



**LANDSCAPE
INSTITUTE**
THE ARNOLD ARBORETUM

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Information for Faculty

1) 2009-10 Proposal Submission

All course proposals must be typed, double-spaced, and accurate. Bibliographical and typing errors divert curriculum reviewers' attention from course content. Please note any day and time preferences in your course proposals. They will be considered by the review committee when planning the curriculum, but cannot be guaranteed due to possible scheduling conflicts and/or student academic needs.

Course proposals for Fall/Winter 2009-10 should be submitted no later than **February 6, 2009**. Course proposals for Spring/Summer 2010 should be submitted no later than **July 17, 2010**. *You are welcome to submit your entire academic year all at once on February 6th, if you know your schedule that far in advance. Please note however, final contracting decisions for Spring/Summer will not be made until July 2010.*

Note: A course is a full semester consisting of 13 class sessions, while a module is a half semester course consisting of 7 class sessions. Modules can be taught in either the 1st half of the semester or the 2nd half of the semester. The approximate dates for modules are listed in the calendar at the end of the handout, but may vary depending upon room availability.

2) A complete proposal includes:

- a. Course description of 125 words or less
- b. Biographical statement
- c. A weekly course syllabus and bibliography
- d. Course requirements summary and student evaluation criteria
- e. Rationale for the course in the Landscape Institute curriculum
- f. Student course material budget (if applicable)
- g. An updated *Curriculum Vitae* for **all** instructors
- h. Three letters of recommendation (prospective instructors only)

All materials are due by February 6, 200. Early submission is greatly appreciated.

If this is a new or revised course, submit one hard copy of your proposal to ann_greaney-williams@harvard.edu (Microsoft Word format).

3) Course Description

All course descriptions should have complete sentences. If the course is accepted, this description becomes the basis of the description that will appear in the academic catalog. The course description

should be no more than 125 words, typed, and double-spaced. When citing an author, include author's *entire* name. The final description will be reviewed by an editor prior to catalog publication.

2. Biographical Statement

Please note in the current catalog the style of biography used. The biographical statement should not exceed 35 words.

3. Course Syllabus and Bibliography

When developing the course syllabus and bibliography, it is recommended that instructors integrate the syllabus with required and supplemental readings. By infusing the bibliography into the course syllabus, instructors expand the course description beyond the catalog, giving the Landscape Institute reviewers and prospective students a better understanding of the course. Please refer to the tentative dates provided in the academic calendar to figure out weekly assignments. If your course becomes a part of the Landscape Institute curriculum, these materials will also be included in a book of course syllabi that is kept in the main office and posted online on your course website. Please use the enclosed *Sample Syllabus* to help you formulate the structure of your syllabus and remember to include your preferred contact information on your syllabus for students to reference.

4. Course Requirements and Student Evaluation

Please explain specifically what will be required of students. Landscape Institute courses and modules are taught for post-baccalaureate students, who have a greater capacity for independent and high-quality work that reflects a deeper understanding of the material than undergraduate-level courses entail. Each seminar must explore a particular subject through intensive reading, writing, design projects, and discussion. It is expected that students will devote approximately 8-10 hours a week in preparation for each class session. Student attendance and participation is vital to the life of a seminar. It is suggested that student absences greater than 2 sessions for a full-semester course or 1 session for a module may affect their grade and/or status in the classroom at the faculty's discretion. Faculty having problems designing their syllabus(i), can contact the Landscape Institute's Director, Heather Heimarck at 617.495.4724 for assistance.

5. Rationale for the Course in the Landscape Institute Curriculum

Please describe the importance of this course in the landscape design, history, or preservation certificate program (please refer to the catalog, if you require an overview of the programs offerings). Please state how this course complements or expands the existing Landscape Institute curriculum. Be specific.

6. Budget and Required Materials

A budget statement *may* be included with the course proposal. This budget reflects a **student course material fee** that the Landscape Institute collects from students at registration or which may be included in the cost of tuition. Course materials may include duplication charges for site plans and other materials essential to the course. Students are charged anywhere from \$10-\$30 for course materials (does not include the purchase of textbooks or coursepacks). Your budget is an estimate of the per-student cost.

Money for honoraria is very limited. If you believe a guest speaker will enhance your course, you must budget ahead. **Guest lecturer fees are not part of the student course material fee.** Please contact the Administrative Coordinator ahead of time with guest lecture fee amounts before solidifying your schedule.

As a general guideline, faculty have discretionary funds available for preparing their course and for guest lecturers in the amount of \$15/per student enrolled. We may not be able to accommodate all budget requests. Run all financial requests past the Administrative Coordinator prior to incurring the expense, particularly as it relates to faculty materials. The Institute may have certain in-class materials readily available to faculty throughout the semester (ex. Transparency film, etc.). Please review your course and its financial needs carefully.

Note: When students register for your course, their confirmation letter includes a list of any required materials and textbooks for your course. Please provide required books, coursepack, and materials lists for your course in this section of your course proposal forms. This information is provided to students in their course confirmation and gives registered students advance warning of the required materials for your course, helping them to prepare for the first day of class.

