

Course Title: 2019 Master Gardener Course

Semester/Year: Spring Semester, 2019

Location: Online, Live Q&A sessions are broadcast on Zoom, each Thursday from 6:00-7:00 pm

Class Coordinator: Beret Halverson, Jeffords Hall 206

Assistant: Lisa Chouinard, Jeffords 206

***Non-Credit, Extension Course**

Course Description:

Home Gardeners in Vermont who take this course will learn a wide range of subject matter including backyard vegetable gardening, perennials and annuals, soil fertility, and tree care. Learn from UVM Extension faculty and industry experts about botany basics, pest and plant disease control, and sustainable landscape practices. All topics are geared to help you become a more informed gardener.

Learning Objectives:

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

- Understand the general Vermont growing conditions for major plant types including vegetables, trees and shrubs, perennials, annuals, turf grass and container plants.
- Use UVM Extension, Master Gardener, eXtension, Zoom and other online resources for learning.
- Perform research on garden topics using University resources including *Sustainable Gardening*, *Landscape Plants* and other sources of research-based information to diagnose plant problems and provide management recommendations.
- Articulate the meaning of science-based horticulture and integrated pest management, and the importance of relaying that to the general public and community-based gardening projects.

- Understand the principles and decision-making process of Integrated Pest Management (IPM) for guiding pest management recommendations to the public.
- Communicate the relative benefits and risks of no action, cultural/physical, biological, and chemical management strategies, and effective pest management strategies that pose the lowest risks to human health, non-target organisms, habitats and water quality.

After completing the course Track 1 students will be able to:

- Create gardening learning environments in the community with other Master Gardener volunteers.
- Articulate the mission of the UVM Extension Master Gardener Program, including the roles and responsibilities of EMG volunteers, program staff and local Chapters.

Volunteering:

Track 1 students should carefully assess their capacity to complete the 40-hour hands-on internship in order to become a certified master gardener volunteer. Please read carefully below about what is required during your internship, and of EMG volunteers more broadly.

What does it mean to be a Master Gardener Volunteer?

UVM Extension Master Gardener volunteers are considered representatives of the University and they share research-based horticulture knowledge with the public through the helpline, talks and displays at fairs, farmers' markets and other outlets, or assist with UVM Extension Master Gardener approved community projects.

Upon successful completion of the course, students in Track 1 go on to become certified Vermont Master Gardener volunteers by completing a hands-on internship of forty hours working on approved projects under the guidance of already certified Master Gardeners.

A few things to read carefully:

- Track 1 students must complete the 40-hour internship during the 2 years after taking the course. If you do not complete your 40 hours in the 2-yr. time period, then you will need to apply to “re-activate” your status in order to re-join the program at a later date and re-try for your certification.
- The purpose of the 40-hour internship is to get hands-on experience after the course working under the mentorship of experienced master gardener volunteers. We’re sorry but interns cannot start new projects unless there is an extenuating circumstance, such as no internship opportunities near where you live. Only certified Master Gardener volunteers can start new on-going (year to year) projects.
- All volunteer hours for certified volunteers must be done at approved on-going projects. (Please review the list on our website) or on one-time requests that come from partner organizations through the state office.
- The Master Gardener Program is a membership organization. We track member certifications and provide continuing education opportunities and in return certified volunteers pay an annual certification renewal fee. This fee is \$25 year for active volunteers who are contributing 25 or more volunteer hours per year.
- Active volunteers who are unable to complete the 25 volunteer hours in one year due to an extenuating circumstance (health or family issue) can then choose to go “on hold”, for up to two years’ time. After two years you must start volunteering or you will be moved to alumni status. During this period, you should still be reporting your status and any hours you have completed to the program and paying the annual renewal fee. If you were able to volunteer between 1 and 24 hours, please be sure to still report those to the program using the volunteer hours form.

- **Alumni Status.** At some point in time, many certified master gardeners are no longer able to volunteer on a year to year basis. These folks are moved over to our alumni list and removed from our active volunteer listserv communications. Alumni still receive program newsletter updates.

Switching Tracks:

During the course should you find that you **are no longer able to complete the volunteer internship (Track 1) requirements** then you should notify the course coordinator as soon as possible. You will be **required to pay the difference in course fee (\$50)** in order to switch to Track 2 and receive recognition of course completion through access to download and print the certificate of home horticulture. If the fee is not received by our office within two weeks of date of notification then you will be removed from the course. We offer a cheaper fee only for those individuals who commit to giving back 40 hours of volunteering. It should also be noted that course fees make up the majority of funding for this program. Master Gardener does not receive financial support from UVM or Extension, so a loss of revenue means that the program may not exist going forward. Thank you for being honest about your volunteer commitment and for honoring the commitment others have made by paying the fee difference should you no longer be able to volunteer.

