

# Cover Sheet: Request 13574

## PLS 4XXX Program Management in Horticultural Therapy

### Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Elizabeth Diehl leahdiehl@ufl.edu
Created	2/3/2019 1:48:39 PM
Updated	4/11/2019 4:04:38 PM
Description of request	This is a request for a new course

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Environmental Horticulture 514918000	Dean Kopsell		2/11/2019
No document changes					
College	Approved	CALS - College of Agricultural and Life Sciences	Joel H Brendemuhl	Approved by the CALS CC on 3/15/19.	3/21/2019
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/21/2019
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

## Course|New for request 13574

### Info

**Request:** PLS 4XXX Program Management in Horticultural Therapy

**Description of request:** This is a request for a new course

**Submitter:** Elizabeth Diehl leahdiehl@ufl.edu

**Created:** 3/15/2019 4:32:43 PM

**Form version:** 2

### Responses

**Recommended Prefix** PLS

**Course Level** 4

**Number** XXX

**Category of Instruction** Advanced

**Lab Code** None

**Course Title** Program Management in Horticultural Therapy

**Transcript Title** Hort Therapy Mngmt

**Degree Type** Baccalaureate

**Delivery Method(s)** Online

**Co-Listing** No

**Co-Listing Explanation** NA

**Effective Term** Summer

**Effective Year** 2020

**Rotating Topic?** No

**Repeatable Credit?** No

**Amount of Credit** 3

**S/U Only?** No

**Contact Type** Regularly Scheduled

**Weekly Contact Hours** 3

**Course Description** This course prepares students to develop, manage, and evaluate horticultural therapy programs in diverse environments. Strategies for program proposals and funding will be explored, along with recruitment of clients and required regulations and documentation. Staff/volunteer management will be discussed, as will plant materials, gardens, and other program resources.

**Prerequisites** PLS 3XXX Introduction to Horticultural Therapy (C-) & PLS 4XXX Techniques in Horticultural Therapy (C-)

**Co-requisites** NA

**Rationale and Placement in Curriculum** This is the third course in the series of horticultural therapy courses. In this course students will synthesize skills and knowledge from the previous two courses to plan, develop, and evaluate horticultural therapy programs that successfully respond to the clients' and facility's needs. The content aligns with the curriculum requirements of the American Horticultural Therapy Association for HT practice.

**Course Objectives** Formulate a horticultural therapy program, including mission/vision, funding, marketing, and recruitment

§ Describe the influence of staff/volunteers on program success and the importance of their training and management

§ Explain the management of the program and its facility, inventory, budget, and maintenance

§ Discuss the growth and maintenance of plant materials on site, including managements of pests and diseases

§ Summarize relevant facility regulations and record-keeping, including HIPPA, IRB, and other documentation requirements as well as safety issues related to program environment

§ Articulate how a horticultural therapist integrates with other healthcare delivery specialists and teams

**Course Textbook(s) and/or Other Assigned Reading** Haller, R.L. & Capra, C.L. (2016). Horticultural therapy methods: Connecting people and plants in health care, human services, and therapeutic programs. (2nd ed.). Boca Raton, FL: CRC Press.

