

# NSLS HERBAL INTENSIVE

2018-2019

## INSTRUCTOR INFORMATION

### Instructor

**Stephany Hoffelt BA HAS**

### Email

[stephany@naturallysimple.org](mailto:stephany@naturallysimple.org)

### Office Location & Hours

850-Page Street, Iowa City, IA  
By Appointment

### Phone

319-512-2422

### Skype

stephany.r.hoffelt

### Schoology Course 1588328913

Access Code will be e-mailed the week of August 27<sup>th</sup>.

## GENERAL INFORMATION

### SCHEDULE

The class runs from September 1, 2018- May 18, 2019. Student clinics will be held in June and July.

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

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

Thursday - There will be a weekly on-line 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.

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](http://Herbcraft.org)

## COURSE SCHEDULE

<b>Month</b>	<b>Healer's Art</b>	<b>Science Focus</b>	<b>Anatomy &amp; Physiology</b>
October	History of Plant Medicine, Intro to Social, Ecological and Spiritual Determinants of Health	Effective Scientific Research Writing Monographs Medical Terminology	Anatomy of a Cell Immunology Lymph System and Herbs
November	Cultivating a Healing Presence Herbal Energetics and Modalities	Intro to Phytochemistry and Biochemistry Nutrition First Aid and Wound Care	Integumentary System and Herbs Mucosal Membranes and Herbs
December	Legal Issues Surrounding Herbal Practice Record Keeping, Ethics and Informed Consent	Aromatic Compounds and Safety Microbiology Common Pathogens	Nervous System and Herbs The Endocrine System and Herbs
January	Blood Building and Wellness	Herbal Pharmacology Disposition Pathways Metabolism of Herbs	Cardiovascular/Blood Systems and Herbs
February	Bitter Herbs and Wellness	Herb- Drug Interaction Cntd. Herbal Safety in Pregnancy, Pediatrics and Lactation	Gastrointestinal System and Herbs
March	The Breath of Life and Wellness	Botany and Plant Identification The Science of Sleep	Respiratory System and Herbs
April	Designing a Wellness Protocol	Hydroethanolic Extracts 201- Beyond Folk Tinctures Advanced Formulation	The Musculoskeletal/Fascia System and Herbs

May.	Planning an Office or Clinic Sample Case Studies	Writing a Case Study	Reproductive System and Herbs LGTBIQ Wellness
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September 8 2018	Review of Basic Preparation, Organoleptic Evaluation
October 20, 2018	Root Medicine and Grounding, Chemistry Lab
November 17, 2018	Cold & Flu Season Preparation, Microbiology Lab
December TBA	Holiday Open House
January 19, 2018	Beating the Winter Blues - Mental Wellness
February 16, 2018	Botany - Seed Starting and Garden Planning
March 23, 2018	Spring Tonics, Allergies and Hay fever
April 20, 2018	Percolations and Distillations
May 18, 2018	Herb Day Event - Open to public
June	Student Clinic
July	Student Clinic
August	Graduation!

This Agreement is between **Stephany R. Hoffelt**, and \_\_\_\_\_ from this point known as “the student” and is executed on this \_\_\_\_\_ day of \_\_\_\_\_, **2018**.

By returning this document via e-mail along with a \$150 deposit, the student indicates enrollment in the 2018-2019 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 \$900 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 September 1, 2018 to August 1, 2019 or a onetime payment of \$750 due by August 15, 2018 for access to class materials.

This Agreement also establishes 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 \_\_\_\_\_, **2018**.

UNDERSIGNED:

Stephany R. Hoffelt  
Herbal Educator & Consultant

\_\_\_\_\_  
Student.