

Cover Sheet: Request 14713

Course modification to FOR4020

Info

Process	Course Modify Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Kristina Haselier khaselier@ufl.edu
Created	2/5/2020 12:37:08 PM
Updated	4/7/2020 12:57:03 PM
Description of request	We are requesting to modify FOR4020 in association with the Curriculum changes that were made to the Natural Resource Conservation major and proposed for the Forest Resources and Conservation major.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	SFRC - Forest Resources and Conservation 514946001	Terrell Baker III		2/28/2020
Professional Practice in Natural Resources Syllabus.docx					2/27/2020
CALS-CC-Checklist_Professionalism.docx					2/27/2020
College	Approved	CALS - College of Agricultural and Life Sciences	Joel H Brendemuhl	Changes required by the CALS CC have been made.	4/7/2020
FOR4020.Fall.2019.docx - for4020.pdf					3/2/2020
UCC External Consultations-whiles.pdf					4/7/2020
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			4/7/2020
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 14713

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Request: Course modification to FOR4020

Description of request: We are requesting to modify FOR4020 in association with the Curriculum changes that were made to the Natural Resource Conservation major and proposed for the Forest Resources and Conservation major.

Submitter: Kristina Haselier khaselier@ufl.edu

Created: 4/7/2020 10:55:00 AM

Form version: 2

Responses

Current Prefix FOR

Course Level 4

Number 020

Lab Code None

Course Title SEMINAR IN CONTEMPORARY ISSUES IN FOREST RESOURCES AND CONSERVATION

Effective Term Fall

Effective Year 2020

Requested Action Other (selecting this option opens additional form fields below)

Change Course Prefix? Yes

Current Prefix FOR

Proposed Prefix FNR

Change Course Level? Yes

Current Level 4

Proposed Level 3

Change Course Number? No

Change Lab Code? No

Change Course Title? Yes

Current Course Title SEMINAR IN CONTEMPORARY ISSUES IN FOREST RESOURCES AND CONSERVATION

Proposed Course Title Professional Practice in Natural Resources

Change Transcript Title? Yes

Current Transcript Title Sem Cntmp Iss in Frc

Proposed Transcript Title (30 char. max) Nat Res Prof Practice

Change Credit Hours? No

Change Variable Credit? No

Change S/U Only? No

Change Contact Type? No

Change Rotating Topic Designation? No

Change Repeatable Credit? No

Change Course Description? Yes

Current Course Description Seminar using the study of contemporary issues in forest resources and

conservation to build critical thinking and communication, leadership, presentation, and interview skills.

Proposed Course Description (50 words max) Prepares students for professional success, with emphasis on careers involving fieldwork. Addresses securing your first position (resume, interviewing, etc.), professional ethics and practice (ethical frameworks, work-life balance, etc.), and avenues for advancement (references, professional organizations, etc.). Intended for Forest Resources and Conservation, Natural Resource Conservation majors, and related.

Change Prerequisites? Yes

Current Prerequisites 4FY status or instructor permission

Proposed Prerequisites Requires 3AG-FRC, 3AG-NRC, 4AG-FRC, 4AG-NRC classification.

Change Co-requisites? No

Rationale This course is being revised in association with changes made to the curriculum. Along with FOR3200C Foundations in Natural Resource Conservation, this revised course will serve as 1 of 2 options to fulfill the "Professional Seminar" core category requirement. This category has the following SLOs:

- exposure to professional networking, through professional organizations, interaction at professional meetings, and related
- guidance on career options, and assistance with traditional job hunting methods
- overview of issues of professionalism, ethics, work-life balance, and related

CALS Curriculum Committee

Submission Checklist

NOTE: This checklist must be included with all course and certificate submissions.

The checklist below is intended to facilitate course and certificate submissions to the University of Florida Academic Approval Tracking System (<https://approval.ufl.edu/>). The checklist consists of the most common items that can cause a submission to require changes or be recycled. Contrary to information provided on the UF approval site, the CALS Curriculum Committee requires a syllabus be submitted with each new course or course modification request. Please note that submitters are encouraged to attend the CALS CC meeting at which their item is being reviewed. This allows the submitter to answer any potential questions that may arise that could cause the item to not be approved. Also, be aware that when completing the UCC form the section Description of Request is asking for a brief statement about what you are doing. This is **not** the place for a course description. A statement such as “Proposal of a new undergraduate course” is all that is needed. Please do not submit documents in pdf format. All documents should be submitted in Word to facilitate editing on our end if necessary.

CHECKLIST: PLEASE INITIAL OR MARK N/A FOR EACH STATEMENT TO INDICATE YOUR COMPLIANCE.

