NOTE to prospective students: This syllabus is intended to provide students who are considering taking this course an idea of what they will be learning. A more detailed syllabus will be available on the course site for enrolled students and may be more current than this sample syllabus.

FW 514
PROFESSIONAL DEVELOPMENT: MEETING COMMUNICATIONS

COURSE CREDITS:
(1) This course combines approximately 30 hours of instruction, online activities, and assignments for 1 credit.

PREREQUISITES, CO-REQUISITES AND ENFORCED PREREQUISITES:
See the Office of the Registrar website for information on Prerequisite Enforcement.

COURSE DESCRIPTION FROM CATALOG

FW 514. PROFESSIONAL DEVELOPMENT: MEETING COMMUNICATIONS (1).
Fisheries and wildlife professionals use meetings of scientists, managers and stakeholders to communicate key findings and develop consensus recommendations for policy. This 1-credit experiential learning course will expose students to a scientific or management meeting in their chosen field (fisheries, wildlife, ecology, or conservation biology) and get them to think about how meetings function as well as their content. This course is repeatable for a maximum of 3 credits.

CONTACT INFORMATION:
Instructor: Dr. Selina Heppell, Director of On-line Graduate Programs in Fisheries and Wildlife
selina.heppell@oregonstate.edu

For more information, contact: BRUCE DUGGER, NASH 166, 541-737-2465

Sample syllabi may not have the most up-to-date information. For accuracy, please check the Ecampus Schedule of Classes to see the most current instructor information. You can search for contact information by name from the OSU Home Page.

LEARNING RESOURCES:
Textbooks, lab manuals, etc.; indicate if required or optional.

NOTE: For textbook accuracy, please always check the textbook list at the OSU Bookstore website. Sample syllabi may not have the most up-to-date information.

Students can also click the OSU Beaver Store link associated with the course information in the Ecampus schedule of classes for course textbook information and ordering.

COURSE SPECIFIC MEASURABLE STUDENT LEARNING OUTCOMES:
Grading: A/F

Canvas/Blackboard Login Information - http://ecampus.oregonstate.edu/services/start/canvas-login.htm?expand=yes

Purpose: Fisheries and Wildlife professionals use meetings of scientists, managers and stakeholders to communicate key findings and develop consensus recommendations for policy. This 1-credit experiential learning course will expose students to a scientific or management meeting in their chosen field (fisheries, wildlife, ecology or conservation biology) and get them to think about how meetings function as well as their content.

Format: Each student must identify a scientific or management meeting in their local area and commit to attending and speaking with at least one of the meeting organizers. For multi-day meetings, such as those of scientific societies, the student must attend for at least 2 full days. A written report is required that includes an interview with one of the organizers to discuss the purpose and goals of the meeting.

Learner Outcomes: Student who take this course will:

1. Identify the goals and objectives of a professional scientific meeting and the mission of the sponsoring agency, commission or society through research and interviews.
2. Summarize the scientific findings presented at the meeting.
3. Evaluate the communication and outreach efforts connected with the meeting and discuss improvements for disseminating meeting information to the public.

Assessment of Student Learner Outcomes will be through the written report, which includes a set of specific requirements designed around these Learner Outcomes (see Report Components, below).

The types of meetings that would typically be used for this course are:

1. Scientific Society meetings (e.g., American Fisheries Society, Ecological Society of America, Wildlife Society, Society for Conservation Biology, or local chapter meetings of these societies)
2. Working group meetings sponsored by agencies (e.g., Biological Review meetings for endangered species or habitat planning, Fishery Management Council meetings)

3. State or regional commission or agency meetings to provide information to stakeholders and the public (e.g., Town Hall meetings on local natural resource issues)

Course requirements:

1. Identify a professional meeting or conference in your local area and get approval for credit from the course instructor (via email).

2. Attend the meeting in entirety (1 day meetings) or a minimum of 2 days (multi-day society meetings or regional council meetings).

3. Arrange an in-person or phone interview with one or more of the meeting organizers.

3. Submit a report (see below) before the end of the final week of the term.

Assessment: There is only one assignment required for the course: a report on the meeting purpose, content, goals, organization and outreach. This report will include a summary of your interview with a meeting organizer. Students should review the report components before attending the meeting to assure that they will be able to gather all of the information necessary for the report.

Report Components:

1. Provide information on the meeting type, scope, location, and a link to the meeting website, if available. Include a short description of meeting format and note whether public comment was allowed.

2. Write a short summary of the purpose of the meeting and the primary mission of the Society or agency that is hosting the meeting.

3. Provide a 3-4 page summary of the primary scientific findings presented at the meeting. If attending a conference, provide short summaries of a few talks that you found particularly stimulating.

4. Interview one of the meeting organizers or board members. What do they hope the meeting will achieve? What challenges do they identify in science or management that can be addressed by the meeting?

5. Summarize how information from the meeting is currently disseminated to other scientists, stakeholders or the general public. Provide suggestions for how communication and outreach could be enhanced at the meeting or after the meeting. How should the meeting organizers share the results of their efforts with a larger community?

All together, the report should be 10-12 pages, double spaced.
**Due Dates:** you should have your meeting approved by the course instructor no later than the end of the third week of the term, and your final report should be submitted on or before the last day of week 10 (BEFORE finals week). If you desire feedback on a draft report, you should submit your draft by the end of week 9.