Dropping the course:

If you find you are unable to continue in the course at any point, please notify the course coordinator as soon as possible. We cannot provide refunds for the course modules that you have already been given access to but we may be able to provide refunds for modules you have not yet accessed. This will be assessed on a case-by-case basis and cannot be guaranteed, so please carefully consider the workload and scheduling commitments prior to signing up for the course.

Self-paced option: In the event that you are unable to follow the course schedule, but would still like to have access to the course materials for your own learning, please notify the coordinator as soon as possible that you would like to access the course at your own pace. This means that you will have access to the course website, reading, lectures and other materials, but you will not receive grades, a certificate of completion, and you cannot go on to volunteer. Access to the course materials will be available to all students until January 1, of the new year following the course conclusion.

Required Course Materials:

Computer/Internet

All of the content for this course is provided online. You will need basic computer skills, such as knowing how to download files and search the website to access the materials successfully. If you have reliable, high-speed internet access and can hear sound through your computer's speakers, you should be able to participate regardless of the type of computer or operating system you use. However, if you have an older, slower computer, or out of date software you may face some challenges with things downloading slowly. Prior to signing up for the course please assess your equipment, and be aware that having an up-to-date computer will impact the ease with which you are able to navigate the course and access the materials.

Internet speed: Zoom conferencing works best when you have a 1.5 mgs download speed and a 1.5 mgs upload speed. If you are unsure of your speed, **PLEASE check with your internet provider** prior to the course so you are able to have the best experience possible. Slow download/upload speeds can result in sound issues and this is not something our staff can resolve for you.

PowerPoint: Several lectures are provided in PowerPoint. If you do not have version 2010 or later you might experience difficulty downloading the content.

Course Reading

- ***Sustainable Gardening Manual*** - This is where you will find your weekly chapter reading assignments, which are indicated in the student syllabus. Some readings will be available via the web, and the web link is provided in the online syllabus. This gardening manual was developed by the University of Rhode Island Extension but was intended for use by Master Gardener Programs throughout New England. Although we would love to have a manual specific to Vermont our grant funding and staffing capacity does not compensate for a large project like this at this time.
- ***Landscape Plants for Vermont*** - Although it is not a course requirement to purchase this book, it is an excellent resource to help Vermont residents select trees, shrubs, vines or woody ground cover plants that are native to Vermont. Students receive a special discount. The order form is located in the Module 1: COURSE INTRODUCTION.

Attendance Expectations:

There are no required live online Q&A session attendance expectations. If you miss a live online Q&A session, they will be recorded and archived under each module, (barring any technical difficulty). Students are expected to watch any missed Q&A sessions, and complete missed assignments before the appropriate deadlines. Please note that Q&A video lecture postings **cannot be guaranteed due to tech issues that sometimes occur** with the Zoom software that runs our webinars, (this is not in our control) so whenever possible, **it is recommended to attend live.**

Course Website & Your Personal Email:

All course materials will be located on this website:

campus.extension.org. A website account (username and password) is necessary for access. You will need to login to the website each time to return to it in your web browser, (see instructions below). Please be sure to carefully read the entire course website and scroll ALL the way down it for the full course and assignment schedule. ***Please plan to access this website weekly and your personal email daily*** to keep up with the course.

Course Email Communication:

All messages to the course coordinator should be directed through the website, either by clicking on the coordinator's name/photo and direct messaging her, or by submitting a question through the "***Questions for Course Coordinator***" forum on the website. Please do not email the coordinator directly. Questions and conversations are all tracked on the website in one location. Please note that student questions submitted on this forum are anonymous unless you uncheck the box to reveal who you are. If the conversation is private, please indicate that to the coordinator and her reply to you will be private, otherwise all messages on the forum are emailed to all students. If you do not wish to receive these forum emails, you can unsubscribe anytime by clicking "***unsubscribe***" at the bottom of the email. You can also set the emails to ***digest mode***, so you receive just one email daily. If you unsubscribe please be sure to check the forums on the website regularly to keep up with the conversations and questions that might apply to you.

