Docent Training Program 2018

Become a Docent for AUB’s Ancillary Botanical Garden

AUBotanic

Prepared by Dr. Salma Talhouk & Ranim Abi Ali
Become a Docent for AUB’s Ancillary Botanical Garden

Contents:

I. What does a docent do?
II. How do you become a docent?
III. What is expected of docents?
IV. AUB botanical volunteer opportunities
V. What are the benefits of being a docent?
VI. Docent Training Program Courses
VII. Docent Training Schedule
VIII. Letter to Prospective Docents
IX. Docent Application Form

I. What does a docent do?

Botanical Docent is a title for volunteers who are given the needed training to serve as a Botanical guide and educator on plants in the university campus. Depending on the training involved, they may also become a volunteer to AUB’s greenhouse nursery or to AUBotanic’s planned events and exhibitions, where they may also serve as an informant, guide, or facilitator. If you are interested in the docent training program please indicate this on your completed application.

II. How do you become a docent?

Docents undergo a professional training program involving specific information they require to be a Botanical guide, to be prepared for any questions from visitors, and be well equipped to help with planned Botanical related events organized by the university.

III. What is expected of docents?

To receive a docent certificate, volunteers are required to take the Docent Training Program Courses and fulfill 25 hours of docent service in a semester (fall or spring). They become involved in events concerning the AUB campus ancillary botanical garden, and commit to the Special Events and Exhibits after completion of the courses and receiving their docent certificate. Upon receiving the docent certificate, docents are expected to commit for a minimum number of hours per week to support and lead various ongoing programs seen in the section below to serving at least one year of volunteer service in this area.
IV. AUB Botanical Volunteer Opportunities:

Community Docent Volunteer: Includes working as a greeter, ticket collector, path guide, and other event-related duties. Also assists in planning, preparing for, and hosting special functions and special events. This includes events such as tours for elementary and middle-school classes, and lead on-site field trips for school groups and participation in community school gardening projects with youth groups. Docents educate students on topics such as pollination, plant adaptations, how seeds grow and the many uses of Mediterranean plants. Some special events may involve committee assignments. Volunteers who work only in Special Events are asked to work a minimum of 18 hours per year to maintain their status as active Garden volunteers.

Time Commitment: Varies with events; shifts may be anywhere from 2-4 hours.
Training requirements: Docent Training Program

AUB Botanical Exhibits Volunteer: For one-time, short-term or time-limited volunteers. This is an “as needed” position for Gardens volunteers and docents only. Volunteers may help to install or disassemble AUB Botanical related exhibits and assist during receptions when needed.

Time Commitment: Varies with exhibits and events
Training Requirements: On-the-job training.

Maintenance Volunteer: Activities including gardening, planting, pruning, weeding...etc.

Time Commitment: Minimum of two hours per week
Training Requirements: On-the-job training (Training Program not necessary but encouraged)

Please note that the availability of positions in these areas varies widely, as do the requirements for each position.

V. What are the Benefits of being a Docent?

The docent program provides opportunities for the members in service to be actively involved in preserving and managing the campus, experience working in AUB, and be involved with its community. Above all, the program gives valuable knowledge and appreciation of history, nature, and culture. Whether the enrollers are current students of AUB or whether they are just part of the general community looking for specialized experience and training, the program gives equal opportunities for anyone willing to apply. Being a docent also provides a good background for other plant related fields of work and a good basis on establishing new contacts or meeting people sharing the same interests.
VI. Docent Training Program Courses

The following are the required courses to complete the docent training program and receive the docent AUB certificate of completion. This program consists of 10 courses (22 hours) and is scheduled to be announced based on the numbers and availability of volunteers:

i. Plants of AUB
ii. History of AUB
iii. Natural History of AUB
iv. Environmental and Sustainability in AUB
v. Guided Tours and Communication
vi. Campus Management
vii. Safety
viii. AUB Landscape Character and Identity
ix. AUB Campus and Wellbeing
x. AUB Masterplan

Course Details:

Plants of AUB 4 hrs Department of Landscape Design & Ecosystem Management
Distributed in 2hr Sessions
Segmented into Tree regions. It focuses on identifying plants and by their scientific and common name. It teaches the students about the plant ID system and local plant communities.

