

BOT 4303C
University of Central Florida
SPRING 2022

This is scheduled as Face -to- face class.

PLANT KINGDOM
Biology Department
Credits: 4

LECTURE SYLLABUS [LAB INTEGRATED]

LECTURES: 001 M, W: 11: 30 AM - 12: 50 PM BL 104
LAB: 0011 W: 1: 00 PM – 2: 50 PM BL 104

Instructor: Dr. Rani Vajravelu ["DR. RANI"] Office: Biology 201 D Phone: (407) 823 – 0990
Email: rani.vajravelu@ucf.edu (for general purposes only; course-related emails must be sent through Webcourses)

Office Hours (in-person): Mondays: 1:00 PM – 3:00 PM Location BIO 201D

Office Hours (virtual): Wednesday: 3:00 PM – 4:00 PM Through Zoom link on Webcourses.

Visit this site to understand Zoom student functionality: <https://youtu.be/plgFdjhQx9g>

If the above hours are not convenient, you may see me with a prior appointment.

Course homepage: <https://webcourses.ucf.edu> Access BOT4303C

Find more course policies marked with (*) on this website. Please consider them as extension of this syllabus.

Browser recommendations: See <http://guides.instructure.com> Read Canvas Student Guide

Tech help: onlinesupport@ucf.edu or call CDWS 3-0407 / helpdesk@mail.ucf.edu, 3-5117

McGraw-Hill support: <https://mhedu.force.com/CXG/s/ContactUs> 1.800.331.5094

Course Description: A survey of Plant Kingdom utilizing comparative morphology and life cycle patterns. Highlights biotechnology, biological controls, and utilization of plants in horticulture.

Objectives:

1. Understand the evolution and diversity among major groups of plant kingdom.
2. Gain knowledge on plant morphology and life cycle patterns.
3. Learn the techniques involved in plant biotechnology.
4. Apply the botanical concepts in acquiring horticultural skills.

Required:

1. **Textbook:** 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 through WiFi-enabled device to ALL class meetings.
3. CANVAS App - free to download from UCF (enable ‘notifications’ from Webcourses).
4. A webcam device (laptop or desktop) for online proctoring tools.

Attendance: Regular class attendance is expected of all enrolled students, but not mandatory. Webcourses will be updated with class announcements, lab instructions, and lecture outlines until COVID situations get better. You are responsible for all materials covered and all announcements made in every class, whether you are present or not. If you are in university-related activities, you must inform the instructor ahead of time to have your excuses approved, not right before or during class. Quizzes, tests, and exams often include questions on material presented in lecture form, so performance on these indirectly reflects attendance.

Evaluation Policy for the entire course: The following scale will be used to convert numerical grade into a letter grade.

That is,

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|-------------------|----------------|----------------|-------------------|
| 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 |

Incomplete Grade: 'I' is given only for students who have completed all the course assessments with a minimum 'C' average and missed the final exam with a valid, documented excuse (see **make up** below) submitted to the instructor within 24 hours of missing the final exam.

Lecture Syllabus [tentative] / assignment schedule: Any change to the following schedule will be announced in class.

| Week | Schedule | Date | Graded Assignment | Description |
|------|-----------------|-------------------------------|-----------------------------|--|
| 1 | Lecture | 1/10 & 1/12 | | Course orientation. Seed structure, germination |
| | Lab | 1/12 | | Microscope use & protocols |
| 2 | Lecture | 1/17 1/19 | | Martin Luther King Holiday Chapters 5– 6 Review |
| | Lab | 1/19 | HW Ch 5 & 6 due 1/23 | Chapters 5 – 6 Review |
| 3 | Lecture | 1/24 & 1/26 | | Chapters 9.6 Mineral Req for Growth |
| | Lab | 1/26 | QUIZ 1 | Hydroponics lab |
| 4 | Lecture | 1/31 & 2/2 | | Chapter 14.3 Plant Propagation |
| | Lab | 2/2 | HW Ch 9 & 14 due 2/13 | Survey: Veg & Repr. Plant Parts. Outdoor lab |
| 5 | Lecture | 2/7 & 2/9 | | Ch 14 Plant Propagation & biotechnology |
| | Lab | 2/9 | QUIZ 2 | Tissue culture lab |
| 6 | Lecture | 2/14 & 16 | | Test 1 Review |
| | Lab | 2/16 | TEST 1 | |
| 7 | Lecture | 2/21 & 23 | | Chapter 7 Review |
| | Lab | 2/23 | HW Ch 7 due 2/27 | Phyllotaxy, Composition, venation. Outdoor lab |
| 8 | Lecture | 2/28 & 3/2 | | Survey: Veg & Repr. Plant Parts. Ch 8 Overview |
| | Lab | 3/02 | QUIZ 3 | Ch 8: Flowers & Fruits. Outdoor lab |
| 9 | | 3/7 & 3/9 | | Spring Break |
| 10 | Lecture | 3/14 & 16 | | Chapters 20 & 21: Bryo & SVP Review |
| | Lab | 3/16 | HW Ch 20&21 due 3/20 | Bryophytes. Seedless vascular plants |
| 11 | Lecture | 3/21 & 23 | | Chapter 21: The Seedless Vascular Plants |
| | Lab | 3/23 | QUIZ 4 | The horsetails, scouring rushes and Ferns |
| 12 | Lecture | 3/28 & 30 | | Test 2 Review |
| | Lab | 3/30 | TEST 2 | |
| 13 | Lecture | 4/4 & 4/6 | | Ch 22: Gymnosperms. The Conifers |
| | Lab | 4/6 | HW Ch 22 due 4/10 | Ch 22: Other Gymnosperms 22.4 |
| 14 | Lecture | 4/11 & 13 | | Chapter 23: Angiosperms |
| | Lab | 4/13 | QUIZ 5 | Ch 23: Angiosperms Ch 23.2, 23.3, 23.4 |
| 15 | Lecture | 4/18 & 20 | | Ch 24: Flowering Plants and Civilization |
| | Lab | 4/20 | | Final exam review |
| 16 | Lecture | 4/25 | | Last day to clear any grade-concerns so far. |
| | Final exam 4/27 | | Final exam 10 AM – 12:50 PM | |

