

THE NEW YORK BOTANICAL GARDEN



School of
Professional
Horticulture

*Training the world's
leading horticulturists
for more than 70 years*

Vol. X 2011–2012

DIRECTOR'S NOTE

The School of Professional Horticulture's mission is to educate and train motivated individuals to become horticulturists of the highest caliber, equipped to take on leadership positions in either the public or private sectors. One of the School's many strengths is the combination of a strong academic curriculum with real-world experience gained by working alongside The New York Botanical Garden's expert Horticulture staff.

Professional horticulture synthesizes art and science to beautify our surroundings so that others may enjoy a better quality of life. Its very nature allows us to nurture and create an outdoor studio. The work also asks us to measure, research, and diagnose everything that a scientist conducts during fieldwork. The end result can be spectacular: as wide-ranging as the Botanical Garden's expansive grounds or as subtle as a single well-grown orchid.

At the School of Professional Horticulture, art and science form the very core of the program. Class sizes are limited to 15 students to ensure that each student receives the appropriate amount of attention from staff and that teamwork is fostered. Students with diverse backgrounds yet shared interests and goals study, create, and refine their skills and knowledge. Within two years, they become familiar with the cultural needs of more than 1,000 plants and some of the common pests and diseases that accompany them, while working in state-of-the-art facilities and across our 250-acre campus. Students learn about native plants, green roofs, and sustainable practices in their coursework, during their horticulture rotations, and by attending special lectures and symposia sponsored by the School. Upon graduation, students leave knowing that they are well prepared to succeed in a wide variety of horticultural venues.

Charles M. Yurgalevitch, Ph.D.
School of Professional Horticulture

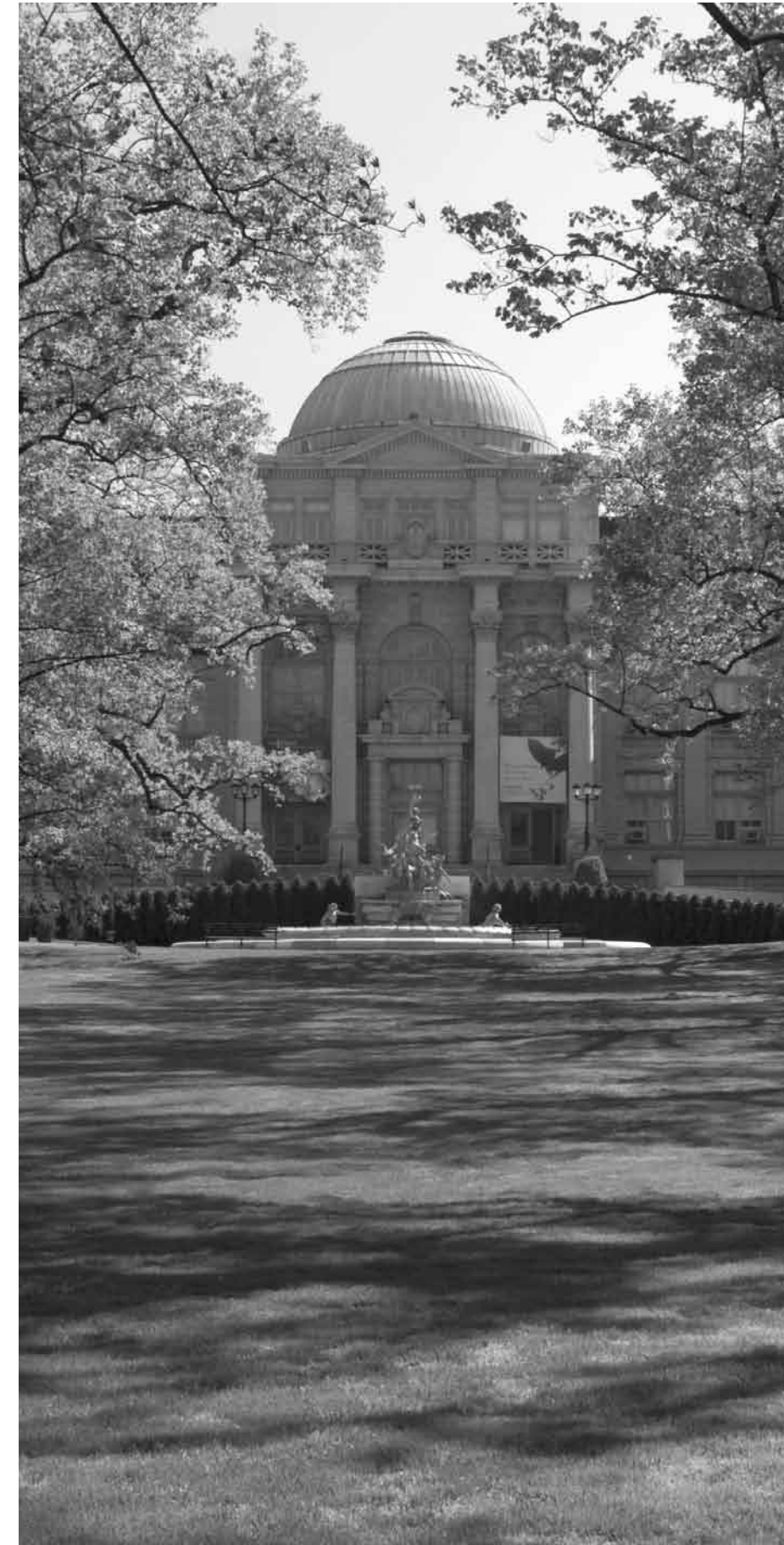
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The School of Professional Horticulture is a division of and is controlled by The New York Botanical Garden, which is a 501(c)(3) New York Not-For-Profit Corporation.

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ABOUT THE GARDEN

THE NEW YORK BOTANICAL GARDEN

Eminent Columbia University botanist Nathaniel Lord Britton and his wife, Elizabeth, also a botanist, were so inspired by their 1888 visit to the Royal Botanic Gardens, Kew, near London, they decided that New York should also possess a great botanical garden. A site was selected in the northern section of the Bronx, part of which had belonged to the estate of Pierre Lorillard, a leading tobacco merchant. In 1891 the land was set aside by the State Legislature for the creation of “a public botanic garden of the highest class” for the City of New York. Prominent civic leaders and financiers, including Andrew Carnegie, Cornelius Vanderbilt, and J. Pierpont Morgan, agreed to match the City’s commitment to finance the buildings and improvements—initiating a public/private partnership that continues today.

The 250-acre grounds of The New York Botanical Garden include dramatic rock outcroppings, wetlands, ponds, a cascading waterfall, and a 50-acre tract of uncut forest that once covered New York City. Among the horticultural attractions are 50 gardens and plant collections, including the Enid A. Haupt Conservatory, Arthur and Janet Ross Conifer Arboretum, Benenson Ornamental Conifers, Jane Watson Irwin Perennial Garden, Rock Garden, and Peggy Rockefeller Rose Garden as well as outstanding collections of daylilies, orchids, hardy ferns, flowering trees, and conifers.

Recent projects include restoration of the landmark Lillian and Amy Goldman Stone Mill, creation of a new Azalea Garden, restoration of the Native Forest, and development of a new Native Plant Garden. Together these projects have resulted in the complete transformation of more than a quarter of the Garden’s landscape as a place of unparalleled beauty and interest for generations to come.

SCHOOL OF PROFESSIONAL HORTICULTURE

Begun in 1919 at The New York Botanical Garden as a horticulture vocational training program for returning war veterans, the School was expanded into a professional gardener-training program in 1932 by distinguished horticulturist Thomas H. Everett. An alumnus of the Royal Botanic Gardens, Kew, Everett modeled the School after the programs at British botanical gardens such as Kew and Edinburgh, which combined practical and academic work in horticulture.

The School has trained hundreds of skilled horticulturists who come from around the world and from various other fields to study horticulture. A majority of graduates go on to work in key positions in the horticulture field in the capacity of estate managers, nursery and landscape business owners and managers, greenhouse growers, garden authors and photographers, designers, and gardeners. Recent graduates are now employed as: gardeners with The New York Botanical Garden’s Arboretum and Grounds crew and in the Haupt Conservatory, gardener at the Battery Conservancy, associate with Lynden B. Miller Public Garden Design, associate designer and horticulture manager at Verdant Gardens Design, rosarian at Brooklyn Botanic Garden, gardener at Old Westbury Gardens, horticultural manager for Statile & Todd, Inc., and senior zone gardener in Central Park’s Conservatory Garden. Some have started their own companies such as Living Colors Landscape and Gardens, Blue in Green Garden Design, and DWB Botanical Designs, LLC. To see what other School alumni are doing, visit nybg.org/edu/soph/alumni.php

Alumni remain an integral part of the School, and students have numerous opportunities to network with them. Questions about a specific graduate should be e-mailed to the Director, cmyn@nybg.org, who will then forward it to the respective person.

In 2005 the School became accredited by the Accrediting Council for Continuing Education and Training (ACCET) and certified by the U.S. Department of Education to administer Title IV funds to qualified students.

GOAL

The School educates and trains motivated individuals to become horticulturists of the highest caliber equipped to take on leadership positions in either the public or private sectors. The School combines academic studies with hands-on practical training in a two-year, full-time program. Students learn the science of horticulture in the classroom and practice what they learn on the Garden grounds. After successfully completing the program, students receive The New York Botanical Garden’s Diploma in Horticulture.

The School of Professional Horticulture is a key component of the Education Division at The New York Botanical Garden. Since its founding, the Garden has maintained a strong commitment to public education, offering a full spectrum of programs focused on the science, function, and beauty of plants, and the relationship between plants and people.

PROGRAM OVERVIEW

Classes, horticulture rotations, plant walks, field trips, group projects, and lectures expose students to a wide range of concepts, practices, and philosophies. The two-year program is designed to best develop mastery of this field.

The program begins in February. Students tackle core courses in botany, math, and soil sciences. As the growing season approaches, the program shifts from the classroom to horticulture rotations (page 12). Students participate in installing shows in the Conservatory, growing display crops in the Nolen Greenhouses for Living Collections, scouting pests in the different plant collections, and planting displays in the Everett Children’s Adventure Garden. At the same time, students take on the planting of the Student Garden, and participate in plant identification walks and monthly field trips to horticulture destinations (page 13).

