



# MISSISSIPPI STATE UNIVERSITY™

## *UNIVERSITY COMMITTEE ON COURSES AND CURRICULA*

### A MEMORANDUM

DATE: January 6, 2014  
TO: UCCC Members  
FROM: Kirk Swortzel, Chair  
SUBJECT: January 17, 2014 Meeting

Enclosed are the minutes from the meeting on December 16, 2013 and the agenda and course proposals for the meeting on **Friday, January 17, 2014 at 1:30 p.m.** The January meeting will be held in **Room 324 of the Student Union.** Please contact the UCCC office if you are unable to attend.

Thank you.

Enclosures: December 16, 2013 Meeting Minutes  
Course/Curriculum Proposals

**AGENDA**  
**UNIVERSITY COMMITTEE ON COURSES AND CURRICULA**  
**January 17, 2014**

1. Welcome
2. Approval of minutes
3. Course proposals by college/school:

**AGRICULTURE AND LIFE SCIENCES**

Modification	HS 3000	Field Experience
Delete	PSS 2351	Techniques in Flower Shop Management
Modification	PSS 3023	Retail Floristry Operation and Management
Modification	PSS 3413	Floristry Internship
Add	PSS 4073/6073	Sympathy Floral Design
Add	PSS 4083/6083	Floral Design for Special Events
Add	PSS 4093/6093	Post-harvest Care of Cut Floral Crops
Delete	PSS 4444/6444	Plant Tissue Culture
Add+Distance	PSS 6013	Principles of Floral Design
Add	PSS 6033	Problems in Floral Management

**Architecture, Art, & Design**

Modification	ARC 2546	Architectural Design II-B
Modification	ARC 2723	Materials
Modification	ARC 3546	Architectural Design III-B
Modification	ARC 3723	Active Building Systems
Modification	ARC 4546	Architectural Design IV-B

**ARTS AND SCIENCES**

Modification	EN 0103	Basic English
Modification	EN 1103	English Composition I
Modification	EN 4303/6303	Craft of Poetry
Modification	EN 4313/6313	Craft of Fiction
Add	FLF 1800	Beginning French Study Abroad
Add	FLF 2163	Intensive French Expression I
Add	FLF 2800	Intermediate French Study Abroad
Add	FLF 3800	Advanced French Study Abroad
Add	FLF 4163	Intensive French Expression II

**VETERINARY MEDICINE**

Add	CVM 8013	Poultry Virology
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**4. Degree proposals by college/school:**

**AGRICULTURE AND LIFE SCIENCES**

Modification	BS	Minor: Floral Management
Addition	MS/Ph.D	Floral Management Graduate Minor
Modification	BS	Horticulture: Floral Management Concentration
Addition	BS	Horticulture: Fruit and Vegetable Production Concentration
Modification	BS	Horticulture: Floriculture and Ornamentals Concentration

**University Committee on Courses and Curricula  
Mississippi State University  
December 16, 2013**

**Present:** Amy Adkerson, Russell Carr, Amy Crumpton, Dipangkar Dutta, Jim Fowler, Dana Franz, Kevin Hunt, Lynda Moore, Rob Moore, Kelly Moser, Emily Owen, John Riggins, John Rigsby, Wes Schilling, Kathy Sherman-Morris, Barry Stewart, Kirk Swortzel, Jenny Turner, Mark Welch, Vemitra White, Bob Wolverton

**Excused:** Tyler Camp, Kathy Gilliland, Tommy Parker, Sunny Patel, Melinda Pilkinton, Summer Smith, Pam Sullivan

**Absent:** Mitzy Johnson, Ben Magbanua, Pat Matthes, Jack Smith, James Warnock

**Guests:** Devon Brenner, Mike Brown, Renee Clary, Becky Hagenston, Adam Love

Swortzel called the meeting to order at 1:30 p.m. on Monday, December 16, 2013 in room 324 of the Colvard Student Union. Swortzel updated the committee on proposed biology classes for Campus 2, implementation of Leepfrog, the SACS meeting in Atlanta that he attended, and the need to be sure the required letters of support are attached to each UCCC proposal.

Crumpton moved to approve the minutes from the UCCC meeting on November 15, 2013. Sherman Morris seconded the motion. The minutes were approved unanimously. Franz moved to revise line 8 of page 3 of the October 18, 2013 minutes by changing the phrase "candidacy paper" to "comprehensive exam." White seconded the motion. The motion was approved unanimously.

Otondo moved to approve the modification of BIS 8413. Schilling seconded the motion. Committee members pointed out that the letters in support mentioned in the proposal were not attached to proposal and the prerequisite change is made on the proposal form but not in the proposal. Welch moved to approve the proposal contingent upon prerequisite change being made in the proposal and letters of support being provided. Franz seconded the motion. The motion to pass contingent was approved unanimously.

Otondo moved to approve the technical changes for BQA 8233, FIN 8113, MGT 8123, MKT 8153 and the modification of EC 8103. Moore seconded the motion. The committee discussed the differences in a proposal technical change and a proposal modification. The motion to approve the technical changes for BQA 8233, FIN 8113, MGT 8123, MKT 8153 and the modification of ED 8103 was approved unanimously.

Moser moved to approve the modifications of EDS 3663 and EDS 4683. Crumpton seconded the motion. Moser explained that the modifications were made because more K-8 foreign language instruction is needed. The motion to approve the modifications of EDS 3663 and EDS 4683 was approved unanimously.

Carr moved to approve the modification of EDX 3213, the addition of EDX 8193, and the addition of distance learning to EDX 8193. Franz seconded the motion. Committee members pointed out that on the EDX 3213 proposal, the method of delivery is listed as on-line, but the method of delivery should be

listed as face to face and online. For EDX 8193, committee members pointed out that the instructor of record needs to be identified. The method of instruction and the method of delivery also need to be identified clearly. Franz moved to approve the modification of EDX 8193, the addition of EDX 8193, and the addition of distance learning to EDX 8193 contingent upon the concerns outlined being addressed. Crumpton seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve HED 8143 for Maymester. Moser seconded the motion. Committee members pointed out that the number of contact hours do not add up to 45. Committee members also pointed out that the value of the required digital narrative have different values in the course requirements and the grading scale. Welch moved to approve HED 8143 for Maymester contingent upon the concerns outlined above being addressed. The motion to pass contingent was approved unanimously.

The proposal to add MU/AAS 1103 as a general education class was withdrawn.

Carr moved to add MU 1123, add distance to MU 1123, and add MU 1123 as a general education class. Franz seconded the motion. Committee members pointed out that a detailed course outline table for Campus 1 and Campus 5 was not included in the proposal to add distance to MU 1123. Committee members were also concerned that no method of grading was included in the proposals and there was no make-up exam policy. The Chair stepped out of the meeting room to discuss these issues with Dr. Mike Brown, and Dr. Brown indicated he would withdraw the proposals to add MU 1123, add distance to MU 1123 and add MU 1123 as a general education class.

Carr moved to approve the modification of the Master of Science in Kinesiology: Exercise Physiology, Sport Administration, Sport Pedagogy. Dutta seconded the motion. The motion to approve the modification of the Master of Science in Kinesiology: Exercise Physiology, Sport Administration, Sport Pedagogy was approved unanimously.

Hunt moved to approve the modification of WFA 8243. Crumpton seconded the motion. The Committee chair pointed out that the department head of Department of Biological Sciences had just been made aware of this proposal, and the department head asked if the proposal could be tabled until she has a chance to review the proposal. Committee members discussed that it would be wise to allow the Department of Biological Sciences to review the proposal; that in the course modification proposal under the itemized list and descriptions of changes, the new split-level course number is incorrect; and that the instructor of record needs to be identified. Schilling moved to approve the modification of WFA 8243 contingent upon the concerns outlined above being addressed. Welch seconded the motion. The motion to pass contingent was approved unanimously.

Hunt moved to approve the modification of the Bachelor of Science in Wildlife, Fisheries & Aquaculture: Conservation Law Enforcement. Franz seconded the motion. Part of the modification is replacing CRM 3603 Criminology Theory with SO/CRM 3123 Policing & Society. Committee members pointed out that the course SO/CRM 3123 Policing & Society has not been approved by the UCCC yet. Rigsby moved to table the modification of the BS in Wildlife, Fisheries & Aquaculture: Conservation Law Enforcement until SO/CRM 3123 has been approved. Franz seconded the motion. The motion to table was approved unanimously.

Stewart moved to approve the modifications of the Master of Science and Ph.D. in Agriculture, Horticulture, and Weed Science. Schilling seconded the motion. Committee members pointed out that

the proposal should be clarified that a non-thesis M.S. does not qualify toward admission to a Ph.D. program in the Department of Plant and Soil Sciences at Mississippi State University. Committee members also pointed out that on the curriculum outlines for each proposal, it indicates there is no change, and the curriculum outlines need to be more complete. Schilling moved to approve the modifications of the Master of Science and Ph.D. in Agriculture, Horticulture, and Weed Science contingent upon the concerns outlined above being addressed. Crumpton seconded the motion. The motion to pass contingent was approved with nine members voting in favor, three members voting against the motion, and two members abstaining.

Rigsby moved to approve the modification of the Bachelor of Arts in English. Dutta seconded the motion. The motion to approve was approved unanimously.

Sherman-Morris moved to approve the addition of distance to GG 4333, the modification of GG 4333/6333, the addition of GG 8343, and the addition of distance to GG 8343. Crumpton seconded the motion. Dr. Renee Clary appeared in support of the proposals. Committee members pointed out that GG 4333/6333 does not outline how the requirements of the graduate section will be more rigorous than the undergraduate requirements; the instructor of record for GG 4333/6333 needs to be included in the proposal; the proposal for the addition of distance for GG 8343 needs a letter of support from the Department of Curriculum, Instruction, and Special Education. Schilling moved to approve the addition of distance of GG 4333, the modification of GG4333/6333, the addition of GG 8343, and the addition of distance of GG 8343 contingent upon the concerns outlined above being addressed. Crumpton seconded the motion. The motion to pass contingent was approved unanimously.

Schilling moved to approve the technical change to CO 3403. Rigsby seconded the motion. The proposal included changing the catalog description. Committee members felt a proposal that included a change in the catalog description is a modification instead of a technical change. Welch moved to table the technical change request. Schilling seconded the motion. The motion to table was approved unanimously.

Crumpton moved to approve the addition of FLS 8253. Dutta seconded the motion. The motion to approve was approved unanimously.

Hunt moved to adjourn the meeting. White seconded the motion. The motion to adjourn was approved unanimously. The meeting was adjourned at 4:00 p.m.

## APPROVAL FORM FOR

**COURSES**

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College or School: Agriculture and Life Sciences Department: School of Human Sciences

Contact Person: Joe D. Wilmoth Mail Stop: 9745 E-mail: jwilmoth@humansci.msstate.edu

Nature of Change: Modification Date Initiated: Fall 2013 Effective Date: Fall 2014

## Current Listing in Catalog:

Symbol Number Title  
HS 3000. Field Experience

Credit Hours  
(1-6)

## Current Catalog Description:

(Prerequisite: Consent of Instructor). Supervised field experience for human sciences students; an internship in an approved, option-related experience.

## New or Modified Listing for Catalog:

Symbol Number Title

Credit Hours  
(1-6)

## New or Modified Catalog Description:

(Prerequisite: Consent of Instructor). Supervised field experience for human sciences students in approved settings; pre-internship experiential learning opportunity.

Approved:

Date:

*Michael E. Neuma*

Department Head

12-2-13

*[Signature]*

Chair, College or School Curriculum Committee

12/2/13

*[Signature]* for CH

Dean of College or School

12/3/13

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council



# MISSISSIPPI STATE UNIVERSITY

## *School of Human Sciences*

*Agricultural Information Science and Education • Apparel, Textiles and Merchandising  
Human Development and Family Studies • Extension Program and Staff Development*

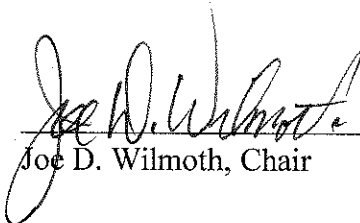
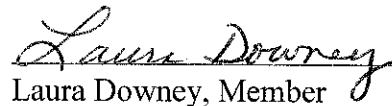
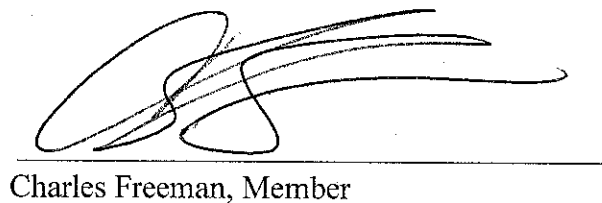
November 4, 2013

Dr. Michael Cox  
Chair, CALS Curriculum Committee  
Box 9555  
Mississippi State, MS 39762

Dr. Michael Cox:

The School of Human Sciences Curriculum Committee has reviewed the proposal for the modification of HS 3000— Field Experience, and we fully support the proposal. We believe this modification will allow a more intensive introduction of students to practical experiences in the field. In addition, the change in credit hours will more closely reflect the amount of time and effort required by the field experience.

Sincerely,

  
Joe D. Wilmoth, Chair  
Laura Downey, Member  
Charles Freeman, Member  
Julie Parker, Member  
Tommy Phillips, Member

## COURSE MODIFICATION

### 1. CATALOG DESCRIPTION

Current Course: HS 3000. Field Experience. (1-6) (Prerequisite: Consent of Instructor).  
Supervised field experience for human sciences students; an internship in an approved, option-related experience.

New Course: HS 3000. Field Experience. (1-6) (Prerequisite: Consent of Instructor).  
Supervised field experience for human sciences students in approved settings; pre-internship experiential learning opportunity.

### 2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

- a. The change in the catalog description corrects terminology. The course is a pre-internship experience rather than an internship.

### 3. JUSTIFICATION AND LEARNING OUTCOMES

#### a. Justification

All students in Human Development and Family Studies are required to complete a semester-long internship. This field experience provides an opportunity to apply beginning skills and concepts earlier in the program in order to make additional coursework more practically meaningful. This field experience will strengthen students' credentials in a competitive job market.

#### b. Learning Outcomes

The field experience is designed to help the student accomplish the following objectives:

- Apply academic theory and research to professional settings.
- Experience representative career experiences.
- Interact with professionals in the field.
- Develop professionalism.
- Clarify career goals.

### 4. ADDITIONAL INFORMATION

- a. COURSE SYMBOL: Course symbols are not being modified.
- b. COURSE NUMBER: There will be no change to the course number
- c. COURSE TITLE: There will be no change to the course title.
- d. CREDIT HOURS: There is no change in credit hours (variable: 1 – 6 hours).

- e. PREREQUISITE: There will be no change in the prerequisite for this course (consent of instructor).
- f. METHODS/HOURS OF INSTRUCTION: No change in methods of instruction. Depending on the number of credit hours received, the format will include a variable number of hours of lecture/seminar and practicum hours.
- g. METHOD OF DELIVERY: There will be no modification to the method of delivery.
- h. COURSE DESCRIPTION: The course description will be modified to clarify that the course is a pre-internship experiential learning opportunity.
- i. COURSE CONTENT: The course content will be modified depending on the number of credit hours to provide an appropriate emphasis on professionalism, ethics, and protocols and to provide an appropriate number of hours of experiential learning in a variety of settings.

#### 5. GRADUATE STUDENT REQUIREMENTS

None

#### 6. METHOD OF EVALUATION

Please refer to the attached sample course syllabi for an explanation of the evaluation methods.

#### 7. SUPPORT

- Adequate resources are currently available to support this course.
- A letter of support from the School of Human Sciences Curriculum Committee is attached to this proposal.

#### 8. EFFECTIVE DATE

Fall Semester 2014

#### 9. PLANNED FREQUENCY

Twice a year: Spring and Fall semesters

#### 10. PROPOSED 24 CHARACTER ABBREVIATION

The course abbreviation will not change.

11. PROPOSED SEMESTER EFFECTIVE

Fall 2014

12. PROPOSAL CONTACT PERSON

Joe D. Wilmoth  
School of Human Sciences  
[jwilmoth@humansci.msstate.edu](mailto:jwilmoth@humansci.msstate.edu)  
Mail Stop 9745  
662-325-1799

**MISSISSIPPI STATE UNIVERSITY  
COLLEGE OF AGRICULTURE AND LIFE SCIENCES  
SCHOOL OF HUMAN SCIENCES  
COURSE SYLLABUS  
Fall 2014**

**HS 3000 Field Experience**

**Instructor:** Joe D. Wilmoth

**Office Room Number:** 201A Lloyd Ricks Watson

**Classroom:** 220-B Lloyd-Ricks-Watson Building

**Office Hours:** TBA

**Time of Class:** TBA

**Office Phone Number:** 662-325-1799

**E-mail:** [jwilmoth@humansci.msstate.edu](mailto:jwilmoth@humansci.msstate.edu)

**Catalog Description**

HS 3000. Field Experience. (3) (Prerequisite: Consent of Instructor). Supervised field experience for human sciences students in approved settings; pre-internship experiential learning opportunity.

**Course Overview**

This course is designed to provide human sciences students with hands-on learning experiences in "real-world" professional settings.

**Course Goals**

The field experience is designed to meet the following goals:

1. To provide students with opportunities to apply academic theory and research to professional settings.
2. To provide students with representative career experiences and opportunities to interact with professionals in the field.
4. To assist students in developing professionalism and clarifying career goals.
5. To strengthen students' credentials in the job market.

**Required Readings**

American Association of Family & Consumer Sciences Code of Ethics

<http://www.aafcs.org/AboutUs/CodeEthics.asp>

Family Life Educators Code of Ethics

[http://www.ncfr.org/sites/default/files/downloads/news/cfle\\_code\\_of\\_ethics\\_2012.pdf](http://www.ncfr.org/sites/default/files/downloads/news/cfle_code_of_ethics_2012.pdf)

**Special Field Site Requirements**

Students must provide documentation of appropriate health/immunization information, insurance, CPR certification, and criminal background check if required by field sites.

**Dress/Clothing**

Field experience students are required to comply with the dress codes of their placement sites. Although dress requirement may vary from site to site, students should make every effort to look professional at all times.

## **Field Experience Conduct**

During the field experience, students are expected to conduct themselves in a professional, ethical, and legal manner. Violation of this requirement may result in termination from a placement site, as well as other, more serious academic and legal consequences. Situations could include, but are not limited to: failing to maintain appropriate boundaries, inappropriate sexual behavior, breaking confidentiality, appearing at a site under the influence of drugs or alcohol, bringing a weapon to a site, falsifying information, behaviors that put others at risk, failing to follow instructions, insubordination, lack of professionalism (including habitual tardiness and/or absence), violation of placement site rules and policies, and failing to follow the ethical codes of conduct listed in this syllabus.

Students are to remember that they are guests at their field sites and representatives of Mississippi State University and should conduct themselves accordingly.

## **Confidentiality**

Information about individuals with whom students work at their field sites should be kept confidential. In writing or speaking about individuals with whom they work at their field sites, students should avoid using individuals' actual names. Refer to them using initials or pseudonyms. Likewise, information shared in on-campus seminars should be kept confidential.

## **Course Expectations**

Students are expected to:

1. Attend on-campus seminars as scheduled.
2. Actively participate in seminar discussions.
3. Complete 120 hours at three different field sites (40 clock hours per site).
4. Behave professionally, ethically, and legally at field sites.
5. Submit weekly reflection journal entries.
6. Be on time for work at field sites and notify field site supervisors in advance if they are going to be late or absent.
7. Follow the instructions of field site supervisors.
8. Contact the instructor immediately if any sort of problems or questions arise at field sites.
9. Check university e-mail regularly.

## **Course Requirements**

### *Supervised Field Work Hours (120 points possible)*

Students are required to work a total of 120 hours at three different field sites (40 hours at each site). Hours worked must be recorded on a time sheet provided by the instructor and signed by both the student and field site supervisor. Hours not verified by supervisor signatures will not be accepted. All time sheets should be submitted at the last on-campus seminar of the semester. In the event of emergencies or illnesses, students should notify site supervisors as quickly as possible. Arrangements to make up missed hours are the students' responsibility. Failing to work the required number of hours will result in a loss of 10 points for each hour missed. **Please note: Field placements must be approved by the instructor.**

### *Field Site Supervisor Evaluations (300 points possible)*

Supervisors at each field site will complete an evaluation of students' performance using a form provided to them and return these evaluations directly to the instructor. Each supervisor's evaluation is worth 100 points.

### *Field Experience Reflection Journal (150 points possible)*

Students are required to keep a journal of their field experiences. At a minimum, journals should contain 15 entries (1 entry for each week of the semester). The first entry should address students' thoughts, feelings, goals, and expectations regarding the field experience. For the last entry, students should look back over the semester and reflect upon the field experience as a whole, what they learned, benefits in terms of career preparation, whether it met their expectations, what they enjoyed, how they think the experience could have been better, etc. In between the first and last entries, students should reflect upon and write about their weekly experiences at their field sites. Each entry must be typed and at least two double-spaced pages long. Reflection journals are due during the last on-campus seminar of the semester. Each journal entry is worth a possible 10 points.

### *On-Campus Seminar Attendance and Participation (45 points possible)*

Over the course of the semester, students will attend a total of 15 on-campus seminar meetings. The first three meetings will address topics such as protocol, expectations, professionalism, ethics, the process for finding field placement sites, etc. There will be 11 in-term seminars and an end-of-the-term seminar. The in-term and end-of-term meetings are intended to serve as debriefing sessions and to provide students with a chance to share their experiences with and to learn from each other, provide the instructor with feedback, discuss problems and concerns, receive additional professional coaching and instruction, etc. Attendance and participation at these seminars is mandatory.

## **Grading Scale**

Final grade for the semester will be calculated according to the following scale:

- A 90%
- B 80%
- C 70%
- D 60%
- F Less than 60% of total possible points

## **Students with Special Needs**

Students with documented special needs should meet with the instructor as soon as possible to discuss necessary accommodations.

## **Honor Code**

Mississippi State University has an approved Honor Code that applies to all students. The code is as follows:

"As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. Please review the policy at: <http://www.honorcode.msstate.edu/pdf/honor-code.pdf>.

**Course Outline (45 Contact Hours)**

1. 15 class meetings at 50 minutes each (15 contact hours)
  - a. Introduction to the field experience, protocol, expectations (1 contact hour)
  - b. Finding fieldwork placement sites (1 contact hour)
  - c. Professionalism and ethics (1 contact hour)
  - d. Weekly debriefing meeting (1 contact hour)
  - e. Weekly debriefing meeting (1 contact hour)
  - f. Weekly debriefing meeting (1 contact hour)
  - g. Weekly debriefing meeting (1 contact hour)
  - h. Weekly debriefing meeting (1 contact hour)
  - i. Weekly debriefing meeting (1 contact hour)
  - j. Weekly debriefing meeting (1 contact hour)
  - k. Weekly debriefing meeting (1 contact hour)
  - l. Weekly debriefing meeting (1 contact hour)
  - m. Weekly debriefing meeting (1 contact hour)
  - n. Weekly debriefing meeting (1 contact hour)
  - o. End-of-term debriefing meeting (1 contact hour)
2. 40 clock hours at field site 1 (10 contact hours)
3. 40 clock hours at field site 2 (10 contact hours)
4. 40 clock hours at field site 3 (10 contact hours)

**MISSISSIPPI STATE UNIVERSITY  
COLLEGE OF AGRICULTURE AND LIFE SCIENCES  
SCHOOL OF HUMAN SCIENCES  
COURSE SYLLABUS  
Spring 2013**

**HS 3000 Field Experience**

**Instructor:** Angel Fason

**Office Room Number:** 201A Lloyd Ricks Watson

**Classroom:** 201A Lloyd Ricks Watson

**Office Hours:** T or TH, 9:00 – 11:00 AM or by appointment

**Time of Class:** TBA

**Office Phone Number:** 662-325-3790

**E-mail:** [angelf@humansci.msstate.edu](mailto:angelf@humansci.msstate.edu)

**Catalog Description:**

HS 3000. Field Experience. (1) (Prerequisite: Consent of Instructor). Supervised field experience for human sciences students; an internship in an approved, option-related experience.

**Conceptual Framework:**

Course is designed to give pre-teacher interns in family and consumer sciences teacher education additional classroom experience the semester prior to the teaching internship. In accordance with National Council for Accreditation of Teacher Education (NCATE) standards, students need additional hands-on experience in the classroom. In family and consumer sciences, the expectation is a minimum of 60 hours prior to the teaching internship.

**Course Learning Experiences:**

The student will:

1. Attend a session early in the semester for upcoming teacher interns held in the College of Education. Complete all Phase IV paper work and submit to the College of Education (generally October 1 for spring placement and March 1 for fall placement). **Date of meeting TBA.**
2. Complete a minimum of 60 practicum hours in family and consumer sciences-related classrooms prior to the teaching internship. At least 50 hours will be spent participating in middle and high school classrooms assigned by the instructor. At least 10 hours should be spent in MSU Extension Service family and consumer sciences programming. Students are to fully participate in the class by assisting the teacher, not just observing (100 points). A list of participating sites and teachers will be distributed.
3. Student will prepare and teach one daily lesson plan that will be taught in the intended classroom. Plans will be developed and approved by the local teacher prior to teaching. The instructor will attend the presentation to evaluate the presentation using the "Formative Student Teacher Assessment" based on INTASC standards. Student will meet with the instructor afterwards to discuss the outcomes and effectiveness of the lesson (100 points).
4. Student will submit all lesson plan materials with pictures and examples used in giving the presentation. A reflection summary of the outcome of the teaching experience should also be included. Student should complete the "Formative Student Teacher Assessment" as part of the self evaluation.
5. Student is expected to meet on a semi-weekly basis with the instructor to discuss activities in placements and lesson plans that will be taught.
6. Several class sessions will be held to discuss registering and preparing for the Praxis II subject matter area exam, if needed.
7. Student will participate in a discussion of ethical practice in the classroom and with students.
8. Complete the following assigned readings and write a 1-page summary of key points from each. Prepare to discuss with instructor at the scheduled class meeting.
  - a. Chapter 11, MacDonald and Healy, Communicating with students and parents.
  - b. Chapter 8, MacDonald and Healy, Developing the art of interactive teaching

- c. Chapter 9, MacDonald and Healy, Staying on top of classroom management
- d. Chapter 7, MacDonald and Healy, Explaining things so students will understand
- e. Student will research and present a summary of current issues in ethical practice in the classroom. Research will include effective methods for preventing/avoiding inappropriate behavior.

### **Statement of Knowledge and Skills**

Upon completion of this course, the student will have knowledge of:

- a. Planning and teaching daily lesson plans for an adolescent audience and evaluating outcomes.
- b. Concepts of human and group dynamics.
- c. Effective ways to manage a classroom.
- d. Best practices in the family and consumer sciences classroom.
- e. Effective ways for preventing/avoiding inappropriate behavior in teacher/student interaction.
- f. Effective methods for reaching adult/non-traditional audiences

### **Evaluation of Student Progress**

#### **Grading Criteria:**

	<b>Points</b>
Completion of 60 hours practicum (minimum)	300
1 daily lesson plan/presentation	100
Completion of weekly meeting assignments	<u>100</u>
Total Points:	Up to 500 points

#### **Grading Scale:**

A = 93 - 100%

B = 82 - 92%

C = 70-81%

D = 60 - 69%

F = below 60%

#### **Reading Book:**

MacDonald, R. E., & Healy, S. E. (1999). *A handbook for beginning teachers*. (2<sup>nd</sup> ed.). New York: Longman.

**HS 3000**  
**Field Experience Observation Sites/Schools/Agencies**  
**Spring 2013**

Hours Required:       60 hours

**Directions for Visiting:**

Before going for the first visit, contact the cooperating teacher at the e-mail address provided. Your first visit will probably be introductory in nature so that you get the feel for the curriculum, etc. The first visit will count as observation hours. From that point you will need to make arrangements with the teacher for future observation times. Please assist the teacher as she needs you.

When you arrive at the school, you will probably go through a security gate. You will need to give the name of the teacher you are visiting. Be sure to have your MSU ID if it is requested. Once you arrive in the building, go to the main office and sign the register. Do not go directly through the main office without completing sign-in.

**Dress:** On observation days, please dress professionally. Some definite violations are shorts, flip flops, t-shirts, low cut garments, jeans (possibly), and tight fitting garments. Never wear any type of headwear, because students and teachers are prohibited from wearing such. You will want to get a copy of the teacher dress code if you do intern in the school.

# HS 3000/ Field Experience in Teacher Education/Extension

Name:

Semester:

## PRE-SERVICE ACTIVITIES

Date	Activity/Description/ Time Length	Student Involvement	Signature of Supervising Teacher/ Leader

Date	Activity/Description/ Time Length	Student Involvement	Signature of Supervising Teacher/ Leader
	<b>Total Time Spent in Preparation/Presentation of Lesson</b>		
	<b>Total Time Involvement</b>		

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Ag & Life Sciences

Department: Horticulture

Contact Person: Richard Harkess

Mail Stop: 9555

E-mail: rharkess@pss.msstate.edu

Nature of Change: Delete

Date Initiated: 9/20/13

Effective Date: Spring 2014

Current Listing in Catalog:

Symbol    Number    Title  
PSS       2351       Techniques in Flower Shop Management

Credit Hours  
( 1 )

Current Catalog Description:

Two hours laboratory. Demonstrations and practice of fundamentals which are essential in the operation of a retail flower shop.

New or Modified Listing for Catalog:

Symbol    Number    Title

Credit Hours  
(    )

New or Modified Catalog Description:

Approved: \_\_\_\_\_

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

Date: \_\_\_\_\_

11/18/13

12-12-2013

12/18/13



# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed deletion of PSS 2351 Techniques in Flowershop Management. After discussion, the committee voted unanimously to support the deletion of the PSS 2351 Techniques in Flowershop Management course. This course's content is being merged into the proposed course PSS 4023/6023 Floral Management. The committee determined this modification will enhance the PSS FM curricular program.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

**PROPOSAL FOR COURSE DELETION**  
**PSS 2351 Techniques in Flowershop Management**

**A. PROPOSAL**

**A.1. CATALOG DESCRIPTION**

PSS 2351. (1). (Prerequisite: PSS 2343. Floral Design). Two hours laboratory. Demonstrations and practice of fundamentals which are essential in the operation of a retail flower shop.

**A.2. IUSTIFICATION**

The contents of this course will be covered in the proposed new course, Postharvest Care of Cut Floral Crops.

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course is not cross-listed.

**B.2. EFFECTIVE DATE**

Spring 2014

**B.3 EFFECTS ON OTHER COURSES**

The content of this course will be covered in the proposed new course, Postharvest Care of Cut Floral Crops.

**B.4. SUPPORT**

A letter of support is attached.

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

**College or School:** Ag & Life Sciences

**Department:** Horticulture

**Contact Person:** Richard Harkess

**Mail Stop:** 9555

**E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Modify

**Date Initiated:** 9/20/13    **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
PSS	3023	Retail Floristry Operation and Management	( 3 )

**Current Catalog Description:**

Three hours lecture. To identify and understand the basic principles of retail floristry management and the operation of a florist business.

**New or Modified Listing for Catalog:**

Symbol	Number	Title	Credit Hours
PSS	4023/6023	Floral Management	( 3 )

**New or Modified Catalog Description:**

Three hours lecture. Online course. To identify and understand the basic principles necessary to operate wholesale and retail floral businesses.

**Approved:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Date:**

11/18/13

12-12-2013

12/18/13



**MISSISSIPPI STATE**  
**UNIVERSITY™**

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed modification of PSS 3023 Retail Floristry Operation and Management to PSS 4023/6023 Floral Management. After discussion, the committee voted unanimously to support the modifications to create the PSS 4023/6023 Floral Management course. The committee determined this modified course will better meet the needs of the PSS FM curricular program. This course does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

**PROPOSAL FOR COURSE MODIFICATION**  
**PSS 3023 RETAIL FLORISTRY OPERATION AND MANAGEMENT**

**A. PROPOSAL**

**A.1. CATALOG DESCRIPTION**

Current:

PSS 3023 Retail Floristry Operation and Management. (3). Three hours lecture. To identify and understand the basic principles of retail floristry management and the operation of a florist business.

Proposed:

PSS 4023/6023 Floral Management. (3). Three hours lecture. Online course. To identify and understand the basic principles necessary to operate wholesale and retail floral businesses.

**A.2. ITEMIZED LIST AND DESCRIPTION OF CHANGES**

1. Change course number from 3000 level to 4000/6000 level
2. Change in course title from Retail Floristry Operation and Management to Floral Management.
3. Offer this course online.

**A.3. JUSTIFICATION AND LEARNING OUTCOMES**

This course is being changed to an online course to accommodate both undergraduate and graduate students. Currently, the course is face to face, but it will be available to ACCEPtS students as well as MBA minor students.

**Expected Learning Outcomes:**

1. Through the development of a Floral Business Plan, the student will be able to select property suitable for floral entities, set budgets for occupancy, hire a floral retail staff, purchase and price floral product.
2. They will be proficient in holiday management planning and execution. They will be able to develop marketing strategies to entice and retain a customer base.
3. They will be able to select appropriate equipment required by retail florist shops, such as floral refrigeration units and point-of-sale retail and bookkeeping systems.
4. The student will be able to purchase fresh floriculture products with a working understanding of postharvest collection and holding, transportation and shipping methods, and be able to identify and work with brokers and wholesalers. They will be able to move through the distribution channels and control inventory.

**A.4. ADDITIONAL INFORMATION**

**A.4.a. COURSE SYMBOL**

PSS (no change)

**A.4.b. COURSE NUMBER**

PSS 4023/6023

The course has been modified to include more detailed data about retailing and wholesaling. It also contains graduate level projects.

**A.4.c. COURSE TITLE**

The course title has been changed to better reflect content. See content description below.

**A.4.d. CREDIT HOURS**

No change in credit hours.

**A.4.e. PRE-REQUISITE/CO-REQUISITE**

No change in pre-requisites for this course.

**A.4.f. METHOD/HOURS OF INSTRUCTION**

C (lecture) 45 contact hours

<b>Current Topics in retailing of cut flowers</b>	<b>Proposed Topics in retailing of cut flowers</b>
<b>I. Scope of the industry (4 contact hours)</b> <b>II. Entering and opening a floral business (4 contact hours)</b> <b>III. Retail (6 contact hours)</b> Budget for occupancy Management: Business hierarchy; employment Purchasing and pricing floral product <b>IV. Wholesale (6 contact hours )</b> Growers Shippers/Transportation companies Brokers/Wholesale florists <b>V. Preparing for holidays (6 contact hours)</b> <b>VI. Developing a consumer base (6 contact hours)</b> <b>VII. Marketing (5 contact hours)</b> <b>VIII. Distribution and inventory control (3 contact hours)</b> <b>IX. Capitalization (5 contact hours)</b>	<b>I. Scope of the industry (4 contact hours)</b> Floriculture statistics, worldwide and US. Countries producing product by ranking. Required infrastructure for farm to market; flower auctions. Growing conditions required, labor, and political stability. <b>II. Entering and opening a floral business (5 contact hours)</b> Types of retail floristry establishments and real estate required. <b>III. Retail: (6 contact hours)</b> Budget for occupancy Management: Business hierarchy; employment Purchasing and pricing floral product <b>IV. Wholesale: (6 contact hours)</b> Growers Shippers/Transportation companies Brokers/Wholesale florists

	<p><b>V. Preparing for holidays (6 contact hours)</b> Record keeping, tracking inventory, price points, delivery</p> <p><b>VI. Developing a consumer base (6 contact hours)</b> Mission statement. Phone and walk in orders. Internet sales.</p> <p><b>VII. Marketing (6 contact hours)</b> Guide to the buying public by age. Social Media.</p> <p><b>VIII. Capitalization (6 contact hours)</b> Determining requirements Avoiding mistakes Sources for capital</p>
--	--

**A.4.g. METHOD OF DELIVERY**

O (online)

To accommodate students that are non-resident and pursuing a Floral Management minor, graduate degrees, or certificate programs, the change to online format is required. This will be offered Campus 1 (e.g. not AOCE).

**A.4.h. COURSE DESCRIPTION**

PSS 3023 was a basic survey course in retailing floral product. The floral industry has evolved into a different business in the past 10 years due to worldwide markets becoming available to even the smallest shop, the assault on full service florist by event planners and mass marketers. Considering the changes and opportunities created in the industry, PSS 4023/6023 Floral Management has been developed to offer the student a full view of this industry modifications to the course have been made. The addition of wholesaling unit will better describe and prepare the student to work within the global marketplace. They will learn of technologies and transportation methods that make the floral world very small. In addition to tradition retail shops, the students will be prepared and have an understanding of floral distribution through mass market chains. They will also be equipped to become or work with event planners in an effort to maximize profitability.

**A.4.i. COURSE CONTENT**

There are no duplications associated with this course.

<b>Current Topics in retailing of cut flowers</b>	<b>Proposed Topics in retailing of cut flowers</b>
<b>I. Scope of the industry (4 contact hours)</b> <b>II. Entering and opening a floral business (4 contact hours)</b> <b>III. Retail (6 contact hours)</b> Budget for occupancy Management: Business hierarchy; employment Purchasing and pricing floral product <b>IV. Wholesale (6 contact hours )</b> Growers Shippers/Transportation companies Brokers/Wholesale florists <b>V. Preparing for holidays (6 contact hours)</b> <b>VI. Developing a consumer base (6 contact hours)</b> <b>VII. Marketing (5 contact hours)</b> <b>VIII. Distribution and inventory control (3 contact hours)</b> <b>IX. Capitalization (5 contact hours)</b>	<b>I. Scope of the industry (4 contact hours)</b> Floriculture statistics, worldwide and US. Countries producing product by ranking. Required infrastructure for farm to market; flower auctions. Growing conditions required, labor, and political stability. <b>II. Entering and opening a floral business (5 contact hours)</b> Types of retail floristry establishments and real estate required. <b>III. Retail: (6 contact hours)</b> Budget for occupancy Management: Business hierarchy; employment Purchasing and pricing floral product <b>IV. Wholesale: (6 contact hours)</b> Growers Shippers/Transportation companies Brokers/Wholesale florists <b>V. Preparing for holidays (6 contact hours)</b> Record keeping, tracking inventory, price points, delivery <b>VI. Developing a consumer base (6 contact hours)</b> Mission statement. Phone and walk in orders. Internet sales. <b>VII. Marketing (6 contact hours)</b> Guide to the buying public by age. Social Media. <b>VIII. Capitalization (6 contact hours)</b> Determining requirements Avoiding mistakes Sources for capital

**A.5. GRADUATE STUDENT REQUIREMENTS (SPLIT-LEVEL COURSES)**

**Evaluation for Graduate Students:**

Four quizzes will be given throughout the semester, 25 points each, 100 total. There are no opportunities to make up missed quizzes.

Notebook exercises:

- Budget for occupancy
- Accounts Receivable/Payable
- Sourcing floral product
- Ordering floral product
- Pricing floral product

Notebook value is 100 points. No late work will be accepted. Periodic checks throughout the semester will be done.

Business plan for a retail enterprise (written, 100 points) and presentation (100 points): written paper (outline provided) and poster presented. No late work accepted.

Graduate student will present paper on industry guidelines and standards required for successful wholesaling. The paper should be 10 pages in length and include photographs and charts. An exercise should be created for the undergraduate students to reinforce the information provided in the paper. This will be delivered to undergraduate students by electronic classroom. Total 200 points.

