

LECTURE SYLLABUS BOT3802 FALL 2023

University of Central Florida

Biology Department

ETHNOBOTANY BOT 3802 – 0M01 (mixed-mode)

Note: This course is a mix of in-person and virtual mode

Instructor Information

- Dr. Rani Vajravelu (“Dr. RANI”)
- Phone: (407) 823-0990
- Office: Biology 201D
- In-person Office Hours: Tuesday & Thursday 10:00 am – 12:00 pm.
Other options like chat and video conferencing can be arranged with a prior appointment.

Course-related Information:

- Location for in-person lectures & assignments: HEC 125
- Lecture: M, W, F: 3:30 PM – 4:20 PM
- Credits: 3
- This course is a ‘Mixed Mode Online’ course. See page 6 for in-class and virtual schedules.
Online instruction and assignments will substitute a portion of class meeting time.

Prerequisites:

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

Course homepage:

<https://webcourses.ucf.edu> Access BOT3802

Webcourses is an online course management system that will be used as a medium for turning in assignments and a forum for communicating with your instructor and other students. My recommendation is to check Webcourses prior to every class meeting for updates. You are strongly encouraged to download the CANVAS App and enable notifications.

Browser recommendations:

Check Canvas Student Guide by clicking <http://guides.instructure.com> Read Canvas Student Guide
Tech help: email onlinesupport@ucf.edu or call CDWS 3-0407 / helpdesk@mail.ucf.edu, 3-5117
eText related: websupport@kendallhunt.com

Contact Information

- Email: through Webcourses Inbox. This is the preferred method of contact.
- Most general concerns are addressed in class or through online announcements. It is your responsibility to update yourself with information released in these announcements.
- I will try my best to reply within 2 working days unless the email is redundant or lacks a subject.

Late Registration, Add/Drop/Swap/Withdrawal deadlines, and Holidays:

Late registration August 21-25

ADD/ DROP/ SWAP: August 25

Withdrawal Deadline: Oct 27

University Holidays: Sep 04, Nov 10, & 22 (student holiday), 23 - 25

Course Description:

Historical and modern uses of plants economically important in various cultures.

This course is designed for undergraduate students interested in learning about the cultural uses of plants based on morphology, anatomy, chemical properties, and places of their origin. Expect to learn and remember an array of technical terms.

Required:

1. *ETHNOBOTANY: A Modern Perspective*, 4th ed by Vajravelu.

Available in eText format only. Publisher: Kendall-Hunt. 2023 ISBN 9798765776032

You need an access code: buy from the UCF bookstore or through Kendall/Hunt Publishing Company.

Click the link to purchase or register your access code for the eText

<https://he.kendallhunt.com/product/ethnobotany-modern-perspective>

2. PC or Mac laptop computer with webcam feature. You may also rent a device from UCF Library. Tablets and smartphones cannot access all components of the quiz and test questions.

3. Respondus Lockdown browser – free to download from UCF. For assistance with setup, contact Webcourses@UCF Support at 407-823-0407 or UCF IT 407-823-5117

Visit the Center for distributed learning at <https://cdl.ucf.edu/support/webcourses/respondus/>

4. Access to UCF Webcourses course homepage for course-related content.

5. A minimum of ten 4" x 6" unused note cards: plain or ruled. Keep them handy in the classroom.

Objectives and Learning Outcomes:

At the end of the course, the students will be able to...

- understand how plants are used in major cultural centers around the world.
- apply scientific vocabulary to describe culturally significant plants.
- relate historical events to plant discovery, use, and misuse.
- gain firsthand knowledge of real-world applications of plants in society.

Attendance:

- Regular attendance is required of all students and is important to succeed in this course.
- Attendance is determined by various class participation assignments, which must be completed through Webcourses by the given deadline.
- However, if you are sick, stay home and read the corresponding chapter content from the course textbook, and chapter review questions which should fill in for most of the missed content. For help with the missed lecture, stop by during office hours or by appointment.
- The instructor will not be able to send missed lectures to individual students.
- If necessary, the instructor will post them on Webcourses for the benefit of the entire class.
- You are responsible for all materials covered and all course-related announcements.
- You need not bring class absence excuses unless you miss a scheduled test.

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 Quiz" on Webcourses by the end of the first week of classes, or as soon as possible after adding the course, but no later than August 25. Failure to do so will result in a delay in the disbursement of your financial aid.

