

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

BOT 3015 -AM01

This is a Mixed-Mode class: Schedule on page 2.

Summer 2023

Instructor: Dr. Rani Vajravelu (Dr. Rani)

Phone: 407 823 0990

Office: BIO 201 D

Email: use Webcourses Inbox for course-related emails.

Lecture: M, T, W & Th: 2: 00 PM - 3: 50 PM **Location:** CB2 -106 **Pre-Req:** BSC 2011C **Credit:** 3(3,0)

Office Hours (virtual): M: 12:30 PM –1:30 PM Join from Webcourses Link

Office Hours (in-person): T & W: 1:30 PM – 2:00 PM & 4:00 – 4:30 PM Place: CB2 corridor around Rm 106

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

e-mail: Through Webcourses Inbox. I do not check emails while in a classroom: in person or virtual. Expect one business day to receive a reply to your emails. Emails on redundant information/sent outside of Webcourses may not receive a reply.

Course home page: <http://webcourses.ucf.edu> **BOT3015 Summer 2023**

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

Late Registration: May 15 - 19; **DROP / SWAP:** May 19; **Withdrawal Deadline:** June 09

University Holidays: May 29 *Please refer to UCF calendar for any changes or updates with the above dates.*

Browser recommendations: See <http://guides.instructure.com> Search "Browser Recommendations"

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

McGraw-Hill 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:

- Overview of plants in the environment and their importance in human civilization.
- Competency with plant cell and tissue types and their basic function in vascular plants.
- Gaining knowledge of the unique growth and development patterns seen in plants.
- Understanding of basic metabolism in plants with regards to photosynthesis.
- Comprehending the connection between water uptake and nutrient uptake strategies.
- Understanding the major groups of land plants, their evolutionary history, and features that distinguish the major lineages.

Required material:

1. Stern's Introductory Plant Biology, 15th edition, by McGraw-Hill Education, **with** Connect & Proctorio access. ISBN: 9781260488616 / 8220123802240 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. You are responsible for all materials covered and all announcements made in every class, whether you are attending an in-person or virtual class. Your lack of attendance is not an excuse for missing out on announcements.

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

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 an exam.

COURSE SCHEDULE (Lectures are tentative, graded assignments are fixed)			
Date/Day	Lectures/assignments In-Person CB2_106 2:00 – 3:50 PM	Virtual: A secure location of your choice 2:00 – 3:50 PM. Audio & Video modes may be required of enrolled students	Homework schedule/due date See 'Assignments' on Webcourses Flexible timing of your choice.
May 15	Course procedures explained. Ch 1		Financial aid assignment "Syllabus" due by 5/18
May 16	Ch 3		Ch 3 SB homework due by 5/21
May 17	Ch 4		Ch 4 SB homework due by 5/21
May 18	Ch 5 QUIZ 1		Ch 5 SB homework due by 5/22
May 22		Content discussion, review, and practice	
May 23	Ch 5 end; Ch 6 begin		Ch 6 SB homework due by 5/24
May 24	Ch 6 end QUIZ 2		
May 25	Exam 1: 100 points		
May 29	Holiday	Memorial weekend. Holiday	
May 30	Ch 7		Ch 7 SB homework due by 6/01
May 31	Ch 8		Ch 8 SB homework due by 6/01
June 01	Ch 9 QUIZ 3		Ch 9 SB homework due by 6/05
June 05		Content discussion, review, and practice	
June 06	Ch 10		Ch 10 SB homework due by 6/07
June 07	Ch 14 QUIZ 4		Ch 14 SB homework due by 6/07
June 08	Exam 2: 100 points		
June 12		Content discussion, review, and practice	
June 13	Ch 20 continued.		Ch 20 SB homework due by 6/15
June 14	Ch 21		Ch 21 SB homework due by 6/15
June 15	Ch 22 QUIZ 5		Ch 22 SB homework due by 6/19
June 19		Content discussion, review, and practice	
June 20	Ch 23		Ch 23 SB homework due by 6/20
June 21	Ch 23 continued QUIZ 6		
June 22	Exam (final) 100 points		

Evaluation: All assignments except the homework are conducted through Webcourses with your own WiFi-enabled device. BYOD! Mobile phones are not recommended for testing purposes.