History of AUB 2 hrs Instructor to be confirmed
This course is introduces students to the history of the campus.

Natural History of AUB 2 hrs Department of Landscape Design & Ecosystem Management
This course focuses on the history of the plantation on campus.

Environment and Sustainability at AUB 2 hrs Department of Landscape Design & Ecosystem Management- Department of Architecture
This course introduces students to the natural environment at AUB and teaches them specific sustainable measures to keep their surroundings healthy and green.

Guided Tours and Communication 2 hrs Department of Education
This course develops the student’s communication and education skills to guide tours and interact with the visitors in a professional way.
Campus Management 2 hrs Grounds Keeping Department
This course focuses on the overall campus maintenance and landscaping of outdoor areas and facilities.

Safety 2 hrs Environmental Health, Safety & Risk Management
This course focuses on basic safety measures to be taken in case of emergency.

AUB Landscape Character and Identity 2 hrs Department of Landscape Design & Ecosystem Management
The different landscapes of AUB; plant communities, topography, and microbiomes. Gives a basic understanding of landscape character and how this applies to AUB Botanic Garden

AUB Campus and Wellbeing 2 hrs Department of Landscape Design & Ecosystem Management
A study on the campus trails and walkways and how they are designed for user wellbeing and health.
The importance of green exercise.

AUB Fundraising 2 hrs Office of Development
The current fundraising plan of AUBotanic and established methods of how it’s done.
VII. **Docent Training Schedule (2018)**

### 2018 SCHEDULE MARCH-APRIL

<table>
<thead>
<tr>
<th>Monday March 19</th>
<th>Friday March 23</th>
<th>Thursday March 29</th>
<th>Thursday April 05</th>
<th>Friday April 13</th>
<th>Thursday April 19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
</tr>
<tr>
<td><strong>Natural History of AUB</strong></td>
<td><strong>Plants of AUB</strong></td>
<td><strong>History of AUB</strong></td>
<td><strong>Environment &amp; Sustainability at AUB</strong></td>
<td><strong>AUB Campus &amp; Wellbeing</strong></td>
<td><strong>Safety</strong></td>
</tr>
<tr>
<td><strong>Salma Talhouk</strong> Department of Landscape Design &amp; Ecosystem Management</td>
<td><strong>Monika Fabian</strong> Department of Landscape Design &amp; Ecosystem Management</td>
<td><strong>Jana Al-Mawed</strong> Visitors’ Bureau</td>
<td><strong>Aram Yeretzian</strong> Department of Architecture and Design</td>
<td><strong>Beata Dreksler</strong> Department of Landscape Design &amp; Ecosystem Management</td>
<td><strong>Farouk Merhebi</strong> Environmental Health, Safety &amp; Risk Management</td>
</tr>
</tbody>
</table>

### 2018 SCHEDULE APRIL-MAY

<table>
<thead>
<tr>
<th>Friday April 27</th>
<th>Friday May 04</th>
<th>Wednesday May 09</th>
<th>Friday May 25</th>
<th>Wednesday May 30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
<td><strong>5:00 PM – 6:50 PM</strong></td>
</tr>
<tr>
<td><strong>Fundraising</strong></td>
<td><strong>Important Medicinal Plants on AUB Campus</strong></td>
<td><strong>Campus Management</strong></td>
<td><strong>AUB Landscape Character &amp; Identity</strong></td>
<td><strong>Guided Tours &amp; Communication</strong></td>
</tr>
<tr>
<td><strong>Nada Charara</strong> Office of Development</td>
<td><strong>Nada Sinnu</strong> Department of Biology</td>
<td><strong>Anis Abdallah</strong> Grounds Keeping</td>
<td><strong>Gabriella Trovato</strong> Nayla Al-Akl Department of Landscape Design &amp; Ecosystem Management</td>
<td><strong>Tamer Amin</strong> Department of Education</td>
</tr>
</tbody>
</table>

