

## TEACHING PROCEDURE AND ETHICS FOR ALL SUBJECTS

### I. Teaching Procedure

- A. Instructors do not solicit teaching assignments. They serve by invitation only from host chairman.
- B. Invitations must be received **at least** four (4) months in advance of event.
- C. Instructor must reply promptly within ten (10) days by either accepting or declining the course or symposium.
  - 1. Consider time frame needed for preparation of material, travel and grading of papers.
  - 2. Consider anticipated size of group to determine appropriate fees.
- D. **The Instructor's Contract**, Form 23, must be completed by the State Flower Show School/Symposium Chairman
  - 1. Two (2) copies are sent to the invited instructor for review and signature. A stamped, self-addressed envelope must be included for return of signed contract.
  - 2. Once all costs and amenities are agreed upon, the signed contract is binding unless both parties agree to exceptions.
  - 3. Contract is not valid unless signed and dated by both parties.
- E. **Instructors teaching materials:** must be sent electronically to State Chairman, unless otherwise agreed by both parties.
  - 1. NGC Flower Show Schools (FSS)
    - a. Three (3) months prior to course date, Instructor **must** submit point scoring forms for horticulture or design, **student outline**, exams and exams with answers to the NGC Accrediting Chairman for that Region for approval. If any discrepancy occurs, the Accrediting Chairman for that Region will list the problem and the number of the question to be corrected.
    - b. Six (6) weeks prior to the beginning of the course, instructor must send approved materials to State FSS Chairman for distribution to the participants. It is wise to send two emails: one containing point scoring sheets and outlines, and another container examinations to avoid sending examinations to students.
    - c. Only student outlines, point scoring forms and exams are sent to the FSS chairman. Answer sheets are NEVER sent prior to the return of graded papers.
    - d. Only student outlines and point score sheets are sent to the attendees by the FSS Chairman **four-six weeks** (4-6) prior to course date.

2. NGC Symposiums
  - a. Instructors must submit new subject outlines and point scoring forms to NGC Symposium Chairman for approval at least 3 months prior to symposium date.
  - b. Instructor must send approved materials to Symposium Chairman 6 weeks prior to the date of the event.
  - c. Student outlines may be emailed/mailed to attendees prior to dates of event by the chairman.

**F. Securing plant material**

1. Horticulture Instructor and the event Chairman must communicate as to exactly what is expected for the plants being studied. Early on, Instructor should state an acceptable minimum number, but the event chairman should strive to accumulate as many specimens as possible for the space available.
2. Design Instructor must send a list of preferred plant material to the event Chairman three (3) weeks prior to the dates of the course. If exact material is not available, the two must agree on a suitable substitute.

**G. Arrival, set-up and departure**

1. Instructor must arrive at least one day prior to teaching. Committee should be ready to help move her/his equipment/staging/other materials into the workroom or classroom.
2. Horticulture Instructor should be given access to a work room or the classroom with materials available so that set-up can be completed before the dinner hour.
3. On the day preceding the design lecture, the Design Instructor should be given a work space during the day with materials available so that set up in the classroom can be completed before the dinner hour.
4. To demonstrate concepts being taught, a Design instructors must create a minimum of four (4) designs for Course I, a minimum of six (6) designs for Courses II-IV, and a minimum of eight (8) designs for a symposium.
5. After classroom lecture has been completed, committee must be available to help dismantle as needed and load vehicle.
6. Instructor should be scheduled to stay the night following her/his day of teaching so as to avoid extensive travel after dark.
7. All instructors teaching in an IA country are required to remain at the teaching location until all test papers have been graded.

**H. Master Panels**

1. School/Symposium chairman must appoint two (2) Accredited Judges to serve on the Master Panel with each instructor. Instructor will briefly consider each exhibit with the others on the panel, but each member will point score independently.
2. Members of the Master Panel must attend **all** sessions relative to the subject/s being evaluated. Judging credit cannot be given if subjects are not attended.

3. Master Panel **MUST** point score at the same time as the students.
4. Instructor reviews Master panel comments, summarizes and combines comments and scores.
5. Instructor creates a Master Panel Summary form for each Point Scoring exercise for distribution to the students by the event chairman.
6. The names of the two Accredited Judges serving on the Master Panel must be listed at the bottom of form in the space provided. Only the Instructor must sign the form.
7. If the Master Panel Accredited Judges require credit for judging, the Master Panel Point Score Sheet must be filled out completely, signed by the Accredited Judge, and graded with the other point score papers, and score a minimum of 75 points.