**COURSE CONTENT AND POLICIES:**

**Grading rubric:**

A: All components of the report present, excellent writing with strong topic sentences and well-organized commentary, evidence of a productive interview with the meeting organizer(s), and insightful commentary on the science presented and improvements for communication and outreach.

B: All components of the report present, good writing with clear topic sentences and complete proofreading, good commentary on the meeting and interview with the meeting organizer(s), some thoughts on communication and outreach.

C: Most components of the report present; good writing (complete proofreading) but organization lacking; evidence of a rushed or poorly conceived project with little effort, e.g., report is mostly descriptive rather than containing insightful discussion or commentary.

D: Report incomplete; writing poorly organized and/or contains spelling and grammatical errors; no commentary or suggestions for outreach and communication.

**Academic Integrity —** From the OSU Office of Student Conduct (http://oregonstate.edu/admin/stucon/achon.htm):

Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty includes:

• CHEATING - use or attempted use of unauthorized materials, information or study aids or an act of deceit by which a student attempts to misrepresent mastery of academic effort or information. This includes unauthorized copying or collaboration on a test or assignment or using prohibited materials and texts.

• FABRICATION - falsification or invention of any information (including falsifying research, inventing or exaggerating data and listing incorrect or fictitious references.

• ASSISTING - helping another commit an act of academic dishonesty. This includes paying or bribing someone to acquire a test or assignment, changing someone’s grades or academic records, or
taking a test/doing an assignment for someone else (or allowing someone to do these things for you). It is a violation of Oregon state law to create and offer to sell part or all of an education assignment to another person (ORS 165.114).

• TAMPERING - altering or interfering with evaluation instruments and documents.

• PLAGIARISM - representing the word or ideas of another person as one’s own OR presenting someone else’s words, ideas, artistry or data as one’s own. This includes copying another person’s work (including unpublished material) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own.

Engaging in any of the above described activities will not be tolerated and are grounds for dismissal from and a failing grade in this class. YOU are responsible for knowing the rules, regulations, and ethics associated with these policies; ignorance is not an acceptable excuse. For more information on plagiarism, please visit: http://osulibrary.oregonstate.edu/instruction/classign/Plagiarism.html. For more information on academic honesty, start at the OSU Office of Student Conduct website above.

EVALUATION OF STUDENT PERFORMANCE:
In the OSU online catalog, refer to AR 18 and AR 19 regarding assignment of grades.

STATEMENT REGARDING STUDENTS WITH DISABILITIES
Oregon State University is committed to student success; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student, as a legal adult, is responsible to request appropriate accommodations. The student must take the lead in applying to Disability Access Services (DAS) and submit requests for accommodations each term through DAS Online. OSU students apply to DAS and request accommodations at our Getting Started with DAS page.

Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 541-737-4098.

ACADEMIC INTEGRITY AND STUDENT CONDUCT (OSU POLICY)
Students are expected to be honest and ethical in their academic work. Intentional acts of academic dishonesty such as cheating or plagiarism may be penalized by imposing an “F” grade in the course.

Student conduct is governed by the universities policies, as explained in the Office of the Dean of Student Life: Student Conduct and Community Standards. In an academic community, students and faculty, and staff each have responsibility for maintaining an appropriate learning environment, whether online or in the classroom. Students, faculty, and staff have the responsibility to treat each other with understanding, dignity, and respect.

Students are expected to conduct themselves in the course (e.g. on discussion boards, email postings, etc.) in compliance with the university’s regulations regarding civility. Students will be expected to treat all others with the same respect as they would want afforded to themselves. Disrespectful behavior (such as harassing behavior, personal insults, inappropriate language) or disruptive behaviors are unacceptable and can result in sanctions as defined by Student Conduct and Community Standards.

For more info on these topics please see:
- Statement of Expectations for Student Conduct
- Student Conduct and Community Standards - Offenses
- Policy On Disruptive Behavior

PLAGIARISM

You are expected to submit your own work in all your assignments, postings to the discussion board, and other communications, and to clearly give credit to the work of others when you use it. Academic dishonesty will result in a grade of “F.”

- Statement of Expectations for Student Conduct
- Avoiding Academic Dishonesty

TECHNICAL ASSISTANCE:

If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email osuhelpdesk@oregonstate.edu or visit the OSU Computer Helpdesk online.

TUTORING

For information about possible tutoring for this course, please visit our Ecampus NetTutor page. Other resources include:
• **Writing Center**
• **Online Writing Lab**

**STUDENT EVALUATION OF TEACHING**

We encourage you to engage in the course evaluation process each term – online, of course. The evaluation form will be available toward the end of each term, and you will be sent instructions through ONID. You will login to “Online Services/MyOSU” to respond to the online questionnaire. The results on the form are anonymous and are not tabulated until after grades are posted. Course evaluation results are very important and are used to help improve courses and the learning experience of future students. Results from questions are tabulated anonymously and go directly to instructors and unit heads/supervisors. Unless a comment is “signed,” which will associate a name with a comment, student comments on the open-ended questions are anonymous and forwarded to each instructor. “Signed” comments are forwarded to the unit head/supervisor.