

Class Meeting Times: 8:00 AM - 9:15 AM Tuesday
8:00 AM -10:45 AM Thursday

Instructor: Tom E. Knight
Office: Room 7 A.B. Carter
Phone: 622-2232 E-mail: tom.knight@eku.edu
Office Hours: 9:00 - 12:00 and 1:00 - 4:00 except when in class.

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Course Description

(3) II. Management of labor, estimating and bidding along with basic maintenance of trees, shrubs, and turf in the landscape operation.

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Objective and Course Content

This course is designed to familiarize the student with the techniques of landscape installation, maintenance and renovation. Studies will include a review of soil properties, climatic conditions important in plant growth, and tools and equipment important in plant installation and maintenance. In addition, this course will cover basics in business practices such as: hiring and supervising of employees for a landscape company, pricing, bidding, and estimating landscape jobs, and record keeping including simple accounting documents. Laboratory sessions will provide an opportunity to practice techniques which are covered in lecture. Some of these laboratory exercises will involve business planning other exercises will involve working outside in landscape situations. Occasional laboratory periods will be used for supplemental lectures.

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Attendance Policy

Students enrolled in classes in the Agriculture Department are required to attend (ON TIME) all scheduled meetings of the class for which they are enrolled. If a student has a legitimate reason to be absent (personal illness, critical illness or death in the immediate family, or participation in an approved University activity), he or she is expected to discuss (if possible) the anticipated absence with the instructor **prior** to his or her absence and make arrangements for any make-up work that must be done. The instructor will judge the validity for the reason for an absence. In case of an emergency of such a nature that the above requirements cannot be met, the student should inform the instructor at the first opportunity after the student's return to campus. He or she should present adequate and **documented** reasons for the absence. In all cases **it is the student's responsibility** to request the opportunity to make up work. Absences in excess of **20% of the class meetings** will automatically result in a failing grade unless this requirement is waived by the instructor and the department chairman. Enforcement of this policy is the responsibility of the instructor, and un-excused absences may be used as a factor in determining a grade for the course. Class attendance will be recorded with a signature sheet with the student signing the roll at the beginning of each class. Any student attending a class late and failing to sign the class attendance record will be counted absent. Any student arriving late wishing to sign the class attendance record must provide a valid reason for the tardiness before being permitted to sign the record. **It is the student's responsibility** to request this late sign-in otherwise the lack of a signature will indicate an absence.

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Skills Conference Attendance

Students enrolled in any upper division level course (300 - 400) in the College of Business and Technology (which includes the Agriculture Department) are **required** to **register** for and **attend** the **College of Business and Technology 2004 Professional Skills Conference** to be held Friday April 1, 2005.

Registration should be done in room 313 Combs. Deadline for registration to be announced later.

Text

Landscape Operations: Management, Methods and Materials, 3rd Edition
Leroy G. Hannebaum.

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Grades

The student's final grade will be based on the following:

1. Quizzes - A series of **announced and unannounced** quizzes will be given throughout the semester. These quizzes will cover lecture material and reading assignments.
NO MAKEUP QUIZZES (The quiz points will total to 50 points).
2. Midterm Exam -. (100 points). **ONLY** students who miss this exam **WITH AN EXCUSED ABSENCE** will be given an opportunity to take an makeup exam on **Friday, April 29, 2005 at 7:00 AM. No Exceptions.**
3. Management Group - (100 points) Each student will participate in a simulated landscape business management team. Details will be provided later.
4. Classroom and laboratory participation and attendance - Each student will be subjectively evaluated at the end of the semester as to his or her participation in classroom discussions, lab exercises, and attendance. (50 points)
5. Final Exam - A comprehensive final exam will be given on **Thursday May 5, 2005 @ 8:00 AM.** (200 points).

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Grades will be assigned on the following basis:

Grade	Percentage of Possible Point Total	Point Range
A	100.0% to 90.0%	500 to 450
B	89.9% to 80.0%	449 to 400
C	79.9% to 70.0%	399 to 350
D	69.9% to 60.0%	349 to 300
F	< 60.0%	< 300

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ON REQUEST a progress report will be provided to the student on or about March 4, 2005 (drop deadline) in regard to his or her standing in the class.
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DISABILITY STATEMENT

If there is any student in this class who is in need of academic accommodations and who is registered with the Office of Services for Students with Disabilities, please make an individual appointment with the course instructor to discuss accommodations. Upon individual request, this syllabus can be made available in alternative forms. If any student who is not registered with the Office of Services for Students with Disabilities has need of academic accommodations, please contact the Office directly either in person at Student Services Building room 361 or by telephone at 622-1500.

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LAST DATE TO DROP THIS CLASS IS FRIDAY MARCH 4, 2005

NOTE

The instructor's lecture notes will **NOT** be available for individual student's use.

Landscape Operations Management General Course Outline

01. Starting A Landscape Business (Chapter 17)
02. Hiring, Training, and Retaining Employees (Chapter 9)
03. Selling Landscape Products and Services (Chapter 8)
04. Work Scheduling (Chapter 11).
05. Planning for profit. (Chapter 12).
06. Labor analysis. (Chapter 13 & 14).
07. Pricing Materials. (Chapter 15).
08. Bidding and Estimating. (Chapter 16).
09. Basic plant and soil science.
10. Mechanics of landscaping. (Chapter 4 & 6)
 - A. Landscape bed construction
 - B. Tree installation and shrub installation
11. Landscape maintenance (Chapter 7)
 - A. Fertilizer selection and application
 - B. Pruning techniques