## **Weekly Schedule of Topics** Week Module & Lecture Topic Assignments Due

### Week 1

May 11-15, 2019

Program Development Overview

§ Understanding Facility Needs

§ Horticultural Therapy Niche

§ Developing a Mission & Vision

May 15: Syllabus Quiz

### Week 2

May 18-22, 2019

Program Development - Institutional

§ Budget: Funding & Fundraising

§ Facilities Available

§ Recruitment

May 18: Self-Introduction Video

May 18: Week 1 Topic Quiz

May 20: Peer Video Responses

May 20 & 25: Discussion Board Posts

### Week 3

May 26-29, 2019

Program Development - Institutional

§ Regulations & Record Keeping

§ Program Evaluation

May 26: Weeks 2 Topic Quiz

May 28 & 31: Discussion Board Posts

### Week 4

June 1-5, 2019

Program Development – Private Practice

§ Community Niche

§ Business Model & Plan

§ Marketing

June 1: Week 3 Topic Quiz

June 3: 3 Minute Research Report: TBA

June 7: Research Report Peer Evaluations

### Week 5

June 8-12, 2019

Integrating with Allied Groups

§ Allied Therapies

§ Community Groups & Gardens

§ Recruiting Participants

June 8: Week 4 Topic Quiz

June 10 & 14: Discussion Board Posts

### Week 6

June 15-19, 2019

Staff & Volunteers

§ Recruiting & Training

§ The Role of Students

§ Ongoing Management

June 15: Week 5 Topic Quiz

June 17: 3 Minute Research Report: TBA

June 17 & 21: Discussion Board Posts

June 21: Research Report Peer Evaluations

### Week 7

June 22-26, 2019

Summer Break

#### Week 8

June 29-July 2, 2019

Management of Facilities

§ Equipment & Supplies

§ Program Sites: Indoor/Outdoor

June 29: Week 6 Topic Quiz

July 1 & 5: Discussion Board Posts

#### Week 9

July 6-10, 2019

Plants in Horticultural Therapy

§ Plant Selection & Management

§ Pest Management

July 6: Week 8 Topic Quiz

July 8: 3 Minute Research Report: TBA

July 12: Research Report Peer Evaluations

#### Week 10

July 13-17, 2019

Plants in Horticultural Therapy

§ Basic Horticulture Knowledge

§ Basic Plant Propagation

July 13: Week 9 Topic Quiz

July 15 & 19: Discussion Board Posts

#### Week 11

July 20-24, 2019

Evaluation

§ Review of Client Assessment

§ Review of Task & Activity Analysis

§ Program Output & Documentation

July 20: Week 10 Topic Quiz

July 22: 3 Minute Research Report: TBA

July 22 & 26: Discussion Board Posts

July 26: Research Report Peer Evaluations

#### Week 12

July 27-31, 2019

Other Topics

§ Research

§ Grant Writing

§ TBA

July 27: Week 11 Topic Quiz

July 29 & Aug. 2: Discussion Board Posts

July 29: Virtual Fieldtrip Video

#### Week 13

Aug. 3-7, 2019

Project & Review Week

§ Project Feedback

§ Review Session

Aug. 3: Group Project Due

Aug. 4: Peer Video Responses

Aug. 6: Final Exam

#### **Links and Policies** Class Attendance and Make-Up Policy:

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

#### Academic Honesty Policy:

UF students are bound by The Honor Pledge that states, "We, the members of the University of

Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.” On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

#### Online Course Evaluation Process:

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

#### Services for Students with Disabilities:

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#### Campus Resources:

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392- 1575 so that a team member can reach out to the student.

Counseling and Wellness Center:

<https://counseling.ufl.edu/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

#### Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).  
<https://lss.at.ufl.edu/help.shtml>.

Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling.

<https://career.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

<http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

<http://writing.ufl.edu/writing-studio/>

Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

On-Line Students Complaints: <http://distance.ufl.edu/student-complaint-process/>

#### **Grading Scheme** Assignments:

Videos (2 at 20 points each)

You will create and post two three-minute videos: one in Week 2 that introduces you to the class and includes information on yourself, your reason for taking this course, and your interests; and another in Week 12 that responds to a selected prompt. More information and a rubric will be provided within the assignment links in Canvas.

Quizzes (11 at 10 points each; lowest quiz grade dropped)

Each quiz will consist of 10 multiple-choice, matching, or fill-in-the blank questions related to the associated topic. Quizzes will be open notes, but they must be completed within a limited timeframe in one sitting. Quizzes are to be taken individually; no collaboration is allowed and they are not to be recorded or shared in any manner. Quizzes will be given at the beginning of the week based on material covered the previous week.

### Discussion Board Posts & Video Responses (24 at 2 points each)

The purpose of the discussion board posts is to engage students with each other and enhance the learning environment. Each week a discussion topic or question will be posted with the expectation that you post a personal response and also respond to at least two other student's posts. The topic will be posted at the beginning of each week. Your personal post on the topic is due by Wednesday and your two responses to your peers' posts are due by Sunday. You will also be expected to respond to at least two of your peers' self-introduction video and virtual fieldtrip video.

### 3 Minute Research Reports (4 at 30 points each)

You will record (audio or visual) and post a three minute research report on the given topic, following the template provided in the assignment link. Your grade will be assessed on content, clarity, and delivery as detailed in the associated rubric.

### Research Report Peer Evaluations (8 at 5 points each)

You are expected to listen to your classmates' research reports and post a response to two classmates (5 points each, 10 points per each of four research topics) based on the rubric provided in the assignment instructions.

### Group Project (150 points)

In groups of 2-3, you will create a program proposal for a horticultural therapy or therapeutic horticulture program. The comprehensive proposal will be based on a particular facility and population and will include facility and client information, recommended assessments, task and activity analyses, activity examples, and therapeutic goals. Each student will also include an evaluation of his/her fellow group members that will be figured into the grade. Detailed instructions are provided in the assignment link.

### Final Exam (100 points)

The final exam will be comprehensive and will include multiple choice, matching, fill-in-the blank and short answer questions. There will be a review session available. The exam is to be taken individually; no collaboration is allowed. The exam is not to be recorded or shared in any way. The exam will be proctored.

