

Instructor: Dr. Carrie L. Monlux
Office: Plumas Hall 203A
Office Hours: Mon. 9-10:30 am; Weds. 9 am-12:30 pm

Email: clmonlux@csuchico.edu
Office Phone: (530) 898-5753, leave a voicemail message

Class Schedule: Tues. 6 pm – 7:50 pm and Thurs. 4 pm – 6:50 pm in Ag Shop II at the University Farm
Lab Sections: Most labs are held at the University Farm in the classroom, greenhouse & garden, rain or shine. Several labs will be held off-campus and students will need to provide their own transportation.

Drop Date: The last day to drop this class through the Portal is Friday, February 6, 2009.

Finals Schedule: Tuesday, May 19, 2009 from 8:00 pm - 9:50 pm, Ag Shop II

Required Texts:

1. Hands-On Hortscience: Practical Investigations & Experimental Designs in Agriculture and Biology, by C.L. Whitcher Monlux –BMU Bookstore (ISBN: 978-0-7575-5296-0)
2. General Horticulture Laboratory Manual, by D.W. Reed—BMU Bookstore
3. Horticulture Science and Practices Lecture Supplement, by D.W. Reed—on Vista class homepage to download (go to the Learning Modules for PDFs)
4. Vista handouts (including but not limited to: lab handouts, PPT slides, journal articles, other class assignments)

Required Materials:

- pens/pencils/highlighters/notebook/Black Sharpie/ruler
- copy or printing charges for printing papers from Vista
- a REAL (non-cell phone) calculator
- access to word-processing and spreadsheet software (e.g. MS Word and Excel) on a laptop computer is highly recommended
- access to a stapler and a digital camera
- backup computer hardware (e.g. USB memory stick/flash drive)
- A clipboard and outdoor weather gear (raincoat and waterproof boots or shoes) are highly recommended.

Required Vista Use: For computing and Vista assistance, go to <http://www.csuchico.edu/stcp/> for help. It is vital that you know where course materials are located on our Vista homepage and that you check Vista daily or several times/week.

Course Content:

This course is designed to educate and motivate students in the daily organization of teaching high school and community college horticulture students. Curriculum development, teaching methods, and lab safety will be emphasized, along with contextual learning and learning horticulture and agriscience through inquiry.

There are gardening and greenhouse growing components to this course and you will get dirty! Pay attention to the weather and course requirements. There are a lot of outdoor activities throughout the semester so plan ahead for cold/wet conditions.

Course grading: Due to privacy concerns, grades will only be discussed in person between the instructor and the student, (not through email or by phone). Grades are earned on accuracy and quality of the final product, not effort. Some students need to put more effort to learning the material, some less. Experience and previous knowledge all affect students' grades. *Trying hard is not equivalent to learning or mastering the material. Students who wish to earn credit/no credit must earn a minimum of 70% or more of the course work to earn credit. Earning <70% will earn no credit.*

<u>Assignment*:</u>	<u>Points Possible:</u>
Lab assignments/Attendance (15@20 pts.)	300
Weekly quizzes (10@10 pts.)	100
Hort demonstration (1@50 pts.)	50
Hort SAE project (1@50 pts.)	50
Exams, final exam (3@100 pts.)	300
Hortscience Inquiry (1@100 pts.)	100
Weekend watering (2@50 pts.)	100
Lesson plans (2@100 pts.)	200
Total:	1200 points

**Due to weather and other situations beyond the instructor's control, she reserves the right to alter lab dates, assignments, and other course activities from this syllabus as the need arises.*

Grade Scale:

A ≥ 93%	B ≥ 83%	C ≥ 73%	D ≥ 60%
A- ≥ 90%	B- ≥ 80%	C- ≥ 70%	F < 60%
B+ ≥ 87%	C+ ≥ 77%	D+ ≥ 67%	-----

Remember, students earn grades, teachers merely assign them so do your best at all times. The instructor uses Excel software to calculate grades to tenth of a percent, not to whole numbers.

