



Colorado School of Clinical Herbalism

Rocky Mountain Field Botany May 15 – June 28, 2020 Syllabus

Contacts

Lisa Ganora, Director	720-722-4372	Lisa.Ganora@ClinicalHerbalism.com
Lyn Romero, Assistant Director	720-406-8609	Lyn.Romero@ClinicalHerbalism.com
Kat Mackinnon, Clinic Director	860-917-9044	kat.Mackinnon@clinicalherbalism.com
Joshua Paquette, Botany Director	774-263-1573	joshua.Paquette@clinicalherbalism.com

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Colorado School of Clinical Herbalism

Welcome to CSCH!

The Colorado School of Clinical Herbalism offers Introductory, Advanced, and Clinical training in Western herbalism and integrated nutrition in the Vitalist tradition. Our certificate programs include Fundamentals of Medical Herbalism, Advanced Herbalism, Clinical Herbalism, Integrated Nutrition, Bach Flower Essences, and Field Botany. Our school was founded as The North American Institute of Medical Herbalism in 2003 by Paul Bergner and our current Director is Lisa Ganora. We are approved and regulated by the Colorado Department of Higher Education, Private Occupational Schools Board.

Orientation will start at **9:00 a.m., Friday, May 15th**—our first class will follow. Please be sure to be on time for Orientation! For directions, see the Contact page at ClinicalHerbalism.com

I. Student Email & Web Resources

- All students are required to have a personal Gmail account in order to use our shared resources including Google Docs (for some assignments & feedback), the Google Calendars, and our Student Resources Website. **Please set up your Gmail account ahead of time.**
- **It is important to check your email throughout the course for communications from the office and faculty.**
- **Due dates** for all assignments are clearly noted on your Class Calendar.. Check your Student Resources Website for updates.

Student Resources Website

The ***Student Resources Website*** is where you will find all of the following:

- Class notes
 - Assignment instructions
 - Important announcements
 - Weather closure/delay announcements
 - Class calendar
 - Other resources, such as reading documents, handouts, links, etc.
- **Please check this site throughout the program** as it will be your one central source for important due dates, assignments, readings, etc.
 - This site will be made available to you before orientation on 5/15/19. We will go over how to use the site during orientation, but we encourage you to get to know it ahead of time.



II. Rocky Mountain Field Botany and Wild-Crafting

Objective: This course is designed to provide basic competency in botanical language, keying, and plant identification techniques; basic competency in wild-crafting ethics, assessment and techniques; and introductory level competency in herbal medicine-making techniques.

The course is based mainly on hands-on experience, with a variety of lecture formats and labs. Students will be instructed using a combination of lecture, lab, fieldwork, and self-directed assignments, with an emphasis on hands-on activities in the field.

Schedule:

- The Rocky Mountain Field Botany course consists of 11.5 lecture hours and 56.5 lab hours (lab hours include practical work with the plants themselves, keying, wild-crafting, medicine-making, and independent study projects).
- Plant ID terminology and plant anatomy class will be held in the classroom, Friday morning, **5/17/19**. All other classes will be field trips on private land or National Forest in surrounding areas of Boulder County.
- The general sequence of sections is as follows. Please see your calendar and Student Resources Site for details.
 - **Introduction to botany: terminology and plant anatomy** **3 hours**
 - This class focuses on learning the individual components of flowering plant anatomy and the associated language.
 - **Introduction to the botanical keying method of plant I.D.** **3 hours**
 - This class will give the student the skills to use the process of botanical keying through hands-on exercises. Includes group and individual keying practice.
 - **Introduction to plant family characteristics and I.D.** **3 hours**
 - This section focuses on cultivating the student's ability to distinguish between plant families, including flower, leaf, and branching patterns, as well as organoleptic analysis.
 - **Botanical dissection lab** **3 hours**
 - This class will give the student the skills necessary to appropriately dissect flowering plants for the purpose of identifying and delineating the main anatomical features relevant in botanical keying.
 - **Keying lab 1** **3 hours**
 - Keying labs emphasize hands-on, instructor-supervised time for the students to practice their botanical keying skills. Labs are in the field in a variety of biomes and ecotones, including riparian, montane, subalpine, and plains environments.
 - **Wildcrafting ethics and legal considerations** **3 hours**
 - This class addresses common issues associated with wild-crafting. This includes appropriate identification, stand and personal assessment before harvesting, sustainability, considerations for harvesting and processing, and public versus private land use.



