Colorado State University

Department of Bioagricultural Sciences and Pest Management
BSPM 1XX Professional Development I

Instructor
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Office hours-TBD
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Credit: 1

Meeting time and place
Time and place TBD

> **Commented [B1]:** •Clarify how many sessions per week, the duration of the sessions, and for 8 weeks.

Course Prerequisites
   N/A

Recommended Textbook:
   Appropriate material will be provide on CANVAS.

Course Description
   This is a freshman **Professional Development I** course for undergraduate students seeking a degree in BSPM and major in **Plant Health**. This class will introduce basic software skills necessary to manipulate and interpret data, create effective presentations and write professional reports. In addition, the course will also reinforce the~~ concept the~~ scientific method and introduce systems thinking in terms of plant health.

Course Overview
   The purpose of the class is two-fold. First, this class will introduce students to the basics of data manipulation skills using MS Excel, basics of document design using MS Word and the basics of effective presentations using MS PowerPoint. Second, students will demonstrate competence in applying the scientific method to real world situations and identify that systems thinking can aid in the understanding of complex situations.

> **Commented [B2]:** This is kind of a strange word in this context. How about "identify" or "understand"?

Course Learning Outcomes
   Upon successful completion of the two modules and assignments in this course, students will be able to:
   1. *Demonstrate basic data manipulation skills (using EXCEL),*
   2. *Design and format a document in WORD*
   3. *Create an effective presentation ~~o~~in POWERPOINT*

4. *Apply the scientific method*
   a. *given a hypothesis, design experiments and interpret data according to the scientific method to evaluate the hypothesis*
5. ~~*Identify*~~ *Demonstrate understanding that systems thinking provides theory and practical tools to frame, manage and solve complex problems related to plant health*

> **Commented [B3]:** A sugggestion

BSPM Undergraduate Majors' Outcomes

> **Commented [B4]:** These will not be included in CIM, but are here to help us be sure course outcomes correspond to BSPM outcomes.

Successful graduates from the Undergraduate Program in Bioagricultural Sciences and Pest Management will exhibit the following characteristics:

1. **Professional Development:** Graduates will embody a general awareness of issues in agricultural and natural resource management and their implications in a larger societal context. Students will begin to develop a network of personal and professional connections, which will foster an understanding of the culture surrounding professional expectations and conduct.
2. **Technical Competence:** Graduates will demonstrate technical competency including the ability to appropriately use knowledge gained in formulating analytical problems, identifying and gathering appropriate data, and employing appropriate methods to analyze those problems, utilizing appropriate available computer technology.
3. **Problem-solving Skills:** Graduates will demonstrate the ability to solve real-world problems beyond the context of the classroom. Students will be able to identify a problem and its scope, evaluate resources available to address the problem, formulate alternative solutions, and select the solution(s) most consistent with a stated objective.
4. **Communication Skills:** Graduates will demonstrate proficiency in oral and written communication in terms of substance, organization, mechanics, documentation, and synthesis. Proficient students will have the ability to clearly communicate findings, critically and analytically, at a professional level within their chosen career.
5. **Leadership:** Graduates will have developed leadership qualities that they will use in their professional, personal and community interactions leveraging the other competencies acquired in the program. These leadership qualities include vision, initiative, personal responsibility, team building, and motivating collective action.

Grading Scale

Due Date	Assignment	Possible Points
Week 3	#1: EXCEL – Formulas	10
Week 4	#2: EXCEL – Graphs	10
Week 5	#3: WORD – Formatted Word document	10
Week 6	#4: POWERPOINT: Effective ppt slides on data analysis	10
Week 7	#5: Scientific Method: In class exercises	10
	#6: Systems Thinking: In class exercises	10
Week 8	#7: Presentation & Two-page report on the use of scientific method and systems thinking using EXCEL, WORD & PPT	40
	TOTAL	100

> **Commented [B5]:** Nice!

Tentative Course Schedule (Subject to change at Instructor's discretion)

Date	Topic	CLO	BSPM SLO	Assignments
Week 1	Intro to course & Expectations		4	
Week 2	Excel I – Concepts & Formulas	1	1, 2	
Week 3	Excel II – Data analysis, Graphs, Figures Captions	1	1, 2	Data collection, formatting and simple analysis
Week 4	Designing a Document	2	1, 2	WORD document on data analysis
Week 5	Creating a Presentation - PowerPoint	3	1, 2	PPT on data analysis
Week 6	The Scientific Method I	4	2,3	
Week 7	Introduction to Systems Thinking	5	2,3	
Week 8 Wrap up	Group Presentations	1,2,3,4,5	1,2,3,4,5	Presentation and two page report on Scientific method using EXCEL, WORD and PPT

Commented [B6]: Really nice touch. I like that how the CLOs and BSPM SLOs are addressed is addressed explicitly

Note: Students will be encouraged to complete the Leadership Preparation Certificate offered by SLICE that they started during ~~their freshman year~~fall semester.

Assignment Details:
Yet to work out

The following must also be included in syllabus

Course Home Page

From Canvas, you will be able to access notes and lecture slides, take quizzes, view the course calendar, view exam scores, access study questions, read course announcements and find information concerning assignments.

Attendance Policy and Participation

Regular attendance in class is expected because successful completion of the course is highly unlikely without direct participation in the lecture instructor-student dialog and discussion of the course content. Lecture notes and slide sets serve primarily as an outline to direct the content presented in lectures, and should not be considered a detailed account of all content presented in the lectures. Attendance to the Student-Centered Projects are required.

