

## **Syllabus**

### **Mentored Teaching in Entomology-Extension**

ENTOM 6502

Section: Extension and Outreach

Credits: 1-3

Schedule: variable

Instructor/Mentored Teaching Extension Coordinator: Dr. Andy Michel

#### **Course Overview**

Students will work with faculty members to gain intensive, hands-on, mentored experiences focused on direct interaction with community stakeholders and on various aspects of extension work.

#### **Course Learning Goals**

Participation in ENTMLGY 6502-Extension will enable students to:

1. Provide outreach education to the community and other stakeholders.
2. Gain practical experience for professional development as an entomologist.
3. Gain valuable insight into the practical and ethical aspects of the extension component of the land grant mission.

#### **Learning Outcomes**

Depending upon contractual terms and course credit(s) (detailed below), individual students will do all or some of the following:

1. Effectively disseminate information using a variety of multimedia outlets and forms of communication.
2. Demonstrate the ability to prepare, design, and generate extension-based data.
3. Act collaboratively and reflectively to develop and employ methods in evaluation of extension content, including IRB and the design of effective questions and surveys.

#### **Course Logistics**

Graduate students enrolled in this course will work closely with both the Mentored Teaching Extension Coordinator (MTEC) and the Extension Faculty Mentor (EFM) for an academic semester. Before the semester begins, graduate students will identify ways in which they can contribute to a faculty member's extension program. Students will meet with the MTEC and the EFM to discuss their extension goals. At the conclusion of the meeting, they will then sign a contract that explicitly states what extension-related activities they will fulfill over the semester. During the semester, the students will meet bi-weekly on an individual basis with the MTEC to discuss their progress, and will meet as needed with the EFM. At the end of the semester, students will again meet with the MTEC to discuss Evaluation of Effective Extension Teaching forms and the written evaluation prepared by the EFM of the graduate student's extension work and development as an extension educator.

The amount of course credit (1-3 credit hours) that graduate students will receive for this course is directly related to the amount of effort they will devote to developing extension materials and engaging in development as an extension specialist. A list of several possible meaningful extension-related activities can be found in the Student Contract below. The amount of credit that the graduate student will receive will be subject to approval by both the MTEC as well as the Graduate Studies Committee. The MTEC's primary roles are to review each graduate student request on a case-by-case basis to ensure fairness and equity in the amount of credit that is approved and to use the following criteria when reviewing summaries and approving credit hour requests:

1. The intellectual scope and rigor of the extension experience proposed
2. The time commitment required by the student to successfully complete the experience
3. The amount of coaching and evaluation on the part of the Extension Faculty Mentor

### **Evaluation**

Graduate students will be graded on a S/U basis. Their grade will depend on their successful completion of the agreed upon extension-related activities outlined in the contract (below), their consistent communication with the MTEC and the Extension Faculty Mentor (EFM) to ensure that they are meeting all expectations throughout the semester (and to resolve any problems as soon as possible), and their Evaluation of Effective Extension Teaching forms, which serve as written feedback of the EFM on their performance and development as an extension specialist. Note, a “U” grade will not be assigned by the MTC unless the IOR and the GA has met with the MTC at least once before the mid-point of the semester.

### **OSU 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, 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 we recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If we suspect that a student has committed academic misconduct in this course, we are obligated by University Rules to report our 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 the MTC.

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

1. The Committee on Academic Misconduct web pages ([COAM Home](#))
2. Ten Suggestions for Preserving Academic Integrity ([Ten Suggestions](#))
3. Eight Cardinal Rules of Academic Integrity ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

### **OSU Accessibility Policy**

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact the MTC privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at [614-292-3307](tel:614-292-3307) or [ods@osu.edu](mailto:ods@osu.edu) to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University. Go to <http://ods.osu.edu> for more information.

**Mentored Teaching in Entomology-Extension (MTEE)**  
**ENTOM 6502-Extension**  
**Graduate Student Contract**

**Desired Outcomes**

My participation in ENTOM 6502-Extension will enable me to partake in an intensive experience to develop my ability to communicate thoughts and concepts clearly and concisely to community stakeholders. ENTOM 6502 will assist in my development as a knowledgeable professional in entomology. This opportunity will provide me with the skills necessary to give exceptional presentations, develop my own extension program, share my passion and knowledge of subject matter with others and be competitive on the job market.

