

# ENR 7981 Syllabus

MENR Seminar, Spring 2022

## Course Information

- **Course times and location:** No required scheduled meetings
- **Credit hours:** 1
- **Mode of delivery:** Independent via Carmen course

## Instructors

- **Name:** Dr. Stacey Fineran, MENR Director
- **Email:** [fineran.2@osu.edu](mailto:fineran.2@osu.edu)
- **Phone Number:** 614-292-2265
- **Office hours:** by appointment
  
- **Name:** Susie Burks, MENR Program Manager
- **Email:** [burks.39@osu.edu](mailto:burks.39@osu.edu)
- **Phone Number:** 614-292-2265
- **Office location:** 267 Kottman Hall
- **Office hours:** make appointments via phone, or email [senr@osu.edu](mailto:senr@osu.edu)

### Preferred means of communication:

- Class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your [notification preferences](https://go.osu.edu/canvas-notifications) (go.osu.edu/canvas-notifications) to be sure you receive these messages.

## Course Description

This seminar course is designed to expose students in the Master of Environment and Natural Resources (MENR) graduate program to environmental professional practice-oriented seminars, conferences, and other forums. Students are required to take a minimum of 2 semesters of the MENR seminar course (ENR 7981) as a part of their degree program. This course allows students to:

- Network within the environmental professional practice community
- Develop a breadth of knowledge in the field
- Learn about current issues in the field
- Gain professional growth





# How This Course Works

Students are required to attend a minimum of 5-7 in-person events totaling a minimum of 10 contact hours. If for any reason students must attend online events, with the approval of the MENR Director or MENR Program Manager, the number of required events will be increased. Events must be approved by the MENR Director or Program Manager for them to count toward the needed contact hours. Following each event, an event summary (1-2 pages, single-spaced) is expected to be submitted within one week of attending the event.

# Course Technologies

## CarmenCanvas Access

You will need to use [BuckeyePass](https://buckeyepass.osu.edu) (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you do each of the following:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](https://go.osu.edu/add-device) (go.osu.edu/add-device) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes, good for 365 days, that can each be used once.
- [Install the Duo Mobile application](https://go.osu.edu/install-duo) (go.osu.edu/install-duo) on all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at [614-688-4357 \(HELP\)](tel:614-688-4357) and IT support staff will work out a solution with you.

## Technology Skills Needed for This Course

- Basic computer and web-browsing skills
- [Navigating CarmenCanvas](https://go.osu.edu/canvasstudent) (go.osu.edu/canvasstudent)
- [CarmenZoom virtual meetings](https://go.osu.edu/zoom-meetings) (go.osu.edu/zoom-meetings)

## Technology Support

For help with your password, university email, CarmenCanvas, or any other technology issues, questions or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

- **Self Service and Chat:** [go.osu.edu/it](https://go.osu.edu/it)
- **Phone:** [614-688-4357 \(HELP\)](tel:614-688-4357)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)



# Grading and Faculty Response

## Grading

This course will be graded S/U based on the successful completion of seminars and course assignments.

## Descriptions of Major Course Assignments

The following assignments will be submitted to the Carmen course (also see Carmen for due dates and for COVID-related guidance):

### A. Draft MENR Seminar Advising Sheet

This is an initial list of the seminars you plan to attend so they can be reviewed and approved. Because this is a preliminary draft of the seminar advising sheet, we expect that you might make changes to your event list, as you hear about other opportunities; please have at least 3-4 events listed at this time. The others may be listed as To Be Determined (TBD).

### B. Final MENR Seminar Advising Sheet

This will be a final list of events you plan to attend, and should list a minimum of 5-7 events, totaling a minimum of 10 contact hours. In the event that a seminar isn't available, falls through, or you cannot attend for some reason, please contact the instructors for approval of alternative events.

### C. Event Summaries

A one to two-page, single-spaced summary must be submitted for each event attended, within one week of the event. The following information must be submitted at the top of each summary:

- Host organization presenting the event
- Title of the event
- Format of the event (conference, workshop, webinar, etc. and whether it was live/in-person or virtual)
- Date of the event
- Date attended (if different, such as for a recorded webinar)
- Length/number of hours attended for the event

## Late Assignments

Please refer to Carmen for due dates. Due dates are set to help you stay on pace and to allow timely feedback that will help you complete subsequent assignments.

