

**Note: This course action form is incomplete. Some content is yet to be determined.**

**North Carolina State University Course Action Form**

**ES 497 – Professional Development Workshop**

**Proposal Type:** New Course

**Proposed Date:** Jan. 11, 2010

**Department/Program:** Environmental Science Academic Program

**Abbreviated Title:** Event

**Scheduling:** Fall / Spring, in Every Year

**Offerings:**

**Credit Hours:** 1-3

**Contact Hours**

**Independent Study/Research:** 1-3

**Grading:** S/U

**Enrollment Per Semester:** 10

**Enrollment Maximum Per Section:** 10

**Multiple Sections:** TBD

**Repeatable:** Yes

**Catalog Description**

The course provides 1-3 Cr for students who develop skills necessary to organize, promote, and participate in an event such as a workshop, conference or a seminar. Examples of acceptable events include organizing a panel of speakers on a specific topic, a speaker series, a job fair, or a workshop. The formats and topics of events are determined by the organizing student(s). Each student prepares an Event Proposal.

**Curriculum/Minors for Which Course is Designed**

Environmental Science B.S.

**Course Justification**

The new course, ES 497 Professional Development Workshop, will allow students in the ES Academic Program to earn 1-3 Cr and thereby partially or completely fulfill the required 3 Cr of "External Learning Experience." In addition, students will also gain valuable experience helping ensure success in the classroom and in the real world. ES 497 Professional Development Workshop is one of a package of five courses designed to expand educational opportunities for ES students. The four other courses include: ES 495 Special Topics, ES 496 Internship, ES 498 Research, and ES 499 Thesis.

Students can earn 1 Cr of ES 497 for every 50 hours of work in a semester, to a total of 3 Cr upon completing 150 hours of work. Work for ES 497 includes planning, promoting, and participating in an event such as a conference, workshop, or seminar or similar event. Professional Development Workshop can be completed by a single student or student teams. If students work in teams, each student must independently register for ES 497. Planned events can be a panel of speakers on a specific topic, a speaker series, where individual experts present Events on a sequenced schedule, a job fair, or a workshop. The formats and topics of Events are determined by the organizing student(s). A student in ES 497 can participate in some or all of the activities related to the Event, and does not have to present an Event to receive credit.

In most cases, the planned event will be at NC State University, but may be in other settings. Credits for ES 497 will not be awarded for traditional course work or for research projects. Typically, the work for ES 497 will be completed in one semester. Credits earned in ES 497 counts towards the ES degree for those majoring in ES. Students outside the ES Academic Program may also register for ES 497.

Students wishing to participate in ES 497 Professional Development Workshop must write an Event Proposal signed by the student, ES Advisor, and a faculty member who serves as the Event Host. The signed Event Proposal is submitted to the ES Advisor and copies are distributed to all parties before the student can register for ES 497. A copy of an Event Proposal form is included with the attached course syllabus. Other formats for the Event Proposal can be used, but the student, Event Host, and the ES Advisor must sign it. The key for the student is to learn the skills necessary to organize, promote, and participate in an event as these skills are useful in career development and post-baccalaureate education. A student must focus on educational objectives of the activity articulated in the Event Proposal.

Grades for ES 497 Professional Development Workshop are S/U. At mid-term the Event Host meets with the student to review the work. The Host submits a written review of progress at mid-term to the ES Advisor. At term end, the Host meets with the student to review the project, and sends an evaluation to the ES Advisor. The ES Advisor submits the grade.

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**Previous Enrollment**

This is a new course that has never been offered, therefore there is no enrollment data.

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**Resources Statement**

No additional resources are needed to offer this course.

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**Consultation With Other Departments**

Materials describing the course are posted on the ESNR website, and notices inviting comments sent to all colleges.

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**Prerequisites & Co-Requisites**

None.

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**Instructors Responsible for Course**

William E. Winner

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**Course Syllabus**

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**ES 497 – Professional Development Workshop**

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**Section 001****SPRING 2010****1-3 Credit Hours**

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**Course Description**

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The course provides 1-3 Cr for students who develop skills necessary to organize, promote, and participate in an event such as a workshop, conference or a seminar. Examples of acceptable events include organizing a panel of speakers on a specific topic, a speaker series, a job fair, or a workshop. The formats and topics of events are determined by the organizing student(s). Each student prepares an Event Proposal.

