THERE MAY BE MINOR CHANGES TO THIS DOCUMENT. IF SO, THE LATEST VERSION WILL BE SENT TO EVERYONE WHO REGISTERS.
The 14th annual cycle of our Permaculture Design Course Online begins Oct. 4th, 2009.

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Protocol: PERMACULTURE DESIGN COURSE (PDC) ONLINE
      This is an entry-level course in a field that encompasses an enormous range of information, concepts and principles. It reflects more than 25 years of my experience in teaching permaculture worldwide. Along the way, we adopted many of the details in this course, incorporating what we learned from students. We strive for a version of the one-room schoolhouse in which students learn from students as well as from the teachers. This is consistent with the permaculture principle of fully utilizing all available resources that suit a given purpose. We now also have more than a dozen years experience teaching the Permaculture Design Course online.
      This course suits people who can comfortably learn at a distance from the instructors.* We offer a highly structured course, requiring compliance with schedules and assignment instructions. Flexibility is provided by provision of review weeks when any topic already covered can be taken up again and student study groups that can discuss any such topic they wish. In at least one personal report per student, the student may, if s/he wishes, bring in a different perspective and certainly material not covered in the course. All material in the course is subject to discussion online through email.
      Most people do not need a permaculture design certificate--the level at which one is presumed to understand the nature of permaculture--to design for oneself and one's friends at no charge. For those people, in 2008 we conceived a separate but simultaneous Permaculture Design Clinic Online. However, we will not organize a clinic for you. To host a clinic, you should assemble at least 5 other participants. The clinic will simultaneously track the online course unless we make special arrangements. Once organized, other people can also join. See the separate preregistration package for the clinic, downloadable from our web site, for more information. The clinic allows

for more flexibility in discussion, and indeed requires flexibility to focus strongly on considerations for each participant's design project.
But see below for ways to integrate the online course with live training.

Who Should Take the Online Course

Our online course is not for everyone. It is best suited to students who:
• Effectively learn by distance learning.
• Are willing and able to follow instructions.
• Accept structure as a means toward covering much material in a relatively brief period of time.
• Absorb criticism of submitted work as a learning experience, not a personal matter.
• Cooperate with others (students and faculty).
• Seek permaculture training that is much more thorough than possible in the 'standard' 72-hour certificate program.
• Can devote at least one or two hours daily for six months to learning permaculture.
• Strive for excellence in their work.

The course is also beneficial to people who wish permaculture training, but who cannot attend a live course. Students can take the course without seeking certification, for which we have demanding standards, and gain the benefit of the a more extensive training while exercising discretion regarding which assignments to meet. This is also a good program for holders of a permaculture certificate who are working toward advanced certification, or who simply seek to add depth to their permaculture background. We also offer a monitor status, free, with minimal requirements, to people who license the self-study version of the course CD or who subscribe to the full self-study reading package. We explicate these and other options below.

Who Should <u>Not</u> Take Our Online Course

Our online course is <u>not</u> suited to people who:
• Require face to face contact and field work for effective learning.
• Are emotionally sensitive to criticism. (If you get everything 'right', you aren't learning anything.)
• Cannot kick loose of the learning methodology they experienced in schools (high school, college, etc.)
• Are only interested in their own work and indifferent to work of other students.
• Resist or ignore structure.

- Just want a diploma. (Please, we don't want you in our program.)
- Lack time for study, design work and reports. (See above.)
- Take criticism of their work as a personal matter.
- Feel that 'good enough' is good enough.
- Lack self-motivation work skills.
- Disregard deadlines or disbelieve that they will really be enforced.

Again, we have low-pressure options for people who do not require a certificate.

Who Does Not Need Certification

The short answer is, the vast majority of people. If you are not going to adopt permaculture design and/or teaching as a major focus of your life, you don't need certification. Our course structure focuses on the certification student. You can miss assignments without prejudice if you do not seek certification, but simply learning to design your own home and maybe help out some friends. If you fit into this category we recommend that you select on of the following options:

a) take the course as a not-for-certification student. This give you much more flexibility. (You still can't post assignments late, but you can skip them.)

b) organize a group for an online permaculture clinic, or

c) organize a 10-day or two-week (our call) design intensive for us to teach in your area. The last option is limited by our diminishing availability.

Most people who take the course for certification don't need it. On the other hand, compared to paying consulting fees, the online course offers economical guidance to the not-for-certification student seeing to produce a design for his/her home.

Teaching Permaculture

A number of people whom we encounter subscribe to the notion that after they get a permaculture certificate they are qualified to start teaching. They are not. You would not wish to take a architecture course from someone who just took a course and started teaching with no mentorship and professional background in actually practicing architectural design. Permaculture has even more variables than architecture. In my opinion, permaculture teachers should have a deep and successful background in actual permaculture design work. And this should be launched by working with an experienced designer to avoid foisting ones learning errors onto clients.

A better model, in my opinion, is one based in self-reliance. By helping people design for themselves, we empower them instead of fostering dependence on yet another brand of 'expert.' Most people in the world cannot afford to hire consultants to

help them live in a more nearly sustainable fashion. If we are really going to make a difference, we need to support them in applying permaculture design to their own lives.

PERMACULTURE DESIGN COURSE CERTIFICATION
Students must complete all requirements and assignments in this course to receive Elfin Permaculture Design Course Certification as an entry-level permaculturist. Not everyone needs certification. You may take the course not-for-certification at reduced tuition if you wish. If you do not wish certification, obviously you can adjust your participation to suit your personal needs and choices. Major certification requirements are listed below. Certification also requires satisfactorily meeting all assignments made when the course is in session and completing the entire course reading list to comprehension level, verifiable by your class participation and your design report, as well as a signed statement.

PDC CONTENT—Around 1995, Elfin Permaculture adapted its three-week live permaculture design course to serve as a distance-learning course with a virtual (email) classroom. The program follows almost the same outline as our three week standard Permaculture Design Course, except we have added a module for "Design for Health" and greatly expanded "Principles of Transformation". From time to time, we revise the course somewhat to keep pace with our revisions of the live design course or to adapt to the special circumstances of Internet communication. We have also greatly expanded the amount of information in each module, as compared to the live course. For example, there are several posts on bamboo in Week 11 (cultivated systems), whereas we can only treat bamboo in a general way in the limited duration of the live course. Moreover, we continually add extras such as standard designs to the course CD, to provide as deep a resource base as possible to the fledgling permaculture practitioner.
You may get a good idea of course content by downloading Yankee Permaculture Paper #24e, **Online Course Reading Assignments,** from our website (free) or ordering it using regular order form (not free). These documents are also included to the ***Permaculture Design Course CD-ROM*** in the **CourseTools** folder. For a very thorough overview of this course, including 24e, download a copy of the course Preregistration Package from our web site. All downloads from our web site are free.
For people with scheduling problems, or with a need to spread out payments, it is possible to enroll in one course section at a time. The total cost is higher than prepaying for the entire course in advance. For most people, the best sequence is the one we have designed (below). However, any sequence that suits the student may be

taken ==except that Section I of the course is required before undertaking in the design practicum== (full permaculture design report).

Note: A student who wishes to attend section-by-section may prepay for the entire course at the regular tuition, provided this is arranged prior to beginning in the course cycle. Prepayment saves money for the student.

The course develops in three consecutive sections and a design project that may be scheduled variously, with corresponding tuition options.

Section 1: Introduction and Basic Principles
    a) World ecological problems and interrelationships.
    b) Principles of natural design.
    c) Permaculture design concepts.
    d) Classical landscapes.
    e) Patterning, edges, edge effects.
    f) The Permaculture Design Report
    g) Principles of transformation. (Unique to Elfin Permaculture courses.)

