



# Undergrad Ed Updates



OFFICE FOR UNDERGRADUATE EDUCATION

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## Request Funds for Student Activities

Fall 2011 Semester: **Proposals are due Friday, September 9, 2011**

Forms and procedures are in place for the 2011-2012 academic school year. For details and proposal forms, go to <http://students.cas.psu.edu/RequestingFundsforStudentAct.htm>

## Undergraduate Research Proposals

Forms and procedures are in place for the 2011-2012 academic school year. For details and proposal forms, go to <http://students.cas.psu.edu/RequestingFundsforStudentAct.htm>. The deadline for research proposals for the Fall 2011 semester is **Friday, September 9, 2011**.

## Fall College Info and Club Fair



**Thank you** to all who participated in the Fall College Info and Club Fair held Wednesday, August 31 from 11:00 AM to 2:00 PM alongside the Berkey patio area. We had record turnout of participants this year.

Over 500 participants and 33 organizations were present. Ag Advocates, and staff and faculty from the Undergraduate Education Office served over 400 ice cream cones.

## Annual Fall College Open House

The College will hold its annual fall open house for prospective students and families on **Monday, October 10**. The events get underway at the HUB Auditorium at 8:45 AM. After the College Overview and information on Undergraduate Admissions and Student Aid, prospects choose to attend an academic information session. Select facility tours are offered to

participants throughout the day. Check in with your Department Program Coordinator(s) and see how you can become involved. Information and registration will be posted at the College website the week after the Labor Day Holiday. This event typically draws close to a hundred families. Thank you in advance for your participation.



ACADEMIC ADVISING

**Register for the Annual Advising Conference**

The Office for Undergraduate Education will sponsor 4 faculty and staff to attend the 2011 Annual Professional Development Conference on Academic Advising (<http://www.psu.edu/dus/fallconf.html>) to be held October 26 at The Penn Stater Conference Center.



This year's theme is "Advising for the Global Community" and promises to be an informative and educational program. The \$80 registration fee (group rate) will be paid by OUE for applicants selected. To apply for the registration, email Terry Musser ([txm4@psu.edu](mailto:txm4@psu.edu)) by **September 23** with the name, department, phone number and email address of all nominees. Those selected will be informed by September 30. All advisers are encouraged to take advantage of this opportunity for an excellent one-day professional development experience in our own back yard.

**Early Progress Reports**

It won't be long before all instructors will be asked to do early progress reports for first-year students in their courses. Watch your email and eLion messages for this semester's deadline to submit these reports and let's try to have 100% compliance this semester. These reports give instructors AND advisers an opportunity to touch base with their students who are struggling to give some extra help and advice.



**IMPORTANT DATES!**

**College of Ag Sciences Scholarship Banquet**

Thursday, October 6th  
5:30 PM  
Penn Stater  
Conference Center

**Ag Career Day**

Tuesday, Oct. 18th  
9 AM to 4 PM  
Bryce Jordan Center



**Lunchtime Series on Academic Advising**

Every semester the Division of Undergraduate Studies holds lunchtime presentations featuring academic advising topics. These lunch-and-learn sessions provide opportunities for professional development, networking and advising discussions. The sessions will be held from noon to 1 p.m. in room 110 Henderson Building, on **Oct. 10 and Nov. 9**. All interested faculty and staff members are welcome to attend and may bring lunch to eat during the presentations.

-- "**Credit Overload: Policy, Advising Issues and Best Practices**" will be offered on Monday, Oct. 10. Melissa Kunes, senior director in the Office of Student Aid; Karen Schultz, University registrar; and Eric White, executive director of the Division of Undergraduate Studies will facilitate a discussion about credit overloads: What is the University policy? What do the data tell us about success? What should advisers be saying about financial aid? What is an adviser's role and responsibility? What information should an adviser provide to help a student decide whether to schedule an overload?

-- "**Student and Family Services: An Advising Resource**" will be offered Wednesday, Nov. 9. Student and Family Services provide assistance for students who are in difficult situations. Who do they serve? What do they do? When do they do it? Joe Puzycki, assistant vice president for Student Affairs, and JoAnna Thomas, administrative assistant in Student and Family Services will provide the answers and discuss ways that their office provides support for students, faculty and advisers.

For further details about the seminars, contact Laura Brown at 814-865-7576 or [lsb7@psu.edu](mailto:lsb7@psu.edu).

