

**BOT 3015 BM 01****Principles of Plant Science****Summer B 2022****Instructor:** Dr. Rani Vajravelu

Biology Department

University of Central Florida

**Office:** BIO 201 D**Work Phone:** 407 823 0990**Email:** 'Inbox' in Webcourses**Lecture:** M, T, W, R: 3:30 PM - 5:20 PM**Location:** BA 119**Pre-Req:** BSC 2011C**Credit:** 3(3,0)**Office Hours:**

M, &amp; T (In-person): right after class until 6:00 PM (BA 119 or outside in the hallway)

Wednesday (virtual): 2:30 PM – 3:30 PM (call through work phone)

Thursday 2:30 – 3:30 PM Available for appointments with prior email sent a day in advance.

**email:** Contact through Webcourses Inbox (expect 2 business days for a reply). I will address most course-related concerns in class. Redundant questions for which answers can be found in syllabus/announcements may not receive a reply.

**Course home page:** <http://webcourses.ucf.edu> **BOT3015 Summer 22**

Find more course policies marked with (\*) on this website. 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 Connect:** <https://mhedu.force.com/CXG/s/> 1.800.331.5094<https://www.mheducation.com/highered/support.html>

**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. CANVAS App - free to download from UCF (enable 'notifications' from Webcourses).
3. A computer with webcam and Chrome browser for online proctoring tools.
4. Access to Webcourses and a secure internet connection for all class meetings & assignments.

**Attendance:**

Regular class attendance is REQUIRED of all students, but not mandatory.

Your attendance is determined by your participation in live lectures, discussions, completion of assignments within the announced deadline.

You are responsible for all materials covered and all announcements made in every class, whether you are present in class or not. Random quizzes during class will record your participation.

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 July 01. Failure to do so will result in a delay in the disbursement of your financial aid.

**Late Registration:** June 27- July 1; **DROP / SWAP:** July 1; **Withdrawal Deadline:** July 22 Friday

**University Holiday:** Monday, Jul 4

Date / Day	Live, in-person lectures & tests. 3:30 pm onwards. Location: BA 119	Online (any place of your choice with your own device). During class duration. 3:30 pm onwards. <b>Note:</b> Yellow highlights indicate virtual class meeting.
<b>Week 1</b>		
June 27 Monday		Ch 1 Reading on your own. Proctorio-enabled <b>Pre-test</b> on Ch 1 due by 7/01 (+2 days extended for late adds)
June 28 Tuesday	Chapter 3	Ch 3 # SB Online homework due by 7/05
June 29 Wednesday	Chapter 4	Ch 4 # SB Online homework due by 7/05
June 30 Thursday	Chapter 5	<b>Chapter 6 Zoom lecture</b> Ch 5 # SB Online homework due by 7/06
<b>Week 2</b>		
July 04 Monday	UCF holiday	
July 05 Tuesday	Chapter 6 contd.	Ch 6 # SB Online homework due by 7/06
July 06 Wednesday		<b>Zoom review for test.</b> § Quiz 1 due by 5: 20 pm
July 07 Thursday	@ <b>Test 1 (in-class)</b> Due by 5:20 pm	
<b>Week 3</b>		
July 11 Monday	Chapter 7	Ch 7 # SB Online work due by 7/16
July 12 Tuesday	Chapter 7 contd. & start Ch 10	Ch 10 # SB Online work due by 7/16
July 13 Wednesday		<b>Ch 10 Zoom lecture.</b> § Quiz 2 due by 5:20 pm
July 14 Thursday		<b>Chapter 8 Zoom lecture</b>
<b>Week 4</b>		
July 18 Monday	Chapter 8 contd.	Ch 8 # SB Online work due by 7/18
July 19 Tuesday	Chapter 14	Ch 14 # SB Online work due by 7/18
July 20 Wednesday		<b>Zoom review for test.</b> § Quiz 3 due by 5:20 pm
July 21 Thursday	@ <b>Test 2 (in-class)</b> Due by 5: 20 pm	
<b>Week 5</b>		
July 25 Monday	Chapter 20	
July 26 Tuesday	Chapter 21	Ch 20 & 21 # SB Online work due by 7/30
July 27 Wednesday		<b>Ch 20 &amp; 21 Zoom lecture.</b> § Quiz 4 due by 5:20 pm
July 28 Thursday		<b>Chapter 22 Zoom lecture</b>
<b>Week 6</b>		
Aug 01 Monday	Chapter 22 end. Start Ch 23	Ch 22 & 23 # SB Online Ch 23 due by 8/02
Aug 02 Tuesday	Chapter 23 end.	
Aug 03 Wednesday		<b>Zoom review for test.</b> § Quiz 5 due by 5:20 pm. <i>Last day to resolve grade-related concerns so far.</i>
Aug 04 Thursday	@ <b>Test 3 (Final in-class)</b> Due by 5: 20 pm	

@ Tests will include material from class lectures, textbook, SB homework and quizzes.

#All Smartbook Homeworks will be accessible at least 1 week prior to each submission deadline.

§Students who log in late (more than 5 minutes) after the scheduled start for any of the test/quiz will be marked absent. Quizzes & tests are CLOSED-BOOK type. Any changes to the above schedule/ location will be announced in class.

**Evaluation:**

Pre-Test (on McGraw-Hill Connect) 10 points, <i>due by 11:59 pm</i>	10 points
@ Tests: 3, each 100 pts (none will be dropped), in-class	300 points
# <i>SmartBook</i> homework: Best 6 @ 15 pts each, <i>due by 11:59 pm</i>	90 points
§ Online Quiz (McGraw-Hill Connect) best 4, 25 pts each, <i>due by 5:20 pm</i>	100 points
<b>Total</b>	<b>500 points</b>

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**About Mixed-mode instruction:**

Because of the hybrid nature of this course, a small portion of the course will use virtual instruction and / or assignments to replace in-person class meetings. Virtual 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. Links will be available on Webcourses.
- I do not 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.
- Contact [Webcourses@UCF Support](mailto:Webcourses@UCF) at <<https://cdl.ucf.edu/support/webcourses/>> for any technical issues accessing Zoom.

**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](mailto:Webcourses@UCF) 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.

Proctorio is a Learning Integrity resource. You can watch their intro for students at:

<https://video.mhhe.com/watch/xxVL4YJgJw2jyJSE8aqWvT?> Proctorio setting in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

**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 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.

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 should occur, 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 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.

Prior appointment, ID verifications and video chat required for virtual office consultation.

Any personal issue with homework should be resolved during posted office hours by the following Monday.

**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 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. 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](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. 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/>

**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, its variants, 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 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.*

### **Unauthorized Use of Technology/textbook/Note cards/study aids 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 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 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.

### **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 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.

### Pace of the course

Summer course requires lots of planning and self-pacing so that you may be successful in my course. Since I will be covering much material in 6 weeks, I would highly recommend treating this course as important and keeping up with lectures and assignments. Please do not be tempted to skip one or two days of lectures and expect to catch up easily.

### 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 following centers for your tech solutions: [webcourses@ucf.edu](mailto: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:

I recognize and understand the difficult times we are all in. 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 5:30 pm on Aug 04.

**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.

I will do everything possible in my capacity to make this course a pleasant experience for you!

*Wish you a safe and successful summer 2022!*

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