Section 2: Appropriate Technologies in Permaculture Design
    a) Energy—conservation, solar, wind, hydro, biomass, etc.
    b) Nutrient cycles (3 weekly modules)--soil, microclimates, gardening methods, perennials, tree crops, food parks, composting toilets, livestock, "pest" management, food storage, seed saving, cultivated systems, bamboo, forests, etc.
    c) Water--impoundments, aquaculture, conservation, rain catchment, storage, etc.
    d) Shelter/buildings, siting structures, selecting sites, and access.
    e) Design for Health (added in 2000)

Section 3: Social permaculture (Invisible Structures). Design Reports.
    a) Design for catastrophe.
    b) Urban permaculture.
    c) Bioregionalism.
    d) Alternative economics.
    e) Village development.
    f) Final design reports and critiques.
    g) Final evaluation.
    h) Planning for a permaculture future.

PDC--DESIGN REPORT REQUIREMENT (PRACTICUM)

Each certificate student completes a design or contributes significantly to a team of students that submits a single design. Designs must be based on a real place to which the student has frequent access. We expect most students to design their own homes. In any case, residents or prospective residents must want the design and be committed to implement it. We are not interested in theoretical exercises. *Because this is a student design, you should make no charge for your work if you design for someone else.* Professional consulting requires further study and experience, after successfully completing the entry-level certificate course.

We evaluate student design work in two ways. The design report itself should be well crafted as a tool to guide the user through the implementation of the design over several years. The design itself must be a reasonable, efficient and effective approach to wedding the human residents to the site, meeting their needs, while protecting and enhancing the ecological qualities of the site itself, including especially other life forms that live there and/or use it.

At a minimum, the permaculture design addresses provision of food, water, energy, shelter, fiber and income for the residents, protection and enrichment of the ecosystem, and practical step-by-step recommendations for implementation over at least five years. Designs must be practical, affordable by residents, safe, legal, and within the cultural constraints of the residents and community. Each design is exceedingly site specific.

Two acres, or less than a hectare, is approximately the upper limit of what a student should attempt in a beginning design. Smaller design sites suit open country or urban areas. This site can be part of a larger property, in which case the ways in which it integrates with the larger property should be discussed in the design report. (See the requirements of the design report for details.)

We encourage students who live near one another to work together on a single design. We allow a tuition discount if they do. (See below and the **Course Fee Table**.) Design teams can provide enhanced learning opportunities and more manageable workloads than working on the student design as an sole individual. Nevertheless, due to the global reach of an Internet course, most students do not work it teams.

Enrollment in, or completion of, Section I is required to begin the design project as part of this course. Students may, of course, begin a design project at any time. However, we will not support the process until after completion of Section I, where the design report requirements are taught.

Practicum Timetable

Since Cycle 12, Robert Waldrop has served as course moderator. Dan Hemenway, designer of this course, reviews designs and makes certification decisions. (Dan may enter and leave discussions of other matters at his convenience.) Cynthia Hemenway continues to lead the Design for Health module, about midway through the course cycle. We invited Robert to take over the day-to-day discussions to free Dan for other projects, and to train a younger person to teach permaculture through the online course design. In order for this to be meaningful, Dan requires some flexibility around the time he schedules to review design reports. We will try, <u>with no guarantees</u>, to serve students who register for "fast track" with a certification decision shortly after the end of the course cycle. These students will get up to 2 full report readings plus a 'sudden death reading'. (I read until I find a disqualifying feature, if any.) We may farm out the first reading, but Dan will do the second review and the final "sudden death" reading. If a fast track student fails to complete a satisfactory design by the deadline for that course cycle, s/he may only continue the process with permission of the lead instructor (Dan) and **only** if s/he has completed all other assignments <u>satisfactorily</u>.

The fast track option suits students in a hurry to move on. The option we recommend for people disciplined to work alone is the "deliberate track" option. In this case, students have about 18 months from the end of the course cycle in which they began to complete the design and review process. In turn, I read the designs when I can get to them. Only students who are self-motivated and can work for extended periods without support should undertake the deliberate track. Continuing design work beyond one cycle requires successful completion of all other required assignments in that cycle.

For students who will need additional support, we also have a two-cycle option in which the student completes the design in the next course cycle. As Dan is well past retirement age, this option is conditional on the actual continuance of the course into another cycle. Conditions and requirements are similar to the deliberate track.

In the deliberate track option, students develop as much of their design project(s) as they can—<u>at a minimum</u> a complete outline with a good first draft of some topics completed—before the end of the course cycle in which they joined the course. Dan will work on reviewing designs in the order received (usually), with some priority to the fast-track students during the course cycle who meet submission deadlines. Deliberate-track students will get the same number of report readings as fast track students. But the more deliberate pace allows time to go over a report several times, get input from other students, etc., before submitting it for review. The advantages for completing course content before submitting the design report, and for having more

time for the design process, are powerful. Moreover, there are great reinforcing benefits for associating with the class over a longer period, instead of plunging back into the unreal world of daily life in a consumer society without a life vest.

A variation on the deliberate track and two track options is to submit a design report based on work in one of our live ten-day or two-week design intensives. See below for more detail on this approach to the course design project.

Again, all students must complete _all other requirements_ of their initial course cycle to carry their design project to future cycles. If a student fails to meet the deadline for his/her design report, the student must reenroll in the design practicum to continue. See the **Course Fee Table** for relevant costs. (If fees rise during the student's participation in the course, the relevant fee is that in effect at the time of enrollment in a new practicum, not necessarily the fee in effect when the student began the course.) At our sole discretion, we allow some students to continue their design project for more than 18 months at favorable terms, or free, if there is good reason in our opinion. We do not negotiate. We reserve the right to reject out of hand hastily prepared or slipshod design reports. (This is rare, but it has happened.)

Non-certificate students are required to enroll in the fast track.

Advantages of Fast Track
• It's fast. You may get certified at the end of the course cycle.
• It's structured. You have a schedule with deadlines so you do not need as much self-discipline as for the deliberate track.
• Support is available repeatedly throughout the cycle.

Disadvantages of Fast Track
• It is difficult. There is a lot of ground to cover in the readings and other assignments and some students find it nearly impossible to also complete a satisfactory design at the same time. (I have very high standards.)
• If you don't finish in time, you must pay more tuition to continue working with the design or forego certification. You are not guaranteed a place in the next cycle to continue work, even if you are willing to pay additional tuition.
• You should be aware that usually people who attempt to complete the design practicum in the six-month cycle do not achieve certification levels of excellence in their design report. They don't get certified.

Advantages of Deliberate Track
• It makes more sense. You have at least gone through all the material at least once before your design is due.

• It is more flexible. Unforeseen problems that come up may be better accommodated over the extended time.

• I will have less pressure to rapidly review your design report. This means I'm likely to spot more problems relatively early in your design process, giving you more time to solve them.

• It gives you a longer period of support for thinking as a permaculturist. This is really a different way to think about things, and it is much easier to adjust and develop new thinking habits with a longer period of involvement in the course.

• You have the opportunity to get input from more than one group of students.

• For the disciplined, self-motivated student who wants the best training, and who takes maximum advantage of the course cycle when in session, this is the best option. It has a good chance to lead to certification if the other course requirements have been met.

Disadvantages of Deliberate Track

• It requires a lot of self-discipline to work on your design between course cycles. There is absolutely no support from the BFPC staff for students during this period, except if I happen to return a reviewed copy of your design during intersession. (You would still need to wait until the next cycle to discuss my review, if necessary.)

• If you fail to satisfactorily complete all other course requirements on time, you are left high and dry, with only the input on your design that you obtained during the course cycle. Your option to receive design support ends on the last day of the cycle. You can only continue after taking the course again, satisfactorily, requiring added tuition.