As fall approaches, students return to the classroom to continue studies in botany, landscape design, and plant propagation. The horticulture rotation segment is reduced and concentrated in indoor venues such as Plant Records and greenhouse production. In addition to the coursework, the students design next year’s Student Garden and explore their second-year internship options (page 13).

After completing their six-month internships, students return in October to complete their coursework, take the all-day plant ID final exam, and deliver both an oral presentation and written paper on their internships before graduating in March.

STUDENT PROFILES



LUIS MARMOL
Class of 2012

Luis, who holds a degree in English literature from SUNY’s University at Buffalo, taught English as a Second Language in the New York City school system, where he also helped to create a vegetable garden. His passion for horticulture led him to intern at the medicinal herb garden at the Amsterdam Hortus Botanicus and later at the Peace Palace in The Hague where he helped research and restore an 18th-century royal garden.

“What sets the Garden’s two-year program apart from colleges and universities that offer a horticulture major is that it allows students to work alongside horticulture staff to gain real-world experience.”



HAL MAY
Class of 2012

While attending North Mecklenburg High School in Huntersville, North Carolina, Hal owned a landscape maintenance business, gaining an interest in entrepreneurship and horticulture. Following his graduation in 2008, Hal sold the business and began working for AmeriCorps in Washington, D.C., tutoring and mentoring the city’s youth. Hal is especially motivated to learn pruning techniques to strengthen his love of pruning and plant production.

“I want to gain a hands-on education that focuses on useful professional skills.”



MARIE SALEMBIER
Class of 2012

Marie grew up in Paris and studied biology for two years after high school. While working in the New York fashion industry, her concern about the environment grew stronger and led her to believe that horticulturists play an important role. She interned at Garden Party, which specializes in installing and maintaining interior landscape designs. Her goal is to share her horticultural knowledge with architects to create green buildings.

“The access to the Garden collections, the greenhouses, the Library, and the extremely knowledgeable professionals we work with is a great gift.”



ERIC LIEBERMAN
Class of 2012

Eric received his BA in history from Millersville University of Pennsylvania and then spent several years working in both exterior and interior landscaping in Philadelphia and Washington, D.C. Afterward, he spent a decade working in various fields in D.C. and is now excited to return to horticulture where his heart truly lies. He would like to work in propagation and education at a botanical garden or arboretum.

“I want everyone to feel the same sense of excitement and wonder about plants that I feel.”

SCHEDULE

“From every level of horticulture, from every single person on the Horticulture staff, whether a foreman or the person cutting grass for five years, you can learn something new every single day. The resources here are incredible; a student just has to tap into them.”

—Ken Molinari, Assistant Foreman of Gardeners, Class of 1984

YEAR 1

WINTER

JANUARY TO MARCH (9 WEEKS)

		COURSE HOURS: 146
		ROTATION HOURS: 140
Basic Science Review	BOT 314	9
Botany I: Basic Concepts	BOT 315	20
Soil Science I: Physical Properties	HRT 301	18
Horticultural Techniques: Landscape Gardening	HRT 311	12
Horticultural Techniques: Greenhouse Practices	HRT 312	18
Ornamental Woody Plants: Conifers	HRT 333	12
Grounds Management	HRT 335	12
Mathematics for Horticulturists	HRT 356	6
Entomology	HRT 480	15
Landscape Design History	LAN 301	24

SPRING/SUMMER

APRIL TO AUGUST (20 WEEKS)

		COURSE HOURS: 148
		ROTATION HOURS: 386
Botany II: Plant Physiology	BOT 316	20
Morphology of Flowering Plants	BOT 431	16
Introduction to Public Speaking	COM 101	12
Horticultural Techniques: Turf Equipment	HRT 315	8
Ornamental Woody Plants:		
Spring Trees and Shrubs	HRT 334	12
Ornamental Herbaceous Plants:		
Spring Perennials	HRT 336	9
Ornamental Herbaceous Plants: Annuals	HRT 341	8
Ornamental Herbaceous Plants: Bulbs	HRT 342	12
The Basics of IPM (Integrated Pest Management)	HRT 380	12
Insect Pests of Ornamental Plants	HRT 381	15
Graphics I	LAN 311	24

FALL

SEPTEMBER TO DECEMBER (15 WEEKS)

		COURSE HOURS: 109
		ROTATION HOURS: 244
Systematic Botany	BOT 432	21
Ornamental Woody Plants:		
Fall Trees and Shrubs	HRT 331	12
Ornamental Woody Plants:		
Broad-leaved Evergreens	HRT 332	8
Ornamental Herbaceous Plants:		
Summer and Fall Perennials	HRT 337	9
Ornamental Tropical Plants	HRT 361	14
Plant Propagation I: Basic Principles	HRT 411	18
Winter Tree Identification	HRT 440	12
Disease Identification and Management	HRT 481	15

YEAR 2

WINTER

JANUARY TO MARCH (13 WEEKS)

		COURSE HOURS: 92
		ROTATION HOURS: 166
Botany III: The Plant Kingdom	BOT 317	24
Career Preparation	COM 102	8
Soil Science II: Chemistry and Nutrition	HRT 302	16
Pruning Principles and Practices	HRT 321	14
Plant Propagation II: Applications	HRT 412	16
Tree Management	HRT 422	14

SPRING/SUMMER INTERNSHIP

APRIL TO SEPTEMBER

INTERNSHIP HOURS: 1,040

FALL

OCTOBER TO DECEMBER (10 WEEKS)

(MAKEUP DAYS FOR WORK ROTATION IF NECESSARY)

		COURSE HOURS: 93
Advanced Presentation Skills	COM 103	10
Horticultural Techniques:		
Basic Horticultural Construction	HRT 314	12
Turf Management	HRT 421	14
Weed Identification and Management	HRT 482	18
Nursery Management	HRT 512	15
Landscape Design I:		
Site Analysis and Schematic Design	LAN 401	24

YEAR 3

WINTER

JANUARY TO FEBRUARY (8 WEEKS)

		COURSE HOURS: 57
Introduction to Business Management	COM 104	12
Preparation for Pesticide Applicator		
Certification Examination	HRT 357	30
Greenhouse Management	HRT 511	15

GRADUATION: FIRST FRIDAY OF MARCH

TOTALS:

COURSES	645
HORTICULTURE ROTATION AND INTERNSHIP HOURS	1,976
TOTAL HOURS:	2,621



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COURSE DESCRIPTIONS

Designed by horticulturists and botanists, the academic courses introduce and explore the multifaceted field of horticulture. Students are pre-registered for all required courses. Students complete 645 class hours of academic courses and 60 hours of personal enrichment (optional).

BOTANY

These courses encompass a broad range of topics, i.e., anatomy, morphology, physiology, systematics, ecology, evolution, and field studies.

Basic Science Review Workshop

Discuss essential biological concepts and practice hands-on laboratory skills such as working with dissecting and compound microscopes, and making wet-mount slides with fresh botanical materials.

Hours: 9 BOT 314

Botany I: Basic Concepts

Learn about the basic plant body, from the cell to the main component parts, including roots, stems, leaves, flowers, and fruit. Use both dissecting and compound light microscopes to view plant parts. The fundamental chemistry for understanding how plants function is presented.

Hours: 20 BOT 315

Botany II: Plant Physiology

The role of plant hormones in growth and development is discussed as well as plant movements, water transport through the plant body, and plant metabolism, including photosynthesis and respiration (anaerobic and aerobic). The basic chemistry needed to understand this material is presented in class.

Hours: 20 BOT 316

Botany III: The Plant Kingdom

Survey the plant kingdom through the study of morphological, anatomical, and life cycle diversity of the major divisions. An introduction to the principles and mechanics of evolution and classification provides the framework for understanding how these divisions are defined. The fundamental nutrient cycles and ecological concepts are presented.

Hours: 24 BOT 317

Morphology of Flowering Plants

Angiosperms are the dominant plants in most of the habitats of the world today. Through laboratory demonstrations and dissections, examine the morphology of flowers, fruits, and vegetative plant parts, and learn about the development of these structures.

Hours: 16 BOT 431

Systematic Botany

Survey the major families of the angiosperms (flowering plants), the dominant group of plants on Earth today. Learn the characters and principles used to classify them, newly recognized higher order groupings of species, evolutionary trends in floral and vegetative structure, and recently reconstructed evolutionary histories (phylogenies) of flowering plants.

Hours: 21 BOT 432

HORTICULTURE

These courses are designed to increase and enhance the understanding of plant identification, culture, selection, and sustainable landscape management practices.

Soil Science I: Physical Properties

Soil is the very foundation of sustainable horticulture and agriculture. This course focuses on the texture, structure, density, and color of different soils and the dynamic relationship that exists among soil, water, and plants. Learn irrigation and drainage techniques, and explore the importance of soil organic matter and microbiology in relationship to plant health and soil conservation.

Hours: 18 HRT 301

Soil Science II: Chemistry and Nutrition

Learn how to feed the soil so it can feed your plants. Gain an understanding of the cornerstones of soil chemistry: pH and its effects on nutrient availability to plants and the ionic exchange capacities of soil. Macronutrient cycles in the soil will be studied with emphasis on the complex nitrogen cycle and its importance to environmental and horticultural sustainability. Explore the use of organic and inorganic fertilizers and composted soil amendments. Students will perform an analysis of their own soil sample in class. In addition, study commercial soil tests and plant tissue tests as important tools in monitoring plant nutrition and health.

Hours: 16 HRT 302

Horticultural Techniques:

Landscape Gardening

Learn the basic techniques and practical skills of landscape gardening. Topics include soil preparation, efficient water and fertilization practices, planting and transplanting, cultivation techniques, and maintenance for healthy plants.

Hours: 12 HRT 311

Horticultural Techniques:

Greenhouse Practices

This course emphasizes the practical skills required for growing plants in greenhouses. Topics include structures and equipment, soils and other growth media, irrigation and fertilization practices, potting and repotting, cultural techniques, and plant disorders.

Hours: 18 HRT 312

Horticultural Techniques:

Basic Horticultural Construction

Learn basic horticultural construction techniques such as installing posts and rails, mixing and using concrete, installing paving stones and path edging, building stone walls, carpentry, plumbing repairs, and painting.

