

Course Objectives:

- Understand the phylogeny and diversity among major groups of the plant kingdom.
- Describe the plant organs in relation to their morphology, anatomy, and life cycle patterns.
- Learn the techniques used in tissue culture and hydroponics method of propagation.
- Explain the water and nutrient transport mechanism in plants and the role of plant hormones.
- Understand the applications of botanical concepts in horticulture and crop improvements.

If you want to succeed in this course:

- Develop a positive attitude towards learning.
- Be prepared for long hours of intensive work and arrive before the classes start.
- Avoid scheduling appointments that will overlap with course duration.
- Complete the assigned work by the deadline.
- Actively participate in class discussions and group tasks.

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

Late registration January 08 - 12

ADD/ DROP/ SWAP: January 12

Withdrawal Deadline: March 29

University Holidays: January 15, Spring break March 18 - 22

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 "C.P.1" 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 January 12. Failure to do so will result in a delay in the disbursement of your financial aid.

Evaluation: **Total points for the course: 500**

Tests: 2 tests (lecture and lab-based) for a total of 200 points	= 40%
Quizzes (include lecture and lab content) 5 @ 20 pts. each (due by 12:50 pm)	= 20%
Lab work submissions Best 5 @ 20 pts. each (due by 11:59 pm)	= 20%
Final exam: cumulative, worth 100 points (lecture and lab combined)	= 20%
Bonus through Class participation (more updates on Webcourses)	= +2%

Grading scale: The following scale will be used to convert a numerical grade into a letter grade.

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

Tests and quizzes:

We plan to complete the tests and quizzes inside the classroom through Webcourses. Bring Your Own Device (BYOD). Smartphones and Tablets cannot access all components of quizzes and tests, especially image-based questions.

Each quiz will be available for 20 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 on Webcourses, 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 or quizzes, the instructor will notify you at least 24 hours in advance and will provide the scantrons for you.

Late arrival, late submissions policy:

Plan ahead of time and avoid late arrival to the lecture, lab, and tests. Tardiness will affect your performance in the course and cause distraction to the entire class.

Do not plan to miss either lecture or lab as we may continue from one to the other to make effective use of time.

Anyone arriving later than 5 minutes from the start of the test will be marked absent and required to go through the makeup policy. You should NOT enter the hall once the test is in progress.

Late submissions of all lab reports have a grade penalty of 10% for up to 12 hours. After this time, submissions will not be accepted. If you missed the original deadline, notify me through an email by 6 AM the next morning.

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 the final exam.

Grade posting:

All graded activities through WebCourses; Final course grade will be issued through the Registrar's office.

Feedback and Grade Concerns:

- Quiz and test scores will be released within three business days after completion. Published grades can be accessed anytime using the Grades section of Webcourses@UCF.
- Bring concerns regarding posted grades to the instructor's attention within 24 hours 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 meeting.
- Test answers and lab work will be discussed during the next class meeting after the entire class has completed the assignment. Final exam answers will not be revealed. You may schedule a meeting for any major concerns.
- If any grade change occurs, the student will receive a notification through the Webcourses inbox.

Weekly Schedule

Lecture and Lab schedule (tentative, any changes will be announced in weekly updates).

The dates for the quiz and tests are fixed. Any changes to lab submissions will be announced in advance.

Week	Schedule	Date	Description	Quiz/Test/Lab submissions
1	Lecture	1/8 & 10	Course policies explained. Introduction to Plant Biology Plant Cells and Tissues Overview	
	Lab	1/10	Microscope lab. Plant Cells and Components.	Financial Aid submission due by 1/12
2	Lecture	1/15 1/17	Martin Luther King Holiday Plant Tissues continued.	
	Lab	1/17	Tissues lab. Seed germination.	Lab submission 1
3	Lecture	1/22 & 24	Roots	Quiz 1 on 1/24
	Lab	1/24	Root lab	Lab submission 2
4	Lecture	1/29 & 31	Stems	
	Lab	1/31	Stem lab	Lab submission 3
5	Lecture	2/5 & 7	Stem modifications	Quiz 2 on 2/7
	Lab	2/7	Tissue culture lab	
6	Lecture	2/12 2/14	Test 1 review Test 1 lecture & lab portion (50 minutes)	TEST 1 Lecture (BIO 104)
	Lab	2/14	Test 1 lab portion (60 minutes)	TEST 1 Lab (BIO 104)
7	Lecture	2/19 & 21	Leaves	
	Lab	2/21	Leaves lab	Lab submission 4
8	Lecture	2/26 & 28	Flowers Plant nutrients	Quiz 3 on 2/28
	Lab	2/28	Hydroponics lab, Nutrients lab	
9	Lecture	3/4 & 6	Fruits Water transport, hormones	
	Lab	3/6	Water transport, Plant Hormones Fruits	Lab submission 5
10	Lecture	3/11 & 13	Early Land Plants: Bryophytes	Quiz 4 on 3/13
	Lab	3/13	Bryophytes lab. Permanent slides & microscope True moss, peat moss, Marchantia	Lab submission 6
11		3/18 & 20	Spring Break	
12	Lecture	3/25 3/27	Test 2 review Test 2 lecture & lab portion (50 minutes)	TEST 2 Lecture (BIO 104)
	Lab	3/27	Test 2 lab portion ((60 minutes)	TEST 2 Lab (BIO 104)
13	Lecture	4/1 & 3	Seedless Vascular Plants	
	Lab	4/3	Seedless Vascular Plants lab	Lab submission 7
14	Lecture	4/8 & 10	Gymnosperms	
	Lab	4/10	Gymnosperms lab	Lab submission 8
15	Lecture	4/15 & 17	Angiosperms	Quiz 5 on 4/17
	Lab	4/17	Angiosperms life cycle lab	
16	Lecture	4/22	Last day of class. Final exam	
Final exam		4/24	Cumulative Exam on lecture and lab content. (120 minutes)	Final exam location BIO 104 10 AM – 12:50 PM

