Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: Agriculture
   Department: Horticulture

2. Course Prefix and Number: HORT 5240/6240
   3. Effective Term: Fall 2013

4. Course Title: Public Garden Management
   Abbreviated Title (30 characters or less):

5. Requested Action:
   - Renumber a Course
   - Add a Course
   - Revise a Course
   - Current Course Number:
   - Proposed Course Number:
   - Type of Revision:

6. Course Credit:
   Contact/Group Hours
   Scheduled Type (e.g.: Lab, Lecture, Practicum, Directed Study)
   Weekly or Per Term?
   Credit Hours
   Anticipated Enrollment
   
<table>
<thead>
<tr>
<th>Maximum Hours (Repeatability):</th>
<th>3</th>
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<tbody>
<tr>
<td>1</td>
<td>Lecture</td>
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<td>4</td>
<td>Lab</td>
</tr>
<tr>
<td>Total Credit Hours:</td>
<td>3</td>
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7. Grading Type:
   - Regular (ABCDF)
   - Satisfactory/Unsatisfactory (S/U)
   - Audit

8. Prerequisites/Corequisites:
   Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "P/C:" to indicate a prerequisite with concurrency.
   None.

9. Restrictions: List specific restriction in space above.
   - College
   - Major
   - Standing
   - Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Understanding personnel structure and responsibilities; plant care and management; and the educational, entertainment, and conservation missions of public gardens.

11. May Count Either: 
    - or 
    (Indicate if this particular course cannot be counted for credit in addition to another)

12. Affected Program(s):
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)
    
    | Program Type (e.g.: minor, major, etc.) | Program Title (e.g.: MS in Chemistry, Performance Option, Minor in Art) | Requirement or Elective? (required or optional?) |
    |----------------------------------------|-------------------------------------------------|-----------------------------------------------|
    | BS | Horticulture | Elective |
    | MS | Horticulture | Elective |

13. Overlapping or Duplication of Other Units' Offerings:
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
    - Applicable
    - Not Applicable
14. Justification:
The possibilities for careers in public gardens continue to grow as more gardens are created each year. This course will give our graduates the advantage of learning garden structure and management as well as gaining valuable insights from talks with garden personnel that occur when visiting gardens during the semester.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:
No additional resources necessary.

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes:
Students should
- Understand the design, development, management, and administration of public gardens
- Be able to describe the horticultural education opportunities at public gardens, including extension and educational outreach programs
- Lead a research-based discussion of therapeutic benefits of psychological, physical, and sociological benefits of plants and public gardens
- Be familiar with funding and fund-raising opportunities in public gardens
- Managing human resources in public gardens: employee and volunteer management

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:
Week 1 – History; Public Garden Creation – Critical Issues
Field trip 1
Week 2 – Organizing a new garden and designing for plants and people
Due – name for Interview 1
Field trip 2
Week 3 – Staffing and personnel management
Field trip 3
Week 4 – Volunteer recruitment and management
Due – interview paper 1
Field trip 4
Week 5 – Test 1; Budgeting and financial planning
Field trip 5
Week 6 – Fund-raising and membership development
Due – name for Interview 2 (Graduate only)
Field trip 6
Week 7 – Facilities and grounds management
Week 8 – Education opportunities at public gardens
Field trip 7 (4 day field trip)
Week 9 – Interpretation; Public relations
Due – interview paper 2 (Graduate only)
Field trip 8
Week 10 – Evaluation for Garden programming and planning
Due – Student presentations (Graduate only)
Field trip 9
Due – Garden portfolio
Final Exam is test 2

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:
- Exams: The exams will include all notes and discussions from lectures. Exams will be essay type questions for graduate students and short-
answer, fill in the blank, multiple choice for undergraduates.
- Attendance: Points for attendance will be given in order to encourage attendance. Five points will be awarded per week: 2 points for class and 3 points for lab/field trips.
- Garden Portfolio: You will be required to compile a portfolio that includes all of the gardens we visit during the semester. You will need at least 5 photos and a 2-page minimum (for graduate students) or 1 paragraph (for undergraduate students) double spaced write up about each garden. The graduate student write up should include the focus of the garden, prominent features, collections, interesting aspects, and areas that could be improved, including suggestions for improvement. Include your impressions of the garden and how the space affected you. Undergraduate paragraphs should be a brief description of the garden. Finally, any literature obtained from the garden should be included. This project is worth 200 points and represents a major portion of your grade. Professionalism and creativity are encouraged. You will be required to turn in each write up one week after the visit to that garden. Our overnight field trip is the only exception to that rule – you will be allowed 2 weeks to turn in those papers. The corrected papers should be included in the final portfolio.
- Interview papers: Students will be required to write one (undergraduates) or two (graduates) interview papers over the course of the semester. Paper one is due the 4th week of class, and paper two is due the 9th week of class. The papers will be a synopsis of an interview that you have with two public garden professionals. Names should be approved by the instructor by the end of the 2nd week for paper 1 and end of the 6th week for paper 2. Questions should include information about their position and responsibilities, the personnel structure of their garden, the advantages and disadvantages of their garden, fund raising opportunities, and visitor information. One of the interviews may be with personnel from a garden we visit, while the second should not be from a garden we visit (both can be from gardens we do not visit). Phone interviews are permitted and encouraged to broaden the geographic range of interviews.
- Presentation: Each graduate student will be required to research and create a presentation on an agreed upon research topic related to public gardens. The topic will be determined individually between the student and instructor. Titles should be chosen by the end of week three. Presentations will be given on the last class day during week 10.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course’s learning objectives)