Hours: 12 HRT 314

Horticultural Techniques: Turf Equipment

This course will introduce students to the various equipment used in the maintenance of grounds, arboretum, and turf grass. Proper use, care, and safety will be discussed. Students will be able to operate various pieces of equipment, and maintenance techniques will be demonstrated.

Hours: 8 HRT 315

Pruning Principles and Practices

This course combines class study and hands-on pruning, matching knowledge to practice. Topics include woody plant structure and physiology as they relate to pruning; correct pruning techniques and tools; pruning timing; and pruning as an integral part of plant health care. Pruning of trees and shrubs, conifers and broadleaves, and evergreen and deciduous plants is covered. Creation and maintenance of hedges is considered, along with authentic pollarding techniques.

Hours: 14 HRT 321

Ornamental Woody Plants:

Fall Trees and Shrubs

Explore the identification and landscape use of major groups of shade trees and shrubs grown for ornamental foliage and fruit. Major groups studied include *Acer*, *Quercus*, *Viburnum*, and other genera, which are particularly ornamental in autumn.

Hours: 12 HRT 331

Ornamental Woody Plants:

Broad-leaved Evergreens

Learn native and exotic broad-leaved evergreens; become familiar with their cultural requirements, identification features, and ornamental value. Learn how to incorporate this important group of plants into both naturalistic and formal landscape settings.

Major plant groups studied include *Ilex*, *Rhododendron*, *Buxus*, and evergreen groundcovers.

Hours: 8 HRT 332

Ornamental Woody Plants: Conifers

Learn the identification, classification, and landscape use of ornamental conifers. Major plant groups studied include *Chamaecyparis*, *Picea*, *Pinus*, and other genera that may be grown in the northeastern United States. Gain a working knowledge of the best species and cultivars of conifers for landscaping.

Hours: 12 HRT 333

Ornamental Woody Plants:

Spring Trees and Shrubs

Learn the identification, classification, and landscape use of spring-flowering trees and shrubs. Major plant groups include *Magnolia*, *Malus*, *Prunus*, *Viburnum*, and other genera, which are particularly ornamental in spring.

Hours: 12 HRT 334

Grounds Management

Examine the most important factors in the management and maintenance of shrubs and small ornamental plants in residential or commercial settings, including planting and cultural practices. Using sustainable management methods, learn how, why, and when to prune; soil fertility options; how to restore old or overgrown plants; and effective winter protection techniques. Common insects, diseases, and physiological problems are discussed.

Hours: 12 HRT 335

Ornamental Herbaceous Plants:

Spring Perennials

Study the identifying characteristics, classification, and landscape uses of spring-blooming perennials. Learn the scientific and common names of approximately 60 plants, including *Dicentra*, *Alchemilla*, and *Heuchera*.

Hours: 9 HRT 336

Ornamental Herbaceous Plants:

Summer and Fall Perennials

Study the identifying characteristics, classification, and landscape uses of summer- and fall-blooming perennials. Learn the scientific and common names of approximately 60 plants, including *Echinacea*, *Filipendula*, and *Helenium*.

Hours: 9 HRT 337

Ornamental Herbaceous Plants: Annuals

Become familiar with the identification, culture, and landscape use of plants that are commonly used as annuals. Review major groups of common annuals and more unusual types. Learn how to select low-maintenance plants.

Topics include a review of the scientific names, common names, and identification of approximately 60 annuals.

Hours: 8 HRT 341

Ornamental Herbaceous Plants: Bulbs

Study the biology, identification, and classification of ornamental bulbs. Learn about common and unusual spring-, summer-, and autumn-flowering bulbs.

Hours: 12 HRT 342

Mathematics for Horticulturists

Review methods of calculating areas, application rates for fertilizers, and amounts of soil amendments in the first session, and analyze homework problems in the second session.

Hours: 6 HRT 356

Preparation for Pesticide Applicator Certification Examination

A 30-hour course is required by New York State before the Commercial Pesticide Applicator Certification Exam may be taken. Topics include handling, use, storage, and application of pesticides; safety and environmental considerations; and insect and disease problems. Several manuals are required.

Hours: 30 HRT 357

COURSE DESCRIPTIONS



HORTICULTURE

continued

Ornamental Tropical Plants

Learn the identification, classification, and culture of houseplants and greenhouse plants. Major plant groups to be studied include aroids, bromeliads, Marantaceae, and other ornamental tropicals grown indoors.

Hours: 14 HRT 361

The Basics of IPM (Integrated Pest Management)

Study principles and practices of IPM, including problem identification, monitoring techniques, and pest management strategies. Students discuss applications of chemical, cultural, genetic, and biological controls to greenhouse crops, woody ornamentals, turf grass, and vegetables. Participate in scouting exercises where possible.

Hours: 12 HRT 380

Insect Pests of Ornamental Plants

Survey the insects common to the northeastern United States that feed on woody and herbaceous plants as you learn to identify insects and the damage that they cause. Learn to judge the severity of an infestation and to select and implement control measures based on the insect's biology.

Hours: 15 HRT 381

Plant Propagation I: Basic Principles

Learn the principles and techniques of plant propagation by seed and cuttings. Explore the basics of sexual and asexual propagation, with attention to fruit development, seedling production, root initiation, stem and leaf cuttings, and layering.

Hours: 18 HRT 411

Plant Propagation II: Applications

Through lectures and laboratories, learn how to work with plants that are difficult to propagate by seed or cuttings. Subjects include advanced seed propagation and techniques of grafting, budding, and micropropagation.

Hours: 16 HRT 412

Turf Management

With increasing pressure to eliminate or greatly reduce the use of synthetic fertilizers and pesticides, this course examines the concept of sustainable turf management. Through analyzing traditional turf maintenance practices, learn how to efficiently and effectively develop management programs that reduce adverse effects on the environment.

Hours: 14 HRT 421

Tree Management

Learn the techniques of tree care, and gain an understanding of what makes a healthy tree. Topics include pruning, common tree problems, spraying, lightning protection, transplanting, fertilization of trees under stress, and root problems. Samples of tree problems, supplies, and tools are exhibited.

Hours: 14 HRT 422

Winter Tree Identification

Learn the basic techniques of woody plant identification. Buds, bark, and growth habits on deciduous plants as well as interesting characteristics of conifers are taught.

Specialized techniques and tools of the trade are discussed.

Hours: 12 HRT 440

Entomology

Gain a basic understanding of the structure, growth, and development of insects. Learn about their harmful and beneficial effects, and how to control insects and arthropod forms. Learn to collect, identify, classify, and preserve a wide variety of insects.

Hours: 15 HRT 480

Disease Identification and Management

Learn about common diseases of woody and herbaceous ornamentals caused by bacteria, fungi, nematodes, and viruses, and the cultural, biological, and chemical strategies for their control. Discuss diagnoses of plant problems, including identification of insect- and nutrient-related symptoms.

Hours: 15 HRT 481

Weed Identification and Management

Learn how to identify and manage the common turf and landscape weeds found in residential and commercial sites. A variety of weed control methods, including non-chemical approaches, are examined. Weed biology, biochemical pathways, herbicides and their application techniques, and equipment calibration and care are studied as are seasonal weed control programs.

Hours: 18 HRT 482

Greenhouse Management

The greenhouse trade is a multibillion-dollar industry with an increasing need for personnel trained in sound business practices and advanced horticultural techniques, including environmentally friendly methods. This course will explore the economics of the industry as well as the principles and practices of commercial plant production. Students will be required to work on projects such as scheduling and energy conservation, and to develop a business plan.

Hours: 15 HRT 511

Nursery Management

The fundamental principles and practices of managing a wholesale nursery include site selection, planning and layout, and growing nursery stock, both in the field and in containers. The course explores latest trends and best practices in the industry and includes a field trip to area nurseries.

Hours: 15 HRT 512

LANDSCAPE DESIGN

These courses include graphics, design, development, and construction of sustainable outdoor landscapes.

Landscape Design History

Study theories and principles that have shaped the design of landscapes throughout history, from antiquity to the 21st century. Explore Eastern and Western garden traditions. Survey all types of gardens and landscapes, including corporate and public spaces.

Hours: 24 LAN 301

Graphics I

Graphics are used to develop and communicate landscape design ideas. Learn and practice techniques of graphic expression, and learn how to organize and render landscape plans for optimal presentation to clients. Work with drawing materials and drafting equipment. A separate expenditure beyond tuition is necessary for drafting equipment.

Hours: 24 LAN 311

Landscape Design I: Site Analysis and Schematic Design

Learn how to understand and analyze landscapes, and to formulate programmatic and functional requirements of a design project. Translate these into schematic design solutions. Take part in class discussions and critiques, and present projects. Extensive out-of-class design homework is required.

Hours: 24 LAN 401

COMMUNICATIONS & BUSINESS MANAGEMENT

These courses help students prepare for the horticulture profession by providing them with skills for public speaking, job acquisition, and business management. All COM courses are compulsory and are taught in workshop style.

Introduction to Public Speaking

Effective public speaking is as crucial as knowing how to edge a display border. Both indicate that the speaker has a high level of professionalism. Learn the skills to become a good public speaker: how to research, write, and deliver. Students will deliver several presentations during the course.

Hours: 12 COM 101

Career Preparation

How do I start? Where do I look? These are common questions of job seekers, whether they are seasoned horticulturists or looking for a career change. This course is geared specifically for the horticulture profession, from preparing resumes with key industry terms to targeting public gardens and dressing for the interview. This course prepares students to embark on their second-year internship search.

Hours: 8 COM 102

Advanced Presentation Skills

This advanced level course focuses on how to create presentations for different purposes (sales pitch, visual presentation, and graduation speech), how to utilize audio-visual equipment and computer programs, and how to deliver speeches. Students prepare and deliver speeches of varying lengths.

Hours: 10 COM 103

Introduction to Business Management

Through lectures and assigned readings, students learn different components of business management: staffing, marketing, operations, financial management, and customer/client development. Students prepare a marketing plan.

Hours: 12 COM 104

PERSONAL DEVELOPMENT

Students may take up to 60 hours of elective courses of their choosing offered by the Garden. These courses are optional and are solely for students' personal enrichment.

ROTATION DESCRIPTIONS

Students are engaged in seven required and one elective horticulture rotations during the first year for hands-on training. The following chart depicts the rotation areas and skills learned. Each rotation is approximately 100 hours long.

