

**NATIONAL GARDEN CLUBS, INC**  
**LANDSCAPE DESIGN STUDY PROGRAM**  
**PROCEDURE FOR COURSE ORGANIZATION**

**COURSE CHAIRMAN'S CHECKLIST**

*The State Landscape Design Study Program Chairman must authorize and submit all items sent to the NGC Landscape Design Committee or NGC Headquarters. International Affiliate Clubs will submit items to the International Affiliates Chairman, with the exception of registration and accrediting fees, which are to be sent directly to NGC Headquarters with a copy of such correspondence to the Affiliates Chairman. Please allow sufficient time for review and processing.*

**Six (6) months to one year ahead of time: appoint committee to: (See VI, A 1-2, p. 7)**

- (1) Establish dates, time and location of school
- (2) Establish a budget
- (3) Contact instructors after obtaining an up-to-date list of instructors who have taught an LD course within the last 10 years. Check Areas of Expertise List (Operations Guide IV - D). Check qualifications. Contact by phone and confirm with letter, which includes the following information:
  - a) A detailed list of exactly what their duties are and the fee your budget allows
  - b) An explanation of the NGC schools program
  - c) Specific time, date and location for their presentation
  - d) A copy of the lecture or a detailed outline of their subject material to be print-ready for including in a syllabus for the students and also proctors
  - e) Request for exam questions worth 10 points including one or more questions from the pertinent chapter in the textbook *Stewards of the Land*
  - f) True/false questions will not be accepted.  
Multiple choice or essay questions only.
  - g) Instructor will correct exam questions if they are essay questions
  - h) Request instructor to supply a separate answer sheet for exam questions
  - i) Enclose Xerox copy of the applicable chapter from *Stewards of the Land* pertinent to the speaker's subject
  - j) If you are adding a new instructor to your faculty, please include Form LDSP 4 (Instructor Resume & Record) in the mailing to him/her to fill out and return promptly. Information should include areas of study. Paperwork for an instructor who has taught within the past 10 years is not sent to the Instructors' Chairman.
  - k) Provide a time line for submission of outline, exam questions/answers, and resumes for new instructors (preferably 3 months before date of school)
  - l) Request a list of audio/visual equipment requirements for the lecture

**When acceptances from your chosen instructors have been received:**

- (4) Fill out Forms:
- a) Form LDSP 1 – Send one (1) copy to each of the following 3 months before school:
    1. NGC Headquarters with a \$5.00 registration fee. **Note: Courses will not be published in TNG or on the website, or accredited without this fee.**
    2. NGC LD Chairman
    3. NGC LD Instructors' Chairman
    4. NGC LD Accrediting Chairman for your Region
    5. NGC LD Reading Chairman
    6. One copy for your files
    7. Send one (1) copy of Form LDSP4 (New Instructors) to NGC Instructors' Chairman
  - b) Forms LDSP 2a and 2b – Send copies to the following:
    1. NGC LD Chairman
    2. Three (3) copies to NGC LD Instructors' Chairman. All course curriculum topics should be kept in sequence.

**After receipt of faculty approval and registration acknowledgement prepare publicity material:**

- (5) Course will be automatically listed in *The National Gardener* by NGC Headquarters as well as on the NGC website by NGC LD Chairman
- a. Prepare and submit publicity to state garden club publications, regional newsletters, and local newspapers
  - b. Prepare brochure for distribution at garden club and state meetings
  - c. Establish printing resources for brochures, examinations and separate answer sheets, Forms LDSP 5-8, LDSP-9, Forms LDSP-13a/b, and LDSP-15
  - d. Reproduce subscription forms to *The National Gardener* from the Members' Services catalog
  - e. Order a supply of LD Consultant refresher cards from the NGC Schools Secretary at Headquarters in St. Louis

**Approximately three (3) weeks before the event:**

- (6) Send a reminder to all instructors repeating the site information, specific time, date and directions in case of emergencies
- (7) Review committee assignments
- a) Registration procedures and assignments
    1. Students must check in for each session of the program
    2. Provide name tags for students
    3. Provide students with evaluation Form LDSP 13 a/b
    4. Provide students with syllabus or relevant printed course material
  - b) Hospitality – snacks, lunch for committee and speakers
  - c) Check audio-visual equipment – extra projector bulbs!
    1. projectors CD's of slides, laptop power point equipment
    2. adequate public address system
    3. a chairman to operate equipment and assist speakers

**Conduct Study Course as per scheduled agenda:**

- (8) Introduce program, welcome by state president, announcements
- (9) Introduce each speaker and thank each instructor at conclusion of lecture
- (10) Collect evaluation Forms LDSP 13 a/b
- (11) After carefully checking records, distribute refresher cards to Consultants
- (12) Distribute Certificates of Attendance Form LDSP 12 to non-garden club members
- (13) If feasible, give instructor payment on conclusion of lecture(s)
- (14) Remind audience that certification does not convey professional status

**Conduct examination with proctors to help:**

- (15) Distribute packets which include:
  - a) Exam questions in numbered envelopes
  - b) Request students to address large envelopes to themselves
  - c) Request students to put number on their envelope on **each** page of the exam
  - d) Give general instructions and time allotted to finish the exam
  - a. Give students a copy of the answer sheet **after** their exam is handed in

**Correcting of exams:**

- (16) Proctors (or committee) may correct multiple choice exams
- (17) 'Reading' question of the exam may be sent to the NGC Reading Chairman to correct or may be graded by the committee if not essay questions
- (18) Send all essay questions to the appropriate instructor for correcting to be returned within ten (10) days

**Record Keeping – Credentialing – Paperwork**

- (19) Send letters of appreciation to instructors, site personnel and committee members
- (20) Form LDSP 9a (Study Record & Credential Applications) or 9b (Master Consultant Refresher Record & Emeritus Application) after exams are returned:
  - a) Affix TNG label to form being sent to Accrediting Chairman
  - b) Send copy to state Landscape Design Council chairman **without grades** for students achieving provisional, consultant or master consultant status
  - c) Send copy **with grades** to in-state students
  - d) Send copy of LDSP 9 a/b signed by LD State Chairman to out-of-state students
  - e) Send copy of LDSP 9 a/b to appropriate NGC Accrediting Chairman for each student who has completed 4 courses to qualify as a LD Consultant or who has completed four refreshers and qualifies for Master Consultant status.
- (21) Forms LDSP 5 a/b, 6 a/b, 7 a/b and LDSP 8
  - a) Send copies of these forms to appropriate NGC Regional Accrediting Chairmen
  - b) Send copies of these forms to the NGC Schools Secretary in St. Louis Headquarters **together with the required processing fee of \$5.00/person seeking credit for the course**
  - c) Keep one (1) copy for your state's records
  - d) Forms 5 a/b & 6 a/b: Column 'j' is the Special Interest topic so no exam grades required
- (22) Provide final report, attendance and finances to sponsor of event (usually the state)
- (23) Forms LDSP 13 a/b: within six (6) weeks of the course:
  - a) Compute average instructors' scores on evaluation sheets
  - b) Send to state chairman and NGC Instructors' Chairman the name of any instructor whose average falls below 'satisfactory'
- (24) Send Consultant Refresher (yellow cards) and Master Consultant Refresher (white cards) to qualifying students. A supply of Consultant cards may be ordered at no cost from the **Schools' Secretary in St. Louis**