



School of Professional Horticulture

# SOPH

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2016-17

THE NEW YORK BOTANICAL GARDEN

## DIRECTOR'S NOTE

In today's job market we are seeing a shortage of trained and skilled horticulturists, yet plants are vitally important to our lives! Most importantly, plants are crucial for food production. The increasing concern for environmental quality, conservation, and restoration is driving jobs in the horticulture industry—which are anticipated to grow 18% in the next decade, according to the U.S. Bureau of Labor Statistics.

The School of Professional Horticulture at The New York Botanical Garden is a two-year, hands-on horticulture training program, combining the academic with the practical and offering its graduates a solid pathway to exciting and rewarding careers. The School's mission is to educate and train motivated individuals to become horticulturists of the highest caliber.

During the program, students become familiar with the cultural needs of more than 1,000 plants and some of the common pests and diseases that affect them, while working in state-of-the-art facilities across our 250-acre campus. Students learn about native plants, green roofs, urban agriculture, and sustainable practices in their coursework, during their horticulture rotations, and by attending special lectures and symposia sponsored by the School. Class sizes are limited to 15 students.

Upon graduation, students are highly sought after for both internships and permanent employment. Private businesses and public gardens actively recruit our students, knowing they possess superb professional skills. In fact, the School boasts a nearly 100% placement rate. Among the prominent positions held by alumni are head gardener at the Abby Aldrich Rockefeller Garden, head curator at the Bermuda Botanical Gardens, estate managers at celebrity estates, and Vice President for Glasshouses and Exhibitions at The New York Botanical Garden.

If you are ready to develop the vital skills and knowledge needed to protect and care for landscapes and plants, the School of Professional Horticulture is the right place for you. We look forward to seeing you at the Garden!

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

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# CONTENTS

- Introduction ..... 4
- Program Overview ..... 5
- NYBG Faculty Stars ..... 6
- Schedule ..... 8
- Courses ..... 10
- Rotations ..... 14
- Specialized Training ..... 15
- Student Life ..... 16
- Faculty and Staff ..... 16
- Calendar ..... 18
- FAQs ..... 19
- Admissions ..... 20
- Tuition ..... 21
- Financial Aid ..... 22
- Licensing and Accreditation ..... 22
- Tuition Refund and  
Cancellation Policy ..... 23
- School Policies ..... 24
- Medical Examination Report ..... 26
- Application Form ..... 27
- Directions ..... 28

# INTRODUCTION

## GARDEN HISTORY

In 1891 an eminent Columbia University botanist, Nathaniel Lord Britton, and his wife, Elizabeth, also a botanist, inspired by their visit to the Royal Botanic Gardens, Kew, determined that New York should possess a great botanical garden. A site was selected in the Bronx, part of which had belonged to the estate of Pierre Lorillard, a leading tobacco merchant. 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.

## GARDEN LANDSCAPE

The 250-acre grounds of The New York Botanical Garden include dramatic rock outcroppings, wetlands, ponds, a cascading waterfall, and a 50-acre, uncut tract of the native forest that once covered much of New York City. Among the horticultural attractions are 50 gardens and plant collections, including the Native Plant Garden, Enid A. Haupt Conservatory, Thain Family Forest, Ross Conifer Arboretum, Benenson Ornamental Conifers, Perennial Garden, Home Gardening Center, Rock Garden, and Peggy Rockefeller Rose Garden, among many others, as well as outstanding collections of orchids, New World tropical and desert plants, ferns, daffodils, and flowering trees and shrubs.

## RECENT PROJECTS

Recent and ongoing projects include the creation of the 3.5-acre Native Plant Garden, which opened in 2013, and the future Edible Academy at the Ruth Rea Howell Family Garden—a new state-of-the-art complex, with classrooms, labs, and outdoor gardens, that will serve as the hub for edible education at NYBG. In the Enid A. Haupt Conservatory, world-class exhibitions delight and educate visitors about plants and gardens. Included in this ambitious program have been the annual *Orchid Show* and *Holiday Train Show*®. *FRIDA KAHLO: Art, Garden, Life*, a breathtaking evocation of the iconic Mexican artist’s home and garden and an unprecedented grouping of her work, will be on display in 2015.

## 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 educates and trains motivated individuals to become horticulturists of the highest caliber equipped to take on leadership positions in both the public and 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 the Garden’s founding more than a century ago, it 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.

## OUR GRADUATES

The School has trained hundreds of skilled horticulturists from around the world. 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:

- Plant records manager at Mt. Auburn Cemetery
- Cornell Extension agent for Rockland County, NY
- Consultant with Brooklyn Grange Rooftop Farm
- Horticulture manager at Citi Field stadium
- Associate with Lynden B. Miller Public Garden Design
- Estate gardeners at several celebrity estates in the Tri-State area
- Gardener positions at Cornell Plantations; The High Line; Central Park Conservancy; Dumbarton Oaks; and Town & Gardens, Ltd.
- Several have started their own businesses, including Vitawall.com; Living Colors Landscape and Garden; and DWB Botanical Designs, LLC.

To see what other alumni are doing, check out [nybg.org/edu/soph/alumni.php](http://nybg.org/edu/soph/alumni.php)

## ALUMNI NETWORK

Alumni remain an integral part of the School, and students have numerous opportunities to network with them. The School holds an Alumni Reunion every two years in the fall, featuring a guest speaker and reception for alumni to get reacquainted with classmates and meet and network with current students.



