Instructor: Kenneth W. Farrish  
Room 108 Forestry Lab Building  
(936) 468-2475  
kfarrish@sfasu.edu  
Office hours: 8:00 am to 9:00 am Mon. and Wed.  
8:00 am to 11:00 am Tues. and Fri.  
Department: Environmental Science  
Meeting Place: Forestry Lab Bldg 103

Course Description: One semester hour course focused on developing improved oral technical presentation and interviewing skills for seniors in environmental science. A participatory seminar where students review, condense, and present technical and research findings on directed topics. Discussions on career development and professional presence and professional ethical conduct are also included.

Program/Student Learning Outcomes:

1. Demonstrate competency in environmental assessment;
2. Demonstrate understanding in environmental management;
3. Demonstrate understanding in environmental policy and professional ethics;
4. Demonstrate competency critical thinking communicated through effective scientific written reports and oral presentations.
5. Demonstrate preparation to pursue a professional career and/or graduate degree programs.

<table>
<thead>
<tr>
<th>Course</th>
<th>PLO 1 Environmental Assessment</th>
<th>PLO2 Environmental Management</th>
<th>PLO3 Environmental Policy &amp; Professional Ethics</th>
<th>PLO4 Critical Thinking, Oral &amp; Written Communication</th>
<th>PLO5 Professional Career &amp;/or Graduate Degree Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 470</td>
<td>B</td>
<td>B</td>
<td>I</td>
<td>M</td>
<td>M</td>
</tr>
</tbody>
</table>

N/A – Not Applicable  
B - Basic  
I - Intermediate  
A - Advanced  
M - Mastery

Definition of Rating Categories:

1. N/A – Not Applicable – course does not support the Program Learning Outcome.
2. B – Basic – course supports Program Learning Outcome by providing students with fundamental information, definitions, concepts, and lab activities relative to the expected outcomes.
3. **I – Intermediate** – course supports Program Learning Outcome by providing students with topic-specific information, concepts, applications, and lab activities that increase the students’ skills in making tactical implementation decisions relative to the expected outcomes.

4. **A – Advanced** – course supports Program Learning Outcome by providing students with transitional, high level topic-specific information, activities, and opportunities that enable the students to apply their critical thinking and tactical skills to resolved increasingly challenging strategic situations.

5. **M – Mastery** – course supports Program Learning Outcome by providing students with opportunities to independently apply tactical and strategic planning skills to successfully accomplish real-world, non-academic management objectives. Completes students’ preparedness for entry-level professional activity accomplishment.

**Course Requirements:**

**Presentation**
Students will make one formal presentation before the class. The presentation will be on an advanced technical topic to a target audience of peer environmental scientists. **Topics must be approved beforehand by the instructor!**

**Resume and Cover Letter:**
Students will prepare and submit a draft copy of their resume and a cover letter for review. Suggestions for improvements will be made by the faculty member and an academic adviser, and the resumes will be updated and re-submitted for final grading.

**Exam:** One final exam will be administered which will cover presentation and interviewing strategies discussed in the course

**Tentative Course Calendar***:

<table>
<thead>
<tr>
<th>Oct 21</th>
<th>Introduction and Course Organization, Professional Resume, Cover Letter, and Interviewing, Resume and Cover Letter Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>What is Graduate School? Professional Ethics, Draft Resume and Cover Letter Due, Professional Oral Presentation Assignment, Professional Ethics Assignment</td>
</tr>
<tr>
<td>10</td>
<td>SFA Career Services, Professional Ethics Role Playing</td>
</tr>
<tr>
<td>Nov 4</td>
<td>Mock Interviews</td>
</tr>
<tr>
<td>11</td>
<td>Student Seminar Presentations</td>
</tr>
<tr>
<td>18</td>
<td>Student Seminar Presentations</td>
</tr>
<tr>
<td>25</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Dec 2</td>
<td>Student Seminar Presentations</td>
</tr>
<tr>
<td>9</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

*Schedule subject to change.
**Grading System:** The oral presentation will comprise 50% of the course grade, the graded resume and cover letter will comprise 20% of the course grade, class participation will comprise 10% of the course grade, and the final exam will comprise the remaining 20% of the final grade.

**Grading Scale:** The following scale is adhered to strictly. Individual overall means are calculated to the first decimal place.

- 90.0 - 100 = A
- 80.0 - 89.9 = B
- 70.0 - 79.9 = C
- 60.0 - 69.9 = D
- < 60.0 = F

**Late Assignments:** Late assignments will require a documented excuse.

**Attendance:** Attendance is mandatory. The final grade will be reduced by one letter grade per each unexcused absence.

**Other Policies:** Student must complete the on-line course evaluation for the course. Grades will be withheld until the course evaluation is completed. All classroom conduct and performance should be compatible with the code of ethics stated in the current SFA Student Handbook. Students with documented disabilities who need course adaptations or accommodations should make an appointment to discuss their needs with the course instructor as soon as possible.

**COVID 19**

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class. Any student not wearing a mask over the nose and mouth will be asked to leave the class. Repeated incidents of not wearing a mask over the nose and mouth may result in the student being permanently removed from the class. All incidents of not wearing a mask over the nose and mouth will be reported to the Office of Student Rights and Responsibilities, and students who are reported for multiple infractions of not wearing a mask over the nose and mouth will be subject to disciplinary actions.

According to the Centers for Disease Control and Prevention, cloth face coverings help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This . . . is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows cloth face coverings reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of cloth face coverings
is particularly important in settings where people are close to each other or where social distancing is difficult to maintain. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html

**Academic Integrity (A-9.1)**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

**Withheld Grades Policy (A-54)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
Responsible Use of Technology

It is expected that all students will only use cell phones, PDAs, laptop computers, MP3 players and other technology outside of class time or when appropriate in class. Answering a cell phone, texting, listening to music or using a laptop computer for matters unrelated to the course may be grounds for dismissal from class or other penalties.

Classroom Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.