



## Contact Information

Please communicate with your instructor through the Blackboard Learning System, Messages (Course Mail) on all matters. You can expect a reply, from the messages (course mail) tool, within 24 hours. The Instructor will not be using your personal email for communication. If you do need to speak with the instructor directly, please email her to arrange a time.

**Please watch the messages (course mail) and announcements for information from the instructor and the PHC office**

## Profile

Jill Turner has been an instructor and course developer with the Prairie Horticulture Certificate since 1994. Jill has been the Program Manager for the Prairie Horticulture Certificate program since 2010. Jill has a background in landscape maintenance, small fruit production, medicinal plants, grain farming and livestock management.

## Required Resources

### Readings/Textbooks

*The Indoor Plant & Flower Expert*, Dr. D. G. Hessayon, 2013 edition, Expert Publication Ltd.

Textbooks are available from the University of Saskatchewan Bookstore:

<http://www.usask.ca/bookstore/>

This textbook is out of print, however the bookstore does have several used copies.

This book can also be found online at [https://www.amazon.ca/s/ref=nb\\_sb\\_noss?url=search-alias%3Daps&field-keywords=The+Indoor+Plant+%26+Flower+Expert%2C](https://www.amazon.ca/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=The+Indoor+Plant+%26+Flower+Expert%2C)

## Other Required Materials

**Light Meter** – please purchase an inexpensive light meter. If you are considering a career in indoor landscaping, you may want to purchase a more expensive light meter.

Light Meters are available from the PHC office. Please email [certificates.admin@usask.ca](mailto:certificates.admin@usask.ca) to order a light meter. The cost is \$15 plus postage.

## Other Requirements

Assignments 2 & 3 require you to conduct a site evaluation. You will use the same site for both assignments. Begin early to identify a site for these practical assignments. Look for a site that meets the following requirements:

- the site must not already be served by an indoor landscaper. This is to avoid any possibility of conflict or potential competition. Plants on site can be owned and maintained by staff members.
- have sufficient access to the site to complete the tasks required for the assignments. For example; taking light and humidity levels, measuring spaces, observing people's movement, space use, etc.
- be a commercial or public space, such as a restaurant, office, store, shopping area, library, theatre, bank, medical office, school, or gallery.

- the management of the site gives permission to use the site for your assignments. Explain the nature of the course and the purpose of using an actual site for the assignments. It is suggested you make a preliminary contact by phone. If formal documentation is required, contact the course instructor.

## Supplementary Resources

There is a wealth of information on the Internet. This can be an excellent resource but please do not fall into the trap of believing everything published on the Internet. Use a critical eye when evaluating this information. University, government and horticultural society links will be the most reliable. Remember that Wikipedia can be edited by anyone.

## Class Schedule

Week	Module	Readings/Activities	Evaluation Due Date
1	1	Textbook - Chapter 4 Online Video - 1st 5 min. <ul style="list-style-type: none"><li>Start working on Assignment 1 - Recording Observations</li><li>Identify location for Assignments 2 and 3</li></ul>	
2, 3	2	Textbook - Chapter 5 Online Video - 1st 10 min. <ul style="list-style-type: none"><li>Start working on Assignment 2 - Site Evaluation</li></ul>	Assignment 1 due October 6
4, 5	3	Textbook – Chapters 2&3 Download Plant File	
6	4	Textbook - Chapter 5	Assignment 2 due October 27
7	5	<a href="http://ipm.ncsu.edu/interiorscapes/biocntrl.html">http://ipm.ncsu.edu/interiorscapes/biocntrl.html</a> <a href="http://www.entomology.wisc.edu/mbcn/fea212.html">http://www.entomology.wisc.edu/mbcn/fea212.html</a> View entire Online Video <ul style="list-style-type: none"><li>Start working on Assignment 3 – Preparing A Bid</li></ul>	

8	6		
9, 10		Prepare for final exam	Assignment 3 due November 17  Course Notebook due November 26 <u>after</u> Final Exam
<b>Final Exam Date:</b> November 25			

*Note: If for any reason the Course Syllabus Reading List does not match the Module Reading List, the Course Syllabus shall be taken as correct.*

### **Grading Scheme**

Course Notebook	10%
Assignment One: Recording Conditions	10%
Assignment Two: Site Evaluation	20%
Assignment Three: Site Design	40%
Final Examination	20%
Total	100%

Information on literal descriptors for grading at the University of Saskatchewan can be found at: <https://students.usask.ca/academics/grading/grading-system.php>

Please note: There are different literal descriptors for undergraduate and graduate students.

