



OFFICE FOR UNDERGRADUATE EDUCATION

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Summer 2012 Undergraduate Commencement Ceremony

The summer 2012 undergraduate commencement ceremony will be held on **Saturday, August 11, at 10:00 a.m.** in the Bryce Jordan Center. The College has approximately 40 undergraduate students slated to graduate this semester.

Our college student marshal for the summer commencement ceremony is Michelle Guiget. Michelle is graduating with concurrent degrees in toxicology and biochemistry and molecular biology and a minor in mathematics. Michelle plans to finish her work as a research technician at the US Army Medical Research Institute of Chemical Defense and apply to vet school for fall 2013. Please join us in congratulating Michelle!



Faculty are encouraged to attend and participate in commencement ceremonies to honor our College of Agricultural Sciences graduates. Faculty participating in the summer commencement ceremony should report to the Green Room of the Bryce Jordan Center at least 20 minutes prior to the ceremony with your academic regalia.

See: <http://commencement.psu.edu/1attending.html> for more information.

Request Funds for Student Activities

Fall 2012 Semester:
Proposals are due **September 14, 2012**

Spring 2013 Semester:
Proposals are due **December 7, 2012**



New forms and revised procedures are in place for the 2012-2013 academic school year. **It is important to carefully follow new procedures and accurately complete the forms to ensure the proposal will be reviewed and considered for funding.**

For details and proposal forms, go to <http://students.cas.psu.edu/RequestingFundsforStudentAct.htm>

Fresh START Program — September 8 —

PLEASE SHARE WITH YOUR
NEW STUDENTS!



All students new to Penn State are invited to participate in Fresh START Day of Service on **Saturday, September 8**, at University Park. Fresh START (Students Taking an Active Role Today) is all about making new friends, helping the community, and getting rooted with service. Free food and t-shirts will be offered, too. For more information, visit [Fresh START](#) online. To register, visit volunteer@psu.

Register for the Annual Advising Conference

The Office for Undergraduate Education will sponsor 4 faculty and staff to attend the 2012 Annual Professional Development Conference on Academic Advising (<http://www.psu.edu/dus/fallconf.html>) to be held September 25 at The Penn Stater Conference Center. This year's theme is "Deconstructing Decision Making: Theories, Strategies, and Data" and promises to be an informative and educational program. The \$85 registration fee (group rate) will be paid by OUE for applicants selected. To apply for the registration, email Terry Musser (txm4@psu.edu) by September 4 with the name, department, phone number and email address of all nominees. Those selected will be informed by Sep-

tember 7. All advisers are encouraged to take advantage of this opportunity for an excellent one-day professional development experience in our own back yard.

Assign Your Students to An Adviser

University policy states that all students are assigned to an academic adviser in their unit of enrollment. Please make sure all students either enrolled in your department or intending to enroll in your department are assigned to an adviser.



IMPORTANT DATES!

Fall College Student Club Fair

Wednesday, September 5th
11:00 AM to 2:00 PM
Area Behind ASI Building

Ag Career Day

Tuesday, Oct. 16th
9 AM to 4 PM
Bryce Jordan Center

College of Ag Sciences Scholarship Banquet

Thursday, October 25th
5:30 PM
Penn Stater Conference Center

New Links on College Web Sites

A link to a list of College courses that meet the Writing requirement has been added to the Advising Handbook page (in Current Students) and to the Undergraduate Education Resources page (in faculty/staff). See: <http://agsci.psu.edu/students/resources/handbook/courses-that-meet-the-writing-requirement-for-the-college>

A Link to the "FERPA and Faculty" brochure has been added to Faculty/Staff Resources Useful PSU Links: <http://agsci.psu.edu/faculty-staff/resources/useful-psu-links>

Internship Award

The Ag Alumni Society offers a competitive awards program to encourage undergraduate students to participate in internship experiences. The Society recognizes the importance of a planned on-the-job learning experience to adequately prepare undergraduate students for today's competitive job market. All full-time baccalaureate students in the College of Agricultural Sciences (and Agricultural and Biological Engineering majors) who have successfully completed a credit or non-credit internship experience in the Fall 2011 semester, Spring 2012 semester or Summer 2012 semester are eligible. See Website for information <http://agsci.psu.edu/alumni/news/2012/how-is-the-alumni-society-helping-to-prepare-students-for-the-future>

Fall College Info and Club Fair

The 2012 College Info and Club Fair will be held Wednesday, **September 5, from 11:00 AM – 2:00 PM** on the grassy area behind the ASI greenhouses and across from the Creamery patio.

The purpose of the info fair is to introduce our College students new to University Park to college academic programs and clubs, organization and society opportunities. All academic programs



and Department clubs, organizations and societies are invited to exhibit. Creamery ice cream will be served. In the event of intense rain, the event will be held the following day, Thursday, September 6.

