



# ***Docent Training Program 2018***

**Become a Docent for AUB's Ancillary Botanical Garden**

**AUBotanic**

Prepared by Dr. Salma Talhouk & Ranim Abi Ali



# Manual

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## *Become a Docent for AUB's Ancillary Botanical Garden*

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## 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:

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**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

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**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.

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**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)

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**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?

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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

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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 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.



## VII. DOCENT TRAINING SCHEDULE (2018)

### 2018 SCHEDULE MARCH-APRIL

Monday March 19 FAFS room 205	Friday March 23 FAFS room 205	Thursday March 29 FAFS room 205	Thursday April 05 FAFS room 205	Friday April 13 FAFS room 205	Thursday April 19 FAFS room 205
<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>
<b>Natural History of AUB</b>	<b>Plants of AUB</b>	<b>History of AUB</b>	<b>Environment &amp; Sustainability at AUB</b>	<b>AUB Campus &amp; Wellbeing</b>	<b>Safety</b>
<b>Salma Talhouk</b> Department of Landscape Design & Ecosystem Management	<b>Monika Fabian</b> Department of Landscape Design & Ecosystem Management	<b>Jana Al-Mawed</b> Visitors' Bureau	<b>Aram Yeretizian</b> Department of Architecture and Design	<b>Beata Dreksler</b> Department of Landscape Design & Ecosystem Management	<b>Farouk Merhebi</b> Environmental Health, Safety & Risk Management

### 2018 SCHEDULE APRIL-MAY

Friday April 27 FAFS room 205	Friday May 04 FAFS room 211	Wednesday May 09 FAFS room 205	Friday May 25 FAFS room 205	Wednesday May 30 FAFS room 205
<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>	<b>5:00 PM – 6:50 PM</b>
<b>Fundraising</b>	<b>Important Medicinal Plants on AUB Campus</b>	<b>Campus Management</b>	<b>AUB Landscape Character &amp; Identity</b>	<b>Guided Tours &amp; Communication</b>
<b>Nada Charara</b> <b>Mariam Sabbah</b> Office of Development	<b>Nada Sinnu</b> Department of Biology	<b>Anis Abdallah</b> Grounds Keeping	<b>Gabriella Trovato</b> <b>Nayla Al-Akl</b> Department of Landscape Design & Ecosystem Management	<b>Tamer Amin</b> Department of Education

Locations booked: FAFS 205 and FAFS 211 (This document could be annually updated with new changes)

## VIII. LETTER TO PROSPECTIVE DOCENTS

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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](mailto: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](mailto: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

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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 \_\_\_\_\_

*The best way to contact me (circle one):*

Email	Cell
Work	Home

Date of Birth DD/MM/YEAR \_\_\_ / \_\_\_ / \_\_\_

Gender?            Male     Female

*Availability: CHECK the day and CIRCLE AM or PM*

Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>
AM PM	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:

\_\_\_\_\_

\_\_\_\_\_

*I am interested in helping with the following activities: (mark all that apply)*

- |   |   |
|---|---|
| <input type="checkbox"/> Docent Training Program  | <input type="checkbox"/> Special events     |
| <input type="checkbox"/> Tour guide               | <input type="checkbox"/> Office help        |
| <input type="checkbox"/> Planning events          | <input type="checkbox"/> Fundraising        |
| <input type="checkbox"/> Group outings/trips      | <input type="checkbox"/> Exhibits           |
| <input type="checkbox"/> Youth programs/education | <input type="checkbox"/> Garden Maintenance |
| <input type="checkbox"/> 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.*

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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** \_\_\_\_\_