## Parent & Family Weekend Activities in the College of Agricultural Sciences

Parent & Family Weekend is a University Park campus event and is scheduled for September 16-18, 2011. On **Saturday, September 17**, the College of Agricultural Sciences will hold an Open House from 11:00 am – 1:00 p.m. in the Agricultural Administration Building.

Come and see wildlife, make a corsage, get a henna tattoo, see the Woodsmen’s Team in action, and mingle with the faculty and staff from the Associate Dean’s Office, the College’s Office of International Programs and the Environment and Natural Resources Institute to discuss exciting

educational opportunities for students in the College of Agricultural Sciences. Refreshments will be served, just follow the signs.

### Student Organization Success for Advisors

Plan to attend the Student Organization Success for Advisors session on **Thursday, September 15, 2011**, from 1:30-3:30 PM in 118 Agricultural Sciences & Industries Building. The following representatives will tentatively be in attendance: Center for Student Engagement, Associated Student Activities (ASA), Center for Student Activities and Programming (CSA&P), Contracts and Risk Management, HUB Events Management, Office of the Physical Plant, University Park Allocation Committee and Penn State Police Services. This information session is being co-sponsored by the College of Agricultural Sciences and the Center for Student Engagement. Please feel free to come and go as your schedule permits. If you plan to attend, please RSVP to Vickie Clauer, [vcc2@psu.edu](mailto:vcc2@psu.edu), by September 10.



## Fall 2011 Undergraduate Program Coordinator Meeting Schedule



The Fall 2011 Program Coordinator Meetings have been scheduled on the following days,

**1:30-3:00 PM:**

- ◆ Wednesday, **September 21**, Room 504 ASI
- ◆ Tuesday, **October 25**, Room 118 ASI
- ◆ Wednesday, **November 30**, Room 504 ASI
- ◆ Tuesday, **December 20**, Room 118 ASI

Meeting notices with tentative agenda items will be emailed to Program Coordinators before each meeting. We welcome your input and ideas for agenda items, so please feel free to contact us at any time to add an item for discussion.

|                  |                       |
|------------------|-----------------------|
| Jim Dunn         | AG BM, and 2 AGB      |
| John Ewing       | AEE and AG SC         |
| Megan Marshall   | B E                   |
| Jude Liu         | A S M                 |
| Kate Butler      | AGECO                 |
| Les Griel        | VB SC                 |
| Harold Harpster  | ANSCI                 |
| Leland Glenna    | CED                   |
| Rob Shannon      | E R M                 |
| Stephanie Doores | FD SC                 |
| Ellen Manno      | FORSC, W F S, and W P |
| Charles Heuser   | HORT                  |
| James Howell     | IID and TOX           |
| Dan Stearns      | LSCPE                 |
| Andrew Mc Nitt   | TURF                  |
| Al Turgeon       | TURF (WD)             |



Backpack to Briefcase



## 2011 Ag Career Day

Please remind your students to save the date for Ag Career Day on **Tuesday, October 18<sup>th</sup> from 9:00 a.m. – 4:00 p.m. in the Bryce Jordan Center.**

Here are some tips to help them prepare:

**Research the companies attending** - a list can be found at <http://agsci.psu.edu/students/opportunities/ag-career-day>

**Prepare your resume** - have it critiqued with Maggie Scotilla at University Career Services and make plenty of copies to share!

**Practice your 30 second commercial** – think about what you want the employer to know about you when you meet

**View** a great 30 minute Penn State video for tips - <http://studentaffairs.psu.edu/career/fairs.shtml>



## Engage Students to Participate in Ag Alumni Mentoring Workshop

Spread the news to students about the Ag Alumni Mentoring Workshop to be held **Monday, September 26 from 1-5:00 p.m. in 118 ASI.**

Students will have the opportunity to schedule and appointment or walk-in to speak with an alumni about career options for the student's interests, conduct mock interviews, critique resumes, and to gain valuable networking experience prior to entering the workforce. So far, at least seven alumni are committed to attending the workshop, all of which have a diverse background

within the agricultural industry. Some of these backgrounds include; ag-lending, veterinary services, food science, landscaping/nurseries, horticulture, and ag machinery. Look for announcements to be posted in the Ag Sci Student Newsletter, as well as flyers to be posted on Ag Hill.

For more information, feel free to contact Orry Pratt at 814-853-9817 or [ojp102@psu.edu](mailto:ojp102@psu.edu).