Evaluation:

Total points for the course: 500

Assignment type	Number of assignments	Points	Grade % value
Tests (closed-book, in-person)	Best 2 out of 3 tests @ 100 points each	200	40%
Quizzes (closed book, virtual location)	Best 4 out of 5 quizzes @ 25 points each	100	20%
eText Homework (open-book, virtual location)	Best 5 out of 8 HW @ 20 points each	100	20%
Final exam (closed book, in-person)	Cumulative, 100 points worth	100	20%
Bonus: Class participation	Expect at least 2 or more per week	10	+2%

eText homework (HW) Each assignment will be available for 60 hours and due by 11:59 pm on the announced due date. Schedule on page 6. Access the KH website to complete HW assignments. Two attempts; each 20 minutes duration. You are strongly advised to read the entire chapter prior to attempting the HW quiz. Access the KH website for Homework grades and feedback.

Quizzes and tests are administered during the scheduled class duration and are due by 4:20 pm. They may include short essays and images based on material in lectures and eText. Respondus lockdown browser is required for all remote online quizzes.

Quizzes:

Each quiz will have a 25-minute duration, one attempt only. Quizzes are closed-book type, which means all kinds of printed or digital notes are not allowed for your reference. Quiz answers will be released only after the quiz deadline and after the entire class submits the quiz.

Quizzes are completed in any virtual location of your choice during the scheduled virtual class on Fridays.

Access the quiz through Webcourses with the Respondus lockdown browser. Choose a secure connection and a distraction-free area. Update your browser as per instructions given under tech help. You may lose the privilege of taking virtual quizzes based on red flag warnings on your Respondus report. Your quiz grade will turn into a "0" followed by an email notification.

The instructor is NOT responsible for problems including, but not limited to, late attempts, last-minute submission issues, and browser problems. You may want to notify the issues, but the instructor may not be able to resolve them immediately unless the issue originated in Webcourses and impacted the entire class.

Bonus from Class participation:

Expect a variety of participation activities to encourage active learning. Some of these will count towards extra points. Every 5 participation points will count as 1 bonus point. You will need 50 participation points to earn 10 bonus points (= 2% of your final grade). Please note that even though you can see your points on Webcourses, the bonus will have a "0" point value until all other course assignments are completed. Bonus points will be added only at the end of the semester. There is NO GRADE PENALTY for missing these bonus points. Keep your 4" x 6" notecards handy for submissions.

Tests:

Class tests and the final exam will be completed in the classroom. No need for scantrons. Anyone who arrives later than 5 minutes will be marked absent and expected to follow through the makeup policy.

Grading scale:

The following scale will be used to convert a numerical grade into a letter grade. That is,

90% and above = A

86% - 89% = B+

80% - 85% = B

76% - 79% = C+

70% - 75% = C

66% - 69% = D+

60% - 65% = D

59% and below = F

Z designation:

Academic dishonesty may result in the designation of Z in front of your grade. For more info see <http://ied.sdes.ucf.edu/integrity>

Incomplete Grade:

'I' is given only for students who have completed all course assessments with a minimum 'C' average and missed the final exam with a valid, documented excuse submitted to the instructor within 24 hours of missing the final exam.

Grade posting:

All graded activities through WebCourses; Final course grade will be issued through Registrar's office. eText Homework assignment grades will be available on the KH website. The total grades will appear on Webcourses at the end of the last homework assignment.

Feedback on graded assignments & Grade concerns:

- For homework quizzes, expect individual feedback on the KH website where you submitted the quiz. Do NOT discuss the answers until the HW deadline ends for the entire class.
- Quiz and test scores will be released within three business days after completion. Published grades can be accessed at any time using the Grades section of Webcourses@UCF.
- Bring concerns regarding posted grades to the attention of the instructor within 24 hours from the date of initial grade posting.
- No need to bring your scantrons for the tests. Tests will be on Webcourses and completed in person in a proctored environment. Bring Your Own Mobile Device.
- The post-test review must be completed within a week after each test.
- If the grade concern can NOT be resolved within two email transactions from each side, the student MUST make an appointment to resolve it during a personal or one-on-one video meeting.
- Prior appointment, ID verifications, and video chat required for individual test feedback. This measure is essential only when the appointment is virtual.
- Test answers will not be released; however, general feedback will be given only after the entire class has completed the test. Anyone who missed the test should not be receiving test feedback.
- Final exam answers will not be discussed. You may schedule a meeting for any major issues.
- If any grade change occurs, the student will be notified through Webcourses email.

