

PENINSULA MASTER GARDENER TRAINING

Class of 2009

Trainee Responsibilities and Classroom Etiquette Reference

Congratulations on being selected to participate in the 2009 Peninsula Master Gardener Training Program. Interest and thought has gone into developing the class curriculum and selection of the speakers. In addition to the classroom learning environment, the curriculum includes five field trips for hands-on experience.

Your observation of the following responsibilities and classroom etiquette will make a positive learning experience for all.

TRAINEE RESPONSIBILITIES:

Class Time and Schedule:

- Class starts promptly at 9:00 AM Tuesdays and Thursdays. (September 8 – November 17).
- Be seated and ready to start on time.
- Class ends approximately at 12:00 Noon.
- Class time for Graduation Day, Thursday, November 19, will be determined by Graduation Committee.

Attendance:

- Each student must sign the Unit's Attendance Sheet for each class attended; attendance sheets will be located outside of the classroom door.
- _ All classes marked with an asterisks (*) indicate mandatory attendance for all students.
- _ Extension Agents may also require mandatory attendance at unit meeting.
- _ Only three absences are allowed in the Training Program; absences not allowed for those classes marked “*.”
- _ If you are going to miss a class, contact the Class Facilitator.
 - This will enable the notified person to collect your handouts for the missed class.
 - Check with your Extension Agent about making up the missed class.

Course Materials:

- Each class day has specific course material to be covered during the session.
- Students should plan on spending at least two hours reading the next day's course material
- Students should not bring the Master Gardener Handbook to class; instead bring chapters that will be discussed. Large spaces on tables do not exist.

Completion of Mid term and the Final:

- Each student is expected to complete two (2) open book take home tests- a midterm and a final.
 - Students must complete the tests without another student's assistance.
 - Completed tests must be returned as indicated on the schedule.
 - Graded tests will be returned to students at the second scheduled class after they are due.

Name Badges:

- Wear name badges to each class and/or activity.

E-mail:

- In the event that we need to contact you, we will use e-mail.
- Class cancellation, because of bad weather or other circumstances, will be done by e-mail/phone call. The facilitator is responsible.
- Class Representative will:
 - Call students, who do not have e-mail, about class cancellation only if instructed by the Facilitator.

Assigned Classroom Setup/Breakdown:

- Students for each Unit will be responsible for setting up tables and chairs and returning the classroom to its original order during designated weeks.
- Assignment of weeks are noted on the course schedule.
- Class Representative will be responsible for organizing groups to handle the setup/breakdown duties.

Parking:

Parking will be in the lots behind the Church.

Smoking:

- No smoking is permitted in the classroom. Smoking is only permitted in the parking lot. Please do not smoke near the exit doors.
- **DO NOT** throw cigarette butts on the ground/grass; put butts in buckets near doors.

CLASSROOM ETIQUETTE**Talking:**

- Talking during the lecture is disruptive to the instructor and other students.
- Remain seated until after the speaker's gift has been presented.

Questions During Class:

- Please save questions until end of class unless the speaker indicates otherwise.
- Questions relating to you/your garden should be discussed with the instructor during break or after class.

Seating:

- There are no assigned seats.
- EXCEPTION: Students with hearing or sight disabilities that require special seating arrangements should inform the Class Facilitator. These students will be seated in the front rows.

Coming Late/Leaving Early:

- Enter and leave as unobtrusively as possible to avoid disrupting the instructor and class.
 - If you are late, please enter the classroom quietly and take a seat.
 - If you are leaving early, inform the Facilitator so he/she can pick up handouts for you.
- Remember to sign attendance sheet at the break if you arrive late to class.

By understanding these responsibilities and applying these few simple rules, everyone can enjoy this training program.