

## COURSE SYLLABUS BOT 4922 FALL 2023

### University of Central Florida Biology Department Plant Science Capstone BOT 4922\_0001

#### 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:

- Location: BIO 415 This is an in-person class. Any changes will be announced.
- Class meeting time: Tuesday & Thursday: 12:30 PM – 1:20 PM
- Credits: 2

#### Prerequisites:

Biology Major, Plant Science Track, Senior Standing, and BOT 3015 or C.I.

#### Course homepage:

Visit UCF Webcourses by clicking <https://webcourses.ucf.edu> Access BOT4922

We will use this homepage to access course content and to complete all 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.

#### Browser recommendations:

Check Canvas guides by clicking <http://guides.instructure.com> Read through Canvas Student Guide

## 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:

To acquire integrative experiences from internships, interviews, research experiences, ePortfolios to help build career readiness or apply for higher studies.

## Attention Plant Science Students:

This course requires you to demonstrate leadership, exhibit teamwork ability, problem-solving skills, communication, and interpersonal skills.

This course is designed with guidelines and training opportunities to help you reach your career or academic goals.

Plan to spend at least 7 – 8 hours of focused work outside of the classroom.

## Course Purpose:

- To prepare you for a job opportunity or an internship upon graduation and/or to understand the application for graduate school.
- To administer and assess our Plant Science track students' Learning Outcomes for the major.
- To help with the mastery of fundamental botanical skills which are useful in plant-related professions.

## Objectives:

- Identify potential jobs/career paths of interest that you can obtain with a B.S. in Biology Plant Science (BPS)
- Locate service learning, internship, and research opportunities around the campus location
- Know the application requirements for applying to graduate school with BPS
- Review core concepts of Plant Science
- Prepare an ePortfolio to identify and sharpen your skill sets.

## 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.
- Attendance is determined by your participation in scheduled lectures, discussions, and course-related assignments, which must be completed through Webcourses by the given deadline.
- You are responsible for all materials covered and all course-related announcements.
- Instructor may not be able to send class lectures and announcements to individual students.
- If necessary, the instructor will post them on Webcourses for the benefit of the entire class.

*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 "Orientation Quiz" 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.*

### Required:

No need to buy any books. The following is a suggested list of reading in printed or eBook format.

- ***The Chicago Guide to Landing a Job in Academic Biology*** (2014) by C. Ray Chandler, Lorne M. Wolfe, and Daniel E. L. Promislow Publisher, University of Chicago Press Print ISBN 9780226101293 eBook ISBN 9780226101316
- ***All in a Day's Work***  
***Careers Using Science (An NSTA Press Journals Collection)*** (2006) by Megan Sullivan  
Publisher National Science Teachers Association Print ISBN 9781933531076  
eBook ISBN 9781933531892
- Access to Webcourses on your own device. You may also rent a device from UCF Library.
- Access to a variety of free digital resources that are available through UCF Library. I will suggest the resources as needed.

### Evaluation:

30% of your grade will come from career goal assignments.

30% of your grade will come from *Plant Science Learning Outcome Quizzes*.

30% of your grade will come from your ePortfolio completion as per requirements.

10% of grade from in-person attendance at guest lectures and interviews.

Final exam: Thursday, December 7, 2023. Time: 10:00 AM – 12:50 PM

## Plant Science Learning Outcome Quizzes

The Quiz questions are compiled from your previous course materials, so mastery of all of your previous (or currently enrolled) plant course content is important. The essential content is determined by the learning objectives of your previous courses.

### Grading scale:

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

85% and above = A

75% - <85% = B

65% - <75% = C

55% - <65% = D

54% and below = F

*Grading*- In accordance with university policy an "A" grade is given only for excellent work, a "B" grade only for good work, a "C" grade is given for standard work, a "D" grade is given for substandard work, and an "F" grade is failure.

### 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://jed.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.

### Feedback & Grade concerns:

- Scores will be released within a week after submission. 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.
- If any grade change occurs, the student will receive a notification through Webcourses inbox.

## Late assignment Policy

Each graded assignment will have ample duration for submission (anywhere from 24 hours to one to two weeks) depending on the intensity of the work that is required. For this reason, do NOT expect an extension for your submission deadline.

If you anticipate missing a scheduled assignment due to university/government-related reasons, reach out to me a week in advance. The assignment submission date can be adjusted for this reason.

For all other reasons for missing a scheduled submission, students must email the instructor ASAP by the end of the day. A grade penalty of 10% will be applied for every late submission up to 24 hours unless your reason is supported with a valid, documented reason that should be submitted along with your late request.

A student can have a maximum of one late submission (up to 24 hours late) for the entire semester. A second late assignment will have a grade penalty of 25%; a third late assignment with a 50% grade penalty.

## 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 in 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 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 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 use 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

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, 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 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.

### 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](https://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](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.
4. You are advised to use the course homepage for BOT4922-related posting only.
5. 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>
6. 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.

## Please Note:

Please plan to meet in the assigned classroom, unless decided otherwise during the previous class meeting. Expect to receive a personal, one on one, learning experience. You may have to work in small groups.



If you want to succeed in this course:

- 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 8 – 9 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.

Please feel free 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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