 KH It is required when making a submission that you consult your department’s representative to the CALS CC. A list of current members can be found on the committee site located at: <https://cals.ufl.edu/faculty-staff/committees/> .

 KH Review the CALS Syllabus Policy. This document can be viewed at the committee site (<https://cals.ufl.edu/faculty-staff/committees/>) by clicking on the Curriculum Committee – Information & Documents heading and scrolling down to Forms, Checklists, and Other documents. The other items included here are all very helpful when making a curriculum submission. Some will be mentioned in other checklist items below.

 N/A Joint course submissions must include both graduate and undergraduate syllabuses and a separate statement outlining the substantial (more than one) differences in assignments between the two courses. These assignments must account for at least a 15% difference in graded material between the two levels. If this is a new course submission both courses must be submitted for approval simultaneously.

 KH The Course Description is the catalog copy and cannot exceed 50 words. The course description on the UCC form and in the syllabus must match. Any other information you wish to include needs to be under a different heading such as background or additional information.

 KH The course learning objectives must be consistent with Bloom’s taxonomy. Please see the following link at the CALS Curriculum site. (https://cals.ufl.edu/content/PDF/Faculty_Staff/cals-course-objectives.pdf). Do not use the words demonstrate or understand when listing learning objectives.

 KH The course schedule should be concise and include the appropriate number of weeks in the semester.

 N/A All graduate course submissions must include a reading list if a textbook is not required. The reading list should include at least some current readings (within the last 5 years). All readings do not need to be current.

 N/A Outside consultations are required if there is a possibility of the proposed course covering material taught in another department or college on campus. There must be a consult form completed by the chair of the department from who you are seeking the consult. Instructors may provide additional consults. The form can be found at: <https://registrar.ufl.edu/pdf/uccconsult.pdf> .

 KH Prerequisite courses are required for 3000 and 4000 level courses. This line of the approval form cannot be “none” or left blank. Junior or senior standing is an acceptable option. A phrase such as “a course in basic biology” is not acceptable.

 KH Decimal points must be included in the grading scale if grade cut-offs are based on percentages. While this is not a university policy it is a CALS standard practice to avoid any confusion when final grades for the course are determined.

 KH The attendance and make-up policy in a syllabus cannot contradict the university’s policy. Do not include any additional wording to this policy. A statement and link regarding this is included in the CALS Syllabus Statements. For the approval process the college suggests a less is more view when it comes to this policy.

 KH The most recent version of the CALS Syllabus Statements boiler plate must be included in all syllabuses. This document is included in the CALS Syllabus Policy and can be copied and pasted to the syllabus. Do not use the boilerplate statements from an old syllabus as they are likely to be out of date.

Certificates

If proposing a new undergraduate or graduate level certificate that includes any courses outside of the submitters department a statement regarding any possible impact on those courses needs to be included. An email from the instructor is acceptable. Also, any courses required for the certificate must have permanent prefixes and course numbers.

**SEMINAR IN CONTEMPORARY ISSUES IN
FOREST RESOURCES AND CONSERVATION
FOR 4020**

Fall 2019
Thursdays
Period 7-8 (1:55-3:50)
222 Newins-Ziegler Hall

Instructor: Alison E. Adams
Office: 357 Newins-Zeigler Hall
Office Hours: Thursdays 12:00-1:00 and by appointment
Email: alison.adams@ufl.edu

COURSE DESCRIPTION

This course is designed to help students understand the concepts, organizations, and people involved in a wide variety of contemporary issues in forest resources and conservation. Students in this course will use critical thinking to understand and evaluate natural resource issues, problems and conflicts. Students will also lead discussions geared to investigating controversial issues from numerous perspectives. Throughout this course, students will work to enhance their presentation skills, as well as engage in persuasive dialogue related to resolving conflicts. In addition, this course will help students to develop professional resumes or curriculum vitae and prepare for interviews for jobs or graduate school.

STUDENT LEARNING OUTCOMES

Upon completion of this course, students should be able to:

- Describe concepts, organizations and people involved in several contemporary issues
- Use critical thinking and lead discussions presenting both sides of controversial issues
- Make objective presentations and engage in persuasive dialog related to resolving conflicts
- Prepare professional resumes or curriculum vitae and cover letters for jobs or graduate school
- Use the Marston Science Library and UF Libraries website to locate electronic and print resources for presentations and future work

COURSE WEBSITE

We will be using a Canvas course web site throughout the semester for grade management, access to course materials, course announcements, and submission of class assignments. Please

check this site before every class to check for announcements, schedule changes, or other important information.

COURSE STRUCTURE AND ATTENDANCE POLICY

Each student will choose one contemporary issue and will become familiar with the topic including biological, social and political dimensions. The student will be expected to identify and discuss the key institutions, stakeholders and people involved in and affected by the issue.