More information on the Academic Courses Policy on course delivery, examinations and assessment of student learning can be found at: <http://policies.usask.ca/policies/academic-affairs/academic-courses.php>

The University of Saskatchewan Learning Charter is intended to define aspirations about the learning experience that the University aims to provide, and the roles to be played in realizing these aspirations by students, instructors and the institution. A copy of the Learning Charter can be found at: <http://www.usask.ca/gmcte/learningcharter>

## Evaluation Components

### DEU Writing Centre – Quality Writing Help for Free!

Anyone taking a distance class administered by the DEU can use this free service. The Writing Centre provides tools and support to help you write effective essays, reports, or reviews. Simply submit a project draft, and a qualified tutor will assess your work and offer advice to improve your project. Contact the DEU Writing Centre at <http://distanceeducation.usask.ca/support/writing-centre.php>

### Course Notebook

**Value:** See Grading Scheme

**Due Date:** See Class Schedule

**Description:** An important part of your work is the completion of the activities and study questions found at the end of each module. Please record the answers and notes for the study questions in a format that can be electronically submitted to the instructor. Please keep it in an orderly and neat fashion so the instructor can read it easily. This notebook can also be used to jot down notes on each module and record questions that you may want to ask the instructor. You can keep sketches and ideas for the assignments in the notebook as well.

### Assignment 1: Recording Observations (Conditions)

**Value:** See Grading Scheme

**Due Date:** See Class Schedule. Complete this assignment after Module 2.

**Purpose:** To provide you the opportunity to integrate what you are learning and apply your learning to practice.

**Description:** Choose 4 locations in your home (or in another building where you have daily access, such as your workplace) facing four different directions (north, south, etc.). At these four locations record light, temperature and humidity readings at **three** times throughout the day. Try to take readings in morning, around noon, and mid- to late afternoon. Take the readings during daylight hours, not at night or early morning when it is dark outside. Take the readings close to the windows. Do this for **three** days within one week. At the same time document the weather patterns outdoors. See the *Assignments* in Blackboard for more details.

### Assignment 2: Site Evaluation

**Value:** See Grading Scheme

**Due Date:** See Class Schedule. Complete this assignment after Module 3.

To submit Assignment 2 please scan or take clear photos of your drawings in order to use the online assignment submission tool otherwise, please fax this assignment.

**Purpose:** To provide you the opportunity to integrate what you are learning and apply your learning to practice.

**Description:** This assignment requires you to conduct a site evaluation. If you do not been able to access an indoor site suitable for a plant installation, please contact the course instructor. This site will be used for Assignment 3 as well. If there are plants in this location, ensure that they are owned and maintained by the staff, not an indoor plant company. If a plant company cares for the plants, please choose a different location. See the *Assignments* in Blackboard for more details.

### **Assignment 3: Preparing a Bid (Site Design)**

**Value:** See Grading Scheme

**Due Date:** See Class Schedule.

To submit Assignment 3 please scan or take photos of your drawings in order to use the assignment submission tool otherwise, please fax this assignment. You may also mail in assignment 3. Please notify the instructor if you are using this option.

**Purpose:** Apply the skills you have developed in this course.

**Description:** The objective of this assignment is to prepare a bid for a prospective client taking into consideration all the necessary steps. See the *Assignments* tab in Blackboard for more details.

### **Final Exam (closed book):**

**Value:** See Grading Scheme

**Date:** See Class Schedule

**Description:** The final examination will be an online exam and open for 24 hrs. (from 9:00 a.m. on the exam day until 9:00 a.m. the following day). Please go to the assignment tool to view the exam within that time frame.

It is very important to note that this is a 2-hour exam. Once you log in and access the exam the clock will start ticking in which you will have only 2 hours to complete. At the end of that 2-hour time period, you will be logged out of the exam.