19. Rubric and Grading Scale:

Undergraduate:
- Exams 2@100pts = 200pts 44%
- Attendance 50pts 11%
- Garden Portfolio 150pts 33%
- Interview paper 50pts 11%
- Total 450pts

GRADING SCALE:
- 405 - 450 points - A
- 360 - 404 points - B
- 315 - 359 points - C
- 270 - 314 points - D
- <270 points - F

Graduate Students:
- Exams 2@75pts = 150pts 25%
- Attendance 50pts 8%
- Garden Portfolio 200pts 33%
- Interview papers 2@50pts = 100pts 17%
- Presentation 100pts 17%
- Total 600pts

GRADING SCALE:
- 540 - 600 points - A
20. Justification for Graduate Credit: Graduate students will be expected to complete an additional requirements above the undergraduate students. Those requirements include the class presentation, two interview papers versus one for undergraduates, and more details in the garden portfolio. The graduate garden portfolio will have a two page paper that addresses the mission, structure, exhibits, and a critique of the garden; whereas the undergraduate will only provide a paragraph describing each garden. The exams will also be different for the two groups where the graduate exam will focus on higher levels of learning - the graduate exam will be essay based while the undergraduate will have short answer, fill in the blank, etc. Both the garden papers for the garden portfolio and the exams will require that the students have a more thorough understanding of the management of public gardens.

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g. hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absences of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1295 Haley Center, 844-2098 (TTY).
Course Syllabus

HORT 5240 Public Gardens Management
Summer 2013

3 CrHrs
Lecture - W 11:30 -1 – FUN160
Lab – F 9-3- TBA

PROFESSOR: Dr. Carolyn W. Robinson
Office: 106A Funchess; Phone 844-3031;
Email: cwenelson@auburn.edu
Office Hours: 1:30-3:30 W; or by appointment

COURSE DESCRIPTION:
This course focuses on teaching the operation and management of public gardens. Public gardens include school and community parks, botanical gardens and arboreta, and horticultural therapy facilities, etc. Students will explore issues relevant to psychological, physical, and sociological benefits of horticulture and gardening. Students will gain valuable experience viewing actual public gardens; thus, students are expected to attend scheduled field trips.

OUTLINE of TOPICS: Topics will include, but are not limited to the following:
- Historical aspects of horticulture and public gardens
- Career opportunities in botanical/zooological gardens and arboreta, community and school gardens, etc.
- Design, development, management, and administration of public gardens
- Horticultural education opportunities at public gardens, including extension and educational outreach programs
- Research-based discussion of therapeutic benefits of psychological, physical, and sociological benefits of plants and public gardens
- Funding and fund-raising opportunities in public gardens
- Managing human resources in public gardens: employee and volunteer management.
- Principles and practices of living and herbarium specimen plant collections and management
- Ecology and conservation: developing and maintaining plant collections and ecosystems
- National and international sources of plants and legal and practical aspects of plant introductions.
- Importance and value of public gardens for the 21st century.

COURSE EVALUATION: All grades will be posted on Canvas.

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<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>~ %</th>
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</thead>
<tbody>
<tr>
<td>Exams</td>
<td>2@100pts</td>
<td>200pts</td>
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<tr>
<td>Attendance</td>
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<tr>
<td>Garden Portfolio</td>
<td>150pts</td>
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<tr>
<td>Interview paper</td>
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<td><strong>Total</strong></td>
<td><strong>450pts</strong></td>
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**GRADING SCALE:**
- 405 - 450 points - A
- 360 - 404 points - B
- 315 - 359 points - C
- 270 - 314 points - D
- <270 points - F

