



Plant, Turf & Landscape Management
2022-2023 Syllabus

Building Location: Horticulture Building

Room Number: Classroom A

Instructor Name: Mr. Dave Richards

Office Phone: 440-357-7542 ext. 8362

Attendance Office: 440-358-8023

Fax: 440-358-8012

Email: drichards@auburncc.org

Website: www.auburncc.org

Contents

Welcome.....	3
Auburn Career Center’s Mission.....	3
Auburn Career Center’s Core Values.....	3
<i>Course Schedule</i>	3
Program Scope.....	4
Auburn Certificates.....	9
Instructional Philosophy.....	9
Assessment Plan.....	10
Grading.....	10
<i>Grading Scale</i>	10
Employability Skills.....	10
Course Policies.....	12
Attendance.....	13
Safety.....	13
Program Apparel.....	14
Classroom Entry – Attendance.....	15
Classroom Exit – Dismissal.....	15
Mobile Technology Policy.....	15
Classroom Rules, Consequences and Rewards.....	16
CTSO.....	16
Mission.....	16
Motto.....	16
APPENDIX.....	17
Student Support Services:.....	17
Technology Literacy Program.....	17
Simplicity.....	17
Career Safe Program/OSHA 10-Hour Agriculture Industry Training.....	18
Auburn Certificates.....	18
Auburn Honors Certificate Requirements.....	18
Business Partnerships and Student Internships.....	19
Syllabus Agreement.....	21

Welcome

Auburn Career Center's Mission

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth
-

Course Information

Course Schedule

First year Schedule: 8:15am to 10:53am

Second Year Schedule: 11:00am to 2:28pm

Course Credits

3 Elective Credits, each year

Course Materials

Required Equipment for participation in the class: (Students need to purchase)

- Khaki work pants or jeans (not baggy, no holes or tears)
- Leather work boots
- Leather gloves
- Rubber boots
- Two uniform shirts (\$38 - \$46)
- Program sweatshirt/ program jacket
- Wristwatch / Cell Phone
- Earbuds/Headphones
- Note book paper/pencils/binder
- Water bottle
- 1.5" 3-ring binder

Total Approximate Cost: \$160

Class Fee: \$25 per year

All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.

Equipment provided for the students: (provided for students at no charge)

- Safety glasses- first pair is provided at no charge if glasses are lost or stolen the student is required to purchase an additional pair before returning to lab
- One year Student Membership, Ohio Nursery & Landscape Association
- One year Student Membership, Ohio Landscape Association
- One year Student Membership, NALP (NATIONAL ASSOCIATION OF LANDSCAPE PROFESSIONALS) Professional Landcare Network
- 25' tape measure (Loan)
- Architects and engineers' scale (Loan)

Program Scope:

First Year Course(s) Description/Outcomes:

Greenhouse and Nursery Management

Students will learn production practices for the successful growth of nursery stock and/or greenhouse plants. The course will infuse principles science, engineering, and business to address sustainable production and greenhouse facility management. Environmental operations including water and fertilizer distribution, lighting, ventilation, temperature, and pest control will be applied. Students will demonstrate knowledge of propagation methods, plant health, nutrition, and growth stimulation. Students will also engage in communication, marketing, sales, and service related to the greenhouse and nursery industries.

Plant and Horticultural Science

This course focuses on skills and technologies essential for agricultural and/or horticultural crop production. Cultural and sustainable production practices will be examined. Students will apply scientific knowledge of plant development, nutrition, and growth regulation. Environmental aspects of irrigation, chemical application and soil conservation will be evaluated. The course will also include equipment and precision technologies used in the industry. Projects and activities will enable students to develop communication, leadership, and business management skills.

Turf Science and Management: (1/2)

Students will apply principles of science, engineering, and business to support the establishment and maintenance of residential, athletic and recreational turf. Students will learn techniques for the establishment, care, production, and marketing of turf grass along with safe operation and maintenance of specialized equipment. Throughout the course, environmental awareness and conservation practices will be emphasized along with communication, business, and management strategies appropriate for the industry.

Second Year Course(s) Descriptions/Outcomes:

Turf Science and Management: (1/2)

Students will apply principles of science, engineering, and business to support the establishment and maintenance of residential, athletic and recreational turf. Students will learn techniques for the establishment, care, production, and marketing of turf grass along with safe operation and maintenance of specialized equipment. Throughout the course, environmental awareness and conservation practices will be emphasized along with communication, business, and management strategies appropriate for the industry.