Make-up opportunity:

Missed test 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.

Missed for a personal reason: If a scheduled test is missed, inform me by 5 PM on the same day.

I will not discuss or approve your makeup until a makeup request is 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. Do NOT attach any pictures or videos as documents, unless asked.

The decision to provide makeup is based on the merit of the reason and the validity of the documents. Makeup will be of a different version; missed lab tests will be of a different format.

It is the student's responsibility to initiate the request and follow the instructions.

Missed Quiz:

With a valid documented excuse as mentioned above, any ONE quiz can be considered for a makeup opportunity. Please visit during office hours to complete your makeup.

The makeup quiz 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.

Missed lab:

Missed labs cannot be repeated due to the extensive prep time and a variety of resources. Those who are not in attendance cannot make up a missed lab for a grade. However, you may read the corresponding content to keep track of the missed information. For additional help, you may reach out to me during posted office hours.

Please remember that you may miss up to three lab submissions without a grade penalty.

Lab exercises:

Based on your printed copy of your lab manual. Bring your manual for all class meetings.

- Most labs are designed to go along with lecture content for that week. Students are expected to read and learn the corresponding lecture material before each lab.
- Certain labs may include interactive components including, but not limited to, labeling images, group video submissions, personal reflection statements, and writing components.
- Lab points will be based on attendance in the lab from beginning to dismissal, accuracy, and completion.
- Late submissions (unless approved for the entire class) of up to 24 hours will receive a 10% grade penalty.
- To make sure that you don't lose points, consider every lab exercise as important and worthy of your attention. Plan to finish the assigned work before leaving the classroom.
- There may be some outdoor labs, which will depend on the weather outside. Please be prepared on all lab days to walk outdoors, irrespective of the schedule. Outdoor labs are as important as indoor labs. Don't miss them!
- Students are expected to clean up after every lab exercise. Instructions and lab protocols will be given in class, please follow them closely.
- Failure to follow the lab protocols and mishandling of the lab equipment such as the microscope, will lead to a 20% grade penalty from your total lab points.

Class participation:

A variety of activities including pop quizzes, peer reviews, and group tasks will account for extra credit opportunities. More information will be posted on Webcourses.

Please note:

- When a student leaves the testing location once the exam is in progress, the student is considered to have completed the exam and will not be allowed back into the hall to continue the exam. This policy also includes the class quizzes and tests.
- Online grade posting on the course homepage may take about a week after each exam. The instructor is not responsible for network problems and log-in difficulties.

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 (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 end of the first week of classes to help execute 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 guarantee accommodation.

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 or remote 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, using 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

Outside of the notetaking and recording services offered by Student Accessibility Services, the creation of an audio or video recording of all or part of a class for personal use is allowed only with the advance and explicit written consent of the instructor. Such recordings are only acceptable in the context of personal, private studying and notetaking and are not authorized to be shared with anyone without the separate written approval of the instructor.

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, 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.

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. It is the student's responsibility to include a printout of the UCF holidays from the UCF website as part of the document. 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 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 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.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise in our class, we will all need to work together. Everyone should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.html.

- Familiarize yourself with evacuation routes from each of your classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see <http://www.ehs.ucf.edu/AEDlocations-UCF>
- To stay informed about emergency situations, sign up to receive UCF text alerts by logging in to my.ucf.edu
Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on your Student Center screen, click on “UCF Alert”, fill out the information, including your e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- If you have a special need related to emergency situations, please speak with me during office hours.
- Consider viewing this video ([You Can Survive an Active Shooter](#)) about how to manage an active shooter situation on campus or elsewhere.

Deployed Active-Duty Military Students

If you are a deployed active-duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

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. Frequent tardiness will be recorded and will impact your overall grade.
7. You are advised to use the course homepage for BOT4303C-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. Keep track of all announcements and new uploads on the Webcourses course homepage.

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!

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 academic integrity.

Changes will be made in the above policy if, in my judgment, the interest of learning and fairness dictate such changes. Any concerns about the posted final grade should be resolved by 5 pm April 26, 2024.
