

The Landscape Institute
Arnold Arboretum of Harvard University
Course Name
Semester
Day & Time of meeting

Instructor
Contact Information inc.
Phone: (should be the phone # you want them to call you at)
Fax: (if applicable)
Email:
Website: (if applicable)

SYLLABI GUIDE

Prerequisites

(Are there prerequisites for your class? Put those here. If not, do not include this section.)

Description of Course

(Should be the same as the one in the catalog)

Goals and Objectives

(What are the goals of your course?)

Structure and/or Format of Course

(How will you structure your course?)

Criteria for Evaluation

(What are you expecting from your students? What is your grading criteria?)

Here is an example:

Students are required to attend all class meetings, participate in class discussions and complete assignments.

- | | |
|--|--------------|
| • Homework assignments | 10% of grade |
| • Quizzes/in-class assignments | 10% of grade |
| • Construction Documents (final project) | 25% of grade |
| • Midterm Examination | 25% of grade |
| • Final Examination | 25% of grade |
| • Class participation and attendance | 5% of grade |

Letter grade numerical equivalents are as follows

A	96-100
A-	91-95
B+	86-90
B	81-85
B-	76-80
C+	71-75
C	66-70
C-	61-65
F	60 or below

There are no grades of A+ or D. A grade of C+ (75 or lower) is considered unsatisfactory and does not count toward a Certificate.

Bibliography

(Should include a proper citation so that students can locate books and periodicals outside of the Harvard library system. Many of your students do not live in Boston, therefore they may purchase or track the information from other libraries. Are you using an updated version of the book? Make sure to mention which edition you want them to use. Make sure to mention the volume and edition numbers of periodicals and the years they were published. All of this information is helpful to the student and once you've written it down, it will be helpful if you choose to create a coursepack later. Make sure to note what materials are REQUIRED reading, versus ELECTIVE readings. –If there are materials required for the 1st day of class, make sure that you have provided that list of materials to the Landscape Institute staff on a separate piece of paper--)

Example:

Textbook

Harris, Charles W. and Nicholas T. Dines. Timesaver Standards for Landscape Architecture: Design and Construction Data, 2nd Ed. New York: McGraw-Hill Publishing Company, 1998

Note: The 2nd Edition is required. For those unable or unwilling to purchase the textbook, a binder containing photocopies of the pertinent chapters will be available for short term loan from the office. All other required and further readings will be made available to students in class.

Additional References

Dines, Nicholas and Kyle Brown. Landscape Architect's Portable Handbook. New York: McGraw Hill, 2001

Hornbostel, Caleb. Construction Materials; Types, Uses and Applications, 2nd Ed. New York: John Wiley & Sons, Inc., 1991

Kirkwood, Niall. The Art of Landscape Detail: Fundamentals, Practices and Case Studies. New York: John Wiley & Sons, Inc., 1999

Pye, David. The Nature and Art of Workmanship. Cambridge: Cambridge University Press, 1968

Stein, J. Stewart, AIA, FCSI. Construction Glossary, An Encyclopedic Reference and Manual, 2nd Ed. New York: John Wiley & Sons, Inc., 1993

Ramsey, Charles George, Harold Reeve Sleeper, and John Ray Hoke, Jr. Architectural Graphic Standards, 10th Ed. New York: John Wiley & Sons, Inc.

Walker, Theodore D. Site Design and Construction Detailing. West Lafayette, Indiana: PDA Publishers, 1978

Photocopied handouts and a list of further readings will be presented as appropriate.

Materials Required

Are there materials that students are required to purchase for your course? If so, include a list, presuming that students do not know what these items are...a list they can bring into any art supply store, hand to the attendant and say "I need these for my class." Sounds silly, but true.

Example:

Drafting supplies (for use at each class): lead holder, lead pointer, "F" leads, roller ruler or portable drafting table with mayline, architectural scale, engineering scale, drafting tape, 8.5 x 11 precut vellum sheets (gridded or non-gridded), erasing shield, white plastic eraser, small drafting brush.

Weekly Course Outline

(Include a weekly breakdown of your lesson plan, including a brief summary of what will be discussed, guest lecturers coming, field trips, homework assignments, etc. You can also include things like important dates you want them to be aware of...like Winter or Spring breaks and deadlines).

Example:

Prior to Week One

Assignment for October 1:

Required Reading

Kirkwood, Niall. *The Art of Landscape Design; Fundamentals, Practices, and Case Studies*. New York: John Wiley & Sons Inc., 1999. pp 12 through 44

Harris, Charles W. and Nicholas T. Dines. *Timesaver Standards for Landscape Architecture: Design and Construction Data, 2nd Ed.* New York: McGraw-Hill Publishing Company, 1998. pp 110-1 through 110-10 (Construction Documents), pp 130-1 through 130-16 (Site Construction Operations)

Week One, October 1

Introduction to Course

Introduction to Construction Documents

Assignment for October 8:

Required Reading

Harris, Charles W. and Nicholas T. Dines. *Timesaver Standards for Landscape Architecture: Design and Construction Data, 2nd Ed.* New York: McGraw-Hill Publishing Company, 1998. pp 820-1 through 820-24 (Asphalt)

Week Two, October 8

Material: Asphalt

Assignment for October 15:

Sketch Problem #1: Drafting Details in Plan and Section

Required Reading

Harris, Charles W. and Nicholas T. Dines. *Timesaver Standards for Landscape Architecture: Design and Construction Data, 2nd Ed.* New York: McGraw-Hill Publishing Company, 1998. pp 830-1 through 830-21 (Concrete)

"Notes Upon The Sizes of Steps Required for Comfort." *Landscape Architecture*, January 1911, pp. 84 through 90

Further Reading

"Custom Precast Paving." *Landscape Architecture*, June 1993, pp 84 through 85

"Grass Paving Systems." *Landscape Architecture*, June 1994, pp 31 through 33

Etc.etc.etc.

Week Five, October 29

Review Sketch Problem #3: Paving Patterns

Material: Stone Masonry

Review for Midterm Examination

Assignment for November 5:

Study for Midterm Examination

Etc. etc. etc.

Week Thirteen, January 14

Final Examination

Submit Final Projects

Note: Winter Recess December 24 through January 2- no classes