



BERKSHIRE BOTANICAL GARDEN

## Horticulture Certificate Program Program Policies and Procedures 2019-2020

Berkshire Botanical Garden (BBG) Horticulture Certificate Program policies and procedures apply to all students in the Horticulture Certificate Program.

### Contact Information

For program information, contact BBG Director of Education, Chris Wellens at (413) 357-4657 or [cwellens@berkshirebotanical.org](mailto:cwellens@berkshirebotanical.org). Please state your name if texting this phone number. The main office at BBG may also be contacted at (413) 298-3926.

### Program Requirements

#### Level I Certificate in Horticulture

Students must complete all seven Level I courses as well as a minimum of 15 garden practicum hours to receive a Level I Certificate in Horticulture.

#### *Garden Practicum*

- A minimum of 15 hours of practicum work is required. Students may participate in more practicum courses if space allows.
- Each student needs to register for the Garden Practicum only one time: either the fall or spring semester. Once enrolled, students will have one calendar year to complete the required hours.
- Once registered, to enroll in an individual practicum class, notify the BBG Director of Education.
- All courses have a maximum enrollment to ensure hands-on participation with all students. If you are unable to attend a practicum course, please notify the BBG Director of Education as soon as you can so others can participate.

#### Advanced Certificates

After earning a Level 1 Certificate in Horticulture, students may earn up to four Advanced Certificates in the following areas:

- Advanced Horticulture
- Landscape Design
- Sustainable Land Stewardship
- Native Plant Landscapes

#### *Requirements to receive an Advanced Certificate*

- Completion of a Level 1 Certificate in Horticulture. Students in the Level 1 Certificate program are welcome to enroll in Advanced Certificate courses while working on the Level 1 Certificate unless other prerequisites are stated in the course description.
- A minimum of 70 hours of qualifying courses is required for each Advanced Certificate. Courses may be simultaneously counted towards more than one certificate.
- Students may register for the Independent Study and work with the BBG Director of Education to design a course of their own. All Independent Study credits must be approved before beginning work. Contact the BBG Director of Education to discuss options. Possible Independent Study programs include:

- Classes in the Adult & Community Education program at BBG
- Courses taught by other organizations or institutions
- Professional horticulture internships
- Independent research on horticulture topics

### **Student Participation and Attendance**

Attendance is mandatory for successful completion of the program. It is the responsibility of each student to check in at the beginning of every class. Students missing more than 25% of class time for any individual course will receive an incomplete for the course.

If a student is unable to attend a class, they are asked to email both the course instructor and BBG Director of Education as soon as possible.

It is expected that students will participate fully in each class and successfully complete all outside reading and work required by the instructor.

### **Grading**

All students will be graded on their coursework and participation in class discussions. Instructors will assess student performance on the basis of attendance, class participation, and quality of assignments, projects and tests. Instructors will use a Pass/Fail basis for grades.

An “Incomplete” will be given to any certificate track student who misses more than 25% of class instruction time, or who fails to hand in all outside class work in a timely manner. All work must receive a passing grade. An incomplete will be assigned to students who do not turn work into the instructor by the agreed deadline, unless the student has received a written extension from the instructor.

### **Certificates and Graduation**

Certificates are awarded annually at the graduation ceremony at the end of the spring semester. The graduation ceremony for the 2019-2020 certificate program will take place on Sunday, May 3 at 1:00pm as part of BBG’s opening day celebrations, Roy Boutard Day. Family and friends are encouraged to attend the ceremony. A reception hosted by the BBG Herb Associates will follow the ceremony.

Certificates will be mailed to students unable to attend the graduation ceremony within 10 days after graduation.

### **Course Registration**

Students must be preregistered for a course before it begins. Registration must be done on berkshirebotanical.org. Registration is on a first come, first served basis. Students are encouraged to register early and may register for the entire semester or individual courses. Students will also receive a discounted price for registering for the entire semester.

To maintain a high quality learning environment, each course will have a maximum limit of enrollment. Maximum enrollment will vary by course based on the appropriate student to instructor ratio.

### **Class Location**

Unless otherwise noted, all courses will meet at Berkshire Botanical Garden in the Education Center Classroom. Students should park in the main BBG lot and follow the pathway towards the Education Center.

In addition to the indoor classroom, the gardens of BBG will also serve as an outdoor classroom for many classes, as the weather allows. During fall courses, students should come prepared to spend at least part of the class outside, even in light rain, by bringing comfortable footwear, appropriate clothing layers, and their own insect repellent (if desired).

### **Supplies and Reading Materials**

BBG and its instructors will make every effort possible to minimize additional costs beyond registration fees. Some courses may require students to purchase additional supplies to complete course work, including but not limited to drafting supplies, textbooks, and other materials.

In addition to course lectures and discussions, most courses will include a digital slideshow and supplemental resources in lieu of students needing to purchase textbooks. In accordance with BBG's sustainability efforts, most supplemental materials will be provided digitally. By the end of the first course meeting, students will receive a link to a shared GoogleDrive folder where supplemental materials can be found. Students are welcome to bring a personal laptop or tablet to view documents during the classes. Free WiFi is available in the Education Center. Students are welcome to print materials prior to coming to class. BBG is also able to print materials if students prefer. Please notify the BBG Director of Education at least 2 days before a class if printed handouts are requested.

### **Sustainability**

BBG is committed to being good stewards of the land by making its programs as sustainable as possible and encourages students to be ecologically mindful as well. Reusable mugs and cups will be provided for refreshments in the room, but students are encouraged to bring a reusable water bottle for classes, especially those which will take place at least partially outside of the classroom. Please do not remove the BBG mugs from the Garden.

### **Cancellation Policy**

#### *Refund and Course Cancellation Policy*

Withdraw from a certificate course at least seven days before the first meeting and receive a 100% refund, less a 15% processing fee. No refund is given for withdrawals made less than one week before courses begin. If BBG cancels a course, receive a 100% refund of all fees. Withdrawal from a course must be done in written or email form and received by the BBG Director of Education.

#### *Individual Class Cancellation*

On occasion, an individual class may need to be rescheduled due to inclement weather, instructor illness, or other circumstances. Students will be notified by email as soon as a cancellation is known. Students are advised to check their email prior to travelling to each class, especially those with long commutes. A makeup class will be rescheduled.

### **Course Communication**

Email will be the primary method students will be contacted for updates and notifications. Students are required to have and provide an email address to enroll in the certificate program. Contact your local library or the BBG Director of Education if assistance obtaining an email address or use of a computer is needed.