World production information page: The graduate student will compare and contrast the markets and products imported into the United States. The student is expected to include ports of entry, markets represented, floral products imported, arrival, and distribution methods into a retail florist. Student will submit their reports by electronic classroom. 100 points.

Book review: Flower Confidential, Amy Stewart. 50 points.

Final Examination: 100 points

Total points for graduate student: 850 points.

#### **A.6. METHOD OF EVALUATION**

Four quizzes will be given throughout the semester, 25 points each, 100 total. The quizzes will be announced, timed and randomized. There are no opportunities to make up missed quizzes.

Notebook exercises:

- Budget for occupancy
- Accounts Receivable/Payable
- Sourcing floral product
- Ordering floral product
- Pricing floral product
  
- Notebook value is 100 points. This should accompany the Business Plan.

Business plan for a retail enterprise will consist of a written paper, maximum of 10 pages, double spaced and PowerPoint presentation (200 points)

World production information page: each student will be given a floral producing country to profile. The student will present findings in electronic classroom. 50 points

Book review: Flower Confidential, Amy Stewart. 50 points.

Final Examination: 100 points

Total Points: 600

#### **Evaluation for Graduate Students:**

Four quizzes will be given throughout the semester , 25 points each, 100 total. There are no opportunities to make up missed quizzes.

Notebook exercises:

- Budget for occupancy
- Accounts Receivable/Payable
- Sourcing floral product
- Ordering floral product
- Pricing floral product

Notebook value is 100 points. No late work will be accepted. Periodic checks throughout the semester will be done.

Business plan for a retail enterprise (written, 100 points) and presentation (100 points): written paper (outline provided) and PowerPoint provided. No late work accepted.

Graduate student will present paper on industry guidelines and standards required for successful wholesaling. The paper should be 10 pages in length and include photographs and charts. An exercise should be created for the undergraduate students to reinforce the information provided in the paper. This will be delivered to undergraduate students by electronic classroom. Total 200 points.

World production information page: The graduate student will compare and contrast the markets and products imported into the United States. The student is expected to include ports of entry, markets represented, floral products imported, arrival, and distribution methods into a retail florist. Student will submit their reports by electronic classroom. 100 points.

Book review: Flower Confidential, Amy Stewart. 50 points.

Final Examination: 100 points

Total points for graduate student: 850 points.

**Course grading scale:**

- A 100 - 90.0
- B 89.0 - 80.0
- C 79.0 - 70.0
- D 69.0 - 60.0
- F 59.0 - 0

**A.7. ACADEMIC MISCONDUCT (distance learning courses)**

Notebook exercises, business plan, production paper and book reviews are individual projects emailed to instructor.

Presentations are live using PowerPoint on Blackboard Learn/Blackboard Collaborate.

Quizzes are timed and questions offered in random order, short answer and essay.

**A.8. TARGET AUDIENCE (distance learning courses)**

Target audience is undergraduate students in horticulture and agricultural science majors enrolled in the course for elective credit. Graduate student target audience is MBA majors in the proposed Floral Management minor.

**A.9. SUPPORT**

Letters of support are attached.

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course will not be cross-listed.

**B.2. EFFECTIVE DATE**

Spring 2013

**B.3. GENERAL EDUCATION COURSE DESIGNATION**

**B.4. EFFECTS ON OTHER COURSES**

There are no expected effects on other courses due to the modification of this course. The Horticulture: Floral Management concentration and minor are the only current curricula where this is a required course. The proposed graduate minor will also require this course.

**(CURRENT SYLLABUS)**

**PSS 3023 RETAIL FLORISTRY MANAGEMENT**

**Spring Semester 2013**

**Monday and Wednesday; 5:00-6:15 pm**

**Meeting place: Floral Design Studio, The University Florist**

**Instructor: Lynette McDougald, AIFD, 662-325-3585**

**lmcDougald@pss.msstate.edu**

**Course Objective:** Discussion of topics related to the retailing and wholesaling of floral product. Application will be achieved through the development of a business plan focusing on sales and services, personnel management, and developing a budget for occupancy, the student will gain greater understanding of the management of a floristry enterprise.

**Required Reading:** Flower Confidential, Amy Stewart.

**Requirements:** MSU email account, loose leaf notebook, calculator

**Topics in retailing of cut flowers:**

Scope of the industry

Entering and opening a floral business

Retail:

Budget for occupancy

Management: Business hierarchy; employment

Purchasing and pricing floral product

Wholesale:

Growers

Shippers/Transportation companies

Brokers/Wholesale florists

Preparing for holidays

Developing a consumer base

Marketing

Distribution and inventory control

Capitalization

**EVALUATION**

Four quizzes will be given throughout the semester – 20 points each. There are no opportunities to make up missed quizzes. 100 points total.

Notebook exercises:

- Budget for occupancy
- Accounts Receivable/Payable
- Sourcing floral product
- Ordering floral product
- Pricing floral product

Notebook value is 100 points. No late work will be accepted. Periodic checks throughout the semester will be done.

Midterm Exam: 100 points.

Business plan (written, 100 points) and presentation (100 points): written paper (outline provided) and poster presented. No late work accepted. 200 points total.

World production information page: each student will be given a floral producing country to profile. The student will present findings to the class. No late work accepted. 50 points

Book review: Flower Confidential, Amy Stewart. 50 points.

Final Examination: 100 points

Total Points: 700

**Course grading scale:**

A	100 - 90.0
B	89.0 – 80.0
C	79.0 – 70.0
D	69.0 – 60.0
F	59.0 – 0

**Academic misconduct**

Academic Misconduct is unacceptable at Mississippi State University. See Academic Misconduct Policy at the university website. (AOP 12.07 – Honor Code)

**Cell phone usage**

Cell phone use, spoken or text, is not permitted during class. Please turn phones to silent and put away. Use of cell phones during class meeting times is disrespectful of the faculty and students in the classroom. Any disruptive behavior is not accepted. Upon the occasion a cell phone calculator is required, close supervision will be provided by instructor.

**Information required for business plan assignment:**

You are given the opportunity to develop a business plan for the opening of a floral enterprise in Starkville, MS. The business plan has two parts: a written report and a display.

A written report should be written including the following information:

Title page with name, address, your name, telephone number, and email address.

**Table of contents**

Statement of purpose  
Evaluation of floral industry  
Description of business  
Market and competition analysis  
Products and services  
Location  
Market plan  
Future strategies  
Operating personnel  
Summary

**Business Plan Display**

This display should be made on a poster display board, foam core or heavy corrugated paper, approximately 32 X 40". Information that should be displayed:

Business Name and Logo  
Address, phone number, fax number, email address, website address with example of the web page  
Mission statement  
Business card and sales form  
A rendering of the business façade, floor plan to scale with measurements included, and color scheme  
Product line: 5 vendors: 2 fresh flowers and/or foliages, 2 hardgood wholesalers, 1 floral accessory dealer  
Management plan: personnel, pay scale  
Equipment, vehicle, and technology

**World production country profile**

Student will select a country from an approved list to profile. The following information should be researched:

Country  
Location with picture  
Weather conditions  
Economic conditions  
Political situations  
Crops produced  
Production methods  
Transportation

A list of production areas will be provided to the students.

**(Proposed Syllabus)**

**PSS 4023/6023 FLORAL MANAGEMENT**

**Spring Semester 2014**

**Online course managed via Blackboard**

**Meeting place: Floral Design Studio, The University Florist**

**Instructor: Lynette McDougald, AIFD, 662-325-3585**

**lmcdougald@pss.msstate.edu**

**Course Objective:** Discussion of topics related to the retailing and wholesaling of floral product. Through the development of a business plan focusing on sales and services, personnel management, and developing a budget for occupancy, the student will gain greater understanding of the management of a floristry enterprise.

**Expected Learning Outcomes:**

1. Through the development of a Floral Business Plan, the student will be able to select property suitable for floral entities, set budgets for occupancy, hire a floral retail staff, purchase and price floral product.
2. They will be proficient in holiday management planning and execution. They will be able to develop marketing strategies to entice and retain a customer base.
3. They will be able to select appropriate equipment required by retail florist shops, such as floral refrigeration units and point-of-sale retail and bookkeeping systems.
4. The student will be able to purchase fresh floriculture product with a working understanding of postharvest collection and holding, transportation and shipping methods, and be able to identify and work with brokers and wholesalers. They will be able to move through the distribution channels and control inventory.

**Required Reading:** Flower Confidential, Amy Stewart.

**Requirements:** MSU email account, loose leaf notebook, calculator

**Topics in retailing of cut flowers:**

**I. Scope of the industry (4 contact hours)**

Floriculture statistics, worldwide and US. Countries producing product by ranking. Required infrastructure for farm to market; flower auctions. Growing conditions required, labor, and political stability.

**II. Entering and opening a floral business (5 contact hours)**

Types of retail floristry establishments and real estate required.

**III. Retail: (6 contact hours)**

Budget for occupancy

Management: Business hierarchy; employment

Purchasing and pricing floral product

**IV. Wholesale: (6 contact hours)**

Growers  
Shippers/Transportation companies  
Brokers/Wholesale florists

**V. Preparing for holidays (6 contact hours)**

Record keeping, tracking inventory, price points, delivery

**VI. Developing a consumer base (6 contact hours)**

Mission statement.  
Phone and walk in orders.  
Internet sales.

**VII. Marketing (6 contact hours)**

Guide to the buying public by age.  
Social Media.

**VIII. Capitalization (6 contact hours)**

Determining requirements  
Avoiding mistakes  
Sources for capital

**Evaluation for undergraduate students.**

Four quizzes will be given throughout the semester – 25 points each, 100 total. There are no opportunities to make up missed quizzes.

**Notebook exercises:**

- Budget for occupancy
- Accounts Receivable/Payable
- Sourcing floral product
- Ordering floral product
- Pricing floral product

Notebook value is 100 points. No late work will be accepted. Periodic checks throughout the semester will be done.

Business plan (written, 100 points) and presentation (100 points): written paper (outline provided) and poster presented. No late work accepted.

World production information page: each student will be given a floral producing country to profile. The student will present findings to the class. 50 points

Book review: Flower Confidential, Amy Stewart. 50 points.

Final Examination: 100 points

Total Points: 600

### **Evaluation for Graduate Students:**

Four quizzes will be given throughout the semester – 25 points each, 100 total. There are no opportunities to make up missed quizzes.

Notebook exercises:

- Budget for occupancy
- Accounts Receivable/Payable
- Sourcing floral product
- Ordering floral product
- Pricing floral product

Notebook value is 100 points. No late work will be accepted. Periodic checks throughout the semester will be done.

Business plan for a retail enterprise (written, 100 points) and presentation (100 points): written paper (outline provided) and poster presented. No late work accepted.

Graduate student will present an informative speech on industry guidelines and standards required for successful wholesaling. The speech should be 15 minutes in length and include visuals and handout for the class. There should also be an exercise for the undergraduate students to participate in to reinforce the information provided in the speech. Total time: 30 minutes. 100 points.

World production information page: The graduate student will compare and contrast the markets and products imported into the United States. The student is expected to include ports of entry, markets represented, floral products imported, arrival, and distribution methods into a retail florist. Student will present their findings to the class. 100 points.

Book review: Flower Confidential, Amy Stewart. 50 points.

Final Examination: 100 points

Total points for graduate student: 750 points.

### **Course grading scale:**

A	100 - 90.0
B	89.0 – 80.0
C	79.0 – 70.0
D	69.0 – 60.0
F	59.0 – 0

**Academic misconduct**

Academic Misconduct is unacceptable at Mississippi State University. See Academic Misconduct Policy at the university website. (AOP 12.07 – Honor Code)

**Policy on academic accommodations due to disability.**

If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from Student Support Services for coordination of campus disability services available to students with disabilities.

**Information required for business plan assignment:**

You are given the opportunity to develop a business plan for the opening of a floral enterprise in Starkville, MS. The business plan has two parts: a written report and a display.

A written report should be written including the following information:

Title page with name, address, your name, telephone number, and email address.

Table of contents

Statement of purpose

Evaluation of floral industry

Description of business

Market and competition analysis

Products and services

Location

Market plan

Future strategies

Operating personnel

Summary

The business plan display should be made as a PowerPoint poster approximately 32 X 40".

Information that should be displayed:

Business Name and Logo

Address, phone number, fax number, email address, website address

Mission statement

Business card and sales form

A rendering of the business façade, floor plan to scale, and color scheme

Product line: 5 vendors: 2 fresh flowers and/or foliages, 2 hardgood, 1 floral accessory

Management plan: personnel, pay scale

Equipment and technology

Website

### **World production country profile**

Student will select a country from an approved list to profile. The following information should be researched:

Country

Location with picture

Weather conditions

Economic conditions

Political situations

Crops produced

Production methods

Transportation

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Ag & Life Sciences

Department: Horticulture

Contact Person: Richard Harkess

Mail Stop: 9555

E-mail: rharkess@pss.msstate.edu

Nature of Change: Modify

Date Initiated: 9/20/13    Effective Date: Spring 2014

**Current Listing in Catalog:**

Symbol	Number	Title
PSS	3413	Floristry Internship

Credit Hours  
( 3 )

**Current Catalog Description:**

(Pre-requisites: PSS 2343, PSS 2351 and consent of Retail Floristry Management faculty). Individual work experience in a floral industry enterprise with an approved employer under faculty supervision.

**New or Modified Listing for Catalog:**

Symbol	Number	Title
PSS	3413	Floristry Internship

Credit Hours  
( 3 )

**New or Modified Catalog Description:**

(Pre-requisites: PSS 2343 and consent of Retail Floristry Management faculty). Individual work experience in a floral industry enterprise with an approved employer under faculty supervision.

Approved: \_\_\_\_\_

Department Head

Date: \_\_\_\_\_

11/18/13

Chair, College or School Curriculum Committee

12-12-2017

Dean of College or School

12/18/13

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council



**MISSISSIPPI STATE**  
**UNIVERSITY™**

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed modifications to PSS 3413 Floristry Internship. After discussion, the committee voted unanimously to support the modifications to the PSS 3413 Floristry Internship course. The committee determined these modifications will improve the PSS curricular program. This course does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

**PROPOSAL FOR COURSE MODIFICATION**  
**PSS 3413 FLORISTRY INTERNSHIP**

**A. PROPOSAL**

**A.1. CATALOG DESCRIPTION**

Current:

PSS 3413 Floristry Internship. (3). (Pre-requisites: PSS 2343, PSS 2351 and consent of Retail Floristry Management faculty). Individual work experience in a floral industry enterprise with an approved employer under faculty supervision.

Proposed:

PSS 3413 Floristry Internship. (3). (Pre-requisites: PSS 2343 and consent of Retail Floristry Management faculty). Individual work experience in a floral industry enterprise with an approved employer under faculty supervision.

**A.2. ITEMIZED LIST AND DESCRIPTION OF CHANGES**

1. Remove PSS 2351 as a pre-requisite for this course. PSS 2351 is being deleted from the PSS course offerings.
2. Change the internship requirements from a 12 week required experience to a 10 week experience to accommodate summer as well as fall or spring internships to fit into the semester time frame.

**A.3. JUSTIFICATION AND LEARNING OUTCOMES**

In order to accommodate students interning during the summer, internship work experience should be adjusted to a minimum of 10 weeks. Prior to this change, students were required to begin their internships as soon as spring semester final exams were completed. This time requirement remains in excess of the 9000 contact minutes required in A.O.P. 12.12.

The Floral Management internship allows students to gain professional experience in a wide range of floral and allied operations. During the internship, students will apply information learned in the classroom to real-life situations. Following the internship, students will in turn apply their work experience to the remainder of their coursework or to their first post-graduate job. They will have a better perspective on the wide range of career opportunities in the floral industry or in other related design-oriented positions. They will also better understand the demands on professionals in the world of business.

### **Expected Learning Outcomes:**

Students completing the internship are expected to ...

- 1- Know and understand the company's management structure.
- 2- Demonstrate good performance products and practices objectified by the employer.
- 3- Document the experience with a written, comprehensive report.

#### **A.4. ADDITIONAL INFORMATION**

##### **A.4.a. COURSE SYMBOL**

PSS (no change)

##### **A.4.b. COURSE NUMBER**

2343 (No change)

##### **A.4.c. COURSE TITLE**

Floristry Internship (No change)

##### **A.4.d. CREDIT HOURS**

(3) No change in credit hours.

##### **A.4.e. PRE-REQUISITE/CO-REQUISITE**

Delete the PSS 2351 pre-requisites for this course. PSS 2351 is being deleted from the PSS course offerings.

##### **A.4.f. METHOD/HOURS OF INSTRUCTION**

No change in method or hours of instruction.

##### **A.4.g. METHOD OF DELIVERY**

No change in method of delivery

##### **A.4.h. COURSE DESCRIPTION**

No change in course description is proposed.

##### **A.4.i. COURSE CONTENT**

A change in the internship requirements from a 12 week required experience to a 10 to 12 week experience is proposed to better fit into the summer semester grading schedule.

#### **A.5. GRADUATE STUDENT REQUIREMENTS (SPLIT-LEVEL COURSES)**

Not applicable

**A.6. METHOD OF EVALUATION**

No change in method of evaluation

**A.7. ACADEMIC MISCONDUCT(distance learning courses)**

Not applicable

**A.8. TARGET AUDIENCE (distance learning courses)**

Not applicable

**A.9. SUPPORT**

Letter of support attached.

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course will not be cross-listed.

**B.2. EFFECTIVE DATE**

Fall 2013

**B.3. GENERAL EDUCATION COURSE DESIGNATION**

This course is not a general education course.

**B.4. EFFECTS ON OTHER COURSES**

This course is only required in the Horticulture: Floral Management curriculum. Therefore, there are no anticipated effects on other courses or curriculum at MSU.

## **(CURRENT SYLLABUS)**

### **Floristry Internship (PSS 3413)**

Department of Plant and Soil Sciences, Mississippi State University

Prerequisites: PSS 2343, Floral Design; 2351, Techniques of Flower Shop Management; and consent of instructor.

#### **Instructors:**

James M. DelPrince, Ph.D., AIFD , PFCI

(662) 325-1965 office

(662) 325-1964 fax

(662) 325-3585 shop

(662) 549-0521 home

jdelprince@pss.msstate.edu

Lynette McDougald

(662) 325-1963 office

(662) 325-1964 fax

(662) 325-3585 shop

(662) 324-8315 home

lmcdougald@pss.msstate.edu

The internship in Retail Floristry Management allows students to gain professional experience in a wide range of floral and allied operations. During the internship, students will apply information learned in the classroom to real-life situations. Following the internship, students will in turn apply their work experience to the remainder of their coursework or to their first post-graduate job. They will have a better perspective on the wide range of career opportunities in the floral industry or in other related design-oriented positions. They will also better understand the demands on professionals in the world of business.

#### **Internship Assignments/Requirements**

I. A minimum total of 480 hours work experience must be completed in a floral industry or related business. This is equivalent to 12 weeks of full-time (40-hour/week) employment. Students electing to intern during the summer are reminded they should begin work *immediately following spring semester final examinations* in order to complete 12 weeks of full-time employment by the end of summer term. Students are not permitted to serve the internship at the Mississippi State University Florist.

II. An updated resume (10% of final grade) should be submitted with the final report.

III. An Employee/Employer Internship Agreement (Form) must be submitted to the advisor *before the internship begins*.

IV. The intern must complete a Weekly Report of Duties Performed by Intern (Form, 30% of final grade). These weekly reports help the intern write a comprehensive Internship Report. The weekly reports must be included and submitted with the Internship Report.

V. The employer via the Evaluation of Intern by Employer (Form, 30% of final grade) evaluates the intern. Information from the completed form may be shared by the employer with the intern but only if the employer desires to do so.

VI. A comprehensive Internship Report (30% of final grade) is due as listed below. Its contents should include the following sections:

Fall semester intern reports due December 1  
Spring semester intern reports due April 25  
Summer semester intern reports due August 1

12 point font, double-spaced, 6-12 pages in length not counting illustrations. Include illustrations in the report.

- Background
- Brief history of the company
- Products and services offered
- Physical Facilities
- Description and evaluation of business interior and exterior, locale
- Business layout including rooms, fixtures, major equipment placement
- Display windows, signage

- Policies and Procedures
- Hours of operation
- Credit policies
- Advertising (include samples)
- Dress code

- Product packaging
- Floral handling/processing procedures
- Delivery procedures
- Product guarantees

- Management hierarchy
- Buying, product sources
- Other information relative to business operations

- Jobs Performed by the Intern
- Major responsibilities
- Skill improvement and development
- Description of most enriching learning experience
- Intern's Opinions, Evaluation, and Recommendations
- What changes would improve business efficiency, success?
- What job intern liked best, least?
- Other relevant information

WEEKLY PROGRESS REPORTS (STUDENT)

Name: \_\_\_\_\_

Weekly Progress Report  
PSS 3413 Floristry Internship  
Mississippi State University  
University Florist  
Box 9522  
Mississippi State, MS 39762

Work Schedule

Date   Day   Time Hours Worked

_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____

TOTAL NUMBER HOURS WORKED FOR THE WEEK \_\_\_\_\_

Number hours missed due to illness, absence, etc. \_\_\_\_\_

Check all activities in which you were involved this week.

1. Sales

- ☐ using add-on sales technique
- ☐ using suggestive selling technique
- ☐ meeting a sales quota goal
- ☐ organizing and straightening sales floor merchandise
- ☐ straightening and maintaining clean, attractive store windows
- ☐ creating store window displays
- ☐ sweeping and dusting sales area
- ☐ using computer systems including cash register and/or electronic credit card machine
- ☐ using signage
- ☐ other -- please explain \_\_\_\_\_

2. Inventory Control

- ☐ taking inventory
- ☐ checking-in merchandise
- ☐ pricing merchandise
- ☐ remembering to sell from large quantities of existing inventory of hard goods
- ☐ selling from existing stock of perishable inventory
- ☐ recognizing fast-moving merchandise
- ☐ recognizing slow-moving merchandise

☐ other -- please explain \_\_\_\_\_

### 3. Studying the Area

- ☐ visiting competitors' operations
- ☐ visiting branch operations
- ☐ observing/participating in a meeting between buyer and sales representative
- ☐ visiting the local or regional cut flower wholesalers and/or flower markets
- ☐ visiting nearby gift markets
- ☐ visiting local botanical gardens
- ☐ visiting cultural outlets such as museums, theater, opera, cultural festivals
- ☐ meeting other professionals. Whom? \_\_\_\_\_
- ☐ other -- please explain \_\_\_\_\_

### 4. Design/Creative

- ☐ designing fresh floral arrangements
- ☐ designing dried and/or silk arrangements
- ☐ designing sympathy arrangements
- ☐ designing wedding flowers
- ☐ designing flowers-to-wear
- ☐ creating dish gardens/European dish gardens
- ☐ decorating potted plants
- ☐ creating product vignettes
- ☐ other -- describe: \_\_\_\_\_

### 5. Managerial

- ☐ handling customer complaints
- ☐ opening the store
- ☐ closing the store
- ☐ devising ways of marketing otherwise slow-moving merchandise
- ☐ developing ideas for in-store specials
- ☐ other -- please explain \_\_\_\_\_

AGREEMENT (STUDENT AND EMPLOYER)

Mississippi State University Floristry Internship  
The Floral Management Concentration in the Horticulture Major  
Department of Plant and Soil Sciences

PSS 3413 Floristry Internship Agreement

**Student Information**

Name \_\_\_\_\_

Mailing address during internship

\_\_\_\_\_  
\_\_\_\_\_

Cellular number\_( ) \_\_\_\_\_

**Employer Information**

Supervisor's Name \_\_\_\_\_

Mailing address

\_\_\_\_\_  
\_\_\_\_\_

Phone\_( ) \_\_\_\_\_

Email \_\_\_\_\_

**Position Information**

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

Position title \_\_\_\_\_

Student responsibilities and duties

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily hours of work from \_\_\_\_\_ to \_\_\_\_\_

Days per week from \_\_\_\_\_ to \_\_\_\_\_

Wages/Salary Employer is to pay intern \_\_\_\_\_ per hour per week per month

Other compensation \_\_\_\_\_

Other information \_\_\_\_\_

The undersigned agree to conform to this agreement and provide minimum of two weeks notice to all three parties before this agreement is terminated. The information contained in the Internship Course Syllabus (attached) is part of this agreement.

Approved by Employer \_\_\_\_\_  
Date \_\_\_\_\_

Approved by Student \_\_\_\_\_  
Date \_\_\_\_\_

Approved by Faculty \_\_\_\_\_  
Date \_\_\_\_\_

Return this completed form to the internship instructor. After all signatures have been collected, the instructor will provide all parties with a photocopy.

EMPLOYER EVALUATION OF STUDENT (EMPLOYER)  
PSS 3413 Floristry Internship  
Student Intern Performance Evaluation

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Employment Supervisor

\_\_\_\_\_  
Person Evaluating Student if Different from Supervisor

Directions: Please evaluate the performance of the student intern during the internship period.

Make your appraisal based on the entire employment period rather than isolated instances. Rate the intern by placing the score of 1 - 4 or Not Applicable (NA) on the line to the left of each trait.

Use extra space below to record comments or further explanations of your evaluation.

**4 = Excellent 3 = Above Average 2 = Average 1 = Below Average NA = Not Applicable**

Attributes Customer Service

- \_\_\_\_\_ Attendance
- \_\_\_\_\_ waits on customers promptly
- \_\_\_\_\_ Assertiveness
- \_\_\_\_\_ determines customer needs
- \_\_\_\_\_ Cooperation
- \_\_\_\_\_ solves customers' problems
- \_\_\_\_\_ Decision-making
- \_\_\_\_\_ uses suggestive selling techniques
- \_\_\_\_\_ Enthusiasm
- \_\_\_\_\_ uses add-on sales techniques
- \_\_\_\_\_ Flexibility
- \_\_\_\_\_ professional manner
- \_\_\_\_\_ Initiative
- \_\_\_\_\_ knows products
- \_\_\_\_\_ Leadership
- \_\_\_\_\_ sells products well
- \_\_\_\_\_ Maturity
- \_\_\_\_\_ makes an effort to educate the consumer
- \_\_\_\_\_ Problem-solving
- \_\_\_\_\_ Punctuality
- \_\_\_\_\_ Reliability
- \_\_\_\_\_ Tactfulness
- \_\_\_\_\_ Dependability
- \_\_\_\_\_ Other \_\_\_\_\_

Quality of Work

- ☐ learns new tasks quickly
- ☐ adapts well to change
- ☐ carries out tasks on time
- ☐ follows through on job assignments
- ☐ pays attention to detail
- ☐ consistent in quality of work

Attitude

- ☐ consistent in quantity of work
- ☐ ability to accept criticism
- ☐ learns and uses established procedures
- ☐ adherence to company policy
- ☐ able to handle additional tasks
- ☐ willingness to accomplish assigned tasks
- ☐ able to function under pressure
- ☐ other \_\_\_\_\_

Appearance/Manner Interpersonal Skills

- ☐ adherence to company dress code
- ☐ confidence
- ☐ courtesy to employees and customers
- ☐ relationship with supervisors
- ☐ other \_\_\_\_\_
- ☐ relationship with co-workers
- ☐ relationship with customers

Describe the intern's major strengths

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---

Describe areas where intern could improve

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Upon graduation, would you hire this person in a permanent position if an opening existed?

☐ Yes ☐ No

Have you discussed with the intern his/her strengths and weaknesses?

☐ Yes ☐ No

The overall performance rating of the student intern is:

☐ Excellent ☐ Above Average ☐ Average ☐ Below Average

This document is confidential.

Please return this document to student's internship coordinator:

Dr. Jim DelPrince/Mrs. Lynette McDougald

University Florist University Florist

Mail Stop 9522 Mail Stop 9522

Mississippi State, MS 39762 Mississippi State, MS 39762

(662) 325-1965 office (662) 325-1963 office

(662) 325-1964 fax (662) 325-1964 fax

## **SYLLABUS**

### **STUDENT AND EMPLOYER**

PSS 3413 Floristry Internship

Department of Plant and Soil Sciences, Mississippi State University

Prerequisites: PSS 2343, Floral Design and consent of instructor.

#### **Instructors:**

James M. DelPrince, Ph.D., AIFD, PFCI

(662) 325-1965 office

(662) 325-1964 fax

(662) 325-3585 shop

(662) 549-0521 home

jdelprince@pss.msstate.edu

Lynette McDougald

(662) 325-1963 office

(662) 325-1964 fax

(662) 325-3585 shop

(662) 324-8315 home

lmcdougald@pss.msstate.edu

#### **Course Description:**

The internship in Retail Floristry Management allows students to gain professional experience in a wide range of floral and allied operations. During the internship, students will apply information learned in the classroom to real-life situations. Following the internship, students will in turn apply their work experience to the remainder of their coursework or to their first post-graduate job. They will have a better perspective on the wide range of career opportunities in the floral industry or in other related design-oriented positions. They will also better understand the demands on professionals in the world of business.

#### **Expected Learning Outcomes:**

Students completing the internship are expected to ...

1. Know and understand the company's management structure.
2. Demonstrate good performance products and practices objectified by the employer.
3. Document the experience with a written, comprehensive report.

#### **Internship Assignments/Requirements**

- I. Minimum of 400 hours work experience must be completed in a floral industry or related business. This is equivalent to 10 weeks of full-time (40-hour/week) employment. Students are not permitted to serve the internship at the Mississippi State University Florist. Internships must be served during the semester in which the student is enrolled in the course.

- II. An updated resume (10% of final grade) should be submitted with the final report.
- III. An Employee/Employer Internship Agreement (Form) must be submitted to the advisor *before the internship begins*.
- IV. The intern must complete a Weekly Report of Duties Performed by Intern (Form, 30% of final grade). These weekly reports help the intern write a comprehensive Internship Report. The weekly reports must be included and submitted with the Internship Report.
- V. The employer via the Evaluation of Intern by Employer (Form, 30% of final grade) evaluates the intern. Information from the completed form may be shared by the employer with the intern but only if the employer desires to do so.
- VI. A comprehensive Internship Report (30% of final grade) is due as listed below. Its contents should follow the Internship Report Outline listed later in the syllabus.

#### **Grading scale**

100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

#### **Honor Code**

Mississippi State University has an approved Honor Code that applies to all students. There will be zero tolerance for cheating, plagiarism, or other academic misconduct as defined in the Mississippi State University Academic Honesty policy. "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

#### **Disability Accommodations**

If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from MSU Student Support Services for coordination of services available to students with disabilities.

Fall semester intern reports due December 1

Spring semester intern reports due April 25

Summer semester intern reports due August 1

## **Internship Report Outline**

12-point font, double-spaced, 6-12 pages in length not counting illustrations. Include illustrations in the report.

### **Background**

Brief history of the company

Company philosophy, if available

Products and services offered

### **Physical Facilities**

Description and evaluation of business interior and exterior, locale

Business layout including rooms, fixtures, major equipment placement

Display windows, signage

### **Policies and Procedures**

Hours of operation

Credit policies

Advertising (include samples)

Dress code

### **Product packaging**

Floral handling/processing procedures

Delivery procedures

Product guarantees

### **Management hierarchy**

Buying, product sources

Other information relative to business operations

### **Jobs Performed by the Intern**

Major responsibilities

How did your coursework at MSU relate to your work?

Skill improvement and development

Description of most enriching learning experience

Intern's Opinions, Evaluation, and Recommendations

What changes would improve business efficiency, success?

What job intern liked best, least?

Other relevant information

## STUDENT

### Weekly Progress Report

Name: \_\_\_\_\_

PSS 3413 Floristry Internship  
Mississippi State University  
University Florist  
Box 9522  
Mississippi State, MS 39762

#### Work Schedule

Date Day Time Hours Worked

_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____

TOTAL NUMBER HOURS WORKED FOR THE WEEK \_\_\_\_\_

Number hours missed due to illness, absence, etc. \_\_\_\_\_

Check all activities in which you were involved this week.

#### 1. Sales

- ☐ using add-on sales technique
- ☐ using suggestive selling technique
- ☐ meeting a sales quota goal
- ☐ organizing and straightening sales floor merchandise
- ☐ straightening and maintaining clean, attractive store windows
- ☐ creating store window displays
- ☐ sweeping and dusting sales area
- ☐ using computer systems including cash register and/or electronic credit card machine
- ☐ using signage
- ☐ participating in a wedding floral consultation
- ☐ participating in a sympathy floral consultation
- ☐ other -- please explain \_\_\_\_\_

#### 2. Inventory Control

- ☐ taking inventory
- ☐ checking-in merchandise
- ☐ pricing merchandise

- ☐ remembering to sell from large quantities of existing inventory of hard goods
- ☐ selling from existing stock of perishable inventory
- ☐ recognizing fast-moving merchandise
- ☐ recognizing slow-moving merchandise
- ☐ other -- please explain \_\_\_\_\_

### 3. Studying the Area

- ☐ visiting competitors' operations
- ☐ visiting branch operations
- ☐ visiting the local or regional cut flower wholesalers and/or flower markets
- ☐ visiting nearby gift markets
- ☐ visiting local botanical gardens
- ☐ visiting cultural outlets such as museums, theater, opera, cultural festivals
- ☐ meeting other professionals. Whom? \_\_\_\_\_
- ☐ other -- please explain \_\_\_\_\_

### 4. Design/Creative

- ☐ designing fresh floral arrangements
- ☐ designing dried and/or silk arrangements
- ☐ designing sympathy arrangements
- ☐ designing wedding flowers
- ☐ designing flowers-to-wear
- ☐ creating dish gardens/European dish gardens
- ☐ decorating potted plants
- ☐ creating product vignettes
- ☐ other -- describe: \_\_\_\_\_

### 5. Managerial

- ☐ handling customer complaints
- ☐ opening the store
- ☐ closing the store
- ☐ devising ways of marketing otherwise slow-moving merchandise
- ☐ developing ideas for in-store specials
- ☐ observing/participating in a meeting between buyer and sales representative
- ☐ other -- please explain \_\_\_\_\_

## **STUDENT AND EMPLOYER**

### **Floristry Internship Fact Sheet**

Mississippi State University Floristry Internship  
The Floral Management Concentration in the Horticulture Major  
Department of Plant and Soil Sciences

The purpose of the MSU Floristry Internship is to enable students to gain industry experience during their baccalaureate degree program. This internship is viewed as an enriching educational experience where students apply classroom learning to a professional setting. Upon completion of the internship, students bring new information and skills back to the classroom, enhancing their learning as well as that of their classmates.

Employers are requested to offer interns a wide range of job tasks so that the student gains a well-rounded view of the company's operations and philosophies. There is great diversity in the types of business found in the floral industry. Similarly, student interns are permitted to work in many facets of the floral industry including retail florist shops, special event firms, wholesale floral and floral supply companies, interior plantscape companies and other entities directly involved in floral management.

### **Student Responsibilities**

Students enrolled in the Floristry Internship must complete 400-480 hours of work experience with an approved internship company. This is equivalent to 10-12 weeks of full-time (40 hour/week) employment. Other responsibilities include the completion and submission of:

- Agreement Form, completed and submitted as soon as possible
- Updated Resume (10% of grade)
- Weekly Reports (30 % of grade)
- Internship Report (30 % of grade)

### **Employer's Responsibilities**

The employer is central to the professional development of the student. Employers are asked to provide an enriching, stimulating work environment. A valuable internship challenges the mind and ability of the student.

Employers are asked to pay the intern a fair wage, mutually agreed-upon with the intern. Assistance in securing housing is appreciated, and oftentimes mandatory in order for the intern to commit to the location. Housing is sometimes factored as part of the employee's pay.

The employer is requested to evaluate the student intern at the end of the semester using a form (Employer's Evaluation of Student Intern). This evaluation is factored as one-third of the student's grade and may or may not be shared with the intern according to the wishes of the employer.

As is true in the hiring process, job applicants vary in skill, knowledge and intellect. We request employers interview the potential intern, gaining an understanding of the student's abilities. For instance, employers may require potential interns to create floral designs for evaluation, role-play through an order-taking process, or review their coursework portfolios.

For further information, contact James M. DelPrince at (662) 549-0521  
[jdelprince@pss.msstate.edu](mailto:jdelprince@pss.msstate.edu) or Lynette McDougald at (662) 325-1963  
[lmcdougald@pss.msstate.edu](mailto:lmcdougald@pss.msstate.edu).

**EMPLOYER**

**Employer's Evaluation of Student Intern**

PSS 3413 Floristry Internship

Student's Name \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employment Supervisor

\_\_\_\_\_  
Person Evaluating Student if Different from Supervisor

Directions: In the last weeks of the internship, please evaluate the student's performance.

Make your appraisal based on the entire employment period rather than isolated instances.

Rate the intern by placing the score of 1 - 4 or Not Applicable (NA) on the line to the left of each trait.

Use extra space below to record comments or further explanations of your evaluation.

**4 = Excellent 3 = Above Average 2 = Average 1 = Below Average NA = Not Applicable**

**Attributes Customer Service**

- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Waits on customers promptly
- \_\_\_\_\_ Assertiveness
- \_\_\_\_\_ Determines customer needs
- \_\_\_\_\_ Cooperation
- \_\_\_\_\_ Solves customers' problems
- \_\_\_\_\_ Decision-making
- \_\_\_\_\_ Uses suggestive selling techniques
- \_\_\_\_\_ Enthusiasm
- \_\_\_\_\_ Uses add-on sales techniques
- \_\_\_\_\_ Flexibility
- \_\_\_\_\_ Professional manner
- \_\_\_\_\_ Initiative
- \_\_\_\_\_ Knows products
- \_\_\_\_\_ Leadership

- \_\_\_\_\_ Sells products well
- \_\_\_\_\_ Maturity
- \_\_\_\_\_ Makes an effort to educate the consumer
- \_\_\_\_\_ Problem-solving
- \_\_\_\_\_ Punctuality
- \_\_\_\_\_ Reliability
- \_\_\_\_\_ Tactfulness
- \_\_\_\_\_ Dependability
- \_\_\_\_\_ Other \_\_\_\_\_

#### Quality of Work

- \_\_\_\_\_ Learns new tasks quickly
- \_\_\_\_\_ Adapts well to change
- \_\_\_\_\_ Carries out tasks on time
- \_\_\_\_\_ Follows through on job assignments
- \_\_\_\_\_ Pays attention to detail
- \_\_\_\_\_ Consistent in quality of work

#### Attitude

- \_\_\_\_\_ Consistent in quantity of work
- \_\_\_\_\_ Ability to accept criticism
- \_\_\_\_\_ Learns and uses established procedures
- \_\_\_\_\_ Adherence to company policy
- \_\_\_\_\_ Able to handle additional tasks
- \_\_\_\_\_ Willingness to accomplish assigned tasks
- \_\_\_\_\_ Able to function under pressure
- \_\_\_\_\_ Other \_\_\_\_\_

#### Appearance/Manner Interpersonal Skills

- \_\_\_\_\_ Adherence to company dress code
- \_\_\_\_\_ Confidence
- \_\_\_\_\_ Courtesy to employees and customers
- \_\_\_\_\_ Relationship with supervisors
- \_\_\_\_\_ Relationship with co-workers
- \_\_\_\_\_ Relationship with customers
- \_\_\_\_\_ Other \_\_\_\_\_

Describe the intern's major strengths

---



---

Describe areas where intern could improve

---

---

Upon graduation, would you hire this person in a permanent position if an opening existed?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you discussed with the intern his/her strengths and weaknesses?