Exams (in-class) 50 min each	2 @ 100 points each	200 points	40%
SmartBook homework	Best 10 out of 13 @ 10 points each	100 points	20%
Quizzes (in-class) 20 min each	Best 5 out of 6 @ 20 points each	100 points	20%
Final exam (required, in-class)	Cumulative, 100 points worth	100 points	20%
	TOTAL	500 points	100%

Please note:

- All graded assignments are listed under "Assignments" on Webcourses.
- Please bring your own device (BYOD) for all in-class assignments. If needed, you may rent a device from the UCF library.
- Smart Book (SB) Homework due by 11:59 pm on the announced submission date.
- Each quiz will include 2 to 3 chapters and typically have 20 minutes to complete.
- Exams are completed on the scheduled class duration, typically within 50 minutes.
- Expect all kinds of graded activities monitored by various online proctoring tools.

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 "Syllabus" on the course homepage by the end of the first week of classes, or as soon as possible after adding the course, but no later than May 19. Failure to do so will result in a delay in the disbursement of your financial aid.

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 check 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 the 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 course grade will be calculated based on each assignment group weight following the syllabus policy. The 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. The instructor is not responsible for network problems and log-in difficulties from the students' side.

Bring concerns regarding posted grades to the attention of the instructor within one day (12 hrs. for the final exam) from the date the grade was issued. After this time, the posted grades will become final. The instructor retains the right to change the grade if an error was made in recording student grades. If such a change is made, the student will be informed through Inbox.

Feedback & Grade concerns:

For quizzes, individual feedback will be uploaded on Webcourses once the entire class has completed the quiz.

Any personal issue with the 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.

Exam answers will not be released; however, feedback will be given during the next class meeting only after the entire class has completed the test.

Email notification and ID verification are required for individual assignment 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 about your University-related absences during 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, contacting the instructor is not required.

***Make-up Policy for personal reasons (Find a Makeup request form from Webcourses)**

One missed quiz will receive a "0" grade, which will be dropped as the lowest grade without any grade penalty. If you must miss an exam due to a reason that occurred beyond your control (illness/hospitalization/court), students must inform the instructor asap or right after the submission deadline. The merit of the reason is to be determined by the instructor. Submission of signed and dated documents (from the doctor, legal notices) that support your excuses will be required.

The instructor will NOT be able to discuss a makeup opportunity prior to the submission of valid documents from you. It is your responsibility to initiate the makeup request and follow through with 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 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

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 instructor by the first week of classes to help in executing such accommodations in a timely manner. Requests made with short notice (less than 2 days prior to an assignment) and students not using the SAS center despite their SAS approval may not be guaranteed extended time for their assignment submissions. Accommodations may need to be adjusted should the assignments shift from an on-campus to a remote format. It is the student's responsibility to inform the instructor in a timely manner.

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) 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. Necessary steps will be initiated to report your academic misconduct.

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 screenshot of a quiz or test question is prohibited. Posting the questions/screenshots 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 using outside assistance (Googling answers, ChatGPT, 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 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/>](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 which includes images and animations, it is strongly suggested that you use a device that has a separate monitor like a laptop or a desktop computer.

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) at [<https://cdl.ucf.edu/support/webcourses/>](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 safety or health threats 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 to 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 must be administered virtually. If such a feature must be enabled, it would be for an occasional documented and approved reason for test makeup. The instructor has the right to decline remote testing due to the lack of supporting documentation.

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

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.

Religious Observances

Students must notify their instructor in advance (at least a 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. The 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. Lecture PowerPoint content will be provided in an outline form, not in slide view.
4. Use your classroom presence productively to enhance your learning without disrupting other students.
5. Use your registered full name for Connect registration. Nicknames/unrecognizable persons will be removed from the grade roster.
6. Duplication and distribution of class lectures and quiz questions are 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 with 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 on page 1 of this syllabus.
10. Keep track of all announcements and new uploads on the Webcourses course homepage.

General Policy:

Changes will be made in the above policy if, in my judgment, the interest of learning and fairness dictate such changes. Any concern about posted grades should be resolved by 5 pm on June 23.

If you want to succeed in this summer course:

- Strive to attend all classes which will help reduce your test prep time.
- Try to arrive a few minutes prior to class.
- Buy the required course materials and register for Connect/SmartBook access ASAP.
- Develop a positive attitude towards learning.
- Be prepared to dedicate at least 8_10 hours of study time per week.
- Read all lecture materials from previous class meetings.
- Strive to keep up with assignment due dates.
- Actively participate in class discussions/activities which will help in familiarizing with botanical vocabulary.
- Finally, remember that your final grade is what you earn.

Friendly Note:

I will try my best to work with you on challenges you may be encountering and provide support to help you succeed. However, please keep in mind that I will hold you accountable, especially in terms of class participation, assignments, and academic integrity.

Please feel free to discuss your course-related concerns directly with me.

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