• It is sometimes tempting to blow off the opportunities during the course cycle to get support on a good start for your design, since you have a long time to work on the design. Because these opportunities will not be repeated, your chance of producing an approved (for certification) design is lowered.

• You cannot begin implementation until the design is finished. So implementation of your design is delayed.

• I could die, leaving you without a reviewer. While I hopefully regard the probability as small over the next few years, extending the process enlarges this small risk. I am taking steps train other reviewers before this happens, but there is no one in that position at the moment.

Advantages of 2-Cycle Track

• These are similar to the deliberate track except that you get less total time to complete the design.

• You have the <u>potential</u> for more support as you complete your design.

• You also have the <u>potential</u> for more input from a larger group of students (enrollees in both cycles).

<u>Disadvantages of 2-Cycle Track</u>

• These are the same as for the deliberate track except somewhat less self-discipline is required.

We reserve the right to assign students to a suitable track if we have excess in any one track. We will never assign a student to a more expensive track than s/he is registered without consent. Students who fail to meet certification requirements during the course cycle may be downgraded to non-certificate status. (For example, if you miss timely and successful completion of an assignment, you fail certification standards. There is no make up—we don't have time for the extra work. We make exceptions for *unforeseeable* catastrophes, of course.)

Students who have experience preparing term papers and theses for college credit should beware that <mark>the design practicum is not an academic exercise</mark> and that its form and presentation should not in any way emulate an academic project! The report should make justified and justifiable design recommendations to a specific client for a specific site. You may have done a lot of research to reach your design recommendations. Fine, put it in an appendix at the back if you feel that the information is **useful**. (Research always encompasses more information than is useful, as you can't evaluate data until you get them.) Do not clutter your design recommendations with a lot of researched data. We want to see <u>your</u> conclusions. Likewise, you may have strong opinions on the subject of permaculture, sustainability, peak oil, etc. Fine—we like people with well-formed opinions. But keep them out of the design report. It is a tool, not a soapbox. Perhaps the most exasperating error is trying to include everything you learned in one design. Design is, among other things, a selection process.

Practicum Requirements

We provide detailed requirements for all drafts of the design report in Post 1 of Week 5. (We have a copy available for free download on our web site.) These requirements are updated frequently, so be sure that you have the latest version. Certificate students receive a URL for updates since their course CD was issued. Once we issue undated CDs for a new cycle, we throw out the old information and begin a new update site.

Report Requirements of Designs Not for Certification

Fully participating students who do not seek certification almost always fall into one of two categories: people who just want support for a design of their own homes or people who already have certificates from someone else and do not want to meet our standards or requirements. While such students may not wish to meet all of the other course requirements, they must meet the report formatting requirements specified in Week 5 of the course. Failure to do so will result in our refusal to review the design report. Moreover, report deadlines must be rigorously met, as we will not review, under any circumstances, design reports submitted by such students after the deadline specified. Non-certificate students who wish to continue the support process must do so at consulting rates or by re-enrolling in the next course cycle at current tuition. Either option is subject to time and space being available. We have created this option only to make it possible for people to get support for a design during the course cycle at much less cost than consulting and with many more minds contributing. We feel it is a good option for such people. It is also an economical option for certificate holders to get advanced mentoring for specific design projects.

Students who wish to participate in the course discussions but have no need of design support and no desire for certification can enroll as a non-practicum student at considerably reduced tuition. Course discussion rules apply to everyone involved.

WE RESERVE THE RIGHT TO LIMIT ENROLLMENT IN ANY CLASS OF STUDENTS. This enables us to offer the best possible support to each student. If there is enough demand, we may begin to offer the course twice annually instead of once.

Advanced Certification

Graduates of this or another Elfin Permaculture certificate course may achieve advanced certification by taking the design practicum for additional design projects, provided that these are submitted at a time convenient to the instructor ("deliberate track"). This allows our new students to see some advanced design work and discussion before they start on their own designs. Again, this must be arranged in before the course cycle begins. We make arrangements and set requirements on a case-by-case basis. Graduates of other permaculture courses should earn the Elfin Permaculture certificate before seeking to do advanced work with us. You may do some advanced work during that certification process if we find this appropriate after working with you for a while.

ALTERNATE ARRANGEMENTS for fulfilling the design requirement for certification are detailed in "**PDC Enrollment Options"** below. These permit a team of students to work on a single design, taking the course as a couple, enrollment in various sections individually, etc. We also will accept one private student from time to time, but at a much higher tuition (at least 4X the cost of the corresponding option.)

DEADLINES for proposing the design project, requesting permission to extend the design process, to submit design drafts, and for the final design report submission are posted at the beginning of each course and may be found on the **Course CD**. (Early enrollees probably will not get the calendar on their CD. It will be sent to everyone as an attachment before the course cycle begins or posted on a course update site for that cycle.)

Deadlines for designs to be presented in the following course cycle are at set the discretion of the instructor. Permaculture is the opposite of crisis management. We plan and stage our work. We regard failure to meet deadlines as a failure in staging, a necessary skill for certification. <mark>We do not certify people who do not meet deadlines.</mark> And, we often cannot review late submissions at all, depending on our workload when the late submission is received.

On the **Course CD**, reading and report deadlines are specified in two places. They are included in the Assignment Schedule found in the **CourseTools** folder. They are also listed in the **Week 1** folder (e.g., **010913Deadlines...).** The contents document in the folder for each week also contains information about reading and assignments due for that week. In addition, we provide each student with a calendar for the course so s/he can quickly coordinate calendar dates with weekly assignments. The course calendar also lists most deadlines. The calendar may be updated from time to time. Students seeking certification must also meet deadlines of assignments made while the course is in session. While we try to update all places where deadlines are listed, occasionally there is a discrepancy. In this case, the earlier deadline applies unless students draw our attention to the problem a week or more before the earlier deadline.

PDC--STUDENT PERSONAL REPORT.

Each student will report to the class about some personal topic. <mark>We strongly encourage each student to select a subject that is his/her special interest or that reflects particular personal experience.</mark> For example, one student reported on how she raised two daughters carrying only a gallon of water per day to her teepee. It was a humbling lesson in water conservation. Another student reported on degradation of

Long Island Sound, a problem he had fought for years as a grassroots activist. Another, a retired herbal toxicologist, reported on the value and dangers of certain plants. Two purposes of this requirement are to validate that everyone has an important perspective to share and for other students to benefit from some of the special experience of each classmate. For people who do not feel that written narrative is their strong point, they may submit audiotapes, artwork, databases, etc. However, a report must be of substance; entertainment alone is not enough. If a report is submitted in a form that cannot be accessed by simple email or an illustrated text attachment, the student submitting the report must mail it to all students, monitors and instructors to be received before the deadline. If some participants in your particular course cannot access a specific item, e.g., videotape, then another format is necessary. Remember, not all our students live in industrialized countries.

Students who do not wish certification may waive this requirement, though we will be happy if they too share their special knowledge and/or viewpoints with the class. **This is not anything like a college research report! It has to come from YOU, not what you read.** Of course, you may want to research some aspects too, but this must be something that involves a pre-existing interest, passion, and/or expertise on your part. Students may schedule with the instructor as many relevant personal reports as they wish.

At or after registration, students purchase reading materials, including the *Permaculture Design Course CD-ROM.* It includes the standard course schedule that specifies reading assignments, report deadlines, and topics covered each week. One may also download the reading schedule from our web site. The scheduled "weeks" may vary in actual duration. We may extend time for pressing reasons, so that two calendar weeks can be allowed for one "week's" material, inserting a 'flex' week. We will not extend the course cycle beyond 26 elapsed weeks under any circumstance. This gives us four weeks to use to extend discussions, allow for catastrophic personal problems, give extra holiday time, etc. If not used, they are helpful for completing final approval of design projects at the end of the course cycle. Sometimes, our schedule of teaching or personal activities causes us to insert a "vacation" in the course. This is an excellent time for students to work on designs. The "vacation" time is not counted toward the 26 weeks.

