

## FW 209: Career Skills in Fisheries and Wildlife Sciences

**Prerequisite:** None

**Class Restriction:** Sophomore standing or higher

**Grading:** P/N

**Course Credit:** one credit

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**Office Hours:** after class or by appointment

### COURSE DESCRIPTION

FW 209 is the second course in a series of professional development courses for undergraduate or post-baccalaureate students in the Fisheries and Wildlife Department at OSU. This course was preceded by or is concurrent with FW107 Orientation to Fisheries and Wildlife Sciences, and will be followed by FW 307 Specialization Development and FW 410 Internship. This series of courses offers a step-by-step progression for you to learn about our profession, develop a range of skills to succeed in getting internships and jobs, develop a specialized course of study that supports your career interests, and to be confident in your job search after graduation.

### LEARNER OUTCOMES

By the end of FW 209, students will be able to:

- 1) Analyze career tracks within fisheries and wildlife to find those that support their professional interests.
- 2) Search for, interpret and analyze position descriptions.
- 3) Develop a list of current knowledge, skills and abilities
- 4) Write a resume for an entry level fisheries and wildlife job or internship.
- 5) Interview for an entry level fisheries and wildlife job or internship.
- 6) Describe some professional networking tools used in fisheries and wildlife.
- 7) Present a professional development plan.

### LEARNING RESOURCES

No text required to purchase. Selected readings – See Blackboard site.

### ASSIGNMENTS

Assignments required in this class

	Due Date
1. Summary of values, interests, strengths, knowledge, skills and abilities	January 26
2. Three job positions that interest you	February 2
3. Resume Draft	February 9
4. Recorded interview	March 2
5. Professional development plan	March 9
6. Resume Final	March 9

See Blackboard Assignment folder for detailed assignment instructions. Late assignments will not be accepted without prior approval of the instructor. **Some assignments will be needed as part of class discussion. Bring a paper copy of all assignments to class.** In an effort to be fair to all students, for late assignments (unless preapproved by the instructor), 5 points will be deducted for each week they are delayed; this means 5 points will be deducted if they are a day late or up to 7 days late. This also means that I need your assignment before the next class or that begins the next 7 days.

## FW 209: Career Skills in Fisheries and Wildlife Sciences

### Weekly Schedule

Week	Topic	Learning Activities	Assignment Due!
1 Jan. 5	<p><b>Introduction to Course expectations and assignments; An overview of Agencies and career tracks:</b> What are the realities of a career in fisheries and wildlife?</p>	Overview of Career Tracks; salary; life style; GS levels	
2 Jan. 12	<p><b>Know Thyself:</b> What are your values, interests, strengths, transferrable knowledge, skills and abilities (KSAs) related to your career path? <i>Introduce Assignment #1: Summary of values, interests, strengths and transferrable KSAs</i></p>	<p>Holland Code activity</p> <p>values, interests, strengths, transferrable knowledge, skills and abilities activity</p>	
3 Jan. 19	<p><b>International; Study Abroad/Internship Abroad/Undergrad Research</b> What are the benefits? What steps do I need to take to go international? What opportunities are available? How do I find funding?</p>	<p><b>MLK Day</b> For information see the resources on Blackboard or <a href="http://fw.oregonstate.edu/content/bachelor-science-fisheries-and-wildlife-sciences-corvallis">http://fw.oregonstate.edu/content/bachelor-science-fisheries-and-wildlife-sciences-corvallis</a> under International Experiences</p>	NO CLASS - HOLIDAY
4 Jan. 26	<p><b>Internship Requirements:</b> What are the internship requirements? <b>Job/Internship Searching:</b> Where to search? What is a position description? <i>Introduce Assignment # 2: Find and print three positions that interest you (1 state, 1 federal, 1 NGO)</i></p>	<p>Class discussion</p> <p>Dissecting a position description activity</p>	<i>Assignment #1: Summary of values, interests, strengths, transferrable KSAs.</i>
5 Feb. 2	<p><b>Resumes</b> What makes an effective FW resume? How do I tailor my resume to the position announcement using tactical/key words? <i>Introduce Assignment #3: Write your resume</i></p>	Dissecting a resume activity	<i>Assignment #2: Three positions that interest you: 1 federal, 1 state, 1 NGO</i>

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Week	Topic	Learning Activities	Assignment Due!
6 Feb. 9	<b>Professional Communication:</b> How do I write a letter of inquiry? How do I request someone to be a reference or write a letter of recommendation? How do I thank a contact or interviewer?	Peer review of draft resume Professional Communication scenarios activity	<i>Assignment #3: DRAFT Resume</i>
7 Feb. 16	<b>Interview practice:</b> How do I prepare for an interview? How do I incorporate values, interests and strengths into my answers? What do I do after the interview? <i>Introduce Assignment #4 Interview Stream: Interview Practice</i>	Peer-to-peer interview Practice	<i>Pre-Assignment 4: if you don't have access to a web cam, set up an appointment with Career Services</i>
8 Feb. 23	<b>Networking and Professional Societies:</b> What are professional societies and why are they important for my future? Networking/professionalism/LinkedIn; What do I do after a networking event? Professional dress; Elevator speech	Overview of Professional Societies  Do 's and Don'ts of networking	
9 Mar. 2	<b>One-Year Professional Development Plan and Building your FW Portfolio</b> Professional development plan: What are my next steps? How do I budget my time? What records should I keep track of? Why is this important for getting scholarships? What goes into my FW portfolio? <i>Assignment 5: Professional Development Plan</i>	Record keeping and Portfolio discussion	<i>Assignment #4 Interview Stream: polished Interview Stream video</i>
10 Mar. 9	<b>How to succeed in the FW workplace:</b> Workplace success tips	Discussion	<i>Assignment #:5 Professional Development Plan and Assignment 6: Final Resume</i>