7. Curriculum Vitae

Please submit an updated *Curriculum Vitae* that includes a list of your publications, etc. with all course proposals. Include any new books, articles, monographs, exhibits, etc., with year and publisher (where applicable). Please give a complete citation. This information is important to the Institute as it is often needed not only to assess your qualifications to teach, but for any fund-raising and accreditation proceedings that occur.

TENTATIVE 2009-10 Academic Calendar*

Fall 2009

Faculty forms & signed contracts due back	Apr 10
COOP Fall & Winter book adoptions due	May 15
Fall registration begins	Jul 13
Information sessions	Aug 6, 5:30PM
	Aug 7, 10:00AM
Fall early registration deadline	Aug 14
Financial aid application deadline	Aug 14
<i>Labor Day (office closed)</i>	<i>Sep 7</i>
Fall classes begin	Sep 14-18
Course add/drop deadline	For refund, must drop class before the 2nd class session
Module withdrawal deadline (no refund)	See course description
<i>Columbus Day Observance (office closed, no classes)</i>	<i>Oct 12</i>
Course withdrawal deadline (no refund)	Oct 23
Fall modules end	Oct 27-Nov 2
<i>Veteran's Day (office closed, no classes)</i>	<i>Nov 11</i>
<i>Thanksgiving recess (office closed, no classes)</i>	<i>Nov 25-27</i>
Fall classes end	Dec 8-23
Certificate application deadline	Dec 18
<i>Intercession/holiday observance (office closed, no classes)</i>	<i>Dec 24-Jan 1</i>
Fall grades due	Jan 15
Fall incomplete coursework due	Feb 5

Winter 2009-10

COOP Fall & Winter book adoptions due

Winter registration begins
 Winter financial aid deadline
 Winter early registration deadline
 Winter courses begin
Veteran's Day (office closed, no classes)
Thanksgiving recess (office closed, no classes)
 Course add/drop deadline

Module withdrawal deadline (no refund)
 Course withdrawal deadline (no refund)
 Winter modules end
Intercession/holiday observance (office closed, no classes)
 Winter full-semester classes end

Winter grades due**Winter incomplete coursework due****May 15**

Jul 13
 Oct 9
 Oct 9
 Nov 9-13
 Nov 11
 Nov 25-27
 For refund, must drop class before the
 2nd class session
 See course description
 Jan 8
 Dec 21, 22; Jan 13-15
 Dec 24-Jan 1
 Feb 13-Mar 1
Mar 12
Mar 19

*Spring 2010 (remains same)***COOP Spring book adoptions due**

Spring registration begins

Information sessions

Spring early registration deadline
 Financial aid application deadline
Martin Luther King Day (office closed, no classes)
 Spring classes begin
 Course add/drop deadline

President's Day (office closed, no classes)
 Spring first-half module withdrawal deadline (no refund)
 Course withdrawal deadline (no refund)
 Spring first-half modules end
Spring recess (office open, no classes)
 Spring second-half modules begin
 Spring second-half module withdrawal deadline (no refund)
 Intent to graduate 2009 deadline
 Certificate application deadline
 Spring classes end
 Spring second-half modules end

Independent project presentations**Spring grades due**

Memorial Day observance (office closed, no classes)

2009 graduation ceremony**Spring incomplete coursework due****Nov 15**

Nov 30
Dec 10, 5:30 PM
Dec 11, 10:00 AM
 Jan 4
 Jan 4
 Jan 18
 Jan 25-29
 For refund, must drop class before the
 2nd class session
 Feb 15
 See course description
 Mar 5
 Mar 9-15
 Mar 22-26
 Mar 9-15 (no buffer week)
 See course description
 Apr 12
 Apr 12
 Apr 27-May 3
 May 4-10
May 11-13
May 21
 May 30
May 27
Jun 4

*Summer 2010 (remains same)***COOP Summer Book Adoptions****Summer 2009 Information Sessions****April 15, 2009**

May 21, 5:30 PM

Summer registration begins
Summer early registration deadline
Summer classes begin
Course add/drop deadline

Course withdrawal deadline
1st half modules end
2nd half modules begin
Full- courses end
2nd half modules end

Grades due

Incomplete coursework due

May 22, 10:00 AM

Apr 9

Apr 30

Jun 1

For refund, must drop class before the
2nd class session

See course descriptions

Jul 13-19

Jul 20-26 (no buffer week)

Aug 24-30

Aug 31-Sep 6

Sep 17

Oct 1

*The calendar is currently under review and may vary in its final version. The information provided above is accurate as of December 2008. A buffer period between 1st and 2nd half modules, similar to the 2009-09 calendar will most likely be included. The Landscape Institute, Arnold Arboretum of Harvard University reserves the right to make changes at its discretion affecting policies, fees, curriculum, or programs. **Bold** items indicate dates/events that may require faculty participation. *Italics* indicate holidays/recess periods.