### Evaluation of Grades:

Assignment Total Points Percent of Grade

Videos (2 at 20 pts)

40 7%

Quizzes (11 at 10 pts each; lowest score dropped)

100 17%

Discussion Board Posts (28 at 2 pts each)

48 8%

3 Minute Research Reports (4 at 30 pts each)

120 19%

Research Report Peer Evaluations (8 at 5 pts each)

40 7%

Group Project

150 25%

Final Exam

100 17%

Total Points 598 100%

### Points Percentage Grade Grade Points

559 - 598 93.4-100% A 4.00

538 - 558 90.0-93.3% A- 3.67

518 - 537 86.7-89.9% B+ 3.33

499 - 517 83.4-86.6% B 3.00

478 - 498 80.0-83.3% B- 2.67

459 - 477 76.7-79.9% C+ 2.33

439 - 458 73.4-76.6% C 2.00

419 - 438 70.0-73.3% C- 1.67

399 - 418 66.7-69.9% D+ 1.33

379 - 398 63.4-66.6% D 1.00

359 - 378 60.0-63.3% D- 0.67

For information on current UF policies for assigning grade points, see:  
<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>  
**Instructor(s)** Elizabeth R.M. Diehl, RLA, HTM

# **Program Management in Horticultural Therapy**

(PLS 4XXX)

Credits: 3

## **Instructor:**

Elizabeth Diehl, HTM, RLA

leahdiehl@ufl.edu

(352) 294-5003

Office Hours: By appointment at Wilmot Gardens Greenhouse, 1427 Gale Lemerand Dr.

## **Course Description:**

This course prepares students to plan, develop, manage, and evaluate horticultural therapy programs in diverse environments. Strategies for program proposals and funding will be explored, as well the recruitment of clients and the regulations and documentation required. Staff, volunteer, and student recruitment and management will be discussed, as will the management of plant materials, gardens, and other program resources.

## **Course Objectives:**

After completing this course successfully, students will be able to:

- Formulate a horticultural therapy program, including mission/vision, funding, marketing, and recruitment
- Describe the influence of staff/volunteers on program success and the importance of their training and management
- Explain the management of the program and its facility, inventory, budget, and maintenance
- Discuss the growth and maintenance of plant materials on site, including managements of pests and diseases
- Summarize relevant facility regulations and record-keeping, including HIPPA, IRB, and other documentation requirements as well as safety issues related to program environment
- Articulate how a horticultural therapist integrates with other healthcare delivery specialists and teams

## **Required Prerequisite Course:**

PLS 3XXX - Introduction to Horticultural Therapy

PLS 4XXX – Techniques in Horticultural Therapy

## **Required Texts:**

Haller, R.L. & Capra, C.L. (2016). *Horticultural therapy methods: Connecting people and plants in health care, human services, and therapeutic programs.* (2nd ed.). Boca Raton, FL: CRC Press.



## Course Website:

This course is conducted entirely online. Lectures can be accessed in Canvas, at UF e-learning ([elearning.ufl.edu](http://elearning.ufl.edu)). Students should view 2 narrated lectures each week to keep up with the schedule of topics, unless otherwise indicated. The student's UF Gatorlink username and password are necessary to log into the system.

## Course Communications:

All class members are expected to follow the rules of common courtesy in all communications, written and verbal. Guidelines for these rules are available through the course Canvas site and can also be accessed at <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

General questions of relevance to the whole class should be posted to the course's discussion board. Private questions may be sent to the instructor via email to [leahdiehl@ufl.edu](mailto:leahdiehl@ufl.edu)

## Course Schedule:

Week	Module & Lecture Topic	Assignments Due
Week 1	Program Development Overview <ul style="list-style-type: none"><li>▪ Understanding Facility Needs</li><li>▪ Horticultural Therapy Niche</li><li>▪ Developing a Mission &amp; Vision</li></ul>	May 15: Syllabus Quiz
Week 2	Program Development - Institutional <ul style="list-style-type: none"><li>▪ Budget: Funding &amp; Fundraising</li><li>▪ Facilities Available</li><li>▪ Recruitment</li></ul>	May 18: Self-Introduction Video May 18: Week 1 Topic Quiz May 20: Peer Video Responses May 20 & 25: Discussion Board Posts
Week 3	Program Development - Institutional <ul style="list-style-type: none"><li>▪ Regulations &amp; Record Keeping</li><li>▪ Program Evaluation</li></ul>	May 26: Weeks 2 Topic Quiz May 28 & 31: Discussion Board Posts
Week 4	Program Development – Private Practice <ul style="list-style-type: none"><li>▪ Community Niche</li><li>▪ Business Model &amp; Plan</li><li>▪ Marketing</li></ul>	June 1: Week 3 Topic Quiz June 3: 3 Minute Research Report: TBA June 7: Research Report Peer Evaluations
Week 5	Integrating with Allied Groups <ul style="list-style-type: none"><li>▪ Allied Therapies</li><li>▪ Community Groups &amp; Gardens</li><li>▪ Recruiting Participants</li></ul>	June 8: Week 4 Topic Quiz June 10 & 14: Discussion Board Posts
Week 6	Staff & Volunteers	June 15: Week 5 Topic Quiz