Lecture, test, quiz, and Homework schedule:

Week & Dates	In-person mode HEC 125 M, W: 3:30 – 4:20 pm	Virtual: A secure location of your choice F: 3:30 – 4:20 pm	eText Homework through KHwebsite Submit by 11:59 pm
UCF student holidays: Sep 4, Nov 10, 22 - 25	Lecture/assignments	Synchronous online lectures/assignments	HW Assignments
Week 1: Aug 21, 23 & 25	Syllabus & course policies Chapter 1 Chapter 2: Read on your own. No HW for Ch 2	Ch 1 Lecture Syllabus quiz due 08/25	Ch 1 HW Quiz due by Aug 29
Week 2: Aug 28, 30 & Sep 1	Chapter 3	Sep 01: Quiz 1	Start reading Ch 3
Week 3: Sep 6 & 8	Sep 4 UCF holiday Chapter 4	9/8 Ch 4 Lecture	Ch 3 HW Quiz due by Sep 10
Week 4: Sep 11, 13 & 15	Chapter 4	Sep 15: Quiz 2 Test 1 review	Ch 4 due by Sep 17
Week 5: Sep 18, 20 & 22	Test 1 on Sep 18 Chapter 5	9/22 Ch 5 Lecture	Start reading Ch 5
Week 6: Sep 25, 27 & 29	Chapters 5 and 6	Sep 29: Quiz 3	Ch 5 HW Quiz due by Oct 08
Week 7: Oct 2, 4 & 6	Chapters 6	10/6 Ch 6 Lecture	Start reading Ch 6
Week 8: Oct 9, 11 & 13	Chapters 7 No HW for Ch 7	Oct 13: Test 2 review	Ch 6 HW Quiz due by Oct 15
Week 9: Oct 16, 18 & 20	Test 2 on Oct 16 Chapter 8	10/20 Ch 8 Lecture	Ch 8 HW Quiz due by Oct 22
Week 10: Oct 23, 25 & 27	Chapters 8 and 9	10/27 Ch 9 Lecture	Start reading Ch 9
Week 11: Oct 30, Nov 1 & 3	Chapter 9	Nov 03: Quiz 4	Ch 9 HW Quiz due by Nov 5
Week 12: Nov 6 & 8	Chapter 10	Nov 10: UCF holiday	Start reading Ch 10
Week 13: Nov 13, 15 & 17	Chapter 10	Nov 17: Quiz 5	Ch 10 HW Quiz due by Nov 19
Week 14: Nov 20	Test 3 on Nov 20	Nov 22 Student holiday	Nov 23–25 Thanksgiving holidays
Week 15: Nov 27, 29 & Dec 1	Chapter 11 No HW for Ch 11	Dec 01 Review for the final exam.	Start preparing for the Final exam
Week 16 Dec 08	Final exam in HEC 125	Friday, Dec 08 in HEC 125 1 PM– 3: 50 PM	End of the course

The lecture schedule above is tentative; the test, quiz & final schedule is fixed unless the University is closed for unforeseen reasons. Any changes to the above schedule will be announced in class.

Virtual online lectures are delivered through live Zoom or in recorded PowerPoints.

Things to know about Zoom:

Some of our Friday virtual lectures may use live Zoom lectures. In that case, you will be notified, and the Zoom link will be available on Webcourses. You must log in to my Zoom session using your UCF NID and password.

You should contact <https://cdl.ucf.edu/support/webcourses/zoom> for any technical difficulties.

Things to know about Respondus browser:

Respondus is a UCF test monitoring system that utilizes a webcam to monitor test-taking activity during online testing. Videos are only accessible to your instructor and are stored in a secure environment. If you do not have a webcam, there are computers with webcams in the UCF library, or you can visit the LibTech desk at the library to check one out. LibTech can also direct you to a computer in the library with a webcam. It is your responsibility to ensure that you will have access to a computer with a webcam and know how to log into and use Respondus before the time that the quizzes start. If an issue occurs during a quiz, finish the quiz, and contact me via email. For assistance with setup, contact Webcourses@UCF Support at 407-823-0407 or UCF IT at 407-823-5117

Makeup Policy (find a makeup request form on Webcourses)

If you anticipate missing a scheduled test/quiz due to university/government-related reasons, reach out to me a week in advance. Makeup for a scheduled quiz/test can be arranged at the earliest convenience.

For other reasons for missing a test, students must inform the instructor by the end of the test day. Since one test and one quiz are dropped, please do NOT expect a makeup opportunity for these missed assignments, unless your reason can be substantiated with valid documents.