## PROGRAM OVERVIEW

### LICENSES & CERTIFICATES

The School of Professional Horticulture has been recognized for its high standards and holds the following certifications:

- Licensed by N.Y. State Education Department
- Nationally accredited by ACCET
- Certified by U.S. Department of Education as a Title IV school
- Certified by U.S. Department of Homeland Security for International M-1 applicants
- Certified by Division of Veterans Affairs



Classes, horticulture rotations, plant walks, field trips, group projects, student garden plots, and lectures expose the student to a myriad of concepts, practices, and philosophies designed to best develop the student's mastery in horticultural science.

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. Students participate in installing exhibitions in the Conservatory, growing display crops in the Nolen Greenhouses, scouting pests in the different plant collections, and planting displays in various outdoor gardens. At the same time, students begin planting their individual garden plots and participate in weekly plant ID walks and regularly scheduled field trips. In the fall, students return to the classroom to continue studies in botany, landscape design, and plant propagation. In addition to the coursework, the students complete their herbarium collection project and explore their second-year specialized training opportunities, designed to allow students to expand their horticultural skills and focus on career goals. The second-year externship affords students a unique opportunity to gain real-world experience while focusing on a select area of study. Students often choose externships in the greater New York City area, but have also ventured further within the United States and abroad.

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



# FACULTY STARS

## NYBG SENIOR HORTICULTURE AND SCIENCE STAFF

At the School, you'll have the unique opportunity to learn from the Garden's most senior staff members—the experts responsible for overseeing the Garden's world-renowned horticultural collections. Here is a list of some faculty and what they will teach you.

Please see page 16 for a full list of faculty.



### PLANT DIVERSITY

**Jamie Boyer, Ph.D.**

Stavros Niarchos Foundation Vice President for Children's Education



### FALL TREES AND SHRUBS

**Katie Bronson**

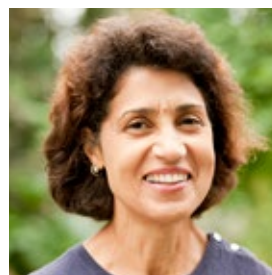
Gardener, Outdoor Gardens



### TREE MANAGEMENT

**Wayne Cahilly**

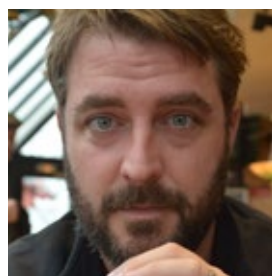
Manager of the Lionel Goldfrank III Institutional Mapping Department



### TROPICAL PLANTS

**Francisca Coelho**

Vivian and Edward Merrin Vice President for Glasshouses and Exhibitions



### WEED IDENTIFICATION AND MANAGEMENT

**Matthew Cook**

Manager, Arboretum and Grounds



**HORTICULTURE  
TECHNIQUES:  
LANDSCAPE  
CONSTRUCTION**

**Mark Cupkovic**  
Vice President for  
Security and  
Operations



**LANDSCAPE  
MANAGEMENT**

**Kurt Morrell**  
AP Farm Associate  
Vice President for  
Landscape Operations



**WINTER TREE  
IDENTIFICATION**

**Deanna Curtis**  
Curator of Woody  
Plants



**PRINCIPLES OF  
ECOLOGICAL  
LANDSCAPE DESIGN**

**Brian Sullivan**  
Vice President for  
Landscape, Gardens,  
and Outdoor  
Collections



**THE BASICS OF  
INTEGRATED PEST  
MANAGEMENT  
(IPM)**

**Don Gabel**  
Director of Plant  
Health



**HORTICULTURAL  
TECHNIQUES:  
LANDSCAPE  
GARDENING**

**Mobee Weinstein**  
Foreman of  
Gardeners



**SELECTING TREES  
FOR GARDEN AND  
LANDSCAPE**

**Todd Forrest**  
Arthur Ross Vice  
President for  
Horticulture and Living  
Collections



**NURSERY AND  
GREENHOUSE  
MANAGEMENT**

**Marc Hachadourian**  
Director of the Nolen  
Greenhouses for Living  
Collections

# SCHEDULE

“After getting the horticulture bug, I knew that I would need great education if I wanted to succeed in the field. Not only am I learning a tremendous amount in class, but I’m getting invaluable lessons from the gardeners and Garden staff. It’s a well-rounded experience.”

—Chris Ruiz, Class of 2016

## YEAR 1

### WINTER

#### JANUARY TO MARCH (9 WEEKS)

		COURSE HOURS: 129
		ROTATION HOURS: 100
Plant Structure	BOT 315	24
Soil Science I: Physical Properties	HRT 301	18
Landscape Techniques	HRT 311	15
Greenhouse Techniques	HRT 312	15
Landscape Plants: Conifers	HRT 333	12
Mathematics for Horticulture	HRT 356	6
Entomology	HRT 480	15
Landscape Design History	LAN 301	24

### SPRING/SUMMER

#### APRIL TO AUGUST (20 WEEKS)

		COURSE HOURS: 152
		ROTATION HOURS: 420
Plant Diversity	BOT 317	24
Morphology of Flowering Plants	BOT 431	16
Introduction to Public Speaking	COM 101	12
Horticultural Techniques: Turf Equipment	HRT 315	8
Landscape Plants: Spring Trees and Shrubs	HRT 334	12
Landscape Plants: Spring Perennials	HRT 336	9
Landscape Plants: Annuals	HRT 341	8
Landscape Plants: Bulbs	HRT 342	12
The Basics of Integrated Pest Management	HRT 380	12
Insect Pests of Landscape Plants	HRT 381	15
Graphics I	LAN 311	24

### FALL

#### SEPTEMBER TO DECEMBER (15 WEEKS)

		COURSE HOURS: 105
		ROTATION HOURS: 221
Systematic Botany	BOT 432	21
Career Preparation	COM 102	8
Landscape Plants: Fall Trees and Shrubs	HRT 331	12
Landscape Plants: Broad-leaved Evergreens	HRT 332	8
Landscape Plants: Summer and Fall Perennials	HRT 337	9
Tropical Plants	HRT 361	14
Plant Propagation I	HRT 411	18
Disease Identification and Management	HRT 481	15

### HOW DO I REGISTER FOR COURSES?

New course listings are published in February and August. Students are preregistered for all required courses, but may choose to change sections, subject to the Director's approval.