	<ul style="list-style-type: none"> <li>▪ Recruiting &amp; Training</li> <li>▪ The Role of Students</li> <li>▪ Ongoing Management</li> </ul>	<p>June 17: 3 Minute Research Report: TBA</p> <p>June 17 &amp; 21: Discussion Board Posts</p> <p>June 21: Research Report Peer Evaluations</p>
Week 7	Summer Break	
Week 8	<p>Management of Facilities</p> <ul style="list-style-type: none"> <li>▪ Equipment &amp; Supplies</li> <li>▪ Program Sites: Indoor/Outdoor</li> </ul>	<p>June 29: Week 6 Topic Quiz</p> <p>July 1 &amp; 5: Discussion Board Posts</p>
Week 9	<p>Plants in Horticultural Therapy</p> <ul style="list-style-type: none"> <li>▪ Plant Selection &amp; Management</li> <li>▪ Pest Management</li> </ul>	<p>July 6: Week 8 Topic Quiz</p> <p>July 8: 3 Minute Research Report: TBA</p> <p>July 12: Research Report Peer Evaluations</p>
Week 10	<p>Plants in Horticultural Therapy</p> <ul style="list-style-type: none"> <li>▪ Basic Horticulture Knowledge</li> <li>▪ Basic Plant Propagation</li> </ul>	<p>July 13: Week 9 Topic Quiz</p> <p>July 15 &amp; 19: Discussion Board Posts</p>
Week 11	<p>Evaluation</p> <ul style="list-style-type: none"> <li>▪ Review of Client Assessment</li> <li>▪ Review of Task &amp; Activity Analysis</li> <li>▪ Program Output &amp; Documentation</li> </ul>	<p>July 20: Week 10 Topic Quiz</p> <p>July 22: 3 Minute Research Report: TBA</p> <p>July 22 &amp; 26: Discussion Board Posts</p> <p>July 26: Research Report Peer Evaluations</p>
Week 12	<p>Other Topics</p> <ul style="list-style-type: none"> <li>▪ Research</li> <li>▪ Grant Writing</li> <li>▪ TBA</li> </ul>	<p>July 27: Week 11 Topic Quiz</p> <p>July 29 &amp; Aug. 2: Discussion Board Posts</p> <p>July 29: Virtual Fieldtrip Video</p>
Week 13	<p>Project &amp; Review Week</p> <ul style="list-style-type: none"> <li>▪ Project Feedback</li> <li>▪ Review Session</li> </ul>	<p>Aug. 3: Group Project Due</p> <p>Aug. 4: Peer Video Responses</p> <p>Aug. 6: Final Exam</p>

## Assignments:

### Videos (2 at 20 points each)

You will create and post two three-minute videos: one in Week 2 that introduces you to the class and includes information on yourself, your reason for taking this course, and your interests; and another in Week 12 that responds to a selected prompt. More information and a rubric will be provided within the assignment links in Canvas.

### Quizzes (11 at 10 points each; lowest quiz grade dropped)

Each quiz will consist of 10 multiple-choice, matching, or fill-in-the blank questions related to the associated topic. Quizzes will be open notes, but they must be completed within a limited timeframe in one sitting. Quizzes are to be taken individually; no collaboration is allowed and they are not to be recorded or shared in any manner. Quizzes will be given at the beginning of the week based on material covered the previous week.

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### **Final Exam (100 points)**

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Quizzes (11 at 10 pts each; lowest score dropped)	100	17%
Discussion Board Posts (28 at 2 pts each)	48	8%
3 Minute Research Reports (4 at 30 pts each)	120	19%
Research Report Peer Evaluations (8 at 5 pts each)	40	7%
Group Project	150	25%
Final Exam	100	17%
<b>Total Points</b>	<b>598</b>	<b>100%</b>

Points	Percentage	Grade	Grade Points
559 - 598	93.4-100%	A	4.00
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### **Online Course Evaluation Process:**

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Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161.  
University Police Department, 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

### **Academic Resources**

*E-learning technical support*, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

*Career Connections Center*, Reitz Union, 392-1601. Career assistance and counseling.  
<https://career.ufl.edu/>

*Library Support*, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

*Teaching Center*, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.  
<http://teachingcenter.ufl.edu/>

*Writing Studio*, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.  
<http://writing.ufl.edu/writing-studio/>

*Student Complaints On-Campus*: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

*On-Line Students Complaints*: <http://distance.ufl.edu/student-complaint-process/>