How to Login

1. *Login to the course portal. The course is housed at eXtension's Online campus at: campus.extension.org. If you have not yet been to this site,*

you will need to create an account. To do so, go to “Login” and click on “Create new account.” You will need to complete some basic information and confirm your account via email.

2. Enroll in the course. On the home page of the eXtension Online Campus, you can find the course by searching in the course catalog.

for “Vermont Master Gardener.” Or go to:

<https://catalog.extension.org/product?catalog=VT-MasterGardener>

for “Vermont Certificate of Home Horticulture”. Or go to:

<https://catalog.extension.org/product?catalog=VT-MasterGardenerNC>

Grading Criteria/Policies:

To pass the course, you must receive at least 82 out of 104 possible points for Track 2 and 91 out of 114 possible points for Track 1. You must also receive 14.7 out of 21 points on the final exam, (70%). You can take the exam 2 times if necessary. You must also fill out both the pre-course, and post course surveys. Missing these survey assignments means you do not pass the course regardless of the amount of points you have earned.

In addition to the above, Track 1 students must also complete the following assignments in order to pass: *Module 15 Discussion Question, *Module 15 Feedback Response, and the *Volunteer Application. Missing these assignments means you do not pass the course regardless of the amount of points you have earned. Track 2 students can participate in the Module 15 assignments (except for the volunteer application) if they are interested in learning more about the volunteer program and want the extra credit, and/or are thinking about switching to Track 1.

Please see the number of points associated with each assignment below, and assignments marked with an * require completion in order to pass the course.

Introduction Assignments:

1. *Pre-Course Survey (required to pass) = **2 points**
Course Introduction Total =2 points

Module Assignments:

1. Discussion Questions (5 points each x 13 questions) = **65 points**
(+5 points for Module 15)
2. Feedback on Modules (1 point each x 13 modules) = **13 points**
(+5 points for Module 15)

Module Assignments Total=79 points (+2 for Track 1)

Final Assignments

1. *Post-Course Survey (required to pass) =**2 points**
(+1 point for *Volunteer Application (Track 1 only))
2. *Final Exam (14.7 points or 70% or better required to pass) = **21 points**

Course Final Assignments Total=23 points (+1 point for Track 1)

Track 2 Total points possible= 103 points

Total points required for 80%=82 points

Track 1 Total points possible=114 points (Track 1)

Total points required for 80% =91 points

Late Work: Due to the large volume of students enrolled in this course at one time (85 + students), late assignments **are not** accepted. We understand that extenuating circumstances occur often which is why we only require an 80% to pass the course and 70% to pass the final exam, allowing you to miss a few assignments should something happen during the course. Please carefully assess your ability to meet the requirements of the course and keep up with the weekly assignments before you enroll.

Weekly Format & Assessments: Each week students are required to watch a lecture, do readings, and post one discussion question prior to the live Q&A session. After the live Q&A session, you must complete the module feedback questions by the due date. There is a 21-question final exam at the end of the course. The 21-question exam is multiple choice. Please note that all discussion questions must reference the lecture or the reading. Questions should be based on a topic that you would like to learn more about. **Discussion Questions that do not specifically refer to the reading or lecture, are unrelated to the topics covered, or ask for personal gardening advice will not receive full credit, (Half credit=3.5 points).**

Module Access:

The course is set up so that each module will become available on a weekly basis every Friday at 5pm. This allows the coordinator time to work with the instructors, as well as set up the online technology platforms that run each module and each lecture. Should you wish to do work in advance you can do the reading listed in the course schedule below. The lectures will not be available ahead of the module opening.

Each module opens: Every Friday at 5:00pm

Discussion Questions due: Every Tuesday by 11:59pm

Lecture and Readings due: Every Tuesday by 11:59 pm

Live Q&A Sessions: Every Thursday from 6:00-7:00 pm

Feedback Questions Due: Every Friday by 11:59pm

***Please be sure to scroll down the entire course website to see the specific layout of the assignments as well as the specific due dates for each module. These dates/times are located at the top of every module.

Course Survey & Evaluation:

All students are expected to complete a survey at the beginning of the course as well as an evaluation at its conclusion. The surveys will be confidential, and the information gained, including constructive criticisms, will be used to improve the course. Please note, if you miss these assignments then you will not pass the course.

Student Learning Accommodations:

In keeping with University policy, any student with a documented disability interested in utilizing accommodations should contact SAS, the office of Disability Services on UVM's campus. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. All students are strongly encouraged to meet with the course coordinator to discuss the accommodations they plan to use in the course. A student's accommodation letter lists those accommodations that will not be implemented until the student meets with the coordinator to create a plan.