**I. Time frame for grading examinations**

1. Within one week of the FSS Course/Symposium, all written examinations must be sent to the appropriate instructor by Priority Mail. A return postage paid envelope or check for the return postage must be included in the mailing.
2. A passing grade of 75 on each exam, in each subject must be attained by the student. Point Scoring Exam grades are recorded individually. Grades are **not** averaged.
3. Instructor must correct the exams and return them to sender within three (3) weeks of receiving them. Enclosed in this mailing will be:
  - a. Form 26 Master Grade Record with grade entries
  - b. Graded papers
  - c. Examination questions with answers.
  - d. Master Panel Comment Forms for the Point Scoring Exams

**J. Writing Exams**

**1. Exams for Horticulture, Design and Flower Show Procedure**

- a. Exams shall consist of ten questions.
- b. Questions must be of 2 or more parts &/or require multiple parts to each answer with no more than 28 questions.
- c. Questions should be grouped as to subject matter and not scattered.
- d. Questions should be a combination of short answer, sets of related information and short essay. They **must not** be True/ False or Multiple Choice.
- e. Answers should be weighted as to their complexity: quick recall vs thoughtful problem solving. Point value assigned should be noted at the beginning of the question near the **left-hand margin** on both the exam and exam w/answers.
- f. Exam must not exceed three (3) pages in length, printed on one side only. Exam-answer sheets should only be two (2) pages.

- g. Heading of exam pages must be in the following format:
- |  |                    |
|--|--------------------|
| <u>Left side:</u>                        | <u>Right side:</u> |
| Subject, Course Roman Numeral, Symposium | Student _____      |
| Date, Location                           |                    |
| Instructor's Name/Address                | Grade _____        |
- h. Subsequent page headings are same except instructor's address and grade omitted.
- i. All pages must be numbered with reference to total pages: 1 of 3, 2 of 3, 3 of 3; or 1/3, 2/3, 3/3.

## 2. Assembling the exam questions

- a. The exam questions asked must have been discussed or referenced during the classroom lecture.
- b. Questions must differ when teaching the same course from one location to another.
- c. Exams must be changed in some respect every time the subject is taught.
  - 1) Identical exams are not permitted within a six (6) month time frame in the same state. (NGC Region)
  - 2) At least four (4) other questions **must** be altered in some way, either by replacing, rephrasing or relocating them within the body of the exam.
- d. An exam designed for a particular date and place should never be used for any other site by simply changing the information in the heading.
- e. Questions based on corrections/changes appearing in the Flower Show Schools column of *The National Gardener* are permitted. Questions based on other articles appearing in *TNG* are not permitted.
- f. Accrediting Chairman will review each instructor's exams for relevancy to course curriculum, acceptable sentence structure, grammar, punctuation and clarity of the question asked. The Accrediting Chairman will then check the answer to make sure it answers the question accurately. Duplicate questions and answers will be noted and slated for change.
- g. Point values will be checked for accuracy, making sure the number of expected answers agrees in even increments with the assigned point value.
- h. The test must total 100 points.

## K. Recording point values on exams

1. Instructors must use red ink when writing on student's exam papers.
2. Total points awarded are recorded in the upper right-hand corner of the first page of the exam. Final grades must be expressed in whole numbers only.
3. Spelling corrections are noted, but not penalized.
4. Student should be allowed to use his/her own words to explain as long as the answer shows understanding of the subject or concept.

5. Instructor's comments written on examination papers should be kind, tactful, helpful and relevant to subject.
6. Written exams for Design, Horticulture and FSP
  - a. Points awarded for correct answers are to be noted in the **left hand margin** of the student's exam beside the respective question.
  - b. For easy tabulation, this column may be added on each page.
  - c. Points subtracted for incorrect answers should be noted in the right hand margin.
7. Point Scoring Exams
  - a. Penalties must be noted beside the infraction in **red** ink.
  - b. For higher visibility, circle the points subtracted.
  - c. Notes and explanations can be written any place space is available. Reverse side of the exam papers may be used for comments.
  - d. Points awarded must be noted in the boxes at the bottom of page.