**Means of Evaluation**

I, \_\_\_\_\_ (*student name*) will be graded S/U based on outreach teaching effectiveness, quality, and professional progression, per details provided in this contract. These aspects will be assessed through Evaluation of Effective Extension Teaching (**EEET**) forms, periodic evaluation by the Extension Faculty Mentor (\_\_\_\_\_), the Mentored Teaching Extension Coordinator (\_\_\_\_\_), or any combination thereof. I expect to meet formally with the mentor in the \_\_\_\_\_ semester of 20\_\_ to review my EET's, narrative comments from community stakeholders, and evaluation summaries of my extension materials development, information content and outreach.

**Examples of Effort for Credits**

I am requesting \_\_ credits (max. 3) for my extension experience (MTE) in ENTOM 6502 for the following reasons (circle any and all that apply):

- 1) I will be spending considerable time with the MTE mentor prior to the start of \_\_\_\_\_ semester 20\_\_ reviewing issues facing extension stakeholders.
- 2) I will be gathering background extension and research material relevant to the issue.
- 3) I will be responsible for approximately \_\_\_\_\_ % information material and curricula delivery (pictures, handouts, fact sheets, PowerPoint slides or creation of hands-on activities).
- 4) I will be assisting with the development and coordination of evaluation forms (question development, collecting and analyzing data).
- 5) I will participate in regional sampling and monitoring of pests and/or efficacy research trials (including data analysis and summary reports).
- 6) I will create or revise an extension fact sheet or bulletin.
- 7) I will participate and provide a presentation in at least \_\_\_\_\_ extension event(s).
- 8) I will be maintaining a reflective journal regarding my experiences.
- 9) Other efforts (*provide details*):

*Signature of Graduate Student* \_\_\_\_\_

| *Signature of Extension Faculty Mentor* \_\_\_\_\_

*Signature of Mentored Teaching & Extension Coordinator* \_\_\_\_\_

*Signature of Graduate Student's Research Adviser* \_\_\_\_\_

*Approval of ENT Graduate Studies Committee:* \_\_\_\_\_

**Mentored Teaching in Entomology-Extension**  
**ENTOM 6502-Extension**  
**Contract for the Extension Faculty Mentor**

**Desired Outcomes**

My graduate student assistant's (GA's) participation in ENTOM 6502-Extension will enable him/her to partake in an intensive experience to develop his/her ability to communicate thoughts and concepts clearly and concisely to community stakeholders. ENTOM 6502-Extension will assist in my GA's development as a knowledgeable professional in entomology by providing him/her with the skills necessary to give exceptional presentations, engage community members and stakeholders, share his/her passion and knowledge of subject matter with others and be competitive on the job market.

In addition to the graduate assistant's professional development, my GA's participation in ENTOM 6502 Extension will improve my extension program ( \_\_\_\_\_ ) in several ways. First, stakeholders will benefit from learning about how basic research can inform and improve best management practices. Second, GA's may participate in scouting and monitoring traps at several locations across Ohio. Finally by sharing many of the extension and outreach responsibilities with my graduate assistant, including collaborating with the GA on extension-based material, allowing the GA to give presentations, analyze applied research data, and develop fact sheets, bulletins and reports, I will reduce the time that I spend on extension-related activities.

**Terms of Agreement**

By signing this document, I agree to the following conditions:

1. To meet with my GA, and the Mentored Teaching Extension Coordinator (MTEC) prior to the start of the semester to determine how their efforts can contribute to my program.
2. To provide written and oral feedback to the GA on his/her performance of extension-related tasks.
3. To meet with the MTEC at least twice, in the middle of the semester and at the end of the semester, to discuss the GA's progress and development as an extension specialist.
4. To discuss with the GA if he/she is not meeting my expectations and those agreed upon in the Mentored Extension Contract, or is not making a substantial effort to become a more effective extension educator.
5. To report ANY problems with the GA to the MTEC as soon as they arise. Consistent failure of the GA to complete the agreed upon activities will result in a "U" grade, but ONLY if I report problems to the MTEC well before the end of the semester.
6. To submit a written evaluation of the GA's extension efforts at the conclusion of the semester. In this document I will address the GA's performance vis-à-vis my expectations and the Mentored Teaching Extension Contract, identify strengths, and offer insight on ways that the GA can improve his/her extension outreach.

\_\_\_\_\_  
Extension Faculty Mentor

\_\_\_\_\_  
Mentored Teaching Extension Coordinator

\_\_\_\_\_  
Graduate Student Assistant