Landscape Design and Build

Students will develop skills in landscape planning, design, estimation and application. Basic principles of design and engineering will be emphasized. Drawing and drafting techniques will include the use of technology such as computer-aided design. Students will incorporate and construct hardscapes, and will examine the use of artificial lighting and water systems. Environmental effects of landscape will be evaluated and eco-friendly techniques applied. Business management procedures, project estimations, and sales techniques will also be practiced.

Landscape Systems Management

Students will learn methods for establishing and maintaining landscapes to promote growth and balance. The classification and care of woody and herbaceous landscape plants will be covered in-depth. Students will learn to optimize growing conditions, balance nutrients, and manage pests and disease. Horticultural skills including proper planting, fertilizing, and pruning techniques will be practiced. The implications of landscape installation on the environment will be analyzed and eco-friendly practices applied. Students will also employ communication, business, and management strategies appropriate for the industry.

First Year Sequence

Greenhouse & Nursery Production, Plant & Horticulture Science, Turf Science & Management Calendar of Course Assignments (tentative schedule)

➤ 1st Quarter- Introduction

- Auburn Career Center & Program Policies & Procedures
- Stationary and mobile equipment safety maintenance
 1. Personal Safety
 2. Engines and Fuel Basics
 3. Blower
 4. String Trimmer
 5. Edger Safety
 6. Small Walk Behind Mower
 7. Utility and Golf Carts
 8. Large Walk Behind Mower
 9. Zero Turn Mower
 10. Wide Area Mower Safety
 11. Landscape Tractor
- Landscape & Turfgrass Maintenance (Mowing)
- Introduction to Horticulture:
 1. Plant Taxonomy, Naming Plants
 2. Plant Parts and Their Functions
- Landscape Ornamental Plants, Deciduous Trees
- Information Management, Tech Lit, a technology literacy course 1st semester
- Plant Science
 1. Environmental Requirements for Good Plant Growth
 2. Growth Stimulants, Retardants, and Rooting Hormones
- FFA district 3 contest
- Math for horticulture, measuring

➤ 2nd Quarter

- Landscape construction:
 1. Brick Pavers
 2. Misc. Paving Materials (Bluestone)
- Poinsettia production and sales
- Customer service
- Sales & Salesmanship
- Math for horticulture, landscape geometry
- Landscape Ornamental Plants, Deciduous Shrubs
- Career Safe 10 hour OSHA Safety Course
- Cleveland Home & Garden Show (or alternative)
 1. Garden design
 2. Construction
 3. Maintenance
 4. Logistical management

- CLT Training
 1. Plant Layout

➤ 3rd Quarter

- Cleveland Home & Garden Show (or alternative)
 1. Garden design
 2. Construction
 3. Maintenance
 4. Logistical management
- Career Safe 10 hour OSHA Safety Course
- Math for Horticulture
- Using Plants in the Landscape
 1. Annual Bedding Plants
 2. Perennials, Ornamental Grasses, Vines, Bamboo
- Integrated Pest Management
 1. Integrated Pest Management and Biological Control
 2. The Safe Use of Pesticides
- Landscape Ornamental Plants, Needled Evergreens, Perennials
- Greenhouse Plant Production
- Purchasing & inventory
- State FFA Career Development Event, Columbus OH

➤ 4th Quarter

- Plant Production & Harvesting
- Harvesting Handling & Storage
- NALP (National Association of Landscape Professionals) National Day of Service

- Integrated Pest Management
 - Integrated Pest Management and Biological Control
 - The Safe Use of Pesticides
 - Insecticides
 - Fungicides, Rodenticides, Molluscicides, and Nematocides
- Landscape Estimating
- OCNT CORE
 - Safety & First Aid
 - Professionalism in the green industry
- CLT Training
 - Survey Instrument
 -

Second Year Sequence

Grade 12, Second Year Level

Landscape Design/Build, Landscape Systems Management/ Turf Science and Management

Calendar of Course Assignments (tentative schedule)

