



ARBOR VITAE
SCHOOL OF TRADITIONAL HERBALISM

ArborVitae Professional Program 2016-17

Third Year Student Assignments

All assignments should be submitted in electronic form through the student portal by logging into the Student Login on arborvitaeny.com

Please seek to make the file size of uploads low.

<https://smallpdf.com> offers an easy way to compress resolutions of docs pdf jpg & ppt

Instructions: In the student portal, all homework assignment types are listed on the right-hand side bar. Click on the type of assignment (e.g. "Homework - Class & Reading Reflection") and then click on the month the assignment is for (e.g. "October Reading Reflection" - this is due November 1st and is based on the readings assigned for October). Click "view the lesson quiz" to access the questions (also stated below) and to type in your answers. Please note that for each month of Reading Reflections, the questions are repeated on the same webpage for Reading 1, Reading 2, and Reading 3 (same with Class Reflections). You can click on "Save Assignment" at the bottom of the page to return later and complete it, or click on "Complete Assignment" to have the assignment submitted to the TA, who will review it. You will receive an email once the TA has reviewed your assignment. The TA will provide comments on your homework, so please review the TA's comments once your work has been reviewed. This is an important part of the learning process. You will need to return to the "Homework - Class & Reading Reflection" page and click on the "October Class Reflection" option to access and answer the questions about the classes for that month. Please click on each homework assignment type to complete the required homework.

Questions about assignments (content/due dates) should be directed to our TA, Sam Perry, at coursework@samuelperry.net

Questions/problems with uploading assignments (using the student portal) should be directed to Laura E & Laura S at ask@arborvitaeny.com

Assignments will be assessed as excellent, complete or incomplete

'Outstanding Achievement' designation on certificates will be assessed by assignment excellence as well as handing in assignments on time

Summary of Assignments Due:

1. Monthly Case Histories from Student Clinic - due the 1st of every month Oct - May
2. Semester Assignment for classes: submit reflections on at least 2 classes by December 14, 2016 and May 1, 2017
3. Herb medicine or food preparation to share with class - on date signed up for
4. Oral Presentation on Specific Ailment or Pattern - on dates signed up for
5. Oral Presentation on Specialization - on dates signed up for
6. Final Project on Specialization due April 15, 2017
7. Botany Assignment - to assist mapping of Turtle Pond, CT (not submitted online)
8. Additional Readings as indicated
9. Roundtable Presentation OR Anne McIntyre's online course chapter quizzes



To Submit Online Monthly:

1. Monthly Assignment: Student Clinic Case Histories

Due: 1st of every month October - May

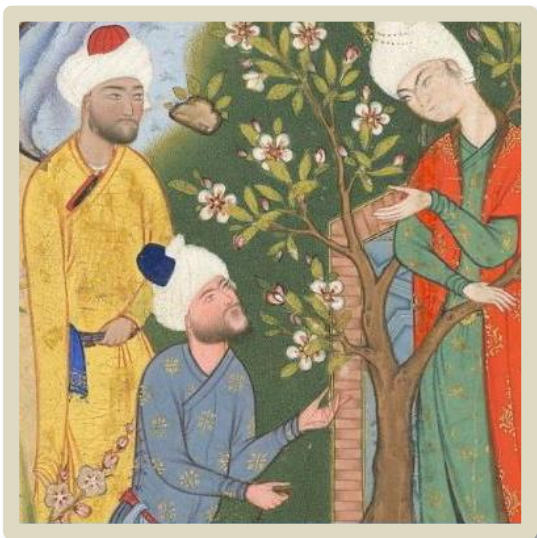
Each month submit all the case histories including protocol and recommendations, from all intakes for which you were the lead student practitioner during the student clinic. The case history should be comprehensive and include all relevant information and diagnostics as presented in class and follow the approved format / template. Each case history should also include your best assessment of the case and proposed protocol including diet, lifestyle, herbs, supplements, etc. You may also include notes or questions you have.

***Please note that you MUST additionally email all case review forms and ALL email correspondence with clients to admin@arborvitaeny.com**

so that ArborVitae has official documentation of all interaction with clients. This is in addition to and separate from uploading the case histories to the student portal website. Case Review Forms must be emailed to the above address within **TWO days** of meeting with clients; emails should be forwarded immediately (or bcc the above email address in all interactions).

To submit on line:

1. Date of intake



2. Summary of case (in 1-2 sentences)
3. Upload file(s) as .pdf or .doc: case history consistent with template, with recommendations (herbal and otherwise), Optional: Upload any additional documents, photos, etc. that may apply to the case.

To Submit Online According To Due Date:

2. Class Reflections

Due: by end of each semester (Dec 14, 2016 and May 1, 2017)

- For each semester of class we would like you to reflect on at least 2 classes

Reflect on the following questions in your response for *2 classes from the previous semester, with 1-5 sentences on each one.* Brief responses (yes/no) on occasional questions are fine. All questions are listed online in the homework response section. Please answer at least 3 of the following questions (in addition to the title of class and instructor).

We also encourage you to write down any questions you have or wish to discuss. These can be discussed at one of the monthly Q&A sessions or in another meeting, or with the TA.

1. Title of class
2. Instructor
3. Open-ended Reflection: Please reflect upon a class during this past month. Please include any insight, feedback, comments, or questions you have.