## YEAR 2

### WINTER

**COURSE HOURS: 82**

#### JANUARY TO MARCH (13 WEEKS)

**ROTATION HOURS: 200**

Plant Physiology	BOT 316	24
Soil Science II: Chemistry and Nutrition	HRT 302	16
Pruning Principles and Practices	HRT 321	14
Plant Propagation II	HRT 412	16
Winter Tree Identification	HRT 440	12

### EXTERNSHIP (APRIL–JUNE)

**HOURS: 520**

### INTERNSHIP (JULY–SEPTEMBER)

**HOURS: 520**

### FALL

**COURSE HOURS: 115**

#### OCTOBER TO DECEMBER (10 WEEKS)

Advanced Presentation Skills	COM 103	10
Horticultural Techniques:		
Basic Landscape Construction	HRT 314	12
Landscape Management	HRT 443	20
Weed ID and Management	HRT 482	15
Nursery and Greenhouse Management	HRT 491	24
Principles of Ecological Landscape Design	LAN 350	10
Landscape Design I:		
Site Analysis and Schematic Design	LAN 401	24



## YEAR 3

### WINTER

**COURSE HOURS: 56**

#### JANUARY TO FEBRUARY (9 WEEKS)

#### (MAKE-UP DAYS FOR WORK ROTATION IF NECESSARY)

Introduction to Business Management	COM 104	12
Preparation for Pesticide Applicator Certification Exam	HRT 357	30
Tree Management	HRT 422	14

### GRADUATION: FIRST FRIDAY OF MARCH

## TOTALS:

<b>COURSES</b>	<b>639</b>
<b>HORTICULTURE ROTATION AND INTERNSHIP HOURS</b>	<b>1,981</b>
<b>TOTAL HOURS:</b>	<b>2,620</b>

## COURSES

Designed by horticulturists and botanists, the academic courses introduce and explore the multifaceted field of the green industries. Students are pre-registered for all required courses. Students complete 639 clock hours of academic courses and 60 hours of optional personal enrichment.



“N YBG’s SoPH program connects students to a vast network of horticulture institutions and experts that they will continue to have access to for the rest of their careers.”

—Rebecca Dragonetti, Class of 2016

### BOTANY

#### Plant Structure

Get a solid grounding in the basic plant body, including the cell, roots, stems, leaves, flowers, and fruits. Use dissecting and compound light microscopes to observe plant anatomy. Learn the base-level chemistry required for understanding the world of plants.

**Hours: 24**      **BOT 315**

#### Plant Physiology

The role of plant hormones in growth and development is discussed, as well as plant movement, water transport through the plant body, and plant metabolism, including photosynthesis and anaerobic and aerobic respiration.

**Hours: 24**      **BOT 316**

#### Plant Diversity

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 major angiosperm families. 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 phylogenies of flowering plants.

**Hours: 21**      **BOT 432**

### HORTICULTURE

#### Soil Science I: Physical Properties

Soil is a dynamic, living organism and the 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 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

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. Study the macronutrient cycles in the soil with emphasis on the complex nitrogen cycle and its importance to environmental sustainability. Explore the use of organic and inorganic fertilizers and composted soil amendments. Perform an analysis of your own soil sample in class.

**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 maintaining healthy plants.

**Hours: 15**      **HRT 311**

#### Horticultural Techniques: Greenhouse Practices

Gain practical skills required for growing plants in greenhouses with an emphasis on integrated management techniques. Topics include structures and equipment, soils and other growing media, irrigation and fertilization practices, potting and repotting, and cultural practices.

**Hours: 15**      **HRT 312**

## Horticultural Techniques:

### Basic Horticultural Construction

Learn basic 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 introductory course covers the equipment used in the maintenance of grounds, arboretum, and turfgrass. Proper use, care, and safety will be discussed. Students will 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 techniques and tools; timing; and pruning as an integral part of plant health care. Creation and maintenance of hedges and pollarding techniques are considered.

**Hours: 14 HRT 321**

### Landscape 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**

### Landscape Woody Plants: Broadleaved Evergreens

Learn about native and exotic broadleaved evergreens; become familiar with their cultural requirements, identification features, and ornamental value. Learn how to incorporate this plant ground into naturalistic and formal landscape settings. Major groups studied include *Ilex*, *Rhododendron*, *Buxus*, and *groundcovers*.

**Hours: 8 HRT 332**

### Landscape 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 naturalistic and formal landscape designs.

**Hours: 12 HRT 333**

### Landscape 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**

### Herbaceous Plants: Spring Perennials

Learn the identifying characteristics, classification, scientific and common names, and landscape uses of approximately 60 spring-blooming perennials.

**Hours: 9 HRT336**

### Herbaceous Plants: Summer and Fall Perennials

Learn identifying characteristics, classification, scientific and common names, and landscape uses of approximately 60 summer- and fall-blooming perennials.

**Hours: 9 HRT 337**

### Herbaceous Plants: Annuals

Become familiar with the identification, culture, and landscape use of plants commonly used as annuals. Review major and unusual groups of common annuals. Learn how to select low-maintenance plants. Topics include a review of scientific names, common names, and identification of approximately 60 annuals.