- 1st Quarter- Introduction
 - Auburn Career Center & Program Policies & Procedures
 - Equipment Operations & Safety Review
 - Landscape & Turfgrass Maintenance
 - Landscape Ornamental plants: Weeds
 - CLT training
 1. Plant Layout
 2. Brick Pavers
 3. Landscape Plan reading
 4. Irrigation Identification, installation & maint.
 - OCNT Core Training Manual
 1. Plant Identification and Selection
 2. Plant Growth & Development
 3. Plant Health Management
 - Greenhouse Management and Poinsettia Production
 - Landscape Ornamental Plants: Deciduous Shrubs
 - FFA district contest
- 2nd Quarter
 - O.C.N.T Core Training Manual
 1. Horticultural Calculations
 2. Landscape & Turf Estimating
 - Poinsettia production and sales
 - Customer service
 - Sales & Salesmanship

- Cleveland Home & Garden Show (or alternative)
 1. Landscape design
 2. Construction
 3. Maintenance
 4. Logistical management
- CLT Training:
 1. Truck & Trailer
 2. Survey Instrument
- 3rd Quarter
 - Cleveland Home & Garden Show (or alternative)
 1. Garden design
 2. Construction
 3. Maintenance
 4. Logistical management
 - Math for Horticulture
 - O.C.N.T. Landscape Training Manual
 - Soils
 - Landscape Design
 - Plant Installation
 - Landscape Construction
 - Landscape Maintenance
 - Landscape Design /Build/ Installation
 - Lawn and turfgrass establishment and maintenance
 - Landscape Ornamental plants: Weeds
 - Using Plants in the landscape
 - State CDE prelims
 - Central Environmental Nursery Trade Show
- 4th Quarter
 - Sales /Customer Service
 - Landscape estimating

In summary students will explore the following areas of Plant, Turf, and Landscape Management:

- | | |
|---|-----------------------------------|
| - Landscape Installation Hardscape (Construction) | - Survey Instrument |
| - Landscape Installation Soft-scape (Plants) | - Turf Science & applications |
| - Equipment Operations & Safety | - Landscape Management |
| - Plant Anatomy | - Landscape Logistical Management |
| - Plant Physiology | - Greenhouse Plant Production |
| - Landscape Math, Geometry, Trigonometry | - Sales and Business Operations |
| - Plant Identification & Use | - Costing and Estimating |
| | - Entomology |
| | - Plant Disease Diagnostics |

Auburn Certificates

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Completion Ceremony and placed in the student's portfolio.

See APPENDIX for additional information on certificates.

Instructional Philosophy

The instructional material presented in this course will involve a great deal of lab and application-based instruction. High quality work is expected and students will be given the opportunity to re-do work until the standard specified during instruction is met. The instructor is committed to the success of the student and will provide any and all reasonable help to the student, so all standards are met. Students and parents are encouraged to contact me by e-mail or phone, to schedule an appointment for extra help and or to ask questions. One of the key instructional philosophies in this program is to teach students how to problem solve and access and apply information (internet) to specific situations. Students will be expected to follow all policies and procedures of Auburn and the Plant, Turf, & Landscape Management program. Assessment methods include tests, research assignments, and lab evaluations. Lab evaluations will be based on quality and quantity of work, and professionalism.

Labs will be conducted using the 13-acre Horticulture Science Complex, classrooms, shops and greenhouses. Labs are designed to reinforce learning that has taken place in the classroom or when a lab setting is more appropriate as the teaching / learning environment. Students can expect to be working collaboratively with other students and teachers on projects.

The students' typical day will consist of the first class period entry work and lecture and the second and third period being lab. Weather and ground conditions can be factors that influence the amount of time in lab. Research and out of class assignments can be expected by the student on a weekly basis. All instructional material should be kept by the student in a notebook.

All students are strongly encouraged to obtain employment in the Horticultural field. Students need to gain 500 hours of work in the green industry to qualify for the OCNT test. Extra credit may be possible for students working in the field.