Please be aware that once you have logged into the exam you cannot leave or try to navigate to another part of the course. If you do exit the exam, you will not be allowed back in as you are only allowed one attempt at this exam.

The 2-hour time limit does not allow you enough time to look up answers or review assignments so make sure you are prepared.

**Exam Format:** If you have completed all of the study questions and activities, you should have no problem with the final exam. The exam format will include matching, fill-in-the blank, multiple choice, & short answer questions. There will be one essay question. Please study the botanical names of the plant material. The final examination will test your knowledge of the material in each and every module.

## Using the Online Video Segments

Online Video segments cover indoor landscape design principles, plant selection, environmental conditions, symptoms and treatment of plant diseases/pests. Each module will indicate if you are to watch an Online Video segment.

Watching an Online Video for a course is different from watching television for light entertainment in the same way that reading for study purposes is different from reading a newspaper or a novel. These are some suggested techniques for ensuring you get as much as possible from the Online Video:

- Complete any required reading related to the Online Video
- Watch the Online Video at a time and in a location where you will not be distracted or interrupted
- Make notes as you watch the Online Video - you can use the headings as they are presented on the screen to organize your notes. Identify any questions you have as you watch
- View the Online Video a second time, stopping the Online Video whenever you need to take in information more slowly, or need to have a longer look at a particular image

You may want to use the Online Video as a reference when working on your assignment. You may also find it helpful to review the Online Video when you are studying for the exam. People who are visually oriented learners often find that an Online Video helps them recall and integrate what they have learned.

## Submitting Assignments

**You are expected to submit assignments by the due dates indicated in the Course Schedule.**

The instructor will penalize late submissions. Assignments submitted beyond the final exam date will not be accepted by the instructor. If you experience legitimate problems (medical or compassionate issues), discuss it with your instructor so a suitable timeline can be worked out.

Before submitting any assignment, ensure to save a backup copy of it in case the original is lost.

**Please submit all assignments online, using the Assignments tool in Blackboard.**

If you are experiencing difficulty with submitting an assignment or wish to fax/mail your assignment, please contact your instructor.

To obtain your best mark, you should complete all assignments and attempt all of the questions within each assignment. If you know only part of the answer, put it down and you may receive partial marks. Remember, instructors find it very easy to mark a question that has not been attempted.

## Assignment Grades

To view your grades, click on My Grades.

The following criteria are considered in grading assignments and the final examination:

- Demonstrated analytical/critical insight ability
- Evidence of appropriate level of understanding of course content
- Breadth/depth of coverage of the question/s
- Assignment organization
- Syntax, technical errors, clarity of expression

## **Additional Information**

### **Mobile Access**

Blackboard Mobile Learn™ is an app that is available on many devices including iOS® and Android™ for those occasional times when you may want mobile access. It is still recommended that you use a laptop or desktop computer for the majority of your online studies.

### **Students with Disabilities**

If you have a diagnosed disability (learning, medical, physical, or mental health), you must register with Disability Services for Students (DSS) in order to access DSS programs and supports. <http://www.students.usask.ca/disability/> or 306-966-7273 or [dss@usask.ca](mailto:dss@usask.ca).

For DSS exam accommodations please ensure that you fill out the DSS Exam Accommodation form within the applicable deadlines.

(<https://students.usask.ca/health/dss/accommodations.php#ExamAccommodations>).

### **Integrity Defined (from the Office of the University Secretary)**

“Integrity is expected of all students in their academic work – class participation, examinations, assignments, research, practica – and in their non-academic interactions and activities as well.” (Office of the University Secretary)

It is your responsibility to be familiar with the University of Saskatchewan policies and procedures on Academic Misconduct (<http://www.usask.ca/secretariat/student-conduct-appeals/academic-misconduct.php>) and Non-Academic Conduct (<http://www.usask.ca/secretariat/student-conduct-appeals/non-academic-misconduct.php>).

### **Copyright**

Every effort has been made to trace ownership of all copyrighted material and to secure permission from copyright holders. In the event of any question arising as to the use of any material, we will be pleased to make the necessary corrections. The University of Saskatchewan copyright policy is available at <http://www.usask.ca/copyright/>

### **Acknowledgements**

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## **Instructional Design and Course Development**

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