

**PS 437 Spring Semester 2018**  
**Public Garden Operations and Management**  
**Course Syllabus**

**Instructor:**

Dr. Susan Hamilton  
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Office Hours: Open door policy (Recommend emailing for appointment)

**Credit:** 3 hrs  
**Day:** Mondays, Wednesdays, and Fridays  
**Time:** 1:25 - 2:15 pm  
**Location:** Rm 124 Ellington

**Purpose:**

The objective of this course is to provide you with an in-depth study of the diverse operations (many not horticultural at all) in a public garden and their management. I hope this will be a course that you appreciate and enjoy. You will visit a vast array of public parks, gardens, and arboreta throughout your lifetime. For most people, such places are “just pretty” and a leisure activity. Not many take the time to really “look” at them, think about how they work, or what their purpose is. I hope that this course will help cure "public garden blindness" and give you a greater appreciation of the varied roles they serve in society. Another objective of this course is to broaden your insight and understanding of the many diverse career opportunities at public gardens and the skills and expertise required beyond horticulture and plant sciences. I hope this course will stimulate you to take courses outside of your plant sciences major to prepare you for a public garden career.

**Instructor’s Goal:** My desire is that you will continually reflect upon class topics and discussions and see how they are applicable and beneficial to your personal and career goals. This class will be what you make of it. I will do my best to inspire you and encourage your reflective thinking but you bear ultimate responsibility for your learning and career development in this class.

**Textbook:**

Public Garden Management. 2011. Donald A. Rakow & Sharon A. Lee. Wiley & Sons publisher.

**Lecture Topics:**

Part 1: Public Gardens and Their Significance

- What is a public garden?
- The history and significance of public gardens.

Part 2: The Emerging Garden

- Starting a public garden.
- Organizing a new garden.
- Land acquisition.
- Designing for plants and people.

### Part 3: Administrative Functions

- Staffing and Personnel Management.
- Volunteer recruitment and management.
- Budgeting and financial planning.
- Fund-raising and membership development.
- Earned income opportunities.
- Facilities and Infrastructure.
- Grounds management and security.

### Part 4: Programmatic Functions

- Public gardens and their communities: The value of outreach.
- Formal education for students, teachers, and youth at public gardens.
- Continuing, professional, and higher education.
- Interpreting gardens to visitors
- Evaluation of garden programming and planning.
- Public relations and marketing communications.
- Collections management.
- Research at public gardens.
- Conservation practices at public gardens.

### Part 5: Long-term Initiatives

- A strategic approach to leadership.
- Associations and partnerships.
- Facility expansion.

### **Student Evaluation:**

Your grade will be based upon the following activities and assignments. 400pts. can be earned in the course:

- 1) Reading quizzes – total of 12 worth 20 pts. each; only 10 will be counted - 200 pts.
- 2) Leading several Case Study Discussions assignment - 200 pts

**Late policy:** The assignments will be penalized 10% per day until they are turned in.

### **Important Dates:**

Martin Luther King Holiday: January 15

Spring break: March 12-16

Classes end: Friday, April 27

### **Class Policies:**

- Come to class on time. Arriving late is disruptive to class and discourteous to others.
- Be prepared for class and to actively participate in discussions.
- Turn cell phones off upon entering the classroom.
- Assignments handed in late will be penalized as described in the assignment.
- Cheating will not be tolerated! In PS 437, you reaffirm the University's Honor Statement each time you sign your name to an assignment. The University's Honor Statement:

***“An essential feature of the University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”***

Attendance is expected during the lectures, but it is not mandatory. Students will be responsible for all classes missed. Get notes from missed class periods from your fellow classmates. No makeup assignments or quizzes will be given. Permission to miss examinations MUST be authorized in advance. Excuses will be handled at the discretion of the instructor on a case-by-case basis. Without an excused absence, a score of zero may be given for quizzes and/or assignments.