Assessment Plan

Grading

Grading policy Grades will be determined by a *Total Points* method. However, approximate weights* are as follows:

In-Class assignments, Employability	45%
Tests and Quizzes	45%
Homework/Projects	10%

Grading Scale

Grade	Description
A (90 -100%)	Work is correct with only minor flaws (not having to do with the main idea of the problem). Student understood the concepts presented in class and were able to apply them appropriately to real-world examples. You completed all assignments on time, demonstrated a good work ethic, and produced a high quality of work.
B (80 - 89%)	Student did quality work with a few flaws. You understood the concepts presented in class, and were able to apply them with help. You completed almost all tasks and assignments on time, and demonstrated knowledge with sufficient skills.
C (70 – 79%)	Student had difficulty understanding class concepts or applying concepts to real-world situations. Some assignments were late or were not turned in.
D (60-69%)	Student completed some of the work for class. Work completed was frequently late quality with errors and omissions.
F (0 – 59%)	Student did not complete a significant amount of work for the class, or if work was done, it had major errors and did not meet standards.

It is expected that students complete assignments on time. **Late assignments will only be accepted with an excused absence.**

Employability Skills

The following are criteria for students to earn employability points each day. Up to 20 points per day for participation may be earned by students enrolled in Horticulture programs.

- **Uniform, Policies & Procedures 10 points per day**

Criteria: All required equipment is present including but not limited to uniform, name badge, required tools (tape measure, scales etc...) **and** all school, & class policies and procedures are followed.

- **Work Ethic 10 points per day**

Criteria: This includes, but is not limited to staying on task, following directions from instructors, quantity and quality of work (product).

It is up to the student to earn the grade. Not earning points is based on inappropriate behavior and teacher observations of behavior and attitude. Behavior and preparedness are an essential part of a student's tenure at Auburn.

The following situations will negatively impact one's employability skills and loss of points. Each occurrence will result in the loss of points.

- Disrespect displayed towards fellow students and Instructor
- Cell phone use during class/lab
- Sleeping or appearing to be sleeping
- Swearing or inappropriate language
- Not working on task at hand
- Horseplay or unsafe activity
- Abuse of school property
- Playing games or otherwise misusing computers or calculators while in class
- Absent from class (other than a school function or excused absence)
- Unpleasant, antisocial, negative or belligerent attitude/comments
- Chairs left out or equipment not put away
- Use of electronic equipment (cd players, cell phones, etc.)
- Unprepared for class, not turning in assignments on time
- Not wearing student ID badge or not having it displayed in a visible location.
- Not dressed in LND uniform
- Unexcused absence from class
- Continual violation of the Employability Skills will result in a reduced course grade. Continuous violation of the Employability Skills will result in additional disciplinary action determined on a case by case basis.

NOTE:

The above expectations also extend to your behavior throughout Auburn Career Center and will affect your grade.

*You can positively impact your employability skills score. Bonus points can be earned by going above and beyond expectations.

Course Assignments, Labs and Projects

All assignments are to be word processed and are to include your name, class, assignment name, and assignment date in the upper left hand corner.

No hand written assignments will be accepted unless prior permission has been given. Absolutely no assignments will be accepted on torn out spiral notebook paper or assignments done in pencil.

Late assignments will only be accepted with an excused absence per Board Policy.

Assignments are due at the start of class.

Students can expect assignments on a regular basis. Projects of significant importance will be assigned throughout the year.

Course Policies

This course covers a large amount of material; therefore, late assignments will not be accepted. The only exception to this is if the student provides an excused absence that is verified by the High School office. Refer to the Student/Parent Handbook for more information.

This program is a program that builds upon skills. Missing class time will jeopardize a student's ability to complete the various assignments and projects accurately and on time.

Class participation and employability skills are an extremely important part of this program. Grades are based in part on the following:

Additional Course Policies

1. Code of Conduct: The published Code of Conduct for Auburn Career Center found in the Student/Parent Handbook will be enforced at all times. Refer to the Handbook for discussion of due process of the Code and safety violations. Academic dishonesty will not be tolerated. Infractions will be dealt with according to established Auburn Career Center policy.
2. The attendance/tardiness policy provided in the handbook will be followed at all times. It is the responsibility of the student to make arrangements to make up any missed activity the day he/she returns to class. There are certain assignments that cannot be made up.
3. Computer usage: Auburn Career Center supports instruction through the use of computers, email, software, and other media, and Internet access. The use of the tools is a privilege, not a right. Any student who violates the Acceptable Use Policy found in the Student/Parent Handbook may lose their access to Auburn's computers and network accounts. Notice to students who have access to digital audio and video recording equipment. Abuses of this equipment will not be tolerated.