**L. Determining scores on point-scoring exams**

1. Point Scoring Wheel (available from NGC Headquarter Member Services) may be used to compute scores
2. Point scoring exam grades are not averaged.
3. **Numerical scores** are worth 40% of total.
  - a. Student's score +/- 5 points of Master Panel score = full credit
    1. Exhibits 1 & 2 receive 13 points
    2. Exhibit 3 receives 13 + 1 Bonus point = 14 Points
  - b. Student's score exceeding +/- 5 points of Master Panel score: see chart below

Number of Exhibits	Student score vs. Master Panel Score	Points deducted	Score recorded Exhibits 1 & 2	Score recorded 3 13 Points + 1 Point
3	+/- 5	0	13	14
3	+/- 6-7	1	12	13
3	+/- 8-9	2	11	12
3	+/- 10-11	3	10	11
3	+/- 12-13	4	9	10
3	+/- 14-15	5	8	9
3	+/- 16-17	6	7	8
3	+/- 18-19	7	6	7
3	+/- 20-21	8	5	6
3	+/- 22-23	9	4	5
3	+/- 24-25	10	3	4
3	+/- 26-27	11	2	3
3	+/- 28-29	12	1	2
3	+/- 30+		0	0

Collection/Display			All exhibits
5	+/- 5	0	8
5	+/-6-7	1	7
5	+/- 8	2	6
5	+/- 9-10	3	5
5	+/-11	4	4
5	+/-12-13	5	3
5	+/- 14	6	2
5	+/-15-16	7	1
5	+/-17+	8	0

4. **Comment Scores** are worth 60% of total.

- a. If a student fails to write any comments on a Point Scoring Exam, that student fails point scoring in that subject.
- b. For three exhibits, (horticulture and design) maximum score for each is 20 points.
  - i. Divide the weighted number by 5 to obtain the value of the comment.
  - ii. Points allotted ÷ 5 = points awarded
- c. c) For a horticulture collection of 5 specimens, the value of each exhibit is 12 points.
- d. d) The weighted value for each quality varies according to the following charts.

**CHARTS FOR DETERMINING COMMENT SCORES ON POINT SCORING EXAMS**

**HORTICULTURE SINGLE EXHIBIT and COLLECTIONS**

Horticulture, Single Exhibits: Point value of exhibit criteria; class of 3 exhibits	Quality being considered	Weighted point value of comment	Points allotted comment
20	<b>Conformance</b>	5	1
	<b>Plant Identification</b>	5	1
	<b>Peak of Perfection</b>	75	15
	(Form)	(20)	(4)
	(Color)	(20)	(4)
	(Maturity/Size)	(20)	(4)
	(Condition/Blemishes)	(15)	(3)
	<b>Grooming/Staging</b>	15	3
	(Grooming)	(10)	(2)
	(Staging)	(5)	(1)
Total points (20)		100	20

<b>Point value for Combination Plantings/Gardens; 3 exhibits per class</b>			
20	<b>Exhibit description</b>	15	3
	(Conformance)	(5)	(1)
	(Identification)	(5)	(1)
	(Labeling)	(5)	(1)
	<b>Peak of Perfection</b>	35	7
	( Form)	(10)	(2)
	(Color)	(10)	(2)
	(Condition)	(10)	(2)
	(Show-worthy size)	(5)	(1)
	<b>Overall Effect: Design Principles</b>	30	6
	<b>Creative/Distinction</b>	5	2
	<b>Grooming</b>	10	1
	<b>Staging</b>	5	1
Total Points		100	20

### DISPLAYS

Point value for DISPLAY criteria; display is a SINGLE exhibit	Quality being considered	Weighted point value of comment	Points allotted comment
100	<b>Exhibit description</b>	20	4
	(Conformance)	( 5)	( 1)
	(Plant Identification)	( 5)	( 1)
	(Labeling)	(5)	( 1)
	(Grooming)	(5)	(1)
	<b>Peak of Perfection</b>	40	8
	(Form)	(10)	(2)
	(Color)	(10)	(2)
	(Maturity/Size)	(10)	(2)
	(Condition)	(10)	(2)
	<b>Overall Decorative Effect</b>	40	8
	(Design Principles)	(30)	(6)
	(Creative/Innovative)	(10)	(2)
Total Points		100	20

## DESIGNS

DESIGNS: Point value per exhibit; 3 exhibits per class)	Quality being considered	Weighted point value of comment	Points allotted comment
20	<b>Conformance</b>	14	
	(To type )	(7)	2
	(To other requirements)	(7)	1
	<b>Design</b>	48	8
	6 Principles	(8)	
	<b>Selection</b>	8	2
	<b>Organization</b>	8	2
	<b>Expression</b>	8	2
	<b>Distinction</b> (Craftsmanship, technique, mechanics, condition of plant material.)	14	3
Total Points		100	20

## II. Evaluation of Instructors, Chairman and Facilities

- A. Purposes of evaluation process:
- a. To evaluate the committee's and the instructors' efforts
  - b. To provide an opportunity for attendees to express their reactions to the educational experience by commenting on critical aspects of the event
  - c. To make NGC FSS Chairman aware of the quality of the school/symposium and potential problems that may need to be addressed.