The Permaculture Design Course CD-ROM contains instructors' standard posts, week by week. These "lectures and notes" supplement reading assignments as appropriate. The instructors often email additions or modifications to these posts as a means of updating the course cycle in progress. These updates usually appear in future CDs. Via email, we may share details of other design projects or consultations in

which we are currently involved if they fit with the topics under discussion. The instructors are plugged into a great deal of Internet communication relating to permaculture. We routinely forward such communications to the class, obtaining permission where appropriate.

Early online course cycles coincided with our purchase of land for our permanent permaculture center. When schedules permit, we will continue to share our own design and implementation process with our classes. This is a unique opportunity.

PDC--FORMAT & METHODS

The course consists of a number of elements:

* reading assignments (See **CD**),

* course materials and online "lectures" supplied by the instructors via **CD** and email,

* email discussion of course materials, designs, and related subjects,

* student design projects (discussion throughout the course),

* related online resources provided by the instructors from time to time (optional).

* at least four reports submitted to the entire class by each student, including a design report, two teaching reports and a special report unique to the student's circumstances.

* comments on the development and implementation of Elfin Permaculture's own permaculture design and Barking Frogs Permaculture Center in Florida (our option).

* reports for discussion of other permaculture designs outside the class (optional), including projects in which an instructors serve as designer or consultant.

As mentioned below, students may arrange for add-ons to increase the quality of their training and evaluation. A student may at any time arrange a discussion with classmates, of course. Due to the work involved in course preparation and student report evaluation, the instructors usually do not participate in such sessions.

The reading assignments convey the core of information in the course. We presently offer the texts in a highly discounted package. To reduce costs (yours and ours), we now have put many documents on the course **CD**.

Where s/he feels that the reading assignments need to be supplemented and/or interpreted, the instructor provides "lecture notes" for the upcoming week, mostly on the **CD**. At least once a week, the discussion leader downloads email from students and answers as required. Each topic remains on the course agenda for one week, when students respond with comments and questions to the week's materials. At the lead instructor's option, specific discussions (rarely) may extend to the next week. (See Week 1 posts on the **CD** for more details.) Therefore two sets of subjects, one current and one from the previous week, may fall under consideration at once. This is

necessary to complete the course in a manageable time. Most weeks, we do not extend discussion.

The schedule also includes three review sessions, during which we can go back to material about which a student has a question, discuss designs, etc., so that no question or comment need go unexpressed. Moreover, for a particular discussion, the lead instructor may extend the entire topic for another week inserting a 'flex' week in the schedule. This allows important discussions more time without interfering with discussion of the next scheduled topic.

Each student may be assigned to a study group with other students, depending on enrollment size and other logistics. Students raise questions within their study groups and help one another. Where students form design teams, the design team may be the study group. Study groups enable unlimited discussion without overloading the class process. Study groups can bring unresolved questions and issues before the entire class for further discussion. The study group can also explore topics that are not scheduled at that time. Monitors, also, may participate in a study group.

Each student is responsible to email all classroom comments (as opposed to study group discussion) to the entire class. If a student falls behind in reading, s/he should not participate in discussions on those topics. If a student misses a substantial portion of the course, s/he may be required to attest that s/he has completely caught up in order to receive the design certificate. The instructor may choose to require additional reports. If a student experiences serious difficulty with reading materials, s/he should notify the instructor even if the student has not finished the reading. Obviously there is no point in reading materials that you experience as incomprehensible, and trying to do so might make eventual understanding more difficult.

Because the course is based on everyone reading the same materials at the same time, it is imperative to order reading materials promptly. This is particularly important for students outside North America, due to normal shipping delays. We ship overseas by the least expensive postal class. Priority air shipment will approximately double the cost of reading matter. We do try to transmit as email attachments some material where the student could not order material in advance (as in waiting for a grant, registering late, etc.). This requires a computer and email program capable of receiving and downloading large files. You also need a utility for decompressing files. Because transmitting materials in this way can be time consuming, often requiring several attempts before success, we keep this service to a minimum. Moreover, electronic transmission of any reading materials is solely at our discretion and no one is "entitled" to it.

We strongly recommend reading as much of the course materials as possible before the course cycle begins. We tell every student this before the course, and in evaluations we always get some recommendations that we require advance reading. Every student who does not read at least a third of the material in advance, in the sequence assigned, falls behind at one time or another. We are not going to require advance reading because that is unrealistic. But you really should register and order your reading package as soon as you decide to take the course. (Don't rush that decision, however.)

SOFTWARE, etc.:

All students should have Adobe Acrobat Reader or some comparable application for opening and reading "pdf" files. Acrobat Reader is a free download from the Adobe web site.

All possible text communications and reports must be submitted as email, **NOT** as attachments. **Avoid sending attachments whenever possible.** Design reports, and other reports or communications that are lengthy and/or require visuals or formatting (such as tables), must be sent as attachments, however. The instructor usually does not download attachments of documents that could be pasted into ordinary email. Sending a short text report by attachment is the same as failing to complete the assignment.

The recommended software for sending attachments is Adobe Acrobat. This software is **NOT** required, simply recommended. Students may also submit attached materials in html format, which is readable by browser software. We hope to avoid any student having to buy software solely for this course. In Week 1, we provide information from our 'computer guru' about freeware and low-cost software that will be useful in the course. (While we usually have such volunteer support during the course cycle, we cannot guarantee computer expert availability.)

If you do not have capability to submit in either of these formats, you must verify that other students and the instructor can read your attachments. Most students can read Microsoft Word attachments. If someone cannot read your attachments, you must send the person or persons hard copy by mail **received** in time to meet the deadline for the material involved. You must also mail duplicates of such materials to the lead instructor, so we know you have met the deadline. We have scheduled within the course a time for verifying tests of attachments sent among students.

You must get your reports to every student and monitor before the deadline by whatever means are necessary. If you fail to reach even one person before the deadline, you missed it. So far, we have had participants in every major region of the world, so mail could be problematic, especially at the last minute.

The only capability **required** for this course is the ability to send and receive email and receive attachments. You should check with your ISP to find out its limit on the maximum size of attachments that you can send and receive. Our ISP allows attachments of up to 16 MB. Consider 15 MB to be the upper limit of attached files. **Do not split design reports into segments.** I will not review a report in pieces. I have to be able to go back and forth in the report the check integration, consistency, completeness, etc. You may send the instructors and other students each a CD before the deadline, if your files are too large to send in a single email attachment. As I do not have high speed access, a CD of files larger than 5 MB would be appreciated as a courtesy.

As mentioned above, we sometimes have a volunteer who will try to help students with computer problems on request. The commonest problem is oversize reports because the graphics are too large or in a bulky format. The most economical software we have encountered to manipulate graphics is an inexpensive program called GraphicsConverter. There may be better and cheaper software available—this is not our field of expertise. Almost any "works" program contains adequate graphics software. While students seem to like to jazz up their reports with color, black and white is adequate to clearly communicate the material about 99.9999999% of the time. At some point, we hope to have a student report on the selection of CAD (computer assisted design) software. Perfectly acceptable reports can and have been produced on ordinary word processing software. (That's what I use.)

CD-ROM

The course *CD-ROM* contains the vast majority of standard posts, together with a number of reading materials to which we have copyright or permission from the copyright holder. The **Course Reading List** presently provides a good overview of the *CD* contents. The *CD* uses mainly pdf, rtf and text files, which any computer should be able to open.

