HORTICULTURE PROGRAM

COURSE SYLLABUS
SPRING 2008 (JAN 14 - MAY 28) MON 4-5PM
HORT 271AD Work Experience  Sec No. 33802  (Frattalone) 2.0 Units

HORT 272AD Work Experience Sec No. 33805  (Frattalone) 3.0 Units

HORT 273 AD Work Experience Sec No. 33807 (Frattalone) 4.0 Units

Text: Handouts
Grade determined by attendance, job performance, and on time completion of paper work.

Instructor: Dave Frattalone - Office MM103  (562) 938-3092,
FAX (562) 938-3973, e-mail: df Prattalone@lbcc.edu
web site: http://hort.lbcc.edu
Office hours: MON – WED 12-1 PM and by appointment

WEEK 1 JAN 14  Registration, Handout paperwork, time cards, determine your 3 objectives.
WEEK 2 JAN 21  HOLIDAY – no class
WEEK 3 JAN 28  Complete AND TURN IN Worksheet for setting up “on the job learning objectives”.
Complete AND TURN IN Application for Vocational Cooperative Work Experience Education. Students not attending this session and/or not completing and turning in paper work by the end of the period, will be dropped.
WEEK 4 FEB 4  Complete time cards for January
WEEK 5 FEB 11  Review returned statements of objectives.
WEEK 6 FEB 18  HOLIDAY – no class
WEEK 7 MAR 3  Introduction to resume writing. Assignment: Create resume
WEEK 8 MAR 10  REVIEW draft of resume. Begin discussion on individual jobs.
WEEK 9  MAR 17  Completed resumes due, continue job discussions.  Lab: Help with final set up for plant sale.

WEEK 10  MAR 24  SPRING RECESS

WEEK 11 MAR 31  Introduction to interviews.

WEEK 12 APR 7  Complete interviews

WEEK 13  APR 14  SITE VISITS, PHONE CONTACTS

WEEK 14  APR 21  Complete SITE VISITS, PHONE CONTACTS

WEEK 15  MAY 5  Evaluation of objectives on the job and volunteer.  Record second visit or phone contact.

WEEK 16  MAY 12  Time card review and final signatures.  Begin discussion of individual job site and related trouble shooting.

WEEK 17  MAY 19  Review contracts and turn in all paperwork.  Discuss individual jobs.

The preceding schedule is tentative and subject to change by the instructor.

IMPORTANT DATES:
JAN 21 – Holiday
FEB 6 – Flex day – no instruction
FEB 15 & 18 Holidays
FEB 22 – CREDIT/NO CREDIT DEADLINE
FEB 27-28 CLCA convention – LA Convention Center - all weekday classes transferred
FEB 28 – DEADLINE TO APPLY FOR SPRING GRADUATION
MAR 18 – VIP night  4PM-7PM– OPEN HOUSE AND PLANT SALE
MAR 19-22 OPEN HOUSE AND PLANT SALE to public
MAR 23-30 – SPRING RECESS
APR 8 – Flex day – no instruction
APR 25 – LAST DAY TO DROP WITH A ‘W’
MAY 3 – MAJOR HORTICULTURE FIELD TRIP to be announced
MAY 19-28 – FINALS
MAY 26- GRADUATION

CLUB MEETING DATES  Horticulture club will meet at 5PM on the following dates.  Other club meetings may be called by the club president or board.
JAN 14  Board meetings:
JAN 23 – Elections  JAN 30
FEB 4  FEB 13
FEB 20  FEB 25
MAR 3  MAR 12
MAR 17  APR 2
APR 7  APR 16
APR 21  MAY 7
MAY 12
Club board members will meet at 7:30 PM on the Monday or Wednesday before a club meeting to set the agenda.