## Fall 2011 Student Recruitment and Enrollment Committee (SREC) Schedule

The Student Recruitment and Enrollment Committee (SREC) meetings have been scheduled on the following dates at **1:30-3:00 PM** in the conference room of 101 Ag. Administration Building.

- ◆ Thursday, September 8
- ◆ Thursday, November 10
- ◆ Thursday, October 13

## 4-H Mentoring: Youth and Families with Promise

The 4-H Mentoring: Youth and Families with Promise program (4-H YFP) is a prevention program designed to enhance the developmental assets of youth, ages 10-14. This program targets youth and families who wish to improve school performance, increase social skills, and strengthen family

bonds. Youth are referred to the program by school counselors, teachers, and administrators, as well as other youth-serving organizations. If you are interested in volunteering to work directly with youth to build academic and social skills and foster family bonds through experiential learning

activities we invite you to become a mentor. For more information about how to volunteer for this program please contact the Project Director, Dr. Nicole Webster ([nsw10@psu.edu](mailto:nsw10@psu.edu)) or Centre County Site Coordinator, Centrice Mulfinger ([clm370@psu.edu](mailto:clm370@psu.edu)).

## Agriculture Future of America — Opportunity to Build Leadership Skills



Dr. Tracy Hoover, Interim Associate Dean for Undergraduate Education, encourages fulltime undergraduates in the College of Agricultural Sciences to apply for **corporate sponsorship** to attend the Agriculture Future of America (AFA) Leaders Conference **November 3-6, 2011**, in Kansas City, Missouri. The **corporate sponsorship**

includes conference registration, lodging and all meals. The Office for Undergraduate Education will offer a limited number of travel grants to attend the conference for anyone who receives a corporate sponsor.

AFA is committed to helping individuals who are passionate about agriculture develop their talent and to become the human capital organizations desire to hire. Freshmen thru seniors are eligible to apply.

The annual AFA Leaders Conference is a three-track program designed to offer college men and women three different personal and professional development opportunities spread across and matched to their years in college. Track 1 program is designed for freshmen and focuses on assessment

and the development of fundamental skills crucial for success in college and career. Track 2 program is designed for sophomore/juniors and focuses on communication skills and preparing for employment. Track 3 program prepares junior/seniors to live and work in a global market. Sessions include managing personal change, stress management and preparing for employment.

For additional information and application procedures refer to the Agriculture Future of America website (<http://www.agfuture.org/s/1342/start.aspx>) and select the Leaders Conference Tab.

**Deadline to apply to AFA for corporate sponsorship is September 9.** Applicants will be notified by AFA by September 23. If you are selected to receive a corporate sponsorship you are encouraged to apply to the Office for Undergraduate Education for a travel grant to attend.

Procedure to apply for travel grant is as follows: submit cover letter stating interest in attending AFA and what you hope to gain and resume attention Marianne Fivek, 101 Ag Administration Building, by **5:00 PM Monday, September 26, 2011.**

## Office for Undergraduate Education Campus Visits

Once again the Office for Undergraduate Education will hit the road and visit several Commonwealth campuses this fall. Department participation is welcome! If you or a colleague would like to jump on the van, please email Debbie Little, [dxm16@psu.edu](mailto:dxm16@psu.edu), ASAP.

September 12  
September 30  
October 5  
October 14  
October 19  
October 28  
November 1

Penn State DuBois  
Penn State Mont Alto  
Penn State Berks  
Penn State Erie  
Penn State Altoona  
Penn State Hazleton  
Penn State Harrisburg