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**Learning Outcomes**

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1. Students will develop skills necessary to organize, promote, and participate in events such as conferences, workshops, panel discussions, job fairs, and Event series. Events can include organizing subject matter panel with multiple members, workshops, conventions, or a lecture series.
  2. Students will learn the behavior and conduct of professional environmental scientists engaged in conferences and similar activities.
  3. Students will see the process of transferring their academic knowledge to communicating with an audience.
  4. Students will create an event that is recognized and can be evaluated.
  5. Students will become familiar with networking within and between environmental experts.
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**Course Structure**

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Students can earn up to 1 Cr of ES 497 for every 50 hours of work in a semester, to a total of 3 Cr upon completing 150 hours of work. Typically, the work for ES 497 will be completed in one semester. Credits earned in ES 497 count towards the ES degree for those majoring in ES. Students outside the ES Academic Program may also register for ES 497.

Students wishing to participate in ES 497 must write an Event Proposal signed by the student, an ES Advisor, and a faculty member who serves as the Event Host. The signed Event Proposal is submitted to the ES Advisor and copies are distributed to all parties, before the student can register for ES 497. A copy of an Event Proposal form is included with the attached course syllabus. Other formats for the Event Proposal can be used, but the student, Event Host, and the ES Advisor must sign it. The key for the event student to learn the skills necessary to organize, promote, and participate in an event as these skills are useful in career development and post-baccalaureate education. A student must focus on educational objectives of the event activity articulated in the Event Proposal.

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**Instructors**

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**William E Winner** (wewinner) - *Instructor***Email:** [wewinner@ncsu.edu](mailto:wewinner@ncsu.edu)**Web Page:** [www.ncsu.edu/esnr](http://www.ncsu.edu/esnr)

**Phone:** 919-515-5780  
**Office Location:** 2231 Jordan Hall Addition  
**Office Hours:** By Appointment

#### **Course Meetings**

None.

#### **Course Materials**

None.

#### **Requisites and Restrictions**

None.

#### **General Education Program (GEP) Information**

##### **GEP Category**

This course does not fulfill a General Education Program category.

##### **GEP Co-requisites**

This course does not fulfill a General Education Program co-requisite.

#### **Transportation**

Students will be required to provide their own transportation for this class. Non-scheduled class time for field trips or out-of-class activities is NOT required for this class.

#### **Safety & Risk Assumptions**

None.

#### **Grading**

##### **Grade Components**

##### **Requirements for Credit-Only (S/U) Grading**

S/U grading will be used for the course. To earn an S grade, students will complete 50 hours of work for each credit, up to a total of 3 Cr. The Event Host will evaluate the student at mid-term and at end of term, and provide written evaluations to the ES Advisor who submits the grade. Although students are encouraged to work in teams, each individual student will be evaluated by assessing progress on learning outcomes specified in the Event Proposal, and by the quality of the event. For more details refer to [http://www.ncsu.edu/policies/academic\\_affairs/courses\\_undergrad/REG02.20.15.php](http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.15.php).

##### **Requirements for Auditors (AU)**

Information about and requirements for auditing a course can be found at [http://www.ncsu.edu/policies/academic\\_affairs/pols\\_regs/REG205.00.5.php](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.5.php).

##### **Policies on Incomplete Grades**

If an extended deadline is not authorized by the instructor or department, an unfinished incomplete grade will automatically change to an U after either (a) the end of the next regular semester in which the student is enrolled (not including summer sessions), or (b) the end of

12 months if the student is not enrolled, whichever is shorter. Incompletes that change to U will count as an attempted course on transcripts. The burden of fulfilling an incomplete grade is the responsibility of the student. The university policy on incomplete grades is located at [http://www.ncsu.edu/policies/academic\\_affairs/grades\\_undergrad/REG02.50.3.php](http://www.ncsu.edu/policies/academic_affairs/grades_undergrad/REG02.50.3.php).

### **Late Assignments**

Students are responsible for completing assignments and submitting them by the deadlines given by instructors. Late assignments will only be accepted in the case of verified/documented emergencies. See the University Attendance Policy. [http://www.ncsu.edu/policies/academic\\_affairs/courses\\_undergrad/REG02.20.3.php](http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php)

Students earning 1-3 Cr in ES 497 Professional Development Workshop are expected to be complete the activity in one semester. Exceptions may result from unusual situations, beyond student control, or to long-term planning. Incomplete grades will only be given with prior arrangement with the ES Advisor and the Event Host.