**COURSE EVALUATION DESCRIPTIONS:**
- **Exams:** The exams will include all notes and discussions from lectures. Exam format will be short answer, fill in the blank, multiple choice type questions. If you have a valid university excuse as directed by the Student Policy eHandbook (www.auburn.edu/student_info/student_policies/), you must contact me the day of or prior to the exam to schedule a make-up exam. Make-up exams must be taken within one week of the scheduled exam. If you do not have a valid university excuse, you will receive a zero on the exam.
- **Attendance:** Points for attendance will be given in order to encourage attendance. Five points will be awarded per week: 2 points for class and 3 points for lab/fieldtrips.
- **Garden Portfolio:** You will be required to compile a portfolio that includes all of the gardens we visit during the semester. You will need at least 5 photos and a one paragraph write-up about each garden. The write up should include a general description of the garden and its mission. Finally, any literature obtained from the garden should be included. This project is worth 150 points and represents a major portion of your grade. Professionalism and creativity are encouraged. You will be required to turn in each write up one week after the visit to that garden. Our overnight field trip is the only exception to that rule – you will be allowed 2 weeks to turn in those papers. The corrected papers should be included in the final portfolio. Turning in your work as the semester progresses allows you an opportunity to improve your garden analyses, keeps you up to date, and promotes a better overall portfolio.
- **Interview papers:** Students will be required to write one interview paper over the course of the semester. The paper is due the 4th week of class. The papers will be a synopsis of an interview that you have with a public garden professional. Names should be approved by the instructor by the end of the 2nd week. Questions should include information about their
position and responsibilities, the personnel structure of their garden, the
advantages and disadvantages of their garden, fund raising
opportunities, and visitor information. One of the interviews may be with
personnel from a garden we visit, while the second should not be from a
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interviews are permitted and encouraged to broaden the geographic
range of interviews.

SCHEDULE:

Week 1 – History; Public Garden Creation – Critical Issues
Field trip 1

Week 2 – Organizing a new garden and designing for plants and people
Due – name for Interview 1
Field trip 2

Week 3 – Staffing and personnel management
Field trip 3

Week 4 – Volunteer recruitment and management
Due – interview paper 1
Field trip 4

Week 5 – Test 1; Budgeting and financial planning
Field trip 5

Week 6 – Fund-raising and membership development
Field trip 6

Week 7 – Facilities and grounds management

Week 8 – Education opportunities at public gardens
Field trip 7 (4 day field trip)

Week 9 – Interpretation; Public relations
Field trip 8

Week 10 – Evaluation for Garden programming and planning
Field trip 9
Due – Garden portfolio

Final Exam is test 2

POLICIES:

- Attendance is extremely important and mandatory. I realize that
emergencies and illnesses do happen, however, without a valid excuse,
your class attendance grade will affect.

- If a lecture test is missed see the “Exams” course description.

- If you need to bring a cell phone to class, please make sure that it is
turned off during class time – not vibrate. If for some reason you are
expecting an extremely important call, please notify me before class and
take your call outside the classroom. Cell phones need to be left in your
bag or pocket – texting in class is very distracting to those around you!

- Please do not bring tobacco products into class or lab. If there is a break
in lab, you may have time to partake in your habit, but it should not be
inside Funchess Hall or in any state or rented vehicle or at any garden site. This includes cigarettes and smokeless forms of tobacco.
- If you have any concerns, questions, or ideas that you would like to discuss, please come by my office or call me.

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GRADING SCALE:
- 540 - 600 points - A
- 480 - 539 points - B
- 420 - 479 points - C
- 360 - 419 points - D
- <360 points - F

COURSE EVALUATION DESCRIPTIONS:
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  - Field trip 3
- **Week 4** – Volunteer recruitment and management
  - Due – interview paper 1
  - Field trip 4
- **Week 5** – Test; Budgeting and financial planning
  - Field trip 5
- **Week 6** – Fund-raising and membership development
  - Due – name for Interview 2
  - Field trip 6
- **Week 7** – Facilities and grounds management
- **Week 8** – Education opportunities at public gardens
  - Field trip 7 (4 day field trip)
- **Week 9** – Interpretation; Public relations
  - Due – interview paper 2
  - Field trip 8
- **Week 10** – Evaluation for Garden programming and planning
  - Due – Student presentations
  - Field trip 9
  - Due – Garden portfolio

Final Exam is test 2
POLICIES:
- Attendance is extremely important and mandatory. I realize that emergencies and illnesses do happen, however, without a valid excuse, your class attendance grade will be affected.
- If a lecture test is missed see the "Exams" course description.
- If you need to bring a cell phone to class, please make sure that it is turned off during class time – not vibrate. If for some reason you are expecting an extremely important call, please notify me before class and take your call outside the classroom. Cell phones need to be left in your bag or pocket – texting in class is very distracting to those around you!
- Please do not bring tobacco products into class or lab. If there is a break in lab, you may have time to partake in your habit, but it should not be inside Funchess Hall or in any state or rented vehicle or at any garden site. This includes cigarettes and smokeless forms of tobacco.
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