B. Evaluation Form 27

1. Must be provided for each attendee at the beginning of the event.
2. Separate forms must be completed for each instructor.
3. Completed forms are returned to the Local Chairman who reads the comments pertaining to the local Chairman and facility.
4. These forms are considered confidential and are then sent on to the NGC FSS Chairman; these forms are **NOT** shared with instructors except by the NGC FSS Chair.

- C. Actions causing concern include the following:
  1. Failure to uphold the NGC policies stated in the *Handbook for Flower Shows* and its supplements.
  2. Failure to abide by the financial arrangements agreed upon in the signed contract.
  3. Behavior or action that might bring discredit to or put NGC in jeopardy of legal action.
  4. Deficiencies in knowledge of subject matter and or teaching skills.
  
- D. If deemed necessary, the NGC FSS Chairman shall notify in writing the instructor or chairman responsible for the infraction.
  1. If, after two warnings, the issue has not been resolved, the NGC FSS Chairman shall bring the problem to the attention of the FSS Committee for discussion.
  2. The FSS Committee shall determine if the instructor in question may continue to teach NGC Schools and Symposiums.
    - a. 2/3 vote of the FSS Committee for dismissal is required.
    - b. An instructor who is dismissed has the right to appeal to the NGC Executive Committee.

### **III. Emeritus Instructor**

- A. An instructor who retires in Good Standing and is no longer provisional or on probation is eligible for Emeritus Instructor status.
- B. Instructor notifies NGC Instructors Credentials Chairman and requests that name be removed from the Instructors Roster.
- C. An Emeritus Instructor Certificate may be issued by either the NGC Instructors' Credentials Chairman or NGC Headquarters.
- D. An Emeritus Instructor seeking reinstatement must submit her/his teaching outlines for review to the NGC Instructors' Chairman.
  1. After outlines have been approved, prospective instructor's name is presented to the NGC FSS Committee for consideration.
  2. Upon approval, re-instated instructor may resume teaching on the same level as when retirement was sought.

### **Suggestions for Instructors**

- I. **Voice modulation**
  - A. Pitch: Keep it in the lower range, not too high or squeaky
  - B. Volume: Keep it as loud as is comfortable; depends on quality of sound system
  - C. Monotone: Avoid monotonous level; use inflexion to keep interest. Pause for effect.
  - D. Speed: Avoid rapid fire, conversational habit. Deliberate, moderate pace is best.

## II. Using outlines

- A. Constant reading of information should be avoided at all costs
- B. Occasionally, having students read with you a specific description or definition will instill the importance of the information in their minds. Refer to *Handbook* pages.
- C. Encourage students to underline or highlight the most vital concepts.
- D. Reading from outlines or from a screen is equally monotonous and spells disaster for keeping the students' interest.

## III. Moving about the room

- A. Avoid sitting or standing in one place for the duration of the lecture.
- B. Move from one exhibit to another to keep students alert and interested.
- C. Avoid prolonged standing behind the students. They need to see you to stay focused.

## 4. Lecture techniques

- A. Avoid moving too quickly through vital points. Remember when you were a first-time student. Avoid using terms without reviewing their meanings.
- B. Make eye contact with audience to evaluate their grasp of the subject.
- C. Avoid personal references or anecdotes unless they serve to make a strong point.
- D. Try to follow general progression of outline, but don't be dogmatic about it. Better to speak spontaneously about details of exhibits provided than to laboriously read every point made in the written outline.
- E. Demonstrate enthusiasm for all parts of the class time. Do not plod. Brighten up even the most basic information with audience participation.
- F. Emphasize new information, clarifications, requirements in *TNG* (Ex: Design scale)

## 5. Responding to questions

- A. Do not purposely ignore anyone—even the ones who become bothersome by their frequent interruptions. There must be a reason for them to be acting this way: hearing problem, in-experienced student, personality disorder, and lack of the correct outline. It is better to meet with this student during a break, with the chairman, and explain the need to limit questions.
- B. Avoid being too abrupt, even if you think the question is extraneous or repetitive.
- C. If you don't know the answer, say so, rather than skirt the question. It's okay to admit that you don't know everything. Offer to research the information later.
- D. Do not insult the person asking the question no matter how ridiculous you think the question is. Obviously she/he did not get the concept earlier. Do not "talk down."
- E. Do not let questions distract or side track you. Don't spend extensive time on the question at the expense of covering necessary material.
- F. Avoid impatience at the student's inability to grasp a concept. Explain, use examples.

