

# COURSE SYLLABUS BOT 4850 FALL 2023

University of Central Florida  
Biology Department  
MEDICAL BOTANY BOT 4850\_0001  
***Note: This is an in-person class***

## 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.

## Course-related Information:

- Lecture Location: BIO 209 This is an in-person class.
- Lecture: Tuesday & Thursday: 8:00 AM – 9:20 AM
- Credits: 3

## Prerequisites:

PCB 3522 or a “C” (2.0) or better in PCB 3023, or C.I.

## Course homepage:

Visit UCF Webcourses by clicking <https://webcourses.ucf.edu> Access BOT4850  
We will use this homepage to access lecture outlines and to complete the assignments.

## Contact Information

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

## Browser recommendations:

Check Canvas guides by clicking <http://guides.instructure.com> Read through Canvas Student Guide  
Respondus Lockdown Browser for Webcourses graded assignments.

## Tech help contacts:

Email for Online support: [onlinesupport@ucf.edu](mailto:onlinesupport@ucf.edu) or call CDWS 3-0407 [helpdesk@mail.ucf.edu](mailto:helpdesk@mail.ucf.edu), 3-5117

## Course Description:

The medicinal properties of plants and their role in both traditional and modern medicine; history of herbal medicine, and alternative medicinal practices around the world.

## Required:

- Textbook: Either printed or digital form. *Medicinal Plants of the World* Ben-Erik van Wyk & M. Wink. CABI Publications, 2017 ISBN 13: 978 1 786393 25 8 You may rent or buy the book.
- Access to Webcourses with a secure internet connection for all class meetings.
- PC or Mac laptop computer for class use. You may also rent a device from UCF Library.
- A minimum of ten 4" x 6" note cards, ruled, or plain. Keep them handy in the classroom.
- Respondus Lockdown browser – free to download from UCF. For assistance with setup, contact [Webcourses@UCF](mailto:Webcourses@UCF) Support at 407-823-0407 or UCF IT 407-823-5117 [Respondus](#) - UCF

## Recommended:

Access to a variety of free digital resources that I have built through UCF Library.

## Objectives:

- to gain knowledge on the value and diversity of widely used medicinal plants of the world.
- to understand the role of phytochemicals in preventing and treating health conditions.
- to get an overview of alternative medicine systems employed around the world.
- to learn about the historical and current therapeutic uses of plants in medicine.

## Please note:

This course serves as an introduction to the medicinal properties of plants and their medical applications. Do not attempt to self-diagnose and treat yourself with medicinal plants. Although the course content should bring awareness of medical uses, it is not designed to substitute advice and supervision from trained physicians.

## 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

### Attendance:

- Regular attendance is required of all students and is important to succeed in this course.
- Instructor cannot send missed lecture notes and announcements to individual students.
- If you need help with any missed lecture, stop by during office hours or make an appointment.
- 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 "Fin Aid" 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 August 25. Failure to do so will result in a delay in the disbursement of your financial aid.*

### Evaluation:

<b>Total points for the course:</b>	<b>500</b>
<b>TESTS</b> 3 tests, each worth 100 points:	<b>300 points</b> [60%]
<b>FINAL</b> Comprehensive examination:	<b>100 points</b> [20%]
<b>Quizzes</b> Best 4 quizzes taken, each worth 25 points:	<b>100 points</b> [20%]
A variety of class participation/group activities:	<b>10 bonus points</b> +2%

### Tests and quizzes:

We plan to complete the tests & quizzes in the classroom through Webcourses. Bring Your Own Device (BYOD).

Note: Smartphones and Tablets cannot access all components of quizzes and tests.

Each quiz will be available for 25 minutes, one attempt only. Quizzes are closed-book type. Quiz answers will be released only after the quiz deadline and after the entire class submits the quiz.

If a graded assignment must be online and remote, students will use the Respondus lockdown browser, so be prepared. Update your browser as per the instructions given under tech help.

Should there be a change to paper tests, the instructor will notify you at least 72 hours in advance and also will provide the scantrons for you.

### Bonus from Class participation:

Expect a variety of activities anytime during the class. Some of these will be counted towards extra points. Every 5 pt will count as 1 bonus point. You will need to earn 50 pts to earn 10 bonus points. Please note that bonus points will have a "0" point value until all the assignments are completed at the end of the semester.