## College of Agricultural Sciences

### Instruction & Curricular Affairs Committee Calendar 2011-2012

| Proposals Due to College Administrator in CSCS system**                                      | Send to ACUE Deans (if necessary) Post in ANGEL & notify committee for review | College Curricular Affairs Committee Meeting Dates and Location               | Revisions Due back in CSCS and begin final approval process | *Proposals due to Faculty Senate | *Curriculum Report Publication Date (on Blue Sheets for 30 days) | *Senate Committee Curricular Affairs (SCCA) all day meeting |
|--|---|---|---|----------------------------------|--|---|
| <i>Review old business from SP 11 and any new proposals received by Friday, July 1, 2011</i> | July 5-6-7  | <b>Thurs. July 14, 2011</b><br>1:30 -3:00 p.m.<br>Rm 342 Food Science Bldg.   | July 22, 2011   | <b>Aug. 3, 2011</b>              | <i>for the Aug. 16, 2011 Issue</i>                               | Aug. 30, 2011   |
| <b>Friday Aug. 5, 2011</b>   | Aug. 8-9-10   | <b>Thurs. August 25, 2011</b><br>1:30 -3:00 p.m.<br>Rm 342 Food Science Bldg. | Sept. 2, 2011   | <b>Sept. 9, 2011</b>             | <i>for the Sept. 27, 2011 Issue</i>                              | Oct. 11, 2011   |
| <b>Friday Sept. 9, 2011</b>  | Sept. 12-13-14  | <b>Thurs. Sept. 29, 2011</b><br>1:30 -3:00 p.m.<br>Rm 244 Ag Eng. Bldg.       | Oct. 7, 2011  | <b>Oct. 21, 2011</b>             | <i>for the Nov.8, 2011 Issue</i>                                 | Dec. 6, 2011  |
| <b>Friday Oct. 28, 2011</b>  | Nov. 1-2-3  | <b>Thurs. Nov. 17, 2011</b><br>1:30 -3:00 p.m.<br>Rm 244 Ag Eng. Bldg.        | Dec. 2, 2011  | <b>Dec. 16, 2011</b>             | <i>for the Jan. 10, 2012 Issue</i>                               | Jan. 24, 2012   |
| <b>Friday Dec. 16, 2011</b>  | Dec. 19-20-21   | <b>Thurs. Jan. 12, 2012</b><br>1:30 -3:00 p.m.<br>Rm 244 Ag Eng. Bldg.        | Jan. 20, 2012   | <b>Feb. 3, 2012</b>              | <i>for the Feb. 21, 2012 Issue</i>                               | March 13, 2012  |
| <b>Friday Feb. 3, 2012</b>   | Feb. 6-7-8  | <b>Thurs. Feb. 23, 2012</b><br>1:30 -3:00 p.m.<br>Rm 244 Ag Eng. Bldg.        | March 2, 2012   | <b>March 23, 2012</b>            | <i>for the April 10, 2012 Issue</i>                              | April 24, 2012  |
| <b>Friday April 6, 2012</b>  | April 9-10-11   | <b>Thurs. April 26, 2012</b><br>1:30 - 3:00 p.m.<br>Rm 244 Ag Eng. Bldg.      | May 18, 2012  | <b>TBD</b>                       | <i>Issue TBD</i>   | <i>Meeting TBD</i>  |

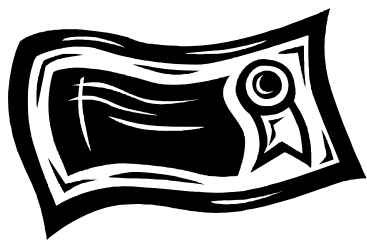
\*\*Course proposals need to be completely through all CSCS consultation and ready to be sent to the college administrator (K. Pletcher) by this date to be reviewed at the college committee meeting. Also, a PDF of your proposal must be sent to the College Administrator ([kjs8@psu.edu](mailto:kjs8@psu.edu)) by this deadline. **Hard Copies are not required for the Course Proposals. A Hard Copy original is only required for the Program Proposals** (since they are NOT available via CSCS yet). Once your proposal has passed through the College's Instruction and Curricular Affairs Committee review process, the appropriate hard copies will be made by the college administrator and sent to the Faculty Senate for their review process.

\* Dates posted by Faculty Senate. Senate Newsletters are posted to their website at: [http://www.senate.psu.edu/senate\\_activity/newsletters.htm](http://www.senate.psu.edu/senate_activity/newsletters.htm)

## 2011 College of Ag Sciences Teaching Recognition and Awards

To recognize and promote excellence in teaching, we invite you to nominate faculty (tenure-track and instructors) from your units for our three college-wide award programs: The **Community of Teaching Excellence Award** (est. 2000), and the **NACTA Teaching Award of Merit** (reinstated in 2007) and the **Paul R. and Joan M. Shellenberger Award for Excellence in Undergraduate Teaching** (est. 2010).

Nominations and awards for these three are based on accomplishments during the past academic year (comprising the summer, fall, and spring semesters of 2010-11) in formal undergraduate and graduate instruction, including resident instruction and online instruction.