**Hours: 8 HRT 341**

### Herbaceous Plants: Bulbs

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

**Hours: 12 HRT 342**

## Mathematics for Horticulturists

This course is invaluable for anyone responsible for maintaining or directing the maintenance of outdoor landscapes. Methods of calculating areas, application rates for fertilizers, and amounts of soil amendments are reviewed during the first session, and a set of homework problems is analyzed during the second session.

**Hours: 6 HRT 356**

### Preparation for Pesticide Applicator Certification Examination

Prepare now for the Core (Basic) and Category 3 (Ornamentals and Turf) Pesticide Applicator Certification exam given by the New York State Department of Environmental Conservation and required of all pesticide applicators. Topics include handling, use, storage, and application of pesticides; safety and environmental considerations; and insect and disease problems. New York State mandates either three years of work experience or at least 30 hours of class instruction to be eligible to take the certification exams.

**Hours: 30 HRT 357**

### Tropical Plants

Learn the identification, classification, and culture of houseplants and greenhouse plants. Major plant groups to be studied include aroids, bromeliads, palms, and other tropical plants 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. Discuss applications of chemical, cultural, genetic, and biological controls to greenhouse crops, woody ornamentals, turf grass, and vegetables.

**Hours: 12 HRT 380**

### Insect Pests of Landscape Plants

Learn to identify the insect pests common to the northeastern United States and the damage that they cause. Learn to judge the severity of an infestation and to select and implement control measures.

**Hours: 15 HRT 381**

# COURSES



## 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, laboratories, and field trips, 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 micro-propagation. Learn about tissue culture at the Garden's Pfizer Laboratory, and visit a retail nursery for a hands-on grafting project.

**Hours: 16 HRT 412**

## Tree Management

Explore a holistic approach to keeping trees healthy and vigorous. Topics include planting and transplanting, pruning, fertilization, root system management, common problems, tree defenses, and lightning protection. Samples of tree problems, supplies, and tools are exhibited.

**Hours: 14 HRT 422**

## Winter Tree Identification

Learn the basic techniques of woody plant identification. Discover interesting characteristics of conifers, buds, and bark, and the growth habits of deciduous plants.

**Hours: 12 HRT 440**

## Landscape Management

Examine the most important factors in the management and maintenance of commercial and residential landscapes using sustainable, ecologically sound techniques. Learn how to effectively develop programs that reduce adverse effects on the environment, including alternative approaches to conventional lawn management. Focus on how to keep plants healthy, solve problems, and maximize resource allocation.

**Hours: 20 HRT 443**

## 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. 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 common turf and landscape weeds. A variety of weed control methods, including non-chemical approaches, are examined. Weed biology, biochemical pathways, herbicides and application techniques, equipment calibration and care, and seasonal weed control programs are studied.

**Hours: 15 HRT 482**

## Nursery and Greenhouse Management

Greenhouse and nursery industries have an increased need for skilled personnel trained in sound business practices and advanced horticultural techniques. Learn the best practices of industry-associated economics, greenhouse and nursery construction and design, and commercial greenhouse and field plant production. Understand how to manage a commercial growing operation, including site selection, planning and layout, and production methods of greenhouse and nursery crops in the field and in containers. The course includes field trips to area nurseries.

**Hours: 24 HRT 491**

## LANDSCAPE DESIGN

### Landscape Design History

Study theories and principles that have shaped the design of landscapes from antiquity to the 21st century. Explore Eastern and Western garden traditions. Survey all types of gardens and landscapes, including corporate and public spaces, through visual presentations, assigned readings, projects, and classroom discussion.

**Hours: 24**      **LAN 301**

### Graphics I

Graphics help us to develop and communicate design ideas. Practice various graphic techniques and learn how to organize and render landscape plans on paper for optimal presentations to clients. Work with a range of drawing materials and drafting equipment.

**Hours: 24**      **LAN 311**

### Principles of Ecological Landscape Design

In this course you will explore the intricate relationships within ecosystems, and how you can work with them to create vibrantly beautiful and healthy gardens. Be prepared for an eye-opening experience that will challenge some commonly held beliefs, and will leave you empowered with a new understanding of how a garden works.

**Hours: 10**      **LAN 350**

### Landscape Design I: Site Analysis and Schematic Design

Learn how to analyze existing landscapes and formulate the 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 AND BUSINESS MANAGEMENT

### Introduction to Public Speaking

Possessing effective public speaking skills is as crucial as knowing how to edge a display border. 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 some common questions that people have, whether they are seasoned horticulturists or looking for a career change. Learn how to prepare resumes with key industry terms, target public gardens, and dress for the interview. This course prepares students to embark on their externship search.

**Hours: 8**      **COM 102**

### Advanced Presentation Skills

This advanced level course focuses on how to create presentations for different purposes, 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

Learn different components of business management: staffing, marketing, operations, financial management, and customer/client development. Students will prepare a marketing plan in this class taught in a workshop style.

**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 solely for students' personal enrichment.



# ROTATIONS

During their first year, students receive hands-on training in four areas of major concentration, along with plant health care and plant records practices. Each rotation is six weeks in duration, or approximately 200 hours. There are also opportunities to take part in special projects around the Garden as they occur throughout the year.

## 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 planting, propagation, watering, pruning, perennial maintenance, and fertilization techniques.