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- **Harvesting techniques and medicine-making lab 1** **3 hours**
 - These labs are designed to give the student the techniques necessary to harvest plants in the field and process them into medicine. Each lab will focus on a different plant part and associated harvesting techniques, including leaves, flowers, roots, bark, and seeds.
 - **Keying lab 2** **3 hours**
 - Keying labs emphasize hands-on, instructor-supervised time for the students to practice their botanical keying skills. Labs are in the field in a variety of biomes and ecotones, including riparian, montane, subalpine, and plains environments.
 - **Harvesting techniques and medicine-making lab 2** **3 hours**
 - These labs are designed to give the student the techniques necessary to harvest plants in the field and process them into medicine. Each lab will focus on a different plant part and associated harvesting techniques, including leaves, flowers, roots, barks, and seeds.
 - **Keying lab 3** **3 hours**
 - Keying labs emphasize hands-on, instructor-supervised time for the students to practice their botanical keying skills. Labs are in the field in a variety of biomes and ecotones, including riparian, montane, subalpine, and plains environments.
 - **Harvesting techniques and medicine-making lab 3** **3 hours**
 - These labs are designed to give the student the techniques necessary to harvest plants in the field and process them into medicine. Each lab will focus on a different plant part and associated harvesting techniques, including leaves, flowers, roots, barks, and seeds.
 - **Keying lab 4** **3 hours**
 - Keying labs emphasize hands-on, instructor-supervised time for the students to practice their botanical keying skills. Labs are in the field in a variety of biomes and ecotones, including riparian, montane, subalpine, and plains environments.
 - **Harvesting techniques and medicine-making lab 4** **3 hours**
 - These labs are designed to give the student the techniques necessary to harvest plants in the field and process them into medicine. Each lab will focus on a different plant part and associated harvesting techniques, including leaves, flowers, roots, barks, and seeds.
 - **Botanical ecology and plant communities** **3 hours**
 - This portion of the course includes a discussion of ecology, with an especial emphasis on the relevance to human harvesting of plants. Issues of biodiversity, species interdependence, and sustainability will be discussed.
 - **Advanced keying techniques** **3 hours**
 - This portion of the course focuses on addressing the more complicated issues associated with botanical keying. This includes working with commonly confused plant families, more specific and complex plant terminology (Asteraceae, Apiaceae, family terms, etc.), as well as time for the students to address any personal challenges with the keying process through practice.



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- **Advanced harvesting techniques** **3 hours**
 - This portion of the course focuses on addressing the more complicated issues associated with harvesting in the field. Topics such as how to appropriately process plants in the field, transport of herbs, and tool use will be addressed, along with direct practice with harvesting.

 - **Advanced medicine-making methods and practice** **3 hours**
 - This portion of the course focuses on addressing the more complicated issues associated with medicine making in the field. Topics such as fresh versus dried plant medicine and preservation of sensitive plant materials will be discussed. Students will make medicine from plant harvested in the field.

 - **Collaborative botany exercises** **3 hours**
 - Throughout the course students will engage in partner and group activities that increase their perspective and awareness around plant identification.

 - **Independent study project (keying assignments)** **14 hours**
 - Students will be asked to choose one plant and associated family to focus on for each 2-week period of the course. This assignment will include keying, organoleptic and ecological analysis, and stand assessment of the plants. Details of the assignment can be found on the Student Resources Website.

Instructors: Joshua Paquette, CH (Director); Kat Mackinnon, RH, (AHG); Adrian Mintzmeyer, CCH
Contacts: joshua.paquette@clinicalherbalism.com, kat.mackinnon@clinicalherbalism.com, mountainherbalism@gmail.com

III. Course Schedule

Class will be held every Friday, May 17th – June 28th, with the exception of the first Friday in June. Please see the schedule below and your Course Calendar for dates and times.

- Friday, May 15th, 9:00 am – 5 pm
- Friday, May 22nd, 9 am – 5 pm
- Friday, May 29th, 9 am – 5 pm
- Friday, June 12th, 9 am – 5 pm
- Friday, June 19th, 9 am – 5 pm
- Friday, June 26th, 1 pm – 5 pm (extended field trip weekend)
- Saturday June 27th, 9 am - 5 pm (extended field trip weekend)
- Sunday, June 28th, 9 am - 3 pm (extended field trip weekend)



IV. Attendance and Make-Ups

Due to the intensive, hands-on nature of this course, we highly encourage students to attend all dates. However, it may be possible to make up one class date through special readings and assignments at the school's discretion, depending on the class in question. For those students with consistent tardiness or multiple absences, certification is not guaranteed.

