

**University of Central Florida  
Biology Department  
Principles of Plant Science Lecture Syllabus**

**BOT 3015 -0001**

**This is a Face-to-Face class.**

**Spring 2022**

**Instructor:** Dr. Rani Vajravelu (Dr. Rani)

**Phone:** 407 823 0990

**Office:** BIO 201 D

Email: [rani.vajravelu@ucf.edu](mailto:rani.vajravelu@ucf.edu) (for general purposes only; course-related emails must be sent through Webcourses)

**Lecture:** T & Th: 1: 30 PM - 2: 45 PM

**Location:** CB2 -105

**Pre-Req:** BSC 2011C

**Credit:** 3(3,0)

**Office Hours (in-person):** Mondays: 1:00 PM – 3:00 PM Location BIO 201D (may switch to Zoom, if necessary)

**Office Hours (virtual):** Thursday: 4:00 PM – 5:00 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.*

**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 2022**

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](mailto:webcourses@ucf.edu) or call CDWS 3-0407 / [helpdesk@mail.ucf.edu](mailto:helpdesk@mail.ucf.edu) 3-5117

**McGraw-Hill support:** <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, 15<sup>th</sup> 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 (laptop or desktop computer) for online proctoring tools.

**Attendance:**

Regular class attendance is REQUIRED of all students, but NOT mandatory. Your lack of attendance is not an excuse for missing out on announcements made through Webcourses. You are responsible for all materials covered and all announcements made in every class, whether you are attending class lectures or not.

Your attendance is determined by your class participation (C.P.), that is, participation in lectures, discussions, completion of random assignments that are used to enhance active learning. Expect random pop-quiz and group discussions during class, which may not be a part of your final course grade.

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.

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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 14. Failure to do so will result in a delay in the disbursement of your financial aid.

**Late Registration:** Jan 10 - 14; **DROP / SWAP:** 14; **Withdrawal Deadline:** March 25

**University Holidays:** January 17, April 7 – 11 (Please refer to UCF calendar for any changes or updates)

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

### 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 13 @ 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%
<b>Total</b>		<b>500 points</b>	<b>100%</b>

- All graded assignments are listed under "Assignments" on Webcourses.
- Smart Book Homework due by 11:59 pm on the announced submission date.
- Each quiz (blue font above) will include 1 to 2 chapters and typically will have 20 minutes to complete. Due by 11:59 pm.
- Tests are completed on the scheduled class duration, typically within 50 minutes.
- 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. Academic dishonesty may end up in "Z Designation" on a student's official transcript indicating academic dishonesty. Please read pages 4 - 6 of this syllabus.

**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 available on Webcourses which is 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, feedback will be given during the next class meeting only after the entire class has completed the test.

An email notification and ID verification required for individual test feedback. In addition, for virtual meetings, the student must connect through Zoom and must enable video and audio features.

**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 (Find a Makeup request form from Webcourses)**

One missed test or quiz will receive a "0" grade, which will be dropped as the lowest grade without any grade penalty.

If you must miss a test due to a reason that occurred beyond control (e.g. illness/hospitalization/court), 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 personal/virtual meeting. There is no makeup for a missed makeup opportunity.

There is NO MAKE UP for a missed homework or quiz and no points will be given for late submission. Check the tech help on page 1 of this syllabus and update your computer browser setting to avoid quiz upload issues.

**Copyright statement:**

The instructor may provide links to various external websites to enhance your understanding of the course content.

Students are advised to use caution and good judgment in using such content that should not be copied, duplicated, or downloaded. For more info visit:

[http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright\\_on\\_campus.html](http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html)

**Course Accessibility Statement:**

Students with disabilities who need accommodations for 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](mailto: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 online 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 or other suggested platforms.

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.

#### **About Zoom office hour:**

Meeting dates and times will be scheduled through [Webcourses@UCF](mailto:Webcourses@UCF) and should appear on your calendar.

Please take the time to familiarize yourself with Zoom by visiting the [UCF Zoom Guides](https://cdl.ucf.edu/support/webcourses/zoom/) 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.
- You should contact [Webcourses@UCF Support](mailto: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.

**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.*

**Proctor Hub / Proctorio:**

These are online video proctoring tools used when a graded assignment is administered virtually.

Test your webcam before the test at [https://proctorhub.cdl.ucf.edu/proctorhub/test\\_webcam/](https://proctorhub.cdl.ucf.edu/proctorhub/test_webcam/)

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

Proctor Hub is administered by UCF Webcourses; Proctorio by McGraw-Hill Connect. Both require WebCAM.

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/Proctorio 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. When WebCAM issue is repeated, a grade penalty of 30% will occur for that assignment.

**Quiz Audit Log**

For each quiz, test/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.

### 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 calendar 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

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.

### Other important policies:

1. Students who are officially registered for this course only can attend the 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. Plan to arrive at least five minutes prior to each lecture.
4. Use your classroom presence productively to enhance your learning without disrupting other students.
5. Use your registered full name for Connect registration. Nick names/unrecognizable persons will be removed from grade roster.
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 appropriate tech help centers as outlined in page 1 of this syllabus.
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 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 grades should be resolved by 5 pm May 5.

### If you want to succeed in this course:

- Attend all the classes. Buy the required course materials and register for Connect/SmartBook access ASAP.
- 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. Strive to keep up with assignment due dates.
- Actively participate in class discussions. 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!