Students will explore the differing perspectives that varying groups have about the issue and will be able to explain the rationales of those perspectives.

Each student will make a 20-minute presentation to the group about the issue and then lead the ensuing 10-minute discussion with their classmates.

All students will actively participate in the discussion about each issue, and will write a one-paragraph summary of the issues presented.

As the focus of this course is discussion and communication, attendance at and active participation during all sessions are expected and count toward 10% of grade. One unexcused absence is permitted. Each additional unexcused absence will reduce this part of your grade by 5%. Excused absences (e.g., attendance at one academic conference, doctor, military duty, etc.) will be addressed on a case-by-case basis.

Separately from the contemporary issue discussions, each student will develop a curriculum vita or resume and write a cover letter or personal statement tailored to a specific job announcement or a dream job. This exercise also may be undertaken with graduate school as an objective, if the student prefers.

EVALUATION OF STUDENT PERFORMANCE

Course Component	Possible Points
Presentation	40 points
Five credible sources	5 points
PowerPoint slides	15 points
Presentation	15 points
Leading discussion	5 points
Participation in discussions	20 points
Attendance and active involvement	10 points
One-paragraph summaries of each student or guest presentations	10 points each
Curriculum Vita/Resume and Cover Letter	20 points

Grading Scale $\geq 90\%$ A ; 86% - 89.9% B+; 80% - 85.9% B; 76% - 79.9% C+; 70% - 75.9% C; 66% - 69.9% D+; 60% - 65.9% D; $< 60\%$ E

Lateness Policy

Late assignments will lose 10% of the total points available for each day the assignment is late. If you have extenuating circumstances, please let me know as far ahead as possible so that we can make alternative plans for your assignment submissions.

COURSE SCHEDULE

Week 1: Introduction and course overview

Week 2: Preparing a resume or curriculum vita and cover letters

Week 3: Navigating conflicts in professional settings; presentation overview

Weeks 4-15: Student presentations and guest lectures

Note: There will be no class on November 28th for Thanksgiving

ACADEMIC HONESTY, SOFTWARE USE, UF COUNSELING SERVICES, SERVICES FOR STUDENTS WITH DISABILITIES

In 1995 the UF student body enacted an honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the university, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Students should report any condition that facilitates dishonesty to the instructor, department chair, Student Honor Council, or Student Conduct and Conflict Resolution in the Dean of Students Office. (Source: 2016-2017 Undergraduate Catalog).

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor. This policy will be vigorously upheld at all times in this course.

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,
www.counseling.ufl.edu/cwc/

Counseling Services

Groups and Workshops

Outreach and Consultation

Self-Help Library

Training Programs

Community Provider Database

Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/

Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues.

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course based on ten criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

FNR3XXX Professional Practice in Natural Resources

Fall 2020

Instructor : Kristina Haselier, MS

Meeting Time : Tuesdays, Periods 3-4 (9:35am-11:30am)

Contact:

- Office : 121 Newins-Ziegler Hall – Schedule an in-person appointment through online scheduler or drop by 121 Newins-Ziegler Hall M-F from 10am-2pm
- Telephone : (352) 846-0847
- E-mail : khaselier@ufl.edu – Please use this email address rather than Canvas discussion

Course Description :

Prepares students for professional success, with emphasis on careers involving fieldwork. Addresses securing your first position (resume, interviewing, etc.), professional ethics and practice (ethical frameworks, work-life balance, etc.), and avenues for advancement (references, professional organizations, etc.). Intended for Forest Resources and Conservation, Natural Resource Conservation, and related majors.

Course Objectives : Upon completion of this course, students should be able to:

- Successfully develop a resume and cover letter, suitable for a professional position matching the student's objectives.
- Identify common issues with professional practice, and develop strategies to address these issues successfully.
- Examine paths to professional advancement, and develop the skills associated with these paths.

Prerequisites : Junior or Senior in the Forest Resources and Conservation or Natural Resource Conservation major. Requires 3AG-FRC, 3AG-NRC, 4AG-FRC, or 4AG-NRC classification.

Credits : 1

Course Requirements

Topic Discussions/Attendance

This class moves quickly and builds on each day's discussion, so attendance is vital and required. In order for the instructor to gauge your understanding of class topics, your participation in weekly discussions during class is also evaluated. Topic discussions and attendance make up 10 points of the final grade, at 0.625 points per class. Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> .

Tasks

Tasks are not graded, but are necessary in order either to complete an assignment or prepare for a presentation. Task completion will be evaluated by a screenshot of the completed task, Canvas/email submission, or as evident during the related presentation. Instructions will be given during class about how to validate completion of each task.