\_\_\_\_\_ Yes \_\_\_\_\_ No

The overall performance rating of the student intern is:

☐ Excellent ☐ Above Average ☐ Average ☐ Below Average

This document is confidential.

Please return this document to student's internship coordinator:

Dr. Jim DelPrince  
University Florist  
Mail Stop 9522  
Mississippi State, MS 39762  
(662) 549-0521 cell  
(662) 325-1964 fax  
[idelprince@pss.msstate.edu](mailto:idelprince@pss.msstate.edu)

Ms. Lynette McDougald  
University Florist  
Mail Stop 9522  
Mississippi State, MS 39762  
(662) 325-1963 office  
(662) 325-1964 fax  
[lmcdougald@pss.msstate.edu](mailto:lmcdougald@pss.msstate.edu)

**STUDENT AND EMPLOYER****PSS 3413 Floristry Internship Agreement**

Mississippi State University Floristry Internship  
The Floral Management Concentration in the Horticulture Major  
Department of Plant and Soil Sciences

**Student Information**

Name \_\_\_\_\_

Mailing address during internship

\_\_\_\_\_  
\_\_\_\_\_

Cellular number\_(\_\_\_\_)\_\_\_\_\_

**Employer Information**

Supervisor's Name \_\_\_\_\_

Mailing address

\_\_\_\_\_  
\_\_\_\_\_

Phone\_(\_\_\_\_)\_\_\_\_\_

Email \_\_\_\_\_

**Position Information**

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

Position title \_\_\_\_\_

**Student responsibilities and duties**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily hours of work from \_\_\_\_\_ to \_\_\_\_\_

Days per week from \_\_\_\_\_ to \_\_\_\_\_

Wages/Salary Employer is to pay intern \_\_\_\_\_ per hour per week per month

Other compensation \_\_\_\_\_

Other information \_\_\_\_\_

The undersigned agree to conform to this agreement and provide minimum of two weeks notice to all three parties before this agreement is terminated. The information contained in the Internship Course Syllabus (attached) is part of this agreement.

Approved by Employer \_\_\_\_\_  
Date \_\_\_\_\_

Approved by Student \_\_\_\_\_  
Date \_\_\_\_\_

Approved by Faculty \_\_\_\_\_  
Date \_\_\_\_\_

Return this completed form to the internship instructor. After all signatures have been collected, the instructor will provide all parties with a photocopy.

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Ag & Life Sciences

**Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess

**Mail Stop:** 9555

**E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Add

**Date Initiated:** 9/20/13 **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol      Number      Title

**Credit Hours**

(      )

**Current Catalog Description:**

**New or Modified Listing for Catalog:**

Symbol      Number      Title

PSS      4073/6073      Sympathy Floral Design

**Credit Hours**

( 3 )

**New or Modified Catalog Description:**

Two hours lecture. Two hours laboratory. Application of design theory and principles used in sympathy work.

**Approved:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Date:**

12/12/13

12-12-2013

12/18/13



# MISSISSIPPI STATE UNIVERSITY™

## *Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed addition of PSS 4073/6073 Sympathy Floral Design. After discussion, the committee voted unanimously to support the addition of the PSS 4073/6073 Sympathy Floral Design course. The committee determined this course will enhance the PSS FM curricular program. This course does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

**PROPOSAL FOR COURSE ADDITION**  
**SYMPATHY FLORAL DESIGN**

**A. PROPOSAL**

**A.1. CATALOG DESCRIPTION**

PSS 4073/6073 Sympathy Floral Design. (3). (Prerequisite: PSS 2343). Two hours lecture. Two hours laboratory. Application of design theory and principles used in sympathy work.

**A.2. DETAILED COURSE OUTLINE (OR COPY OF THE SYLLABUS)**

Copy of Syllabus attached.

Outline of Course Topics (30 Class and 30 Lab contact hours)

1. Course introduction and review of principles and elements of design (1 hr lecture)
2. History and significance of the use of floral design for funeral work (1 hr lecture)
3. Introduction of specialized terminology (1 hr lecture)
4. Identification and post harvest considerations of fresh flowers and foliage best suited for use in sympathy designs (2 hr lecture; 2 hr lab)
5. Introduction of the specialized hard goods (non-perishable materials) inventory specific to sympathy floral (2 hr lecture; 2 hr lab)
6. Retailing sympathy design:
  - a. Development of consultation space (2 hr lecture; 2 hr lab)
  - b. Identification of the floral offerings most requested for funerals: casket sprays, sprays on easels, set piece on easels, inset pieces, baskets (2 hr lecture; 2 hr lab)
  - c. Differences in product offerings for regional markets (2 hr lecture; 2 hr lab)
  - d. Special requirements for military funerals (2 hr lecture; 2 hr lab)
7. Working with funeral directors and special considerations for set up within funeral locations
  - a. Delivery and appropriate labeling of floral offerings (3 hr lecture; 4 hr lab)
  - b. Preparation of permanent botanicals for cemeteries (3 hr lecture; 4 hr lab)
  - c. Easel, basket, plaques, cones. Hard good requirements (3 hr lecture; 4 hr lab)
8. Designing florals for cremation and interpretative memorial design (3 hr lecture; 4 hr lab)
9. Addressing floral options for memorial services with no casket (3 hr lecture; 2 hr lab)

### **A.3. METHOD OF EVALUATION**

There are 900 points total for an undergraduate in this course. There are 1,250 points for a graduate student in this course.

Letter Grade	Percentage
A	100 – 90.0
B	89.0 –80.0
C	79.0 –70.0
D	69.0 –60.0
F	59.0 and below

**Lecture Quizzes:** There will be 5 quizzes, 20 points each, (100 total points) based on class lecture. Quizzes are comprehensive.

**Homework assignments:** Periodically students will be assigned specific topics and present during the lecture time to enhance learning. (75 points total) There are no points available on homework projects that are not returned at the specified time.

**Laboratory Evaluation:** Nine lab projects are noted under studio topics and valued at 25 points each and will be accomplished in the studio. Students will be allowed to drop one lab grade (200 points total). Students will create a floral design based on a premade design or image. Students are responsible for cleaning the lab on completion of the project. There are no make-ups on studio topics.

**Practicum:** Two opportunities to evaluate the student's competence in an overview of the projects from lab will be given during the semester. 100 points each (200 points total). Students will be given the practicum specifications two (2) weeks prior to the exercise and will select flowers appropriate for the project while following the pricing guide provided. A flower list will be provided from which to make selections

#### **Portfolio and Presentation:**

- Students will develop a portfolio on a compact disk of 12 different floral designs appropriate for sympathy ceremonies.
- Six designs should be for use in houses of worship for a particular celebration or season.
- Three designs should represent symbols, readings, or hymns.
- At least six different faiths must be represented.
- Each design should be set in a sacred space or a photograph of a space should be included on the same page with a designation of where the floral arrangement would be placed.
- The CD portfolio should be placed in an acrylic cover. A title, the student's name, with cover art should be placed in the acrylic.
- These works must be original works!!

Portfolio value: 100 points

Presentation: Students will present an informative speech on 2 of their original designs from their portfolio.

- Each presentation should be 30 minutes in length including set up and removal.
- The student should demonstrate and describe the making of one arrangement and commentate on an arrangement made prior to their presentation.
- Presentation 1: 75 points
- Presentation 2: 150 points (225 points total)

#### **A.4. JUSTIFICATION AND EXPECTED LEARNING OUTCOMES**

Upon successful completion of PSS 2343 Basic Floral Design, students may enroll in this course. The addition of the course comes about from the division of PSS 3343 Advanced floral Design I into 2 courses, PSS 3343 Wedding Floral Design and this course that addresses floral work for sympathy. (PSS 3343 in no way presents any topic covered in Sympathy Floral Design). Along with PSS 3343 these courses are proposed to be taught at the 4000/6000 level. These design courses represent the senior level experience in the Floral Management concentration. The original numbers were assigned over 25 years ago. This proposed change will bring this course into alignment with current curriculum guidelines where senior level courses are numbered at the 4000 level. Adding the 6000 level split will allow graduate students in horticulture to obtain graduate credit.

##### **Expected Learning Outcomes:**

- 1- The successful student will be able to synthesize design theory and create appropriate floral designs for sympathy situations
- 2- The successful student in this course will be able to create interpretative designs with the consideration of design principles for historical sacred symbols and writings
- 3- Students completing this course will be able to develop methods where the use of floral materials and other appointments can be shared with church altar guilds
- 4- Students completing this course are expected to develop a portfolio and floral presentation representing a variety of sympathy tones

#### **A.5. ACADEMIC MISCONDUCT (distance learning courses)**

#### **A.6. TARGET AUDIENCE (distance learning courses)**

#### **A.7. SUPPORT**

Letter from the Plant and Soil Sciences Curriculum Committee is attached.

**A.8. INSTRUCTOR OF RECORD**

The instructor of record for this course will be Lynette McDougald. She is an instructor and a member of the Floriculture and Ornamental Horticulture teaching faculty with graduate teaching participant status.

**A.9. GRADUATE STUDENT REQUIREMENTS**

A graduate student in this class will be required to write a paper on sympathy traditions in Mississippi. (Students might consider projects such as Rituals and Use of Floral in Choctaw Indian Burials or the Florals of Friendship Cemetery.) Any paper should be of historical significance and associated with the state of Mississippi. The paper should have 6 to 10 references including journals or texts. Online articles should be limited to only 1 reference. Paper should be written in APA style; no less than 10 pages, no more than 12 pages. Double spaced, 12 point font. The student should also include in the paper a minimum of 6 photographs but not more than 15 photographs that represent floral tributes, burial spaces, etc. Student should meet with the instructor the first week of the course to set a timeline for the study. The student will be expected to present the project to the class 2 weeks prior to the end of the semester. Paper is valued at 100 points, photographic content 100 points, and presentation 50 points. Total: 250 points.

**A.10. PLANNED FREQUENCY**

This course will be offered spring semesters.

**A.11. EXPLANATION OF ANY DUPLICATION**

This course is not a duplication of any other departmental course.

**A.12. METHOD OF INSTRUCTION CODE SYMBOL**

Lecture and Demonstration: 2 hours

Laboratory: 2 hours

**A.13. PROPOSED C.I.P. NUMBER**

01.0608 Floriculture/Floristry Operations and Management.

A program that prepares individuals to operate and manage commercial and contract florist enterprises, supply and delivery services, and flower catering services. Includes instruction in the applicable principles of plant science; purchasing, storage, and delivery systems; floral design and arranging; and principles of business management.

**A.14. PROPOSED 20-CHARACTER ABBREVIATION**

Sympathy Flor Design

**A.15. PROPOSED SEMESTER EFFECTIVE**

Spring 2013

**A.16. OTHER APPROPRIATE INFORMATION**

See attached syllabus for required text and other course requirements.

**A.17. PROPOSAL CONTACT PERSON**

Lynette McDougald, Instructor, Plant and Soil Sciences  
662-325-1963

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course will not be cross-listed.

**B.2. EFFECTIVE DATE**

Spring 2013

**B.3. REQUIRED COURSES**

This course will not be a required course. It will be listed as a restricted elective on the Horticulture curriculum.

## **SYLLABUS**

**PSS 4073/6073 Sympathy Floral Design**  
**Department of Plant and Soil Sciences**  
**Mississippi State University**

**An introduction to the use of floral design for celebrations of life, memorials, and funerals.**

**Prerequisite: PSS 2343 Floral Design.**

FALL 2013 Lecture: Wednesday Noon- 1:50 pm.  Studio: Friday 3:00-4:50 pm Floral Design Studio	Instructor:   Phone:  Email:  Website:	Mrs. Lynette McDougald, M.S., AIFD The University Florist Student meetings available following class or by appointment.  662-325-1963  <a href="mailto:lmcdougald@pss.msstate.edu">lmcdougald@pss.msstate.edu</a>  <a href="http://www.theuniversityflorist.com">www.theuniversityflorist.com</a>
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## **COURSE DESCRIPTION**

**PSS 4073/6073 Sympathy Floral Design** is an in depth look at the preparation of floral design compositions in sympathy work. The studio offers a hands-on learning experience where students will develop competence in floral design techniques for use in a variety of displays used for funeral services. Students will develop a portfolio and floral presentation on a particular sympathy design style.

## **PURPOSE OF THE COURSE**

The purpose of this course is to develop competency in the preparing florals for sympathy work.

## **OBJECTIVES**

The objectives of the course are for students to learn the standard practices of sympathy floral design and associated floral design theory.

### **Expected Learning Outcomes:**

- 1- The successful student will be able to synthesize design theory and create appropriate floral designs for sympathy situations
- 2- The successful student in this course will be able to create interpretative designs with the consideration of design principles for historical sacred symbols and writings

- 3- Students completing this course will be able to develop methods where the use of floral materials and other appointments can be shared with church altar guilds
- 4- Students completing this course are expected to develop a portfolio and floral presentation representing a variety of sympathy tones

### **Outline of Course Topics**

1. Course introduction and review of principles and elements of design
2. History and significance of the use of floral design for funeral work
3. Introduction of specialized terminology
4. Identification and post harvest considerations of fresh flowers and foliage best suited for use in sympathy designs
5. Introduction of the specialized hard goods (non-perishable materials) inventory specific to sympathy floral
6. Retailing sympathy design:
  - a. Development of consultation space
  - b. Identification of the floral offerings most requested for funerals: casket sprays, sprays on easels, set piece on easels, inset pieces, baskets
  - c. Differences in product offerings for regional markets
  - d. Special requirements for military funerals
7. Working with funeral directors and special considerations for set up within funeral locations
  - a. Delivery and appropriate labeling of floral offerings
  - b. Preparation of permanent botanicals for cemeteries
  - c. Easel, basket, plaques, cones. Hard good requirements
8. Designing florals for cremation and interpretative memorial design
9. Addressing floral options for memorial services with no casket

### **METHOD OF EVALUATION**

#### **LECTURE UNIT**

Unit 1. Course introduction and review of principles and elements of design.

Unit 2. Exploring the spaces and furnishing for sacred environments and the proper vesting and appointments in those settings. (Vesting: linens and banner . Appointments: Flowers, containers, and proper mechanics; candles and other altarware; stands; lighting; blooming and green plants for use in certain holiday celebrations.

Unit 3. Creating sympathy design: the hardgoods (metal stands, styrofoam, water tubes, floral foam cages) and their use in construction; flowers (introduction of a variety

of cut foliage used mainly in sympathy work) and proper placements of cut flowers. Selling sympathy design.

Unit 4: Permanent botanicals for cemeteries. Easel, basket, plaques, cones. October 20 - November 3: Seasonal floral for the sacred calendar and floral designs for rites of passage. Students will create a calendar with attention to major religious holidays that have an association with flowers or a design appointment. Retailing to these events will be discussed.

Unit 5. – Florals for cremation; interpretative memorial design, floral picture frames. Floral requirements for memorial services with no casket.

## **STUDIO TOPICS**

1. Introduction to Sacred Spaces
2. Basic Review of Design Principles and Elements.
3. Field trip to local areas of worship and funeral home.
4. Quiz 1 (20 points). Urn and Easel work – sprays. (urn work - 25 points)
5. Quiz 2 (20 points). Floral foam cages. Easels, doors, rails. (easel work - 25 points)
6. Casket, boards, and set piece. (easel design – 25 points)
7. Quiz 3 (20 points) Casket and specialty designs for funerals. (25 points casket)
8. Practicum: (200 points. )
9. Permanent botanical design. Sprays, baskets, set piece. (set piece in permanent botanical - 25 points)
10. Student programs: exercise 1. (50 points)
11. Quiz 4 (20 points). Urn design. (25 points urn)
12. Parallel and landscape design. (25 points parallel)
  - a. Student program: exercise 2. (100 points)
13. Quiz 5 (20 points) Wreaths and forms for cremation and worship. (25 points cremation)
14. Practicum: (200 points)
  - a. Final Exam: (100 points)

## **EVALUATION**

**Lecture quizzes:** There will be 5 quizzes, 20 points each (100 points total) based on class lecture. Quizzes are comprehensive.

**Homework assignments.** Periodically students will be assigned topics to research and present during the lecture time to enhance learning on a particular religion or ritual. (50 points total).

**Laboratory Evaluation:** Lab projects are noted and valued at 25 points each (200 points total) and will be accomplished in the studio. Students will create a floral design based

on a pre-made design or image. Students are responsible for cleaning the lab on completion of the project.

**Practicum:** Two practicums will evaluate the student's competence in an overview of the projects from lab. The student will be given the entire lab time to complete the hands on work. 100 points each (200 points total). Students will be given the practicum specifications 2 weeks prior to the exercise and will select flowers appropriate for the project while following the pricing guide provided. A flower list will be provided from which to make selections.

**Presentation:** Students will chose one topic from the Sacred Spaces lecture unit and present 2 seminars on the same topic. Both presentations should include 2 original floral designs; one must be demonstrated with the other pre-made and commentated on. Each presentation should be 30 minutes in length. Presentation 1: 50 points. Presentation 2: 100 points. (150 points total)

**Portfolio:** Students will develop a portfolio of 10 different floral designs. Accompanying the design will be the appropriate vesting, appointments, and placement in a worship setting. (100 points total).

**Final Exam:** This exam is comprehensive and will include both a written and floral design component. (100 points total).

### **Graduate Student Research**

A graduate student in this class will be required to write a paper on sympathy traditions in Mississippi. (Students might consider projects such as Rituals and Use of Floral in Choctaw Indian Burials or the Florals of Friendship Cemetery.) Any paper should be of historical significance and associated with the state of Mississippi. The paper should have 6 to 10 references including journals or texts. Online articles should be limited to only 1 reference. Paper should be written in APA style; no less than 10 pages, no more than 12 pages. Double spaced; 12 point font. The student should also include in the paper a minimum of 6 photographs but not more than 15 photographs that represent floral tributes, burial spaces, etc. Student should meet with the instructor the first week of the course to set a timeline for the study. The student will be expected to present the project to the class 2 weeks prior to the end of the semester. Paper is valued at 100 points, photographic content 100 points, and presentation 50 points. Total: 250 points.

**There are 900 points total for undergraduates in this course.**

**There are 1,250 points for graduate students in this course.**

<b>Letter Grade</b>	<b>Percentage</b>
A	100 – 90.0
B	89.0 – 80.0
C	79.0 – 70.0
D	69.0 – 60.0
F	59.0 – 0

Honor Code (<http://honorcode.msstate.edu>)

Mississippi State University has an approved Honor Code that applies to all students. There will be zero tolerance for cheating, plagiarism, or other academic misconduct as defined in the Mississippi State University Academic Honesty policy.

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

Disability Accommodations

If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from MSU Student Support Services or your home institution for coordination of services available to students with disabilities.

**Lab Fee:** \$ 200 fresh flowers, foliages, florist supplies, appointments.

Instructor reserves the right to make changes that could occur based on product availability or emergencies..

**References**

Florist's Review. Sympathy Flowers Tributes For Modern Memorials. Florist's Review Enterprises, Inc. Topeka, Kansas. 2011.

The American Institute of Floral Designers. The AIFD Guide to Floral Design: Terms, Techniques, and Traditions. The Intelid Group, Flourtown, PA. 2008.

Blacklock, Judith. *Church Flowers*. The Flower Press Limited, Bournemouth, UK. 2009.

Teleflora. *Selling and Designing Sympathy Flowers*. Telflora, Leachville, AR. 1994

Hickman, Hoyt. *United Methodist Altars*. Abingdon Press, Nashville, TN. 1996.

Gent, Barbara and Betty Sturges. *The Altar Guild Book*. Morehouse Publishing Harrisburg, PA. 1982

Stauffer, S. Anita. *Altar Guild Handbook*. Fortress Press, Philadelphia, PA. 1985.

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Ag & Life Sciences

**Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess

**Mail Stop:** 9555

**E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Add

**Date Initiated:** 9/20/13 **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol    Number    Title

**Credit Hours**

(    )

**Current Catalog Description:**

**New or Modified Listing for Catalog:**

Symbol    Number    Title

PSS    4083/6083    Floral Design for Special Events

**Credit Hours**

( 3 )

**New or Modified Catalog Description:**

Two hours lecture. Two hours laboratory. Planning and preparing of floral design compositions for use in special events.

**Approved:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Date:**

11/18/13

12-12-2013

12/18/13



# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed addition of PSS 4083/6083 Floral Design for Special Events. After discussion, the committee voted unanimously to support the addition of the PSS 4083/6083 Floral Design for Special Events course. The committee determined this course will enhance the PSS FM curricular program. This course does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

# **PROPOSAL FOR COURSE ADDTION**

## **FLORAL DESIGN FOR SPECIAL EVENTS**

### **A. PROPOSAL**

#### **A.1. CATALOG DESCRIPTION**

PSS 4083/6083 Floral Design for Special Events (3). (Prerequisite: PSS 2343). Two hours lecture. Two hours laboratory. Planning and preparing of floral design compositions for use in special events.

#### **A.2. DETAILED COURSE OUTLINE (OR COPY OF THE SYLLABUS)**

Copy of Syllabus attached.

#### **COURSE LECTURE TOPICS (30 contact hours)**

1. A Trip to the Library: How to find articles. (1 contact hours)
2. Review of Principles and Elements(3 contact hours)
3. Different types of Events(3 contact hours)
4. Client Meetings: the art of listening and communicating. (3 contact hours)
5. Developing creativity. (3 contact hours)
6. Care and Handling of cut flowers and foliages. (3 contact hours)
7. Contracts, licenses, and agreements(3 contact hours)
8. Linens, venues, and lighting. (2 contact hours)
9. Marketing Floral –Chase Kasper, guest lecturer (1 contact hours)
10. Buffet (2 contact hours)
11. Stage, podium, head table (2 contact hours)
12. Centerpieces (2 contact hours)
13. Cake (2 contact hours)

#### **STUDIO TOPICS (30 contact hours)**

1. Introduction to Special Event Studio. (2 contact hours)
2. Basic Review of Design Principles and Elements (4 contact hours)
3. Mound Design – Zoning (2 contact hours)
4. Tablescapes – Inorganic mechanics (2 contact hours)
5. Organic Mechanics (20 points) (2 contact hours)
6. Care and Handling, vase life of flowers synonymus with events (20 points) (4 contact hours)
7. Entry with incorporation of balloons (20 points) (2 contact hours)
8. Centerpiece for Fortune 500 company; premade prop required (20 points) (2 contact hours)
9. Permanent design (20 points; in conjunction with NDI/Gordy) (2 contact hours)
10. Buffet, phoenix design (20 points) (2 contact hours)
11. Tabletop podium (20 points) Symmetrical design; parallel system  
Final Project (2 contact hours)
12. Centerpieces with candles (20 points) (2 contact hours)

13. Flowers and food (20 points) (2 contact hours)

### **A.3. METHOD OF EVALUATION**

There are 700 points total for undergraduates in this course.

There are 950 points total for graduate students in this course.

Letter Grade	Percentage
A	100 – 90.0
B	89.0 –80.0
C	79.0 –70.0
D	69.0 –60.0
F	59.0 and below

**Examinations** There will be three examinations. 100 points each; 300 points total.

**Ten projects or lectures:** 20 points each; total 200 points.

**Final Project:** There will be a final project with a group participation score (100points) and individual design contribution (100 points) components.

**Graduate Students will also be required to complete the following project:**

- to oversee a selected university special event associated with football season.
  - work with a university client to develop the event.
  - develop a marketing strategy in which to represent their product (30 points)
  - create a customer information contact list (20 points)
  - render and detail a site assessment (50 points)
  - draft a contract for responsibilities at the event (50 points)
  - present a written price proposal for 5 different designs for the event. The designs should be represented by images and include: buffet piece, seated table centerpiece, sign in table with logo design, and two pieces that are designers choice (100 points)
  - create an entry floral design piece for the actual event (100 points)
  - direct the class during the installation of the event floral. (100 points)
- Total graduate project: 450 points.

### **A.4. JUSTIFICATION AND EXPECTED LEARNING OUTCOMES**

Students in Horticulture, especially the Floral Management curriculum, require a broader and more advanced view of the requirements of

performing floral design duties in the special event arena than any of our current courses offered. An emersion into the theory of special event floral will better prepare our graduates for careers in this area.

**EXPECTED LEARNING OUTCOMES:**

**A student completing this course will ...**

1. have the skills to communicate clearly and professionally with consumers of special event floral products.
2. be able to market floral product with knowledge of proper care and use of floriculture crops.
3. be skilled in developing contracts , working with caterers and banquet operations, and overseeing the installation of floral design requirements for a variety of venues.
4. be versed in creating an number of design styles associated with event floral.

**A.5. ACADEMIC MISCONDUCT (distance learning courses)**

Not applicable

**A.6. TARGET AUDIENCE (distance learning courses)**

Not applicable

**A.7. SUPPORT**

Letter of support attached.

**A.8. INSTRUCTOR OF RECORD**

The instructor of record for this course will be Lynette McDougald. She is an instructor and a member of the Horticulture teaching faculty who currently has undergraduate teaching responsibilities.

**A.9. GRADUATE STUDENT REQUIREMENTS**

**Graduate Students will also be required to complete the following project:**

- to oversee a selected university special event associated with football season.
- work with a university client to develop the event.
- develop a marketing strategy in which to represent their product (30 points)
- create a customer information contact list (20 points)
- render and detail a site assessment (50 points)

- draft a contract for responsibilities at the event (50 points)
  - present a written price proposal for 5 different designs for the event. The designs should be represented by images and include: buffet piece, seated table centerpiece, sign in table with logo design, and two pieces that are designers choice (100 points)
  - create an entry floral design piece for the actual event (100 points)
  - direct the class during the installation of the event floral. (100 points)
- Total graduate project: 450 points.

**A.10. PLANNED FREQUENCY**

This course will be offered fall semesters.

**A.11. EXPLANATION OF ANY DUPLICATION**

This course is not a duplication of any other departmental course.

**A.12. METHOD OF INSTRUCTION CODE SYMBOL**

Lecture and Demonstration: 2 hours; Laboratory, 2 hours.

**A.13. PROPOSED C.I.P. NUMBER**

01.0608 Floriculture/Floristry Operations and Management.

A program that prepares individuals to operate and manage commercial and contract florist enterprises, supply and delivery services, and flower catering services. Includes instruction in the applicable principles of plant science; purchasing, storage, and delivery systems; floral design and arranging; and principles of business management.

**A.14. PROPOSED 20-CHARACTER ABBREVIATION**

FLOR DES SPEC EVENTS

**A.15. PROPOSED SEMESTER EFFECTIVE**

Spring 2014

**A.16. OTHER APPROPRIATE INFORMATION**

See attached syllabus for required text and other course requirements.

**A.17. PROPOSAL CONTACT PERSON**

Lynette McDougald, Instructor, Plant and Soil Sciences  
662-325-1963

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course will not be cross-listed.

**B.2. EFFECTIVE DATE**

Spring 2014

**B.3 REQUIRED COURSES**

This course will be a required course in the Horticulture: Floral Management curriculum.

## **SYLLABUS**

### **PSS 4083/6083 Floral Design for Special Events (3)**

**Department of Plant and Soil Sciences**

**Mississippi State University**

**Introduction to special event floral design. Prerequisite: PSS 2343 Basic Floral Design.**

Recitation: Monday/Wednesday 8:00 – 8:50 am	Instructor:	Mrs. Lynette McDougald, M.S., AIFD The University Florist
Studio: Friday 8:00 – 9:50 am Floral Design Studio	Phone:	662-325-1963
	Email:	<a href="mailto:lmcdougald@pss.msstate.edu">lmcdougald@pss.msstate.edu</a>
	Website:	<a href="http://www.theuniversityflorist.com">www.theuniversityflorist.com</a>

## **COURSE DESCRIPTION**

PSS 4083/6083 Floral Design for Special Events is a round-table discussion on the planning and preparing of floral design compositions for use in special events. The studio offers a hands-on learning experience. Students will be responsible weekly to develop a topic discussing articles and building timely special event floral theory. The class will culminate with the implementation of a special event.

In this course, students will search for, read and report on articles related to weekly topics. The class will spend two lecture clock hours per week discussing/reviewing current journal articles, thereby building the latest special event floral/décor theory. Labs are spent on the corresponding topic. At each class meeting, time will be devoted to organization and implementation of the final project, a special event.

## **PURPOSE OF THE COURSE**

The purpose of this course is to develop competency in the planning and execution of special event floral.

## **OBJECTIVES**

The objectives of PSS 4990/6990 are to develop skills in:

1. Working with clients and providing good customer service.
2. Researching the current trends in special event preparation.
3. Marketing floral design.

4. Caring and handling of cut flowers and foliages for use in event work.
5. Creating and understanding contracts.
6. Working with caterers and banquet operations; including linens and beverage service.
7. Providing ambiance through lighting and fabrics.
8. Designing for podiums, buffets, and seated tables.
9. Decorating cakes and providing favors and gifts.

#### **EXPECTED LEARNING OUTCOMES:**

**A student completing this course will ...**

1. have the skills to communicate clearly and professionally with consumers of special event floral products.
2. be able to market floral product with knowledge of proper care and use of floriculture crops.
3. be skilled in developing contracts , working with caterers and banquet operations, and overseeing the installation of floral design requirements for a variety of venues.
4. be versed in creating an number of design styles associated with event floral.

#### **WEEKLY TOPICS**

1. A Trip to the Library: How to find articles.
2. Review of Principles and Elements
3. Different types of Events
4. Client Meetings: the art of listening and communicating.
5. Developing creativity.  
Tour of MSU facilities  
Final Project Q & A.
6. Care and Handling of cut flowers and foliages. (20 points)  
Exam 1
7. Contracts, licenses, and agreements
8. Linens, venues, and lighting.  
Natural Decorations, Inc. – Joe and Carol Gordy (20 points with lab 11/3)  
Exam 2
9. Marketing Floral –Chase Kasper, guest lecturer
10. Buffet
11. Stage, podium, head table
12. Centerpieces
13. Cake

#### **STUDIO TOPICS**

1. Introduction to Special Event Studio.
2. Basic Review of Design Principles and Elements
3. Mound Design – Zoning

4. Tablescapes – Inorganic mechanics
5. Organic Mechanics (20 points)
6. Care and Handling, vase life of flowers synonymus with events (20 points)
7. Entry with incorporation of balloons (20 points)
8. Centerpiece for Fortune 500 company; premade prop required (20 points)
9. Permanent design (20 points; in conjunction with NDI/Gordy)
10. Buffet, phoenix design (20 points)
11. Tabletop podium (20 points) Symmetrical design; parallel system
- Final Project
12. Centerpieces with candles (20 points)
13. Flowers and food (20 points)

## **EVALUATION**

There will be three examinations based on class lecture. Comprehensive. 100 points each.

Weekly projects are noted and valued at 20 points each (200 points) and will be accomplished in the studio during the assigned time. Students will be allowed to create a floral design based on a pre-made design or image. Students are responsible for cleaning the lab on completion of the project.

Final Project will be accomplished with each individual working as a group to create a special event on the MSU campus. The theme and décor of the event will be determined by the group. Each individual will be responsible for a particular component of the event. Moderated discussions will be set periodically throughout the laboratory exercises to facilitate and monitor the progress of the event. Points will be awarded in 100 points for group participation (facets of the written report) and 100 points for individual design contribution.

### **Scoring breakdown**

#### **Undergraduate:**

Three exams, 100 points each

Ten projects or lectures, 20 points each

Final Project, group participation score of 100 points; individual design contribution, 100 points.

Total Points, 700.

#### **Graduate**

In addition to the examinations (300 points) and studio activities(200 points), the graduate student is expected to complete the following project:

- to oversee a selected university special event associated with football season.

- work with a university client to develop the event.
  - develop a marketing strategy in which to represent their product (30 points)
  - create a customer information contact list (20 points)
  - render and detail a site assessment (50 points)
  - draft a contract for responsibilities at the event (50 points)
  - present a written price proposal for 5 different design for the event. The designs should be represented by images and include: buffet piece, seated table centerpiece, sign in table with logo design, and two pieces that are designers choice (100 points)
  - create an entry floral design piece for the actual event (100 points)
  - direct the class during the installation of the event floral. (100 points)
- Total graduate project: 450 points.

Total Points, 950.

Letter Grade	Percentage
A	100 – 90.0
B	89.0 – 80.0
C	79.0 – 70.0
D	69.0 – 60.0
F	59.0 – 0

**Mississippi State University has an approved Honor Code** that applies to all students. The code is as follows:

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information please visit: <http://honorcode.msstate.edu>

**Academic accommodations due to disability.**

If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from Student Support Services for coordination of campus disability services available to students with disabilities.

Lab Fee: \$ 200 fresh flowers, foliages, florist supplies, props.

**COURSE SCHEDULE****Dates to be supplied.**

<u>RECITATION</u>	<u>LAB</u>
syllabus	'Steel Magnolias' exercise
library	review of principles and elements
review of P & E cont.	
holiday	none
types of SE	
client meetings	mound
client meetings	
developing creativity	tablescape
developing creativity	
tours of Union and HHC	tours cont.
Q & A final project	
Care and handling	organic mechanics
care and handling, cont.	
C & H experiments	
Exam 1	Final Project workshop
Final Project workshop	
Contracts, licensing, agreements	Entry
C, L, A continued	
Linens/venues/lighting	centerpiece (corp.)
L, V, L cont.	
Exam 2	permanent design
Marketing Floral	
Buffet	Buffet
Stage & Podium	Tabletop
Tabletop	
Final Project installation	
Centerpieces	Centerpiece with candle
Cakes	Food and flowers
Final Exam	

Instructors reserve the right to make changes that could occur based on product availability or emergencies.

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Ag & Life Sciences

**Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess

**Mail Stop:** 9555

**E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Add

**Date Initiated:** 9/20/13 **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol    Number    Title

**Credit Hours**

(    )

**Current Catalog Description:**

**New or Modified Listing for Catalog:**

Symbol    Number    Title

PSS    4093/6093    Post-harvest Care of Cut Floral Crops

**Credit Hours**

( 3 )

**New or Modified Catalog Description:**

Two hours lecture. Two hours laboratory. Identification, postharvest care and handling, sourcing and distribution of cut floriculture plant materials.

**Approved:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Date:**

11/18/13

12/12/2013

12/18/13



# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed addition of PSS 4093/6093 Postharvest Care of Cut Floral Crops. After discussion, the committee voted unanimously to support the addition of the PSS 4093/6093 Postharvest Care of Cut Floral Crops course. The committee determined this course will enhance the PSS FM curricular program. This course does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

**PROPOSAL FOR COURSE ADDTION**  
**POSTHARVEST CARE OF CUT FLORAL CROPS**

**A. PROPOSAL**

**A.1. CATALOG DESCRIPTION**

PSS 4093/6093 Postharvest Care of Cut Floral Crops (3). Two hours lecture. Two hours laboratory. Identification, postharvest care and handling, sourcing and distribution of cut floriculture plant materials.

**A.2. DETAILED COURSE OUTLINE (OR COPY OF THE SYLLABUS)**

Copy of Syllabus attached.

Outline of Course Topics (30 Lecture and 30 Lab contact hours)

1. Morphology, Classification, and Nomenclature of Plants (2 hr Lecture, 4 hr Lab)
2. Postharvest care: temperature, sanitation, storage (3 hr Lecture, 2 hr Lab)
3. Postharvest quality: before, during, and after collection (2 hr Lecture, 4 hr Lab)
4. Identification of cut flowers and foliage available year round
  - shipment of cut floriculture specimens will be sourced and ordered from South American market by means of online buying source (3 hr Lecture, 4 hr Lab)
  - sanitation, flower foods, damage: mechanical, shipping, ethylene sensitivity (2 hr Lecture, 2 hr Lab)
  - floral processing: hydrating solutions (2 hr Lecture, 2 hr Lab)
5. Identification of seasonal cut flowers
  - shipment of bulb cut bulb crops will be ordered from Dutch auction by use of broker (3 hr Lecture, 2 hr Lab)
  - explanation and experimentation of different flower foods for different crops (2 hr Lecture, 2 hr Lab)
6. Identification of specialty cut flowers
  - tropical shipment procured (3 hr Lecture, 2 hr Lab)
  - refrigeration requirements for different crops addressed (2 hr Lecture, 2 hr Lab)
7. Examination of cut floral farms and sources in United States
  - California market: cold chain and refrigerated transportation (3 hr Lecture, 2 hr Lab)
  - Florida cut foliage sources; identification of cut foliage crops (3 hr Lecture, 2 hr Lab)

### **A.3. METHOD OF EVALUATION**

There are 750 points total for undergraduates in this course.  
There are 900 points total for graduate students in this course.

Letter Grade	Percentage
A	100 – 93.0
B	92.0 –85.0
C	84.0 –76.0
D	76.0 –68.0
F	67.0 and below

**Examinations** There will be two hour examinations and one final examination (during the time slotted by MSU ). 100 points each; 300 points total.

**Identification Quizzes** Eleven weekly identification quizzes will be given and valued at 20 points each (200 points). Each quiz will require student to identify plant materials by industry name, recall any unique attributes such as distribution origins, seasonality, color, or form. Students are allowed to drop one of the weekly quiz grades.

**Identification Examination** There will be a final identification examination given on the last day of classes. The final identification quiz has a value of 100 points and will include 25 plant materials. Each specimen on ID quiz will require one accompanying answer associated to that plant material. (100 points)

**Creative Naturalism Design Portfolio** (Undergraduate only)(100 pts): To represent and understand the importance of southern plant materials in the cut floral industry, the student will be assigned 2 "southern plant materials". The student will submit an electric portfolio which consists of a plant culture sheet for each of the plant materials. An original picture of the plant material growing in a cultivated or native area must accompany a culture sheet. This sheet should include: scientific and common name; habitat; growth habit; identifying characteristics (leaf form, branching); foliage texture and color in all seasons; flower color and duration of flowering; and fruit color and duration of fruiting; postharvest care and handling; and form classification for use in floral designs. A floral design must be created using the plant material, photographed, and included in the portfolio.

**Unannounced Quizzes or Homework assignments:** There will be unannounced quizzes or assignments throughout the semester. (50 points)

## **Creative Naturalism 250 points (Graduate Only)**

In addition to all undergraduate assessments, graduate students will be required to complete an electronic portfolio of "Top 10 Plant Materials for Creative Naturalism Floral Design". The student should research the origin of the design movement coined "creative naturalism". A biography of the founder should be included in the portfolio. Plant materials should be chosen based on research of topic.

The graduate student will be required to meet with the instructor the first week of classes and the first weeks of September, October, and November. These meetings are mandatory. Dates will be supplied for meetings the first day of classes. A check list and progress report form will be provided also on the first day of classes.

The electronic portfolio will include a plant culture sheet for each of the plant materials. An original picture of the plant material growing in a cultivated or native area must accompany a culture sheet. This sheet should include: scientific and common name; habitat; growth habit; identifying characteristics (leaf form, branching); foliage texture and color in all seasons; flower color and duration of flowering; and fruit color and duration of fruiting; postharvest care and handling; and form classification for use in floral designs.