*Optional food for thought:

- Did the class and/or instructor give you new insights into approaching herbal medicine or a specific aspect of herbal medicine, or did something presented in the class or some aspect of the instructor's teaching style inspire you in some way?
- How did the class and/or instructor strengthen your foundation and/or complement the other aspects of the program?
- Did anything presented in the class confuse you?
- Is there something(s) presented that you disagree with or question, and why?
- Do you have feedback or constructive criticism for this class and/or instructor?

3. Herb medicine or food preparation to share with class

Due: Two times sharing during school year (with an option for three)

Based on your herb medicine and therapeutic food assignments in year one and similar experience, in year two students continue to explore and develop their own herbal preparations. Each student will sign up for two class dates (with an option for three) throughout the year, on which she/he will come to class with a preparation to share briefly with the class.

- Sign up for 2-3 times to bring an herb medicine or food you made to share with the class. (You do not need to say what you will bring in ahead of time.)

- The date of your sharing will on classes with Claudia and Richard.

The sharing can include:

- An herb medicine of your choice, such as: tincture, vinegar, pastille, oxymel, electuary, oil salve cream liniment etc. -- simple or formula
- An herbal therapeutic food such as: tea or herb fermented soda, other ferments, pesto, broth, herb ball etc. -- sweet or savory
- Please briefly share your experience making the herb preparation - recipe or method and bring enough for students to taste or sample. The sharing of your preparation will likely be before a break and the class sampling held during the break.

Let us know:

1. The date you are assigned to share
2. Confirm the date you made your in-class sharing
3. What herb preparation you shared

4. Assignment: Specific Ailment or Pattern presentation

Due: One oral presentation to be made during school year

Students will make one class presentation related to an ailment or pattern presentation along with treatment protocol(s) and any cases that may apply. The presentation should be roughly 30 minutes long. Student should also submit an outline or handout related to their presentation. The presentation can be related to their final project paper but it also can be on another subject.

1. What day did you present in class?
2. Upload outline as .pdf or .doc related to your presentation

5. Assignment: Specialization-related presentation

Due: One oral presentation to be made during school year

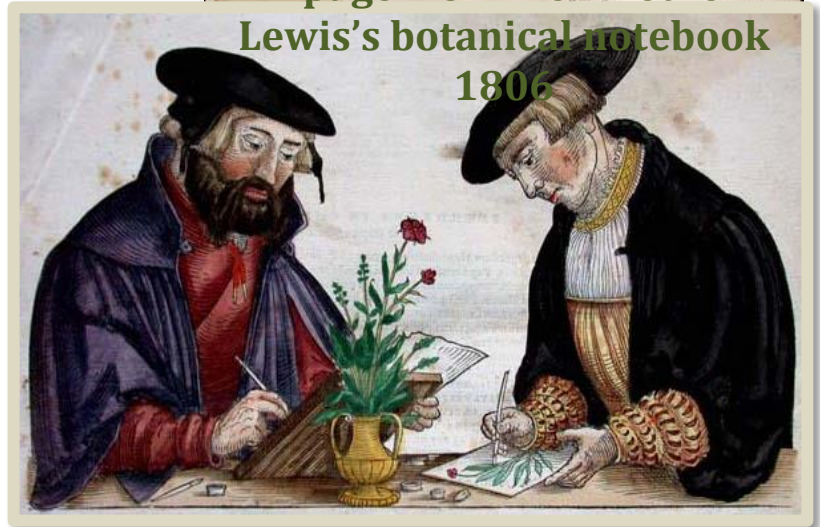
1. What was the date of your in-class presentation?
2. Upload outline as .pdf or .doc

6. Assignment: Specialization-related research paper or creative project

Due: Due April 15, 2017



A page from Meriwether Lewis's botanical notebook 1806



This final paper is to reflect a specialization and focus of your third year studies, research and experience. It should be roughly around 15 pages. It is a prerequisite (along with class work, cases, and other assignments) for graduation.

1. Title/Subject of final project
2. Upload outline as .pdf or .doc

6. Botany Assignment

To assist in bio-mapping of flora at Turtle Pond Farm, CT – students are expected to accurately document and submit to Richard plants identified and general location; work ongoing and not submitted on-line.

“ ‘How do we open our books?’ Malfoy repeated. He took his copy of The Monster Book of Monsters, which he bound shut with a length of rope. ‘Yeh’ve got ter stroke’em, said Hagrid, as though this was the most obvious thing in the world.”

- *During Hagrid’s ‘Care of Magical Creatures’ class. Harry Potter and the Prisoner of Azkaban, J.K.*

Rowling

7. Assignment: Additional Reading

For the most part the books used during the third year program are intended to be references utilized by the student throughout the year, in addition to the books purchased last year. The focus includes but is not limited to the following:

- Materia medica classes
- Working on case histories
- Classes on specific populations or systems

Claudia and Richard will indicate specific chapters or sections for review for upcoming classes as appropriate. **Hand-outs for each class** as provided by the instructor should also be read. All required reading (as indicated on the syllabus) should be read *before the class*.

8. Roundtable Presentation OR Anne McIntyre course chapters: Students who signed up for Leslie & Leslie’s roundtable must attend the live forum sessions and must present a case at least once throughout the year. Students who signed up for Anne McIntyre’s online course must complete the assigned chapter quizzes by the assigned dates (see syllabus for due dates).