The instructor will NOT discuss or approve your makeup until all the documents are submitted. It is strongly advised that you include valid, signed documents (signed & dated note from your doctor/lawyer/clergy/priest/interview schedule and any such, from issuing authority) along with your makeup request form available on Webcourses module. Attach all the documents in ONE email. Do NOT attach any pictures or videos.

The decision to provide makeup is based on the merit of the reason, which is determined by your instructor.

Once approved, makeup will be arranged at a mutually convenient date and time no later than Nov. 27. It is the student's responsibility to confirm and complete the makeup appointment. The makeup test may be of a different version and format. There is no 'makeup' for a missed makeup.

A student can have a maximum of one makeup opportunity for the entire semester.

There is NO MAKE-UP for a Quiz unless you have a legitimate documented reason as above. No makeup for class participation activities and homework assignments.
There is NO MAKE-UP for eText homework. Each homework quiz will be available for at least 60 hours.

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 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 for your learning 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:

<https://www.copyright.com/education-copyright-foundations>

Course Accessibility Statement:

Students who need accommodation for quizzes/tests must be registered with UCF Student Accessibility Services, sas@ucf.edu (407) 823-2371. In addition, if accommodation is required within the classroom or with assignments, students must schedule an appointment with the instructor by the first week of classes to help execute such accommodations in a timely manner. With a prior email request from SAS, I will arrange each quiz/test with the approved accommodation as long as the students use the SAS-proctored locations for completing their quizzes and tests. Late notifications (less than 48 hours) may not be honored.

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 except the homework 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 the course, suspension, or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty. Please visit Student Conduct and Academic Integrity by clicking <https://scai.sdes.ucf.edu/academic-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 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 graded online assignment, you are expected to remain on the testing screen for the duration. You may not visit other sections of the course, other websites, eText, your notes, 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 environment 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 a virtual location 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, 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, homework, quiz, or test through any form of technology (GroupMe, WhatsApp, etc.), or using outside assistance (Googling answers, use of websites such as Quizlet, Course Hero, ChatGPT, 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

Many websites are 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, ChatGPT, 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 regularly, 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.

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 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,
- academic exercises (example: pop-quizzes) involving student participation,
- student presentations,
- content reviews before 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.

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 a graded quiz or test for 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 well-being. UCF has a multitude of resources available to all students. Please visit UCFCares.com if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress,

please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

Other policies:

1. Students who are officially registered for this course can only attend the lectures (face-to-face/virtual) 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. Click <https://goldenrule.sdes.ucf.edu/>
3. Avoid late arrival to class as it disrupts the lecture, and you risk missing polls and announcements. Refrain from taking pictures of the podium area during lecture duration.
4. Online features such as Zoom lectures and lockdown browser may be used in this course as needed.
5. 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.*
6. Anyone who interrupts the classroom-learning environment with any kind of repeated disruptive behavior (including #3 above) that interferes with the instructor's right to teach and fellow students' right to learn, will be removed from the classroom and appropriate University disciplinary action will be initiated.
7. You are advised to use the course homepage for BOT3802-related posting only.
8. Your instructor is not the person to resolve your tech issues. Reach out to the following centers for your tech solutions: webcourses@ucf.edu and UCF IT Support Center <https://ucf.service-now.com/ucfit>
9. For technical assistance on eText homework assignments, contact websupport@kendallhunt.com
10. Keep track of all announcements and new uploads on the Webcourses course homepage.

General Policy:

I will 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 attendance, participation, and contributions.

Changes will be made in the above policy if, in my judgment, the interest of learning and fairness dictate such changes. Any concerns on the posted final grade should be resolved by 4 pm Dec 09, 2023.

If you want to succeed in this course:

- Develop a positive attitude towards learning.

- Buy the required code and register for eText access by the first week of classes.
- Choose a secure internet and a distraction-free area for all your virtual assignments.
- Test your tech applications and resolve any issues prior to starting online assignments.
- Read and review all lecture materials from previous class meetings.
- Complete the assigned work. Actively participate in class discussions.
- Avoid scheduling appointments that will overlap with the course duration.
- If you are striving for B grades or higher, **I recommend attending classes regularly and that you schedule an additional 5 – 6 hours per week to learn the course content.** Please plan accordingly by scheduling the time on your calendar now.
- Remember your final grade is what you earn.

Friendly Note:

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.

Do not solely rely on emails to resolve grade concerns. Please feel free to use the scheduled office hours or make an appointment to discuss your course-related concerns with me.

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