### **A.4. JUSTIFICATION AND EXPECTED LEARNING OUTCOMES**

Students in Horticulture, especially the Floral Management curriculum, require a broader and more advanced view of the cut flower industry postharvest than any of our current courses offer. Students that have taken Special Topics: Cut Floriculture Crops, an experimental class offered in 2010 and 2011, show a greater understanding of the industry standards and requirements than those students that did not take the experimental course.

#### **EXPECTED LEARNING OUTCOMES:**

A student completing this course is expected to be able to ...

1. identify cut floriculture crops by Genus species and common name, physical characteristics, and seasonal availability through cut floral channels.
2. source and identify the major distribution channels for cut floriculture products worldwide. They will also be able to outline the methods distribution throughout the United States.

3. demonstrate proficiency in the postharvest care for a variety of cut floriculture crops including sanitation, use of floral foods, identifying ethylene damage, and proper sale stage.

**A.5. ACADEMIC MISCONDUCT (distance learning courses)**

Not applicable

**A.6. TARGET AUDIENCE (distance learning courses)**

Not applicable

**A.7. SUPPORT**

Letter of support is attached.

**A.8. INSTRUCTOR OF RECORD**

The instructor of record for this course will be Lynette McDougald. She is an instructor and a member of the Horticulture teaching faculty who currently has undergraduate teaching responsibilities.

**A.9. GRADUATE STUDENT REQUIREMENTS**

**Creative Naturalism 250 points**

In addition to all undergraduate assessments, graduate students will be required to complete an electronic portfolio of "Top 10 Plant Materials for Creative Naturalism Floral Design". The student should research the origin of the design movement coined "creative naturalism". A biography of the founder should be included in the portfolio. Plant materials should be chosen based on research of topic.

The graduate student will be required to meet with the instructor the first week of classes and the first weeks of September, October, and November. These meetings are mandatory. Dates will be supplied for meetings the first day of classes. A check list and progress report form will be provided also on the first day of classes.

The electronic portfolio will include a plant culture sheet for each of the plant materials. An original picture of the plant material growing in a cultivated or native area must accompany a culture sheet. This sheet should include: scientific and common name; habitat; growth habit; identifying characteristics (leaf form, branching); foliage texture and color in all seasons; flower color and duration of flowering; and fruit color and duration of fruiting; postharvest care and handling; and form classification for use in floral designs.

**A.10. PLANNED FREQUENCY**

This course will be offered spring semesters.

**A.11. EXPLANATION OF ANY DUPLICATION**

This course is not a duplication of any other departmental course.

**A.12. METHOD OF INSTRUCTION CODE SYMBOL**

B (Lecture /Laboratory)

**A.13. PROPOSED C.I.P. NUMBER**

01.0608 Floriculture/Floristry Operations and Management.

A program that prepares individuals to operate and manage commercial and contract florist enterprises, supply and delivery services, and flower catering services. Includes instruction in the applicable principles of plant science; purchasing, storage, and delivery systems; floral design and arranging; and principles of business management.

**A.14. PROPOSED 20-CHARACTER ABBREVIATION**

PSTHRVST CARE FLORAL

**A.15. PROPOSED SEMESTER EFFECTIVE**

Spring 2014

**A.16. OTHER APPROPRIATE INFORMATION**

See attached syllabus for required text and other course requirements.

**A.17. PROPOSAL CONTACT PERSON**

Lynette McDougald, Instructor, Plant and Soil Sciences  
662-325-1963

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course will not be cross-listed.

**B.2. EFFECTIVE DATE**

Spring 2014

**B.3. REQUIRED COURSES**

This course will be a required course in the Horticulture: Floral Management curriculum.

**PSS 4093/6093 Postharvest Care of Cut Floral Crops**  
**Syllabus**  
**Spring 2014**  
**Lecture/Lab: TBA**

**Title: Cut Floriculture Crops**  
Instructor: Lynette McDougald, AIFD  
Office: The University Florist  
Email: [lmcdougald@pss.msstate.edu](mailto:lmcdougald@pss.msstate.edu)  
Phone: 662-325-1963  
Office hours: By appointment only.

Course Value: 3 credit hours

Prerequisites: There are no prerequisites for this course.

**COURSE DESCRIPTION:** Identification, postharvest care and handling, sourcing and distribution of cut floriculture plant materials.

**OBJECTIVES:** Students will be introduced to a variety of cut floriculture plants with emphasis on physical characteristics, seasonal availability, and postharvest care. The distribution chain from farm to consumer will be addressed.

**EXPECTED LEARNING OUTCOMES:**

**A student completing this course is expected to be able to**

1. identify cut floriculture crops by Genus species and common name, physical characteristics, and seasonal availability through cut floral channels.
2. source and identify the major distribution channels for cut floriculture product worldwide. They will also be able to outline the methods distribution throughout the United States.
3. demonstrate proficiency in the postharvest care for a variety of cut floriculture crops including sanitation, use of floral foods, identifying ethylene damage, and proper sale stage.

**COURSE UNITS:**

Outline of Course Topics

- ❖ Morphology, Classification, and Nomenclature of Plants
- ❖ Postharvest care: temperature, sanitation, storage
- ❖ Postharvest quality: before, during, and after collection
- ❖ Identification of cut flowers and foliage available year round
  - shipment of cut floriculture specimens will be sourced and ordered from South American market by means of online buying source
  - sanitation, flower foods, damage: mechanical, shipping, ethylene sensitivity

- floral processing: hydrating solutions
- ❖ Identification of seasonal cut flowers
  - shipment of cut bulb crops will be ordered from Dutch auction by use of broker
  - explanation and experimentation of different flower foods for different crops
- ❖ Identification of specialty cut flowers
  - tropical shipment procured
  - refrigeration requirements for different crops addressed
- ❖ Examination of cut floral farms and sources in United States
  - California market: cold chain and refrigerated transportation
  - Florida cut foliage sources; identification of cut foliage crops

## **EVALUATION:**

**Examinations** There will be two hour examinations and one final examination (during the time slotted by MSU ). 100 points each; 300 points total.

**Identification Quizzes** Eleven weekly identification quizzes will be given and valued at 20 points each (200 points). Each quiz will require student to identify plant materials by industry name, recall any unique attributes such as distribution origins, seasonality, color, or form. Students are allowed to drop one of the weekly quiz grades.

**Identification Examination** There will be a final identification examination given on the last day of classes. The final identification quiz has a value of 100 points and will include 25 plant materials. (100 points)

**Creative Naturalism Design Portfolio** (100 pts): To represent and understand the importance of southern plant materials into the cut floral industry, the student will be assigned 2 'southern plant materials'. The student will submit an electric portfolio consisting of a plant culture sheet for each of the plant materials; an original picture of the plant material growing in a cultivated or native area must accompany a culture sheet. This sheet should include: scientific and common name; habitat; growth habit; identifying characteristics (leaf form, branching); foliage texture and color in all seasons; flower color and duration of flowering; and fruit color and duration of fruiting; postharvest care and handling; and form classification for use in floral designs. (A template will be provided.)

**Unannounced Quizzes or Homework assignments:** There will be unannounced quizzes or assignments throughout the semester. (50 points)

**There are 750 points total for this course at the undergraduate level.**

**Graduate Student Project**

**Creative Naturalism 250 points**

In addition to all undergraduate assessments, graduate students will be required to complete an electronic portfolio of "Top 10 Plant Materials for Creative Naturalism Floral Design". The student should research the origin of the design movement coined "creative naturalism". A biography of the founder should be included in the portfolio. Plant materials should be chosen based on research of topic.

The graduate student will be required to meet with the instructor the first week of classes and the first weeks of September, October, and November. These meetings are mandatory. Dates will be supplied for meetings the first day of classes. A check list and progress report form will be provided also on the first day of classes.

The electronic portfolio will include a plant culture sheet for each of the plant materials. An original picture of the plant material growing in a cultivated or native area must accompany a culture sheet. This sheet should include: scientific and common name; habitat; growth habit; identifying characteristics (leaf form, branching); foliage texture and color in all seasons; flower color and duration of flowering; and fruit color and duration of fruiting; postharvest care and handling; and form classification for use in floral designs.

**There are 1,000 points total for this course at the graduate level.**

Letter Grade	Percentage
A	100 – 93.0
B	92.0 – 85.0
C	84.0 – 76.0
D	76.0 – 68.0
F	67.0 and below

**Attendance policy:** The attendance policy and student responsibilities are in accordance with the University Policies Relating to Students (<http://msstate.edu/dept/audit/1209.html>)

Students should not miss a class session. If a class is missed due to emergency, such as hospitalization or death, you are requested to phone as soon as possible. Since this course consists of working with perishable items, make-ups are not possible. ***Do not miss class. When you miss a class meeting, you have missed an entire week of the course.*** Two absences will result in a letter grade deduction. Three or more absences will result in the grade F for the course.

#### Honor Code

Mississippi State University has an approved Honor Code that applies to all students. There will be zero tolerance for cheating, plagiarism, or other academic misconduct as defined in the Mississippi State University Academic Honesty policy.

<http://honorcode.msstate.edu>

"As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

#### Disability Accommodations

If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from MSU Student Support Services or your home institution for coordination of services available to students with disabilities.

Make up exams will be made only for absences and with procedures prescribed in this document. There will be no make up exams for identification quizzes; the student is provided one 'drop' grade on identifications. Students are responsible for all materials given out during class meetings whether present or not.

No electronic devices may be used in this classroom without permission from the instructor.

There will be no parking in the metered parking outside the studio.

#### **Required Text**

Floral Fan Deck, John Henry Corporation. App available through iTunes.

Nell, T.A. & Reid, M.S. (2001) Flower & Plant Care. The 21<sup>st</sup> Century Approach. Society of American Florist.

Reference materials from the following organizations or businesses will be used:  
California Cut Flower Commission  
Florida Fern Growers  
Sierra Flower Finder  
Flower Buyer

#### **Course References for Graduate Work**

Chaplin, L.T. (1994). The Southern Gardener's Book of Lists. Dallas, TX: Taylor Publishing Company.

Halfacre, R.G. & Shawcroft, A.R. (1994) Landscape Plants for the Southeast. Raleigh, NC: Sparks Press.

Dirr, M.A. (1998). Manual of Woody Landscape Plants. Champaign, IL: Stipes Publishing LLC.

## **CUT FLOWER AND FOLIAGE LIST CUT FLORICUTLURE CROPS**

**Abelia  
Agapanthus  
Allium  
Alstroemeria  
Amaranthus  
amaryllis  
Anemone  
Anthurium  
artichokes  
Asclepias  
aspidistra  
astilbe  
Asparagus fern  
Aster, monte, matsumoto, yellow  
Bamboo  
Beauty berry  
Bells of Ireland  
Berzillia  
Bird of paradise  
Birch  
bittersweet  
blueberry  
Bouvardia  
Boxwood  
Bupleurum  
Calla lily, standard and mini  
camellia  
Carnation, standard and mini  
Cattail (typha)  
cedar  
Celosia  
Cherry branches  
Chrysanthemum: football, fuji, spider, cremon, pompons (button, daisy, novelty)  
Coneflower  
cotton  
Crabapple  
Craspedia  
Crytpomeria  
Curly willow  
cypress  
Daffodil  
dahlia  
Delphinium, larkspur**

Dogwood: rainbow, red twig  
Elaeagnus  
emerald  
Eremurus  
eryngium  
Eucalyptus, willow, seeded, blue  
Euphorbia  
Fatsia  
flax  
forsythia  
Freesia  
Galax  
gardenia  
genista  
Gerbera, germini  
Ginger  
Gladiolus  
Gloriosa lily  
Godetia  
Grasses: bear, fountain, lily, zebra  
grevillia  
bypsophila  
heather  
heliconia  
honeysuckle  
Huckleberry  
Hyacinth  
hydrangea  
hypericum  
Ilex  
Iris  
Ivy  
Jade  
Juniper  
Kale  
Kangaroo paw  
Leatherleaf  
Leptospermum  
leucodendron  
Liatris  
Lilac  
Lily: Asiatic, oriental, LA hybrid  
Lily of the Valley  
Lisianthus  
Magnolia  
Maidenhair fern

maples  
Marigold  
Millet  
Mimosa  
Ming fern  
mint  
Monkshood  
Montbretia  
Monstera  
Muscari  
muscadine  
myrtle  
nandina  
Nerine lily  
nutsedge  
oak  
Orchids: cymbidium, mini cymbidium, Dendrobium, mokara, vanda, phalaenopsis  
Pepperberry  
Peony  
persimmon  
photinia  
pine  
Pittosporum, green or variegated  
Plumosa  
popcorn  
privet  
Protea: banksias, minks, pincushion  
Pussywillow  
Pyracantha  
Queen anne's lace  
quince  
ranunculus  
raspberry  
Rose: standard, spray, garden  
rosemary  
Ruscus  
Scabiosa  
Scented geranium  
scotchbroom  
Snapdragon  
Sorghum  
spirea  
Star of Bethlehem  
Statice  
Stephanotis  
Stock

**Sunflower**  
**Sweet pea**  
**Sweet William**  
**Ti leaf**  
**trachelium**  
**Tulip: standard, French, parrot, double**  
**viburnum**  
**Watsonia**  
**waxflower**

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Ag & Life Sciences

**Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess

**Mail Stop:** 9555

**E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Delete

**Date Initiated:** 9/20/13 **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
PSS	4444/6444	Plant Tissue Culture	( 4 )

**Current Catalog Description:**

(Prerequisite: BIO 4214 and CH 1053 or equivalent). Three hours lecture. Three hours laboratory. A comprehensive study of plant cell, tissue and organ culture with emphasis on practical applications of tissue culture in various areas of plant science. (Same as PSS 4444/6444)

**New or Modified Listing for Catalog:**

Symbol	Number	Title	Credit Hours
			( )

**New or Modified Catalog Description:**

**Approved:**



Department Head

**Date:**

11/18/13

Chair, College or School Curriculum Committee



for GH

Dean of College or School

12-12-2013

12/18/13

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council



# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed deletion of PSS 4444/6444 Plant Tissue Culture. After discussion, the committee voted unanimously to support this course deletion. It has not been taught since 2006 and no current faculty plan to teach this in the near future.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

**PROPOSAL FOR COURSE DELETION**  
**PSS 4444/6444 Plant Tissue Culture**

**A. PROPOSAL**

**A.1. CATALOG DESCRIPTION**

PSS 4444/6444 Plant Tissue Culture: 4 hours. (Prerequisite: BIO 4214 and CH 1053 or equivalent). Three hours lecture. Three hours laboratory. A comprehensive study of plant cell, tissue and organ culture with emphasis on practical applications of tissue culture in various areas of plant science. (Same as PSS 4444/6444)

**A.2. JUSTIFICATION**

With the departure of the instructor of record from PSS this course has not been taught since at least 2006. There are no departmental plans to offer this course in the near future.

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course is not cross-listed.

**B.2. EFFECTIVE DATE**

Spring 2014

**B.3. EFFECTS ON OTHER COURSES**

The Horticulture: Floriculture and Ornamentals curriculum modification proposal is attached reflecting the removal from the curriculum as a required course. This is the only curriculum on campus listing this course as a required course.

**B.4. SUPPORT**

A letter of support is attached.

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Ag & Life Sciences

**Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess

**Mail Stop:** 9555

**E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Add

**Date Initiated:** 9/20/13 **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol    Number    Title

**Credit Hours**  
(    )

**Current Catalog Description:**

**New or Modified Listing for Catalog:**

Symbol    Number    Title

PSS    6013    Principles of Floral Design

**Credit Hours**  
( 3 )

**New or Modified Catalog Description:**

Online course. Focus on design principles, value-added products and longevity.

**Approved:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Date:**

12/12/13

12-12-2013

12/18/13

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Ag & Life Sciences

**Department:** Plant and Soil Sciences

**Contact Person:** Richard L. Harkess

**Phone:** 5-4556 **E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Distance Approval

**Date Initiated:** 9/20/13 **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol    Number    Title

**Credit Hours**  
(    )

**Current Catalog Description:**

**New or Modified Listing for Catalog:**

Symbol    Number    Title

PSS    6013    Principles of Floral Design

**Credit Hours**  
( 3 )

**New or Modified Catalog Description:**

Online course. Focus on design principles, value-added products and longevity.

**Approved:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

**Date:**

12/12/13

12-12-2013



# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed addition of PSS 6013 Survey of Floral Design. After discussion, the committee voted unanimously to support the addition of the PSS 6013 Survey of Floral Design course. The committee determined this course will enhance the PSS FM curricular program. This course does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

## **PROPOSAL FOR COURSE ADDITION AOCE**

### **PRINCIPLES OF FLORAL DESIGN**

#### **A. PROPOSAL**

##### **A.1. CATALOG DESCRIPTION**

PSS 6013 Principles of Floral Design (3). Online course. Focuses on design principles, value-added products and longevity.

##### **A.2. JUSTIFICATION FOR AOCE OFFERING**

Floral management students preparing for industry careers should fully understand the principles and elements of floral design and be familiar with products commonly used to create professional floral designs. Students will learn about flowers as decorative elements, taking them from post-harvest through the stages of design appropriate for numerous occasions and display sites.

##### **A.3. EXPECTED LEARNING OUTCOMES**

###### **EXPECTED LEARNING OUTCOMES:**

A student completing this course is expected to be able to ...

- a. List, define and apply
  - i. the seven principles of floral design
  - ii. the seven elements of floral design
  - iii. steps necessary for floral longevity.
- b. have an introductory level understanding of the history/distribution of floriculture crops
- c. Be able to replicate styles of basic floral designs using a variety of techniques
- d. Demonstrate an appreciation of plant material as the medium for artistic expression
- e. Demonstrate a greater appreciation for post-harvest information dissemination (project) and floristry as a business (research briefs projects)

##### **A.4. DETAILED COURSE OUTLINE OF CAMPUS 1**

This course is not offered campus 1

##### **A.5. DETAILED COURSE OUTLINE OF CAMPUS 5**

Copy of Syllabus attached.

## Outline of Course Topics

### Video Lecture Topics (25.5 out of 45 contact hours)

Unit 1 Introduction to Floral Design, Care and Handling (4.5 contact hours)

Unit 2 Floral Morphology, Flower Pressing, Tools, Containers and Mechanics (4 contact hours)

Unit 3 Introduction to Design Principles, Balance, Proportion (4 contact hours)

Unit 4 Rhythm, Scale, Unity, Dominance, Harmony, Design as a Process (4.5 contact hours)

Unit 5 Introduction to the Elements of Floral Design, Color (4.5 contact hours)

Unit 6 Pattern, Form, Texture, Space, Line, Fragrance (3 contact hours)

Unit 7 Advanced Topics, Floral Design Form, Wedding Flowers, History, Sympathy Flowers, Christmas Décor (1 contact hour)

### Hands-On Learning Projects (1.5 contact hours each, 19.5 out of 45 total contact hours)

#### Floral Design Compositions

Symmetrical and Asymmetrical Pyramids (Line-Mass Designs)

Spheres and Hemispheres (Mass Designs)

Parallelism and Minimalism (Line Designs)

#### Number    Project Work

##### Block I (6 contact hours)

- 1 Basic floral techniques
- 2 Taping a Wire, Making a Bow
- 3 Flowers to Wear (20pts)
- 4 Flowers to Carry (20 pts)

##### Block II (6 contact hours)

- 5 Vase Design (20 pts)
- 6 Mound Design (20 pts)
- 7 Diamond Design with Foliages (20 pts)
- 8 Symmetric Design (20 pts)

##### Block III (7.5 contact hours)

- 9 Asymmetric Design (20 pts)
- 10 Parallelism (20 pts)
- 11 Ikebana (20 pts)
- 12 Final Project (needs container) (40 pts)
- 13 Pressed Floral Design (needs 8 x 10 frame) (20 pts)

## **A.6. METHOD OF EVALUATION**

Video introduction	20
Hands-on Learning Projects	200
5 quizzes at 40 points each	200
final exam	200
studio portfolio	100
final container selection	20
final project	40
post harvest project	100
<u>business research projects at 30 each</u>	<u>90</u>
Graduate Total	970

### **ACADEMIC MISCONDUCT**

Quiz questions will be delivered in random order and will be limited to 20 minutes at which point the quiz will be closed. The final exam will be limited to one hour. Students will submit videos of themselves creating each lab project to ensure work originality. Graduate students will select different communication channels for the post harvest assignment and different topics for business research reports.

### **TARGET AUDIENCE**

The target audience for this course is graduate students seeking a wider educational foundation in floral management.

## **A.7. METHOD OF INSTRUCTION**

This course will be taught as a combination of online lectures and laboratory experiences.

## **A.8. METHOD OF DELIVERY**

This course will be delivered through the MyCourses course management system as video lectures, quizzes, and exams. Required hands-on projects will be self-recorded by enrolled students for submission for a grade. Floral design hands-on practice kits will be mailed to enrolled students in three installments.

**A.9. DELIVERY STATEMENT**

This course is intended solely for students in online graduate programs seeking a minor in Floral Management. It will not be offered as a Campus 1 course.

**A.10. SUPPORT**

Letter of support attached.

**A.11. INSTRUCTOR OF RECORD**

Dr. Jim DelPrince  
[jdelp@pss.msstate.edu](mailto:jdelp@pss.msstate.edu)  
662-549-0521  
Box 9522  
Mississippi State, MS 39762

**A.13. PLANNED FREQUENCY**

This course will be offered fall and spring semesters.

**A.14. EXPLANATION OF ANY DUPLICATION**

This course is not a duplication of any other departmental course.

**A.15. METHOD OF INSTRUCTION CODE SYMBOL**

O (online, internet, web-based)

**A.16. PROPOSED C.I.P. NUMBER**

01.0608 Floriculture/Floristry Operations and Management.  
A program that prepares individuals to operate and manage commercial and contract florist enterprises, supply and delivery services, and flower catering services. Includes instruction in the applicable principles of plant science; purchasing, storage, and delivery systems; floral design and arranging; and principles of business management.

**A.17. PROPOSED 20-CHARACTER ABBREVIATION**

PRIN FLORAL DESIGN

**A.18. PROPOSED SEMESTER EFFECTIVE**

Spring 2014

**A.19. OTHER APPROPRIATE INFORMATION**

See attached syllabus for required text and other course requirements.

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course will not be cross-listed.

**B.2. EFFECTIVE DATE**

Spring 2014

**B.3 REQUIRED COURSES**

This will not be a required course in any program.

**PSS 6013 Principles of Floral Design**  
Campus 5

Focus on design principles, value-added products and longevity.

**Instructor:**

Dr. Jim DelPrince, AIFD, (662) 549-0521, [jdelprince@pss.msstate.edu](mailto:jdelprince@pss.msstate.edu)  
The University Florist, (662) 325-3585

**Prerequisites:**

None

**Requirements:**

My Courses access.

Digital camera.

One 8 x 10" picture frame with both glass and backing, the frame preferably stained wood or matte-finished metal.

Final project container.

**Contact:**

Email within My Courses	please use this for general questions
Cellular	(662) 549-0521
Email	<a href="mailto:jdelprince@pss.msstate.edu">jdelprince@pss.msstate.edu</a>
Mailing address for jump drives:	Mail Stop 9522, Mississippi State, MS 39762.

**Enhanced Technical Support for Students:**

[Help@distance.msstate.edu](mailto:Help@distance.msstate.edu) and 662.325.0278.

**Availability**

Email, text or telephone. Please do not phone after 9:00 p.m. CST.

**Requirements**

High-speed internet, digital camera, web camera, jump drives, Word or PowerPoint access.

Flowers, tools and materials will be supplied to the student unless otherwise noted.

**Objectives and Learning Goals**

To introduce students to the principles and elements of floral design along with products commonly used to create professional floral designs. Students will learn about flowers as decorative elements, taking them from post-harvest through the stages of design appropriate for numerous occasions and sites.

**Expected Learning Outcomes**

A student completing this course is expected to be able to ...

List, define and apply

the seven principles of floral design

the seven elements of floral design  
steps necessary for floral longevity.

Gain an introductory level understanding of the history/distribution of floriculture crops

Be able to replicate styles of basic floral designs using a variety of techniques

Develop an appreciation of plant material as the medium for artistic expression

#### Video Lecture Topics (25.5 out of 45 contact hours)

##### Unit 1

Introduction to Floral Design, Care and Handling (4.5 contact hours)

##### Unit 2

Floral Morphology, Flower Pressing, Tools, Containers and Mechanics (4 contact hours)

##### Unit 3

Introduction to Design Principles, Balance, Proportion (4 contact hours)

##### Unit 4

Rhythm, Scale, Unity, Dominance, Harmony, Design as a Process (4.5 contact hours)

##### Unit 5

Introduction to the Elements of Floral Design, Color (4.5 contact hours)

##### Unit 6

Pattern, Form, Texture, Space, Line, Fragrance (3 contact hours)

##### Unit 7

Advanced Topics, Floral Design Form, Wedding Flowers, History, Sympathy Flowers,  
Christmas Décor (1 contact hour)

#### Hands-On Learning Projects (1.5 contact hours each, 19.5 out of 45 total contact hours)

##### Floral Design Compositions

Symmetrical and Asymmetrical Pyramids (Line-Mass Designs)

Spheres and Hemispheres (Mass Designs)

Parallelism and Minimalism (Line Designs)

#### Number    Project Work

##### Block I (6 contact hours)

- |   |                             |
|---|-----------------------------|
| 1 | Basic floral techniques     |
| 2 | Taping a Wire, Making a Bow |
| 3 | Flowers to Wear (20)        |
| 4 | Flowers to Carry (20)       |

##### Block II (6 contact hours)

- |   |                  |
|---|------------------|
| 5 | Vase Design (20) |
|---|------------------|

- 6 Mound Design (20)
- 7 Diamond Design with Foliages (20)
- 8 Symmetric Design (20)

Block III (7.5 contact hours)

- 9 Asymmetric Design (20)
- 10 Parallelism (20)
- 11 Ikebana (20)
- 12 Final Project (needs container) (40)
- 13 Pressed Floral Design (needs 8 x 10 frame) (20)

### Assignments and Examinations

#### My First Video (20)

In this graded assignment, you are to record, save and send a video of yourself. Please cover the following information in your video:

1. Introduce yourself.
2. Discuss your interest and background in the floral industry.
3. How do you perceive the course will be of aid to you in your career?
4. Be sure to send me your shipping address via email within My Courses.

The video should be brief, about five minutes duration. This allows me to get to know my distance learning students better and ensures that communication flow is in place for the semester.

Send the jump drive to:

Dr. Jim DelPrince  
c/o The University Florist  
Mail Stop 9522  
Mississippi State, MS 39762

This project is *very important* because it proves your ability to record yourself in preparation for all hands-on work. Late video submissions will not receive credit.

#### Hands-On Learning Projects (200)

Based upon the videos for Blocks I-III, each student will create replicas of the floral design presented in video demonstrations. Floral design hands-on practice kits will be mailed to each student in three installments. Design Block shipment dates will be posted and students are advised to block time in their schedules to properly process all perishable plant materials and to create their floral designs. Each project takes about 75 minutes to complete and each kit contains three to five projects. It is not necessary to complete one project after another in rapid succession, but for best results, all projects should be completed within a 24-hour time frame to ensure flower freshness.

Watch my demonstration videos a few times and be able to view videos just before or during construction of their own work. In many cases, student work is better when able to see an image of the finished design model. Remember, late submissions will not receive credit.

Students are required to record the construction of each floral design using a web cam or other video-recording device, then send the recording to the instructor for credit. Care should be taken to video the design being made so that the arrangement and placement activity can be fully viewed by the instructor. It is better to stand at a table to design flowers than to be seated. It is permissible to be seated for the Block I videotaping due to the nature of the design projects. You should stand to create the designs in Blocks II and III if able. Be sure to show all sides of your finished floral design to the camera for feedback.

Students are also reminded to photograph each finished design for inclusion in their Studio Portfolio (see below). See the course calendar for due date. Late submissions will not receive credit.

5 Quizzes, 1 Final Examination  
(5 @ 40 each, 1 @ 200)

The quizzes given in this course will be based on topics covered in lectures, notes, and hands-on sessions.

Quiz 1 – Units 1-2

Quiz 2 – Unit 3

Quiz 3 – Units 4-5

Quiz 4 – Unit 6

Quiz 5 – Unit 7

Late submissions will not receive credit. Quiz dates and times are posted on the course calendar, so be vigilant and note these dates carefully. There are no make-ups for missed quizzes/tests.

Studio Portfolio (100)

A digital portfolio in WORD or in POWERPOINT software will be maintained by each student detailing each of the hands-on projects. See calendar for due date. The portfolio should include every project as listed in order on the first page of the syllabus. Students should not include lecture notes in this portfolio. This assignment should model an educational presentation on how-to construct basic floral designs. Each project should use the following outline:

1. A still image of the completed design assignment
2. Materials list
3. Clearly written design instructions and techniques based from demonstrations
4. Ramifications for product retailing or wholesaling.

Use people and pets in photos, especially when portraying scale of floral designs, as much as possible. Style arrangements on tabletops, pin boutonnieres on lapels, show designs in interesting settings. Students are advised to check their photos throughout the semester. A

photographic image must accompany all weekly projects. This is an individualized assignment.  
**Ten percent grade deduction per late day.**

- Misspellings -1 per word
- Lacking images -5 per project
- Lacking materials list -5 per project
- Lacking instructions -5 per project
- Lacking name card within image -1 per project
- Other deductions may be made

Late submissions will not receive credit.

### Studio Final Project Container (20)

The final project for the course will center on your creating a floral centerpiece. The scenario is that you have invited your supervisor and her partner along with three other key people (a total of six) to a seated dinner party at your home. You will be supplied with floral materials and foam, but you supply the container suitable for the project. The selected container must be appropriate for the table size as well as for a seated dinner party. It must be able to hold water without leaking. The design must use fresh floral foam mechanics. No loose, vase designs with flowers arranged in water will be permitted.

Send 3-4 still images of your proposed container, showing exterior views and interior views. Make sure that you include objects within the image to denote scale of the container. This can be easily accomplished by having someone holding it or including a ruler or other familiar object in the photos.

Do not procrastinate because if your selected container is not approved, you will not be able to earn points. *It is best to work well-ahead of schedule on this requirement.* Late submissions will not receive credit.

### Studio Final Project (40)

Each student will design a fresh floral centerpiece for a seated party of six. Fresh flowers and foliage, similar in quantity to a pre-made supermarket bouquet, will be provided along with fresh floral foam. Each student is to supply his/her own container for the project as no containers will be furnished. The design must use fresh floral foam mechanics. No loose, vase designs with flowers arranged in water will be permitted. This is an individualized assignment. Send an image of your proposed container by the due date. Do not procrastinate because if your selected container is not approved, you will not be able to earn points. It is best to work ahead of schedule on this. Late submissions will not receive credit.

## Grades

### Studio Project Completion

**There are no opportunities given for making up missed hands-on learning projects.** Each design assignment is different and many hours are required throughout the semester to order, process, and ship studio materials. *Take care of your perishable materials according to proper post-harvest practices.* These materials are your property and your responsibility. Do delay between delivery and processing of perishables and creating your design projects. There is nothing beautiful about a floral arrangement of wilted flowers.

### Graduate Level Projects

#### Post Harvest Project (100)

Most retailers and wholesalers lack quick-reference information on post-harvest care and handling techniques. Create a poster and manual suitable for retailers listing the steps to proper care and handling of cut flowers and foliage. Posters should be brief references suitable for florist design areas while the matching booklet should provide more detailed information.

#### Business Research Reports (30 points each, 90 total)

Provide three briefs (200 words each, double-spaced) based on three business journal articles published within the past five years. Topics must be applicable to the retailing or wholesaling of floral products and may be on marketing, management or other business topics.

### Academic Misconduct (Cheating)

Academic misconduct is unacceptable at Mississippi State University. See Academic Misconduct Policy at the university website. (AOP 12.07 – Honor Code) Mississippi State University has an approved Honor Code that applies to all students. The code is as follows:

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

Academic misconduct is any activity that may compromise the academic integrity of the University. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- Using unauthorized materials (crib notes, books, etc.) as an aid during an examination.
- Looking at or using information from another person's examination, report, or assignment.
- Providing assistance to, or receiving assistance from, another person in any manner prohibited by the instructor.
- Possessing or providing an examination or assignment, or any part thereof, at any time or in any manner not authorized by the instructor.
- Taking a quiz, examination, or similar evaluated assignment for another person; or utilizing another person to take a quiz, examination, or similar assignment in place of

oneself.

- Submitting any course materials or activities not the student's own, allowing such a submission to be made for oneself, or making such a submission for another.
- Using the ideas, organization, or words of another from a book, article, paper, computer file, or other source in any assignment without giving proper credit following accepted citation rules (plagiarism).
- Altering, stealing, and/or falsifying research data used in research reports, theses, or dissertations.
- Disregarding policies governing use of human subjects or animals in research.

### Students with disabilities:

Mississippi State University is committed to providing equal educational opportunities to all students and assisting students in making their college experiences successful and positive. Recognizing that at times generalized student services are inadequate for meeting the unique needs of students with disabilities, and to comply with federal and state laws, regulations, and guidelines, the university has established Student Support Services to provide supportive services for its students with disabilities. **If you are a student with special needs, please notify me at the beginning of the semester so that I may attempt to make accommodations.**

### Course Grading Scale

Letter	Percentage
A	100 - 93
B	92 - 85
C	84 - 77
D	76 - 69
F	68-0

- First video, an introduction (20)
- five quizzes (200 points)
- floral design hands-on projects with provided materials (200 points)
- final project container image and final floral design project (20 + 40 = 60 points)
- a how-to portfolio detailing design content and steps (100 points)
- post-harvest project (100 points)
- business research reports (90 points)
- a comprehensive final examination (200 points)

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Ag & Life Sciences

**Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess

**Mail Stop:** 9555

**E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Add

**Date Initiated:** 9/20/13 **Effective Date:** Spring 2014

**Current Listing in Catalog:**

Symbol    Number    Title

**Credit Hours**

(    )

**Current Catalog Description:**

**New or Modified Listing for Catalog:**

Symbol    Number    Title

**Credit Hours**

( 3 )

PSS    6033    Problems in Floral Management

**New or Modified Catalog Description:**

Online course. Identification of current problems in floral management and the development of strategies for their resolution.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11/18/13

12/18/13

12/18/13



**MISSISSIPPI STATE**  
**UNIVERSITY**

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed addition of PSS 6033 Problems in Floral Management. After discussion, the committee voted unanimously to support the addition of the PSS 6033 Problems in Floral Management course. The committee determined this course will enhance the PSS FM curricular program. This course does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

## **PROPOSAL FOR COURSE ADDITION**

### **PROBLEMS IN FLORAL MANAGEMENT**

#### **A. PROPOSAL**

##### **A.1. CATALOG DESCRIPTION**

PSS 6033 Problems in Floral Management (3). Three hours lecture. Online course. Identification of current problems in floral management and the development of strategies for their resolution.

##### **A.2. DETAILED COURSE OUTLINE (OR COPY OF THE SYLLABUS)**

Copy of Syllabus attached.

##### **Course topics and contact hours. (45 contact hours)**

Introduction (3 contact hours)  
Floral Industry discussion (3 contact hours)  
Five problems (3 contact hours)  
Problem statement (3 contact hours)  
Client interview(s) findings section 1 (3 contact hours)  
Client interview(s) findings section 2 (3 contact hours)  
Review of literature findings 1 (3 contact hours)  
Review of literature findings 2 (3 contact hours)  
Problem solving models session 1 (3 contact hours)  
Problem solving models session 2 (3 contact hours)  
Case study analyses part 1 (3 contact hours)  
Case study analyses part 2 (3 contact hours)  
Case study analyses part 3 (3 contact hours)  
Conclusions (3 contact hours)  
Final presentations (3 contact hours)

##### **A.3. METHOD OF EVALUATION**

Description of five floral management problems	50
In-depth definition of selected floral management problem	50
Literature review/background report	250
Client interview report	50
Findings	100
Problem resolution models (3) report	150
Conclusion statement	100
<u>Final presentation</u>	<u>100</u>
TOTAL	850

## Course Grading Scale

<u>Letter</u>	<u>Percentage</u>
A	100 - 93
B	92 - 85
C	84 - 77
D	76 - 69
F	68-0

### **A.4. JUSTIFICATION AND EXPECTED LEARNING OUTCOMES**

This course is offered to give students an opportunity to delve into problems and issues affecting floriculture businesses including but not limited to wholesale and retail entities. Management, distribution, quality, freshness, and client satisfaction are just some of the issues facing the industry today. Students Problem solving models will be explored and applied to approach solutions

#### **Expected Student Learning Outcomes**

**Students completing this course are expected to be able to...**

- Identify current problems in floral management.
- Conduct a literature search for literature related to problems identified in floral management.
- Collect and compile data related to a current problem in the floral management field.
- Apply resolution models for a current problem in floral management.
- Write a report of the findings on a current problem in floral management and orally present reported findings.

### **A.5. ACADEMIC MISCONDUCT (distance learning courses)**

Each student works on a different topic and with different stakeholders from business. Presentations are live using PowerPoint on Blackboard Learn. Identification of problem, literature review, data gathering, problem solving models, findings and conclusions are specific to each student's project.

### **A.6. TARGET AUDIENCE (distance learning courses)**

Target audience is graduate students in the proposed Floral Management minor.

### **A.7. SUPPORT**

Letters of support are attached.

### **A.8. INSTRUCTOR OF RECORD**

Dr. James M. DelPrince

**A.9. GRADUATE STUDENT REQUIREMENTS**

Graduate level course only

**A.10. PLANNED FREQUENCY**

Fall Semesters

**A.11. EXPLANATION OF ANY DUPLICATION**

This course is not a duplication of any other departmental course.

**A.12. METHOD OF INSTRUCTION CODE SYMBOL**

0 (online, internet, web-based)

**A.13. PROPOSED C.I.P. NUMBER**

01.0608 Floriculture/Floristry Operations and Management.

A program that prepares individuals to operate and manage commercial and contract florist enterprises, supply and delivery services, and flower catering services. Includes instruction in the applicable principles of plant science; purchasing, storage, and delivery systems; floral design and arranging; and principles of business management.

**A.14. PROPOSED 20-CHARACTER ABBREVIATION**

Problems in FM

**A.15. PROPOSED SEMESTER EFFECTIVE**

Fall 2014

**A.16. OTHER APPROPRIATE INFORMATION**

See attached syllabus for required text and other course requirements.

**A.17. PROPOSAL CONTACT PERSON**

James M. DelPrince, 662-549-0521

**B. SPECIAL NOTES**

**B.1. CROSS-LISTING**

This course will not be cross-listed.

**B.2. EFFECTIVE DATE**

Fall 2014

**B.3. REQUIRED COURSES**

None.

## PSS 6033 Problems in Floral Management

Identification of current problems in floral management and the development of strategies for their resolution.

### Prerequisites

PSS 2343 Floral Design or PSS 6013 Survey of Floral Design *proposed course/new* and graduate standing

### Time

TBA

This is an online class

### Requirements

The McKinsey Way by Ethan M. Rasiel

Solving Problems with Design Thinking by Liedtka, King and Bennett

The Thinker's Toolkit by Morgan J. Jones

### Instructor Contact Information

Dr. Jim DelPrince, AIFD, PFCI

Cellular: 662-549-0521; text or call

Email: [jdelprince@pss.msstate.edu](mailto:jdelprince@pss.msstate.edu)

Office: Floral Design Studio

Office Hours: As listed in MyCourses and office door

### Course Description and Information

Identification of current problems in floral management and the development of strategies for their resolution.

