Washington State University
MAJOR CURRICULAR CHANGE FORM - - COURSE
(Submit original signed form and ten copies to the Registrar’s Office, zip 1035.)

Future Effective Date: 08/01/2012 (effective date cannot be retroactive)
☐ New course ☐ Temporary course ☐ Drop service course
☐ There is a course fee associated with this course (see instructions)

☐ Variable credit ☐ Repeat credit (cumulative maximum ______ hours)
☐ Increase credit (former credit ______)
☐ Lecture-lab ratio (former ratio ______)
☐ Prefix (former prefix ______)
☐ Crosslisting (between WSU departments) (Must have both departmental signatures)
☐ Cooperative listing (UI prefix and number ______) taught by: WSU ☐ UI ☐ jointly taught ☐
☐ Conjoint listing (400/500) ☐ S, F grading
☐ Request to meet Writing in the Major [M] requirement (Must have All-University Writing Committee Approval)
☐ Request to meet GER in ______ (Must have GenEd Committee Approval) ☐ Fulfills GER lab (L) requirement
☐ Professional course (Pharmacy & Vet Med only) ☐ Graduate credit (professional programs only)
☐ Other (please list request) ____________________________

ES/RP course prefix 501 Graduate Skills Seminar course no. title

1 credit lecture hrs lab hrs studio hrs graduate standing prerequisite
 0 per week per week per week

Description (20 words or less) Weekly seminars designed to introduce first year graduate students to the WSU Vancouver Science Graduate Program. Topics are focused around the roles and responsibilities of graduate students at WSUUV as students, teaching assistants and researchers. This is a required 1-unit, credit/no-credit course.

Instructor: Cheryl Schultz Phone number: (360) 546-9525 Email: schultzc@vancouver.wsu.edu
Contact: Julie Points Phone number: (360) 546-9212 Email: points@vancouver.wsu.edu
Campus Zip Code: 9860

- Please attach rationale for your request, a current and complete syllabus, and explain how this impacts other units in Pullman and other branches (if applicable).
- Secure all required signatures and provide 10 copies to the Registrar’s Office.

Chair/date Dean/date General Education Com/date
Chair (if crosslisted/interdisciplinary)* Dean (if crosslisted/interdisciplinary)* Graduate Studies Com/date

All-University Writing Com/date Academic Affairs Com/date Senate/date
*If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.
Graduate Skills Seminar - Course Proposal
August 17, 2011
Cheryl Schultz, Science Programs
Washington State University, Vancouver

Course Description

Weekly seminars designed to introduce first year graduate students to the WSU Vancouver Science Graduate Program. Topics are focused around the roles and responsibilities of graduate students at WSUV as students, teaching assistants and researchers. This is a required 1-unit, credit/no-credit course.

Proposed course number:

The proposed course could be designated Graduate Skills Seminar, ESRP 501. This is a required course and the first course most graduate students, take, so it seems reasonable to have it at the beginning of the 500s.

Relationship to other similar courses:

There are no similar courses in Environmental Science

Syllabus of topics

- Overview of the program
- Graduate responsibilities
- TA responsibilities
- Administrative facilities
- Oral Communication
- Writing a Thesis proposal
- Researching the Literature
- Research Facilities
- WSUV Faculty Research

Textbooks
None; Readings assigned as appropriate.
Graduate Student Skills Seminar
ES/RP 593
Fall 2011

Course Information

Course Coordinator: Dr. Cheryl Schultz
VELS 230K
360-546-9525
schultzc@vancouver.wsu.edu

Meeting Time & Place: Mondays noon-1 PM
VELS 240 (Science Programs Conference Room)

Course Overview: Weekly seminars designed to introduce first year graduate students to the WSU Vancouver Science Graduate Program. Topics are focused around the roles and responsibilities of graduate students at WSUV as students, teaching assistants and researchers. This is a required 1-unit, credit/no-credit course.

