OKLAHOMA STATE UNIVERSITY
HORT 2652: BASIC FLORAL DESIGN
SPRING 2007

PROFESSOR: Dr. Douglas Needham
342 Agricultural Hall
744-6462
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LAB ASSISTANT: Miss Laura McDonald

TECH SUPPORT: IT Help Desk 405-744-4357
OSU Online Classroom (http://oc.okstate.edu)

OFFICE HOURS: Dr. Needham maintains an open door policy; however, appointments may be made if preferred.

TEXT: (required) Florists’ Review Design School, Florists’ Review Enterprises, Inc.

REFERENCES: Floral Management by Society of American Florists
Flowers &, by Teleflora

OBJECTIVES: —to master principles of design for arrangement of basic floral designs
— to master principles of color harmony to accentuate an interior with floral designs
— to recognize by sight and to identify by common names plants and cut flowers commonly sold by retail florists
— to practice methods of extending fresh flower life

FORMAT: The theory portion of the class will be offered as in-depth discussions once a week. Each week we will discuss a theme, based on one or more chapters in the textbook and/or associated PowerPoint presentations.

Prior to coming to the theory discussion session, each student is required:

1. to read the assigned chapter(s) in the textbook,

2. to distill the main points of the reading assignment into one page of notes in his/her own words and handwriting.

3. to print the respective section of the Theory Notebook.

The lab portion of the class will consist of guided creation of specific forms and styles of floral designs as outlined on the “Course Schedule.”

ATTENDANCE: Attendance in all scheduled class activities is expected. Absenteeism not only precludes your learning the material presented in this course, but also may result in your not gaining points.

DESIGNS: Missed labs cannot be made up, nor performed in advance. Lab participation is mandatory and recorded; each design will be evaluated on focal point, symmetry, stem placement, mechanics, form, etc. (Labs scheduled at the Teaching Greenhouses or scheduled for lab practicums are not eligible for these design evaluation points.)

The Mid-Term and Final Lab Practicums will be given during the lab portion of the course, as indicated on the “Course Schedule,” to assess each student’s
ability to make a randomly chosen design form, e.g. round, symmetrical triangle, asymmetrical triangle, etc., from the available materials.

**QUIZZES & EXAMS:** Quizzes and exams will consist of fill-in-the-blank, short answer essay, multiple choice, matching, true/false, problem solving, etc., covering the textbook, theory discussion sessions, lab experiences, and guest speakers. The questions are randomly selected from a question database, thus each student’s quiz/exam is potentially different from another, although covering the same concepts. The use of notes, textbooks, etc. is permitted on quizzes; however, it is not permitted on exams.

If other required academic activity precludes a student’s taking a quiz or exam, the quiz or exam may be taken at full value prior to its scheduled time as shown on the Course Schedule; however, arrangements for taking the quiz or exam must be made in person with Dr. Needham at least one week prior to the quiz’s or exam’s scheduled time as shown on the Course Schedule, and a letter from the advisor or professor of the conflicting activity must be presented at that time. Failure to make prior arrangements for an early quiz or exam or failure to take a quiz or exam during its normally scheduled time will result in a score of “zero.”

Each quiz must be taken via the HORT 2652 OSU Online Classroom on the date and time indicated in the “Course Schedule.” Each quiz is available only during the time and the week in which it is listed on the “Course Schedule,” and each quiz may be taken only once. Quizzes may be taken from any computer with internet access, including one’s home computer. (If you choose to use a non-OSU computer, it is your responsibility to confirm that it is properly configured to operate in the OSU Online Classroom environment. Click on the “System Check” link at the bottom of the OSU Online Classroom log-in screen.) Each quiz is timed and will automatically quit at 5 minutes. No answer can be saved once the time allotment expires. If an answer has not been saved when time expires, it will not, and cannot, be saved.

Two exams will be administered during the semester via the HORT 2652 OSU Online Classroom. Each exam must be taken during the time and at the location indicated on the Course Schedule. Each exam is timed and will automatically quit at 50 minutes. No answers may be submitted once the time allotment expires.

The testing facilities utilize video surveillance to ensure academic integrity, and testing will be monitored. If video surveillance indicates that a student has used the assistance of books, notes, or another person during an exam, the score will be recorded as “zero.”

**ACADEMIC INTEGRITY:** Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration on homework or assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person cheat, having unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript,
and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, [http://academicintegrity.okstate.edu/](http://academicintegrity.okstate.edu/).

**ESTIMATED POINTS:**

<table>
<thead>
<tr>
<th></th>
<th>points</th>
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<tbody>
<tr>
<td>Quizzes (10 @ 10 pts. each)</td>
<td>100</td>
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<tr>
<td>OK Master Florists’ Common Houseplants ID Exam</td>
<td>50</td>
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<tr>
<td>Exam I</td>
<td>100</td>
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<td>Exam II</td>
<td>100</td>
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<tr>
<td>Design Evaluations (10 @ 10 pts. each)</td>
<td>100</td>
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<tr>
<td>Mid Term Lab Practicum</td>
<td>50</td>
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<tr>
<td>Final Lab Practicum</td>
<td>50</td>
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<tr>
<td>Total Points*</td>
<td>550</td>
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*Total points may fluctuate based on unforeseen changes; however, your final grade will be based on your percent of total possible points.

**GRADING SCALE:**

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = below 60%

This grading scale is strictly observed; no curve will be made.

**SAFETY:** Throughout the semester each student may utilize chemicals for disinfection, propagation, production, post harvest handling, and / or marketing of horticultural commodities. It is each student’s responsibility to be aware of and practice appropriate safety procedures when contacting chemicals used in these instances or horticultural materials treated with such chemicals. Material Safety Data Sheets (MSDS) are publicly available at the OSU Teaching Greenhouses and 306 AG Hall for greenhouse and floral design chemicals, respectively. Appropriate protective equipment is provided at these locations for your use. MSDSs for all chemicals in the Department of Horticulture and Landscape Architecture are available in 360 AG Hall.

Students are advised to become familiar with this information by taking OSU’s Hazardous Communications Training Module at [http://www.pp.okstate.edu/ehs/training.htm](http://www.pp.okstate.edu/ehs/training.htm)

**ACCESSIBILITY:** According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his or her disability and to request accommodations. If any member of this class thinks that he / she has a qualified disability and needs special accommodations, he / she should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services, 315 Student Union. Please advise the instructor of such disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.

**COURSE SCHEDULE:** See HORT 2652 OSU Online Classroom.

**OSU SYLLABUS ATTACHMENT:** [http://osu.okstate.edu/acadaffr/aa/syllabusattachment-Spr.htm](http://osu.okstate.edu/acadaffr/aa/syllabusattachment-Spr.htm)