INSTRUCTIONAL PACKAGE

HRT 255
Urban Tree Care

Effective Term
Fall 2025/Spring 2026/Summer 2026

INSTRUCTIONAL PACKAGE

Departmental Mission Statement:

Forestry Management Technology Department & Program Mission Statement

The mission of the Department, the Programs and its faculty is to support the broader College's goals as detailed above, but also provide a comprehensive silviculturally based environmental education that recognizes the broad multiple uses demanded from the forest environments of South Carolina, the Southeastern United States and the nation.

- We want our graduates to recognize how their daily decisions will have a lasting impact on the social, cultural, economic, and environment fabric of our state, region and country.
- Their natural resource decision making process must be based on the highest professional and ethical standards for the long term protection and promotion of a high demand resource.
- We strive to prepare well trained forest, wildlife and natural resource technicians for both public and private sector employers and promote career opportunities for our graduates.

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: HRT 255   COURSE TITLE: Urban Tree Care

CONTACT HOURS: 2.0 Lecture, 3.0 Lab   CREDIT HOURS: 3.0 Credits

RATIONALE FOR THE COURSE:

To help the student gain practical experience and working knowledge of the various techniques used to maintain the urban landscape. Students will learn the importance of site evaluation and proper species selection on the long-term success of any planted material in the landscape. Proper selection and care will limit maintenance costs and assure long lived plant material.

COURSE DESCRIPTION:

This course is a study of selection, installation, and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management. This course is a study of the three systems of estimating volumes and values of standing timber–strip, plot, and prism. Stand analysis, dominant tree data, and statistical data are also collected and analyzed.

PREREQUISITES/CO-REQUISITES:

Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC

***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:

SAFETY AWARENESS

Some laboratories are conducted outdoors in whole or in part, regardless of weather conditions. Appropriate clothing is required, including pants and boots. Please do not wear sandals, tennis-shoes, sneakers, crocs, flip-flops, slippers, etc. Appropriate protective clothing should be worn when inclement weather is anticipated. Students should consider raingear, jackets, and gloves. Because of the obvious health risks associated with exposure to inclement weather, the instructors reserve the right to dismiss any student who is not properly dressed from any lab period.

Being outdoors carries some additional risk. Always be aware of your surroundings. Pay special attention while crossing roads or examining trees near roads. Bees, wasps and yellow jackets, although not common, may be encountered during a lab. You may wish to inform your instructor of any allergies or other medical conditions that you may have. Poison-ivy will be present, so know what the species looks like. It is everyone's responsibility for keeping the class safe.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION
Students enrolled in online courses will be required to complete identity 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*:

Module #1
Materials Covered: Value of Trees / Proper Tree Selection / Transplant Methods

*Assessment(s):   Weekly skill based labs / Class review activity / Unit Test

Learning Outcomes:
1. List the benefits provided by trees to society and the environment.
2. Identify the factors that go into valuing a tree in an urban setting.
3. Identify the various industry trade organizations (arboriculture).
4. List the site factors to consider when selecting a tree species.
5. Explain what a cold hardiness zone is.
6. Identify the challenges posed to tree growth and development in urban environments.
7. Identify what are good tree selection characteristics based on need and site.
8. Identify the proper steps for a successful transplant (site preparation, season, nursery stock versus wilding, post-transplant watering, etc.).
9. Identify the criteria for tree protection devices (wraps, shelters, etc.).

Module #2
Materials Covered: Fertilization / Pruning / Tree Preservation

*Assessment(s):   Weekly skill based labs / Class review activity / Unit Test

Learning Outcomes:
1. Identify the nutritional needs of trees, shrubs and grass and fertilizers benefits and limitations.
2. Identify the impact of soil pH on tree and the common mineral deficiencies that exist.
3. Identify the sign of subnormal growth.
4. Be familiar with the results of a soil sample or foliar test.
5. Identify the benefits and weaknesses offered by Organic Concentrates, Bulk Organic Materials, and Commercial Fertilizers (dry, liquid and controlled release).
6. Identify the benefits associated with different pruning objectives: Training, Health (Insects & Disease problems) and Stability, Appearance, and Safety (ROW Clearance).
7. Identify proper pruning techniques and how the tree will react (healing).

8. Identify the benefits associated with different types of pruning: thinning, and heading cuts.
9. Identify the best time to prune for hardwoods and/or conifers; what tools to use in different situations and how to use them.
10. Be able to identify the risk factors associated with tree damage and how to address it.
11. Be able to identify the benefits associated with cabling, structural support (rod) and guying.
12. Identify the proper ways to work around root systems (access and compaction) and how to examine lightening damage.

Module #3
Materials Covered: Insects & Disease / Nonparasitic Factors

*Assessment(s):   Weekly skill based labs / Class review activity / Unit Test

Learning Outcomes:
1. Identify the site and tree characteristics one must examine closely when evaluating a tree.
2. Identify diagnostic features ones should examine (leaves, bark, roots, trunk & branches) in an effort to identify the problem so proper treatment can be applied.
3. Be able to identify trees that may pose a public hazard to individuals or property.
4. Identify human or environmental activities that may pose a threat to tree health (construction, fill, changes in grade, soil compaction, girdling, sun scald, chemical, wildlife, pollution, etc.) and how to prevent them or lessen their impact.

Module #4
Materials Covered: Insect & Mites / Diseases / Integrated Pest Mgt.

*Assessment(s):   Weekly skill based labs / Class review activity / Unit Test

Learning Outcomes:
1. Be familiar with the structure of insects and other pests and their seasonal behaviors.
2. Be familiar with the damage caused by insects, such as, borers, leaf miners, caterpillars, sawflies, weevils, aphids, scales, and mites.)
3. Identify where on the tree key diseases attack (root, sapwood, heartwood, leaves, phloem, and cambium).
4. Be familiar with the damage caused by diseases, such as, virus, nematodes, parasitic plants, bacteria, and fungi.)
5. Identify the common methods used to deal with pest problems and their timing.
6. Identify the steps taken to conduct pest monitoring.
7. Identify the cultural steps taken to prevent or combat tree pest problems (sanitation).
8. Identify the physical and mechanical controls used to prevent or combat pest problems.
9. Describe the importance of parasites and predators in controlling pest populations.
10. Identify when it is beneficial to use insecticides to solve a pest problem, its timing, the proper application techniques and equipment and safety procedures.

*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*

Tests	40%
Lab Reports, Field work & assign.	30%
Term paper	10%
Final Exam	20%
	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.

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. 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, and 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 Academic Coaching for 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. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.

3. 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.

2023-2024

HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the Library website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

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. Students seeking accommodations are encouraged to visit HGTC's Accessibility and Disability Service webpage for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they

2023-2024

are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, 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, Section 504, and Title II 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**
> *Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*
> Building 200, Room 205B, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5212
> Jacquelyne.Snyder@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

> *Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

Student and prospective student inquiries concerning Title IX and its 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, Section 504, and Title II 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 Title IX and its application to the College may be directed to the Vice President for Human Resources.

> **Jacquelyne Snyder, VP Human Resources**
> *Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*
> Building 200, Room 205B, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5212

Jacquelyne.Snyder@hgtc.edu

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the **Pregnancy Intake Form**.