportunity 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 online nature of the quizzes, extended submissions for individual students may not be possible for such assignments. If necessary, adjustments will be made for the entire class.

Copyright statement:

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is

strictly reserved for this classroom environment and your use only. All copyright materials are credited to the copyright holder.

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 classroom or with assignments, students must schedule an appointment with the professor by the first week of classes to help in executing such accommodations in a timely manner. Email requests without SAS approval will not guarantee any accommodations. Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.

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.

All kinds of graded assignments are CLOSED BOOK type. Copying the work of others, signing in for someone else, getting someone's help in online assignments, or cheating from your own or someone's notes during a graded quiz/test will not be tolerated, and will result in an automatic F for both the offending student and any assisting them.

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/>

As reflected in the UCF creed, integrity and scholarship are core values that should guide our conduct and decisions as members of the UCF community. Plagiarism and cheating contradict these values, and so are very serious academic offenses. Penalties can include a failing grade in an assignment or in the course, or suspension or expulsion from the university. Students are expected to familiarize themselves with and follow the University's Rules of Conduct (see <https://scai.sdes.ucf.edu/student-rules-of-conduct/>).

Quiz Audit Log

For each quiz, (and test, or exam if we must switch online) you are expected to remain on the testing screen for the duration. You may not visit other sections of the course, other websites, eText website, 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 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 a quiz or test question, posting it to social media Apps, such as 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 person/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 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.

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, reviewing previous lecture material, completing assignments on a regular basis, and visiting me during my office hours. 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.

Statement regarding masks in classrooms

UCF expects that all members of our campus community who are able to do so get vaccinated, and we expect all members of our campus community to wear masks indoors, [in line with the latest CDC guidelines](#). Masks are required in approved clinical or health care settings.

Notifications in case of changes to course modality

If the instructor falls ill during the semester, there may be temporary changes to this course, including having a backup instructor take over the course or going remote for a short time. Please look for announcements or mail in Webcourses@UCF or Knights email for any temporary alterations to this course.

COVID-19 and illness notification

Students who believe they may have been exposed to COVID-19 or who test positive must 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 or have tested positive for COVID-19.

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

In-class recording statement

Students of this class may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject.

Students are prohibited from recording class activities other than lectures, including but not limited to:

- Class discussion (except when incidental to and incorporated within a class lecture),
- academic exercises (example: pop-quizzes) involving student participation,
- student presentations,
- content reviews prior to a test or quiz,
- test or examination administrations,
- feedback after a graded activity,
- and private conversations of students with the instructor.

Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct as described in the Golden Rule.

To publish means to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person, or persons, including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.

Diversity and Inclusion

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.

Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Find resources and information at <https://letsbeclear.ucf.edu> and <http://cares.sdes.ucf.edu/>.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

Third party software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Religious Observances

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at <http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservances>

UCF Cares

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit UCFCares.com if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

Other policies:

1. Students who are officially registered for this course only can attend the lectures (face-to-face/virtual) 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 arrival to class as it disrupts the lecture, and you risk missing polls and announcements.
4. Online features such as *video lectures and PROCTORHUB may be used in this course as needed.
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:

I recognize and understand the difficult times we are all in. The COVID-19 pandemic impacts us all in many ways, including physically, mentally, emotionally, financially, academically, and professionally. I will work with you on challenges you may be encountering and to provide support to help you succeed. However, please keep in mind that I will hold you accountable, especially in terms of class attendance, participation, and contributions.

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 final grade should be resolved by 5 pm Dec 10, 2021.

If you want to succeed in this course:

- Buy the required code and register for eText access by the first week of classes.
- Develop a positive attitude towards learning. Choose a distraction free area for classwork.
- Read and review all lecture materials from previous class meeting.
- Complete the assigned work. Actively participate in class discussions.
- Avoid scheduling appointments that will overlap with the course duration.
- If you are striving for B grades or higher, **I recommend that you schedule about 5 – 6 hours per week for engaging with this course.** Please plan accordingly by scheduling time on your calendar now.
- *Remember your final grade is what you earn.*

Friendly Note:

Please feel free to use the scheduled office hours to discuss your course-related concerns with me. I will do everything possible in my capacity to make this course a pleasant experience for you!