Occasional unavoidable absences will not necessarily impact student performance in the course. However, if extended absences become necessary, the student should contact the course organizer to discuss options and strategies of how to make up missed work.

This course will adhere to the Academic Integrity Policy {Section 1.6} of the Colorado State University General Catalog, the Student Conduct Code, and University Principles of Community.

Please refer to The University Principles of Community found on page 9 of this syllabus.
Please refer to our cheating and plagiarism policy found on the Canvas homepage and page __ of this syllabus.
Student Conduct Code: http://www.conflictresolution.colostate.edu/conduct-code.aspx#conduct
Colorado State University General Catalog: http://www.catalog.colostate.edu/

Accommodations for Students with Disabilities

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student, who must then provide this documentation to the Instructor when requesting accommodation.

The CSU Libraries Help Desk provides both research (970-491-1841) and technical (970-491-7276) support. Virtual assistance is also available via the Libraries' Ask Us chat and email services (https://lib.colostate.edu/services/ask-us/). In addition, Renae Watson is the librarian supporting this course. Contact her for assistance at renae.watson@colostate.edu / ph. 970-491-5338. See her research guide at libguides.colostate.edu/agriculture

Principles of Community

In this course we strive to follow and extend Colorado State's University's Principles of Community, and welcome spirited discussion, lively debate and pursuit of knowledge in a manner that respects each of us as individuals.

The Principles of Community support the Colorado State University mission and vision of access, research, teaching, service and engagement. A collaborative and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.

Inclusion: We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents and contributions.

Integrity: We are accountable for our actions and will act ethically and honestly in all our interactions.

Respect: We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.

Service: We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.

Social Justice: We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.

Need Help? Rams Take Care of Rams

Reach out and ask for help if you or someone you know is having a difficult time. Always feel free to come and talk to me; I will always make myself available to help connect you with any resources you need. CSU is a community that cares for you. If you are struggling with drugs or alcohol and/or experiencing depression, anxiety, overwhelming stress or thoughts of hurting yourself or others please know there is help available. Counseling Services has trained professionals who can help. Contact 970-491-6053 or go to http://health.colostate.edu. If you are concerned about a friend or peer, tell someone by calling 970-491-1350 (or visit http://safety.colostate.edu/tell-someone.aspx) to discuss your concerns with a professional who can discreetly connect the distressed individual with the proper resources. Rams take care of Rams.

Title IX: Sexual Assault, Sexual Violence, Sexual Harassment:

CSU's Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation policy designates faculty and employees of the University as "Responsible Employees." This designation is consistent with federal law and guidance, and requires faculty to report information regarding students who may have experienced any form of sexual harassment, sexual misconduct, relationship violence, stalking or retaliation. This includes information shared with faculty in person, electronic communications or in class assignments. As "Responsible Employees," faculty may refer students to campus resources (see below), together with informing the Office of Support and Safety Assessment to help ensure student safety and welfare. Information regarding sexual harassment, sexual misconduct, relationship violence, stalking and retaliation is treated with the greatest degree of confidentiality possible while also ensuring student and campus safety.

Any student who may be the victim of sexual harassment, sexual misconduct, relationship violence, stalking or retaliation is encouraged to report to CSU through one or more of the following resources:

- -Emergency Response 911
    - o -Deputy Title IX Coordinator/Office of Support and Safety Assessment (970) 491-1350
    - o -Colorado State University Police Department (non-emergency) (970) 491-6425

Please Visit: http://oeo.colostate.edu/title-ix-sexual-assault for more information.

Service Animals in the Classroom

This course will follow all of the policies regarding service animal access to the classroom. The full university policy may be found here: http://policylibrary.colostate.edu/policy.aspx?id=747 .

Plagiarism and Academic Integrity

We take the issue of academic integrity very seriously in this course. You are expected to do your own work and to not access notes or the web during an exam, copy from someone else's exam or to provide exam answers to another student during an exam. We reserve the right to proctor all exams and will take actions to ensure that all students are following this policy.

Plagiarism

        "Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source" (CSU Policies and Guiding Principles, 2017-2018).

        Our motivation for rigorously enforcing a no-plagiarism policy is twofold: First, plagiarism is a form of theft. Taking someone else's words or ideas without attribution is stealing someone else's work. Second, copying someone else's work does not fulfill the purpose of the assignment, which is for you to develop critical thinking and analysis skills. You demonstrate this by presenting your own, new, synthesis and analysis in your writing. Simply copying or paraphrasing from source materials does not demonstrate this, however insightful the source(s) may be. Good writing generates new knowledge. This should be your goal in this class, in other courses at CSU and in your career after you leave here.

        In this course all written work will be spot checked for plagiarism issues by both instructors and originality checking software such as VeriCite. If you are caught plagiarizing materials you will receive a 0 for the assignment/exam/project, and depending upon the severity of the offense, an F in the course. All examples of plagiarism or academic dishonesty and will be reported to the Office of Conflict Resolution and Student Conduct Services for additional disciplinary action as outlined in the student handbook under the heading "academic integrity/Misconduct" (http://catalog.colostate.edu/general-catalog/policies/students-responsibilities/).

Canvas Email System Utilization

        Using the University's systems or networks for personal gain; for example, by selling access to your eID or to university systems or networks, or by performing work for profit with university resources (e.g. selling your notes or promoting a personal agenda) in a manner not authorized by the University is strictly forbidden within the CSU Code of Conduct and also CSU's policy for Acceptable Use for Computing and Networking Resources. All cases of this type of code violation will be reported to the Office of Conflict Resolution and Case Management and dealt with following CSU legal counsel guidance.