Green Industry Bidding
Plant Sciences 3250

Instructor:
Tim H. Moloney
moloneyt@missouri.edu

Office Hours:
Tuesdays-Thursdays from 3-3:30 pm

If private discussions are required students may utilize above noted office hours or make an appointment through email.

Text (Mandatory):
Landscape Estimating Methods 5th Edition by Sylvia H. Fee

Blackboard Site:
All course information, assignments, and grades will be kept current and made available to all students in the course.

Course Description:
This course will introduce students to the windfalls and pitfalls of landscaping as a business. We will combine ideal business practices with a touch of reality from the landscape industry to better prepare you for conducting business in a competitive market. Attention will be placed upon the basic skills required to conduct accurate project material takeoffs, develop a competitive bid, provide project schedules, and track performance on awarded projects.
To be successful in this course a student must have good time management skills, basic business sense, an eagerness to participate in lectures/discussions, and must attend ALL scheduled lectures.

Course Objectives:
1. To develop a basic business plan and brand
2. To become familiar with basic landscape materials
3. To realize the importance and costs associated with mechanization in the landscape industry
4. To realize when and why some projects are better left untouched
5. To learn how to take and transition accurate material takeoffs into winning bids
6. To understand the importance of selling
7. To understand the importance of project time management and project tracking
8. To understand what is meant by “real” project costs

Course Format:
Tuesday and Thursday meet in 2- Agriculture Building from 3:30-4:45

Each day will start with approximately one hour of lecture/discussion followed by 15 minutes of additional discussion and review. Lectures will be media supported and may include literature and/or guest speaker(s). Students will be expected to be present during ALL lecture/discussion periods.
Assignments:
Readings will be assigned at the end of each week. The students will be expected to read the assigned chapter(s) prior to the following week’s lectures. Additional work will be assigned and discussed during the final 15 minutes of each class period. The homework will be due at the beginning of the following class period unless otherwise noted on the assignment. Late work will be accepted with a 10% penalty per day (including weekends). Any assignment late more than 5 days will not be accepted and zero points will be awarded.

Attendance:
Attendance and participation is expected from every student during all scheduled lecture/discussion times. We have only five weeks to cover a very large amount of material. Any student anticipating an absence during the semester will need to make arrangements with the instructor prior to the absence. The student will be responsible for obtaining or making up any lectures or assignments missed during approved absences. There will be no make-up opportunities for pop quizzes.

Quizzes and Exams:
There will be no exams during this course. The instructor does reserve the right to provide the occasional pop quiz however.

Course Components:
3 pop quizzes 30 points
9 assignments 170 points
Lecture attendance points 50 points
Attendance of final lecture 50 points

Total Points: 300 points

Total points may vary due to unforeseen changes during the semester. The grading scale however will not vary.

Grading Scale:
A+ Above 98% total course points
A 93-97% total course points
A- 90-92% total course points
B+ 88-89% total course points
B 83-87% total course points
B- 80-82% total course points
C+ 78-79% total course points
C 73-77% total course points
C- 70-72% total course points
D+ 68-69% total course points
D 63-67% total course points
D- 60-62% total course points
F less than 60% total course points

ADA Special Needs: If you need accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately. Please see me privately after class.

To request academic accommodations (for example, a note taker), students must register with the Office of Disability Services, (http://disabilityservices.missouri.edu/), S5 Memorial Union, 882-4696. It is the campus office responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements. For other MU resources, for students with disabilities, click on “Disability Resources” on the MU homepage.
**Academic Dishonesty:** Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

**Intellectual Pluralism:** The University community welcomes intellectual diversity and respects student rights. Students who have questions concerning the quality of instruction in this class may address concerns to either the Divisional Director of the Office of Students Rights and Responsibilities ([http://osrr.missouri.edu/](http://osrr.missouri.edu/)). All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.