**ATTENDANCE:** Five (5) points will be deducted for each unexcused absence. If an assignment is due that day an additional 5 points will be deducted. Excused absences need to be arranged in advance.

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Assignment	Description
Assignment 1: Summary of values, interests, strengths, transferable skills	Reflecting on self-knowledge, list your values, interests and strengths. You may use online inventories, such as Sigi3 or Meyers Briggs, as well as from past experience. Also, list transferrable skills that you have from past experiences. These will be used to help you during your interview and as you write your resume and cover letters.
Assignment 2: Three positions that interest you	Look online for job announcements that interest you. Print three position descriptions and bring them to class. These will be used as part of class discussion and help you with your resume. <i>1 federal, 1 state, 1 NGO</i>
Assignment 3: Resume - Draft	Write a resume appropriate for entry level employment in the field of fisheries and wildlife sciences.
Assignment 4: Interview practice	Record yourself doing an interview using Interview Stream. Watch your interview and critique. Record it again and send me link to polished interview.
Assignment 5: Professional Development Plan	Choose 3 professional development goals including possible steps to achieve them and deadlines that you will accomplish by the end of spring term.
Assignment 6: Resume - Final	Revise your resume by incorporating feedback from your peers and the instructor.

### EVALUATION OF STUDENT PERFORMANCE

**This course is graded on a pass/no pass basis (P/N) only. Passing the course requires that you complete all assignments plus have 70 or more points.** Failure to complete any of these assignments will result in failure in the course. Every assignment will help prepare you for a career in fisheries or wildlife sciences. If you are having any difficulty that might prevent you from completing the coursework, please tell me right away.

### GRADING OF ASSIGNMENTS

Assignment	Points
1. Summary of values, interests, strengths, transferrable KSAs	20
2. Three positions that interest you	20
3. Resume – draft	10
4. Interview practice	20
5. Professional Development Plan	20
6. Resume - final	10
Total	100

In an effort to be fair to all students, for late assignments (unless preapproved by the instructor), 5 points will be deducted for each week they are delayed; this means 5 points will be deducted if they are 1 day late or up to 7 days late. This also means that I need your assignment before the next class or that begins the next 7 days.

**WHAT IS NEEDED TO PASS?** All assignments plus 70 or more points.

## **FW 209: Career Skills in Fisheries and Wildlife Sciences**

### **OSU STUDENT EVALUATION OF TEACHING**

Course evaluation results are extremely important and are used to help me improve this course and the learning experience of future students. Results from the multiple choice questions are tabulated anonymously and go directly to instructors and department heads. Student comments on the open-ended questions are compiled and confidentially forwarded to each instructor, per OSU procedures. The online Student Evaluation of Teaching form will be available toward the end of each term, and you will be sent instructions via ONID by the Office of Academic Programs, Assessment, and Accreditation. You will log in to “Student Online Services” to respond to the online questionnaire. The results on the form are anonymous and are not tabulated until after grades are posted.

### **Diversity Statement:**

The Departments of Fisheries and Wildlife Science and Natural Resources strive to create an affirming climate for all students including underrepresented and marginalized individuals and groups. Diversity encompasses differences in age, color, ethnicity, national origin, gender, physical or mental ability, religion, socioeconomic background, veteran status, sexual orientation, and marginalized groups. We believe diversity is the synergy, connection, acceptance, and mutual learning fostered by the interaction of different human characteristics.

### **Religious Holidays**

Oregon State University strives to respect all religious practices. If you have religious holidays that are in conflict with any of the requirements of this class, please see me immediately so that we can make alternative arrangements.

### **Services to Students with Disabilities**

Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 737-4098.

### **ACADEMIC INTEGRITY AND EXPECTATIONS FOR STUDENT CONDUCT**

Student conduct is governed by the university’s policies, as explained in the [Student Conduct Code](#). Students are expected to comply with all regulations pertaining to [academic honesty and civility](#), particularly with regard to comments made on discussion boards or in email postings. For further information contact the office of Student Conduct and Mediation at 541-737-3656.

OAR 576-015-0020 (2) Academic or Scholarly Dishonesty:

a) Academic or Scholarly Dishonesty is defined as an act of deception in which a Student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another.

## **FW 209: Career Skills in Fisheries and Wildlife Sciences**

b) It includes:

(i) **CHEATING** - use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.

(ii) **FABRICATION** - falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

(iii) **ASSISTING** - helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).

(iv) **TAMPERING** - altering or interfering with evaluation instruments or documents.

(v) **PLAGIARISM** - representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

c) Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.