SKILLS TESTS

At the end of each rotation, students are evaluated and tested on their mastery of horticultural skills covered in the rotation, such as tree and shrub planting, seed and cutting propagation, pruning, herbaceous perennial maintenance, and fertilization techniques.

ROTATION	SKILLS LEARNED AND UTILIZED	LOCATION
REQUIRED:		
Arboriculture	Safe, appropriate methods to climb trees for maintenance purposes. Trimming large hedges using platforms. Pruning techniques.	Throughout the Garden grounds
Conservatory	How to plant for indoor displays. Maintenance of conservatory plants: grooming, watering, syringing, misting, soil preparation, and amending. Specific culture for succulents and cacti, aquatics, tropicals, and/or others.	Enid A. Haupt Conservatory
Display Gardens	How to plant for display purposes—spacing, grooming, weeding, watering, edging, and staking.	Home Gardening Center, Everett Children's Adventure Garden, Jane Watson Irwin Perennial Garden
Greenhouse Production	Control systems: heating, cooling, humidity, shade, and ventilation. Basic operations: fertilizing, soil mixture preparations, repotting plants, pricking, transplanting. Crop production: forcing, growing annuals, and container growing.	Nolen Greenhouses for Living Collections
Plant Health Care	Diagnose, monitor, and apply thresholds for various pest; interpret monitoring results; and discuss possible control actions.	Throughout the Garden grounds, Conservatory, and Nolen Greenhouses
Plant Records	Plant identification, data entry, label design and production, accessioning and de-accessioning, collection inventory, label information for shows, research, and composition.	Plant Records
Turfs and Grounds	Maintenance of turf areas: irrigation methods, edging techniques, fertilizing (equipment and type of fertilizer), weed control, leaf-raking, and blowing.	Throughout the Garden grounds
ELECTIVE:		
Bronx Green-Up	Community outreach and involvement, improvement of community gardens, and putting into practice horticultural skills.	Throughout the Bronx
Family Garden	Planning, installing, and maintaining vegetable gardens, cut flowers, perennials, meadow/wild flowers, containers, while working with staff and volunteers.	Ruth Rea Howell Family Garden
Forest Restoration	Management of invasive exotic species, forest restoration (weeding, trail maintenance, seed collecting, and plant production), and active research.	Native Forest
Mapping	Mapping and map reading, survey techniques and equipment operation, fundamentals of AutoCAD and GIS, and construction stakeout.	Lionel Goldfrank III Institutional Mapping Department
Rock and Native Plant Culture	Cultivation of rock garden and native plants that require very specific conditions.	Rock and Native Plant Gardens
Rose Culture	Maintenance of a rose collection: grooming, hilling, watering, deadheading, winter pruning, overwintering, pruning of different types of roses.	Peggy Rockefeller Rose Garden

SPECIALIZED TRAINING

"The School of Professional Horticulture helped me fill in the gaps of my knowledge of horticulture and gave me a diverse experience in the horticultural field. The School educates and stimulates, and opens doors that I did not even know existed!"

—Songsuk Kim, Gardener, Class of 2009

Field trips, plant walks, a student garden, a second-year internship, and the Winter Lecture Series allow students to further experience the diversity of the horticulture field.

FIELD TRIPS

During the first year, students participate in 10–12 field trips to public gardens, private gardens, nurseries, and ecological areas. Field trips encourage students to explore horticultural opportunities, meet practitioners in the field, and learn how horticultural sites function. Trips take place during the week. Food expenses on field trips are not included in tuition.

PLANT WALKS AND THE PLANT ID FINAL

Plant walks are designed to help students learn to identify plants based on morphological similarities and differences. More than 20 plant walks and cumulative quizzes that make up 30% of the final plant identification grade are scheduled during the spring, summer, and fall quarters of the first year. Students are expected to know plant families, genus, and specific epithets. The walks also prepare students for the Plant ID Final, an all-day exam given at the end of October in the second year that determines if students can identify the more than 1,000 plants on the Required Plant List. On the Plant ID Final, which makes up 70% of the final plant identification grade, students are asked to identify plants from specimens or samples. To pass, they must attain at least 70% on the Final as well as on the quizzes combined.

STUDENT GARDEN

The Student Garden allows first-year students to practice what they have learned in the classroom and on rotations. It is an opportunity for students to use their newly acquired skills in a creative manner. Students work cooperatively as a team to design, install, maintain, and dismantle a show garden that measures about 400 square feet. The garden is accessible and is frequented by the public. Students are responsible for day-to-day maintenance of the site, and grades are based on success of display and ability to work as a team.

SECOND-YEAR INTERNSHIP

The internship is designed to allow students to expand their horticultural skills and to work on their professional development skills. Second-year students commence their six-month internships in April and end them in September (total of 1,040 hours). Students are responsible for identifying areas and businesses/institutions that they would like to explore. They must secure approval from the Director prior to starting an internship. The Director regularly checks on the student through on-site evaluations. Upon completion of the internship, students submit a 10-page paper and deliver a 10-minute presentation on their internship experiences. Grades are given for the on-site evaluation, paper, and presentation.

WINTER LECTURE SERIES

Held on the third Thursday in January, February, and March, the Winter Lecture Series showcases experts in the field. Topics include diverse disciplines such as native plants, ecological design, and urban farming. These lectures further expand students' knowledge of their chosen fields.

STUDENT SERVICES

ORIENTATION

Orientation for the entering class begins the last week in January. New students meet staff and become familiar with the Garden's philosophies and facilities. Orientation and special group projects with Horticulture continue weekly throughout February and March to prepare students for their horticulture rotations. A Student Manual detailing student services and school policies will be provided.

STUDENT E-MAIL AND COMPUTER ACCESS

Each student is assigned a personal e-mail address. Computers are available 24 hours a day in the Student Room.

FOOD

Students enjoy a 15% discount at both Cafes. The Garden Cafe serves hot and cold dishes, including sandwiches, salads, soups, a daily hot entree, and vegetarian options as well as snacks and beverages. The Leon Levy Visitor Center Cafe serves sandwiches, salads, pastries, snacks, and beverages. Both are open Tuesdays through Sundays. There are several moderately priced diners, cafes, and pizza parlors within walking distance of the Garden. Vending machines are located on the first floor in the Pratt building, Room P102.

GARDEN SHOP

Students enjoy a 20% discount at Shop in the Garden, which stocks a wide range of horticultural and botanical books, plants, gardening equipment, and gifts.

SCHOOL FACILITIES

School academic facilities are housed in the Watson and Library buildings. The School has 13 classrooms for meetings and classes. The Student Room is available for meal breaks, studying, drafting, and computer use. Horticulture training is carried out in locations throughout the Garden's 250-acre campus (see page 12).

RECENT COMPLETION AND PLACEMENT RATES

CLASS OF:	2007	2008	2009	2010	2011
Completion Rate (%)	85	100	100	100	100
Placement Rate (%)	100	83	90	87	100

CAMPUS SECURITY

The New York Botanical Garden is committed to providing a safe, secure, and pleasant environment for students, staff, and visitors. The Garden is protected by licensed security personnel who patrol the 250 acres of the Garden, enforcing rules and regulations, and aiding students and staff in a variety of emergencies. The School submits an annual Security Report to the U.S. Department of Education as is required from Title IV schools; it can be found at: nybg.org/edu/soph

HOUSING

Housing, although not provided, is available in the Bronx and lower Westchester County within a convenient distance from the Garden. Out-of-town and international students should make a concerted effort to secure housing prior to arriving in New York.

POST-GRADUATION JOB PLACEMENT

Available jobs are posted on the "Job Listings" bulletin board in the Watson Building. In addition, the School provides placement assistance on an informal basis. The School cannot promise or guarantee employment. However, in recent years nearly 100% of graduates have been employed in the field of horticulture.

NOTABLE ALUMNI

Visit nybg.org/edu/soph/alumni.php to see what some School Alumni are currently doing. If you would like to ask a question of a specific graduate, e-mail the Director, cmj@nybg.org, who will then forward it to the respective person.

FACULTY AND STAFF

Day-to-day operations of the School are managed by the Director, who also guides students with special group projects, plant studies, reviews, and field trips. An advisory board, composed of instructors, education and horticulture staff, and representatives from horticultural businesses, meets periodically to review school policies and curriculum.

The School, the Director, and all School faculty are licensed by the New York State Department of Education's Bureau of Proprietary School Supervision (www.acces.nysed.gov/bpss/) in order to fulfill their duties to students in the program.

ADVISORY BOARD

Ani Adishian
Ronda Brands
Jeffrey A. Downing
Todd Forrest
Bill Logan
Susan Pell, Ph.D.
Kurt Morrell
Fintan O'Sullivan
Jody Payne
Dennis Schrader

Jeffrey A. Downing
Vice President for Education

Charles M. Yurgalevitch, Ph.D.
Director, School of Professional Horticulture

FACULTY

Timothy H. Barker is a gardener in the Nolen Greenhouses for Living Collections. He gained extensive hands-on experience in profitable plant production from the greenhouse and nursery business he started with his father.

Tolly Beck is the horticulturist at Lasdon Park and Arboretum, Westchester County Parks, Recreation and Conservation. She was formerly a horticulture educator for Cornell Cooperative Extension of Rockland County.

Jamie Boyer, Ph.D., is the Director of Children's Education at the Garden. He holds a doctorate from SUNY-Binghamton and studies the evolution and development of ancient land plants.

David Bulpitt is a principal of Brookside Nurseries, Inc., which specializes in soil mixes for horticultural use.

Wayne Cahilly is Manager of the Lionel Goldfrank III Institutional Mapping Department. He is an arborist, a garden consultant, and a graduate of the Garden's School of Professional Horticulture.

Ember Chabot, MS, University of Illinois, earned her bachelor's in environmental science at SUNY Oneonta, where she spent summers helping to control the invasive aquatic plant Eurasian watermilfoil in Lake George.

Mark Cupkovic is Associate Vice President for Operations at the Garden, and holds a BS from Miami University, Ohio.

Deanna Curtis, Associate Curator of Woody Plants at the Garden, is an ISA-certified arborist. She holds graduate degrees in both horticulture and landscape architecture from Cornell University.

Alice Eckerson, RLA, holds an MLA from the University of Virginia and owns a business in Fairfield, Conn.