Contact Student Accessibility Services (SAS):

A170 Living/Learning Center
802-656-7753
access@uvm.edu
<http://www.uvm.edu/access>

Course Schedule:

Registration Ends: January 16, 2019@4:30pm

Course open: Friday January 18, 2019@5:00 pm

First, live Q&A: Thursday January 31, 2019 @6:00-7:00pm

Course Introduction Assignments due: Thursday January 24 @11:59 pm. No exceptions. (Pre-Course Survey, Student Orientation Discussion)

Course Modules Start: Friday January 25@5:00pm

Course Modules End: Friday May 3@11:59pm

Course Final Assignments due: Friday May 10@11:59pm. No exceptions. (Post-Course Survey, Final Exam, (Track 1 & 2), and Volunteer Application (Track1 only))

Weekly Schedule:

January 18-25

Module#1: Self-Paced Week, Course Introduction, Beret Halverson

- Friday January 18: Module opens at 5pm. All of this week's assignments are on the course website. Please do them at your own pace this week. There is no live Q&A session this week.
- Thursday January 24: All assignments due at 11:59pm (Pre-course survey, Student Orientation Discussion post)

January 25-February 1

Module #2: Botany, Amy Ivy

- Friday January 25: Module opens at 5pm
- Tuesday January 29: Module lecture, reading and discussion question due at 11:59pm
- Thursday January 31: Live Q&A with Amy Ivy, 6-7pm on Zoom (or watch the recording after)
- Friday February 1: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 1

*Lecture & Discussion Question post, & Feedback post (on website)

February 1-8

Module#3: Soils & Composting, Wendy Sue Harper

- Friday February 1: Module opens at 5pm
- Tuesday February 5: Module lecture, reading and discussion question due at 11:59 pm
- Thursday February 7: Live Q&A with Wendy Sue Harper, 6-7pm on Zoom (or watch the recording after)
- Friday February 8: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapters 2, 3, 19

*Lecture & Discussion Question post, & Feedback post (on website)

February 8-15

Module #4: Plant Pathology, Ann Hazelrigg

- Friday February 8: Module opens at 5pm
- Tuesday February 12: Module lecture, reading and discussion question due at 11:59pm
- Thursday February 14: Live Q&A with Ann Hazelrigg, 6-7pm on Zoom (or watch the recording after)
- Friday February 15: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapters 5, 6, 17

*Lecture & Discussion Question post, & Feedback post (on website)

February 15-22

Module #5: Entomology, Vic Izzo

- Friday February 15: Module opens at 5pm
- Tuesday February 19: Module lecture, reading and discussion question due at 11:59pm
- Thursday February 21: Live Q&A with Vic Izzo, 6-7pm on Zoom (or watch the recording after)
- Friday February 22: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 4

*Lecture & Discussion Question post, & Feedback post (on website)

February 22-March 1

Module #6: Small Fruits, Vern Grubinger

- Friday February 22: Module opens at 5pm
- Tuesday February 26: Module lecture, reading and discussion question due at 11:59pm
- Thursday February 28: Live Q&A with Vern Grubinger, 6-7pm on Zoom (or watch the recording after)
- Friday March 1: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 14 pgs. (15-31)

*Lecture & Discussion Question post, & Feedback post (on website)

March 1-8

Module #7: Veggie Gardening, Rebecca (Becky) Maden

- Friday March 1: Module opens at 5pm
- Tuesday March 5: Module lecture, reading and discussion question due at 11:59pm
- Thursday March 7: Live Q&A with Becky Maden, 6-7pm on Zoom (or watch the recording after)
- Friday March 8: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 15

*Lecture & Discussion Question post, & Feedback post (on website)

March 8-15

Module #8: Healthy Lawn Care, Sid Bosworth

- Friday March 8: Module opens at 5pm
- Tuesday March 12: Module lecture, reading and discussion question due at 11:59pm
- Thursday March 14: Live Q&A with Sid Bosworth, 6-7pm on Zoom (or watch the recording after)

- Friday March 15: Module Feedback due, 11:59pm

Reading: Sustainable Gardening: Chapter 9 & 10

*Lecture & Discussion Question post, & Feedback post (on website)