ROTATION	SKILLS LEARNED AND UTILIZED	LOCATION
<b>AREAS:</b>		
Enid A. Haupt Conservatory	How to plant for indoor displays and exhibitions. Maintenance of conservatory plants and tropical collections, grooming, watering, syringing, misting, soil preparation and amending. Specific culture for succulents and cacti, aquatics, tropicals, and/or others.	Conservatory
Nolen Greenhouses	Climate control systems: heating, cooling, humidity, shade, and ventilation. Basic techniques: fertilizing, soil mixture preparations, repotting, pricking, transplanting. Crop production: seeding and cutting propagation, forcing bulbs, growing annuals, and container growing.	Nolen Greenhouses
Outdoor Gardens	How to plant for outdoor displays: spacing, grooming, weeding, watering, edging, espalier, and staking. Learn to plant and grow annuals, perennials, and bulbs for seasonal display.	Outdoor gardens and collections
Turf, Grounds and Arboretum	Maintain turf areas: irrigation, edging techniques, fertilizing (equipment and type of fertilizer), weed control, leaf raking and blowing. Trimming hedges, pruning techniques, tree and shrub planting.	Various gardens and collections

<b>SPECIAL PROJECTS MAY INCLUDE:</b>		
Aquatic Planting	Introduction to Tree Climbing	Plant Sale
Bulb Planting	Invasive Species Management	Rose Pruning
Composting	Irrigation	Topiary Planting
Ecological Research	Mapping	Tree Transplanting
Glasshouse Exhibitions and Collections	Nursery Management	Turf Renovation
Greenhouse Management	Ornamental Pruning	Vegetable Gardening
	Plant Health Care	Workplace Safety



## SPECIALIZED TRAINING

“The School of Professional Horticulture educates and stimulates, and opens doors that I did not even know existed!”

—Songsuk Kim, Class of 2009

### PLANT WALKS AND THE PLANT ID FINAL

Plant walks are designed to help students learn to identify more than 1,000 plants based on morphological similarities and differences in preparation for the second-year Plant Final, an all-day exam to test students on the Master Plant List. The exam is scheduled at the end of October, and students are asked to identify plants from specimens. Plant families, genus, and specific epithet are stressed.

### FIELD TRIPS

During their first year, students participate in 10 to 12 field trips to public and private gardens, nurseries, celebrity estates, and ecological areas. These trips encourage students to explore opportunities, meet practitioners in the field, and see how a variety of sites function.

### STUDENT GARDEN PLOTS

The Student Garden allows first-year students to creatively apply newly acquired skills. Each student is assigned a plot and provided instruction on how to design, install, maintain, and dismantle a vegetable garden that measures about 100 square feet. Students are responsible for day-to-day care of the site and will receive a grade after the final evaluation.

### HERBARIUM COLLECTION WORKSHOP

During the first year, students learn the techniques and skills to collect, dry, mount, and label museum-quality herbarium specimens. Students will learn how to select the best material for preservation; use a plant press; dry plant samples; make a specimen label; and mount plants using archival materials.

### SECOND-YEAR TRAINING

Second-year hands-on training is designed to further expand students' horticultural skills and to work on their professional development. Students commence their three-month externships in April, then return to the Garden in July for their three-month internship projects, concentrating in one of seven areas. Students are responsible for identifying areas and businesses or institutions they would like to explore for their externships and for securing approval from the Director prior to starting. Upon completion, students deliver a 10-minute presentation and write a 10-page paper on their experiences.

### LECTURE SERIES & SYMPOSIA

Students in the School are able to attend the many lecture series and symposia sponsored by the Garden throughout the year. Among them are the Landscape Design Portfolios Lecture Series, the Humanities Institute Symposia, the Winter Lecture Series, and special lecture events. Because of the world-class reputation of the Garden, these lectures and symposia showcase leading experts in the field on topics such as native plants, ecological design, and urban farming, thereby enriching students' knowledge of their chosen fields.

## STUDENT LIFE

### ORIENTATION

Orientation starts the last week in January. New students meet staff and become familiar with the Garden's philosophies, policies, and facilities. Orientation and special group projects with Horticulture continue through February and March to prepare students for their horticulture rotations in the spring.

### STUDENT E-MAIL AND COMPUTER ACCESS

Computers are available 24 hours a day in the Student Room, M-280. Students may be assigned an NYBG e-mail address if desired. In addition, there is Wi-Fi service in the Watson Building and other buildings on the campus.

### SCHOOL FACILITIES

Classrooms and academic facilities are in the Watson and Library buildings. The Student Room is available for meal breaks, studying, drafting, and computer use. Horticulture training is carried out at locations throughout the Garden.

### FOOD

The Pine Tree Café on Garden grounds is open Tuesdays through Sundays, and students enjoy a 20% discount. The Café serves pizza, panini, salads, snacks, and beverages. The Hudson Garden Grill is a more formal dining option on Garden grounds. There also are several moderately priced diners, cafes, and pizza parlors within walking distance of the Garden.

### GARDEN SHOP

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

### CAMPUS SECURITY

The Garden is committed to providing a safe and secure environment for students, staff, and visitors. The grounds are protected by licensed security personnel. The School submits an annual Security Report to the U.S. Department of Education as is required from Title IV schools.

### HOUSING

Housing is available in the Bronx and lower Westchester County within a convenient distance from the Garden. Housing is not provided by the School, and out-of-town and international students are advised to secure housing prior to arriving in New York.

### POST-GRADUATION JOB PLACEMENT

Jobs are posted on the "Job Listings" board in the Watson building. In addition, the School provides placement assistance on an informal basis. However, the School cannot promise or guarantee employment.

### NOTABLE ALUMNI

Check out [nybg.org/edu/soph/alumni.php](http://nybg.org/edu/soph/alumni.php) to see what our Alumni are currently doing. If you would like to ask a question of a specific graduate, e-mail the Director, [cmy@nybg.org](mailto:cmy@nybg.org), who will put you in touch with the respective person.