Assignments

Weekly assignments are based on the weekly topics are required. These assignments are essential to your understanding of the discussion topics; this understanding is necessary to fulfill the Course Objectives. The 10 assignments will account for 60% of your grade at 6 points each. Each assignment is due by 11:59pm on the Sunday before the following class. Late assignments will result in a 1-point deduction for every 24 hours that it is late; late assignments will not be accepted more than 3 days after their due date.

Presentations

There are 4 required presentations for this course that are intended to help students develop conversational skills within their area of interest, as well as encourage them to become comfortable discussing topics they find interesting and important to the natural resources and forestry professions. Each presentation is based on a topic discussion and/or assignment and, collectively, they're worth 20% of your grade at 5 points each.

Final Assignment

The Final Assignment should incorporate information from the entire course as a fully-prepared application package to the *Right* job, including the official job description, a resume tailored to that position, 3 professional references, and a cover letter outlining your readiness for this specific job that specifies your knowledge of professional behavior and/or ethical

Original file: Professional Practice in Natural Resources Syllabus.docx

concerns that the hiring manager would expect you to consider. This application package is worth 10% of your grade and is due during the final exam period assigned to this course. A late final will result in a 1-point deduction for every 24 hours that it is late; a late final will not be accepted more than 3 days after its due date.

Grading and Grade Points

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/> .

Grades are based on the following: A (93-100%), A-(90-92.9), B+ (86-89.9%), B (82-85.9%), B-(78-81.9%), C+(74-77.9%), C (67-73.9%), C-(63-66.9%),D+(59-62.9%), D (55-58.9%), D-(51-54.9%), and E (<50.9%)

Topic Discussions/Attendance 10 points
Assignments

60 points
Presentations

20 points
Final Assignment

10 points
Total

100 points

-
Textbooks : Readings will be assigned in class, and provided as part of the course. This might include *Who Moved My Cheese* by Dr. Spencer Johnson

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code> .

Do not plagiarize! When you use information from a source, please site the source of the information. Copying information from other documents (websites, other people, newspaper or journal articles, or anything) is plagiarism and you will fail the course if caught plagiarizing.

Software Use : All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Services for Students with Disabilities : The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. 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. 0001 Reid Hall, 352-392-8565, <https://disability.ufl.edu/>

Campus Helping Resources : Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu : Counseling Services, Groups and Workshops, Outreach and Consultation, Self-Help Library, Wellness Coaching
- U Matter We Care, www.umatter.ufl.edu/
- Career Connections Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>. Student Complaints:
- Residential Course: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/> .
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>

Week	Topic	Task	Assessment
1	Introduction to course: topics, scheduling, grading	Create state and federal job profiles	
Professional Behavior & Ethics			
2	Professional communication	Identify 3 relevant professional organizations	Create professional address/signature
3	Time Management/Planning	Field Aid App research	Set-up fall semester
4	Working well with others	Attend/report back on professional organization meeting by end of fall semester	Submit 2 state descriptions
5	Personal, Ethical, & Safety Boundaries	–	Respond to 3 scenarios of your boundary
6	Hygiene/Self care	Create work-life balance goals	
7	Top 3 work-life balance goals; Open discussion of behavior/ethics	–	Submit an additional federal job description to consider
Finding/Getting the Right Job			
8	Guest Speaker – Corey Graf, CALS-CCC Liaison: Prepare for life after the Swamp	Create a Gator CareerLink account; schedule Mock Interview for anytime during week 13, 14, or 15	
9	Career Action Plan; Shadowing professionals in your field	–	Answer Career questions each of 4 Mock Interviews
10	The <i>Right</i> job	Choose <i>Right</i> job description – prepare to present its 3 <i>Rights</i> and which you’d compromise	
11	Transferable skills, Resumes, and CVs	Visit CCC – get tips for writing resume & cover letter for <i>Right</i> job	Create resume
12	Cover letters	–	Write cover letter
13	Interviewing; Etiquette after the interview	–	Mock Interview
14	LinkedIn and ePortfolios	–	Create LinkedIn ePortfolio; Conduct Interviews
15	Develop references	Create list of references	Continue Mock Interviews
16	Review highlights of Course Objectives	–	Final: Finalized References, and

External Consultation Results (departments with potential overlap or interest in proposed course, if any)

Department Soil and Water Sciences	Name and Title Matt Whiles, Chair and Professor
Phone Number 352 294-3161	E-mail mwhiles@ufl.edu
Comments This looks like an excellent addition and I'm sure SWS students will take it. I floated it to key faculty members in our department and received 100% positive feedback.	

Department	Name and Title
Phone Number	E-mail
Comments	

Department	Name and Title
Phone Number	E-mail
Comments	