March 15-22

#9: Annuals & Perennials, Amy Ivy

- Friday March 15: Module opens at 5pm
- Tuesday March 19: Module lecture, reading and discussion questions due at 11:59pm
- Thursday March 21: Live Q&A with Amy Ivy, 6-7pm on Zoom (or watch the recording after)
- Friday March 22: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 11

*Lecture & Discussion Question post, & Feedback post (on website)

March 22-29

Module #10: Fruit Trees & Pruning, Terry Bradshaw

- Friday March 22: Module opens at 5pm
- Tuesday March 26: Module lecture, reading and discussion question due at 11:59pm
- Thursday March 28: Live Q&A with Terry Bradshaw, 6-7pm on Zoom (or watch the recording after)
- Friday March 29: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapters 14 & 21

*Lecture & Discussion Question post, & Feedback post (on website)

March 29-April 5

Module #11: Invasive Plants, Elizabeth Spinney

- Friday March 29: Module opens at 5pm
- Tuesday April 2: Module lecture, reading and discussion question due at 11:59pm

- Thursday April 4: Live Q&A with Elizabeth Spinney, 6-7pm on Zoom (or watch the recording after)
- Friday April 5: Module Feedback due at 11:59pm

Reading: Sustainable Gardening: Chapter 23 (skip first page 23-1)

[What Makes a Plant Invasive: \(click here\)](#) or go to: go.uvm.edu/vtinvasivespdf (read this page)

[Vermont Quarantine Rule \(click here\)](#) or go to:

https://agriculture.vermont.gov/plant_pest/plant_weed/invasive_noxious_weeds (read this page)

*Lecture & Discussion Question post, & Feedback post (on website)

April 5-12

Module #12: Landscaping for Pollinators, Jane Sorensen

- Friday April 5: Module opens at 5pm
- Tuesday April 9: Module lecture, reading and discussion question due at 11:59pm
- Thursday April 11: Live Q&A with Jane Sorensen, 6-7pm on Zoom (or watch the recording after)
- Friday April 12: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 25 and read the US Forest Service page below on pollinators:

<https://www.fs.fed.us/wildflowers/pollinators/index.shtml>

*Lecture & Discussion Question post, & Feedback post (on website)

April 12-19

Module #13: Sustainable Landscape Design, Judith Irven

- Friday April 12: Module opens at 5pm
- Tuesday April 16: Module lecture, reading and discussion question due at 11:59pm
- Thursday April 18: Live Q&A with Judith Irven, 6-7pm on Zoom (or watch the recording after)
- Friday April 19: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 20

*Lecture & Discussion Question post, & Feedback post (on website)

April 19-26

Module #14: Trees, Elise Schadler

- Friday April 19: Module opens at 5pm
- Tuesday April 23: Module lecture, reading and discussion question due at 11:59pm
- Thursday April 25: Live Q&A with Elise Schadler, 6-7pm on Zoom (or watch the recording after)
- Friday April 26: Module Feedback due at 11:59pm

Reading: Sustainable Gardening Manual: Chapter 12

*Lecture & Discussion Question post, & Feedback post (on website)

April 26-May 3

Module#15: Volunteering & Outreach (For Track 1 only), Beret Halverson & Cindy Heath

- Friday April 26: Module opens at 5pm
- Tuesday April 30: Module lecture, reading and discussion question due at 11:59pm
- Thursday May 2: Live Q&A with Beret Halverson & Cindy Heath, 6-7pm on Zoom (or watch the recording after)
- Friday May 3: Module Feedback due at 11:59pm
- Friday May 10: Volunteer Application due (Track 1 only)

Reading: Read the UVM Extension volunteer code (pg.1 of volunteer application) & fill out the volunteer application (by hand) and mail directly to the program office (instructions are on the form). A hard copy with your original signature must be on file, (no scanning please).

1. [Volunteer Handbook](https://www.uvm.edu/extension/mastergardener/volunteer-handbook) (Please carefully review all dropdowns)
<https://www.uvm.edu/extension/mastergardener/volunteer-handbook>
2. [Volunteer Projects](#) (Please carefully review all dropdowns)

<https://www.uvm.edu/extension/mastergardener/volunteer-projects>

*Lecture & Discussion Question post, & Feedback post (on website)

May 3-10

Module#16: Final Assignments Due: May 10 (No exceptions)

- Friday May 3: Module opens at 5pm. This is a self-paced module. Finish these assignments at your own pace this week.
- Friday May 10: Final assignments due at 11:59pm (Final Exam & Post Course Survey (Tracks 1 & 2) & Volunteer Application (Track 1 only) due at program office.