William Einhorn, RLA, principal of Landscape Design Associates of Westchester, Inc., and AquaScape Pool Company, has a BLA from the College of Environmental Science and Forestry, Syracuse.

Don Gabel is Plant Health Care Manager at the Garden. He is an ISA-certified arborist, a certified nurseryman, and has been active in the green industry for more than 35 years.

Alan Gorkin has over 25 years of horticultural experience in managing greenhouses, nurseries, and floristry businesses. He is the owner of Earth Garden Florist and Nursery in New Canaan, Conn.

Holly Hepp-Galvan is Adjunct Professor of English and Speech at Manhattan College and Adjunct Professor of Communications and Theatre Arts at College of Mount St. Vincent. She holds a BA with honors from Skidmore College.

Bill Logan is an ISA-certified arborist, a member of the American Society of Consulting Arborists, founder and president of Urban Arborists, Inc., a journalist, and author of *Oak: The Frame of Civilization* and *Dirt: The Ecstatic Skin of the Earth*.

Gary Lincoff has taught plant studies at the Garden since the 1970s. He is the author of several books on mushrooms, including *The Audubon Society Field Guide to North American Mushrooms*. In 2002 he was the recipient of the Garden's Instructor of the Year Award.

Donald McClelland, BA, is a doctoral candidate at City University of New York and is a Botanical Garden Graduate Fellow working on the genus *Solanum*.

Marta McDowell is a writer, lecturer, and garden designer. She holds a BA in American Studies from Rutgers and a Landscape Design Certificate from the Garden.

Kurt Morrell is Director of Arboretum, Grounds and Gardens at the Botanical Garden, and is a graduate of the School of Professional Horticulture.

Fintan O'Sullivan works in the Nolen Greenhouses at the Garden as a plant propagator. He is a graduate of the School of Professional Horticulture.

Jody Payne is Curator of the Rock Garden and Native Plant Garden at the Garden, and is a graduate of the School of Professional Horticulture.

Susan Pell, Ph.D., the Garden's Botany Program Coordinator, is Plant Molecular Systematist and Laboratory Manager at Brooklyn Botanic Garden.

Jon L. Peter, NPD, OAC, is Plant Records Manager at the Garden. He holds diplomas in horticulture from the Niagara Parks School of Horticulture and from the University of Guelph, and has over 15 years' experience in North American public gardens.

Michael Ruggiero is the horticulturist at Matterhorn Nursery. Former Senior Curator of Horticulture and a long-time instructor at the Garden, he lectures and writes on gardening topics and has authored several books, including *Annals with Style* and *Perennial Gardening*.

Kristin Schleiter is Curator of Outdoor Gardens and Herbaceous Collections at the Garden. She earned a BS from Cornell University.

Julie Schondorf-Seghrouchni is a horticulture educator for Cornell Extension in Nassau County specializing in plant diagnostics, IPM, and commercial horticulture. She has an MS Ed. and a BA in biology.

Mobee Weinstein, Foreman of Gardeners at the Garden, holds a BS in plant studies from Lehman College and is a graduate of the School of Professional Horticulture.

HORTICULTURE ROTATION SUPERVISORY STAFF

Toby Adams Family Garden Manager

Wayne Cahilly Manager of the Lionel Goldfrank III Institutional Mapping Department

Ursula Chanse Director of Bronx Green-Up

Jessica Clarke Associate Curator of Glasshouse Collections

Francisca Coelho Vivian and Edward Merrin Associate Vice President for Glasshouses and Exhibitions

Karen Daubmann Director of Exhibitions and Seasonal Displays

Margaret Falk Associate Vice President for Landscape, Gardens, and Living Collections

Don Gabel Plant Health Care Manager

Marc Hachadourian Manager of the Nolen Greenhouses for Living Collections

Peter Kukielski Peggy Rockefeller Rose Garden Curator

Jean Mayfield-Morelli Senior Plant Recorder

Kurt Morrell Director of Arboretum, Grounds and Gardens

Jody Payne Curator of the Rock Garden and Native Plant Garden

Jon L. Peter Plant Records Manager

Eric Pioselli Foreman, Turf and Grounds

Brad Roeller Manager of Outdoor Gardens

Kristin Schleiter Curator of Outdoor Gardens and Herbaceous Collections

Jessica Arcate Schuler Manager of the Forest

Mobee Weinstein Foreman of Gardeners

CALENDAR

	HOLIDAYS	YEAR ONE: DATES TO NOTE	YEAR TWO: DATES TO NOTE
JANUARY	New Year's Week Martin Luther King, Jr., Day	Orientation (last week)	Winter classes begin
FEBRUARY	Lincoln's Birthday Presidents' Day	Classes begin (first full week)	Hort. Rotation begins
MARCH		Hort. Rotation begins (last week)	Rotation ends
APRIL			Internship begins (first full week)
MAY	Memorial Day	Spring Break (one week)	
JUNE			
JULY	Independence Day		
AUGUST		Summer Rotation ends Summer Break (last two weeks)	
SEPTEMBER	Labor Day	Fall classes begin	Internship ends (end of month)
OCTOBER	Columbus Day		Break (first week) Fall classes begin Plant ID exam (last week)
NOVEMBER	Election Day Thanksgiving and the following Friday (Veterans' Day observance)	Fall Rotation begins Alumni Reunion (biannual)	
DECEMBER	Christmas Week	Fall Rotation ends Winter Break (last two weeks)	Oral and Written Internship Presentation

FREQUENTLY ASKED QUESTIONS

HOW MANY HOURS OF STUDYING CAN I ANTICIPATE?

For every hour of class time, students can expect from two to three hours of studying and homework time. On horticulture rotation days, students start their day at 8 a.m. and finish at 4 p.m. On a class day, students may start classes at 10 a.m. and finish at 6 p.m. Students can also expect to have classes at least one night during the week throughout the year.

I WANT TO BE A HORTICULTURIST, SO I DON'T NEED TO TOUCH COMPUTERS, RIGHT?

Wrong. The modern-day demands of horticulture require individuals to be skilled in record-keeping, Web searches, and basic word processing. Students are required to submit typed homework assignments. Six computers are available in the Student Room.

HOW IS THE TWO-YEAR PROGRAM DIVIDED?

The two-year program is divided into nine terms. Academic classes are concentrated in the fall and winter months, and include some evening and one or two weekend sessions.

I'M VERY INTERESTED IN ORGANIC GARDENING AND SUSTAINABLE PRACTICES. WHAT COULD I EXPECT TO LEARN AT THE SCHOOL?

The Garden practices and upholds an integrated pest management approach throughout its 250 acres. Students learn how to minimize the impact on the environment through the use of native plants and sustainable practices.

HOW DO I REGISTER FOR COURSES?

New course listings are published in February and August. You are pre-registered for all required courses. You may choose to change sections. The Director must approve your request prior to registration.

WHAT IF I HAVE FEWER HOURS OF EXPERIENCE BY THE APPLICATION DEADLINE, SHOULD I STILL APPLY?

Yes. Contact the Director to assess your situation.

WILL YOU ACCEPT VOLUNTEER HOURS AS PART OF THE 1,800 HOURS OF WORK EXPERIENCE REQUIRED?

The School does accept volunteer hours. Please contact the Director well ahead of the deadline to discuss your specific case.

IS IT POSSIBLE TO WORK PART-TIME WHILE I AM A STUDENT IN THE SCHOOL?

Due to the intense schedule of academic courses and horticulture rotations, in addition to various lectures, field trips, plant ID walks, and study time, it's very difficult to hold a part-time job and stay in good academic standing for the two-year program.

WHAT KIND OF JOB CAN I EXPECT TO FIND UPON GRADUATION?

Graduates from the School find exciting and rewarding positions as estate managers, gardeners in public parks and botanical gardens, horticulturists with landscape design companies, or start their own businesses. To see what some School alumni are doing, visit nybg.org/edu/soph/alumni.php

WHY ARE SOME COURSES TAUGHT IN THE EVENINGS?

Many of our courses are taught by our expert Horticulture staff. Due to their demanding schedules, they are only able to teach after 4 p.m.

AM I TOO OLD/YOUNG FOR THE PROGRAM?

Graduates of the School over the past decade have ranged in age from their early 20s to mid-50s.

CONTACT INFORMATION

Charles M. Yurgalevitch, Ph.D.
718.817.8797
cmy@nybg.org

School of Professional Horticulture
The New York Botanical Garden
200th Street and Kazimiroff Boulevard
Bronx, New York 10458-5126
Web site: nybg.org/edu/soph

APPLICATION DEADLINE: AUGUST 15



ADMISSIONS

Admission is selective and is based on a combination of academic achievement, practical experience, and demonstrated commitment to the field of horticulture.

REQUIREMENTS

- Must possess 1,800 hours of hands-on experience in the field of horticulture prior to entering the School. This experience may be volunteer work experience. Most public institutions have volunteer opportunities. Like work experience, these hours must be fulfilled under the guidance of a horticulturist.

Hands-on experience in horticulture is defined as the action of planting, maintaining, recording, and/or removing live plants. Cashiering at a flower shop does not count. Work in one's own garden does not qualify. Experience must be under the guidance of a horticulturist in the public or private sector. (A horticulturist is a person possessing a degree in horticulture or someone who has more than five years of work experience). Examples of acceptable work experience are horticulture internships, nursery work, growing, landscape installation, and gardening. Applicants should be prepared to discuss work experience during their interview.

- Two years of post-secondary education are strongly encouraged and preferred. All transcripts must be submitted.
- Must be at least 18 years of age at the time of entrance in the School.
- Must be able to do rigorous work both indoors and outdoors.
- Must possess at least a high school or a New York State equivalency diploma.
- Must complete an application form, submit it by the due date, and interview either in person or by phone (out-of-town applicants).

If working full time at 40 hours per week, applicants may expect to complete the 1,800-hour requirement in 45 weeks or just over 11 months.

All application materials must be postmarked by August 15.

We suggest that applicants secure letters of reference at least one month prior to deadline. Late applications will be accepted only at the discretion of the Director.

All applicants who have met the School's admission requirements will be interviewed by the end of September. Those who are accepted for enrollment will be notified by October 1.