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|---|---|------------|
| Evaluation: | Total points for the course: | 500 |
| Tests: | 2 tests (lecture & lab-based) for a total of 200 points | = 40% |
| Quizzes (include lecture & lab information) 5 @ 20 pts. each | | = 20% |
| Homework (SmartBook assignments) Best 5 @ 20 pts. Each | | = 20% |
| Final exam is comprehensive, worth 100 points (lecture and lab combined) | | = 20% |

Graded exams: Paper exams will be either hand- or machine graded. Grades will be returned in class. Any question regarding the grades must be directed to the instructor on the same day the grades are returned. Tests will be available for review at Dr. Rani's office or through Zoom session for one week after each test. Only one exam will be available for review at one time. You must have your graded test with you to compare the answers.

Online quizzes will be available for individual feedback on the testing platform within a week.

Unclaimed tests and other graded assignments are not the responsibility of the instructor.

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.*

Grade concerns:

- Bring concerns regarding posted grades to the attention of the instructor within one week.
- After this time, the posted grades may become final.

Make-up opportunity: If a scheduled test is missed, inform by 5 PM on that day and provide a valid, documented excuse (from doctor, police, judge, official UCF event, etc.) by Wednesday following the test date. With an approved excuse, final exam score will be counted twice, one in place of missed test, other as final exam score. It is the student's responsibility to initiate the request and follow through the make-up exam instructions.

Missed lab or quiz: Those who are not in attendance cannot make up a missed lab / quiz at other times.

With a valid documented excuse, any ONE quiz can be considered for an alternate opportunity. Discuss with the instructor.

Lab exercises: No need for a lab manual. Check "Lab" link on Webcourses for frequent updates.

- Labs are designed to go along with lectures. Students are expected to read and learn the corresponding lecture material prior to each lab.
- Entire lab work or only a portion of the lab work may need to be submitted as a portion of your quiz.
- Certain labs may include interactive components including, but not limited to, group video submissions, personal reflection statements, and writing components. More information on Webcourses under Labs.
- Lab points (as part of a quiz) will be based on completion, accuracy, neat labeling, and submission by the specified time, which will be by 3 PM.
- Late submissions (unless approved for the entire class) of any length will receive a 50% grade penalty.
- To make sure that you don't lose points, consider every lab exercise as important and worthy of your attention. Plan to finish the assigned work prior to leaving the classroom.
- There may be some outdoor labs, which will depend on outside weather. Please be prepared on all lab days to walk outdoors, irrespective of the schedule. Outdoor labs are as important as indoor labs. Don't miss them!
- Missed labs cannot be repeated unless the absence is university-related and documented.
- Students are expected to clean up after every lab exercise. Instructions will be given in class, please follow them closely. Failure to adhere to cleaning instructions will lead to 50% grade penalty in the upcoming quiz.

Please note:

1. When a student leaves the testing location once the exam is in progress, he/she is considered to have completed the exam and will not be allowed back into the hall to continue the exam. This policy also includes the class quizzes and tests.
2. Online grade posting on course homepage may take about a week after each exam. Instructor is not responsible for network problems and logging in difficulties.

"Log in" problems: call CDWS 3-0407 or inform HELP DESK at helpdesk@mail.ucf.edu, 3-5117

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 course.

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 course homepage, other websites, text 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, 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, and during in-person office hours.

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 & variants, 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, 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 important course policies:

1. Students who are officially registered for this course only can participate in the lectures and assignments.
2. Instructor is not responsible for any problems related to registration and any missed activity that results from late registration.
3. Students must follow the University standards for personal and academic conduct as outlined in The Golden Rule. See <http://www.ucf.edu/goldenrule>
4. Avoid late arrival to class as it disrupts the lecture, and you risk missing pop-quizzes that record participation.
5. Online features such as Zoom lectures, PROCTORHUB/PROCTORIO may be used in this course as needed.
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 #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.
8. You are advised to use the course homepage for BOT4303C 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>

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 within my capacity to help you succeed. However, please keep in mind that I will hold you accountable, especially in terms of class attendance, participation, and academic integrity. 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 course grade should be resolved by 5 pm May 29, 2022.

If you want to succeed in this course:

- Develop a positive attitude towards learning.
- Be prepared for long hours of intensive work.
- Develop a productive study habit.
- Buy the required course materials.
- Read all lecture materials from previous class meeting.
- Arrive (or join, if delivered via Zoom) at least five minutes before class start time.
- Choose a distraction free area for class work.
- Complete the assigned work. Actively participate in class discussions.
- Avoid scheduling appointments that will overlap with course duration.
- If you are striving for B grades or higher, **I recommend that you schedule about 7 – 8 hours per week for engaging with this course.** Please plan accordingly by scheduling time on your calendar now.
- *Remember that your final grade is what you earn.*

Friendly Note:

Please feel free to discuss your course-related 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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