### RECENT COMPLETION AND PLACEMENT RATES:

Graduation Year (%)	Completion Rate (%)	Placement Rate (%)
2011	100	100
2012	90	100
2013	100	100
2014	100	100
2015	100	100

## FACULTY AND STAFF

The School's operations are managed by the Director, who also guides students in all aspects of the program from coursework to job placement. An advisory board composed of instructors, supervisory staff, and professionals from the horticultural community meets periodically to review the School's curriculum.

The School, the Director, and all faculty are licensed by New York State Department of Education's Bureau of Proprietary School Supervision.

Learn more at [aces.nysed.gov/bpss](http://aces.nysed.gov/bpss)

### ADVISORY BOARD

Ani Adishian	Kurt Morrell
Ronda Brands	Darrel Morrison
Francisca Coelho	Kristin Schleiter
Todd Forrest	Dennis Schrader
Bill Logan	Douglas Thomas
Jeff Lynch	

Barbara Corcoran  
*Vice President for Continuing and Public Education*

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

Eric Lieberman  
*Manager, School of Professional Horticulture*

### FACULTY

**Daniel Atha** is Conservation Program Manager at NYBG. He has conducted botanical fieldwork in all 50 states and in such far-flung places as Vietnam, Bolivia, Mexico, Belize, and several states of the former Soviet Union. His work is focused on floristics, taxonomy, conservation, and applied botany. He holds a BA from the City University of New York.

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

**Katie Bronson** is a gardener in the Everett Children's Adventure Garden at NYBG. She holds a BFA in sculpture from Pratt Institute and a certificate in sustainable landscape design from George Washington University.



**Jamie Boyer, Ph.D.**, is Stavros Niarchos Foundation Vice President for Children's Education at NYBG. He holds a doctorate in plant biology from the State University of New York at Binghamton.

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

**\*Francisca Coelho** is Vivian and Edward Merrin Vice President for Glasshouses and Exhibitions at NYBG. She leads all Conservatory exhibition-related planning and implementation for the Horticulture Division and is best known for her plantmanship and management skills in developing high-profile shows in the Enid A. Haupt Conservatory.

**\*Matthew Cook** is Manager of Arboretum and Grounds at NYBG. He has been involved in landscaping, design, and property maintenance for the past 20 years, having spent the last decade in public-space management in New York City.

**Mark Cupkovic** is Vice President for Security and Operations at NYBG, and holds a BA from Miami University, Ohio.

**Deanna Curtis**, Curator of Woody Plants at NYBG, is an ISA-certified arborist. She holds a BS in horticulture from Michigan State University and graduate degrees in both horticulture and landscape architecture from Cornell University, where she specialized in urban horticulture.

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

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

**\*Marc Hachadourian**, Director of the Nolen Greenhouses for Living Collections at NYBG, holds a BS in plant science from Cornell University. He supervises the care of the botanical collections, including an extensive orchid collection and exhibition plants in the Nolen Greenhouses.

**Michael Hagen** is Curator of the Native Plant Garden and the Rock Garden at NYBG. He previously served as staff horticulturist for Stonecrop Gardens in Cold Spring, N.Y., and garden manager at Rocky Hills, a preservation project of the Garden Conservancy in Mt. Kisco, N.Y.

**Susan Landgraf** has 32 years of teaching experience. Currently she is an adjunct associate professor of communications at the New York Institute of Technology. She holds a MA in studio art and photography from New York University.

**Leeann Lavin** is an award-winning garden designer and principal at Duchess Designs. She authored *The Hamptons & Long Island Homegrown Cookbook*, and was a contributing author on *Public Garden Management: How to Establish and Maintain a Public Garden*.

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

**Marta McDowell** holds a Certificate in Landscape Design from NYBG and is a writer, lecturer, and gardener. One of her books, *Beatrix Potter's Gardening Life*, published by Timber Press, won a 2014 Gold Award from the Garden Writers Association. She is active in the Chatham Community Garden and is on the board of the New Jersey Historical Garden Foundation.

**Eric Morgan, Ph.D.**, is an assistant professor in the Department of Ornamental Horticulture at Farmingdale State College. Prior to this position, he spent seven years as the director of research and executive director at Bartlett Arboretum in Connecticut.

**\*Kurt Morrell** is AP Farm Associate Vice President for Landscape Operations at NYBG and a graduate of the School of Professional Horticulture.

**Michael Ruggiero** is the former Senior Curator of Horticulture and a longtime instructor at NYBG. He lectures and writes on gardening topics and has authored several books, including *Annals with Style* and *Perennial Gardening*.

**Shawn Spencer** directs the Land Restoration Project Division with the NYC Department of Parks and Recreation. He holds BS degrees in forestry and wildlife biology and has been an outdoor educator and restoration specialist for more than 25 years.

**\*Brian Sullivan** is Vice President for Landscape, Gardens, and Outdoor Collections at NYBG. Previously he was director of horticulture and garden operations at Descanso Gardens in California.

**\*Mobee Weinstein**, Foreman of Gardeners at NYBG, 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**, Director of the Edible Academy

**Annie Novak**, Manager of the Edible Academy

**Kristine Paulus**, Plant Records Manager

**Eric Pioselli**, Foreman Turf and Grounds

**Christian Primeau**, Manager of the Enid A. Haupt Conservatory

**Kristin Schleiter**, Associate Vice President for Outdoor Gardens and Senior Curator

**Jessica Arcate Schuler**, Director of the Thain Family Forest

\* Also rotation supervisory staff

# CALENDAR

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

## FAQs

### WHAT'S THE ADVANTAGE OF ATTENDING THE SCHOOL OF PROFESSIONAL HORTICULTURE VERSUS EARNING AN ASSOCIATE'S OR BACHELOR'S DEGREE IN HORTICULTURE?