Floral managers must confront many problems in order to streamline processes and produce quality products and services. In this course, students will identify problems shared within the greater floral industry, gather data (quantitative and qualitative), apply problem-resolution models and complete a summative report with the purpose of connecting management with helpful information. Appropriate problems include but are limited to economic (import/export duties), labor (management, immigration), transportation (cold chain), education (training and certification), energy (alternative energy implementation), or health care issues (disabilities, safety).

The major components of this course are:

- Identification of problems in floral management
- Data gathering
  - Literature review
  - Client interviews
  - Group discussions (stakeholders, student groups)
- Application of resolution models and techniques
- Report

### Course Goals and Objectives

The goal of the course is to develop individual knowledge and skills to accomplish problem resolution in a floral management issue.

The objectives for the course are to

- Identify a problem to be solved
- Search related literature
- Collect and compile data
- Apply resolution models
- Report findings

Students will become familiar with various problems encountered in floral management through trade journals, interviews and discussions. After selection, students will develop a review of literature on the selected problem and apply three different problem-resolution models. Students will complete a report with the following structure:

1. Introduction and identification of the problem
2. Review of literature
3. Data gathering
4. Three problem solving models
5. Findings
6. Conclusion
7. References
8. Appendices

### Expected Student Learning Outcomes

Students completing this course are expected to be able to...

- Identify current problems in floral management.
- Conduct a literature search for literature related to problems identified in floral management.
- Collect and compile data related to a current problem in the floral management field.
- Apply resolution models for a current problem in floral management.
- Write a report of the findings on a current problem in floral management and orally present reported findings.

### Points to Earn

Description of five floral management problems	50
In-depth definition of selected floral management problem	50
Literature review/background report	250
Client interview report	50
Findings	100
Problem resolution models (3) report	150
Conclusion statement	100
<u>Final presentation</u>	<u>100</u>
TOTAL	850

### Honor Code

Mississippi State University has an approved Honor Code that applies to all students. There will be zero tolerance for cheating, plagiarism, or other academic misconduct as defined in the Mississippi State University Academic Honesty policy.

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

### Disability Accommodations

If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from MSU Student Support Services for coordination of services available to students with disabilities.

### Schedule: (subject to change, if necessary)

#### Week      Assignments

- |    |                               |
|----|-------------------------------|
| 1  | Introduction                  |
| 2  | Floral Industry discussion    |
| 3  | Five problems                 |
| 4  | Problem statement             |
| 5  | Client interview(s) findings  |
| 6  | Review of literature findings |
| 7  | Review of literature findings |
| 8  | Problem solving models        |
| 9  | Problem solving models        |
| 10 | Case study analyses           |
| 11 | Case study analyses           |
| 12 | Conclusions                   |
| 13 | Conclusions                   |
| 14 | Final presentations           |
| 15 | Final presentations           |



240 Giles Hall 899 Collegeview Street PO Box AQ

Mississippi State, MS 39762-5541

COLLEGE OF  
ARCHITECTURE  
ART + DESIGN



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Fax: 662.325.8872

## SCHOOL OF ARCHITECTURE

9 December 2013

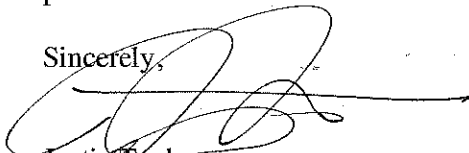
Dr. Kirk Swartzel, Chair  
University Committee on Courses and Curricula  
279 Garner Hall  
Mississippi State, MS 39762

### University Curriculum Committee Members:

On May 06, 2013 the School of Architecture Faculty voted unanimously (10-0-0) in support of modifying the current prerequisites in Active Building Systems ARC 3723, Materials ARC 2723, Architectural Design II-B ARC 2546, Architectural Design III-B ARC 3546, and Architectural Design IV-B ARC 4546 to fix loopholes created by the removal of our accelerated program, and to address issues with student course sequencing and course opportunities, both issues associated with the school's 2010 NAAB (The National Architectural Accrediting Board) accreditation visit.

Thank you for your careful evaluation of this addition. If you have any questions or comments, please feel free to contact me.

Sincerely,




Justin Taylor  
Curriculum Committee Chair  
School of Architecture



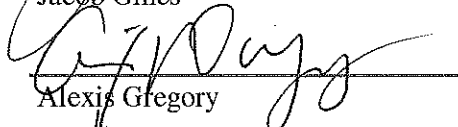
Michael A. Berk, Director,



Jassen Callender



Jacob Gines



Alexis Gregory



Hans Herrmann



Rachel McCann



Emily McGlohn



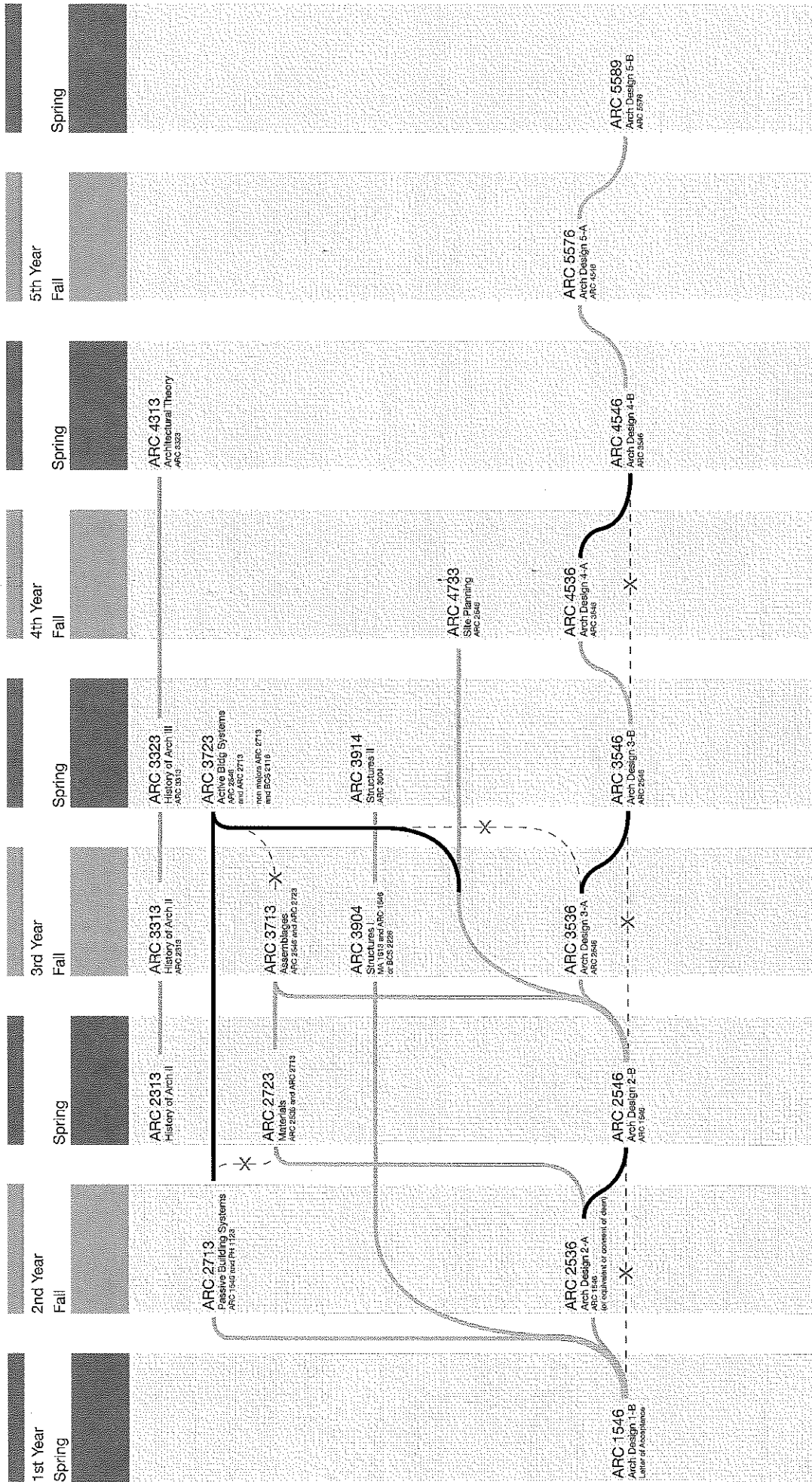
John Poros



Finas Townsend



Andrew Tripp



APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Architecture, Art, & Design      **Department:** School of Architecture

**Contact Person:** Justin Taylor      **Mail Stop** 9633      **E-mail:** jtaylor@caad.msstate.edu

**Nature of Change:** Modify      **Date Initiated:** 05/21/2013      **Effective Date:** Fall 2014

**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
ARC	2546	Architectural Design II-B	( 6 )

**Current Catalog Description:**

(Prerequisite: ARC 1546 or equivalent or consent of the dean). One hour lecture. Eleven hours studio. Introduction to fundamental aspects of building including structural-spatial ordering systems. Projects emphasize linkages between people and spaces through investigation of perceptual-conceptual issues

**New or Modified Listing for Catalog:**

Symbol	Number	Title	Credit Hours
ARC	2546	Architectural Design II-B	( 6 )

**New or Modified Catalog Description:**

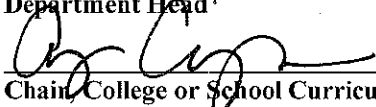
(Prerequisite: ARC 2536 or equivalent or consent of the director). One hour lecture. Eleven hours studio. Introduction to fundamental aspects of building including structural-spatial ordering systems. Projects emphasize linkages between people and spaces through investigation of perceptual-conceptual issues

**Approved:** 


**Date:**

Department Head

09 DEC 2013

  
Chair, College or School Curriculum Committee

12/16/13

  
Dean of College or School

12/16/13

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

1. CATALOG DESCRIPTION

ARC 2546 Architectural Design II-B

A. Current Course Listing

(Prerequisite: ARC 1546 or equivalent or consent of the dean). One hour lecture. Eleven hours studio. Introduction to fundamental aspects of building including structural-spatial ordering systems. Projects emphasize linkages between people and spaces through investigation of perceptual-conceptual issues

B. New Course Listing

(Prerequisite: ARC 2536 or equivalent or consent of the director). One hour lecture. Eleven hours studio. Introduction to fundamental aspects of building including structural-spatial ordering systems. Projects emphasize linkages between people and spaces through investigation of perceptual-conceptual issues

2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Modify the prerequisite of ARC 1546 to ARC 2536 and change consent of dean to consent of director. There is no change to the course delivery or to the course content.

3. JUSTIFICATION AND LEARNING OUTCOMES

The School of Architecture intended to have each studio be a prerequisite for the next studio. Prior to 2013 the School had an accelerated program that required special course sequencing which resulted in the current prerequisite. The accelerated program has since been removed. Unfortunately the sequencing required for the accelerated program creates a loophole for student to potentially take studios out of sequence. Because the content in ARC 2536 Architectural Design II-A is necessary for understanding ARC 2546 Architectural Design II-B the faculty wish ARC 2536 to be the prerequisite for ARC 2546. In addition to prerequisite changes the faculty would like consent of dean to be changed to consent of director. The School of Architecture now has a full time director position and that individual is responsible for all overrides.

4. SUPPORT

See attached; cover sheet.

5. ADDITIONAL DOCUMENTS

See attached; prerequisite change map.

APPROVAL FORM FOR  
**COURSES**

MISSISSIPPI STATE UNIVERSITY

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**College or School:** Architecture, Art, & Design    **Department:** School of Architecture

**Contact Person:** Justin Taylor

**Mail Stop** 9633

**E-mail:** jtaylor@caad.msstate.edu

**Nature of Change:** Modify

**Date Initiated:** 05/21/2013

**Effective Date:** Fall 2014

**Current Listing in Catalog:**

Symbol	Number	Title
ARC	2723	Materials

**Credit Hours**  
( 3 )

**Current Catalog Description:**

(Prerequisite:Architecture majors: ARC 2536 and ARC 2713, Non-architecture majors ARC 1013). Three hours lecture. Analyzing how materials and systems are designed to respond to both environmental energies and needs. Included are soils, concrete, wood, masonry, and metals

**New or Modified Listing for Catalog:**

Symbol	Number	Title
ARC	2723	Materials

**Credit Hours**  
( 3 )

**New or Modified Catalog Description:**

(Prerequisite:Architecture majors: ARC 2536, Non-architecture majors ARC 1013). Three hours lecture. Analyzing how materials and systems are designed to respond to both environmental energies and needs. Included are soils, concrete, wood, masonry, and metals

**Approved:**

**Date:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

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Chair, Deans Council

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1. CATALOG DESCRIPTION

ARC 2723 Materials

A. Current Course Listing

(Prerequisite:Architecture majors: ARC 2536 and ARC 2713, Non-architecture majors ARC 1013). Three hours lecture. Analyzing how materials and systems are designed to respond to both environmental energies and needs. Included are soils, concrete, wood, masonry, and metals

B. New Course Listing

(Prerequisite:Architecture majors: ARC 2536, Non-architecture majors ARC 1013). Three hours lecture. Analyzing how materials and systems are designed to respond to both environmental energies and needs. Included are soils, concrete, wood, masonry, and metals

2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Remove the prerequisite of ARC 2713. There is no change to the course delivery or to the course content.

3. JUSTIFICATION AND LEARNING OUTCOMES

The School of Architecture is removing the prerequisites that are not directly linked by specific course content. ARC 2713 Passive Building Systems is not directly linked by content to ARC 2723 Materials. The original intent of the prerequisites was to structure the student's path through the school curriculum. This overly structured path meant students had fewer opportunities to take other university courses or to catch up if they fall behind. This modification will allow each student to better tailor his or her course load. The faculty believe the remaining prerequisite ARC 2536 is sufficient to ensure students are prepared for the course.

4. SUPPORT

See attached; cover sheet.

5. ADDITIONAL DOCUMENTS

See attached; prerequisite change map.

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**College or School:** Architecture, Art, & Design    **Department:** School of Architecture

**Contact Person:** Justin Taylor    **Mail Stop:** 9633    **E-mail:** jtaylor@caad.msstate.edu

**Nature of Change:** Modify    **Date Initiated:** 05/21/2013    **Effective Date:** Fall 2014

**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
ARC	3546	Architectural Design III-B	( 6 )

**Current Catalog Description:**

(Prerequisite: ARC 2546 or equivalent or consent of the dean). One hour lecture. Eleven hours laboratory. The development of building design as a synthesis of environmental concerns, behavioral responses, functional requirements, and technical systems. Studies using small and intermediate scale projects

**New or Modified Listing for Catalog:**

Symbol	Number	Title	Credit Hours
ARC	3546	Architectural Design III-B	( 6 )

**New or Modified Catalog Description:**

(Prerequisite: ARC 3536 or equivalent or consent of the director). One hour lecture. Eleven hours laboratory. The development of building design as a synthesis of environmental concerns, behavioral responses, functional requirements, and technical systems. Studies using small and intermediate scale projects

**Approved:**

**Date:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

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Chair, Graduate Council (if applicable)

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Chair, Deans Council

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1. CATALOG DESCRIPTION

ARC 3546 Architectural Design III-B

A. Current Course Listing

(Prerequisite: ARC 2546 or equivalent or consent of the dean). One hour lecture. Eleven hours laboratory. The development of building design as a synthesis of environmental concerns, behavioral responses, functional requirements, and technical systems. Studies using small and intermediate scale projects

B. New Course Listing

(Prerequisite: ARC 3536 or equivalent or consent of the director). One hour lecture. Eleven hours laboratory. The development of building design as a synthesis of environmental concerns, behavioral responses, functional requirements, and technical systems. Studies using small and intermediate scale projects

2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Modify the prerequisite of ARC 2546 to ARC 3536 and change consent of dean to consent of director. There is no change to the course delivery or to the course content.

3. JUSTIFICATION AND LEARNING OUTCOMES

The School of Architecture intended to have each studio be a prerequisite for the next studio. Prior to 2013 the School had an accelerated program that required special course sequencing which resulted in the current prerequisite. The accelerated program has since been removed. Unfortunately the sequencing required for the accelerated program creates a loophole for student to potentially take studios out of sequence. Because the content in ARC 3536 Architectural Design III-A is necessary for understanding ARC 3546 Architectural Design III-B the faculty wish ARC 3536 to be the prerequisite for ARC 3546. In addition to prerequisite changes the faculty would like consent of dean to be changed to consent of director. The School of Architecture now has a full time director position and that individual is responsible for all overrides.

4. SUPPORT

See attached; cover sheet.

5. ADDITIONAL DOCUMENTS

See attached; prerequisite change map.

APPROVAL FORM FOR  
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**College or School:** Architecture, Art, & Design    **Department:** School of Architecture

**Contact Person:** Justin Taylor

**Mail Stop:** 9633

**E-mail:** jtaylor@caad.msstate.edu

**Nature of Change:** Modify

**Date Initiated:** 05/21/2013

**Effective Date:** Fall 2014

**Current Listing in Catalog:**

Symbol	Number	Title
ARC	3723	Active Building Systems

**Credit Hours**  
( 3 )

**Current Catalog Description:**

(Prerequisites: ARC 3536 and ARC 3566 and ARC 3713 or for non-architecture majors-ARC 2713 and BCS 2116 or consent of instructor). Three hours lecture. Concentrates on defining the mechanical and electrical (active) techniques available to architects for integrating thermal comfort and life safety into the built form.(Same as BCS 3723)

**New or Modified Listing for Catalog:**

Symbol	Number	Title
ARC	3723	Active Building Systems

**Credit Hours**  
( 3 )

**New or Modified Catalog Description:**

(Prerequisites: ARC 2546 and ARC 2713 or for non-architecture majors-ARC 2713 and BCS 2116 or consent of instructor). Three hours lecture. Concentrates on defining the mechanical and electrical (active) techniques available to architects for integrating thermal comfort and life safety into the built form.(Same as BCS 3723)

**Approved:**

**Date:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

\_\_\_\_\_  
Chair, Deans Council

09 DEC 2013

12/16/13

12/16/13

1. CATALOG DESCRIPTION

ARC 3723 Active Building Systems

A. Current Course Listing

(Prerequisites: ARC 3536 and ARC 3566 and ARC 3713 or for non-architecture majors-ARC 2713 and BCS 2116 or consent of instructor). Three hours lecture. Concentrates on defining the mechanical and electrical (active) techniques available to architects for integrating thermal comfort and life safety into the built form.(Same as BCS 3723)

B. New Course Listing

(Prerequisites: ARC 2546 and ARC 2713 or for non-architecture majors-ARC 2713 and BCS 2116 or consent of instructor). Three hours lecture. Concentrates on defining the mechanical and electrical (active) techniques available to architects for integrating thermal comfort and life safety into the built form.(Same as BCS 3723)

2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Remove the prerequisite of \*ARC 3566, change the prerequisite of ARC 3536 to ARC 2546, and change the prerequisite of ARC 3713 to ARC 2713. There is no change to the course delivery or to the course content.

\*ARC 3566 was previously deleted by the UCCC and is no longer relevant to this course.

3. JUSTIFICATION AND LEARNING OUTCOMES

The School of Architecture is removing the prerequisites that are not directly linked by specific course content and changing the level requirements for courses that are not affected by year level content. The content in ARC 3236 Architectural Design III-A is not required to understand ARC 3723 Active Building Systems. ARC 2546 Architectural Design II-B is more than sufficient to cover the content necessary to understand ARC 3723 Active Building Systems. ARC 3713 Assemblages is not directly linked by content to ARC 3723 however ARC 2713 Passive Building Systems is directly tied by content and should replace ARC 3713 as the prerequisite. The original intent of the prerequisites was to structure the student's path through the school curriculum. This overly structured path meant students had fewer opportunities to take other university courses or to catch up if they fall behind. This modification will allow each student to better tailor his or her course load. The faculty believes the remaining prerequisite ARC 2536 is sufficient to ensure students are prepared for the course.

4. SUPPORT

See attached; cover sheet.

5. ADDITIONAL DOCUMENTS

See attached; prerequisite change map.

APPROVAL FORM FOR  
**COURSES**

MISSISSIPPI STATE UNIVERSITY

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**College or School:** Architecture, Art, & Design    **Department:** School of Architecture

**Contact Person:** Justin Taylor    **Mail Stop** 9633    **E-mail:** jtaylor@caad.msstate.edu

**Nature of Change:** Modify    **Date Initiated:** 05/21/2013    **Effective Date:** Fall 2014

**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
ARC	4546	Architectural Design IV-B	( 6 )

**Current Catalog Description:**

(Prerequisite: ARC 3546 or equivalent or consent of dean). One hour lecture. Eleven hours laboratory. Design of architectural elements integrating building systems, social concerns, and environmental factors. Studies involve intermediate to large scale projects in realistic architectural situations

**New or Modified Listing for Catalog:**

Symbol	Number	Title	Credit Hours
ARC	4546	Architectural Design IV-B	( 6 )

**New or Modified Catalog Description:**

(Prerequisite: ARC 4536 or equivalent or consent of director). One hour lecture. Eleven hours laboratory. Design of architectural elements integrating building systems, social concerns, and environmental factors. Studies involve intermediate to large scale projects in realistic architectural situations

**Approved:**

**Date:**

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

09 DEC 2013

12/16/13

12/16/13

## 1. CATALOG DESCRIPTION

### ARC 4546 Architectural Design IV-B

#### A. Current Course Listing

(Prerequisite: ARC 3546 or equivalent or consent of dean). One hour lecture. Eleven hours laboratory. Design of architectural elements integrating building systems, social concerns, and environmental factors. Studies involve intermediate to large scale projects in realistic architectural situations

#### B. New Course Listing

(Prerequisite: ARC 4536 or equivalent or consent of director). One hour lecture. Eleven hours laboratory. Design of architectural elements integrating building systems, social concerns, and environmental factors. Studies involve intermediate to large scale projects in realistic architectural situations

## 2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Modify the prerequisite of ARC 2546 to ARC 3536, and change consent of dean to consent of director.. There is no change to the course delivery or to the course content.

## 3. JUSTIFICATION AND LEARNING OUTCOMES

The School of Architecture intended to have each studio be a prerequisite for the next studio. Prior to 2013 the School had an accelerated program that required special course sequencing which resulted in the current prerequisite. The accelerated program has since been removed. Unfortunately the sequencing required for the accelerated program creates a loophole for student to potentially take studios out of sequence. Because the content in ARC 4536 Architectural Design IV-A is necessary for understanding ARC 4546 Architectural Design IV-B the faculty wish ARC 4536 to be the prerequisite for ARC 4546. In addition to prerequisite changes the faculty would like consent of dean to be changed to consent of director. The School of Architecture now has a full time director position and that individual is responsible for all overrides.

## 4. SUPPORT

See attached; cover sheet.

## 5. ADDITIONAL DOCUMENTS

See attached; prerequisite change map.

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**College or School:** Arts & Sciences

**Department:** English

**Contact Person:** Ann Spurlock

**Mail Stop:** 9518    **E-mail:** spurlock@english.msstate.edu

**Nature of Change:** Course Modification

**Date Initiated:** 10/14/13    **Effective Date:** Fall 2014

**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
EN	0103	Basic English	(0)

**Current Catalog Description:**

(Prerequisite: A score of 16 or below on the English section of the ACT). Three hours lecture. A study of grammar and mechanics as basic to composition, with emphasis on the sentence and the paragraph. Does not count toward any degree.

**New or Modified Listing for Catalog:**

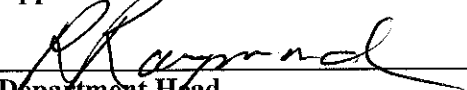
Symbol	Number	Title	Credit Hours
EN	0103	Basic English Composition	(0)

**New or Modified Catalog Description:**

(Prerequisite: A score of 18 or below on the English section of the ACT). Three hours lecture. A study of grammar and mechanics as basic to composition, with emphasis on the paragraph and the essay. Does not count toward any degree.

**Approved:**

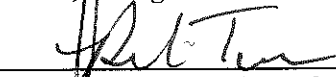
**Date:**

  
\_\_\_\_\_  
Department Head

11-22-13  
\_\_\_\_\_

  
\_\_\_\_\_  
Chair, College or School Curriculum Committee

12/05/13  
\_\_\_\_\_

  
\_\_\_\_\_  
Dean of College or School

12-5-13  
\_\_\_\_\_

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Deans Council

## **COURSE MODIFICATION**

### **EN 0103 – Basic English**

#### **CATALOG DESCRIPTION**

##### **Current Course Listing**

###### **EN 0103 – Basic English**

(Prerequisite: A score of 16 or below on the English section of the ACT). Three hours lecture. A study of grammar and mechanics as basic to composition, with emphasis on the sentence and the paragraph. Does not count toward any degree.

##### **New Course Listing**

###### **EN 0103 – Basic English Composition**

(Prerequisite: A score of 18 or below on the English section of the ACT). Three hours lecture. A study of grammar and mechanics as basic to composition, with emphasis on the paragraph and the essay. Does not count toward any degree.

#### **ITEMIZED LIST AND DESCRIPTION OF CHANGES**

**Course Name** – Currently, EN 0103 is listed as Basic English in the Course Catalog; because it is a composition course, the course name should reflect that. We are requesting the addition of the word "Composition" to the course name because this is a composition class.

**ACT Score** – Currently, students with a score of 16 or lower on the English section of the ACT are required to take EN 0103 as a prerequisite for EN 1103 (English Composition I). The minimum ACT-E score will change to 18; the course description will reflect this change.

**NOTE:** The committee suggested that the supporting letter "indicate that it is the minimum ACT 'verbal subscale score' that is changing." The ACT does not have a verbal subscale score; this category is identified as "English."

**Description of Course Content** – This is a **correction of the current Course Catalog description:** EN 0103 focuses on the paragraph and the essay, not the sentence and paragraph. The course description in the university catalog is incorrect: the course has always emphasized paragraph and essay composition, so the current catalog description is incorrect. This will in no way affect the course content. The change will now accurately reflect what has always been the content of EN 0103.

There is no change to the course delivery or to the course content.

#### **JUSTIFICATION AND LEARNING OUTCOMES**

**Course Name** – This change results in a more accurate identification of EN 0103 as a composition course. It does not change the course in any way.

Data show that students with ACT-E scores of 18 or lower fail EN 1103 at a higher rate than students whose ACT-E scores are 19 or above. In addition, those with scores of 18 or lower who pass EN 1103 do so with final grades of D more frequently than students with higher ACT-E scores. In addition, they continue to earn low grades (D or F) in EN 1113, English Composition II, at a higher rate than students with ACT-E scores of 19 or higher. This suggests that they are underprepared for the EN 1103 and EN 1113 core course requirements, so EN 0103 should prepare them to succeed. See attached data.

**Description of Course Content** – Composition in EN 0103 focuses on rhetorical strategies of the paragraph and the essay. The new wording corrects an error in the catalog description of EN 0103.

#### **4. ADDITIONAL INFORMATION**

- a. COURSE SYMBOL - no change
- b. COURSE NUMBER - no change
- c. COURSE TITLE - addition of the word "Composition" because it is a composition course.
- d. CREDIT HOURS - no change
- e. PRE-REQUISITE / CO-REQUISITE - Students with a score 18 or lower on the English section of the ACT will be required to take EN 0103 and earn a final grade of C or higher in order to enroll in EN 1103.
- f. METHOD / HOURS OF INSTRUCTION - no change
- g. METHOD OF DELIVERY - no change
- h. COURSE DESCRIPTION - The course description will change in order to reflect the new pre-requisites. See #1, Catalog Description.
- i. COURSE CONTENT - no change

#### **5. GRADUATE STUDENT REQUIREMENTS (SPLIT-LEVEL COURSES) - N/A**

**6. METHOD OF EVALUATION** - no change

**7. ACADEMIC MISCONDUCT** - no change

**8. TARGET AUDIENCE** - students with ACT-E scores of 17 and 18; all students enrolled in EN 0103

**9. SUPPORT** - see attached

#### **B. SPECIAL NOTES**

**1. CROSS-LISTING** - N/A

**2. EFFECTIVE DATE** - Fall semester, 2014

**3. GENERAL EDUCATION COURSE DESIGNATION** - no change

**4. EFFECTS ON OTHER COURSES** - This impacts EN 1103 (English Composition I): students with ACT English subscore of 17 and 18 will now be required to take EN 0103; all students enrolled in EN 0103 must earn a C or higher in order to enroll in EN 1103.

The table below represents by ACT-E score all students enrolled in EN 1103 in Fall, 2011 who earned a D or an F or who withdrew from the course.

ACT-E	Enr.	D,F,W	%
NS	141	30	21.2
≤ 16	39	15	38.5
17	51	13	25.5
18	48	17	35.4
19	89	25	28.1
20	120	30	25
21	191	37	19.4
22	139	31	22.3
23	101	20	19.8
24	142	20	14.1
25	112	16	14.3
26	112	15	13.4
27	103	12	11.7
28	75	8	10.7
29	47	5	10.6
30	33	1	3
31	33	7	21.2
32	16	4	25
33	26	2	7.6
34	10	0	0
35	12	1	8.3
36	3	0	0

Of the 99 students with ACT-E scores of 17 or 18, 30 (30.3%) either withdrew or concluded the semester with a final grade of D or F.

Note: NS (no score) are non-traditional students who did not take the ACT test; those with ACT-E scores of 16 or below passed EN 0103 (either at MSU or another institution) before enrolling in EN 1103.

In the Fall, 2011 semester, 291 students took EN 0103 and earned the following final grades:

A	23
B	102
C	64
D	45
F	43
I	1
W	13

Of the 45 students who earned a D in EN 0103 in the Fall, 2011 semester, 34 enrolled in EN 1103 either in Spring, 2012 or Fall, 2012. Final grades for those students are as follows:

A	1	2.9%
B	2	5.8%
C	9	26.4%
D	5	14.7%
F	14	41.1%
I	0	----
W	3	8.8%



# MISSISSIPPI STATE UNIVERSITY

## Department of English

P. O. Box E

Mississippi State, MS 39762-5505

(662) 325-3644 • FAX: (662) 325-3645

TO: Dr. Tommy Anderson  
Chair, Arts and Sciences Curriculum Committee

FROM: Becky Hagenston  
Chair, English Dept. Curriculum Committee

RE: Approval for Modification of EN 0103, Basic Composition

DATE: October 31, 2013

The English Department's Curriculum Committee has approved these changes, and the English Department as a whole voted on October 30 to approve them as well. We believe that changing the minimum verbal subscale ACT score from 16 or below to 18 or below will prepare more students to succeed in their composition courses.

### Members of the Curriculum Committee:

Dr. Bonnie O'Neill

Dr. Ginger Pizer

Dr. Ted Atkinson

Dr. Lara Dodds

Ann Spurlock

Dr. Shalyn Claggett

Dr. Holly Johnson

Dr. Andrea Spain

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** Arts & Sciences

**Department:** English

**Contact Person:** Ann Spurlock

**Mail Stop:** 9518    **E-mail:** spurlock@english.msstate.edu

**Nature of Change:** Course Modification

**Date Initiated:** 10/14/13    **Effective Date:** Fall 2014

**Current Listing in Catalog:**

Symbol	Number	Title	Credit Hours
EN	1103	English Composition I	(3)

**Current Catalog Description:**

(Prerequisite: A score of 17 or above on the English section of the ACT or EN 0103). Three hours lecture. A study of logical and rhetorical principles and organizational strategies that contribute to effective writing. Honors section available.

**New or Modified Listing for Catalog:**


Symbol	Number	Title	Credit Hours
EN	1103	English Composition I	(3)

**New or Modified Catalog Description:**

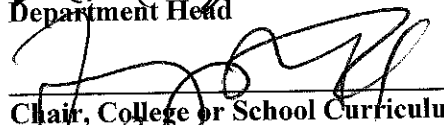
(Prerequisite: A score of 19 or above on the English section of the ACT or a grade of C or better in EN 0103). Three hours lecture. A study of logical and rhetorical principles and organizational strategies that contribute to effective writing. Honors section available.

**Approved:**

**Date:**

  
\_\_\_\_\_  
Department Head

11-22-13  
\_\_\_\_\_

  
\_\_\_\_\_  
Chair, College or School Curriculum Committee

12/05/13  
\_\_\_\_\_

  
\_\_\_\_\_  
Dean of College or School

12-5-13  
\_\_\_\_\_

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Deans Council

**COURSE MODIFICATION**  
**Prerequisite Change**  
**EN 1103 – English Composition I**

**1. CATALOG DESCRIPTION**

**Current Course Listing**

(Prerequisite: A score of 17 or above on the English section of the ACT or EN 0103). Three hours lecture. A study of logical and rhetorical principles and organizational strategies that contribute to effective writing. Honors section available.

**New Course Listing**

(Prerequisite: A score of 19 or above on the English section of the ACT or a grade of C or better in EN 0103). Three hours lecture. A study of logical and rhetorical principles and organizational strategies that contribute to effective writing. Honors section available.

**2. ITEMIZED LIST AND DESCRIPTION OF CHANGES**

Students must score 19 or higher on the English section of the ACT to enroll in EN 1103. The current minimum English subscore is 17.

Students who score 18 or lower on the English section of the ACT must earn a C or higher in EN 0103, Basic English Composition, as a prerequisite to EN 1103. The current minimum final grade in EN 0103 is a D.

There is no change to the course delivery or to the course content.

**3. JUSTIFICATION AND LEARNING OUTCOMES**

Data show (see attached) that students whose ACT-E scores are 18 or lower struggle in EN 1103; a higher percentage of them fail the course or earn final grades of D than students whose ACT-E scores are 19 or above.

Data show that students who earn D's in EN 0103, Basic English Composition, struggle in EN 1103; a significantly higher percentage of them fail or earn D's EN 1103 on their first attempt. Additionally, once enrolled in EN 1113, English Composition II, they continue to struggle, failing or earning D's at a significantly higher rate than students with ACT-E scores of 19 or higher.

**4. ADDITIONAL INFORMATION**

- a. COURSE SYMBOL - no change
- b. COURSE NUMBER - no change
- c. COURSE TITLE - no change
- d. CREDIT HOURS - no change
- e. PRE-REQUISITE / CO-REQUISITE - The minimum score on the English section of the ACT will change from 17 to 19. Students with an English score of 18 or below must take EN 0103 (Basic Composition) and earn a C or higher in order to enroll in EN 1103.
- f. METHOD / HOURS OF INSTRUCTION - no change
- g. METHOD OF DELIVERY - no change
- h. COURSE DESCRIPTION - The course description will change in order to reflect the new pre-requisites. See #1, Catalog Description.
- i. COURSE CONTENT - no change

**5. GRADUATE STUDENT REQUIREMENTS (SPLIT-LEVEL COURSES) - N/A**

**6. METHOD OF EVALUATION - no change**

**7. ACADEMIC MISCONDUCT - no change**

**8. TARGET AUDIENCE - students with ACT-E scores of 17 and 18**

**9. SUPPORT - see attached**

**B. SPECIAL NOTES**

**1. CROSS-LISTING - N/A**

**2. EFFECTIVE DATE - Fall semester, 2014**

**3. GENERAL EDUCATION COURSE DESIGNATION - no change**

**4. EFFECTS ON OTHER COURSES -** This impacts EN 0103 (Basic Composition), a noncredit course; students with ACT English subscore of 17 and 18 will now be required to take EN 0103; all students enrolled in EN 0103 must earn a C or higher in order to enroll in EN 1103.

The table below represents by ACT-E score all students enrolled in EN 1103 in Fall, 2011 who earned a D or an F or who withdrew from the course.

ACT-E	Enr.	D,F,W	%
NS	141	30	21.2
≤ 16	39	15	38.5
17	51	13	25.5
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32	16	4	25
33	26	2	7.6
34	10	0	0
35	12	1	8.3
36	3	0	0

Of the 99 students with ACT-E scores of 17 or 18, 30 (30.3%) either withdrew or concluded the semester with a final grade of D or F.

Note: NS (no score) are non-traditional students who did not take the ACT test; those with ACT-E scores of 16 or below passed EN 0103 (either at MSU or another institution) before enrolling in EN 1103.

In the Fall, 2011 semester, 291 students took EN 0103 and earned the following final grades:

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I	1
W	13

Of the 45 students who earned a D in EN 0103 in the Fall, 2011 semester, 34 enrolled in EN 1103 either in Spring, 2012 or Fall, 2012. Final grades for those students are as follows:

A	1	2.9%
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C	9	26.4%
D	5	14.7%
F	14	41.1%
I	0	----
W	3	8.8%



# MISSISSIPPI STATE UNIVERSITY™

## Department of English

P. O. Box E

Mississippi State, MS 39762-5505

(662) 325-3644 • FAX: (662) 325-3645

TO: Dr. Tommy Anderson  
Chair, Arts and Sciences Curriculum Committee

FROM: Becky Hagenston  
Chair, English Dept. Curriculum Committee

RE: Approval for Modification of EN 1103, English Composition I

DATE: October 31, 2013

The English Department's Curriculum Committee has approved these changes, and the English Department as a whole voted on October 30 to approve them as well. We believe that changing the minimum verbal subscale ACT score from 17 or above to 19 or above (and requiring a C or better in EN 0103) will prepare more students to succeed in their composition courses.

Members of the Curriculum Committee:

Dr. Bonnie O'Neill *Bonnie O'Neill*

Dr. Ginger Pizer *Ginger Pizer*

Dr. Ted Atkinson *Ted Atkinson*

Dr. Lara Dodds *Lara Dodds*

Ann Spurlock *Ann Spurlock*

Dr. Shalyn Claggett *Shalyn Claggett*

Dr. Holly Johnson *Holly Johnson*

Dr. Andrea Spain *Andrea Spain*

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College or School: Arts and Sciences Department: English  
Contact Person: Becky Hagenston Mail Stop 9518 E-mail: bhagenston@english.msstate.edu

Nature of Change: \_\_\_\_\_ Date Initiated: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Modification September 2013 <sup>Fall</sup>  
~~Spring~~ 2014

Current Listing in Catalog:  
Symbol      Number      Title      Credit Hours  
EN      4303/6303      Craft of Poetry      ( 3 )

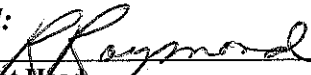
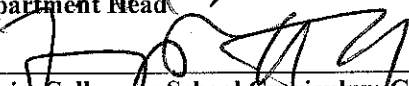

**Current Catalog Description:**

(Prerequisite: EN 3303 or consent of instructor). Three hours lecture. The craft and practice of writing poetry.

New or Modified Listing for Catalog:  
Symbol      Number      Title      Credit Hours  
EN 4303/6303      Craft of Poetry      ( 3 )

**New or Modified Catalog Description:**

(Prerequisite: EN 3303 or consent of instructor). (Graduate students may take EN 6303 for credit twice, even if they have already taken EN4303 as undergraduates.) Three hours lecture. The craft and practice of writing poetry.

Approved:   
Department Head  
  
Chair, College or School Curriculum Committee  
  
Dean of College or School

Date: 11-20-13  
12/05/13  
12-5-13

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

## 1. CATALOG DESCRIPTION

### CURRENT CATALOG DESCRIPTION

EN 4303/6303. Craft of Poetry. (3) (Prerequisite: EN 3303 or consent of instructor.)  
Three hours lecture. The craft and practice of writing poetry.