Syllabus

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Description</th>
<th>Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 22</td>
<td>Overview of Program</td>
<td>Introduction to program; student expectations &amp; responsibilities; academic integrity, grievance system</td>
<td>Schultz</td>
</tr>
<tr>
<td>Aug 29</td>
<td>Graduate Degrees</td>
<td>Deadlines, forms, annual reviews, curriculum, travel, fellowships etc.</td>
<td>Schultz</td>
</tr>
<tr>
<td>Sept 5</td>
<td>No Class – Labor Day</td>
<td></td>
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<tr>
<td>Sept 12</td>
<td>TA responsibilities</td>
<td>Initiating discussion, questioning, encouraging and evaluating participation</td>
<td>Rollwagen-Bollens</td>
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<tr>
<td>Sept 19</td>
<td>Administrative facilities</td>
<td>Use of office and facilities; payroll copying, mail, travel</td>
<td>Lyons, Swayze &amp; Tissot</td>
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<tr>
<td>Sept 26</td>
<td>Oral communication I</td>
<td>How to make effective presentations, use of graphics, technical aspects, knowing your audience.</td>
<td>Schultz</td>
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<tr>
<td>Oct 3</td>
<td>Writing a thesis proposal</td>
<td>Guidelines for development and preparation of a proposal organization, EndNote, etc</td>
<td>Schultz</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Details</td>
<td>Instructor</td>
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<tr>
<td>Oct 10</td>
<td>Researching the literature: Use of library, citations indices, etc.</td>
<td></td>
<td>Campbell</td>
</tr>
<tr>
<td>Oct 17</td>
<td>Research facilities</td>
<td>Use of shared facilities, including greenhouse, autoclave, etc.</td>
<td>Sylvester</td>
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<tr>
<td>Oct 24</td>
<td>WSUV Faculty Research</td>
<td>Cooper, Henderson, Harrison</td>
<td>Schultz</td>
</tr>
<tr>
<td>Oct 31</td>
<td>WSUV Faculty Research</td>
<td>Phillips, Schultz, Bishop</td>
<td>Schultz</td>
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<tr>
<td>Nov 7</td>
<td>WSUV Faculty Research</td>
<td>Chappell, Bollens, Portfors</td>
<td>Schultz</td>
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<tr>
<td>Nov 14</td>
<td>WSUV Faculty Research</td>
<td></td>
<td>Schultz</td>
</tr>
<tr>
<td>Nov 21</td>
<td><strong>No Class – Thanksgiving Holiday</strong></td>
<td></td>
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<tr>
<td>Nov. 28</td>
<td>WSUV Oral communication II</td>
<td>Student presentations</td>
<td>Students</td>
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<tr>
<td>Dec 5</td>
<td>Oral communication II</td>
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Graduate Student Skills Seminar
Fall 2011

Course Information

Course Coordinator: Dr. Cheryl Schultz
VELS 230K
360-546-9525
schultzc@vancouver.wsu.edu

Meeting Time & Place: Thursday 1:45 – 2:35
VELS 240 (Science Programs Conference Room)

Course Overview: Weekly seminars designed to introduce first year graduate students to the WSU Vancouver Science Graduate Program. Topics are focused around the roles and responsibilities of graduate students at WSU Vancouver as students, teaching assistants and researchers. This is a required 1-unit, credit/no-credit course.

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<td>Overview of Program</td>
<td>Introduction to program; student expectations &amp; responsibilities; academic integrity, grievance system</td>
<td>Schultz</td>
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<tr>
<td>Noon-1</td>
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<tr>
<td>Sept 1</td>
<td>Being a Teaching Assistant</td>
<td>Responsibilities, initiating discussion, questioning, encouraging and evaluating participation, assessing student work</td>
<td>Rollwagen-Bollens</td>
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<tr>
<td>Noon - 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept 8</td>
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Oct 6  Researching the literature Use of library, citations indices, etc
Campbell
Oct 13 Writing a thesis proposal Guidelines for development and preparation of a proposal, organization, EndNote, etc
Schultz
Oct 20 WSUV Faculty Research Steve Bollens, John Harrison
Schultz
Oct 27 WSUV Faculty Research Gretchen Rollwagen-Bollens; Cynthia Cooper, Ruth Phillips
Schultz
Nov 3 WSUV Faculty Research Brian Tissot, Jahi Chappell
Schultz
Cheryl Schultz
Nov 10 WSUV Faculty Research Alex Dmitrov, Steve Henderson
Schultz
Christine Portfors
Nov 17 Grant Proposals For Graduate Students Finding opportunities; preparing proposals
Schultz
Nov 24 **No Class – Thanksgiving Holiday**
Dec 1 Oral communication II Student presentations
Students
Dec 8 Oral communication II Student presentations
Students

**Grading**
Credit/No Credit is based on attendance and participation throughout the course, and the oral presentation in a class on Dec 1st or Dec 8th.

**Academic Integrity**
Academic integrity is the cornerstone of the university and will be strongly enforced in this course. Any student found in violation of the academic integrity policy will not pass the course and will be referred to the Office of Student Conduct. For additional information about WSU’s Academic Integrity policy/procedures please contact (360) 546-9573 or see http://studentaffairs.vancouver.wsu.edu/student-affairs/academic-dishonesty

**Students with Disabilities**
Reasonable accommodations are available for students who have a documented disability. Please notify me during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. Students needing accommodations must have them approved through the Associate Director of Student Services, SS203, (360) 546-9138.

**Emergency Notification System**
WSU has made an emergency notification system available for faculty, students and staff. Please register at zzusisis with emergency contact information (cell, email, text, etc). You may
have been prompted to complete emergency contact information when registering for classes on RONet. In the event of a Building Evacuation, a map at each classroom entrance shows the evacuation point for each building. Please refer to it. Finally, in case of class cancellation campus-wide, please check local media, the WSU Vancouver web page and/or http://www.flashalert.net/. Individual class cancellations may be made at the discretion of the instructor. Each individual is expected to make the best decision for their personal circumstances, taking safety into account.