



Colorado State University

**Department of Bioagricultural Sciences and Pest Management
BSPM 2XX Professional Development II
Spring 2020**

Instructor

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Course Information

Credit hours: One (1)
Days and times: TBD
Room: TBD

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Course prerequisite

Freshman seminar BSPM 1XX: **Professional Development I**

Course Description

This is a sophomore **Professional Development II** course for undergraduate students seeking a degree in BSPM and major in Plant Health. This class will prepare students for their internships by designing professional resumes, practicing interpersonal skills to succeed in a professional environment, developing criteria to write a report from their internships, and developing skills in interpretation of qualitative and quantitative data.

Course Overview

There is a two-fold purpose to this course. First, this course provides experience and feedback on writing effective and concise resumes, preparing and delivering written and oral presentations and on developing leadership skills essential in any professional field. Second, students will develop their skills in qualitative and quantitative data analysis which will prepare students for to succeed in careers related to agriculture and pest management.

Course Learning Outcomes

Upon successful completion of this course, students will:

1. *Design a professional resume*
2. *Demonstrate proficient communication skills for job interviews, and in oral and written presentations*
3. *Produce a document listing clear objectives for their internship and assessment criteria to evaluate the level of success of internship*

Commented [B2]: Can revision of Academic Plan created in BSPM 192 be included in this course? It seems like the logical place to do it.

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4. *Analyze qualitative and quantitative data from primary scientific literature, and explain their meaning using system thinking principles*
5. *Demonstrate leadership skills that promote inclusion that incorporate knowledge of implicit bias and microaggression concepts while working in diverse teams.*

Commented [B3]: Love that this is integrated into the course!

BSPM Undergraduate Majors' 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 #2	Assignment #1: Draft resume	10
Week #3	Assignment #2: List of potential internships	10
Week #4	Assignment #3: Update resume and apply to internships	10
Week #5	Assignment #4: 5-minute introduction	10
Week #6	Assignment #5: Read assigned papers	10
Week #8	Group Research Topic Presentation	40
	Total attendance	10
	Total	100

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Course Home Page

Canvas: All course materials including lectures powerpoints, syllabus, supplemental reading will be available on the course website AT Canvas, CSU's online learning system (<http://info.canvas.colostate.edu/login.aspx>). Please check the site regularly for important announcements, exam and quiz scores, and study guides etc. You will also take quizzes online

on the course Canvas site. Please get in touch with me immediately if you cannot access the Canvas website for some reason.

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.

Contacting You

Make sure you regularly check your official university email. You can set your official email address by:

- 1) Log into RamWeb (<https://ramweb.colostate.edu/index.aspx>)
- 2) Under the Record tab select the "change my email address" link and follow the instructions.

Attendance and Class Etiquette

Class attendance is mandatory and will be taken at each class session. Attendance contributes to 10% of a student's final grade. I expect all students to attend class meetings and to complete all assignments. For official rules on attendance, please visit CSU Academic Integrity Policy and Student Conduct Code (<http://catalog.colostate.edu/general-catalog/academic-standards/academic-policies/website>) Moreover, you will have a chance to score points towards your grade by attending class and participating in in-class activities.

Class etiquette and conduct

- I expect students to be seated and prepared at the start of the class meeting.
- Please switch off your cell phones or turn on "silent" mode during class.
- If you are late to class, please try to find your seat quietly without much disruption.
- If you have to be late regularly, please discuss the reason with me and obtain approval.
- If you missed a class, you will still be responsible for all lecture materials discussed during the period(s) of absence.

Civility and Ground Rules for Discussion

Students will have full freedom to raise relevant questions pertaining to classroom discussions, and to express their opinions to those being discussed. Please visit the CSU Academic Integrity Policy and Student Conduct Code (<http://catalog.colostate.edu/general-catalog/academic-standards/academic-policies/website>) for addition information. I expect you to adhere to Student Conduct Code.

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.

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- Please refer to our cheating and plagiarism policy found on the Canvas homepage and page 11 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/>

Academic honesty

Academic dishonesty including any form of cheating and plagiarism will not be tolerated. The processes, procedures, rules and definitions associated with academic misconduct may be found at CSU Academic Integrity/Misconduct Policy (<http://catalog.colostate.edu/general-catalog/policies/students-responsibilities/#academic-integrity>). Any misconduct will result in a reduced grade or failing grade in the course and will be reported to Student Conduct Services at the Student Resolution Center. For serious infractions such as reduced or failing grade a hearing be conducted to determine whether additional university disciplinary action should be taken. Finally, a notation of “AM” (Academic misconduct) will be made on your transcript if the Hearing Officer and I agree that this penalty should be imposed.

Colorado State University Principles of Community

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.

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

- Deputy Title IX Coordinator/Office of Support and Safety Assessment (970) 491-1350
- 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 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>.

Policy statement

The University will not discriminate against individuals with disabilities who use service dogs, nor, subject to the terms of this Policy, deny those persons access to programs, services and facilities of the University. In addition, only under certain limited conditions as stated in this policy, the University may permit an individual with a documented disability to have an Emotional Support Animal in a University residential facility. Pets are not permitted in any University building, including residence halls, except for the Veterinary Teaching Hospital and other veterinary facilities in accordance with their rules and policies, or when otherwise specially allowed with advance approval from Environmental Health Services for bona fide academic or University business purposes.