### MODIFIED CATALOG DESCRIPTION

EN 4303/ 6303. Craft of Poetry. (3) (Prerequisite: EN 3303 or consent of instructor.  
Graduate students may take EN 6303 for credit twice, even if they have already taken  
EN4303 as undergraduates.) Three hours lecture. The craft and practice of writing poetry.

## 2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Add that graduate students may take the class for credit up to two times, even if they have  
already taken EN 4303 as undergrads.

## 3. JUSTIFICATION AND LEARNING OUTCOMES

These changes are intended to accommodate the language of the upcoming Graduate  
Bulletin.

According to the Minutes of the April 12, 2013 Graduate Council:

*Following discussion at a previous meeting, Dr. PC Cinnella and Dr. D'Abramo edited  
the AOP so that #5 reads as follows: "Students who have already taken a course at the  
4000-level are not allowed to enroll in the same course for credit at the 6000-level  
except for those courses that are specifically approved to be taken multiple times for  
credit."*

*Discussion followed regarding approval of those courses which can be repeated; the  
response was that UCCC approves this when approving a new or modified course. The  
courses are flagged in Banner showing their approval for retake and the number of times  
it can be retaken.*

Graduate students who are doing a creative thesis might take the class twice in the course  
of their Masters program, each time with different texts and different student  
expectations, and often with a different instructor.

Each time the students take the class, they produce new work appropriate to their level of  
experience and professional expectations.

The course should be repeatable because students continue to develop these skills, and because the outcome of each class is new, original poetry. Students learn that writing poetry is an ongoing practice, and they continue to develop technical skills each time they take the course

#### 4. ADDITIONAL INFORMATION

- a. COURSE SYMBOL – No change
- b. COURSE NUMBER – No change
- c. COURSE TITLE – No change
- d. CREDIT HOURS – No change
- e. PRE-REQUISITE/CO-REQUISITE – No change
- f. METHOD/HOURS OF INSTRUCTION – No change
- g. METHOD OF DELIVERY – No change
- h. COURSE DESCRIPTION – No change
- i. COURSE CONTENT – No change

#### 5. GRADUATE STUDENT REQUIREMENTS (SPLIT-LEVEL COURSES)

To reconfirm the differences between the undergraduate and graduate student requirements:

Graduate students in EN 6303, Craft of Poetry, are asked to write longer and more critically demanding papers than those required from the undergraduates (students write a critical analysis comparing their own work to a published piece, and write a preface to an anthology of their own design in which they articulate why certain poems have been formative for them as writers). Graduate students are also required to preface their final portfolio with a thoughtful introduction in which they detail their revision process and the aesthetic choices they made regarding each poem. Finally, graduate students in Craft of Poetry are required, as part of the professionalization process, to submit a packet of finished poems to the literary magazine of their choosing.

#### 6. METHOD OF EVALUATION

No change

#### OUT OF CLASS WORK

No change

#### 7. ACADEMIC MISCONDUCT

No change

#### 8. TARGET AUDIENCE

No change

#### 9. SUPPORT

Attached

B. SPECIAL NOTES

1. CROSS-LISTING

N/A

2. EFFECTIVE DATE

Fall 2014

3. GENERAL EDUCATION COURSE DESIGNATION

N/A

4. EFFECTS ON OTHER COURSES

This proposed modification has no effect on other courses, or on the requirements for the M.A. degree. Currently, when a graduate student takes EN 6303 twice, the second time is recorded by the registrar as a 7000-Directed Individual Study, and the credits go toward the student's graduate degree. The same would be true if the student takes the course again as 6303. The proposed modification in no way alters the course of study in the M.A. program.

5. MASTER SCHEDULE



# MISSISSIPPI STATE UNIVERSITY

## Department of English

P. O. Box E

Mississippi State, MS 39762-5505

(662) 325-3644 • FAX: (662) 325-3645

TO: Dr. Tommy Anderson  
Chair, Arts and Sciences Curriculum Committee

FROM: Becky Hagenston *BH*  
Chair, English Dept. Curriculum Committee

RE: EN 6303 Craft of Poetry

DATE: 7 October 2013

After approval from the English Dept. curriculum committee, the English Department voted to allow graduate students to take ~~EN 6313~~ <sup>EN 6303</sup> Craft of ~~Fiction~~ <sup>Poetry</sup> for credit up to two times, even if they have already taken EN ~~4313~~ <sup>4303</sup> as undergraduates. *poetry* *(BHA)*

### Members of the Curriculum Committee:

Dr. Bonnie O'Neill

Dr. Ginger Pizer

Dr. Ted Atkinson

Dr. Lara Dodds

Ann Spurlock

Dr. Shalyn Claggett

Dr. Holly Johnson

Dr. Andrea Spain

Witnessed by the  
College Curriculum Committee

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College or School: **Arts and Sciences**

Department: English

Contact Person: **Becky Hagenston** Mail Stop **9518** E-mail: bhagenston@english.msstate.edu

Nature of Change:

Date Initiated:

Effective Date:

Modification

September 2013

Fall  
Spring 2014

Current Listing in Catalog:

Symbol	Number	Title
EN	4313/6313	Craft of Fiction

Credit Hours

( 3 )

Current Catalog Description:

(Prerequisite: EN 3903 or consent of instructor). Three hours lecture. The craft and practice of writing fiction.

New or Modified Listing for Catalog:

Symbol	Number	Title
--------	--------	-------

Credit Hours

( 3 )

EN 4313/6313 Craft of Fiction

New or Modified Catalog Description:

(Prerequisite: EN 3903 or consent of instructor). (Graduate students may take EN 6313 for credit twice, even if they have already taken EN4313 as undergraduates.) Three hours lecture. The craft and practice of writing fiction.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11-26-13

12/05/13

12-5-13

## 1. CATALOG DESCRIPTION

### CURRENT CATALOG DESCRIPTION

EN 4313/6313. Craft of Fiction. (3) (Prerequisite: EN 3903 or consent of instructor.)  
Three hours lecture. The craft and practice of writing fiction.

### MODIFIED CATALOG DESCRIPTION

EN 4313/6313. Craft of Fiction. (3) (Prerequisite: EN 3903 or consent of instructor.  
Graduate students may take EN 6313 for credit twice, even if they have already taken  
EN4313 as undergraduates.) Three hours lecture. The craft and practice of writing fiction.

## 2. ITEMIZED LIST AND DESCRIPTION OF CHANGES

Add that graduate students may take the class for credit up to two times, even if they have  
already taken EN 4313 as undergrads.

## 3. JUSTIFICATION AND LEARNING OUTCOMES

These changes are intended to accommodate the language of the upcoming Graduate  
Bulletin.

According to the Minutes of the April 12, 2013 Graduate Council:

*Following discussion at a previous meeting, Dr. PC Cinnella and Dr. D'Abramo edited  
the AOP so that #5 reads as follows: "Students who have already taken a course at the  
4000-level are not allowed to enroll in the same course for credit at the 6000-level  
except for those courses that are specifically approved to be taken multiple times for  
credit."*

*Discussion followed regarding approval of those courses which can be repeated; the  
response was that UCCC approves this when approving a new or modified course. The  
courses are flagged in Banner showing their approval for retake and the number of times  
it can be retaken.*

Graduate students who are doing a creative thesis might take the class twice in the course  
of their Masters program, each time with different texts and different student  
expectations, and often with a different instructor.

Each time the students take the class, they produce new work appropriate to their level of  
experience and professional expectations.

The course should be repeatable because students continue to develop these skills, and because the outcome of each class is new, original fiction. Students learn that writing fiction is an ongoing practice, and they continue to develop technical skills each time they take the course

#### 4. ADDITIONAL INFORMATION

- a. COURSE SYMBOL – No change
- b. COURSE NUMBER – No change
- c. COURSE TITLE – No change
- d. CREDIT HOURS – No change
- e. PRE-REQUISITE/CO-REQUISITE – No change
- f. METHOD/HOURS OF INSTRUCTION – No change
- g. METHOD OF DELIVERY – No change
- h. COURSE DESCRIPTION – No change
- i. COURSE CONTENT – No change

#### 5. GRADUATE STUDENT REQUIREMENTS (SPLIT-LEVEL COURSES)

To reconfirm the differences between the undergraduate and graduate student requirements:

Graduate students in 6313 Craft of Fiction are required to produce at least 30 pages of original fiction, rather than 20 pages for undergraduates. Their craft essays are more critically demanding, and they are also twice the length of the craft essays undergraduates write. Graduate students are required to research literary magazines, to present their findings to the class, and to submit a story to a literary magazine of their choice.

#### 6. METHOD OF EVALUATION

No change

#### OUT OF CLASS WORK

No change

#### 7. ACADEMIC MISCONDUCT

No change

#### 8. TARGET AUDIENCE

No change

#### 9. SUPPORT

Attached

#### B. SPECIAL NOTES

##### 1. CROSS-LISTING

N/A

## 2. EFFECTIVE DATE

Fall 2014

## 3. GENERAL EDUCATION COURSE DESIGNATION

N/A

## 4. EFFECTS ON OTHER COURSES

This proposed modification has no effect on other courses, or on the requirements for the M.A. degree. Currently, when a graduate student takes EN 6313 twice, the second time is recorded by the registrar as a 7000-Directed Individual Study, and the credits go toward the student's graduate degree. The same would be true if the student takes the course again as 6313. The proposed modification in no way alters the course of study in the M.A. program.

## 5. MASTER SCHEDULE



# MISSISSIPPI STATE UNIVERSITY


## Department of English

P. O. Box E

Mississippi State, MS 39762-5505

(662) 325-3644 • FAX: (662) 325-3645

TO: Dr. Tommy Anderson  
Chair, Arts and Sciences Curriculum Committee

FROM: Becky Hagenston   
Chair, English Dept. Curriculum Committee

RE: EN 6313 Craft of Fiction

DATE: 7 October 2013

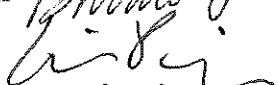
After approval from the English Dept. curriculum committee, the English Department voted to allow graduate students to take EN 6313 Craft of Fiction for credit up to two times, even if they have already taken EN 4313 as undergraduates.

### Members of the Curriculum Committee:

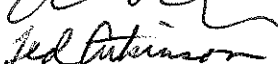
Dr. Bonnie O'Neill



Dr. Ginger Pizer



Dr. Ted Atkinson



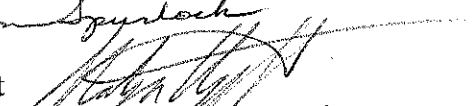
Dr. Lara Dodds



Ann Spurlock



Dr. Shalyn Claggett



Dr. Holly Johnson



Dr. Andrea Spain



APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road (Mail Stop 9699).

College or School: Arts and Sciences

Department: CMLL

Contact Person: Dr. Keith Moser

E-mail: kam131@msstate.edu

Nature of Change: Add

Date Initiated: 12-5-13

Effective Date: Summer 2014

Current Listing in Catalog:

Symbol      Number      Title  
N/A

Credit Hours  
(      )

Current Catalog Description:

N/A

New or Modified Listing for Catalog:

Symbol      Number      Title


FLF 1800      Beginning French Study Abroad

Credit Hours  
(3-6)

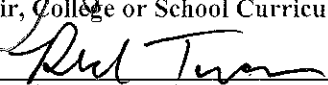
New or Modified Catalog Description:

FLF 1800 Beginning French Study Abroad (3-6) (Prerequisite: Consent of the instructor) Credit and Hours to be arranged. Beginning level study abroad of the French Language and culture.

Approved:

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

Date:

12/9/13

12/10/13

12-10-13

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

## PROPOSED COURSE ADDITION

### 1. Catalog Description

**FLF 1800 Beginning French Study Abroad (3-6)** (Prerequisite: Consent of the instructor) Credit and Hours to be arranged. Beginning level study abroad of the French Language and culture.

### 2. Detailed Course Outline

(45 contact hours for 3 hours credit)

#### I. Basic Descriptions (9 hours)

- A. Addressing others (1 hour)
- B. Identifying/naming people and things (2 hours)
- C. Adjective agreement (2 hours)
- D. Indefinite articles (2 hours)
- E. The verb 'etre' (to be) (2 hours)

#### II. Regular/Irregular Present Tense Verbs and Negation (9 hours)

- A. Negation (ne...pas, ne...jamais, ne....plus, etc.) (3 hours)
- B. Conjugations of regular er, ir, re verbs (3 hours)
- C. Conjugations of frequent irregular er, ir, re verbs (3 hours)

#### III. Family and Past times (9 hours)

- A. Expressing relationships (2 hours)
- B. Talking about where people are from using prepositions (2 hours)
- C. Describing where things are located using prepositions (3 hours)
- D. Portrait of French/Francophone families from 3 different countries (2 hours)

#### IV. Work and Leisure (9 hours)

- A. Irregular adjectives (3 hours)
- B. Talking about various types of professions (2 hours)
- C. Making plans (2 hours)
- D. Forms of entertainment including sports (2 hours)

#### V. Pronominal/Reflexive Verbs in the Present Tense/Daily Routines (9 hours)

- A. Present tense conjugations of pronominal verbs (3 hours)
- B. Talking about daily activities (2 hours)
- C. Speaking on the phone (2 hours)
- D. Speaking on the Internet and texting (2 hours)

**Additional Topics for 6 hours credit (90 contact hours total)**

**I. Immediate Past (venir de + infinitive) and the passé composé (9 hours)**

- A. Talking about what just happened (immediate past) (2 hours)
- B. Passé composé with avoir (2 hours)
- C. passé composé with être (3 hours)
- D. Frequent irregular forms of the passé composé (2 hours)

**II. The Imperative (command forms) and the Partitive (9 hours)**

- A. Regular forms of the imperative/giving commands (3 hours)
- B. Irregular forms of the imperative/giving commands (3 hours)
- C. Formation/usage of the partitive article/ordering in a restaurant (3 hours)

**III. The Imperfect Tense and Making comparisons (9 hours)**

- A. Regular/irregular forms of the imperfect (3 hours)
- B. Talking about how things used to be (3 hours)
- C. Formation of the comparative/superlative/making comparisons (3 hours)

**IV. Pronouns and Modes of Transportation (9 hours)**

- A. Usage of pronouns/avoiding repetition using pronouns (e.g. y, en) (3 hours)
- B. Modes of Transportation (3 hours)
- C. Giving/understanding directions (3 hours)

**V. Past tense forms of Pronominal verbs and Fashion (9 hours)**

- A. Formation/usage of pronominal verbs in the passé composé and the imperfect (3 hours)
- B. Clothing/fashion vocabulary/expressing likes and dislikes (3 hours)
- C. Describing daily routines in the past (3 hours)

**3. Method of Evaluation**

100 point scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F below 60

Final grades are calculated as follows:

Quizzes	25%
Midterm exam	25%
Final exam	20%
Oral exams	20%
Participation	10%

**Pop Quizzes:** Pop quizzes are based on the daily readings. There are no make-ups for these assessments. One quiz will be dropped. There are no exceptions. The dropped quiz is for illness, prior engagement, etc.

**Midterm and Final Exam:** Both the midterm and final exam will be comprised of several different sections. You will receive a detailed study guide for both assessments.

**Participation:** Your participation grade will be determined by your number of absences, your preparedness for class discussions, and your contributions to discussions.

**Oral exams:** Two oral exams will be given throughout the course of this short semester. The first exam will be administered in the middle of the semester. The final exam will be administered at the end of the semester.

#### 4. Justification & learning outcomes

##### Justification

Currently, no official study abroad courses exist in the catalogue. The study abroad experience helps students to hone their linguistic skills in the target language by reinforcing prior learning in addition to placing students in an immersion environment in which they are surrounded by native speaker discourse. Study abroad courses also allow students to reach the higher levels of fluency that are necessary in order for them to be able to succeed in more advanced courses.

##### Learning Outcomes

- Students will be able to perform uncomplicated communicative tasks in the target language.
- Students will be able to exchange basic information related to predictable topics.
- Students will be able to express wants and desires in the context of familiar vocabulary.
- Students will be able to articulate immediate needs in the target language.
- Students will be able to ask formulaic questions.

#### 5. Academic Misconduct

Students will sign the MSU Honor Code on the first day of class and will also acknowledge reading and understanding the honor code on all exams. Students must abide by the principles established by the MSU honor code. Cheating or plagiarism constitute a serious offense, and will be dealt with accordingly. The Mississippi State Honor Code may be found at <http://students.msstate.edu/honorcode/>. As the Honor Code clearly stipulates: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

## **6. Target Audience**

French students that are studying abroad in addition to International Business/French majors.

FLF 1800 is designed for students that have never studied French before FLF 1133 in addition to students that have studied the target language but which are currently at a very low level of linguistic fluency. Specifically, students that are at the Novice-Mid level (ACTL proficiency guidelines) will be placed in this section. If necessary, an oral proficiency interview (OPI) will be administered to evaluate the student's level of fluency.

## **7. Support**

Please see attached letters of support from the departmental curriculum committee and the director of the International Business program, Dr. John Rezek.

## **8. Instructor of Record**

Drew Pruett

**9. Graduate student requirements: N/A.** This course is strictly an undergraduate course.

## **10. Planned Frequency**

The course will be offered once every year during the summer.

## **11. Explanation of duplication:**

No duplication is expected.

**12. Method of instruction: A**

**13. Method of delivery: F**

**14. Proposed C.I.P. number**

16.0901

**15. Proposed 24 character abbreviations**

Bg. Fr. Study Abroad

**16. Proposed Semester Effective**

Summer 2014

**17. Other appropriate information**

*Required Texts*

Jansma, Kimberly and Margaret Kassen. *Motifs*. Heinle.

**18. Proposal contact person:**

Drew Pruett/Keith Moser

Department of Classical and Modern Languages & Literatures

Telephone: N/A

Email: [ddp3@msstate.edu](mailto:ddp3@msstate.edu) (Drew Pruett)

[Kam131@msstate.edu](mailto:Kam131@msstate.edu) (Keith Moser)

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road (Mail Stop 9699).

**College or School:** Arts and Sciences

**Department:** CMLL

**Contact Person:** Dr. Keith Moser

**E-mail:** kam131@msstate.edu

**Nature of Change:** Add

**Date Initiated:** 12-5-13

**Effective Date:** Summer 2014

**Current Listing in Catalog:**

Symbol    Number    Title  
N/A

**Credit Hours**  
(    )

**Current Catalog Description:**

N/A

**New or Modified Listing for Catalog:**

Symbol    Number    Title

FLF 2163            Intensive French Expression I

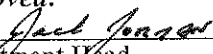
**Credit Hours**  
(3)


**New or Modified Catalog Description:**

FLF 2163 Intensive French Expression I [3] [Prerequisite FLF 2143 or consent of instructor] This communicative course focuses on production in the three modes of communication (interpersonal, interpretive, presentational)

**Approved:**

**Date:**

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

\_\_\_\_\_  
Chair, Deans Council

12/9/13

12/10/13

12-10-13

## PROPOSED COURSE ADDITION

### 1. Catalog Description

**FLF 2163 Intensive French Expression I [3]** [Prerequisite FLF 2143 or consent of instructor] This communicative course focuses on production in the three modes of communication (interpersonal, interpretive, presentational)

### 2. Detailed Course Outline (45 contact hours)

#### I. Salutations/Greetings (4 hours)

- A. Salutations/greetings/addressing others (2 hours)
- B. Formal vs. informal register (e.g. “tu” and “vous”) (2 hours)

#### II. Asking questions (6 hours)

- A. Review of interrogative structures (3 hours)
- B. Review of interrogative words/expressions (3 hours)

#### III. Present Narration (8 hours)

- A. Review of the present tense (3 hours)
- B. Expressing preferences (3 hours)
- C. Describing one’s daily routine (2 hour)

#### IV. Past Narration (9 hours)

- A. Review of all major forms of the past tense (3 hours)
- B. Narrating past events (3 hours)
- C. Telling a story (3 hours)

#### V. Practical Tasks in the Target Language (18 hours)

- A. Ordering from a menu (3 hours)
- B. Making plans/making/confirming reservations (3 hours)
- C. Asking for directions (3 hours)
- D. Talking on the phone (3 hours)
- E. Describing health issues (3 hours)
- F. Using circumlocution strategies (3 hours)

### 3. Method of Evaluation

#### 100 point scale

- A 90-100
- B 80-89
- C 70-79

D	60-69
F	below 60

Final grades are calculated as follows:

Quizzes	25%
Midterm exam	20%
Final exam	25%
Oral exams	20%
Participation	10%

**Pop Quizzes:** Pop quizzes are based on the daily readings. There are no make-ups for these assessments. One quiz will be dropped. There are no exceptions. The dropped quiz is for illness, prior engagement, etc.

**Midterm and Final Exam:** Both the midterm and final exam will be comprised of several different sections. You will receive a detailed study guide for both assessments.

**Participation:** Your participation grade will be determined by your number of absences, your preparedness for class discussions, and your contributions to discussions.

**Oral exams:** Two oral exams will be given throughout the course of this short semester. The first exam will be administered in the middle of the semester. The final exam will be administered at the end of the semester. At the 2163 level, these basic language students are expected to perform rudimentary tasks that require them to negotiate meaning, deal with any complications that might arise during a given situation, and to respect cultural norms that undergird French-Francophone society

#### 4. Justification & Learning Outcomes

##### Justification

This course is designed to give students the tools that they need to communicate in the target language. These communicative tasks are designed to help our students reach the high level of fluency that many of our rigorous courses demand. This class is also highly recommended for all French students studying abroad because it will prepare them for the challenges of taking courses in a French-speaking country. However, this course is open to all students given that all of our French majors could derive immense benefits from the communicative focus of this class.

##### Learning Outcomes

- Students will improve perform communicative, intermediate-level tasks in the target language.

- Students will employ circumlocution techniques to overcome linguistic deficiencies
- Students will ask and answer questions in a variety of divergent contexts.
- Students will engage in “sentence-level” discourse (as defined by the American Council on the Teaching of Foreign Languages) by the end of the course.
- Students will identify their current strengths and weaknesses in the target language.

## **5. Academic Misconduct**

Students will sign the MSU Honor Code on the first day of class and will also acknowledge reading and understanding the honor code on all exams. Students must abide by the principles established by the MSU honor code. Cheating or plagiarism constitute a serious offense, and will be dealt with accordingly. The Mississippi State Honor Code may be found at <http://students.msstate.edu/honorcode/>. As the Honor Code clearly stipulates: “As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

## **6. Target Audience**

French majors/minors that wish to improve their fluency in the target language.

## **7. Support**

Please see attached letters of support from the departmental curriculum committee and the director of the International Business program, Dr. John Rezek.

## **8. Instructor of Record**

Drew Pruett

## **9. Graduate student requirements- N/A**

## **10. Planned Frequency**

The course will be offered once every year during the summer.

## **11. Explanation of duplication:**

No duplication is expected.

## **12. Method of instruction: C**

## **13. Method of delivery: F**

## **14. Proposed C.I.P. number**

16.0901

## **15. Proposed 24 character abbreviations**

Int. French Expression

**16. Proposed Semester Effective**

Summer 2014

**17. Other appropriate information**

*Required Texts*

A course packet will be available at Copy Cow for this class.

**18. Proposal contact person:**

Drew Pruett/ Keith Moser

Department of Classical and Modern Languages & Literatures

Telephone: N/A

Email: [ddp3@msstate.edu](mailto:ddp3@msstate.edu) (Drew Pruett)

[kam131@msstate.edu](mailto:kam131@msstate.edu) (Keith Moser)

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

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College or School: Arts and Sciences

Department: CMLL

Contact Person: Dr. Keith Moser

E-mail: kam131@msstate.edu

Nature of Change: Add

Date Initiated: 12-5-13

Effective Date: Summer 2014

Current Listing in Catalog:

Symbol      Number      Title  
N/A

Credit Hours  
(      )

Current Catalog Description:

N/A

New or Modified Listing for Catalog:

Symbol      Number      Title

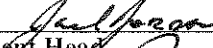
FLF 2800      Intermediate French Study Abroad

Credit Hours  
(3-6)

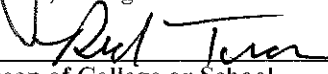
New or Modified Catalog Description:

FLF 2800 Intermediate French Study Abroad (3-6) (Prerequisite: Consent of the instructor) Credit and Hours to be arranged. Intermediate level study abroad of the French language and culture

Approved:

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

Date:

  
12/9/13

12/10/13

12-10-13

## PROPOSED COURSE ADDITION

### 1. **Catalog Description**

**FLF 2800 Intermediate French Study Abroad (3-6)** (Prerequisite: Consent of the instructor) Credit and Hours to be arranged. Intermediate level study abroad of the French language and culture.

### 2. **Detailed Course Outline**

(45 contact hours for 3 hours credit)

#### **I. Demonstrative Adjectives (5 hours)**

- A. Formation/usage of lequel, ce, cet, cette, and ces (demonstrative adjectives) (3 hours)
- B. Using demonstrative adjectives to avoid repetition (2 hours)

#### **II. Expressing Health Concerns (4 hours)**

- A. Body Parts (2 hours)
- B. How to talk to the doctor (2 hours)

#### **III. Formation/usage of the subjunctive (9 hours)**

- A. Regular forms of the present subjunctive (3 hours)
- B. Frequent irregular forms of the present subjunctive (3 hours)
- C. How to avoid the subjunctive (3 hours)

#### **IV. Formation/usage of the Future tense(s) (9 hours)**

- A. Formation/usage of the “near future” (aller + infinitive) (2 hours)
- B. Talking about events in the near future (2 hours)
- C. Formation/usage of the simple future (3 hours)
- D. Talking about events in the simple future (2 hours)

#### **V. Formation/Usage of the Conditional Tense (9 hours)**

- A. Regular conditional tense forms (3 hours)
- B. Irregular conditional tense forms (3 hours)
- C. Expressing hypotheses, articulating hopes, expressing emotions using the conditional (3 hours)

#### **VI. Usage/formation of “If clauses” (9 hours)**

- A. Usage/formation of present-future clauses (3 hours)

- B. Usage/ formation of conditional-imperfect clauses (3 hours)
- C. Review of the imperfect (3 hours)

**Additional Topics for 6 hours credit (90 contact hours total)**

**I. The “faire causatif” (faire + infinitive) (4 hours)**

- A. Formation of the faire causatif (2 hours)
- B. Usage of the faire causatif (2 hours)

**II. Verbs with Orthographic Changes** (payer, s’ennuyer, acheter, commencer, manger etc.) (3 hours)

- A. Presentation/Practice of frequent verbs with orthographic changes (3 hours)

**III. Regions of France and Quebec (9 hours)**

- A. Major regions of France (3 hours)
- B. Major regions of Quebec (3 hours)
- C. Discussion of divergent French/Francophone dialects (3 hours)

**IV. Future perfect and past conditional (12 hours)**

- A. Regular forms of the future perfect (3 hours)
- B. Irregular forms of the future perfect (3 hours)
- C. Regular forms of the past conditional (3 hours)
- D. Irregular forms of the past conditional (3 hours)

**V. The passé simple and the passé antérieur (9 hours)**

- A. Recognition of the passé simple in literary texts (this form is now dead in conversation) (3 hours)
- B. Regular forms of the passé antérieur (3 hours)
- C. Irregular forms of the passé antérieur (3 hours)

**VI. International Relations (8 hours)**

- A. Technology and Instant Communication (3 hours)
- B. War and Peace (3 hours)
- C. Social media (2 hours)

**3. Method of Evaluation**

100 point scale

- A 90-100
- B 80-89

C	70-79
D	60-69
F	below 60

Final grades are calculated as follows:

Quizzes	25%
Midterm exam	20%
Final exam	25%
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Participation	10%

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**Midterm and Final Exam:** Both the midterm and final exam will be comprised of several different sections. You will receive a detailed study guide for both assessments.

**Participation:** Your participation grade will be determined by your number of absences, your preparedness for class discussions, and your contributions to discussions.

**Oral exams:** Two oral exams will be given throughout the course of this short semester. The first exam will be administered in the middle of the semester. The final exam will be administered at the end of the semester.

#### 4. Justification & Learning Outcomes

##### Justification

Currently, no official study abroad courses exist in the catalogue. The study abroad experience helps students to hone their linguistic skills in the target language by reinforcing prior learning in addition to placing students in an immersion environment in which they are surrounded by native speaker discourse. Study abroad courses also allow students to reach the higher levels of fluency that are necessary in order for them to be able to succeed in more advanced courses.

##### Learning Outcomes

- Students will be able to sustain sentence-level discourse as defined by the American Council on the Teaching of Foreign Languages.
- Students will be able to converse at ease when dealing with routine tasks and frequent social situations.
- Students will be able to exchange information related to work, school, recreation, personal interests, and areas of competence.

- Students will begin to develop communicative strategies including circumlocution for dealing with unexpected complications that arise.

## **5. Academic Misconduct**

Students will sign the MSU Honor Code on the first day of class and will also acknowledge reading and understanding the honor code on all exams. Students must abide by the principles established by the MSU honor code. Cheating or plagiarism constitute a serious offense, and will be dealt with accordingly. The Mississippi State Honor Code may be found at <http://students.msstate.edu/honorcode/>. As the Honor Code clearly stipulates: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

## **6. Target Audience**

French students that are studying abroad in addition to International Business/French majors.

FLF 2800 is designed for students that have successfully taken elementary French courses in addition to students that are minimally at the Novice-High level (ACTFL proficiency guidelines). If necessary, an oral proficiency interview (OPI) will be administered to evaluate the student's level of fluency.

## **7. Support**

Please see attached letters of support from the departmental curriculum committee and the director of the International Business program, Dr. John Rezek.

## **8. Instructor of Record**

Drew Pruett

9. **Graduate requirements:** N/A. This course is strictly an undergraduate course.

## **10. Planned Frequency**

The course will be offered once every year during the summer.

## **11. Explanation of duplication:**

No duplication is expected.

## **12. Method of instruction:** A

## **13. Method of delivery:** F

## **14. Proposed C.I.P. number**

16.0901

## **15. Proposed 24 character abbreviations**

Intm. Fr. Study Abroad

**16. Proposed Semester Effective**  
Summer 2014

**17. Other appropriate information**

*Required Texts*

Tufts, Clare & Jarausch, Hannelore. *Sur le vif*.

**18. Proposal contact person:**

Drew Pruett/Keith Moser

Department of Classical and Modern Languages & Literatures

Telephone: N/A

Email: [ddp3@msstate.edu](mailto:ddp3@msstate.edu) (Drew Pruett)

[Kam131@msstate.edu](mailto:Kam131@msstate.edu) (Keith Moser)

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

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College or School: Arts and Sciences

Department: CMLL

Contact Person: Dr. Keith Moser

E-mail: kam131@msstate.edu

Nature of Change: Add

Date Initiated: 12-5-13

Effective Date: Summer 2014

Current Listing in Catalog:

Symbol      Number      Title  
N/A

Credit Hours  
(      )

Current Catalog Description:

N/A

New or Modified Listing for Catalog:

Symbol      Number      Title

FLF 3800


Advanced French Study Abroad

Credit Hours  
(3-6)

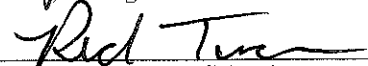
New or Modified Catalog Description:

FLF 3800 Advanced French Study Abroad (3-6) (Prerequisite: Consent of the instructor) Credit and Hours to be arranged. An advanced-level course for French students studying abroad.

Approved:

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

Date:

12/9/13

12/10/13

12-10-13

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

## PROPOSED COURSE ADDITION

### 1. Catalog Description

**FLF 3800 Advanced French Study Abroad (3-6)** (Prerequisite: Consent of the instructor) Credit and Hours to be arranged. An advanced-level course for French students studying abroad.

### 2. Detailed Course Outline

(45 contact hours for 3 hours credit)

#### **I. Overview of French/Francophone Gastronomy (6 hours)**

- A. French Culinary Arts (3 hours)
- B. Francophone Culinary Traditions (3 hours)

#### **II. Leisure Activities and Past-Times (6 hours)**

- A. Popular sports/past-times in France (3 hours)
- B. Popular sports/past-times in the Francophone world (3 hours)

#### **III. Evolution of the Modern Family (9 hours)**

- A. The modern Family in France (3 hours)
- B. The modern family in the Francophone world (3 hours)
- C. Conservative familial paradigms in various Francophone cultures (Maghreb, West Africa, etc.) (3 hours)

#### **IV. Social Problems in French/Francophone Culture(s) (12 hours)**

- A. Pervasive forms of discrimination (racism, xenophobia, sexism, ageism) (3 hours)
- B. Issues related to immigration/migration (3 hours)
- C. Acute poverty (3 hours)
- D. Fundamentalist religious beliefs (3 hours)

#### **V. Evolution of the French Language/Dialects of French (6 hours)**

- A. The notion of 'Standard' French (3 hours)
- B. Major dialects of French (3 hours)

#### **VI. French/Francophone Media Outlets (6 hours)**

- A. Major French media outlets and the role of the media in France (3 hours)
- B. Issues related to the media in various Francophone countries (3 hours)

**Additional Topics for 6 hours credit (90 hours total)**

**I. Overview of French-Canadian Culture (15 hours)**

- A. French-Canadian gastronomy (2 hours)
- B. Regions of Quebec (3 hours)
- C. Contemporary French-Canadian music (3 hours)
- D. French-Canadian fashion (2 hours)
- E. French-Canadian film (3 hours)
- F. Popular sports in Quebec (2 hours)

**II. French-Canadian Dialects (6 hours)**

- A. 'Standard' North-American French (3 hours)
- B. Other French-Canadian dialects (3 hours)

**III. French-Canadian Educational System (6 hours)**

- A. K-12 instruction (3 hours)
- B. University system (3 hours)

**IV. French-Canadian Politics (9 hours)**

- A. Major political parties in Quebec (3 hours)
- B. Alternative parties in Quebec (3 hours)
- C. Separatist movements in Quebec (3 hours)

**V. The Status of minorities in Quebec (9 hours)**

- A. Inuit civilization (3 hours)
- B. Anglophone communities in Quebec (3 hours)
- C. "French only" movements (3 hours)

**3. Method of Evaluation**

100 point scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F below 60

Final grades are calculated as follows:

Quizzes	25%
Compositions	20%
Final exam	25%

Oral exams	20%
Participation	10%

**Pop Quizzes:** Pop quizzes are based on the daily readings. There are no make-ups for these assessments. One quiz will be dropped. There are no exceptions. The dropped quiz is for illness, prior engagement, etc.

**Midterm and Final Exam:** Both the midterm and final exam will be comprised of several different sections. You will receive a detailed study guide for both assessments.

**Participation:** Your participation grade will be determined by your number of absences, your preparedness for class discussions, and your contributions to discussions.

**Oral exams:** Two oral exams will be given throughout the course of this short semester. The first exam will be administered at the end of the first week of classes. The final exam will be administered at the end of the semester.

**Mini-compositions:** Each student will write three mini-compositions based on the daily readings. These compositions will be 3-5 pages in length.

#### 4. Justification & Learning Outcomes

##### Justification

Currently, no official study abroad courses exist in the catalogue. The study abroad experience helps students to hone their linguistic skills in the target language by reinforcing prior learning in addition to placing students in an immersion environment in which they are surrounded by native speaker discourse. Study abroad courses also allow students to reach the higher levels of fluency that are necessary in order for them to be able to succeed in more advanced courses.

##### Learning Outcomes

- Students will be able to narrate in all major time frames (present, past, future) in paragraph-length discourse as defined by the American Council on the Teaching of Foreign Languages.
- Students will be able to overcome unexpected complications in a variety of divergent contexts.
- Students will be able to participate in most formal and informal conversations in the target language.
- Students will be able to engage in more complex communicative tasks including expressing their understanding of current events.
- Students will engage in appropriate self-correction techniques in order to avoid communicative breakdowns.

#### 5. Academic Misconduct

Students will sign the MSU Honor Code on the first day of class and will also acknowledge reading and understanding the honor code on all exams. Students must abide by the principles established by the MSU honor code. Cheating or plagiarism constitute a serious offense, and will be dealt with accordingly. The Mississippi State Honor Code may be found at <http://students.msstate.edu/honorcode/>. As the Honor Code clearly stipulates: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

## **6. Target Audience**

French students that are studying abroad in addition to International Business/French majors.

FLF 3800 is designed for students that have successfully taken intermediate French courses in addition to students that are minimally at the Intermediate-Mid level (ACTFL proficiency guidelines). If necessary, an oral proficiency interview (OPI) will be administered to evaluate the student's level of fluency.

## **7. Support**

Please see attached letters of support from the departmental curriculum committee and the director of the International Business program, Dr. John Rezek.

## **8. Instructor of Record**

Drew Pruett

9. **Graduate student requirements:** N/A. This course is strictly an undergraduate course.

## **10. Planned Frequency**

The course will be offered once every year during the summer.

## **11. Explanation of duplication:**

No duplication is expected.

## **12. Method of instruction:** A

## **13. Method of delivery:** F

## **14. Proposed C.I.P. number**

16.0901

## **15. Proposed 24 character abbreviations**

Adv. Fr. Study Abroad

## **16. Proposed Semester Effective**

Summer 2014

## **17. Other appropriate information**

*Required Texts*

Harrington, Karen and Josette Penso. *Faisons le point*. Prentice Hall.

**18. Proposal contact person:**

Drew Pruett/Keith Moser

Department of Classical and Modern Languages & Literatures

Telephone: N/A

Email: [ddp3@msstate.edu](mailto:ddp3@msstate.edu) (Drew Pruett)

[Kam131@msstate.edu](mailto:Kam131@msstate.edu) (Keith Moser)

APPROVAL FORM FOR  
**COURSES**  
MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road (Mail Stop 9699).

College or School: Arts and Sciences

Department: CMLL

Contact Person: Dr. Keith Moser

E-mail: kam131@msstate.edu

Nature of Change: Add

Date Initiated: 12-5-13

Effective Date: Summer 2014

Current Listing in Catalog:

Symbol	Number	Title
N/A		

Credit Hours  
( )

Current Catalog Description:

N/A

New or Modified Listing for Catalog:

Symbol	Number	Title
FLF 4163		Intensive French Expression II

Credit Hours  
(3)

New or Modified Catalog Description:

FLF 4163 Intensive French Expression II [3] [Prerequisite FLF 2143 or consent of instructor] This communicative course focuses on advanced-level tasks in the three modes of communication (interpersonal, interpretive, presentational)

Approved:

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

Date:

12/9/13

12/10/13

12-10-13

## PROPOSED COURSE ADDITION

### 1. Catalog Description

**FLF 4163 Intensive French Expression II [3]** [Prerequisite FLF 2143 or consent of instructor] This communicative course focuses on advanced-level tasks in the three modes of communication (interpersonal, interpretive, presentational)

### 2. Detailed Course outline (45 contact hours)

#### I. Past, present, and future narration (6 hours)

- A. Review of present tense (1 hour)
- B. Review of past tenses (2 hour)
- C. Review of future tenses (3 hours)

#### II. Explaining Hypothetical Situations (6 hours)

- A. Review of the conditional tense (3 hours)
- B. Review of “if clauses” (3 hours)

#### III. Intensive Oral Communication (9 hours)

- A. Giving a formal speech (3 hours)
- B. Impromptu presentations (3 hours)
- C. Strategies for debating (3 hours)

#### IV. Intensive Written Communication (9 hours)

- A. Writing a persuasive essay (3 hours)
- B. Writing a brief synopsis (3 hours)
- C. Writing an academic paper (including primary and secondary sources) (3 hours)

#### V. Online Tools for Improving Fluency (9 hours)

- A. French/Francophone podcasts (3 hours)
- B. Watching French/Francophone news (3 hours)
- C. Reading French/Francophone newspapers (3 hours)

#### VI. Cultural Differences/Misunderstandings (6 hours)

- A. Understanding cultural differences (3 hours)
- B. Avoiding cultural misunderstandings (3 hours)

### 3. Method of Evaluation

100 point scale

A 90-100

B	80-89
C	70-79
D	60-69
F	below 60

Final grades are calculated as follows:

Quizzes	25%
Midterm exam	20%
Final exam	25%
Oral exams	20%
Participation	10%

**Pop Quizzes:** Pop quizzes are based on the daily readings. There are no make-ups for these assessments. One quiz will be dropped. There are no exceptions. The dropped quiz is for illness, prior engagement, etc.