The *CD* is licensed for use by one and only one student, and may not be copied. This license is non-transferable. (We have a special tuition discount for spouses.) Damaged *CDs* may be replaced for a nominal fee while you are an active student in the course. Any *CD* may be updated or upgraded for a slightly larger fee. (See the **Course Fee Table.**) The old *CD* must be returned, even if in pieces, in each such transaction. Otherwise, the full price of the *CD* applies.

NOTE ON READINGS: Reading assignments for the course are quite heavy at times. If you do not think you can keep up with a heavy reading schedule, you can monitor the course or just read on your own. Either way, you can then take the course after you have done enough reading to feel comfortable that you can complete the course reading assignments on time. **You also may request the option to the course over two cycles, so that you can spread out the work.** This should be arranged before the cycle begins. Your design project (and tuition option) would then automatically be on the deliberate track. You can download the reading Assignment Schedule free from our web site, locate it in the Preregistration Package, or find it in the **CourseTools** folder.

Review Sessions

The schedule provides three separate weeks to review materials. Students who nominate subjects for review up to a week before each session will get a prepared response if possible. Students should check with others in their study groups before bringing such review questions to the whole class.

Posting Protocol

Each posting by any instructor or any student will be confined to only one exact topic. Topics must be clearly labeled in the "subject" field of the post. In this way, everyone may organize "course notes" readily. When the subject of a discussion thread changes, it is **imperative** to change the title of the post to reflect the content. Otherwise, valuable viewpoints and information may be misfiled or discarded. An instructor may require that mislabeled posts be resent with a corrected subject field.

A special email address will be reserved for the course and must be used. We will discard course-related posts sent to our other addresses except if the course address is not working. We try to label forwarded supplemental material for the section of the course to which it pertains. Use the course email address **only** for course business. Observing this rule is required to participate in the course. The course also has a listserve for posting to the entire class. If your post is class feedback or if it relates to the course subject matter, you must send it to the listserve.

Students are required to provide feedback at specified intervals and at the completion of the course. In addition, feedback of any kind is always in order at any point in the course, the sooner the better.

USING CONVENTIONAL MAIL

From time to time, it may be important to use conventional mail to supplement the email communications. There is nothing sacred about using the Internet for

communications. When it is convenient, we use it. If another method becomes more convenient, we use that.

Conventional mail is also used to send hard copy and a backup disk of design reports to the lead instructor at Barking Frogs Permaculture Center.

COPYRIGHT POLICY

Everything sent during the course is copyrighted. Everything on the *Permaculture Design Course CD-ROM* is also copyrighted, except the Permaculture Design Course Pamphlet Series. These are in a file so marked on the **CD** desktop. By law, everything written, drawn or otherwise created is copyrighted at the moment of creation. Students and monitors sign an agreement to honor copyright of all material received or sent in connection with the course. This means that you do not distribute anything from the course to other people nor do you distribute the work of others to the class without permission -- before, during or after the course. In particular, it is not acceptable to forward material to or from newsgroup or email list discussions without consent of the **author**. The name and email address of the author must be included, with a statement that the material is forwarded with permission. Upholding this policy 100 percent of the time is a requirement of certification and repeat violations will result transfer of a student to monitor status or total dismissal without rebate. We are serious about this.

Web pages, advertisements, and other material you may find on the Internet are also copyrighted. Students must not distribute this copyrighted material to the class in reports or for other reasons without express written permission from the **copyright holder**. You must include this permission, with a contact address for verification, with each piece of copyrighted material that you forward to the class. We will not accept permission awarded after the fact. We may require hard copy proof of permission. If you do not intend to comply with this rule, please do not enroll in our course.

PDC--COURSE ADD-ONS.

We recognize a limitation in evaluating designs for sites that we have not seen. While we can identify most (probably all) problems of a written design, we may not see if you missed unique opportunities that the site offers and the site problems that you did not notice. Therefore, students may organize design intensive workshops for us to lead in their home area.* Designs produced in such workshops may form the basis of the design practicum requirement. Workshop participants design the course site. Students get the added benefit of some of our extensive slide collection, and on-site work with the instructors. This is especially helpful for students who benefit from face-to-face contact and/or the concreteness of on-site work. To keep time absent from our

own site to a minimum, we will only offer one such workshop in the US per year, maximum. Many years the workshop is not offered. If you want it, you probably need to organize it.

Recent developments in our lives have greatly restricted our travel. While such travel is still possible, we need lots of lead time (at least nine months) and there may be a travel surcharge.

To meet some of the design requirement through a 10-day or two-week workshop, students must post the design to one of our online courses, either the current one, or the next one, by advance arrangement. This requires modification and upgrading of the workshop design, but should be far less work than producing a full design alone. The instructor usually will indicate the main revisions required, once the live workshop concludes. The finished design should meet the same high standards as required for all designs in the course. Any number of students attending a specific workshop may receive practicum credit this way, polishing and finishing the design report **as a team**. We grant $400 credit against the online course tuition to students who meet the design requirement through our live design intensive.

PDC--SCHEDULE

We presently offer one online course cycle per year. We recommend early registration. If in doubt, you may wish to order the reading materials, which will help further your interest in permaculture even if you do not take the course. It is well to have them early as we commence readings immediately.* (The first week reading assignments are heavy and due before the course starts.) You can use the course assignment schedule (Permaculture Paper 24E) as a self-study guide if you decide not to take the course. It is available on the *Permaculture Design Course CD-ROM* in the **Course Tools** folder or as a free download from our web site. Unfortunately, we cannot send the certificate version of the **CD** unless you are a registered student. You will receive the self-study version. We have not figured a way around this Catch 22. So when/if you take the course you will need to upgrade your **CD** to the full student version. (We can also defer sending the **CD** until you make a decision, providing that this does not get out of hand. In that case, the burn fee and P&H charges for retail orders apply.)

Students who register late may not comment on material that has been covered before they registered. Consult with your study group if you have questions. Students may register at any time, subject only to enrollment limits. See **PDC--LATE REGISTRATION**, below, for more details.

* The drawback to this option is that we cannot send you the student CD unless you are actually registered as a student, due to restrictions on some of the contents. At your request, we will withhold the CD until you make your decision. This will give you many of

the reading materials in advance, and give you more time to make a decision. We require payment of postage and handling for sending the CD separately at your request.

PDC--FOLLOW UP

(See also: 'PDC--Advanced Work' below)

  Any graduate (certificate recipient) of this course may elect to monitor the course cycle following the one that s/he attends at no charge. In consideration, the instructor may ask the graduate to participate from time to time. Graduate participation is purely the option of the instructor. We find that a second exposure to the course materials is profoundly beneficial to our course graduates. The same option applies to "deliberate track" students who have met all requirements except the practicum.

  We are happy to mentor course graduates in other ways to the limit of available time. For example, a graduate may organize a program for us to teach and participate as a trainee. In subsequent programs, the graduate takes over more and more of the teaching. (This is offered only to graduates of our own courses.) We are also willing to collaborate with graduates on design projects, again gradually stepping back from the process. Dan Hemenway of Elfin Permaculture is fully qualified to certify people with advanced diplomas in education, design, etc., on this basis. For additional models for advanced work, see the information on our APT (Advanced Permaculture Training) program on the *Permaculture Design Course CD-ROM* or as a free download from or website.