The advantage can be summarized with one word—skills! The School's strength is that it teaches students valuable horticulture skills, which give our graduates a competitive advantage over other programs based solely on coursework. The School's program combines the theoretical and the practical, teaching not just how to grow plants, but why plants grow the way they do. It is due to this kind of education that our students are highly sought after, not just for internships, but also for full-time employment upon graduation.

### AS SOMEONE WHO IS SWITCHING CAREERS, WHAT IS IT LIKE TO WORK IN THE HORTICULTURE INDUSTRY?

It is a close-knit community of dedicated and passionate professionals who are willing to share their knowledge, experience, information, and employment opportunities. As a student, you meet many key people in this profession from around the world in diverse areas of horticulture, and as a graduate, you become part of that community. One of the biggest benefits of attending the School is making these lifelong contacts here at NYBG and beyond.

### WHAT IS THE TYPICAL DEMOGRAPHIC OF STUDENTS IN THE SCHOOL?

Students come from all over the country and world. Most students have some college background, and many have degrees in fields other than horticulture. The majority of students are career changers and range in age from their late teens to mid-50s.

### WILL I BE ABLE TO FIND A JOB WHEN I GRADUATE?

The School has had a job placement rate of nearly 100% for the past several years. Our alumni are highly sought after by botanical gardens, public parks, celebrity estates, and even major league sports stadiums. Exceptional students also are often hired at NYBG upon graduation when a position is available. However, the School does not promise or guarantee employment.

### WHAT KIND OF STARTING SALARY CAN I EXPECT TO RECEIVE?

Generally, private industry pays more than public parks and gardens. The starting salary range in private industry is typically \$45,000–\$55,000; for non-profits it is \$35,000–\$45,000.

### HOW IS THE TWO-YEAR PROGRAM DIVIDED?

The program is divided into nine terms. Academic classes are concentrated between rotations and include evening sessions.

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

Yes; contact the Director to assess your situation.

### HOW MANY HOURS OF STUDYING CAN I ANTICIPATE?

On horticulture rotation days, students start at 8 a.m. and finish at 4 p.m. On class days, students may start at 10 a.m. and finish at 6 or 9 p.m. Students also can expect to have classes some evenings throughout the year. Some courses require homework and studying outside class hours.

### WHY ARE SOME COURSES TAUGHT IN THE EVENINGS?

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

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

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

### WHAT DOES ONE RECEIVE AFTER GRADUATING FROM THE SCHOOL?

After successfully completing the program, students receive a Diploma in Horticulture from The New York Botanical Garden.

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### CONTACT INFORMATION

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

School of Professional Horticulture  
The New York Botanical Garden  
2900 Southern Boulevard  
Bronx, New York 10458-5126  
Web site: [nybg.org/edu/soph](http://nybg.org/edu/soph)

**APPLICATION DEADLINE: AUGUST 1**

## HORTIE HOOPLA

Each July the School hosts Hortie Hoopla, the Annual N.Y.C.-area Green Industry Intern Field Day. This free event for horticultural interns offers people the chance to learn about the industry and to network with peers and professionals. Hortie Hoopla features talks from top horticulturists and garden designers, a career info session, tours of the Garden's amazing collections, and a BBQ finale complete with games and prizes. Come see what the hoopla is about!



# ADMISSIONS

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

## REQUIREMENTS

- Must possess 500 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.) These hours must be fulfilled under the guidance of a horticulturist. If working full-time at 40 hours per week, applicants may expect to complete the 500-hour requirement in about three months.

Hands-on experience in horticulture is defined as the action of planting, maintaining, recording, and/or removing live plants. Cashiering or working 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 having 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 their work experience during their interview.

- Must possess at least a high school or a New York State equivalency diploma. 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 complete an application form, submit it by the due date, and interview either in person or by phone (out-of-town applicants).

## APPLICATION PROCEDURES

**The following must be submitted:**

- Completed application form
- Non-refundable application fee of \$75 in U.S. currency by check or money order, made payable to School of Professional Horticulture.
- Photocopy of birth certificate or other official proof of age and nationality, such as a passport
- Transcripts of all post-secondary education; if none, then high school transcripts are required
- Proof of work experience such as letters from employers 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
- Résumé

## INTERNATIONAL APPLICANTS

The School welcomes applications from foreign nationals and 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 from the applicant's bank is required.

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

## INTERVIEW PROCESS

Interviews are scheduled for the third week of September. The Admissions Committee is made up of approximately 10 members of horticulture staff, instructors, administrators, and alumni. Applicants should 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 applicants to present their experience through a work portfolio. Applicants from outside the New York area will be interviewed by phone or Skype.

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

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**All application materials must be postmarked by August 1.**

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.

## SEND ALL INQUIRIES TO:

Charles M. Yurgalevitch, Ph.D., Director  
School of Professional Horticulture  
The New York Botanical Garden  
2900 Southern Boulevard, Bronx, NY 10458-5126  
Phone: 718.817.8797 E-mail: cmy@nybg.org

# TUITION

## TUITION AND FEES

Application fee. . . . .	\$75
(non-refundable)	
Tuition . . . . .	\$15,000
(two-year total)	

Tuition and fees are subject to Administrative Committee approval and may change.