**Midterm and Final Exam:** Both the midterm and final exam will be comprised of several different sections. You will receive a detailed study guide for both assessments.

**Participation:** Your participation grade will be determined by your number of absences, your preparedness for class discussions, and your contributions to discussions.

**Oral exams:** Two oral exams will be given throughout the course of this short semester. The first exam will be administered in the middle of the semester. The final exam will be administered at the end of the semester. At the 4163 level, these advanced students are asked to complete complex tasks in the target language. Using circumlocution and other communicative strategies, students must be able to perform in the target language in a variety of given situations without faltering or reverting to their first language.

#### 4. Justification & Learning Outcomes

##### Justification

This course is designed to give students the tools that they need to communicate in the target language. These communicative tasks are designed to help our students reach the high level of fluency that many of our rigorous courses demand. This class is also highly recommended for all French students studying abroad because it will prepare them for the challenges of taking courses in a French-speaking country. However, this course is open to all students given that all of our French majors could derive immense benefits from the communicative focus of this class.

##### Learning Outcomes

- Students will feel comfortable expressing themselves in most situations that arise.
- Students will be able to express abstract thoughts in the target language.
- Students will be able to understand the subtle nuances of French/Francophone cultures.
- Students will be able to summarize complex arguments about controversial subjects
- Students will feel confident dealing with unexpected complications that arise in a L2 setting.
- Students will be able to negotiate meaning and to engage in circumlocution in order to ensure that communicative breakdowns do not occur.
- Students will demonstrate progress toward sentence-level discourse as defined by the American Council on the Teaching of Foreign Languages.

## **5. Academic Misconduct**

Students will sign the MSU Honor Code on the first day of class and will also acknowledge reading and understanding the honor code on all exams. Students must abide by the principles established by the MSU honor code. Cheating or plagiarism constitute a serious offense, and will be dealt with accordingly. The Mississippi State Honor Code may be found at <http://students.msstate.edu/honorcode/>. As the Honor Code clearly stipulates: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

## **6. Target Audience**

French majors/minors that wish to improve their fluency in the target language.

## **7. Support**

Please see attached letters of support from the departmental curriculum committee and the director of the International Business program, Dr. John Rezek.

## **8. Instructor of Record**

Drew Pruett

## **9. Graduate student requirements-N/A**

## **10. Planned Frequency**

The course will be offered once every year during the summer.

## **11. Explanation of duplication:**

No duplication is expected.

## **12. Method of instruction: C**

## **13. Method of delivery: F**

## **14. Proposed C.I.P. number**

16.0901

**15. Proposed 24 character abbreviations**

Int. French Expression II

**16. Proposed Semester Effective**

Summer 2014

**17. Other appropriate information**

Please see "Detailed course outline."

**18. Proposal contact person:**

Drew Pruett/Keith Moser

Department of Classical and Modern Languages & Literatures

Telephone: N/A

Email: [ddp3@msstate.edu](mailto:ddp3@msstate.edu) (Drew Pruett)

[Kam131@msstate.edu](mailto:Kam131@msstate.edu) (Keith Moser)

APPROVAL FORM FOR  
**COURSES**

MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the course change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

**College or School:** College of Veterinary Medicine **Department:** Pathobiology/Population Medicine

**Contact Person:** Alejandro Banda, P O Box 97813, Pearl, MS, E-mail: abanda@mvrcl.msstate.edu

**College/Department Contact:** Barbara E. Perrigin, Mail Stop 9825, Phone: 325-1417, Email: bep2@msstate.edu

**Nature of Change:** ADD

**Date Initiated:** 9/9/13

**Effective Date:** Spring or Fall 2014

**Current Listing in Catalog:**

SYMBOL      NUMBER      TITLE

CREDIT HOURS

(   )

**Current Catalog Description:**

**New or Modified Listing for Catalog:**

Symbol      Number      Title

CVM      8013      Poultry Virology


Credit Hours

( 3 )


**New or Modified Catalog Description:**

This course offers a description of the viruses of importance in commercial poultry. The topics on the individual agents will include morphology and classification, character of the disease, epizootiology and pathogenesis, immunity, cultivation, diagnosis, prevention, control, and zoonotic potential.

**Approved:      Date:**

  
\_\_\_\_\_  
William Epperson, Head, Department of Pathobiology  
and Population Medicine

12/13/13

  
\_\_\_\_\_  
Mark L. Lawrence, Associate Dean, CVM

12/16/13

  
\_\_\_\_\_  
R. H. "Hart" Bailey, Chair, GPAC

12-11-2013

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

\_\_\_\_\_  
Chair, Deans Council

## UCCC PROPOSAL TO ADD COURSE:

### CVM 8013 POULTRY VIROLOGY

#### 1. CATALOG DESCRIPTION:

CVM 8013 Poultry Virology (3 hours) This course offers a description of the viruses of importance in commercial poultry. The topics on the individual agents will include morphology and classification, character of the disease, epizootiology and pathogenesis, immunity, cultivation, diagnosis, prevention, control, and zoonotic potential.

#### 2. DETAILED COURSE OUTLINE:

##### *CVM 8013 POULTRY VIROLOGY*

##### *COURSE OUTLINE*

- I. REVIEW OF THE NATURE OF VIRUSES (1 HR)
  - A. *CHEMICAL COMPOSITION*
  - B. *VIRAL GENOME*
  - C. *VIRAL MORPHOLOGY*
  - D. *VIRAL TAXONOMY OF POULTRY VIRUSES*
- II. GENERAL MECHANISMS IN THE PATHOGENESIS POULTRY VIRAL DISEASES (1 HR)
  - A. *VIRAL VIRULENCE*
  - B. *HOST RESISTANCE AND SUSCEPTIBILITY*
  - C. *VIRAL INFECTION AND DISSEMINATION*
  - D. *TISSUE TROPISM AND TARGET ORGANS*
  - E. *VIRUS INDUCED NEOPLASIA*

III. IMMUNITY AND PROPHYLAXIS VS. VIRUSES OF POULTRY (2 HR)

A. *BASIC IMMUNOLOGICAL MECHANISMS VS. VIRAL INFECTIONS*

B. *VACCINES AND VACCINATION AGAINST VIRUSES OF POULTRY*

- a. Live-attenuated viral vaccines
- b. Inactivated vaccines
- c. Vaccines produced by recombinant DNA
- d. Factors affecting vaccine efficacy and safety
- e. Passive immunization

IV. DIAGNOSIS OF VIRAL INFECTIONS IN POULTRY (2 HR)

A. *COLLECTION, PACKAGING AND TRANSPORT OF SPECIMENS*

B. *METHODS OF DETECTION OF VIRUSES*

- a. Viral isolation
- b. Detection of viral antigens
- c. Electron microscopy
- d. PCR and molecular techniques

C. *SEROLOGY APPLIED TO POULTRY*

- a. Serum specimens
- b. Enzyme-Linked Immunosorbent Assay (ELISA)
- c. Serum (virus) neutralization assay
- d. Hemagglutination-inhibition assay
- e. Immunodiffusion
- f. Interpretation of serologic results

V. VIRUSES AND VIRAL DISEASES OF POULTRY (23 HR)

A. *FAMILY: PARAMYXOVIRIDAE (3 HR)*

Genus: *Avulavirus* Newcastle Disease

Genus: *Avian metapneumovirus* - Swollen head syndrome, turkey  
rhinotracheitis

Other avian paramyxoviruses

B. *FAMILY: CORONAVIRIDAE (1 HR)*

Genus: *Gamacoronavirus* – Infectious bronchitis

C. *FAMILY: HERPESVIRIDAE (2 HR)*

Subfamily: *Alphaherpesvirinae*

- Genus: *Iltovirus* - Infectious laryngotracheitis  
Genus: *Mardivirus* – Duck viral enteritis
- D. FAMILY: ORTHOMYXOVIRIDAE (2 HR)  
Genus: *Influenzavirus A* - Avian influenza
- E. FAMILY: BIRNAVIRIDAE (2 HR)  
Genus: *Avibirnavirus* – Infectious bursal disease
- F. FAMILY: CIRCOVIRIDAE (1 HR)  
Genus: *Gyrovirus* – Chicken infectious anemia  
Genus *Circovirus*: - Beak and feather disease, pigeon and duck circovirus infections
- G. FAMILY: ADENOVIRIDAE (2 HR)  
Genus: *Aviadenovirus* – Group I adenovirus - Inclusion body hepatitis, hidropericardium syndrome  
Genus: *Siadenovirus* – Hemorrhagic enteritis of turkeys, marble spleen disease of pheasants  
Genus: *Atadenovirus* – Egg drop syndrome
- H. FAMILY: POXVIRIDAE (1 HR)  
Genus: *Avipoxvirus* - Fowlpox, turkeypox, pigeonpox, canarypox
- I. FAMILY: PICORNAVIRIDAE (1 HR)  
Genus: *Tremovirus* - Avian encephalomyelitis  
Genus: *Avihepatovirus* – Duck viral hepatitis
- J. FAMILY: REOVIRIDAE (1 HR)  
Genus: *Avian orthoreovirus* - Viral arthritis/tenosynovitis
- K. FAMILY: HERPESVIRIDAE (2 HR)  
Subfamily: *Alphaherpesvirinae*  
Genus: *Mardivirus* - Marek's disease
- L. FAMILY: RETROVIRIDAE (3 HR)  
Genus: *Alpharetrovirus*: Avian leukosis virus  
Genus: *Gammaretrovirus* - Reticuloendotheliosis virus
- M. VIRAL ENTERIC INFECTIONS: TURKEY CORONAVIRUS, ROTAVIRUS, ASTROVIRUS, AVIAN ENTEROVIRUS, AND TURKEY TOROVIRUS (2 HR)

## VI. LABORATORY SESSIONS (14 HR)

- A. *LABORATORY SAFETY, GOOD LABORATORY PRACTICES, COLLECTION AND PACKAGING OF SAMPLES (2 HR)*
- B. *VIRAL ISOLATION IN CHICKEN EMBRYONATED EGGS (INFECTIOUS BRONCHITIS AND FOWLPOX) (2 HR)*
- C. *PREPARATION OF PRIMARY CHICKEN EMBRYO LIVER CELL CULTURE (2 HR)*
- D. *VIRAL ISOLATION IN CELL CULTURES (AVIAN REOVIRUS AND AVIAN ADENOVIRUS) (1 HR)*
- E. *PCR (AVIAN ADENOVIRUS AND INFECTIOUS LARYNGOTRACHEITIS) (2 HR)*
- F. *AGAR GEL IMMUNODIFFUSION TEST (AVIAN INFLUENZA) (1 HR)*
- G. *HEMAGGLUTINATION INHIBITION (INFECTIOUS BRONCHITIS) (2 HR)*
- H. *ELISA (1 HR)*
- I. *ELECTRON MICROSCOPY (1 HR)*

VII. Midterm exam (1 HR)

VIII. Final exam (1 HR)

Attendance: Attendance is expected at all lectures. When students enroll in a course, they assume the responsibility to attend class and complete assignments.

Electronic Devices (e.g., cell phones, PDAs): All portable electronic devices will be turned off and stowed during class. The only exception to this will be portable computers when used for note-taking. Any other exceptions must have prior approval by the instructor. No electronic device will be allowed during the taking of exams unless required for the actual taking of that test. Note: this does not apply to health-related devices.

## 3. METHOD OF EVALUATION

Method of Evaluation: Students will be evaluated on learning comprehension as follows:

1. Class participation: 10%

- 2. Midterm written exam: 40%
- 4. Laboratory reports: 10%
- 5. Final written exam: 40%

Total: 100%

Grading Scale: Grading Scale: A = 90-100%; B = 80-89%; C = 70-79%; D = 65-69%; F = 64% or below.

## 4. JUSTIFICATION AND LEARNING OUTCOMES

There are a number of viruses that produce clinical and pathological problems in poultry. Viral diseases can increase mortality, and condemnations in processing plants, and they can reduce flock performance, productivity and profits. Viruses such as avian influenza and Newcastle disease are transboundary diseases that could devastate the poultry industry in the event of their introduction into the United States. Furthermore, poultry companies spend significant amounts of economic resources toward the diagnosis, prevention and control of viral diseases. Poultry veterinarians properly trained on these etiologies are needed to develop the programs for the industry. This course is designed to provide poultry veterinarians or professionals elements on the diagnosis, prevention and control of viral diseases.

Upon completion of this course, the students will:

- a) Identify the viruses with clinical and pathological significance in poultry and recognize the diseases and syndromes associated to these agents.
- b) Recognize the importance of diagnostic virology in avian medicine
- c) Select, collect and preserve clinical samples for virological diagnosis in poultry.
- d) Understand the principles, and recognize the methodologies, advantages and limitations of different poultry diagnostic virological methods.

### **Justification for location of course:**

This course is part of the curriculum for graduate students registered in the Master of Veterinary Sciences on Avian Medicine. This course has been taught in the past at the Poultry Research & Diagnostic Laboratory in Pearl, MS as a special topics course. The classes and activities within this course will be scheduled to fit the weekly activities of the students registered in this program on Avian Medicine. Students from other programs may be accepted into the course but they would have to commute to the PRDL once a week to participate in this course. There are options for the lecture section of this course to be

taught via video conferencing, if necessary. The use of video conferencing lectures has been successfully completed in the past from this facility. Since the majority of the poultry residents and post DVM students will be doing the majority of their work housed out of PRDL and with the poultry faculty based at the PRDL, it is logical that the graduate courses specific for poultry be taught from this facility.

## 5. SUPPORT

A letter of support from the chair of the CVM Graduate Program Advisory Committee and the Head of the CVM Department of Pathobiology and Population Medicine indicating departmental support of the proposal is attached.

## 6. INSTRUCTOR OF RECORD

Instructors: Alejandro Banda DVM., MSc., Ph.D., Dipl. ACPV, Dipl. ACVM. - Ph. 601-420-4738, ab665@msstate.edu

## 7. PLANNED FREQUENCY

Fall and Spring as needed.

## 8. METHOD OF INSTRUCTION CODE

*Method of Instruction Code:*B (Lecture/Lab)

## 9. METHOD OF DELIVERY

*Method of Delivery Code:*F (Face to face)

## 10. PROPOSED C.I.P. NUMBER

*C.I.P. Code:* 51.2504

## 11. PROPOSED 24-CHARACTER ABBREVIATION

Poultry Virology

## 12. PROPOSED SEMESTER EFFECTIVE

Spring 2014

## 13. SUPPLEMENTAL BIBLIOGRAPHY

1. Diseases of Poultry. 12th Edition. Y.M. Saif (Editor-in-Chief). Blackwell Publishing. Ames, IA. 2008
2. A Laboratory Manual for the Isolation and Characterization of Avian Pathogens. 5th Edition. L. Dufour-Zavala (Editor-in-Chief). American Association of Avian Pathologist. Athens, Ga. 2008
3. Fenner's Veterinary Virology. 4th Edition. N.J. MacLachlan and E.J. Dubovi (Editors). Academic Press. San Diego CA. 2011.

## 14. PROPOSAL CONTACT PERSON

Instructor: Dr. Alejandro Banda, phone: 601-420-4738 or email: [ab665@msstate.edu](mailto:ab665@msstate.edu)

CVM Office of Research and Graduate Studies: Barbara E. Perrigin, phone: 662-325-1417 or email: [bep2@msstate.edu](mailto:bep2@msstate.edu).

## **CVM 8013 Poultry Virology**

### **Syllabus**

**Class Time: TBA**

**Location: Poultry Research & Diagnostic Laboratory**

Instructor: Alejandro Banda DVM, MS, Ph.D., Diplomate ACPV, Diplomate ACVM  
3137 Hwy 468 West  
Pearl, MS 39208  
Phone: 601-420-4738  
E-mail: [ab665@msstate.edu](mailto:ab665@msstate.edu)

#### **Learning objectives:**

This course will provide a detailed description of the viruses and viral diseases with significance in poultry. The students will recognize the clinical syndromes and lesions associated with these etiologies. Discussions on the fundamentals for the preventive and control measures against viral diseases of poultry will be included. Furthermore, the students will recognize the importance of viral diagnosis in avian medicine, and they will identify the criteria for the proper selection, collection and preservation of clinical samples for virological diagnosis in poultry. Finally, the students will understand the principles, and recognize the methodologies, advantages and limitations of different poultry diagnostic virological methods.

#### **Learning outcomes:**

Learning outcomes for this course will be as follows: 1) have a detailed understanding of poultry viruses and poultry viral diseases 2) develop a general understanding of the diagnostic tools available in diagnosing poultry viral diseases.

#### **Learning assessments:**

There will be two exams, a midterm (40%) and a final (40%). Students will also be assessed based on class participation (10%) and laboratory reports (10%).

**Grading Scale:** A = 90-100%; B = 80-89%; C = 70-79%; D = 65-69%; F = 64% or below.

#### **Attendance:**

Students are expected to attend all class meetings. Attendance is mandatory for exams. **The professor must be notified at least 24 hours prior to the exam with an excused absence.** If you miss an exam and do not provide the professor with written approved documentation of the absence, you will receive a zero for the exam.

**Honor Code:**

Students are expected to abide by the Mississippi State University honor code: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

**Cell Phone and Electronic Policy:**

**Electronic Devices (e.g., cell phones, PDAs):** All portable electronic devices will be turned off and stowed during class. The only exception to this will be portable computers when used for note-taking. Any other exceptions must have prior approval by the instructor. No electronic device will be allowed during the taking of exams unless required for the actual taking of that test. Note: this does not apply to health-related devices. If you have any questions, you may refer to AOP 10.08 at <http://www.msstate.edu/dept/audit/1008.html>.

The professor reserves the right to make adjustments or changes throughout the semester. It is the student's responsibility to learn about these changes if they miss any class time.

**Supplemental Bibliography:**

1. Diseases of Poultry. 12th Edition. Y.M. Saif (Editor-in-Chief). Blackwell Publishing. Ames, IA. 2008
2. A Laboratory Manual for the Isolation and Characterization of Avian Pathogens. 5th Edition. L. Dufour-Zavala (Editor-in-Chief). American Association of Avian Pathologist. Athens, Ga. 2008
3. Fenner's Veterinary Virology. 4th Edition. N.J. MacLachlan and E.J. Dubovi (Editors). Academic Press. San Diego CA. 2011.

**Course Lectures and Hours:**

- I. Review of the Nature of Viruses (1 hr)
  - A. *CHEMICAL COMPOSITION*
  - B. *VIRAL GENOME*
  - C. *VIRAL MORPHOLOGY*
  - D. *VIRAL TAXONOMY OF POULTRY VIRUSES*
- II. GENERAL MECHANISMS IN THE PATHOGENESIS POULTRY VIRAL DISEASES (1 HR)
  - A. *VIRAL VIRULENCE*
  - B. *HOST RESISTANCE AND SUSCEPTIBILITY*

- C. *VIRAL INFECTION AND DISSEMINATION*
  - D. *TISSUE TROPISM AND TARGET ORGANS*
  - E. *VIRUS INDUCED NEOPLASIA*
- III. IMMUNITY AND PROPHYLAXIS VS. VIRUSES OF POULTRY (2 HR)
- A. *BASIC IMMUNOLOGICAL MECHANISMS VS. VIRAL INFECTIONS*
  - B. *VACCINES AND VACCINATION AGAINST VIRUSES OF POULTRY*
    - a. Live-attenuated viral vaccines
    - b. Inactivated vaccines
    - c. Vaccines produced by recombinant DNA
    - d. Factors affecting vaccine efficacy and safety
    - e. Passive immunization
- IV. DIAGNOSIS OF VIRAL INFECTIONS IN POULTRY (2 HR)
- A. *COLLECTION, PACKAGING AND TRANSPORT OF SPECIMENS*
  - B. *METHODS OF DETECTION OF VIRUSES*
    - a. Viral isolation
    - b. Detection of viral antigens
    - c. Electron microscopy
    - d. PCR and molecular techniques
  - C. *SEROLOGY APPLIED TO POULTRY*
    - a. Serum specimens
    - b. Enzyme-Linked Immunosorbent Assay (ELISA)
    - c. Serum (virus) neutralization assay
    - d. Hemagglutination-inhibition assay
    - e. Immunodiffusion
    - f. Interpretation of serologic results
- V. VIRUSES AND VIRAL DISEASES OF POULTRY (23 HR)
- A. *FAMILY: PARAMYXOVIRIDAE (3 HR)*
    - Genus: *Avulavirus* Newcastle Disease
    - Genus: *Avian metapneumovirus* - Swollen head syndrome, turkey rhinotracheitis
    - Other avian paramyxoviruses
  - B. *FAMILY: CORONAVIRIDAE (1 HR)*
    - Genus: *Gamacoronavirus* – Infectious bronchitis

- C. *FAMILY: HERPESVIRIDAE (2 HR)*  
 Subfamily: *Alphaherpesvirinae*  
 Genus: *Iltovirus* - Infectious laryngotracheitis  
 Genus: *Mardivirus* – Duck viral enteritis
- D. *FAMILY: ORTHOMYXOVIRIDAE (2 HR)*  
 Genus: *Influenzavirus A* - Avian influenza
- E. *FAMILY: BIRNAVIRIDAE (2 HR)*  
 Genus: *Avibirnavirus* – Infectious bursal disease
- F. *FAMILY: CIRCOVIRIDAE (1 HR)*  
 Genus: *Gyrovirus* – Chicken infectious anemia  
 Genus *Circovirus*: - Beak and feather disease, pigeon and duck circovirus infections
- G. *FAMILY: ADENOVIRIDAE (2 HR)*  
 Genus: *Aviadenovirus* – Group I adenovirus - Inclusion body hepatitis, hidropericardium syndrome  
 Genus: *Siadenovirus* – Hemorrhagic enteritis of turkeys, marble spleen disease of pheasants  
 Genus: *Atadenovirus* – Egg drop syndrome
- H. *FAMILY: POXVIRIDAE (1 HR)*  
 Genus: *Avipoxvirus* - Fowlpox, turkeypox, pigeonpox, canarypox
- I. *FAMILY: PICORNAVIRIDAE (1 HR)*  
 Genus: *Tremovirus* - Avian encephalomyelitis  
 Genus: *Avihepatovirus* – Duck viral hepatitis
- J. *FAMILY: REOVIRIDAE (1 HR)*  
 Genus: *Avian orthoreovirus* - Viral arthritis/tenosynovitis
- K. *FAMILY: HERPESVIRIDAE (2 HR)*  
 Subfamily: *Alphaherpesvirinae*  
 Genus: *Mardivirus* - Marek's disease
- L. *FAMILY: RETROVIRIDAE (3 HR)*  
 Genus: *Alpharetrovirus*: Avian leukosis virus  
 Genus: *Gammaretrovirus* - Reticuloendotheliosis virus
- M. *VIRAL ENTERIC INFECTIONS: TURKEY CORONAVIRUS, ROTAVIRUS, ASTROVIRUS, AVIAN ENTEROVIRUS, AND TURKEY TOROVIRUS (2 HR)*

VI. LABORATORY SESSIONS (14 HR)

- A. *LABORATORY SAFETY, GOOD LABORATORY PRACTICES, COLLECTION AND PACKAGING OF SAMPLES (2 HR)*

- B. VIRAL ISOLATION IN CHICKEN EMBRYONATED EGGS (INFECTIOUS BRONCHITIS AND FOWLPOX) (2 HR)*
- C. PREPARATION OF PRIMARY CHICKEN EMBRYO LIVER CELL CULTURE (2 HR)*
- D. VIRAL ISOLATION IN CELL CULTURES (AVIAN REOVIRUS AND AVIAN ADENOVIRUS) (1 HR)*
- E. PCR (AVIAN ADENOVIRUS AND INFECTIOUS LARYNGOTRACHEITIS) (2 HR)*
- F. AGAR GEL IMMUNODIFFUSION TEST (AVIAN INFLUENZA) (1 HR)*
- G. HEMAGGLUTINATION INHIBITION (INFECTIOUS BRONCHITIS) (2 HR)*
- H. ELISA (1 HR)*
- I. ELECTRON MICROSCOPY (1 HR)*

VI. Midterm exam (1 hr)

VII. Final exam (1 hr)

Classes will be taught at the Poultry Research & Diagnostic Laboratory in Pearl, MS. If prior arrangements are made, the option of video conferencing some lectures may be available. Speak to your professor for more information.



# MISSISSIPPI STATE UNIVERSITY™

## College of Veterinary Medicine

November 7, 2013

University Committee on Courses and Curricula  
Mail Stop 9638

Dear Committee:

This letter is to verify that the CVM Graduate Programs Advisory Committee (GPAC) voted in favor of adding CVM 8013 Poultry Virology to the CVM graduate curricula. This course had been previously offered as a Special Topics course for students specializing in Avian Medicine within the MS and PhD programs in Veterinary Medical Sciences.

If you have any questions, please call me at 662-325-7726.

Sincerely,

R. Hartford Bailey  
Chair, CVM GPAC



APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

**NOTE:** This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Mail Stop 9699 (244 Magruder Street, 2nd Floor), Phone: 325-0831.

**College:** Agriculture & Life Sciences      **Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess      **Mail Stop:** 9555      **E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Modification      **Date:** 9/20/13

**Program will be offered at:** Starkville (Campus 1)

**Current Degree Program Name:** Minor      **Effective Date:** Spring 2014

**Major:** Horticulture      **Concentration:** Floral Management

**New Degree Program Name:** Select One

**Major:**      **Concentration:**

**Summary of Proposed Changes:**

Make only PSS 2343 Floral Design required and select 12 hours from a restricted list to get the minor in Floral Management.

Delete PSS 3023 Retail Floristry Oper. & Mgt. as it is being modified to PSS 4023 Floral Management.

Add PSS 4083 Floral Design for Special Events; PSS 4093 Postharvest Care Cut Floral Crops; and PSS 4073 Sympathy Floral Design to the restricted options for the minor.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

\_\_\_\_\_  
Chair, Graduate Council (if applicable)

\_\_\_\_\_  
Chair, Deans Council

11/18/13

12-12-2013

12/18/13



SACS Letter Sent



**MISSISSIPPI STATE**  
**UNIVERSITY™**

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed modifications to the Horticulture: Floral Management minor. After discussion, the committee voted unanimously to support the modifications to the Floral Management minor. The committee determined these modifications will improve the PSS curricular program. This minor does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

PROPOSAL FOR CURRICULUM MODIFICATION  
Degree: BACHELOR OF SCIENCE  
Major: HORTICULTURE  
Concentration: FLORAL MANAGEMENT  
**Minor: FLORAL MANAGEMENT**

1. CATALOG DESCRIPTION

No significant changes were made in the mission of the program. Minor changes to the catalog description of the Floral Management minor appear below.

2. CURRICULUM OUTLINE

*Deletions in Italics*

**Additions in Bold**

Proposed new courses marked with an asterisk (\*)

CURRENT Degree Description		PROPOSED Degree Description	
Degree: Bachelor of Science Major: Horticulture Concentration: Floral Management Minor: Floral Management		Degree: Bachelor of Science Major: Horticulture Concentration: Floral Management Minor: Floral Management	
CURRENT CURRICULUM OUTLINE	Required Hours	PROPOSED CURRICULUM OUTLINE	Required Hours
A minor in Floral Management is available. To obtain a minor, students are required to complete the following 15 hours: PSS 2343 Floral Design <i>PSS 3023 Retail Floristry Oper. &amp; Mgt.</i> PSS 3313 Interior Plant Design & Maint. PSS 3343 Wedding Floral Design PSS 3443 Permanent Floral Design	15	A minor in Floral Management is available. To obtain a minor, students are required to complete the following 15 hours: PSS 2343 Floral Design and 12 hours from the following: PSS 3313 Interior Plant Design & Maint. PSS 3343 Wedding Floral Design PSS 3443 Permanent Floral Design <b>PSS 4023 Floral Management*</b> <b>PSS 4083 Floral Design Special Events*</b> <b>PSS 4093 Postharvest Cut Floral Crops*</b> <b>PSS 4073 Sympathy Floral Design*</b>	15
Total hours for minor	15	Total hours for minor	15

3. JUSTIFICATION

Horticulture graduates today have a wide range of career options available upon graduation including marketing, research, sales, and plant production. To meet the needs and interests of the students, the proposed changes in the curriculum are designed to add flexibility for the student to direct their studies to their career interests within horticulture by increasing the restricted electives options. Additional curriculum changes are being made to clean up the curriculum by deleting courses no longer taught, moving some restricted elective

or concentration courses to the major core, and incorporating the new course names from recent course modifications.

#### EXPECTED LEARNING OUTCOMES

Students completing a Floral Management minor are expected to ...

1. have a thorough understanding of the principles involved in the handling, and marketing of floricultural and ornamental horticulture crops.
2. be able to integrate content knowledge and apply it to horticultural commodity marketing.
3. be able to create/design cost appropriate floral arrangements for everyday, wedding, special events, funeral occasions.
4. be able to order, receive, and process floral product for retail and other operations.
5. identify and understand how to use a wide range of floral product.

#### 4. SUPPORT

No additional faculty resources will be required to implement the proposed curriculum changes.

Letters of support attached.

#### 5. PROPOSED 4 LETTER ABBREVIATION

No change.

#### 6. EFFECTIVE DATE

Spring 2013

## **Outline of Proposed Changes to the Horticulture Floral Management minor.**

### **Horticulture: Floral Management minor.**

*DELETE PSS 3023 Retail Floristry Oper. & Mgt* and **ADD PSS 4023 Floral Management\***,  
course modification proposal attached.

**ADD PSS 4083 Floral Design for Special Events\***, a new course proposal attached.

**ADD PSS 4093 Postharvest Care Cut Floral Crops\***, a new course proposal attached.

**ADD PSS 4073 Sympathy Floral Design\***, a new course proposal attached.

## APPROVAL FORM FOR

**DEGREE PROGRAMS**

## MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College: Agriculture &amp; Life Sciences

Department: Plant and Soil Sciences

Contact Person: Richard Harkess

Mail Stop: 9555 E-mail: rharkess@pss.msstate.edu

Nature of Change: Minor

Date Initiated: 9/20/13 Effective Date: Spring 2014

Degree to be offered at: Starkville (Campus 1)

Current Degree Program Name:

Major:

Concentration:

New Degree Program Name: Minor

Major: Horticulture


Concentration: graduate minor in Floral Management

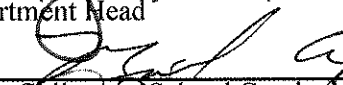
**Summary of Proposed Changes:**

We are proposing to create a graduate minor in Floral Management for Mississippi State University graduate students and students who are pre-professionals or currently professionals in the floral industry; people seeking careers or already in careers including growers (domestic and international firms), floral product sales and management staff, floral wholesalers, floral product importers, floral product developers.

Approved:

Date:

  
 Department Head

  
 Chair, College or School Curriculum Committee

  
 Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11/18/13

12-22-2017

12/18/13



IHL Action Required



SACS Letter Sent



# MISSISSIPPI STATE UNIVERSITY™

## *Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the addition of the Horticulture: Floral Management graduate minor. After discussion, the committee voted unanimously to support the addition of the graduate minor in Floral Management. The committee determined this addition will be beneficial to the department and improve the PSS curricular program. This minor does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS



# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the addition of the Horticulture: Floral Management graduate minor. After discussion, the committee voted unanimously to support the addition of the graduate minor in Floral Management. The committee determined this addition will be beneficial to the department and improve the PSS curricular program. This minor does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

PROPOSAL FOR ADDITION OF MINOR  
Degree: GRADUATE MINOR (M.S./Ph.D)  
Major: HORTICULTURE  
**Minor: FLORAL MANAGEMENT GRADUATE MINOR**

1. CATALOG DESCRIPTION

A graduate minor in Floral Management is available. Students seeking a graduate Floral Management minor are required to complete the following 12 hours: PSS 6013, PSS 6023, PSS 6033, and PSS 6043.

2. CURRICULUM OUTLINE

Proposed new courses marked with asterisk (\*) and proposals attached.

PROPOSED New Degree	
Degree: MINOR Major: Horticulture Minor: Floral Management graduate minor	
Catalog Description: A graduate minor in Floral Management is available. Students seeking a graduate Floral Management minor are required to complete the following 12 hours: PSS 6013, PSS 6023, PSS 6033, and PSS 6043.	
PROPOSED CURRICULUM OUTLINE	Required Hours
Students seeking the graduate Floral Management minor will be required to complete the following courses:  PSS 6013 Survey of Floral Design (online)* PSS 6033 Problems in Floral Management (online)* PSS 6023 Floral Management (online)* PSS 6043 International Horticulture (online)	12
Total hours for minor	12

3. TARGET AUDIENCE

Potential students who may elect this graduate minor include Mississippi State University graduate students and students who are pre-professionals or currently professionals in the floral industry; people seeking careers or already in careers including growers (domestic and international firms), floral product sales and management staff, floral wholesalers, floral product importers, floral product developers.

#### 4. JUSTIFICATION

Many careers in floriculture would be strengthened by the knowledge of graduates with floral management coursework as a minor degree. After the point of harvest, floriculture products are shipped, marketed, are combined with other products and enhanced with specialized services to add value to the original crop. Today's graduates have a wide range of career options available including marketing, research, sales, and product development. To meet industry needs, the proposed addition of a Floral Management minor will give graduates an edge in the job market.

#### EXPECTED LEARNING OUTCOMES

Students completing the graduate Floral Management minor are expected to ...

1. have a thorough understanding of the principles involved in the handling, and marketing of floricultural and ornamental horticulture crops.
2. understand approach solutions for current problems in floriculture, from harvest to end user.
3. appreciate floral designs for all occasions and understand the products and associated services to satisfy consumers
4. be able to integrate content knowledge and apply it to horticultural commodity marketing.
5. understand the channels involved in the floral industry chain including growing, wholesaling, transporting, and retailing.
6. understand the worldwide distribution of floriculture commodities.

#### 5. SUPPORT

No additional faculty resources will be required to implement the proposed curriculum.

Letter of support attached from the Plant and Soil Sciences Courses and Curriculum committee.

#### 6. PROPOSED 4 LETTER ABBREVIATION

Not Applicable.

#### 7. EFFECTIVE DATE

Spring 2014

APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Mail Stop 9699 (244 Magruder Street, 2nd Floor), Phone: 325-0831.

**College:** Agriculture & Life Sciences      **Department:** Plant and Soil Sciences

**Contact Person:** Richard Harkess      **Mail Stop:** 9555      **E-mail:** rharkess@pss.msstate.edu

**Nature of Change:** Modification

**Date:** 9/20/13

**Program will be offered at:** Starkville (Campus 1)

**Current Degree Program Name:** Bachelor of Science

**Effective Date:** Spring 2014

**Major:** Horticulture

**Concentration:** Floral Management

**New Degree Program Name:** Bachelor of Science

**Major:** Horticulture

**Concentration:** Floral Management

**Summary of Proposed Changes:**

Adding alternate course options to the science requirements.

Modifying the list of Major courses to align all the concentrations in Horticulture.

Adding/deleting courses from the Concentration course list to update the curriculum.

Adding/deleting courses from the Restricted Electives.

Deleting courses in the current curriculum that are no longer offered by PSS.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Chair, College or School Curriculum Committee

\_\_\_\_\_  
Dean of College or School

\_\_\_\_\_  
Chair, University Committee on Courses and Curricula

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Chair, Graduate Council (if applicable)

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Chair, Deans Council

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11/18/13

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12-12-2013

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12/18/13



SACS Letter Sent



# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed modifications to the Horticulture: Floral Management concentration. After discussion, the committee voted unanimously to support the modifications to the Floral Management concentration. The committee determined these modifications will improve the PSS curricular program. This concentration does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

# PROPOSAL FOR CURRICULUM MODIFICATION

Degree: BACHELOR OF SCIENCE

Major: HORTICULTURE

Concentration: FLORAL MANAGEMENT

## 1. CATALOG DESCRIPTION

No significant changes were made in the mission of the program. Minor changes to the catalog description appear below.