PDC--ENROLLMENT

  We will accept up to 5 new fast-track or non-certificate students who plan to submit designs during a course cycle. Six more can report on the deliberate-track. An additional 20 students may take the full course, except for the design report. This assures enough time to properly support the each student in his/her design report efforts. (In the live course, we usually have only one report, done by the whole class.) Students who take the full online course, but are not scheduled to produce their design report in the current cycle, have priority in scheduling their report in the next course cycle. However, it is not practical to attempt to review more than 5 designs submitted near the end of the course. All students should begin work on their designs immediately after completing Section I.

> **Late Registration Schedule**
> Students may register at any time during a course cycle. Unless registering very close to the beginning of the cycle, it is not usually possible to 'catch up.' Such students are may continue their work in the next cycle, taking all sections missed due to late enrollment. In this case, the student who requests fast track or deliberate track upon registration does not need to complete fast track requirements until the next cycle. The student must keep track of each full course section completed in each cycle, as a CD containing all assignments and participation is required of each certificate student.

There are no enrollment requirements other than completing payment of tuition and agreeing to honor copyrights and other course rules. We especially recommend that persons under the age of 13 first take the course as monitors. (See below.) (We have had people in ages ranging from ages 13 to 78 as active participants of our live courses.) Each participant will present a personal profile so we can get to know one another and so each student can be identified as a resource to the others. Find instructions in the Week 1 posts on the *Course CD*.

People take the Permaculture Design Course for a variety of reasons. Our certification requirements indicate that a person has met Elfin Permaculture standards as someone who might make permaculture a major focus of his/her life activities. We may have the most stringent standards for certification worldwide. We accept students who simply want to design their own place, and we have integrated them so that work done at one level supports another.

PDC—SCHOLARSHIPS

The equivalent of one full scholarship (or 2 half scholarships, etc.) is usually available in each course cycle. This is lower than in "live" courses, partly because it is harder to imagine that someone with computer access is disadvantaged, and, also, because each student in this course adds a much larger workload than in the live design course where more students can actually mean less teaching work. Any scholarship student in this course must show that s/he will use the knowledge gained to help a large number of people in difficult circumstances. Scholarship students must truly be unable to pay. While we applaud people who choose a simple lifestyle, and we understand the difficulties of college students, we will not underwrite these choices with scholarships, except if other qualifying circumstances also apply. We only grant scholarships to people genuinely unable to pay and who have not chosen that condition. We make exceptions on a case-by-case basis for people on an **established**

path of service, e.g. a spiritual person who has taken a vow of poverty and who has sustained works related to permaculture for a significant number of years. In such cases, payment has been made in advance.

All scholarships are based on the Maori *koha* principle. For more information on this, you may download our scholarship information document from our web site or download our preregistration package.

We strongly encourage students to seek scholarships from other sources. Of the chief instructors, Dan, took the Permaculture Design Course on a scholarship from the Massachusetts Society for the Advancement of Agriculture, and Cynthia attended as a representative of a land based group that paid her tuition. (She gave them more than their money's worth and brought back the instructor as well as the instruction.) ☺ We made Robert pay. ☺☺

PDC--SCHOLARSHIP FUND. We maintain a fund for scholarship donations. If you need a US tax deduction, contact us in advance. Our tax-exempt scholarship umbrella seems to have gone dormant but probably we can arrange something. Scholarships target, more or less in order of priority: indigenous peoples where displaced and/or oppressed, women (particularly single mothers) with little money, people in societies with little cash or US$ exchange (usually for a course there), suppressed minorities, teenagers, elderly people, and others unable to pay. We will accept targeted donations: e.g. single mothers, Native American youths, etc. All recipients will meet our requirements for need and potential for outreach. There is one scholarship fund for all our programs, both online and live. Most people who need scholarships do not have access to computers. Send contributions to Elfin Permaculture, Barking Frogs Permaculture Center, P.O. Box 69, Sparr FL 32192-0069 USA. Please indicate if you require a receipt. Make checks payable to 'Permaculture Scholarship'. If no fund is designated, we decide where the money will best serve others. Contributions for student books are also very helpful, since we otherwise cannot subsidize reading materials for scholarship students. We place a $50 surcharge on our course reading package to provide some funds for sending reading materials to scholarship students. It takes about two years to generate funds for on reading package in this way.

PDC--REGISTRATION

To register, a student should complete the registration form and pay tuition. Early registration guarantees a place in the course. We will not increase enrollment beyond the limits stated above. In case of excess registration, early registrants generally have priority, except as noted above. However, we may also select students to achieve a balanced participation of women and men in the course. We find that such balance

improves the quality of the one-room-schoolhouse aspect of the live course. You may download a registration form from our web site, www.barkingfrogspermaculture.org You can also find the form near the back of the **Preregistration Package**.

PDC--LATE REGISTRATION

Monitors enroll at any stage in the cycle, but the fee will be the same as for monitoring the entire course. Late monitor registrants can catch up on much of the course using the **CD**. Monitoring is free to people who buy the **CD** and register at the same time.

A student may join the course at any stage, with the understanding that catching up is his/her responsibility. A student who pays for the entire course may have to take-over the section current when s/he registered. Missed sections will be picked up in the next course cycle and are covered by the course fee already paid. All certificate students will purchase the course **CD** and so will have access to "standard" posts missed, but not to discussion that ensued. Since the lead instructor is an old guy, the option to attend future cycles is always subject to his continuation.

It appears that late registration is a fact of life in the online course. Late registrants have two problems. First, they cannot discuss in class material that they have missed, although they can of course privately take questions to other (willing) students. Second, they are seriously behind in their reading and may have great difficulty catching up. Again, until they have read assignments, they cannot discuss them. Remember, it takes time for books to arrive. Only people who have ample time for make-up reading should attempt to compensate for lost time. Instead, the student can take section(s) of the course missed over again for the package fee or else by registering for each section individually. Be sure to note the expedited shipping instructions following the order form on the Course Reading List. The Reading List is in the **Course Tools Folder** of the **CD** and in the Preregistration Package.

When we register a person for the entire course, we start him or her immediately even if s/he "officially" begins in the next cycle. For example, if someone signs on in the middle of Section 1, we include him/her in all remaining Section 1 email exchange, even though s/he will take Section 1 over the next time that it is offered. There is no advantage to making him/her wait under these circumstances.

We price reading materials to be sent priority mail in the US or mail by lowest cost method to other countries. It is impossible to overstress the importance of ordering reading materials as soon as you are seriously considering the course. If you then decide to wait to take the course later, you can begin studying the reading materials anyway. Again, remember download the assignment schedule if you did not order the

discounted package. It may also be found in the **CourseTools** folder of the **Course CD-ROM**.

> **Behind in Reading? Recommended Strategy.**
> Almost everyone gets behind in the reading at one time or another. Late registrants start that way. The best approach for late registrants follows:
> • First, read the posts in Week 1 that have to do with how the course works and how to function in the course. This will save you time almost immediately. It is dull but essential reading.
> • Second, read the upcoming assignments, not the reading you missed. In this way, you can begin participating in class discussion almost immediately. However, be aware of the topics of earlier assignments so that you do not enter into discussions that require that background.
> • Then, *if you have time*, go back and fill in what you have missed, starting with the reading assignments for Week 2. However, it is more important to stay ahead in the reading for the upcoming weeks than to try to 'catch up'.
> • Finally, when you have read all assignments from Week 2 onward, go back and read the subject matter assignments for Week 1. It is a good time to also review the course procedures in the Week 1 posts.
> If you started on time but fell behind, use the above strategy.

PDC--CERTIFICATION REQUIREMENTS

Our certification requirements include:

1) The student must submit a signed hard copy statement that s/he has completed all reading assignments.

2) The student's completed and on-time design project must be approved by the instructor.

3) The student must complete his/her classroom reports on time and to the satisfaction of the instructor.

4) Tuition must be paid in full.