See the Catalog for complete information on leaves of absence, withdrawals, and refunds.

V. Final Exam

Final Exam

The final exam will consist of a written portion on plant anatomy, field ID terminology, and a field identification/keying portion. The final exam counts for 1/3 of your grade and will take place during the extended field trip. See your *Student Resources Website* and Class Calendar for date and details.

VI. Independent Study Homework

The major assignment for the program includes 15 hours of guided independent study, split into six 2.5-hour assignments. See your *Student Resources Website* for details. Independent Study assignments count for 1/3 of your final grade.

VII. Assignments and Grading

Please communicate with the office in advance if you have special circumstances and will not be able to submit your assignment on time. Failure to turn in work in on time may result in academic probation and/or expulsion from the program.

Grading

You must have an overall grade of at least 70% in order to receive your certificate. If you turn in an assignment after its due date, you will automatically receive a 20% deduction on that homework grade.

Example:

You do a great job on your assignment, and it's worth 100 points.

However, you have turned it in after its due date.

Therefore, you have 20% deducted from your fabulous 100-point grade.

This means your final grade will be 80.

In addition to deduction of points, any homework turned in past the due date may not receive feedback.



Your total average grade is calculated by the following:

- 1/3 Assignments
- 1/3 Quizzes
- 1/3 Final Exam

Honors Criteria

In order to complete the course with a high pass (Honors) you must have:

- An average grade of 90% or greater for your assignments
- An average grade of 90% or higher on all quizzes, the midterm, and the final exam
- An attendance rate of at least 95%

Submitting Assignments

- Assignments will be turned in either as paper or email attachments (depending on the project).
- Please use Word, Open Office, or PDF formats. We cannot read Mac-only formats.
- Please submit all homework to **CSCHFieldBotany@gmail.com**. Please take notice of how you are required to label your work.

IF YOU DO NOT LABEL YOUR EMAIL HEADING AND ATTACHED DOCUMENTS CORRECTLY, IT MAKES IT VERY DIFFICULT TO FIND YOUR WORK AND GRADE IT APPROPRIATELY.

- Please always label your document and email heading the same. If your document is called "Smith, Lisa.Assignment #1" please label your email heading the same.

Late Assignments

- **Late assignments are automatically deducted 20% of the grade.**
- Note that ALL HOMEWORK for the Rocky Mountain Field Botany course must be received by June 26th, 2019 to receive a Certificate without having to pay the \$150 re-instatement fee along with any applicable late grading/reading fees. See Catalog for details.
- If you are having any trouble submitting your homework, please communicate with the office, and we will be happy to help you.



VIII. Transcripts and Certificates

- A Certificate in Rocky Mountain Field Botany is awarded to every student who completes the academic, fieldwork, attendance, and financial requirements of this program. Additional copies of the Certificate are available, should you need a replacement in the future, at a cost of \$10 each plus shipping.
- One copy of your Transcript will be provided at no charge upon request. Additional copies are available at a cost of \$10 each plus shipping.
- Transcripts are retained by the school indefinitely; you may request one at any time in the future.

IX. Student Support

- We are all here to help you learn and are dedicated to providing you with the best possible experience at our school. Everyone at CSCH is passionate about Vitalist herbalism, nutrition, flower essences, field botany, and aromatherapy, and we are eager to share our enthusiasm!
- If you have questions or problems with any assignment, quiz, reading, etc. please let us know *immediately* so we can help you keep on track. We expect students to be fully invested in keeping up with the schedule, being organized, and getting all the assignments in on time.
- Faculty and/or staff are available to help you, M-F, 9 am-6 pm. We check our email frequently and will respond to important after-hours emails when possible. Please use email for important communications rather than texting or leaving other kinds of messages; we don't always receive these in a timely manner. You are also welcome to call us in the office (720-406-8609) if your request is urgent.
- Please realize that while we are dedicated to helping you succeed, we are also very busy. If you are able to take responsibility and answer your own questions by referring to the **Student Resources Website**, the Catalog, the Syllabus, or your Class Calendar, please do so. Your peers may also be able to help.
- If you have learning challenges or disabilities, please let us know ahead of time so that we can make alternate arrangements for taking your exams, submitting your assignments, etc.