## 2. CURRICULUM OUTLINE

*Deletions in Italics*

**Additions in Bold**

Proposed new courses marked with asterix (\*)

CURRENT Degree Description	PROPOSED Degree Description
Degree: Bachelor of Science Major: Horticulture Concentration: Floral Management	Degree: Bachelor of Science Major: Horticulture Concentration: Floral Management
<p>Plant and Soil Sciences curricula focus on the application of sciences to the integrated management of plants, soil, and climate for high-quality production of food, fiber, and ornamental plants. Central to this course of study is the dedication to conserve, maintain, and enhance our environment. An undergraduate student may major in either Agronomy (AGN) or Horticulture (HO) and specialize in concentration areas such as Agricultural and Environmental Soil Science (AGN), Golf and Sports Turf Management (AGN), Integrated Crop Management (AGN), Integrated Pest Management (AGN), Floriculture and Ornamental Horticulture (HO), and Floral Management (HO). A grade of "C" or better is required in all required PSS courses in the student's major prior to completion of the degree.</p> <p>Graduate programs (M.S. and Ph.D.) are also offered in the Department of Plant and Soil Sciences in Agronomy, Horticulture, and Weed Science. Consult the Graduate Bulletin for additional details.</p>	<p>Plant and Soil Sciences curricula focus on the application of sciences to the integrated management of plants, soil, and climate for high-quality production of food, fiber, and ornamental plants. Central to this course of study is the dedication to conserve, maintain, and enhance our environment. An undergraduate student may major in either Agronomy (AGN) or Horticulture (HO) and specialize in concentration areas such as Agricultural and Environmental Soil Science (AGN), Golf and Sports Turf Management (AGN), Integrated Crop Management (AGN), Integrated Pest Management (AGN), Floriculture and Ornamental Horticulture (HO), and Floral Management (HO). A grade of "C" or better is required in all required PSS courses in the student's major prior to completion of the degree.</p> <p>Graduate programs (M.S. and Ph.D.) are also offered in the Department of Plant and Soil Sciences in Agronomy, Horticulture, and Weed Science. Consult the Graduate Bulletin for additional details.</p>
<p>Floral Management involves sourcing, purchasing, distributing, marketing, designing with, and selling floricultural products. Students enrolled in this concentration are provided with courses in design and horticulture, balanced with business and sciences. Career opportunities for graduates include retailing, wholesaling, special event designing, and display gardening. The University Florist, a professional flower shop owned and operated by the Department of Plant and Soil Sciences on the MSU Campus, provides students with work and management opportunities.</p> <p>Internship Requirements (PSS 3413): FM majors must complete a 12 week, 480 clock hour work experience in a floral industry enterprise. The internship requirement</p>	<p>Floral Management involves sourcing, purchasing, distributing, marketing, designing with, and selling floricultural products. Students enrolled in this concentration are provided with courses in design and horticulture, balanced with business and sciences. Career opportunities for graduates include retailing, wholesaling, special event designing, and display gardening. The University Florist, a professional flower shop owned and operated by the Department of Plant and Soil Sciences on the MSU Campus, provides students with work and management opportunities.</p> <p>Internship Requirements (PSS 3413): FM majors must complete a 10 week, 400 clock hour work experience in a floral industry enterprise. The internship requirement may</p>

may be completed any semester after successful completion of PSS 2343 Floral Design.		be completed any semester after successful completion of PSS 2343 Floral Design.	
CURRENT CURRICULUM OUTLINE	Required Hours	PROPOSED CURRICULUM OUTLINE	Required Hours
English EN 1103 English Comp. I <u>or</u> EN 1163 Accelerated Comp. I EN 1113 English Comp. II <u>or</u> EN 1173 Accelerated Comp. II	6	English EN 1103 English Comp. I <u>or</u> EN 1163 Accelerated Comp. I EN 1113 English Comp. II <u>or</u> EN 1173 Accelerated Comp. II	6
Fine Arts PSS 2343 Floral Design	3	Fine Arts PSS 2343 Floral Design	3
Natural Sciences BIO 2113 Plant Biology CH 1043 Survey of Chemistry I CH 1051 Experimental Chemistry	7	Natural Sciences BIO 2113 Plant Biology CH 1043 Survey of Chemistry <b>I OR</b> <b>CH 1213 Chemistry I</b> CH 1051 Experimental Chemistry <b>OR</b> <b>CH 1211 Investigations in Chemistry</b>	7
Extra Science CH 1053 Survey of Chemistry II	3	Extra Science CH 1053 Survey of Chemistry II <b>OR</b> <b>CH 1223 Chemistry II</b>	3
Math MA 1313 College Algebra 3 hours select from Gen. Ed. Courses	6	Math MA 1313 College Algebra 3 hours select from Gen. Ed. Courses	6
Humanities 6 hours select from Gen. Ed. Courses	6	Humanities 6 hours select from Gen. Ed. Courses	6
Social/Behavioral Sciences <i>PS 1113 American Government</i> PSY 1013 General Psychology	6	Social/Behavioral Sciences <b>EC 2123 Microeconomics or</b> <b>AEC 2713 Intr. Food &amp; Res. Economics</b> PSY 1013 General Psychology	6
Major Core Courses ACC 2013 Principles of Fin. Accounting MKT 3013 Principles of Marketing PSS 1313 Plant Science <i>PSS 2423 Plant Materials I</i> <i>PSS 3313 Int. Plant Design &amp; Maint.</i> <i>PSS 3473 Plant Materials II</i> PSS 3511 Seminar PSS 3923 Plant Propagation  Writing Requirement (3 hours) AIS 3203 Intro Tech Writing Agricom	25	Major Core Courses ACC 2013 Principles of Fin. Accounting EPP 2213 Intro to Insects <b>OR</b> <b>EPP 3423 Ornamental &amp; Turf Insects</b> MKT 3013 Principles of Marketing PSS 1313 Plant Science PSS 3511 Seminar PSS 3923 Plant Propagation  Writing Requirement (3 hours) AIS 3203 Intro to Tech Writing Agricom.  Oral Communications Req. (3 hours) CO 1003 Fund. Public Speaking <b>or</b> <b>CO 1093 Honors Oral Communic.</b>  Computer Literacy Req. AEC 1223 Comp. Appl Ag & Life Sci. or AIS 4203 Appl Comp. Tech AIS and Ed or	25

		BIS 1012 Intro Business Info Systems or TKT 1273 Computer Applications	
Concentration Courses ACC 2023 Prin Managerial Accounting ART 1113 Art Appreciation ART 1123 Design I BL 2413 Legal Environment of Business EC 2113 Macroeconomics <i>EC 2123 Microeconomics or</i> <i>AEC 2713 Intr. Food &amp; Res. Economics</i> <i>EPP 2213 Intro Insects</i> FIN 3113 Financial Systems HS 2603 Interior Design Fundamentals LA 2423 Hist Landscape Architecture <i>PSS 2351 Tech Flower Shop Mgmt</i> <i>PSS 3023 Retail Floristry Oper &amp; Mgmt</i> PSS 3343 Wedding Floral Design PSS 3413 Retail Floristry Internship PSS 3443 Permanent Floral Design  6 hours Art Electives 6 hours Restricted Electives (see below)  Oral Communications Req. (3 hours) CO 1003 Fund. Public Speaking  Computer Literacy Requirement AEC 1223 Comp. Appl Ag & Life Sci. or AIS 4203 Appl Comp. Tech AIS & Ed or BIS 1012 Intro Business Info Systems or TKT 1273 Computer Applications	58	Concentration Courses ACC 2023 Prin Managerial Accounting ART 1113 Art Appreciation ART 1123 Design I BL 2413 Legal Environment of Business EC 2113 Macroeconomics FIN 3113 Financial Systems HS 2603 Interior Design Fundamentals LA 2423 Hist Landscape Architecture <b>PS 1113 American Government</b> <b>PSS 2423 Plant Materials I</b> <b>PSS 3313 Int. Plant Design &amp; Maint.</b> PSS 3343 Wedding Floral Design PSS 3413 Retail Floristry Internship PSS 3443 Permanent Floral Design <b>PSS 4023 Floral Management*</b> <b>PSS 4083 Floral Design Special Events*</b> <b>PSS 4093 Posthar Care Cut Floral Crops*</b> <b>PSS 4073 Sympathy Floral Design*</b> 6 hours Restricted Electives (See below)  (Oral Communications and Computer Literacy requirements moved to major core courses)	60
<i>Art Electives</i> <i>ART 1013 Art History I</i> <i>ART 1023 Srt History II</i> <i>ART 1133 Design II</i> <i>ART 1153 Three Dimensional Design</i> <i>ART 1213 Drawing I</i> <i>ART 1223 Drawing II</i> <i>ART 1303 Ceramic Art I</i> <i>ART 2013 Painting I</i> <i>ART 2213 Life Drawing I</i> <i>ART 2303 Printmaking</i> <i>ART 2313 Ceramic Art II</i> <i>ART 2403 Sculpture I</i> <i>ART 3103 Photography I</i> <i>ART 3153 African American Art &amp; Culture</i> <i>ART 3423 Color Photography</i> <i>ART 3703 Jewelry/Metal I</i> <i>ART 4133 Watercolor II</i> <i>ART 4533 Ceramic Art III</i>	(6)		
Restricted Electives PSS 3043 Fruit Science PSS 3303 Soils	(6)	Restricted Electives <b>EPP 4113 Principles of Plant Pathology</b> PSS 3043 Fruit Science	(6)

PSS 4000 Directed Individual Study PSS 4143 Advanced Fruit Science PSS 4343 Controlled Env. Agriculture PSS 4353 Arboric. & Land. Maint. PSS 4363 Sust. Nursery Production <i>PSS 4444 Plant Tissue Culture</i> PSS 4453 Vegetable Production PSS 4503 Plant Breeding PSS 4613 Floriculture Crop Programming		PSS 3303 Soils <b>PSS 3473 Plant Materials II</b> PSS 4000 Directed Individual Study <b>PSS 4043 International Horticulture</b> PSS 4143 Advanced Fruit Science PSS 4343 Controlled Env. Agriculture PSS 4353 Arboric. & Landscape Maint. PSS 4363 Sust. Nursery Production PSS 4453 Vegetable Production PSS 4503 Plant Breeding PSS 4613 Floriculture Crop Programming	
Total Hours	123	Total Hours	122

### 3. JUSTIFICATION

Horticulture graduates today have a wide range of career options available upon graduation including marketing, research, sales, and plant production. To meet the needs and interests of the students, the proposed changes in the curriculum are designed to add flexibility for the student to direct their studies to their career interests within horticulture by increasing the restricted electives options. Additional curriculum changes are being made to clean up the curriculum by deleting courses no longer taught, moving some restricted elective or concentration courses to the major core, and incorporating the new course names from recent course modifications.

#### EXPECTED LEARNING OUTCOMES

Floral Management Graduates are expected to

1. have a thorough understanding of the principles involved in the handling, and marketing of floricultural and ornamental horticulture crops.
2. be able to integrate content knowledge and apply it to horticultural commodity marketing.
3. be able to create/design cost appropriate floral arrangements for everyday, wedding, special events, funeral occasions.
4. be able to order, receive, and process floral product for retail and other operations.
5. identify and understand how to use a wide range of floral product.

### 4. SUPPORT

No additional faculty resources will be required to implement the proposed curriculum changes. Letter of support attached.

### 5. PROPOSED 4 LETTER ABBREVIATION

No change.

### 6. EFFECTIVE DATE

Spring 2014

## Outline of Proposed Changes to the Horticulture Curriculum

### Horticulture: Floral Management concentration.

MOVE **PSS 2423 Plant Materials I, PSS 3313 Int. Plant Design & Maint.**, from Major Core to Concentration Courses to coincide with other horticulture concentrations.

MOVE **PSS 3473 Plant Materials II** to restricted electives.

MOVE EPP 2213 Intro to Insects from concentration courses to Major courses and ADD **EPP 3423 Ornamental & Turfgrass Insects** as an alternate course for Intro. to Insects.

MOVE **PS 1113 American Government** from required Social Science to Concentration Courses and MOVE **EC 2123 Microeconomics or AEC 2713 Intr. Food & Res. Economics** from Concentration Courses to required Social Science courses which aligns it with the other Horticulture concentrations.

DELETE **PSS 2351 Tech Flower Shop Mgmt**

DELETE **PSS 3023 Retail Floristry Oper & Mgmt** modified as ADD **PSS 4023 Floral Management (online)**

DELETE *6 hours of Art Electives* from Floral Management concentration.

DELETE **PSS 4444 Plant Tissue Culture** from the restricted electives list. This course is no longer offered.

ADD **CH 1121 Inv. in Chem., CH 1213 Chem I, and CH 1223 Chem II** as alternates for CH 1051 Exp. Chem, CH 1043 Surv. Chem I, and CH 1053 Surv. Chem II respectively.

ADD **CO 1093 Honors Oral Communications** as an option to fulfill the Oral Communications requirements. This will bring this in alignment with the other Horticulture concentrations.

ADD **PSS 4023 Floral Management (online)**, modified course PSS 3023.

ADD **PSS 4083 Floral Design for Special Events**, new course addition.

ADD **PSS 4093 Postharvest Care Cut Floral Crops**, new course addition.

ADD **PSS 4073 Sympathy Floral Design**, new course addition.

ADD **PSS 3473 Plant Materials II, PSS 4043 International Horticulture** to the restricted electives.

ADD **EPP 4113 Prin. Plant Pathology** to the restricted electives.

APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Mail Stop 9699 (244 Magruder Street, 2nd Floor), Phone: 325-0831.

College: Agriculture & Life Sciences Department: Plant and Soil Sciences

Contact Person: Richard Harkess Mail Stop: 9555 E-mail: rharkess@pss.msstate.edu

Nature of Change: Add New Concentration Date: 9/20/13

Program will be offered at: Starkville (Campus 1)

Current Degree Program Name: Bachelor of Science Effective Date: Spring 2014

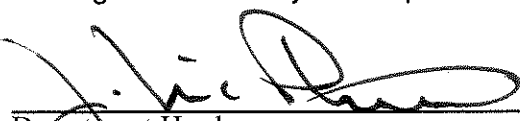
Major: Concentration:

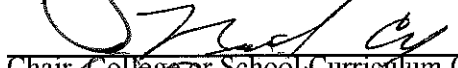
New Degree Program Name: Bachelor of Science

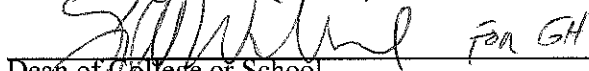
Major: Horticulture Concentration: Fruit and Vegetable Production

**Summary of Proposed Changes:**

It is proposed to create a Fruit and Vegetable Production concentration in Horticulture. The fruit and vegetable concentration was moved from Horticulture to Agronomy as part of the integrated crop management concentration after the departments merged in the 1990s. This proposal would move the study of Fruit and Vegetable Production back to its original home in Horticulture where it will have greater visibility and improve student recruiting.

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11/18/13

12-12-2013

12/12/13

<input type="checkbox"/>	SACS Letter Sent
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# MISSISSIPPI STATE UNIVERSITY™

*Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the addition of the Horticulture: Fruit and Vegetable Production concentration to the Horticulture major. After discussion, the committee voted unanimously to support the addition of the Fruit and Vegetable Production concentration to the Horticulture major. The committee determined this addition will be beneficial to the department and improve the PSS curricular program. This concentration does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

PROPOSAL FOR CHANGE IN CURRICULUM  
ADDITION OF CONCENTRATION

Degree: BACHELOR OF SCIENCE  
Major: HORTICULTURE  
Concentration: FRUIT AND VEGETABLE PRODUCTION

1. CATALOG DESCRIPTION

No significant changes were made in the mission of the Horticulture program. Catalog description appears below.

2. CURRICULUM OUTLINE

*Deletions in Italics*

**Additions in Bold**

PROPOSED Degree Description	
Degree: Bachelor of Science Major: Horticulture Concentration: Fruit and Vegetable Production	
<p>Plant and Soil Sciences curricula focus on the application of sciences to the integrated management of plants, soil, and climate for high-quality production of food, fiber, and ornamental plants. Central to this course of study is the dedication to conserve, maintain, and enhance our environment. An undergraduate student may major in either Agronomy (AGN) or Horticulture (HO) and specialize in various concentration areas such as Agricultural and Environmental Soil Science (AGN), Integrated Pest Management (IPM), Golf and Sports Turf Management (AGN), Integrated Crop Management (AGN), Floriculture and Ornamentals (HO), Floral Management (HO), <b>and Fruit and Vegetable Production (HO)</b>. A grade of "C" or better is required in all required PSS courses in the student's major prior to completion of the degree.</p> <p>Graduate programs (M.S. and Ph.D.) are also offered in the Department of Plant and Soil Sciences in Agronomy, Horticulture, and Weed Science. Consult the Graduate Bulletin for additional details.</p>	
CONCENTRATION DESCRIPTION	
<p><b>Fruit and Vegetable Production (FVP) offers opportunities that are challenging, intellectually stimulating, and economically rewarding. Fruit and Vegetable Production focuses on the production, distribution, and marketing of fruits and vegetables for local consumption and commercial markets. It offers a wide variety of employment opportunities and competitive salaries. Students completing this curriculum are prepared for careers in local and commercial production of fruits and vegetables, marketing, quality control, purchasing, research, and technical product research and sales.</b></p>	
PROPOSED CURRICULUM OUTLINE Horticulture: Fruit and Vegetable Production	Required Hours
English EN 1103    English Comp. I <u>or</u> EN 1163    Accelerated Comp. I EN 1113    English Comp. II <u>or</u> EN 1173    Accelerated Comp. II	6

Fine Arts Select from Gen. Ed. Courses	3
Natural Sciences BIO 1134 Biology I BIO 2113 Plant Biology OR BIO 1144 Biology II CH 1043 Survey of Chemistry I OR CH 1213 Chemistry I	10
Extra Science CH 1051 Experimental Chemistry OR CH 1121 Investigations in Chemistry CH 1053 Survey of Chemistry II OR CH 1223 Chemistry II	4
Math MA 1313 College Algebra MA 2113 Introduction to Statistics OR ST 2113 Introduction to Statistics	6
Humanities FLS 1113 Spanish I FLS 1123 Spanish II	6
Social/Behavioral Sciences AEC 2713 Intro Food & Resource Econ OR EC 2113 Prin. Macroeconomics OR EC 2123 Prin. Microeconomics 3 hours select from Gen. Ed. Courses	6
Major Core Courses ACC 2013 Principles of Fin. Accounting EPP 2213 Intro to Insects OR EPP 3423 Ornamental & Turf Insects MKT 3013 Principles of Marketing PSS 1313 Plant Science PSS 3511 Seminar PSS 3923 Plant Propagation  Writing Requirement (3 hours) AIS 3203 Intro to Tech Writing Agricom.  Oral Communications Req. (3 hours) CO 1003 Fund. Public Speaking or CO 1093 Honors Oral Communic.  Computer Literacy Req. (3 hours) AEC 1223 Comp. Appl Ag & Life Sci. or AIS 4203 Appl Comp. Tech AIS and Ed or BIS 1012 Intro Business Info Systems or TKT 1273 Computer Applications	25

Concentration Courses	57
BIO 4214 General Plant Physiology OR PSS 4113 Agricultural Crop Physiology	
CH 2501 Elem. Organic Chem. Lab	
CH 2503 Elem. Organic Chemistry	
EPP 4113 Principles of Plant Pathology	
PO 3103 Genetics	
PSS 3043 Fruit Science	
PSS 3133 Intro Weed Science	
PSS 3301 Soils Laboratory	
PSS 3303 Soils	
PSS 3433 Horticulture Internship	
PSS 3633 Sustainable and Organic Hort.	
PSS 4143 Advanced Fruit Science	
PSS 4313 Soil Fertility and Fertilizers	
PSS 4453 Vegetable Production	
12 hours Restricted Electives	
6 hours Free Electives	
Restricted Electives	(12)
AEC 3133 Intro to Agribusiness Mgt	
AEC 3413 Intro to Food Marketing	
BCH 4013 Principles of Biochemistry	
BIO 3304 General Microbiology	
BIO 4204 Plant Anatomy	
BIO 4203 Tax. Of Spermatophytes	
BIO 4213 Plant Ecology	
BIO 4404 Environmental Microbiology	
EPP 4163 Plant Disease Management	
EPP 4263 Prin. Insect Pest Management	
FNH 4114 Analysis of Food Products	
FNH 4164 Quality Assurance Food Prod.	
FNH 4193 Social-Cultural Asp. Food	
FNH 4583 Food Preservation Technol.	
MKT3213 Retailing	
PH 1113 Gen. Physics	
PSS 2423 Plant Materials I	
PSS 3473 Plant Materials II	
PSS 4000 Directed Individual Study	
PSS 4093 Postharvest Cut Floral Crops	
PSS 4314 Micro and Ecology of Soil	
PSS 4333 Soil Conservation	
PSS 4341 Controlled Environ. Ag. Lab.	
PSS 4343 Controlled Environ. Ag.	
PSS 4373 Geospatial Agronomic Mgt.	
PSS 4403 International Horticulture	
PSS 4483 Intro. Remote Sensing	
PSS 4503 Plant Breeding	
PSS 4553 Plant Growth & Development	
PSS 4633 Weed Biology and Ecology	
PSS 4813 Herbicide Technology	
Total Hours	123

### 3. TARGET AUDIENCE

A surge in interest in local food production/consumption and commercial fruit and vegetable production is an indication of the need for an identifiable Fruit and Vegetable Production curriculum. In 1999, as part of the restructuring of programs following the PSS departmental merger in 1993, the Horticulture: Fruits and Vegetables concentration was moved from the Horticulture curriculum into the Agronomy: Integrated Crop Management concentration. In its current location in the curriculum, potential students are unaware of a Fruit and Vegetable Production curriculum option and current students are Agronomy majors with no identifiable fruit and vegetable focus which hinders career development. Horticulture is the science, technology, and business of intense cultivation of fruits, vegetables, flowers, and ornamental plants for human consumption. Horticulture is the logical curricular home for a Fruit and Vegetable Production concentration. Returning the curriculum to an identified concentration in Horticulture is expected to increase enrollment from students interested in commercial and local fruit and vegetable production. Fruit and Vegetable Production curricula have proven to be popular at other institutions. Horticulture graduates today have a wide range of options available upon graduation including marketing, research, sales, and plant production. To meet the needs and interests of the students, the proposed move to include Fruit and Vegetable Production in the Horticulture curriculum is designed for students to direct their studies to their career interests within horticulture.

### 4. STUDENT LEARNING OUTCOMES AND ASSESSMENT

#### EXPECTED LEARNING OUTCOMES

Fruit and Vegetable Production graduates are expected to

- have a thorough understanding of the principles involved in the production, harvesting, handling, and marketing of fruit and vegetable crops for local and commercial markets;
- be able to integrate content knowledge and apply it to horticultural crop production;
- be able to collect and analyze horticultural crop data and interpret results;
- be able to conduct a cost-benefit analysis for horticultural crop production;
- be able to develop systematic strategies for horticultural crop production based on the results of analysis;
- be able to summarize and communicate current horticultural research to diverse audiences.

#### PROGRAM ASSESSMENT

Students will demonstrate a fundamental knowledge of horticulture principles. Projects in the capstone courses (PSS 4453-Vegetable crop Production and PSS4143-Advanced Fruit Science) will evaluate students for cognitive, analytical, and application skills in solving horticulture related problems. 80% of students will be expected to perform at 80% or greater.

Students will demonstrate a working knowledge in horticulture. Students will be required to complete an internship and their performance in internships will be graded on a scale of 1 to 5 in the areas of work ethic, knowledge of job, quality of work, and attitude. 90% of students will be expected to average of 3.5 or greater in each area based on employer evaluations.

Students will demonstrate the necessary skills to secure a job in Horticulture. Students in PSS 4453 (Vegetable Production) and PSS 4143 (Advanced Fruit Science) will complete a research paper on

production of a vegetable or fruit crop. It is expected 80% of the students will score 80% or higher on the research paper based on a 100 point scale.

#### 4. SUPPORT

No additional faculty resources will be required to implement the proposed curriculum changes.

Support letters attached.

#### 5. PROPOSED 4 LETTER ABBREVIATION

FVP

#### 6. EFFECTIVE DATE

Spring 2014

APPROVAL FORM FOR

# DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Mail Stop 9699 (244 Magruder Street, 2nd Floor), Phone: 325-0831.

College: Agriculture & Life Sciences Department: Plant and Soil Sciences

Contact Person: Richard Harkess

Mail Stop: 9555

E-mail: rharkess@pss.msstate.edu

Nature of Change: Modification

Date: 9/20/13

Program will be offered at: Starkville (Campus 1)

Current Degree Program Name: Bachelor of Science

Effective Date: Spring 2014

Major: Horticulture

Concentration: Floriculture and Ornamentals

New Degree Program Name: Bachelor of Science

Major: Horticulture

Concentration: Floriculture and Ornamentals

**Summary of Proposed Changes:**


Adding alternate course options to the science requirements.

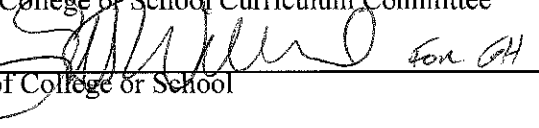
Modifying the list of Major courses to align all the concentrations in Horticulture.

Adding/deleting courses from the Restricted Electives.

Deleting courses in the current curriculum that are no longer offered by PSS.

  
Department Head

  
Chair, College or School Curriculum Committee

  
Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

11/18/13

12-12-2013

12/12/13



SACS Letter Sent



# MISSISSIPPI STATE UNIVERSITY™

## *Department of Plant and Soil Sciences*

November 7, 2013

University Courses & Curriculum Committee  
Kirk Swortzel, Chair  
Box 9745  
Mississippi State, MS 39762

UCCC:

The PSS CCC met as a committee to discuss the proposed modifications to the Horticulture: Floriculture/Ornamental Horticulture concentration. After discussion, the committee voted unanimously to support the modifications to the Floriculture/Ornamental Horticulture concentration. The committee determined these modifications will improve the PSS curricular program. This concentration does not represent a duplication of effort with other programs or courses offered at Mississippi State University.

Sincerely,

Richard L. Harkess, Chair  
Plant and Soil Sciences Courses & Curriculum Committee

PSS CCCCommittee:

Michael Cox  
Jim DelPrince  
William Kingery  
David Lang  
Fred Musser  
Brenda Reed  
Dan Reynolds  
Barry Stewart

c: Mike Phillips, Dept. Head, PSS

## PROPOSAL FOR CHANGE IN CURRICULUM

Degree: BACHELOR OF SCIENCE

Major: HORTICULTURE

Concentration: FLORICULTURE AND ORNAMENTAL HORTICULTURE

### 1. CATALOG DESCRIPTION

No significant changes were made in the mission of the program. Minor changes to the catalog description appear below.

### 2. CURRICULUM OUTLINE

*Deletions in Italics*

**Additions in Bold**

New course proposals designated with an asterix (\*)

CURRENT Degree Description	PROPOSED Degree Description
Degree: Bachelor of Science Major: Horticulture Concentration: Floriculture and Ornamentals	Degree: Bachelor of Science Major: Horticulture Concentration: Floriculture and Ornamentals
<p>Plant and Soil Sciences curricula focus on the application of sciences to the integrated management of plants, soil, and climate for high-quality production of food, fiber, and ornamental plants. Central to this course of study is the dedication to conserve, maintain, and enhance our environment. An undergraduate student may major in either Agronomy (AGN) or Horticulture (HO) and specialize in various concentration areas such as Agricultural and Environmental Soil Science (AGN), Integrated Pest Management (IPM), Golf and Sports Turf Management (AGN), Integrated Crop Management (AGN), Floriculture and Ornamentals (HO), and Floral Management (HO). A grade of "C" or better is required in all required PSS courses in the student's major prior to completion of the degree.</p> <p>Graduate programs (M.S. and Ph.D.) are also offered in the Department of Plant and Soil Sciences in Agronomy, Horticulture, and Weed Science. Consult the Graduate Bulletin for additional details.</p>	<p>Plant and Soil Sciences curricula focus on the application of sciences to the integrated management of plants, soil, and climate for high-quality production of food, fiber, and ornamental plants. Central to this course of study is the dedication to conserve, maintain, and enhance our environment. An undergraduate student may major in either Agronomy (AGN) or Horticulture (HO) and specialize in various concentration areas such as Agricultural and Environmental Soil Science (AGN), Integrated Pest Management (IPM), Golf and Sports Turf Management (AGN), Integrated Crop Management (AGN), Floriculture and Ornamentals (HO), and Floral Management (HO). A grade of "C" or better is required in all required PSS courses in the student's major prior to completion of the degree.</p> <p>Graduate programs (M.S. and Ph.D.) are also offered in the Department of Plant and Soil Sciences in Agronomy, Horticulture, and Weed Science. Consult the Graduate Bulletin for additional details.</p>
<p>Floriculture and Ornamental Horticulture offers diversified opportunities that are challenging, intellectually stimulating, and economically rewarding. Floriculture and Ornamental Horticulture is the science and art of producing, distributing, and marketing flowers, flowering and foliage plants, and landscape plants. It offers a wide variety of employment opportunities and competitive salaries. Students completing this curriculum are prepared for many different careers including greenhouse and nursery management, landscape management, public service, research, and technical product research and sales.</p>	<p>Floriculture and Ornamental Horticulture offers diversified opportunities that are challenging, intellectually stimulating, and economically rewarding. Floriculture and Ornamental Horticulture is the science and art of producing, distributing, and marketing flowers, flowering and foliage plants, and landscape plants. It offers a wide variety of employment opportunities and competitive salaries. Students completing this curriculum are prepared for many different careers including greenhouse and nursery management, landscape management, public service, research, and technical product research and sales.</p>

CURRENT CURRICULUM OUTLINE	Required Hours	PROPOSED CURRICULUM OUTLINE	Required Hours
English EN 1103 English Comp. I <u>or</u> EN 1163 Accelerated Comp. I EN 1113 English Comp. II <u>or</u> EN 1173 Accelerated Comp. II	6	English EN 1103 English Comp. I <u>or</u> EN 1163 Accelerated Comp. I EN 1113 English Comp. II <u>or</u> EN 1173 Accelerated Comp. II	6
Fine Arts PSS 2343 Floral Design OR LA 1803 Landscape Architecture Apprec.	3	Fine Arts PSS 2343 Floral Design OR LA 1803 Landscape Architecture Apprec.	3
Natural Sciences BIO 2113 Plant Biology CH 1043 Survey of Chemistry I CH 1051 Experimental Chemistry	7	Natural Sciences <b>BIO 1134 Biology I</b> BIO 2113 Plant Biology <b>OR</b> <b>BIO 1144 Biology II</b> CH 1043 Survey of Chemistry I <b>OR</b> <b>CH 1213 Chemistry I</b>	10
Extra Science CH 1053 Survey of Chemistry II	3	Extra Science CH 1051 Experimental Chemistry <b>OR</b> <b>CH 1121 Investigations in Chemistry</b> CH 1053 Survey of Chemistry II <b>OR</b> <b>CH 1223 Chemistry II</b>	4
Math MA 1313 College Algebra MA 2113 Introduction to Statistics OR ST 2113 Introduction to Statistics	6	Math MA 1313 College Algebra MA 2113 Introduction to Statistics OR ST 2113 Introduction to Statistics	6
Humanities FLS 1113 Spanish I FLS 1123 Spanish II	6	Humanities FLS 1113 Spanish I FLS 1123 Spanish II	6
Social/Behavioral Sciences AEC 2713 Intro Food & Resource Econ or EC 2113 Prin. Macroeconomics or EC 2123 Prin. Microeconomics 3 hours select from Gen. Ed. Courses	6	Social/Behavioral Sciences AEC 2713 Intro Food & Resource Econ or EC 2113 Prin. Macroeconomics or EC 2123 Prin. Microeconomics 3 hours select from Gen. Ed. Courses	6
Major Core Courses ACC 2013 Principles of Fin. Accounting MKT 3013 Principles of Marketing PSS 1313 Plant Science <i>PSS 2423 Plant Materials I</i> <i>PSS 3313 Int. Plant Design &amp; Maint.</i> <i>PSS 3473 Plant Materials II</i> PSS 3511 Seminar PSS 3923 Plant Propagation  Writing Requirement (3 hours) AIS 3203 Intro Tech Writing Agricom	25	Major Core Courses ACC 2013 Principles of Fin. Accounting EPP 2213 Intro to Insects OR EPP 3423 Ornamental & Turfgrass Insects MKT 3013 Principles of Marketing PSS 1313 Plant Science PSS 3511 Seminar PSS 3923 Plant Propagation  Writing Requirement (3 hours) AIS 3203 Intro to Tech Writing Agricom.  Oral Communications Req. (3 hours) CO 1003 Fund. Public Speaking or CO 1093 Honors Oral Communic.	25

		Computer Literacy Req. (3 hours) AEC 1223 Comp. Appl Ag & Life Sci. or AIS 4203 Appl Comp. Tech AIS and Ed <b>or</b> <b>BIS 1012 Intro Business Info Systems or</b> <b>TKT 1273 Computer Applications</b>	
Concentration Courses <i>BIO 4203 Tax. of Spermatophytes</i> BIO 4214 General Plant Physiology CH 2501 Elem. Organic Chem. Lab CH 2503 Elem. Organic Chemistry EPP 2213 Intro to Insects OR EPP 3423 Ornamental and Turfgrass Insects EPP 4113 Principles of Plant Pathology PO 3103 Genetics PSS 3301 Soils Laboratory PSS 3303 Soils PSS 3433 Horticulture Internship PSS 4341 Controlled Environ. Ag. Lab. PSS 4343 Controlled Environ. Ag. PSS 4363 Sustainable Nursery Production <i>PSS 4444 Plant Tissue Culture</i> PSS 4613 Floriculture Crop Programming 15 hours Restricted Electives  Oral Communications Req. (3 hours) CO 1003 Fund. Public Speaking or CO 1093 Honors Oral Communic.  Computer Literacy Requirement (3 hours) AEC 1223 Comp. Appl Ag & Life Sci. or AIS 4203 Appl Comp. Tech AIS and Ed	62	Concentration Courses BIO 4214 General Plant Physiology <b>OR</b> <b>PSS 4113 Agricultural Crop Physiology</b> CH 2501 Elem. Organic Chem. Lab CH 2503 Elem. Organic Chemistry EPP 4113 Principles of Plant Pathology PO 3103 Genetics <b>PSS 2423 Plant Materials I</b> PSS 3301 Soils Laboratory PSS 3303 Soils <b>PSS 3313 Int. Plant Design &amp; Maint.</b> PSS 3433 Horticulture Internship <b>PSS 3473 Plant Materials II</b> PSS 4341 Controlled Environ. Ag. Lab. PSS 4343 Controlled Environ. Ag. PSS 4363 Sustainable Nursery Production PSS 4613 Floriculture Crop Programming 18 hours Restricted Electives  (Oral Communications and Computer Literacy requirements moved to Major Core courses.)	58
Restricted Electives AEC 3413 Intro to Food Marketing BCH 4013 Principles of Biochemistry BIO 3304 General Microbiology BIO 4204 Plant Anatomy BIO 4213 Plant Ecology BIO 4404 Environmental Microbiology EPP 4163 Plant Disease Management EPP 4263 Prin. Insect Pest Management FLS 2133 Spanish III FLS 2143 Spanish IV LA 2253 Plant. Design Fund. Lands Arch. LA 2433 Landscape Systems Plant Com. LA 4753 Sustainable Landscape Mgt <i>MGT 3114 Prin. Management &amp; Production</i> MKT 3213 Retailing PSS 2343 Floral Design <i>PSS 2443 Horticulture Crop Physiology</i> <i>PSS 3023 Retail Floristry Management</i> PSS 3043 Fruit Science PSS 3133 Intro Weed Science PSS 3343 <i>Advanced Floral Design I</i>	(15)	Restricted Electives <b>AEC 3133 Intro to Agribusiness Mgt</b> AEC 3413 Intro to Food Marketing BCH 4013 Principles of Biochemistry BIO 3304 General Microbiology BIO 4204 Plant Anatomy <b>BIO 4203 Tax. Of Spermatophytes</b> BIO 4213 Plant Ecology BIO 4404 Environmental Microbiology EPP 4163 Plant Disease Management EPP 4263 Prin. Insect Pest Management FLS 2133 Spanish III FLS 2143 Spanish IV LA 2253 Plant. Design Fund. Lands Arch. LA 2433 Landscape Systems Plant Com. LA 4753 Sustainable Landscape Mgt MKT 3213 Retailing <b>PSS 2113 Intr. Turfgrass Science</b> PSS 2343 Floral Design PSS 3043 Fruit Science PSS 3133 Intro Weed Science <b>PSS 3343 Wedding Floral Design</b>	(18)

PSS 3443 <i>Advanced Floral Design II</i> PSS 3633 Sustainable and Organic Hort. PSS 4000 Directed Individual Study PSS 4143 Advanced Fruit Science PSS 4313 Soil Fertility and Fertilizers PSS 4353 Arboric. & Landscape Maint PSS 4403 International Horticulture PSS 4414 Turfgrass Management PSS 4453 Vegetable Production PSS 4503 Plant Breeding PSS 4553 Plant Growth &Development		<b>PSS 3443 Permanent Floral Design</b> PSS 3633 Sustainable and Organic Hort. PSS 4000 Directed Individual Study <b>PSS 4023 Floral Management*</b> <b>PSS 4073 Sympathy Floral Design*</b> <b>PSS 4083 Floral Des. Special Events*</b> <b>PSS 4093 Postharvest Cut Floral Crops*</b> PSS 4143 Advanced Fruit Science PSS 4313 Soil Fertility and Fertilizers PSS 4353 Arboric. & Landscape Maint PSS 4403 International Horticulture PSS 4414 Turfgrass Management PSS 4453 Vegetable Production PSS 4503 Plant Breeding PSS 4553 Plant Growth &Development	
Total Hours	124	Total Hours	124

### 3. JUSTIFICATION

Horticulture graduates today have a wide range of career options available upon graduation including marketing, research, sales, and plant production. To meet the needs and interests of the students, the proposed changes in the curriculum are designed to add flexibility for the student to direct their studies to their career interests within horticulture. Additional curriculum changes are being made to clean up the curriculum by deleting courses no longer taught, moving some restricted elective or concentration courses to the major core, and incorporating the new course names from recent course modifications.

#### EXPECTED LEARNING OUTCOMES

Floriculture and Ornamental Horticulture graduates are expected to

- have a thorough understanding of the principles involved in the development, production, harvesting, handling, and marketing of floricultural and ornamental horticulture crops;
- be able to integrate content knowledge and apply it to horticultural crop production;
- be able to collect and analyze horticultural crop data and interpret results;
- be able to conduct a cost-benefit analysis for horticultural crop production;
- be able to develop systematic strategies for horticultural crop production based on the results of analysis;
- be able to summarize and communicate current horticultural research to diverse audiences.

### 4. SUPPORT

No additional faculty resources will be required to implement the proposed curriculum changes. Letter of support attached.

### 5. PROPOSED 4 LETTER ABBREVIATION

No change.

### 6. EFFECTIVE DATE

Spring 2014

## Outline of Proposed Changes to the Horticulture Curriculum

### Horticulture: Floriculture and Ornamental Horticulture concentration.

MOVE *PSS 2423 Plant Materials I*, *PSS 3313 Int. Plant Design & Maint.*, and *PSS 3473 Plant Materials II* from Major Core to Concentration Courses.

MOVE Oral Communications and Computer Literacy requirements to the Major Core and add the following as options for completing computer literacy: **BIS 1012 Intro Business Info Systems** and **TKT 1273 Computer Applications**. This will bring all horticulture concentrations into alignment.

DROP *PSS 2443 Horticulture Crop Physiology* from restricted electives. The course has been renumbered and renamed **PSS 4113 Agricultural Crop Physiology**.

DROP *BIO 4203 Tax. of Spermatophytes* from required concentration courses. The pre-requisite course, *BIO 2213 Survey of Plant Kingdoms*, for *BIO 4203* is not in the current or proposed curriculum. MOVE **BIO 4203 Tax. of Spermatophytes** to the restricted electives.

DROP *PSS 4444 Plant Tissue Culture* from the required concentration courses list. (This course is no longer offered.)

DROP *PSS 3023 Retail Floristry Operation & Managment*. Course modified to **PSS 4023 Floral Management\***.

DROP *PSS 3343 Advanced Floral Design I* and ADD **PSS 3343 Wedding Floral Design** to restricted electives. (Name change to existing course).

DROP *PSS 3443 Advanced Floral Design II* and ADD **PSS 3443 Permanent Floral Design** to restricted electives. (Name change to existing course).

DROP *MGT 3114 Prin. Management & Production* and ADD **AEC 3133 Intro to Agribusiness Mgt**

ADD **BIO 1134 Biology I** to required science. It is a pre-req for *BIO 2113 Plant Biology*.

ADD **BIO 1144 Biology II** as an alternate to *BIO 2113 Plant Biology*.

ADD **CH 1121 Inv. in Chem.**, **CH 1213 Chem I**, and **CH 1223 Chem II** as alternates for *CH 1051 Exp. Chem*, *CH 1043 Surv. Chem I*, and *CH 1053 Surv. Chem II* respectively.

ADD **PSS 4113 Agricultural Crop Physiology** as an alternate course to *BIO 4214 General Crop Physiology* in the concentration courses .

ADD **PSS 2113 Intr. Turfgrass Science** to restricted electives.

ADD new course **PSS 4073 Sympathy Floral\*** to the Restricted Electives.

ADD new course **PSS 4083 Floral Design for Special Events\*** to the Restricted Electives.

ADD new course **PSS 4093 Postharvest Care Cut Floral Crops\*** to the restricted electives.  
These changes result in a program with 121 hours needed for graduation.