### Includes:

- Registration for required courses
- Registration for Garden symposia
- Special workshops and seminars
- Winter Lecture Series
- Basic tools (Soil knife, hand lens, and hand pruners)

### Does not include:

- Field trip expenses—\$200
- Books—\$2,000
- Drafting equipment—\$300
- Safety shoes—\$150
- Personal living expenses, including housing, meals, transportation, and other living expenses

## PAYMENT SCHEDULE

1st Year	
\$75 . . . . .	application fee due by August 1
\$200. . . . .	tuition deposit
\$3,550 . . . . .	due by first day of Orientation
\$3,750 . . . . .	due by June 15

2nd Year	
\$3,750 . . . . .	due by January 15
\$3,750 . . . . .	due by June 15

Tuition must be paid in full on or before the due date. If a payment is more than five days late, a \$25 late fee will be charged automatically 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 charged on monthly payments.

## PAYMENT METHODS

We accept cash, personal check, bank check, money order, and credit card. Payments are due according to the above schedule.

## IF TERMINATION OCCURS

See page 23 for the Tuition Refund and Cancellation Policy.

## DELINQUENT ACCOUNTS

In order to graduate, a student must have made all tuition payments in full. Should a student be unable to make a payment on time, the School will arrange a payment schedule with the student to pay a certain amount each month until tuition payment is complete.

In the event that a student's check or credit card charge is not honored by the bank or other institution for any 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 days of signing the enrollment agreement receives all monies, with the exception of the non-refundable tuition deposit. Thereafter, a student will be liable for the non-refundable tuition deposit, plus the cost of 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 instructors and staff at The New York Botanical Garden have an incredible wealth of knowledge and were very willing to share that knowledge with us. I couldn’t imagine getting a better horticultural education anywhere in the world.”

—Eric Cioffi, Class of 2015



## FINANCIAL AID

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 Continuing and Public 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 [fafsa.ed.gov](http://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

### WHAT YOU SHOULD KNOW ABOUT N.Y. STATE LICENSED PRIVATE SCHOOLS

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: [accet.org](http://accet.org)

7. The student may also file a written complaint to the state licensing agency, the N.Y. State Education Department's Bureau of Proprietary School Supervision 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. Student progress in academic and practical work is measured by grades and other evaluations; all students will receive progress reports on their work.

## I. SATISFACTORY ACADEMIC PROGRESS

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 and 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.

### A. 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

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 following class is scheduled to take the examination.

If the course instructor approves, the Director agrees, and the student's overall class review is favorable, a retest option in the final is possible for certain courses. 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 if 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

When a student fails a course or the student's weighted GPA falls below 70%, he/she will be 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

Attendance is required at all classes, work assignments, field trips, 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 the 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.

In accordance with the U.S. Department of Education's Title IV policy on attendance: Any student who is absent more than 10 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

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. 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

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 to the Director in writing by the student with the specific reason for the leave request. It should include the approximate length of the requested leave. 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

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

The Director will evaluate any student's formal post-secondary education and award an appropriate course exemption if, in his discretion, and the coursework is comparable to that of the School 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.

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. 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.



## 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

### *Rotation Evaluations and Student Exit Survey*

All students are evaluated on their horticulture rotations. In order to be evaluated, a student must have worked a minimum of 85% of the hours for that rotation. If a student has worked less than 85% of the scheduled hours, the student must make up the hours before evaluation. 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 (Evaluation forms are found in the Student Manual). The Student Exit Survey must be promptly handed in to the School upon completion of the rotation. Students are 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. Refer to the Student Manual for a detailed breakdown of Rotation grades. Failure to do so will place the student on probation for the next rotation. Upon graduation, the student possessing the highest rotation GPA will receive the *Developing Horticultural Skills Achievement Award*.

## III. GENERAL

### A. PROGRAM DISMISSAL AND WITHDRAWAL

The School requires a notice of withdrawal 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 policies and procedures of the School, appropriate corrective disciplinary action may be taken.

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. 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 term)
- 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, 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, 877.846.7369, or visit [oasas.ny.gov](http://oasas.ny.gov)

### 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, Veterans' Day, Thanksgiving, and Christmas. The week of Memorial Day and the last two weeks of August and December are class breaks.

### 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 ID 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 (FERPA) of 1974. FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. 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

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 cited as indicated by the author/publisher of the material and following generally accepted grammatical rules of reference."

Plagiarism occurs when a person reproduces someone else's work without permission, regardless of copyright. A student guilty of plagiarism may be penalized as severely as expulsion from the School. Use of material for reference purposes must be cited as such.

# 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  
2900 Southern Boulevard  
Bronx, NY 10458-5126

Date \_\_\_\_\_

Comments \_\_\_\_\_

Doctor's Name (Print) \_\_\_\_\_

Doctor's Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

# APPLICATION FORM Application Deadline: Postmarked by August 1

**Please send the items listed to:**

Director  
 School of Professional Horticulture  
 The New York Botanical Garden  
 2900 Southern Boulevard  
 Bronx, NY 10458-5126

- \$75 U.S. (non-refundable) check or money order
- Résumé
- Proof of Age and Nationality
- Transcripts
- Documentation of 500 hours of work in horticulture
- Three (3) letters of reference
- Medical examination report on form provided on page 26
- International students: TOEFL or IELTS 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, which one?)*  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 numbers of your three (3) references.

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

Name \_\_\_\_\_ Date \_\_\_\_\_

## DIRECTIONS



The Garden is easily accessible by car, Metro-North commuter railroad, subway, and bus. Please call the Garden's general number, 718.817.8700, or visit the Web site at [nybg.org](http://nybg.org) for detailed information. Learn more about public transportation options at [mta.info](http://mta.info)

### 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, the 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  
2900 Southern Boulevard  
Bronx, NY 10458-5126

718.817.8797  
[nybg.org/edu/soph](http://nybg.org/edu/soph)

*Training the world's leading horticulturists for more than 80 years*

