

NSLS HERBAL INTENSIVE

2019

INSTRUCTOR INFORMATION

Instructor	Email	Office Location & Hours
Stephany Hoffelt BA HAS	stephany@naturallysimple.org	850-Page Street, Iowa City, IA By Appointment
Phone 319-512-2422	Skype stephany.r.hoffelt	<u>Schoolology Course 1588328913</u> Access Code will be provided at the first class.

GENERAL INFORMATION

SCHEDULE

The class runs from March 9, 2019 - November 30, 2019

This course will utilize the Schoology platform to deliver course materials, assignments, and assessments.

Monday - A new module will be released which include reading materials, a PowerPoint lecture, and some asynchronous assignments.

Thursday - There will be a weekly online class discussion based on these materials, that you can access via the Google. I expect that you will have read the material prior to the discussion so that we can move forward during these sessions.

Saturday - There will be one monthly Saturday Workshop at the Naturally Simple Classroom. This class runs from 1 p.m. - 5 p.m. I will provide snacks and beverages.

Exams will be posted once a month. They will be mostly short answer and essay, so you will have a window of days they will be open. There will be a comprehensive final in May which will be open for one week.

EXPECTATIONS AND GOALS

Please be serious about engaging in this level of in-depth study. Once you have paid for a spot, I do not issue refunds, although you can roll the payment to the next session. I reserve the right not to have sessions, yearly.

I present as much of the information in an asynchronous class room as possible. I feel like this sets up adult learners with busy schedules up for success, however there will be due dates on asynchronous class discussions and assignments to keep the whole group moving forward. I do not assess assignments turned in after due dates.

You will be required to participate in 80% of class discussions to pass this course. There will be monthly exams as well as a comprehensive final. Students must achieve 80% cumulatively on everything to graduate the course, but I do allow you to throw out your lowest score on the monthly exams.

You will be required to maintain an electronic portfolio containing your Material Medica research and turn it in to me periodically for assessment.

You will be required to attend all Saturday sessions. There will be hands-on projects that you will be required to complete at the workshops. The materials for these projects is covered in the cost of the course.

Two Saturday workshops will be open to the public for the purposes of giving students experience presenting and organizing herbal events. You will be required to teach a short class at one of these. I will be open to you vending products at these events, also.

There will be a final project requirement which included designing a poster board for display at graduation.

Benefits:

After you have completed all course work and passed the comprehensive final, you will be invited to attend monthly student clinics where I will guide you through working with clients. I will also be available to mentor you through your first year of clinical practice.

Successful students will be given transcripts detailing their educational contact hours suitable for turning in to the AHG along with a recommendation from myself detailing your work with me.

I am working on making it easier to transfer work to Goddard as APL and I will be writing referrals for successful graduates which will make them eligible for a \$1000 grant the college offers.

The Course Schedule is loosely outlined below however I reserve the right to make changes.

COURSE MATERIALS

REQUIRED MATERIALS

- This course will utilize the Schoology platform to deliver course materials, assessments, course announcements and for group discussion. This is a free platform, but you will want to establish an account using the course login information above. Please record your password for safekeeping. The instructors have no way of re-setting your password.
- There are templates to download in the Schoology folder that you will need for turning in homework and putting together your virtual binder for me to review. It is like a portfolio.
- Towards the end of the program you will need a Master Lock File Safe or some other portable container to hold files which can be locked.
- A Google account will be necessary to access Google Hangouts.
- Free Zotero Account will be used when I am teaching you to organize your research.

REQUIRED TEXTS

Gardner, Zoë, and Michael McGuffin. 2013. *American Herbal Products Association's Botanical Safety Handbook, Second Edition*. Boca Raton, FL: CRC Press.