### 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

## Lecture schedule [tentative] &amp; Quiz/Test dates [fixed]:

<b>Date</b>	<b>Topic and assignments</b> <i>Please note: The chapter numbers below are used for meaningful organization of the instructor's material. They may not correspond with the chapters found in your textbook.</i>
Aug 22 & 24	Syllabus distribution, and course policies explained. Ch. 1 Introduction to the Medicinal Plants <span style="float: right;">Fin Aid activity due on 8/25</span>
Aug 29 & 31	Ch. 2 Overview of plant parts/products used in herbal medicine Ch. 3 Risk-Benefit profiles of herbal therapies <span style="float: right;"><b>Quiz 1</b> on 08/31</span>
Sep 05 & 07	Ch. 3 Risk-Benefit profiles of herbal therapies Ch. 4 Phytochemicals and their actions
Sep 12 & 14	Ch. 4 Phytochemicals and their actions... contd. <span style="float: right;"><b>Quiz 2</b> on 9/14</span>
Sep 19 & 21	Ch. 4 Phytochemicals and their actions... end. <b>Sep 21</b> - Test 1 on previous material
Sep 26 & 28	Ch. 5 Alternative Medicine Systems of the World
Oct 03 & 05	Ch. 5 Alternative Medicine Systems- contd. Other- Aromatherapy, Homeopathy <span style="float: right;"><b>Quiz 3</b> on 10/05</span>
Oct 10 & 12	Ch. 6 Therapeutic uses of plants in human health conditions: part 1
Oct 17 & 19	Ch. 6 Therapeutic uses of plants in human health conditions: part 1 Ch. 6 Therapeutic uses of plants, part 1 continued... <span style="float: right;"><b>Quiz 4</b> on 10/19</span>
Oct 24 & 26	<b>Oct 24-</b> Test 2 on material covered since Test 1 Ch. 6 Therapeutic uses of plants in human health conditions: part 2
Oct 31 & Nov 02	Ch. 6 Therapeutic uses of plants in human health conditions: part 2
Nov 07 & 09	Ch. 6 Therapeutic uses of plants in human health conditions: part 2 <span style="float: right;"><b>Quiz 5</b> on 11/09</span>
Nov 14 & 16	Ch. 7 Medicinal plants in your lives
Nov 21	<b>Nov 21</b> – Test 3
Nov 28 & 30	Review for the final exam. Nov 28 is the last day to clear any grade-related concerns so far.
Dec 05	<b>Dec 05</b> Final comprehensive exam. Tuesday 7 AM – 9: 50 PM

## Z designation:

Academic dishonesty may result in the designation of Z in front of your grade. For more info see Student Conduct and Academic Integrity by clicking <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. The total bonus points will appear on Webcourses only at the end of the last bonus assignment.

## Feedback & Grade concerns:

- 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 hrs from the date of initial grade posting.
- 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.
- Test answers will not be released; however, general feedback will be given during the next class meeting only after the entire class has completed the test. Final exam answers will not be discussed. You may schedule a meeting for any major issues.
- If any grade change occurs, the student will receive a notification through the Webcourses inbox.

## Makeup Policy® (find a makeup request form on Webcourses)

Due to university/government-related reasons: If you anticipate missing a scheduled test/quiz, 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 with a valid reason, students must inform the instructor by the end of the test day. Since one quiz is dropped, please do NOT expect makeup unless you have a legitimate reason.

The instructor cannot discuss or approve your makeup until all the documents are submitted. It is strongly advised that you include valid 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. Attach all the documents in ONE email. Please Do NOT attach any pictures or videos as documents. The decision to provide makeup is based on the merit of the reason and the validity of the documents. Once approved, makeup will be arranged at a mutually convenient time no later than Nov. 28. It is the student's responsibility to confirm and complete the makeup. 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.

### Copyright statement:

This course may contain copyright-protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download, or distribute these items. The use of these materials is strictly reserved for this classroom environment and 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](mailto:sas@ucf.edu) (407) 823-2371. This syllabus is available in alternate formats upon request. In addition, if accommodation is required within the classroom or with assignments, students must schedule an appointment with me by the first week of classes to help in executing such accommodations in a timely manner. If extended time accommodation is needed, students should choose the SAS location for scheduled quizzes and tests. With a prior email request from SAS, I will arrange your quiz/test with the approved accommodation. 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 quiz and test, 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 paper 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 online work, 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.

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, 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 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,
- 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 class 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 personal well-being. UCF has a multitude of resources available to all students. Please visit [UCFCares.com](http://UCFCares.com) if you are seeking resources and support, or 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](mailto: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 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 UCF 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. The instructor cannot send the class lecture slides to individual students.
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 BOT4850-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](mailto:webcourses@ucf.edu) and UCF IT Support Center <https://ucf.servicenow.com/ucfit>
9. 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 5 pm Dec 7, 2023.

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

- Buy the required course materials by the first week of classes.
- Develop a positive attitude towards learning. Choose a distraction-free area for classwork.
- 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 that you schedule about 6 – 7 hours per week for engaging with this course.** 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!

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