Course Goals and Objectives (students will):

1. Understand and be able to perform basic horticulture lab procedures safely.
2. Learn how to motivate and effectively discipline high school students.
3. Demonstrate how to calculate a bill of materials and schedule horticulture crops.
4. Correctly identify common horticultural crops, weeds, tools, materials and equipment.
5. Organize, plan, and prepare for teaching introductory horticulture and floral design through inquiry methods.
6. Utilize and learn various teaching methods, procedures, and techniques.
7. Develop student learning objectives and create appropriate lesson plans.
8. Teach horticulture lessons that include “real world” classroom situations in discipline, time limits, management, observation and evaluation, and student absence.
9. Demonstrate common horticulture practices and procedures.
10. Create hortscience inquiry labs with living plants and materials.
11. Develop appropriate horticulture activities for FFA, CDE, recruitment, and SAE.
12. Evaluate suggested/current horticulture curriculum, textbooks, and lab exercises.

Course Requirements and Student Responsibilities:
Attendance, Assignments and Class Requirements

Student Responsibilities (or, how to succeed in this class and college in general):

- Realize you are preparing for your future. Your attitude and effort will carry you further than your academic abilities. Know that all 3 of these combined (attitude, effort, ability) will define the individual you will become. Your professors are only here to guide you; it's up to you to learn the course material.
- **Attend both the lecture and the lab. The instructor has little patience for absenteeism.**
- *It is each student's responsibility to be aware of all assignment due dates.*
- Missing class or lab does not relieve the student of his/her educational responsibilities and late work is not accepted for any reason. Personal tragedy cannot be redeemed for course credit (see the CSUC catalog for information).
- The instructor will not repeat missed lectures so if you miss class, get with some classmates to get any lecture information you may have missed.
- Treat all communications with the instructor as a professional business exchange. Proofread your email and write it as though it is a cover letter (e.g. neatness, correct spelling, punctuation, spacing between paragraphs, and include your full name & lab section #). *Don't use textspeak or other abbreviations (e.g. ROFL, U R 2 CRZY, LUVS DA R8TRS).*
- The signed acknowledgment signature page (last page of this syllabus) will be signed by each student and returned to the instructor prior to the 3rd week of class. Make sure you read the syllabus and agree to the rules of the class and course expectations. If you cannot follow the requirements of this class, find another course that better suits your needs. If a student does not have this signature sheet on file with the instructor, the student will not be allowed to take any of the exams or participate in lab (due to safety concerns). Know the expectations of this class, there are a lot of requirements since it is an upper division course.
- **Plan on spending approximately 3 hours of study time outside of class for each hour of lecture time.** This is average; some weeks will have more requirements, some less. Be prepared to study, work hard, and have an open mind. Welcome to the way of life of the University!
- **If you have a disability that requires special accommodations, you must contact a counselor at Disability Support Services, University Center, (530) 898-5959. In addition, please let me know as soon as possible and I will work with you to receive services. It is the student's responsibility to submit all DSS requests to the DSS office in a timely manner. No exceptions will be made for late submissions/requests.**

Attendance:

- Laboratory attendance is mandatory. Lab attendance will be determined by the total number of lab meetings. These will be divided into the attendance point total (100) to give a value for each lab.
- Labs are held at the University Farm on Hegan Lane, south of Chico, and start promptly on the hour. You must arrange for your own transportation to get there. Biking takes about 30-35 minutes. Labs are almost always held outdoors and in the greenhouse. Wear appropriate clothing and footwear (NO bare feet are allowed and closed-toed, waterproof shoes are HIGHLY recommended).
- Students who do not help clean up at the end of each weekly lab (to the satisfaction of the instructor) will have 10 points deducted from that week's lab grade.
- Students who do not clear their area of the garden and greenhouse (to the satisfaction of the instructor) at the end of the semester will have 100 points deducted from their overall grade.

Assignments & Class Requirements:

- ***Late assignments will not be accepted for any reason. Due dates are announced on Vista, in lecture and in lab.***
- Students are required to keep all evaluated work until final grades have been submitted, or they will have no evidence in case there is a problem with their final grade (i.e. missing scores).
- Makeup exams will only be allowed for an excused absence (see the CSUC catalog).
- **The final exam will only be given on the assigned final exam date. No early/late exams will be given so be aware of this when making travel plans and scheduling other final exams.**
- Approximately 14 identification quizzes will be administered at the beginning of each lab. The 4 lowest quiz scores will be dropped and the remaining 10 will count toward the quiz grade. A missed quiz will receive a score of 0. *There will be no makeup or excused quizzes for any reason.*
- All written assignments (other than textbook lab papers) must be submitted to the instructor in a **double-spaced**, *word-processed format with black ink printed on new, white paper, and stapled.* **Papers will only be accepted when word-processed in black ink, double-spaced, in 12 pt. Times New Roman font.** Hand-written lab assignments will only be accepted when printed with dark blue or black ink or lead pencil.
- **Papers that are not stapled together with the student's full name and class number at the top with required formatting will NOT be accepted/graded and will earn 0 points. Be professional and proud when submitting your work!**
- Students will follow the citation format of the Journal of the American Society for Horticultural Sciences (ASHS) for all written assignments. This is the only format allowed.
- It is the student's responsibility to keep backup copies of all written assignments through the use of flash drives, CD-R disks, or Zip disks. Assignments lost from "computer crashes" are not a valid reason for turning in late work.
- **If there is evidence that you have been involved in any form of academic dishonesty, including working "together" on a homework assignment, you will receive an "F" grade for the assignment (0 points) and be reported to the Office of Student Judicial Affairs. A report will be placed in your file. A second violation will result in the student earning an "F" grade in the course. This includes cheating on exams, plagiarism, and unauthorized collaboration.**
- ***Read the CSUC PDF articles on cheating, plagiarism, and unauthorized collaboration on the class Vista Learning Module.***

Expected Student Behavior in the Classroom
--

- All students have the right and privilege to learn in class, free from harassment and disruption. Inappropriate or disruptive behavior will not be tolerated, nor will lewd or foul language. Disruptive students will be dismissed from class for the remainder of the day with no make up work allowed. The student will need to meet with the instructor about correcting her/his behavior prior to returning to class.
- Out of concern for student safety, only certified service animals that are required for use by the student are allowed in the lab. No animals-in-training are allowed in lab.
- Cell phones, iPods, iPhone, Treo, BlackBerry, MP3 players, Walkmans (for the few of us who still have them), and all other electronic devices (with the exception of calculators and educationally-approved assistance devices or translational dictionaries) must be turned off and put away during class. **Respect your fellow students and turn your phone off prior to attending class.**

- Students who use a cell phone (talking or texting) will be dismissed from class or lab for the remainder of the lecture hour with no makeup work allowed. If this is during an exam, the student will be immediately dismissed and will earn a 0 grade on the exam.
- **Only regular calculators are used for in-class exercises. No cell phone calculators are allowed.**
- Students are to remain in class during the entire session with the exception of breaks or medical necessity. Students are not allowed to come and go during the class session. Any student who leaves lab early will receive a zero (0) on that week's lab assignment.
- All class participants are expected to exhibit respectful behavior to other students, staff, the instructor, and any class visitors.
- The University Farm is a working farm with heavy equipment and livestock. Obey speed limit signs and take care when driving, following the CA rules of the road (e.g., no riding in the back of pickup trucks or on tailgates, no popping wheelies or spinning doughnuts!)
- Many of our labs will be held outside so consider bringing the following items: drinking water, your dinner or a snack, a clipboard, hat, work boots, garden kneeling mat, etc. Consider wearing jeans, a rain jacket, and bringing a change of dry clothes (muddy shoes and wet socks occur frequently!) For later on in the semester, add sunscreen and sunglasses to your list.

The class follows the standards set in the *Code of Students Rights and Responsibilities (Executive Memorandum, EM 96-38)* and students are subject to disciplinary action for violation of that code.

Academic Conduct, Rigor, and Appealing Grades:

If a student feels an error in grading has been made, the student has one week from the time of the assignment is returned to them (or the grade is posted on Vista, whichever is later) to request a review of the grade. A written request attached to the original assignment must include a specific statement as to what is in error, how it should be corrected, and what supporting evidence is available. The entire assignment will be re-graded during the review by the instructor.

Academic rigor consists of dedication on the part of students and faculty to the pursuit of academic excellence, including discipline of mind and disciplined behavior, intellectual honesty, decorum and civility. It is exemplified by the attainment of the highest standards as defined by and in each discipline. It also includes transmitting, sustaining, evaluating, and enhancing the continuity of recognized intellectual achievements in each discipline. A passion for learning and high expectations should pervade the atmosphere of the University. The quality of education and the degrees and certificates offered by the University will only have value insofar as the administration, faculty, and students view themselves as custodians of the University's reputation.

Expectations of Students

From **EM 04-36, Policy on Academic Integrity and the Establishment of the Council for Promoting Academic Integrity**, the following expectations for all students will be required. An effective education is vigorous, demanding, deeply satisfying and requires behavior conducive to achieving excellence. College is a fundamental asset in building a student's character, citizenship, and employment future. Learning how to learn and utilize information is vital in today's challenging job market.