APPLICATION PROCEDURES

The following must be submitted:

- Completed application form (see p. 25).
- Application fee of \$75 in U.S. currency (non-refundable) in either check or money order made payable to School of Professional Horticulture.
- Photocopy of birth certificate or other official proof of age and nationality (i.e., passport).
- Transcripts of all post-secondary education; if none, then high school transcripts are required.
- Proof of work experience: letter from employer stating start and end dates and the hours completed.
- Three letters of reference. This can be combined with documentation of practical experience. At least one letter should be a horticultural reference.
- Medical examination report on the form supplied by the School (see p. 24).
- Resume.

INTERNATIONAL APPLICANTS

The School of Professional Horticulture welcomes applications from foreign nationals. The School is authorized by the U.S. Immigration and Customs Enforcement to accept non-immigrant foreign students. All international applicants must submit in English the eight items previously listed as well as the results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper based), 175 (computer based), and 75 (Internet based). The School also accepts the International English Language Testing System (IELTS) with a minimum band score of 6 in the academic module.

A letter of financial support in English or translated into English must also be submitted from the applicant's bank.

Note: Applicant's proficiency in English should be sufficient to understand class instruction and to converse comfortably.

INTERVIEW PROCESS

Interviews will be scheduled for the third week of September. The Admissions Committee (approximately 10 members) is made up of horticulture staff, instructors, administrators, alumni, and recent graduates. Applicants must be prepared to discuss all aspects of their horticulture experience, their career aspirations, and how the School can help them achieve their goals. We encourage all applicants to present their experience through a work portfolio. Business attire is expected. Applicants from other areas will be interviewed via telephone.

NON-DISCRIMINATION POLICY

The School of Professional Horticulture has a policy of non-discrimination. It prohibits discriminatory actions against and treatment of applicants for admissions based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender, disability, age (18 and over), military status, prior record of arrest or conviction, marital status, genetic predisposition or carrier status, sexual orientation, or status as a victim of domestic violence, a sex offense, or stalking. The New York Botanical Garden is an affirmative action, equal opportunity employer. The School of Professional Horticulture has a policy of non-discrimination. It prohibits discriminatory actions against and treatment of applicants for admissions based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender, disability, age (18 and over), military status, prior record of arrest or conviction, marital status, genetic predisposition or carrier status, sexual orientation, or status as a victim of domestic violence, a sex offense, or stalking. The New York Botanical Garden is an affirmative action, equal opportunity employer.

The School is accessible and accommodating to persons with disabilities. Please ask about special needs accommodations when you apply.

SEND ALL INQUIRIES TO:

Charles M. Yurgalevitch, Ph.D., Director
School of Professional Horticulture
The New York Botanical Garden
Bronx, NY 10458-5126
T: 718.817.8797 or F: 718.817.8893
E: cmy@nybg.org

TUITION

TUITION AND FEES

Application fee. \$75 (non-refundable)
Tuition \$14,000 (two-year total)

Includes:

- Registration and associated fees for all required courses
- Registration fees for all symposia sponsored by the Garden
- Special workshops and seminars
- Winter Lecture Series
- Basic tools (trowel and hand pruners)

Does not include:

- Field Trip Expenses—\$200
- Books—\$2,000
- Drafting Equipment—\$300
- Safety Shoes—\$150
- Personal Living Expenses

PAYMENT SCHEDULE

1st Year
\$75 application fee due by August 15
\$100 registration fee
\$3,400 due by first day of Orientation
\$3,500 due by June 15

2nd Year
\$3,500 due by January 15
\$3,500 due by June 15

Tuition must be paid in full on or before the due date. If a payment is over five (5) days late, a \$25 late fee will be automatically charged each month until the balance is paid in full. The payment plan fee is \$50 until the next tuition payment is due. The installment payment will depend on the amount, \$1,000 being the minimum down payment. There is no interest for monthly payments.

PAYMENT METHODS

The following payment methods are accepted to meet the tuition payments: cash, personal check, bank check, money order, and credit card. Payments are due according to the schedule given above.

IF TERMINATION OCCURS

See page 21 for the Tuition Refund and Cancellation Policy.

DELINQUENT ACCOUNTS

The School does everything possible to collect tuition payments on the schedule as is stated on this page. In order to graduate, a student must have made all four tuition payments in full. Should a student be unable to make a tuition payment on time, the School will arrange a payment schedule with the student to pay a certain amount each month until that tuition payment has been reached. The School has not had a need to hire the services of an outside collecting agency. Delinquent tuition payments are collected using in-house methods.

In the event that a student's check or credit card charge is not honored by the bank or other institution, for whatever reason, the School will charge the student's account a \$50 service fee. In addition, the School will accept future payments only in the form of a certified check or money order.

REFUND POLICY

A student who cancels within seven (7) days of signing the enrollment agreements receives all monies with the exception of the non-refundable registration fee. Thereafter, a student will be liable for the non-refundable registration fee plus the cost of any textbooks or supplies accepted.

TUITION LIABILITY

Pursuant to N.Y. State Education Law 5002(3) C(1), tuition liability is calculated as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program.

Note: The failure of a student to notify the Director of withdrawal in writing may delay refund of tuition due pursuant to Section 5002(3) of the N.Y. State Education Law.

"The School heightens awareness of the natural world's complexity and provides the tools and knowledge that every hour spent in the garden informs our work as horticulturists. From an elegant pruning cut to the changing beauty of a thriving garden, horticulture is a powerful art form."

—Jody Payne, Curator of the Rock Garden and Native Plant Garden, Class of 2001

FINANCIAL AID INFORMATION

Financial aid is available in several forms (i.e., scholarships and loans). Financial aid awards are made by the Financial Committee, which consists of the Garden's Vice President for Finance, Vice President for Education, and Director of the School of Professional Horticulture.

Tuition scholarship applications are distributed biannually in mid-May and in mid-November to currently enrolled students. Notification will be by mid-June and mid-December, respectively.

Scholarship award amounts are variable, and are based on:

- Financial need
- Good academic standing
- Overall performance and professionalism

TITLE IV

The School of Professional Horticulture is eligible and certified by the U.S. Department of Education to administer Title IV funds (Pell Grants and Direct Loans) to qualified students. Students may apply online at www.fafsa.ed.gov/

VETERANS ADMINISTRATION EDUCATIONAL BENEFITS

Veterans who were in the United States armed forces may be eligible for benefits. An educational allowance may also be available to spouses and children of veterans, under Title 38, Chapter 35. Contact the Director for further information.



LICENSING AND ACCREDITATION

The School is complex in its organization, consisting of many departments and individuals. It is realistic, therefore, that certain problems will be more difficult to resolve than others.

1. Students are encouraged to bring their complaints to the attention of the Director, either by telephone, e-mail, or in writing. Many potential problems can be resolved by early discussion with the School's staff.
2. Students not satisfied with this informal resolution should formally notify the Director in writing, with appropriate documentation, of any unresolved problem or complaint. The Director will research the problem and will respond to the student in writing.
3. The School is accredited by the nationally recognized and internationally certified Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of the School and ACCET to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the School to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the School to resolve the problem(s) by way of the School's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

4. The student should contact the ACCET in writing by mail, fax, or e-mail. Complaints received by phone will be logged, along with a request for a written follow-up; an initial letter speeds up the process.

5. The letter of complaint must contain the following:
 - a. The nature of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The name(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
 - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions);
 - e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. Signature: All complaints should be signed. Complainants will receive an acknowledgement of receipt within 15 days.
6. Send to: ACCET
Chair, Complaint Review Committee
1722 N Street, NW
Washington, DC 20036
Tel: 202.955.1113
Fax: 202.955.1118 or 202.955.5306
Web site: www.accet.org
7. The student may also file a complaint to the state licensing agency, the N.Y. State Education Department's Bureau of Proprietary School Supervision, in writing at 116 West 32nd Street, 5th Floor, New York, NY 10001, or via telephone at 212.643.4760. The Bureau cannot investigate any complaint made more than two (2) years after the date of occurrence.

TUITION REFUND AND CANCELLATION POLICY

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign an enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign.

- A. The School retains a \$100 administrative fee associated with the withdrawal or termination.
- B. During the first week of classes, tuition charges withheld will not exceed ten percent (10%) of the tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the School considers a partial week the same as if a whole week was completed, provided the student was present at least one day during the scheduled week.
- C. After the first week and through fifty percent (50%) of the period of financial obligation of six months, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period not completed. After fifty percent (50%) of the period of financial obligation is completed, the School may retain the full tuition paid.
- D. Thereafter, a student will be liable for the non-refundable application and registration fees, plus the cost of any textbooks or supplies or materials accepted.
- E. The refund due will be calculated using the last date of attendance and be paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the School or the date the School terminates the student, by applying the School's attendance, conduct, or Satisfactory Academic Progress policy.
- F. If an applicant accepted by the School cancels prior to the start of scheduled classes or never attends class, the School will refund all monies paid, less the non-refundable application fee (\$75) and registration fee (\$100). The School retains an additional \$150 when a student is recruited from outside the United States or its territories and possesses a visa to enter the country for study.
- G. If the School cancels or discontinues its program, the School will make a full refund of all tuition paid for that period.

TUITION REIMBURSEMENT FUND

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses you have paid. If you drop out of school prior to completion and you file a complaint against the school with the N.Y. State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department's Bureau of Proprietary School Supervision at 116 West 32nd Street, 5th Floor, New York, NY, 10001.

RETURN OF TITLE IV FUNDS POLICY

This policy governs the return of Title IV (Federal financial aid) funds disbursed for a student who completely withdraws from a term, payment period, or period of enrollment. The School of Professional Horticulture (the School) at The New York Botanical Garden adheres to Federal policy regarding Return of Title IV funds. Return of funds policies are fair and equitable and applied uniformly. The School will use the forms and software developed by the U.S. Department of Education in determining the refund due to the financial aid program and in determining any repayment due from the student.

WITHDRAWAL PROCESS

Withdrawal information is obtained from the Director's office in line with the School's withdrawal policies. The date of withdrawal used to calculate the last date of attendance will be the effective date of withdrawal noted in the School's records. Students who withdraw during the add/drop period will undergo a Return of Title IV funds calculation even though no institutional charges may have been assessed. Their official date of withdrawal will be noted on the administrative computer system and will be used in the refund calculation process, as follows: 1.) An otherwise eligible student who began attendance at the School and was disbursed or could have been disbursed Title IV grant or loan funds prior to a withdrawal has earned a portion of those Title IV funds and must undergo a return of Title IV fund calculation, or 2.) If the student began attendance but was not and could not have been disbursed Title IV grant or loan funds, the student is not considered to have been a Title IV recipient and a return of Title IV funds calculation is not required.