5) The instructors will evaluate students participation in discussion. Discussion of the design work by other students is required.

6) The student must complete the course.

7) The student shall have completed both the course registration form and the trainee registration form completely and in typewritten form. The student shall complete the course registration form and deliver it to the instructor before beginning in the course. S/he must complete the trainee registration form and deliver it to the instructor before the course ends. To receive a certificate, the student must deliver the trainee registration form by the deadline specified during the course. Hard copy trainee forms

must be sent in triplicate as we need two spare copies to register you nationally and internationally. These forms may be sent by email, however.

8) Students must complete and report for discussion on two experiences in teaching or explaining permaculture during the course, once near the middle of the course and again near the end. Deadliness will be assigned.

9) The student must have completed all work assigned during the course, individually or to the class as a whole. The student will submit all assignments completed on a CD at the end of the cycle. These will be organized according to instructions provided in Week 1 posts on the **Course CD**.

10) The student must send as hard copy a transcript of the permaculture designer ethics and a signed statement agreeing to observe them.

DISQUALIFICATIONS

11) Disruptive or uncooperative behavior during the course or in business matters pertaining to the course can disqualify a student from certification. Extreme behavior, including flaming anyone in the context of the course, is cause for dismissal without refund. We do not consider passionate disagreement to be extreme unless it is disrespectful.

12) Any evidence that a student has violated our common law and/or statutory copyright, or has distributed in the context of this course, without appropriate permission, material copyrighted by **anyone**, can result in immediate termination without refund. We will be very clear when we supply information in public domain or otherwise available to be shared. We are aware that some people may disagree with our copyright policy. They may choose not to take this course or to set aside their disagreement in this case.

13) Students who show disregard for the course rules of posting, scheduling, etc., will not be considered for certification.

> The above notwithstanding, we make allowances for extreme crises or catastrophes (e.g., death in the immediate family). We commonly adjust or waive some requirements when approached in advance with details of when the student will be away or otherwise unable to participate. We do not accommodate such situations if approached after the fact.

The evaluation of the student design report is the most important single consideration in certification. We consider a report acceptable if it represents the best effort than could be made under the circumstances of the course, and considering the prior experience of the design course student. All reports must be in a finished,

professional form, however. Reports must contain no Type 1 errors (discussed during the course), must not violate any permaculture design principles and must present no potential to harm the clients or the environment. The second most important consideration is the instructor's evaluation of the student's growth in abilities and during the course. Not everyone needs to be a designer. Additional criteria are posted during the course. Dan Hemenway, our lead instructor, makes the final certification decision.

Certification indicates that the student has received the minimum permaculture training to call him/herself a permaculturist. Over the years and decades, we have worked to make the standards of our certification high, so that an Elfin Permaculture certificate speaks of genuine competence and confers status among those who know about permaculture.

Our goal is always to help people meet the standard we have set. In other words, if a good faith job was submitted on time, but is inadequate, we often will support the student in making another try. If the second try does not make the grade, we may work out options with the student that might include supplemental fees for reviewing and critiquing more drafts of the design report.

PDC--ADVANCED WORK
(See also: 'PDC—Follow Up' above.)

The permaculture movement, including Elfin Permaculture, offers advanced training in a variety of formats. In this course, persons who have already received the entry-level permaculture certificate can participate in any Elfin Permaculture program at an advanced level, provided they may arrangements well before the program starts. The fee is the same for introductory or advanced work in any program. People interested in advanced work must register with ample lead-time so that we can work out the details of their program with them. We encourage all students to work beyond their entry level. During our decade of teaching this course online, some students have progressed to the point of being capable to teach in this course, which we regard as very advanced work. Usually, we assess no charge for this sort of continued training.

In this way, the other students get the benefit of an advanced associate and the advanced student has the convenience of being able to get custom training. We are also open to accepting up to two simultaneous mentoring arrangements for students seeking advanced skills and knowledge.

PDC Enrollment Options

The tuition fees of this course are listed on a special document, which may be downloaded from our web page, found in the **CourseTools** folder of the ***Permaculture Design Course CD-ROM*** as the **CourseFeeTable** file, or read in the course **Preregistration Package.**

    • Tuition for the entire course is discounted by $100, if fully paid before the first week of each cycle's classes. (We regard payment to be made when we have it in our hands, regardless of when it was mailed.)

    * Alternate option. Students who have expensive email access may wish to purchase the ***Permaculture Design Course CD-ROM*** for self-study. If you wish certification, you may then attend one of the many brief permaculture design courses given around the world. You will have a solid basis, and at least a little mentoring. You may also enroll in our online course, naturally. You may update your original **CD** for the latest version, paying only one-half the current price. You may also upgrade to the full student version of the ***Permaculture Design Course CD-ROM*** if, after monitoring, you decided to take the course as a full student. The current fee for upgrades is on the **CourseFeeTable.** Since we began the online course, inexpensive online access has become widely available in most parts of the world.

    * Alternate option. Couples who are lifetime partners (so far as you know) may attend for a package price. Deduct $500 from the current price of two full tuitions. You will receive two certificates, just in case.

    * Alternate option. Where more than one student works on a design, we reduce the design evaluation portion of the fee for each individual. See the course fee table for details. To qualify, students submit a single design and pay in full before the course begins. If registering later, add $100 for each student. We call groups of two or more students working on a single practicum "*design teams*".

    * Alternate option. A student may take the course for a lower tuition and skip the design project. If the student later seeks certification, the design project can be taken during any course cycle for 2 years after the original course cycle ends, for the practicum fee then in effect. See the fee table for details.

    * Alternate option. If a student satisfies the design requirement as a participant in one of our 10-day or two-week design workshops, we will credit $400 of the design reading fee portion of online tuition. The student must tell us at the time of the workshop of his/her intention to do this. To receive credit, the student must present a portion of the final design at the end of the live workshop. This includes answering questions about the design. This discount does not apply if you also submit another design for us to evaluate during the course.

Note: Understanding our terminology will make this paragraph easier to grasp. We only use the term "course" to refer to our certification program. Programs in which students design but do not get certificates, are "workshops."

The student must also polish and present the qualifying design in his/her course cycle or the next available course cycle, for the benefit of other online students. Ask about additional conditions. It is possible to share the design presentation as a team and for **each** student from the same workshop to get the $400 credit!

• Alternate option. Students may arrange a special online course dedicated to their local group. All participants must contribute to one group design project. See the **Fee Table** for discount details. Smaller groups would be better advised to enroll in a regularly scheduled course cycle as a design team.

• **Deferred or reduced payment.** Students may to split payments at an increased total cost:

PLAN A: You may begin the course paying only for instruction, and pay for the design practicum later, but before you submit any design work. More correctly, there is a discount when you pay for both course components before the course begins. Beyond this, we will not give credit. After the conclusion of Section 1 of the course, we will not support your practicum design process without the practicum fee. See the course fee table for details.

PLAN B: A student may enroll separately in each of the three sections of the course at a higher total price. You may take sections in any order. You do not need to take them all if you do not seek certification. Students who take more than two years to complete the course may be required to retake sections or submit extra work.

Prices per section are provided in the **Course Feel Table**. Required fees are those in effect at the time of payment.

You must re-register for each section if you adopt this plan. We may not remind you to do this, as our responsibility is the teaching of the course. We avoid the distraction of bookkeeping for individual students.

* PLAN C. A student may partly fulfill the certification requirement by attending an Elfin Permaculture Design Intensive Workshop of 10 days or longer. See above.

* PLAN D - SELF STUDY. Almost all the instructor's notes are on **CD-ROM**. You can monitor or not as you wish. To monitor at no additional cost, register as

a monitor when you license the CD. There is an added fee for registering at some other time or even in a separate envelope.