REMEMBER: Everyone has the same opportunity to get an education, what YOU do with it sets you apart from the rest of the pack.

Rigorous students:

- set high personal standards, develop a strong sense of purpose, come to class well-prepared, and complete assignments on time;
- make the most of faculty advising and mentoring;
- treat fellow students and the classroom environment with complete respect; give each class full attention and participation; do not miss class, arrive late, or leave early;
- accept responsibility for learning and grades earned;
- approach each class in a professional manner;
- recognize that a full course load is equivalent to full time work and spend no less time on it;
- carefully put time into class assignments and work to improve study habits and editing skills;
- demonstrate complete honesty and integrity.

Altering Course Status

Students are responsible for handling the necessary paperwork for adding or dropping this class. University guidelines for dropping classes are strictly adhered to. Requesting “No Grade of Record” (NGR), alterations in Credit/No-Credit status or withdrawing from the course is the student’s responsibility, as is attending to the necessary paperwork and timelines except where required of the instructor by university policy.

If student does not withdraw, and does not attend class or complete required work, an “F” or “UW” will be reported for their grade. Instructors may drop a student or issue a “W” for those students who do not attend the first two classes but students should never assume that instructors automatically drop students from their class. After the 4th week of instruction, withdrawal (W) is permitted only for extenuating circumstances, see the CSUC catalog.

Please be aware that “biting off more than you can chew” by enrolling in too many units, working too much at your place of employment, etc. are NOT valid reasons to withdraw from the course after the deadline has passed.

Requesting an Incomplete (“I”): A student must have a passing grade at the time they request an incomplete from the instructor, who at their discretion may or may not award an incomplete as the grade. If it is awarded, the student must complete all remaining coursework in the following semester. An incomplete is not given because a student is unable or unwilling to keep pace with the requirements of a course.

Adding this Class: For students not currently enrolled in this class, for the first two weeks of class students may continue to enroll in open classes without an add authorization number through the Portal registration. For safety reasons, no more than 25 students will be enrolled in the class.

Course Outline

Week:	Dates:	Discussion Topic:	Lab Activities:
1	Jan. 27	Purpose of horticulture education	Starting crops, evaluating curriculum, STAR testing
2	Feb. 3	Student motivation and lab safety	Developing student labs, Organizing materials
3	Feb. 10	Greenhouse supplies & materials	Develop materials & tool list Bill of materials, propagation Student demonstrations
4	Feb. 17	Discipline & classroom management	Guest speaker; data collection Developing course syllabi Student demonstrations
5	Feb. 24	Hortscience through inquiry	Scientific method; Experimental design/analysis
6	March 3	Horticulture curriculum & lesson planning	Assessment, evaluations, Classroom visitors
7	March 10	Event planning and scheduling	Holiday scheduling, field trips School paperwork, P.O.s Student lesson presentations
<i>(March 16-20 Spring Break)</i>			
8	March 24	Working with staff, faculty, & special populations	Guest speaker, special needs CATA membership Student lesson presentations
9	March 31	(No lecture, lab only) SAE in horticulture	Creating SAEs, project visits Student lesson presentations
10	April 7	Record books and horticulture	FFA record books, Plant sales, fundraisers
11	April 14	FFA, CDE and horticulture	FFA Program of Work, Service learning activities
12	April 21	Floral design and floriculture	Floral design projects (Butte College EH Dept. visit)
13	April 28	Nursery and landscape projects	Nursery projects (Butte College EH Dept. visit)
14	May 5	Fundraising and ag advisory committees	Committee management, External funding
15	May 12	Industry partners, grants, and external funding	Self improvement, How to stay current
16	May 19	Finals week	Final presentations & exam

SIGNATURE VERIFICATION OF UNDERSTANDING OF COURSE POLICIES

Please return this page to your instructor by the end of the 3rd week of classes.

The following signature verifies that the enrolled student listed below in AGRI 398 for the spring 2009 semester has read, understands, and agrees to abide by the class policies and University rules, and acknowledges the assignment due dates as mentioned in this syllabus and course outline. The student agrees that it is in the best interest of the class and for safety reasons to follow the class and laboratory rules at all times and will report any accident or illness that occurs in class, no matter how slight, to the lab instructor immediately.

Name (printed)

Signature

Course number

Date