The last date of attendance will be the date submitted or the date of the last documented academically related activity, whichever is earlier. Students who leave without completing an official withdrawal form or for whom an official withdrawal form is not completed will have their last date of attendance be the date of the last documented academically related activity.

POLICY GUIDELINES

Students who withdraw before 60% of the term is completed will have their Federal financial aid eligibility calculated in direct proportion to the length of the enrollment. The percentage of time the student remained enrolled is the percentage of disburseable aid for that period that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the period. The responsibility to repay unearned aid is shared by the School and the student in proportion to the aid each is assumed to possess. The School's share is the lesser of the total amount of unearned aid or institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and the institution's share. The return of Title IV funds will be in the following order:

- Unsubsidized Direct loan
- Subsidized Direct loan
- Pell grant

OTHER TITLE IV PROGRAMS

After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half. Return of Federal (Title IV) funds calculation is performed independently of the School's costs incurred for the period of enrollment. The School will return its share of unearned Title IV funds no later than 45 days after determination of withdrawal. The student may be entitled to a post-withdrawal disbursement of Federal financial aid if the return of funds calculation indicates that the student earned more aid than was disbursed prior to withdrawal. Post-withdrawal disbursements will be credited first toward unpaid institutional charges. Any portion of a post-withdrawal disbursement that exceeds unpaid institutional charges will be offered as a disbursement to the student. Students must accept this disbursement within 14 days of the offer. If a response is not received or if the offer is declined, these excess funds will be returned to the appropriate Title IV program.

NON-TITLE IV FUNDS

The School will calculate return of non-Title IV funds in accordance with the appropriate institutional and state refund policy. Refunds (after Title IV aid has been included in the formula) will be made to programs in the following order: state, institutional, private. Institutional funds will be returned on a case-by-case basis upon appropriate administrator review of financial assistance awarded and balance due.

SCHOOL POLICIES

The Administrative Committee formulates policy in matters pertaining to quality of work and standards of performance in the School. It deals with the awarding of diplomas, rules of conduct, and student appeals. In these matters, communication with the Committee should be made through the Director. Student progress in academic and practical work is measured by grades and other evaluations; all students will receive progress reports on their work.

I. ACADEMIC POLICIES

A. SATISFACTORY ACADEMIC PROGRESS POLICY

Students must maintain a cumulative weighted average of 70% on a 100% scale, or 2.0 on a 4.0 scale, and must pass all courses with a minimum grade of 60%. All students are required to complete a minimum of 85% of their cumulative registered clock hours. Students who do not meet the 85% cumulative completion percentage will be placed on probation. Courses for which a student receives a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, and P (passing) are included in the calculation of cumulative clock hour completion percentage as courses successfully completed. Courses for which a student receives a letter grade of INC or F will be treated as courses attempted but not successfully completed. Students are required to meet these minimum standards at each point of their program evaluation.

GRADING

Grade	GPA	Percentile
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	73–76
C-	1.7	70–72
D+	1.3	67–69
D	1.0	60–66
F	0	0–59–FAIL

W=Withdraw

B. EXAMINATIONS

(course finals, skills testing, and Plant ID Final)
Re-examinations: Plant ID and/or skills testing students who have failed the Plant ID and/or the skills tests will not graduate with their classmates. Re-examinations will be required when the next class is scheduled to take the examination.

Course finals: If the course instructor approves, the Director agrees, and the student's overall class review is favorable, a retest option is possible. The student *must* achieve a C or better on the retest. The decision to allow one retest only per student is made on a case-by-case basis and is not available for every required academic course.

C. TIME LIMIT ON PROGRAM COMPLETION

In specific cases (e.g., a prolonged absence due to sickness), students have up to one (1) year after the graduation date to complete all School requirements as long as the student is making satisfactory progress toward completion of the program. If the student does not fulfill all requirements as outlined on the School agreement one (1) year after graduation, the student will be administratively withdrawn.

D. PROBATION POLICY

When a student fails a course or the student's weighted GPA falls below 70%, he/she will be notified by the School and placed on academic probation. A student on probation is considered to be making satisfactory academic progress as long as no more than two (2) classes are failed. A student will remain on probation until all failed courses are repeated and passed and the cumulative weighted average is raised to 70%. (The grade for repeating the course replaces the failing grade.) The student is responsible for the cost of retaking the course. A student failing more than two (2) classes, or continuing on probation for more than one (1) year, will be dismissed from the School.

E. ATTENDANCE POLICY

Attendance is required at all classes, horticulture assignments, field trips, plant walks, and other School-sponsored activities. Unexcused tardiness and absences are not accepted; excused tardiness and absences will be evaluated on a case-by-case basis. Makeup quizzes and exams must be requested by student and may be scheduled at the instructor's convenience.

Deficiency in any required work resulting from absence from class must be made up to the satisfaction of the instructor. A student who is absent from a class without adequate reason may be assigned a failing grade. A pattern of excessive absence or lateness will result in disciplinary action and may result in suspension. Any absence must be fully explained to the Director and will be excused only for sufficient cause. Absences due to serious illness or death within a student's family are recognized as excused absences. To validate such absences, the student should present evidence to the Director, who will then provide a letter of verification to all of the student's instructors for the term.

In accordance with the N.Y. State Education Department's Bureau of Proprietary School Supervision, section 126.4(e)(2): Any student who is absent more than 15 percent of the total number of instructional hours offered during each marking period of the student's program, excluding approved leaves of absence, and who has not maintained satisfactory academic progress, shall be dismissed or placed on academic probation. Any student who fails to meet satisfactory academic progress at the end of any marking period, regardless of attendance, shall be dismissed or placed on academic probation. Satisfactory progress means a cumulative average of 2.0 (grade of C) for the curriculum or course, unless otherwise approved by the Director. A student who misses 14 or more calendar days from the School without any explanation is subject to immediate dismissal.

F. TARDINESS POLICY

Students are expected to be in class, on plant walks, field trips, horticulture rotations, and all School events on time and ready to perform the duties of that position. Education relies on the dependability of students being at work on time and prepared to perform the duties of their position. Any student who is tardy more than three (3) times shall be subject to progressive discipline. Tardiness is defined as a student failing to report for any event at the time scheduled and/or failing to return to duty promptly at any point during his/her normal schedule.

G. LEAVE OF ABSENCE POLICY

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing by the student with the specific reason for the leave request. It should include the approximate length of the requested leave. The approval of such leaves of absence shall be in writing by the School Director. No monetary charges or accumulated absences may be assessed to the student during a leave of absence. When a student returns from an approved leave of absence, the student shall be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his/her return in accordance with the following:

- (1) for leaves of absence less than 30 calendar days, the School shall assess the student's retention level either through a counseling session with the student or by employing a written or oral evaluation instrument designed to measure a student's level of retention in the instructional program; or
- (2) for leaves of absence 30 calendar days or longer, the School shall assess a student's retention level either through a written or oral evaluation instrument designed to measure a student's level of retention in the curriculum, and document that such evaluation took place.
- (3) the leave of absence is limited to 180 calendar days in one calendar year, or one-half the program length, whichever is shorter. Multiple leaves of absences may be permitted provided the total of the leaves does not exceed this limit.

H. DROPPING COURSES POLICY

All students who wish to drop a course must submit a written request to the Director at least ten (10) working days ahead of the start date for that class. Failure to do so will result in the student incurring a \$25 drop fee for that class. Sufficient and reasonable excuse must be given. A "W" will be placed on the transcript for withdrawal from the course.

I. COURSE EXEMPTIONS POLICY

The Director will evaluate any student's formal post-secondary education and award an appropriate course exemption if, in his discretion, the coursework is comparable to that of the School of Professional Horticulture and was earned at an institution accredited by an accrediting agency recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA). Requests should be made in writing within thirty (30) days of enrollment to permit adequate time to set the student's schedule. The School will not grant exemptions for more than three (3) courses, or for coursework earning less than a "B."

To ensure that the competencies attained in the prior coursework are comparable to those covered in the School curriculum, the student or applicant is asked to provide the following information:

- Official transcript, sent under seal from the institution that originally awarded the credit.
- Catalog and catalog description of the course to be considered for exemption.
- Copies of course syllabi or outlines.
- A completed Course Exemption Request form.

To request consideration for course exemption, the student or applicant should contact the Director by e-mail. A decision will be rendered within seven (7) calendar days or receipt of the official transcript and catalog description and any other appropriate

supporting documentation. Course exemption decisions are made jointly by the Director and the Adult Education Program Coordinator and are final. If a student is exempted from the courses, he/she is required to take an equal number of hours of approved personal enrichment courses to complete the diploma. Please e-mail or call the Director for assistance.

J. TO TRANSFER COURSE HOURS

To facilitate transfer of the School's course hours to another institution, the School provides the following to graduates:

- Official transcripts, sent under seal to the institution requested by the graduate.
- Course description (found in the catalog).
- Detailed course syllabus.

The School cannot control the transfer of course hours to other institutions, and makes no guarantees or promises that the graduate will be successful in this endeavor. Please e-mail or call the Director for assistance.

K. PROGRAM EVALUATION

Students will be evaluated in June and November of their first year. In their second year, students will be evaluated in March (prior to leaving on their six-month internship), in October (upon return from their internship), and in February, just prior to graduation in March.

II. HORTICULTURE ROTATION POLICIES

Rotation Evaluations and Student Exit Survey

All students are evaluated while on their horticulture rotations. In order to be evaluated, a student must have worked 85% or more of the hours for that rotation. If a student has worked less than 85% of the scheduled hours, the student must first make up the hours before he/she can be evaluated. All students must work the total number of assigned rotation hours in their first year in order to graduate.

Students evaluate their rotation through the Student Exit Survey. The Student Exit Survey must be promptly handed in to the School upon completion of the rotation. Students are also evaluated by the rotation supervisor on Professional Development, Quality of Work, and Attitude. All students are to maintain an average GPA of 2.0 "Good" at each rotation. Failure to do so will place the student on probation for the next rotation. If the student does not improve his/her performance by the next rotation, he/she will be suspended from the School. Upon graduation, the student possessing the highest rotation GPA will receive the Horticulture Book Prize.