In addition, students are expected to use computers and other media equipment at the designated time, and only for class assignments. Abuses may result in a loss of technology privileges.

Auburn e-mail accounts are monitored, and the use of them falls under ACC policies.

4. Auburn Career Center is a full-service career center. Many people pass through the facility during the day. Therefore it is important that students wear their student identification badges when in the building. Students who do not display an identification badge will be referred to the High School Office. Failure to wear an ID may result in loss of Employability Skills points and be referred for discipline.

5. Changes to the Syllabus: The Instructor/ACC Administration reserve the right to make changes to this Syllabus as needed throughout the year.

Attendance

Attendance is taken at the start of class. All students should be in their assigned seat before the bell. Students not in their seats will be counted tardy or absent if not present. If you are tardy you must report to the Main Office and obtain an admit slip. **Excessive unexcused absences may result in disciplinary action.** Refer to the Student/Parent Handbook for more information.

Students will be asked to sign an agreement of standard student behaviors at the beginning of their first year.

Safety

The Board of Education requires that all students attending or participating in any program or class offered by the District follow safety rules and regulations that are appropriate and necessary for the safety of all students working and learning in that specific environment.

Students who are unable or who fail to follow the **class or District's** safety rules, regulations or directives may be **prohibited from participating in** the specific class or activity, subject to the Board's responsibilities under law to qualified students with disabilities.

Appropriate safety equipment **for the particular classroom environment** must be worn at all times. This includes preparation time, work time, observation time, walking through the **location**, and clean-up time.

Safety glasses which meet the standards of the American National Standards Institute are required in programs where eye hazards exist.

Safety equipment must be worn by everyone in the **classroom environment** (including instructors, students, and visitors). Visitors without proper safety equipment must be asked to leave or may be given the proper safety equipment to wear.

Personal protective equipment of a safe design shall be provided, used, and maintained in a sanitary and reliable condition. Students **must get prior permission and approval from the (High School Principal or other administrator) before using** their own protective equipment **instead of District-provided equipment.**

Students must have all safety equipment by the second Friday of the school year. Students who do not have the necessary equipment are not permitted in the **classroom environment.**

Basic Safety Rules

Students are not permitted to use machines, tools, equipment, etc., until they have been instructed in the proper use, safety hazards, and safety precautions. Students unable to function in the classroom **environment** according to the requirements of the instructor should be sent to the **High School Principal's or other administrator's** office. This refers to sleepiness, over activeness, **reduced alertness, loss of consciousness**, symptoms of substance abuse, **or other impaired conditions**, not discipline problems.

Basic safety rules, safety equipment, and dress codes **appropriate to the classroom environment** shall be posted in each **classroom or otherwise made available by the instructor** and enforced at all times.

Each program shall have a specific, written plan of enforcing safety rules. Unsafe equipment will be secured until repairs are made.

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the reception office by using the telephone in the Instructors office.

Pick up the phone and dial "0" for the receptionist.

Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Program Apparel

Attire Policy

1. Shirt- Students will wear a short sleeve shirt required by the program. Shirts must be tucked in during class or lab. Program sweatshirts may be worn over program shirts during cooler weather.
2. Trousers- Blue jeans or khakis are required, baggy jeans (instructor discretion) are prohibited. Ripped & torn clothing is prohibited
3. Footwear- leather work boots are required in all areas, per Auburn Board Policy, leather tennis shoes are prohibited.
4. Safety glasses- the first pair are provided by Auburn, and are required when operating or in the area of any power equipment.
5. Leather gloves should be ready for use when required.
6. Sweatshirts- Uniform sweatshirts will be available for purchase, and will be the only sweatshirts permitted in class and lab.
7. Overcoats- Overcoats should be of a snug enough fit as to not present a safety hazard in the eyes of the instructor. Students should be prepared to work in any conditions that the industry may require of them.
8. Waterproof boots are not a requirement but are highly recommended.

9. Personal appearance- We operate a retail business as a part of the educational process, therefore, students are required to present themselves in a manner consistent with industry standards at all times.
 - A. Hair cut short, tied back, a hat or hair net worn
 - B. Shirt tails tucked in, sleeves short, rolled up or fastened snugly around the wrist
 - C. Jewelry or piercings removed and no ties or other loose accessories.