## Instructor Feedback and Response Time

- **Preferred contact method:** If you have a question, please contact us first through my Ohio State email address. We will reply to emails within **24-48 hours on days when class is in session at the university**, but please follow up with us if you do not hear back in a timely manner. We sometimes get busy handling 'immediate' needs, but all of your needs are important to us, so reminders are very much appreciated.
- **Class announcements:** We plan to send all important class-wide messages through the Announcements tool in CarmenCanvas. Please check [your notification preferences](https://go.osu.edu/canvas-notifications) (go.osu.edu/canvas-notifications) to ensure you receive these messages.
- **Discussion board:** A discussion board is provided for you to share events you have heard about with your fellow MENR students and for you to receive information about events other students have found and/or plan to attend.

# Other Course Policies

## Academic Integrity Policy

See [Descriptions of Major Course Assignments](#) for specific guidelines about collaboration and academic integrity in the context of this online class.

## Ohio State's Academic Integrity Policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's [Code of Student Conduct](http://studentconduct.osu.edu) (studentconduct.osu.edu), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the university's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- [Committee on Academic Misconduct](http://go.osu.edu/coam) (go.osu.edu/coam)
- [Ten Suggestions for Preserving Academic Integrity](http://go.osu.edu/ten-suggestions) (go.osu.edu/ten-suggestions)
- [Eight Cardinal Rules of Academic Integrity](http://go.osu.edu/cardinal-rules) (go.osu.edu/cardinal-rules)

## Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at [equity.osu.edu](https://equity.osu.edu),
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or Email [equity@osu.edu](mailto:equity@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member."

This course adheres to The Principles of Community adopted by the College of Food, Agricultural, and Environmental Sciences. These principles are located on the Carmen site for this course; and can also be found at <https://go.osu.edu/principlesofcommunity>. For additional information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (<https://equityandinclusion.cfaes.ohio-state.edu/>). If you have been a victim of or a witness to a bias incident, you can report it online and anonymously (if you choose) at <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>.





## Your Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, [on-demand mental health resources](https://go.osu.edu/ccsondemand) (go.osu.edu/ccsondemand) are available. You can reach an on-call counselor when CCS is closed at [614- 292-5766](tel:6142925766). **24-hour emergency help** is available through the [National Suicide Prevention Lifeline website](https://suicidepreventionlifeline.org) (suicidepreventionlifeline.org) or by calling [1-800-273-8255\(TALK\)](tel:18002738255). [The Ohio State Wellness app](https://go.osu.edu/wellnessapp) (go.osu.edu/wellnessapp) is also a great resource.



# Accessibility Accommodations for Students with Disabilities

## Requesting Accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with [Student Life Disability Services \(SLDS\)](#). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services.

## Disability Services Contact Information

- Phone: [614-292-3307](tel:614-292-3307)
- Website: [slds.osu.edu](http://slds.osu.edu)
- Email: [slds@osu.edu](mailto:slds@osu.edu)
- In person: [Baker Hall 098, 113 W. 12th Avenue](#)

## Accessibility of Course Technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations as early as possible.

- [CarmenCanvas accessibility](http://go.osu.edu/canvas-accessibility) ([go.osu.edu/canvas-accessibility](http://go.osu.edu/canvas-accessibility))
- Streaming audio and video
- [CarmenZoom accessibility](http://go.osu.edu/zoom-accessibility) ([go.osu.edu/zoom-accessibility](http://go.osu.edu/zoom-accessibility))

# Course Schedule

Refer to the CarmenCanvas course for assignment descriptions and due dates.

Week	Date	Topics, Readings, Assignments, Due Dates
2	January 17	Martin Luther King Day; no classes, offices closed
2	January 21	First draft of MENR Advising Sheet due
4	February 4	Event summary 1 due
5	February 11	Event summary 2 due
6	February 18	Event summary 3 due
7	February 25	Event summary 4 due
7	February 25	Final MENR Advising Sheet due
9	March 11	Event summary 5 due
	March 14-18	Spring Break; no classes, offices open
10	March 25	Event summary 6 due
11	April 1	Event summary 7 due
12	April 8	Event summary 8 due
13	April 15	Event summary 9 due
14	April 22	Event summary 10 due
15	April 25	Last Day of Classes