Locations booked: FAFS 205 and FAFS 211 (This document could be annually updated with new changes)
VIII. LETTER TO PROSPECTIVE DOCENTS

Dear Prospective Docent Volunteer,

Thank you for your interest in becoming an AUB botanical volunteer. Docent volunteers serve in a variety of areas at AUB and are an important part of our events, day-to-day activities, and programs.

This is the current AUB Docent Manual, containing information about our docent service areas, expectations of docent volunteers, and an application form.

Before emailing in your application, read over the Manual carefully so that you are familiar with volunteer expectations and the benefits volunteers receive upon fulfilling these expectations.

Please fill out the enclosed application below and return it to me at aubotanic@aub.edu.lb. Feel free to attach any other document/pdf if it describes your background in more detail.

Thank you again for your interest.

Sincerely,

Ranim
Aub Botanical Garden Coordinator

aubotanic@aub.edu.lb
AUB Botanical Garden
American University of Beirut
Bliss Street, 11-0236
Riad El-Solh 1107-2020, Lebanon
Tel: +961-1-374374 ext 4909

IX. DOCENT APPLICATION FORM

Fill out a docent application form to indicate that you are interested in the docent training program.
AUB Botanical Docent Application Form

Name __________________________________________________________________________ Date __________ Address
________________________________________________________________________________
City __________________________________________ Postcode__________________________
Primary Phone __________________________ Cell  Home  Work (circle one)
Alternate Phone __________________________ Cell  Home  Work (circle one)
Email ____________________________
______________________________________________________________________________
Date of Birth DD/MM/YEAR ____________
Gender? Male ☐ Female ☐

Availability: CHECK the day and CIRCLE AM or PM

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐
AM  PM  AM  PM  AM  PM  AM  PM  AM  PM  AM  PM

How did you hear about this opportunity?  AUBotanic Website ____ Brochure ____
Friends ____ Other ____

Why did you choose AUB Ancillary Botanical Garden for your volunteer experience?
______________________________________________________________________________

Educational Background: (Please list highest level & degrees, if any)
______________________________________________________________________________
______________________________________________________________________________

Work & Volunteer Experience:
______________________________________________________________________________
______________________________________________________________________________

The best way to contact me (circle one):
Email Cell
Work Home
I am interested in helping with the following activities: (mark all that apply)

___ Docent Training Program  ___ Special events
___ Tour guide  ___ Office help
___ Planning events  ___ Fundraising
___ Group outings/trips  ___ Exhibits
___ Youth programs/education  ___ Garden Maintenance
___ Other:

Skills you wish to highlight:

Languages:
- Arabic
- English
- French
- Other _______
- Sign Language

Communication & Marketing:
- Community Outreach Events
- Public Speaking
- Cashier
- Media releases & Journalism
- Guide & Community Involvement
- Event planning

Ecological Knowledge:
- Gardening
- Landscape Design
- Pruning
- Composting
- Sustainable Design
- Environmental Engineer

Arts:
- Graphic Design
- Digital Photography
- Drawing
- Illustration
- Video-making
- Photoshop

Building Skills:
- Carpentry
- Painting
- Metal work
- Other _______

Any other skills you would like to use in your volunteer activities? Please describe.

____________________________________________________________________________
I understand that as a volunteer at AUB Ancillary Botanical Garden, I will uphold the mission of AUBotanic, maintain my volunteer membership, and I agree to follow all guidelines and policies set forth by AUB. I understand that I will be required to fulfill training requirements of the program. I am aware that AUB has the right to release me from service at any time.

SIGNATURE ___________________________     DATE ___________