Special event dress

Formal School Events and Student Organization events: Students will be expected to dress formally (suit, tie; formal dress) at the CTE Program Graduation ceremony. FFA competitions and or ceremonies included.

Students are required to have and display on themselves at all times an Auburn Career Center ID badge, which is provided free during the first weeks of school. The Auburn ID badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original badge is lost or stolen, a replacement ID badge must be purchased. The fee for a replacement ID card is \$5.00.

Classroom Entry – Attendance

The following is the procedure that should be used when your first period class is at the Horticulture Science Building.

1. PTL 100 students leave the Auburn main building through the front doors by the Main Office at the assigned time.
2. Board the bus provided, ride to the Horticulture Building and enter through the front doors. PTL 200 students will walk to the Horticulture building and enter the shop door.
3. Proceed directly to your lockers; dress in program attire lab attire policy, obtain writing instruments, classroom materials (notebooks, study cards, handouts, guided note sheets). Students are allowed ten minutes from the time the bell rings at Auburn's main building to be in the classroom at the Horticulture building and working.
4. Proceed to classroom "A" for lecture.
5. Please be seated in your assigned seat and immediately begin the posted assignment.
6. **Lab:** You will be dismissed by the instructor from the classroom and should proceed to the locker room return items not needed for lab to your lockers. The time allowed for this is five minutes. All restroom activities should be handled during this time.

Return to classroom "A" for lab assignments

Classroom Exit – Dismissal

Students are dismissed from the classroom by the Instructor, not the bell. Students are not to line up at the door, be in the hall, or leave the classroom or lab prior to dismissal by the teacher.

Mobile Technology Policy

Cell Phones, MP3 Players and other mobile devices are included in the definition of personal mobile technology. Students will abide by any policies stated within the Auburn Student Handbook and Technology Agreement while at Auburn Career Center.

Students are not permitted to use their devices at any time during class or lab due to safety issues.

Classroom Rules, Consequences and Rewards

- Follow the golden rule; do to others, as you would like them to do to you.
- Never hurt anyone on the inside or the outside.
- Be on time and prepared for class.
- Do not talk while I am talking or another student is talking.
- Always work together as a team.
- Always clean up after class and lab.

CTSO

The National FFA Organization

Mission

The National FFA Organization makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

To accomplish its mission, FFA:

- Develops competent and assertive agricultural leadership.
- Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
- Strengthens the confidence of agriculture students in themselves and their work.
- Promotes the intelligent choice and establishment of an agricultural career.
- Encourages achievement in supervised agricultural experience programs.
- Encourages wise management of economic, environmental, and human resources of the community.
- Develops interpersonal skills in teamwork, communications, human relations, and social interaction.
- Builds character and promotes citizenship, volunteerism, and patriotism.
- Promotes cooperation and cooperative attitudes among all people.
- Promotes healthy lifestyles.
- Encourages excellence in scholarship

Motto

The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization:

Learning to Do, Doing to Learn, Earning to Live, Living to Serve.

APPENDIX

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Guidance Counseling and Career Development Services.
 - You can make an appointment to see a guidance counselor, recruitment specialist or the LEAF advisor by visiting the Student Services office.

Technology Literacy Program

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

Simplicity

It is with great enthusiasm that I want to announce a new opportunity for students to participate in an on-line job match software program. The online job match software, Simplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews. In addition, students can connect to employers during the school day at monthly job fairs.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

Career Safe Program/OSHA 10-Hour Agriculture Industry Training

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the Career-Safe OSHA 10-Hour General Industry course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

Auburn Certificates

Auburn Career Center provides an extended curriculum for our participating associate school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center. These certificates are placed in the student's portfolio and awarded at the CTE Program Graduation Ceremony.

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

Business Partnerships and Student Internships

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

Auburn Career Center – Plant, Turf & Landscape Management

Syllabus Agreement

After reviewing the Plant, Turf & Landscape Management Syllabus, please sign and return this agreement page to the Plant, Turf, & Landscape Management Instructor.

I have read and understand all of the information included in the Auburn Career Center Plant, Turf & Landscape Management Syllabus.

Student Name: _____

(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

(Please print)

Parent/Guardian Signature: _____

Date: _____