Pengelly, Andrew. 2004. *The Constituents of Medicinal Plants: An Introduction to the Chemistry and Therapeutics of Herbal Medicine*. 2nd ed. Crow's Nest, Australia: Allen & Unwin.

mcdonald, jim. foundational herbcraft...actions & energetics in western herbalism available at Herbcraft.org

COURSE SCHEDULE

Month	Healer's Art	Science Focus	Anatomy & Physiology
March	History of Plant Medicine,	Effective Scientific Research Writing Monographs Medical Terminology	Anatomy of a Cell Structure of Body Tissues
April	Intro to Social, Ecological and Spiritual Determinants of Health Cultivating a Healing Presence	Intro to Phytochemistry and Biochemistry Nutrition	Immunology Lymph System and Herbs
May	Herbal Energetics and Modalities	First Aid and Wound Care Aromatic Compounds and Safety	Integumentary System and Herbs Mucosal Membranes and Herbs
June	Legal Issues Surrounding Herbal Practice Record Keeping, Ethics and Informed Consent	Microbiology Common Pathogens	Nervous System and Herbs The Endocrine System and Herbs
July	Blood Building and Wellness	The Science of Sleep Disposition Pathways Metabolism of Herbs	Cardiovascular/Blood Systems and Herbs
August	Bitter Herbs and Wellness	Herb- Drug Interaction Herbal Safety in Pregnancy, Pediatrics and Lactation	Gastrointestinal System and Herbs
September	The Breath of Life and Wellness	Botany and Plant Identification	Respiratory System and Herbs

October	Designing a Wellness Protocol	Hydroethanolic Extracts 201 - Beyond Folk Tinctures Advanced Formulation	The Musculoskeletal/Fascia System and Herbs
November	Planning an Office or Clinic Sample Case Studies	Writing a Case Study	Reproductive System and Herbs LGTBIQ Wellness

March 9, 2019	Review of Basic Preparation, Organoleptic Evaluation
April 6, 2019	Root Medicine and Grounding
May 4, 2019	Cold & Flu Season Preparation
June 8, 2019	Holiday Open House
July 13, 2019	Beating the Winter Blues - Mental Wellness
August 10, 2019	Botany - Seed Starting and Garden Planning
September 7, 2019	Spring Tonics, Allergies and Hay fever
October, 5 2019	Percolations and Distillations
November 18, 2018	Holiday Open House
TBA	Student Clinic

This Agreement is between **Stephany R. Hoffelt**, and _____ from this point known as "the student" and is executed _____ of _____ 2018.

By returning this document via e-mail along with a \$150 deposit, the student indicates enrollment in the 2019 Herbal Intensive offered by herbal educator and consultant Stephany R. Hoffelt as detailed in the syllabus. The student understands that this deposit is not refundable but may be rolled over to the next intensive when it is offered.

The total payment for the 12-month program is \$1000 if paid in advance and \$1,110.00 if paid in monthly payments. In addition to the deposit, the student agrees to pay Stephany R. Hoffelt \$80 due monthly from March 1st, 2019 or a onetime payment of \$850 due by February 1, 2019 for access to class materials. Refunds will not be issued after classes have begun.

This agreement also establishes a relationship between Stephany Hoffelt and the student, with regard to proprietary information provided by Stephany Hoffelt, described as class materials.

This proprietary information including class PowerPoint lectures and written materials is defined as Stephany Hoffelt's intellectual property. The information will be used by the student for the purpose of their own private education.

The parties agree that:

1. The student will not redistribute or sell educational material provided to them by Stephany Hoffelt. Any attempts to share these class materials with a party not listed in this agreement will result in legal proceedings.
2. The student agrees to take all appropriate measures to protect the intellectual property of Stephany Hoffelt in the future by use of proper citation.
3. Stephany Hoffelt will provide the class offerings listed on the syllabus and will make students aware of any rescheduling due to illness or inclement weather in a timely manner.

This Agreement is legally binding and will be enforced according to the laws of the State of **Iowa**.

In witness whereof, the parties hereto have caused this Agreement to be duly executed this _____ day of _____ of 2018.

UNDERSIGNED:

Stephany R. Hoffelt
Herbal Educator & Consultant

Student.