Service Dogs

Subject to some limitations, a service dog may accompany an individual with a disability throughout campus, such as in classrooms, recreational facilities and campus residences. It is strongly encouraged, but not required, that a service dog be identifiable to others through a visible signifier (e.g., vest or harness). Individuals with a disability who require a service dog in the classroom should contact Resources for Disabled Students (RDS) for assistance with accommodations.

Emotional Support Animals

An emotional support animal (ESA) is one that alleviates one or more identified symptoms or effects of a person's disability. ESAs are not permitted in university buildings, except in the rare situation where use of an ESA in University housing is approved in advance by the University upon the submission of appropriate documentation, as set forth in this policy. ESAs are not permitted in non-residential buildings such as classrooms, laboratories, business offices, recreational facilities, dining halls, or the Lory Student Center; they are limited to the disabled individual's residence in a University residence hall, apartment, or other housing unit, and permitted only with prior approval.

Plagiarism and Academic Integrity

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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 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/>).

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.

Important Dates for Fall Semester (year)

(Drop deadlines, official holidays, registration dates, etc. go here)

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

Module 1 – Internship planning

Course learning objectives: Upon successful completion of this module, students will be able to articulate objectives for their internship and demonstrate assessment criteria

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Course content/topics: define internship goals; describe assessment criteria; explore internship options, professional development, writing a resume, how to present themselves professionally
Objective level: Engagement

Module 2 – Research skills

Course learning objectives: Upon successful completion of this module, students will be able to analyze qualitative and quantitative data (tables and graphs) and interpret their meaning

Course content/topics: Read scientific papers, analyze data (tables and graphs), create tables and graphs, present data verbally and in writing. Use resources (library and online) the CSU library can give these lectures.

Objective level: Engagement

Date	Topic	Course Learning Outcomes	BSPM Major Learning Outcomes	Assignments
Week #1	Student and Instructor Introductions, Syllabus	2	1,4	
Week #2	-How to write an effective resume (lecture from Career Center) -Improve resume	1,2	1,4	Draft resume
Week #3	-Types of internship available	3	1	Make a list of potential internships
Week #4	-Understanding Diversity -Evaluations of finalized resumes	1,2,5	1,4,5	Update resume and apply to internships
Week #5	-Expectations from internship -Presentations of 5-minute introductions	2,3	1,3,4	Prepare 5-minute introductions
Week #6	-Data analysis based on system thinking papers	4,5	1,2,3	Read assigned papers
Week #7	-Understanding Implicit Bias -Activities	5	1,5	
Week #8	Research Topic Group Presentations	2,4,5	1,2,3,4,5	Prepare poster presentation of report

Commented [B5]: Microaggressions?

Commented [B6]: Microaggressions?

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

Assignment descriptions and expectations

All written assignments are to be typewritten, 12pt font, Arial, 1-inch margins. Include your name, the date, the title of the class, and the title of the assignment. Please submit the assignment before 5PM on the day the assignment is due via the submission link of Canvas.

Assignment #1: Draft resume. Total points: 10 points

Directions: Use instructions from lecture #2 'How to write an effective resume' and put together your own resume.

Assignment #2: List of potential internships. Total points: 10 points

Directions: Make a list of attributes describing the kind of internship you would like. Visit with faculty or graduate students to discuss what you should expect from an internship. Go online and visit CSU resources and make a list of potential internships you would be interested to pursue.

Assignment #3: Finalize resume and apply to internships. Total points: 10 points

Directions: Incorporate comments from the peer evaluation of the draft of your resume and finalize your resume. Apply to at least 10 internships.

Assignment #4: 5-minute introduction. Total points: 10 points

Directions: Prepare a 5-min presentation that include (1) who you are, (2) what you are studying, (3) what you are looking for in an internship.

Assignment #5: Read and analyze assigned papers. Total points: 10 points

Directions: Select a scientific paper in your area of interest, Read paper and prepare a PowerPoint summarizing the purpose of the paper (hypothesis tested), how they conducted the study, and the main conclusion, including the most relevant figure.

Assignment #6: Group Research Topic Outline and Plan

The research topic will be focused on data analysis of a recent paper relevant to BSPM majors. This topic will be one that you collaboratively work on in your groups of three. On the last day of class, your group will be presenting a poster on your research topic.

The poster must include the following:

- A description of the research topic and explanation of why this is a pertinent current issue.
- It must highlight the objective or question that will be answered, and state the hypothesis.
- It must have 3-4 key points that back up the research topic- one for each member of the group. These key points will be researched by each team member and should present both sides of the key points.
- It must include a conclusion that answers the question and is backed up by the key points.
- It must include visuals (graphs/photos/etc.) that will enhance the visual display.
- All references must be properly cited using MLA or APA format.

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- The poster must be professional in appearance.

This is a collaborative project, and as such, it is expected that your group will work on most phases of the project collaboratively. Schedules are busy, so part of the assignment is to plan when you will meet and how you will accomplish this project. Utilize the graph below to document your plan (add additional pages as necessary).

Topic: _____ Group members: _____

Key Point	Person Responsible	Availability to Meet