- G. Never refuse to repeat information or show the student where it is written in outline or *HB*.

## 6. Maintaining quality and timeliness of materials

- A. Become familiar with need for revising teaching outlines to reflect new information, trends.
- B. Update exams; avoid using same questions with identical phrasing for years on end.
- C. Track the success rate of questions and answers. Chart how many students missed part or all of certain questions. If this becomes an expected trend, change your approach to how you teach this portion. Analyze the structure of the question. Does it ask what you expect for an answer? Do you need to put more emphasis on that portion? Do you need to re-phrase the question?

## 7. Maintaining professional ethics

- A. Remember, you are only a tool for conveying information in the *Handbook*; you are not there to impart your personal opinions or to critique accepted practice. Doing so only confuses the students as to where their allegiance should be.
- B. Adhere to accepted guidelines for:
  - i. Responding to invitations to teach; returning contracts
  - ii. Submitting outlines for approval to Instructors' Chairmen
  - iii. Restructuring and updating exams
  - iv. Submitting exams to Accrediting Chairmen on time.
  - v. Considering and re-acting to critiques of your material
  - vi. Submitting students' study guides to school chairman for distribution ahead of time.
  - vii. Keeping in touch with the chairman assigned to assemble your materials:  
Make known your preferences for:
    - 1. Plant material for exhibits, collections/displays and staging for horticulture
    - 2. Containers, plant material, background panels, staging for design.
    - 3. Educational exhibits, schedules, books of evidence for flower shows.
- C. Arrive on time. If unexpected delays occur, notify the Chairman ASAP.
- D. Check in immediately upon arrival with the Chairman,
- E. Arrange details for setting up classroom exhibits.
- F. Acknowledge people who are helping in the classroom or have furnished exhibits.
- G. Work with what is furnished; don't dwell on shortcomings. No one likes a complainer.
- H. Adhere to the terms of the contract
  - a. Honor the dates agreed upon: If conflict arises, Instructor (or chairman) must notify the chairman immediately.
  - b. Do not ask for extra nights of accommodations beyond what is stated in the contract.

- c. Adhere to agreed upon mileage or flight costs.
  - d. Adhere to agreed upon fees. Costs of printing extra handouts other than what were previously noted, may have to be at instructor's expense.
  - e. Do not charge for high numbers of exams to correct; stay within the terms of contract.
- I. Write notes of appreciation, acknowledging courtesies, personal help, unexpected favors, etc.

**The things students most appreciate about instructors.**

- A. He/she "knew his/her "stuff!" Was able to "talk" without constant referral to notes.
- B. Was pleasant to listen to. Spoke clearly, loudly, slowly....
- C. Addressed students by name.
- D. Was careful to repeat questions before answering them.
- E. Stayed on track and adhered to the time schedule.
- F. Used creative staging----in design and horticulture.
- G. Created designs that demonstrated the points discussed in class.
- H. Pointed out an example for each point he/she was making.
- I. Clearly emphasized information that students would need to know and understand for exam.
- J. Made sure all could see examples clearly. On screen, at tables, in the front of the room.
- K. Showed a willingness to address audience's concerns. Did not skirt the question.
- L. Included everyone in the practice point scoring discussions. Did not huddle in front of one design/plant specimen obstructing the view from others.
- M. Kept control of class and did not allow murmurs, side remarks, back row disturbances.
- N. Was willing to talk to students/ other attendees before/after class about their concerns unrelated to topics on the agenda.
- O. Furnished pictures, reference books, information beyond required scope of course.
- P. Was current on plant information, names, recent introductions, etc.
- Q. Could relate or illustrate design principles to examples in other artistic mediums.
- R. Kept verbal descriptions and examples relevant to topic. Avoided constant personal references: pets, family, trips, likes and dislikes.
- S. Acknowledged/expressed appreciation for people who brought in plant material, design.
- T. Showed respect for those in audience who had unusual degree of knowledge/experience in the field. Occasionally, invited their input.
- U. Showed enthusiasm for topics.
- V. Made it fun by using humor to get the points across.
- W. Was diligent in returning students' exams to the chairman in a timely fashion.
- X. Explained reasons/gave examples for penalizing point scoring comments.
- Y. Wrote encouraging remarks on students' papers for all levels of scores.
- Z. Expressed interest in students' success.
- AA.