Quality Grade	GPA
Excellent	4
Very Good	3
Good	2
Needs Improvement	1
Needs Significant Improvement	0

Excellent: Performance at this level far exceeds the expectations of this rotation. Duties and responsibilities are exceptionally met and consistently exceeded.

Very Good: Performance is very good and the required skills are completed in an above average manner. Duties and responsibilities are well met and usually exceeded.

Good: Performance at this level is good and the required skills are completed. Duties and responsibilities are met consistently and in a satisfactory and acceptable manner. Performance is average.

Needs Improvement: Performance at this level is at the minimum of acceptable requirements for the rotation. Duties and responsibilities are marginally met. Student should spend more time in practicing the appropriate skills and/or re-evaluate his/her approach.

Needs Significant Improvement: Performance at this level is below the minimum level of acceptable requirements. Duties and responsibilities are not met in an acceptable manner. Student should re-evaluate his/her approach immediately and review skills mentioned with the guidance of the contact person.

Skills List

Skills lists for each horticulture rotation are provided in the Student Manual.

III. GENERAL POLICIES

A. PROGRAM DISMISSAL AND WITHDRAWAL

The School recommends the notice of withdrawal or termination be submitted in writing to the School. The School reserves the right to dismiss students who: a) fail more than two (2) classes; b) have falsified information required by the admissions process; c) are dishonest involving assignments or examinations; d) have repeated disruptive behavior; e) have delinquent accounts; and f) fail to sign and return a Notice of Academic Probation.

Upon dismissal or withdrawal, the student's tuition obligation to the School is calculated based on the refund policy as published in this catalog and in the student enrollment agreement. Refunds, when due, are made to the student within 30 days of dismissal or withdrawal.

B. DISCIPLINARY ACTIONS

Students are expected to establish good working relationships with their supervisor, fellow students, and all other members of the Garden's staff.

It is the policy of the School to treat all students equitably and to administer all policies, procedures, and rules and regulations consistently. When a student's performance is unsatisfactory (refer to academic policy), or when students violate the rules and regulations of the School, appropriate corrective disciplinary action may be taken.

Whenever a student's actions, or academic or work performances are unsatisfactory, the Director may administer the forms of discipline set forth below. Naturally the type of discipline selected will depend on the severity of the offense. Not all improper conduct will be met with progressive discipline. Where warranted, the Director may elect to impose a suspension or termination whether or not there has been prior disciplinary action.

- Oral Reprimand and/or Student Counseling
- A Written Reprimand
- A Final Written Reprimand
- Probation (one semester)
- Dismissal

A student who wishes to appeal may present his/her case to the Administrative Committee. The School will not tolerate the following misconduct and students will be subject to disciplinary action up to and including dismissal: cheating, consumption of alcohol, dangerous conduct, disturbing the peace, profanity, harassment, physical abuse, plagiarism, property damage, sexual harassment and/or assault, arson, theft, unauthorized use of Botanical Garden property, using or possessing fire arms, use and/or possession of drugs or drug-related paraphernalia. For more information on alcohol or other substance abuse problem, or if you just want to learn more about these diseases, there are a number of local centers and agencies that can provide you with the help, information, and support

that you need. Some of the local rehabilitation and treatment centers are listed below. You may also contact the New York State Office of Alcoholism and Substance Abuse Services to request a listing of local rehabilitation and treatment centers: New York City office, 501 7th Avenue, New York, NY, 10018-5903, 646.728.4539 or 646.728.4566, or visit www.oasas.state.ny.us/pio/regdir.cfm

C. HOLIDAYS AND VACATION DAYS

The School regularly observes the following 12 holidays: New Year's Day, Martin Luther King, Jr., Day, Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Thanksgiving, the following Friday (Veterans' Day observance), and Christmas. The week of Memorial Day and the last two weeks of August and December are class breaks. Rotation days are not scheduled on holidays.

D. GRADUATION REQUIREMENTS

To qualify for graduation, students must:

- Successfully complete all required academic courses (minimum GPA of 2.0), as measured at each evaluation period.
- Complete a minimum of 85% of cumulative clock hours, as measured at each evaluation period.
- Complete all horticulture rotation assignments (minimum GPA of 2.0 and 2,621 hours).
- Pass the skills tests and plant exams.
- Attend all scheduled horticultural activities and events such as lectures, field trips, and plant identification walks.

E. PRIVACY

The School of Professional Horticulture complies with the Family Education Rights and Privacy Act of 1974. The following categories of information concerning individual students and former students may be made available to the general public: name, attendance dates, telephone listing, date and place of birth, field of study, previous education institutions attended by the student. Any student may request that any of the above information not be released without his/her prior consent.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

F. COPYRIGHT INFRINGEMENT POLICY

Students must adhere to the following copyright and software license infringement standards. "Copyright infringement occurs when a person reproduces someone else's copyrighted items without permission. This would also include public display of a copy of copyrighted work. If it is determined that a person is guilty of copyright infringement, penalties could include a court order to stop producing that item, confiscation of the items, fines, and attorney's fees. In addition, penalties for students found in violation of copyright laws may be as severe as expulsion from the School. Use of copyrighted material for reference purposes must be bookmarked as indicated by the author/publisher of the material and following generally accepted grammatical rules of reference."

MEDICAL EXAMINATION REPORT

Dear Doctor:

_____ has applied for admission as a student at The New York Botanical Garden's School of Professional Horticulture.

This is an intensive two-year program to train professionals in the field of horticulture, and combines classroom work with practical training on the grounds and in the greenhouses at the Garden. The practical training sometimes involves rather strenuous physical exertion. The following are examples of the type of work that a student may be called upon to do under proper supervision:

- Climb trees using rope and saddle
- Work in adverse weather conditions
- Lift 50 pounds
- Dig trees with hand tools
- Operate a chain saw

After examination, please inform us as to the applicant's general health and whether he/she would be able to complete a two-year training program of this kind. Please note your appraisal and recommendations in the space provided and return this form to:

Director
 School of Professional Horticulture
 The New York Botanical Garden
 200th Street and Kazimiroff Boulevard
 Bronx, NY 10458-5126

Date _____

Comments _____

Doctor's Name (Print) _____

Doctor's Signature _____

Address _____

Phone _____

APPLICATION FORM Application Deadline: Postmarked by August 15

Please send the items listed to:

Director
 School of Professional Horticulture
 The New York Botanical Garden
 200th Street and Kazimiroff Boulevard
 Bronx, NY 10458-5126

- \$75 U.S. (non-refundable) check or money order
- Resume
- Proof of Age and Nationality
- Transcripts
- Documentation of 1,800 hours of work in horticulture
- Three (3) letters of reference
- Medical examination report on form provided on opposite page
- International students: TOEFL score and proof of financial support

Please print in black ink or type:

Name _____

Address for all correspondence _____

Phone (day) _____ (evening) _____

E-mail _____

How did you hear about the School? *(If from a Web site or publication, please provide the name.)*

Horticultural Work Experience: *(If you require more space to write, please use an attached sheet.)*

Job Title/Description	Dates	Name of Business	Name of Supervisor and Contact Number	Number of Hours	Hours: Paid (P) or Voluntary (V)

On a separate sheet please provide the following: *(Your name and phone number must be on every attachment.)*

1. In 300 words or less, describe your career goals and how the School of Professional Horticulture can help you achieve them.
2. Describe the areas in horticulture in which you have experience.
3. List schools attended, starting with high school. Provide school names, degrees or diplomas earned, and years attended.
4. List the names, addresses, and telephone and fax numbers of those from whom you have requested references (provide 3).

I certify that all the above and attached information was completed by myself and is correct.

Name _____ Date _____



Talisman Brolin/TalismanPHOTO

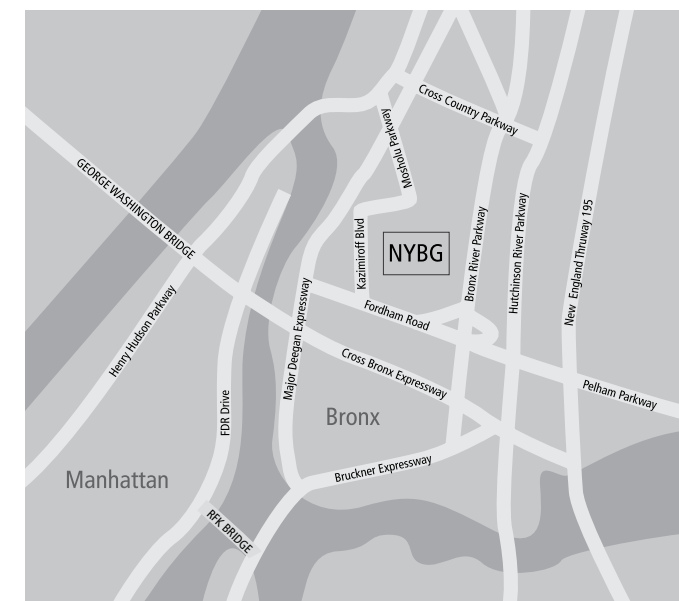
“For me the School of Professional Horticulture provided an opportunity to mix academics with practical training in an environment that was rich in plant material and experienced staff. I have built a career on that foundation that spans from arboriculture to cartography, utilizing the classroom teaching and the practical application from my school experience as an introduction and springboard into areas of study and work that I might not otherwise have pursued.”

—A. Wayne Cahilly, Manager of the Lionel Goldfrank III Institutional Mapping Department, Class of 1984



Eric Lieberman

DIRECTIONS



The Garden is easily accessible by car, Metro-North Railroad (20 minutes from Grand Central; call 212.532.4900 for schedule), subway, and bus (call 718.330.1234 for schedule). Please call the Garden’s general number, 718.817.8700, or visit the Web site at nybg.org for detailed information.

CATALOG DISCLAIMER:

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the School’s teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the School’s catalog may not be approved at the time that a student enrolls in the School or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

**SCHOOL OF PROFESSIONAL HORTICULTURE
THE NEW YORK BOTANICAL GARDEN
200TH STREET AND KAZIMIROFF BOULEVARD
BRONX, NY 10458-5126**

**718.817.8797
WWW.NYBG.ORG/EDU/SOPH**

ADDRESS CORRECTION REQUESTED