The **Community of Teaching Excellence Award** is offered solely through the college and can have multiple recipients on any given year. This recognition can also be received by an individual for multiple years, potentially leading to the induction of the individual into the Academy of Teaching Excellence.

The **NACTA Teaching Award of Merit** is awarded by the college to one individual each year as part of our institutional membership in the NACTA Association. In an attempt to properly recognize and encourage excellence in teaching in faculty early in their careers, tenure-track faculty and instructors with less than five (5) years of teaching experience at Penn State will be considered for the **NACTA Teaching Award of Merit**.

The **Paul R. and Joan M. Shellenberger Award for Excellence in Undergraduate Teaching** is awarded by the college to one indi-

vidual for one academic year. This award is to honor and recognize a full-time instructor who is an outstanding teacher contributing significantly to undergraduate education in the College of Agricultural Sciences. Consideration for this award shall be given to all full-time instructors with teaching appointments (non-tenure and not on tenure track) in the College of Agricultural Sciences.

Complete nomination packets for these teaching awards are available from your Unit Leader and must be submitted to Tracy S. Hoover, Interim Associate Dean for Undergraduate Education, College of Agricultural Sciences, 101 Ag Administration Bldg. by **5:00 PM on Friday, October 21, 2011**.

Please feel free to contact Tracy Hoover ([tsh102@psu.edu](mailto:tsh102@psu.edu); or 865-7521) if you have any questions. All programs carry financial award and recognition.

### Minors on Campus

Over the years, we have occasionally heard that the University considers its enrolled students to be “emancipated minors” for the purpose of enforcing contracts signed with the University (such as housing contracts, liability waivers, and other documents). As is made clear by the Office of General Counsel, such is not the case. We believe it is important, as we gear up for the new academic year, to ensure this message is communicated clearly that students under the age of 18 (including freshman who haven’t yet reached their 18<sup>th</sup> birthday, and dually-enrolled students) are legally considered minors. We don’t treat them any differently from a Student Affairs perspective, it just means we cannot ask them to sign a legal document, but instead must secure the signature of their parent/guardian. There may be unique situations in which a student has undergone the process of emancipation, and questions concerning those circumstances should be referred to the Office of General Counsel.

Contact University Risk Management to discuss further if you have any questions.

Visit the Risk Management website at: <http://www.controller.psu.edu/Divisions/RiskManagement/>



## Instructor Resources @ UP

Check out these Web sites for more information on...

### Technology Classroom Overview

<http://clc.its.psu.edu/Classrooms/>

### Reserving a Technology Classroom

<http://clc.its.psu.edu/Classrooms/Scheduling/>

### Getting Help and Reporting Problems

<https://clc.its.psu.edu/SendMail/hotline.aspx>

### Faculty Learning Opportunities

<http://its.psu.edu/training/>

<http://digitalcommons.psu.edu/>

### Assistive Technology & Physical Access

<http://clc.its.psu.edu/AssistiveTech/>

### Student Response Systems

<http://clc.tl.psu.edu/classrooms/prs/>

### Specialized Software Installation

<http://clc.its.psu.edu/labs/Instruction/>

### File Storage Options

<http://clc.its.psu.edu/DiskSpace/>

### Collaborative Learning Spaces

<http://tlt.its.psu.edu/learningspaces>

### Podcasts at Penn State

<http://podcasts.psu.edu/>

### Penn State Testing Center

[www.testing.psu.edu/](http://www.testing.psu.edu/)



PENNSSTATE



### Office for Undergraduate Education

College of Agricultural Sciences  
The Pennsylvania State University  
101 Agricultural Administration Building  
University Park, PA 16802-2602

Phone: 814-865-7521

Fax: 814-863-7277

<http://agsci.psu.edu>

**ThinkAgain**

## FALL 2011 COLLEGE & ACADEMIC CALENDAR

|                           |                                      |
|---------------------------|--------------------------------------|
| August 15 - September 5   | Intent to Graduate Activation Period |
| August 22                 | Classes Begin                        |
| August 31 - September 1   | Drop/Add Period                      |
| September 5               | Labor Day Holiday - No classes       |
| September 26 - October 16 | Final Exam Conflict Filing Period    |
| November 11               | Late Drop Deadline                   |
| November 20 - 26          | Thanksgiving Holiday - No classes    |
| December 9                | Classes End                          |
| December 10 - 11          | Study Days                           |
| December 12 - 16          | Final Exams                          |
| December 17               | Commencement                         |