          * <u>PLAN F--PRIVATE CORRESPONDENCE COURSE</u>. We will accept students in a private correspondence course at our discretion, provided that there are strong reasons why the student cannot participate in the regular group email course. The fee for one-on-one training is on the course fee table. This program can be done by conventional mail, email, or a combination. We give no scholarships for this program.

          * <u>PLAN F -- MONITORS</u>. Anyone can monitor the course for the price of the course CD self-study version license. Registration as a monitor must accompany the order for the CD to avoid additional costs.

HOW TUITION FEES ARE SET

      We set the cost of the email course to be comparable to or lower than attending our live course. Most live-course students also forgo at least three weeks' income.

DEPOSITS AND REFUNDS

      A deposit is required to hold a place in the course. This is non-refundable in any circumstance, unless for extraordinary reasons we fail to hold the course. After 60 days before the course cycle begins, THERE WILL BE NO REFUNDS. This is because enrollment is limited. If you can find someone to take your place within the first three weeks of the course, you can make the substitution for an administrative fee. (See Course Fee Table.) If you cannot find someone, we may be able to refer you to people who wanted to take the course and may still be interested. Maybe you can cut a deal.

ELECTRONIC TRANSFER OF FUNDS

      To accept electronic transfer of funds, we assess a service charge of $25 or whatever our bank charges (whichever is higher). The bank fee for this has gone up faster than we can keep track of it. If you want us to contact the bank and verify the deposit, e.g. to expedite a book shipment, double the service charge. Sometimes the bank notifies us by mail when it receives a transfer. Sometimes we find out only when we review the monthly deposit statement. In our view, this is a very poor means to expedite matters since it can be weeks before we are certain we have been paid.

      All service charges must be included in the original transfer.

PDC--THE INSTRUCTORS.

Dan Hemenway is the lead instructor and designer of the course. He received permaculture training from Bill Mollison, permaculture movement founder, in 1981. Dan previously developed systems similar to permaculture that he had taught disadvantaged teenagers from 1978-81. After three years teaching permaculture, sustainable horticulture, and related topics to prison inmates (1981-1983), he founded what became *The International Permaculture Solutions Journal* (1983). From 1978-83 he was a leader in the Massachusetts food self-reliance movement. In 1983, Mollison named him one of three North Americans then certified to teach the full Permaculture Design Course.

In January 1984, Dan taught the first such course given in Mexico. Since then, he has conducted hundreds of permaculture programs worldwide, often introducing permaculture to 'new' regions.

In 1983, he received the Conservation Award from Friends of Nature and in 1984, the Community Service Award from International Permaculture Institute, which awarded him five advanced diplomas the next year. In 1987, he founded the Permaculture Education Project and taught permaculture around the world. In 1991, Dan accepted an invitation as US permaculture representative to the Roots of the Future NGO conference in Paris, that contributed suggestions to the Earth Summit later held in Brazil. In 1996, Permaculture Foundation/Network Kenya, named him honorary chairman. And, in 1996, he was listed in the 1996-97 edition Who's Who in America.

Dan has also founded the Forest Ecosystem Rescue Network, published dozens of permaculture publications, authored many permaculture articles, served on boards of several related groups, and given talks, courses, and keynote addresses worldwide.

At present, he teaches a permaculture course on the Internet, is implementing his design for a relatively new permaculture center, is studying chinampas by building some, and working with collaborators in far flung regions.

Cynthia Baxter Hemenway, CNM, is partner in Elfin Permaculture and Associate Editor of The *International Permaculture Solutions Journal.* A founding member and former director and officer of the Planetary Project Foundation (Kansas, USA), Cynthia is a Certified Nurse Midwife and holistic health practitioner with particular emphasis in working with women during the childbearing year. She has taught women's health and reproductive topics to undergraduate and advanced practice nursing students at the University of Florida, Gainesville, where she also introduced a course in alternative therapies. She brings experience in leading workshops on health and spiritual matters to permaculture as well as the intention to expand the practice of permaculture in these

areas. Because of the demands of her other work, Cynthia is available to co-lead workshops only on an occasional basis. She serves as Honorary Secretary, Permaculture Foundation - Net_Work - Kenya, Homa Bay, Kenya. In 2005, she was certified as a practitioner by the Sufi Healing Order. Cynthia teaches the Design for Health component of the course. She shares most of the current projects described for Dan. Cynthia monitors course activity and may post comments from time to time. She is also backup instructor if Dan's ability to lead the course is interrupted for any reason.

Robert Waldrop, Assistant Instructor and Course Moderator, is the president of the Oklahoma Food Cooperative, www.oklahomafood.coop , which links urban customers with rural producers. He was one of the founders of the Oklahoma Sustainability Network, www.oksustainability.org , a group that connects and educates the people of Oklahoma concerning sustainability. Robert is the founder of the Oscar Romero Catholic Worker House community, an organization working on food security in solidarity with low–income people. He publishes *the Better Times Almanac of Useful Information* at irregular intervals. Robert is the moderator of several online discussion groups, including runningonempty2@yahoogroups.com , which has 7,000 members and has been discussing peak oil and energy issues since 2001. His day job is director of music at Epiphany of the Lord Catholic Church. He lives on a 1/7th acre lot in central Oklahoma City and is a known instigator and agitator.

Other course graduates and student-teachers support the course process from time to time.

ECONOMY OPTIONS FOR PERMACULTURE TRAINING

MONITOR the email course for the price of the **Course CD-ROM**. You will get most class email sent after you register and most group materials. Monitors usually may not participate in class discussions or ask questions of the group. However, we may open discussion to monitors at given points in the course. We permit each monitor one request to the class to see if any students are willing to discuss questions. If a student cannot answer, the next step is that student's study group. If the study group cannot answer it, then the question should be brought to the whole class including the instructor. In that way, we can find areas that may need further work without duplicating topics already covered successfully. If we have to mail materials at significant cost, monitors may be asked to cover them. Monitors may participate in course study groups.

INTERN OPPORTUNITIES: We will work with up to two interns at Barking Frogs Permaculture Center near Sparr, Florida. In the future, we may accept more, provided we have someone who can take primary responsibility for their supervision. We prefer people with some permaculture training, but reliability, honesty, self-reliance, and self-motivation are our main requirements. A couple would be particularly welcome.

Internships involve site implementation and maintenance work. Interns may play a major role in the design implementation process for our own permaculture center. They also work on some of the design implementation, for example construction of a network of chinampas.

During the online course, active interns may monitor at no charge. The discussion leader may elect to allow some intern participation in discussions at his/her discretion. Intern monitors must provide their own reading materials, but we may lend the use of a course CD. Otherwise, we provide no permaculture design training to interns except for explanations as to why a particular job is done a particular way.

Download our Intern FAQs for more information on this topic.

CHECK OUR WEB PAGES FOR A COURSE REGISTRATION FORM. Registrations must be sent with tuition by mail. We reserve the right to cancel a course due to low registrations or other factors. The URL is www.barkingfrogspermaculture.org . We also include the registration form in the course **Preregistration Package.**

WHAT DID WE MISS? We have tried to cover every issue that we could think of in this sheet. Please read it carefully. Then, if you still have questions, please ask them.

TERMS SUBJECT TO CHANGE.

For Mother Earth, Dan Hemenway, Yankee Permaculture Publications (since 1982), Elfin Permaculture workshops, lectures, Permaculture Design Courses, consulting and permaculture designs (since 1981), and now permaculture training in an CD/email classroom. Copyright, 1996-2009, Dan & Cynthia Hemenway. BarkingFrogsPC@aol.com , P.O. 69, Sparr FL 32192-0069 USA. All rights reserved. We don't have time to rush.