### **Attendance Policy**

#### **Attendance**

Students will participate in planning and participating in the event by working according to the times agreed to in the Event Proposal. Deviations in the schedule of attendance are appropriate only if agree to in advance by the student and by the Event Host. Failure to comply with the work schedule may result in breaking the contract and withdrawing from the course, or earning a U grade. This policy is based upon NCSU Attendance Policy: [http://www.ncsu.edu/policies/academic\\_affairs/courses\\_undergrad/REG02.20.3.php](http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php)

#### **Absences**

In case of emergency (serious illness, injury, death, or illness in the family, university duties, court attendance, or religious observance), please notify the Event Host and the ES Advisor as soon as possible. This policy is based upon NCSU Attendance Policy: [http://www.ncsu.edu/policies/academic\\_affairs/courses\\_undergrad/REG02.20.3.php](http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php)

#### **Makeup Work**

Students are responsible for all work missed and for any assignment announced on the day you were absent. This policy is based upon NCSU Attendance Policy: [http://www.ncsu.edu/policies/academic\\_affairs/courses\\_undergrad/REG02.20.3.php](http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.3.php)

### **Academic Integrity**

#### **Academic Integrity**

Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct found at [http://www.ncsu.edu/policies/student\\_services/student\\_discipline/POL11.35.1.php](http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php) Students are bound by academic integrity policy as stated in NCSU Code of Student Conduct.

### **Academic Honesty**

See [http://www.ncsu.edu/policies/student\\_services/student\\_discipline/POL11.35.1.php](http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php) for a detailed explanation of academic honesty.

Students are required to uphold the University Pledge of Honor and exercise honesty in completing every assignment.

### **Honor Pledge**

Your signature on any test or assignment indicates "I have neither given nor received unauthorized aid on this test or assignment."

### **Electronically-Hosted Course Components**

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

**Electronically-hosted Components:** <http://vista.ncsu.edu>

### **Accommodations for Disabilities**

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, student must register with the Disability Services Office (<http://www.ncsu.edu/dso>) located at 1900 Student Health Center, Campus Box 7509, 515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation at [http://www.ncsu.edu/policies/academic\\_affairs/courses\\_undergrad/REG02.20.1.php](http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.1.php).

### **Policy on Discrimination**

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at [http://www.ncsu.edu/policies/campus\\_environ](http://www.ncsu.edu/policies/campus_environ) or [http://www.ncsu.edu/equal\\_op](http://www.ncsu.edu/equal_op). Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 515-3148.

### **Course Schedule**

TBD

PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

1. Contacts:

Student: \_\_\_\_\_

Event Host: \_\_\_\_\_

ES Advisor: \_\_\_\_\_

2. Location of Event Planning Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Semester Date and Academic Credits Sought: \_\_\_\_\_

\_\_\_\_\_

4. Schedule of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Event Student Activities and Work Products: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Expected Learning Outcomes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Event Host Commitments:** The Event Host acknowledges the requirement to meet at mid-term with the student to evaluate progress towards products and learning objectives. The Event Host acknowledges the requirement to meet at term end with the student to evaluate the final products and progress with learning objectives. The Event Host acknowledges the responsibility for submitting written mid-term and final evaluations, along with a grade recommendation, to the ES Advisor.

**8. ES Academic Advisor Commitments:** The ES Academic Advisor acknowledges the requirement to be available to the Event student throughout the Event activity. The ES Advisor acknowledges the requirement to request delinquent mid-term or end of term evaluations, and to submit the grade for the work in a timely fashion.

**9. ES Student Commitments:** The ES Student acknowledges responsibility for professional conduct while engaged in the Event activity. The student recognizes responsibility for performing assignments specified in the Event Proposal, and that failure to do so can result in an unsatisfactory grade, or terminating the Event activity resulting in no credits. The student acknowledges responsibility for effectively communicating with the ES Advisor and with the Event Host throughout the work period.

The student acknowledges that participation in the Event activity is elected and not required. The student assumes full responsibility for any risk, damage, loss, or personal injury that may be sustained from the Event activity.

**10. Last day to drop classes in the semester:**

**11. Signatures:**

**Student:** \_\_\_\_\_

**ES Advisor:** \_\_\_\_\_

**Event Host:** \_\_\_\_\_

**SIGNATURE PAGE**

**COURSE ACTION FOR ES 497**

**Recommended By**

\_\_\_\_\_  
HEAD, DEPARTMENT/PROGRAM

\_\_\_\_\_  
Date

**Endorsed By**

\_\_\_\_\_  
CHAIR, COLLEGE COURSES & CURRICULA COMMITTEE

\_\_\_\_\_  
Date

\_\_\_\_\_  
COLLEGE DEAN

\_\_\_\_\_  
Date

**Approved By**

\_\_\_\_\_  
CHAIR, UNIVERSITY COURSES & CURRICULA COMMITTEE

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHAIR, COUNCIL ON UNDERGRADUATE EDUCATION

\_\_\_\_\_  
Date

\_\_\_\_\_  
DEAN OF UNDERGRADUATE ACADEMIC PROGRAMS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Effective Date