INSTRUCTIONAL PACKAGE

HRT 113
Plant Materials

Effective Term
Fall 2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>Fall 2022</u>

COURSE PREFIX: HRT 113   COURSE TITLE: Plant Materials

CONTACT HOURS: 5.0   CREDIT HOURS: 5.0

RATIONALE FOR THE COURSE:
The student should become familiar with local ornamental plants, their cultural habits and use in landscape because the golf course superintendent/ athletic field manager is responsible for the overall beauty of the property which includes the ornamental and native plants of the facility.

COURSE DESCRIPTION:
This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade. This course consists of identification, nomenclature, characteristics, cultural requirements of trees and shrubs. The student shall identify by leaf and growth characteristics, know common and scientific names, know major uses, and be familiar with geographic range of a variety of plant material.

PREREQUISITES/CO-REQUISITES:
None

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:
Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:
None
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TECHNICAL REQUIREMENTS:
Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:
As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit Online Netiquette.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

UNIT I   Identify characteristics of different plant material.
1. Explain how plants are classified (Example: according to flower characteristics).
2. Explain how scientific names are derived.
3. Using botanical leaf characteristics, the student should be able to identify (written) characteristics of various genuses of plants.

UNIT II Identify, give common and scientific names, specific growth and cultural characteristics.
1. Identify assigned plants.
2. Specify in written form the common and scientific names of plants.
3. Differentiate between deciduous and evergreen.
4. Explain the zone in which the plant will grow (cold tolerance).
5. Explain the soil types which plants will grow in (wet to dry).
6. Explain the location in which the plants will grow (sun and shade tolerance).
7. Identify and explain, where applicable, the flower of the plant, season of the year in which it blooms, the color range, and in some cases the specific cultivar.
8. Identify and explain, where applicable, the fruit color, season of the year the fruit appears, and any unusual characteristics.
9. If the plant is deciduous, explain the fall color and its appearance and significance for landscape design.
10. Explain maintenance problems if such exists, for example, unusual pruning for certain plants (Pyracantha).
11. Specify any outstanding or unusual features of plants. (Example: Plant male ginkgo due to undesirable fruit of the female ginkgo.)
12. Identify insects and disease problems of specific plants.
13. Explain the height, width, form and textural characteristics of specific plants.

UNIT III   Plant Collection
1. The student will be able to <u>assemble</u> a notebook of plant material data sheets with photos.
2. Print material required for each plant material data sheet.
3. Use color paper provided by instructor
4. Attach color photo of plant to each separate data sheet
5   Arrange data sheets in notebook by week of presentation.
6. Present complete notebook on assigned date

Module #1
Materials Covered: Unit 2 "Evergreens"
****Assessment(s):***   Plant Identification.
                    Lab Test

Learning Outcomes:
1.   Describe how the structure and anatomical functions of
        evergreens.
2.   Explain evergreen life cycle.
3.   Identify insects that use evergreen plants as a habitat.
4.   Identify how and where evergreen plants can be
         utilized in the landscape.

Materials Covered: Unit 3 "Herbaceous"

Assessment(s):   Research assignment. **(Plant Collection)**

Learning Outcomes:
1. Identify the nomenclature, characteristics, cultural requirements of trees and shrubs.
2. <u>Assemble</u> a notebook of plant material data sheets with photos.
3. Identify insects and disease problems of specific plants
Classify the appropriate U.S.D.A hardiness zone/zones in which the plant will grow

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REQUIRED COURSE MEASURES/ARTIFACTS
- Tests
- Assignments
- Plant Collection

*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*
Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*
Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

Tests	50%
Lab	25%
Plant Collection	<u>25%</u>
	100%

***Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.**

GRADING SYSTEM:
Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (ACADEMIC CALENDAR).   You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define**

absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the Online Resource Center to access on-demand resources.

STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the Online Resource Center (ORC) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

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STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:
- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's Accessibility and Disability Service webpage. The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

>*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

> **Dr. Melissa Batten, VP Student Affairs**
> *Title IX Coordinator*
> Building 1100, Room 107A, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5228
> Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

> **Jacquelyne Snyder, VP Human Resources**
> *EEO and Title IX Coordinator*
> Building 200, Room 212A, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5212
> Jacquelyne.Snyder@hgtc.edu