Any questions or concerns, please contact Marianne Fivek in the Office for Undergraduate Education at mafivek@psu.edu.

Student Organization Success for Advisors

Plan to attend the Student Organization Success for Advisors session on **Friday, September 7, 2012**, from 1:30-3:30 PM in 133 Food Science 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, by August 31.

Announcing Fall 2012 Undergraduate Program Coordinator Meeting Schedule

The Fall 2012 Program Coordinator Meetings have been scheduled on the following days, **1:30-3:00 PM:**

- ◆ Monday, **September 17**, Room 118 ASI
- ◆ Tuesday, **October 23**, Room 118 ASI
- ◆ Monday, **November 19**, Mann Assembly Room, Paterno Library
- ◆ Wednesday, **December 19**, Room 504 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
Dennis Decoteau	HORT
Stephanie Doores	FD SC
John Ewing	AEE and AG SC
Tarrah Geszvain	AGECO
Les Griel	VB SC
Leland Glenna	CED
Pamela Hankey	IID
Jude Liu	A S M
Ellen Manno	FORSC, W F S, and W P
Megan Marshall	B E
Robert Mikesell	ANSCI
Rob Shannon	E R M
Dan Stearns	LSCPE
Jack Vanden Heuvel	TOX
Andrew Mc Nitt	TURF

AgSci Career Network is Available!

Students and alumni are able to post resumes, find opportunities and search for career information all in one place. If you would like to see the system, visit <https://live-psu-csm.symphlicity.com> and enter as an alumni with "nittany" as your password.



2012 Ag Career Day — Save the Date!

The College of Agricultural Sciences will hold its annual career day on **Tuesday, October 16, 2012 from 9:00 AM to 4:00 PM** at the Bryce Jordan Center.



Companies have been directed to visit the College of Agricultural Sciences Business and Industry web site, <http://agsci.psu.edu/business/recruitment>. We still have plenty of room and need more companies to participate. Registration and more information about the event is available online at the Ag Career Day cVent site: <http://agsci.psu.edu/students/opportunities/ag-career-day>

In order to provide opportunities for all of our students, we request that you encourage industries and organizations that you work with to participate in Ag Career Day. You may direct them to the web site or contact [Denise Connolly](#) if you would like Ag Career Day information sent to specific industries.

Please mark this date on your calendars and fall course syllabuses, and encourage your students and industry connections to attend!

Fall 2012 Student Recruitment and Enrollment Committee (SREC)

The Student Recruitment and Enrollment Committee (SREC) meetings have been scheduled on the following dates at **9:00-10:00 AM** in the conference room of 101 Ag. Administration Building.

- ◆ Wednesday, September 12
- ◆ Wednesday, October 3
- ◆ Wednesday, November 7
- ◆ Wednesday, December 5

2012 Fall Open House—Save the Date

The annual Open House for College of Agricultural Sciences will be held **Monday, October 8, 2012**. Prospects interested will be able to register online at the College web site. Each major will be showcased that day including select facility tours. More details in September issue of *Undergrad Ed Updates*.

College of Agricultural Sciences Instruction & Curricular Affairs Committee Calendar 2012-2013

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
Friday Aug. 3, 2012	Aug. 6-7-8	Thurs. August 23, 2012 1:30 -3:00 p.m. 244 Ag Eng. Bldg.	Aug 31, 2012	Sept. 14, 2012	for the Oct. 2, 2012 Issue	Oct. 16, 2012
Friday Sept. 7, 2012	Sept. 10-11-12	Thurs. Sept. 27, 2012 1:30 -3:00 p.m. 244 Ag Eng. Bldg.	Oct. 12, 2012	Oct. 26, 2012	for the Nov. 13, 2012 Issue	Dec. 4, 2012
Friday Oct. 26, 2012	Oct. 29-30-31	Thurs. Nov. 15, 2012 1:30 -3:00 p.m. 244 Ag Eng. Bldg.	Nov. 30, 2012	Dec. 14, 2012	for the Jan. 15, 2013 Issue	Jan. 29, 2013
Friday Dec. 14, 2012	Dec. 17-18-19	Thurs. Jan. 17, 2013 1:30 -3:00 p.m. 244 Ag Eng. Bldg.	Jan. 25, 2013	Feb. 6, 2013	for the Feb. 19, 2013 Issue	March 12, 2013
Friday Feb. 8, 2013	Feb. 11-12-13	Thurs. Feb. 28, 2013 1:30 -3:00 p.m. Room TBD	March 8, 2013	March 22, 2013	for the April 9, 2013 Issue	April 23, 2013
Friday April 5, 2013	April 8-9-10	Thurs. April 25, 2013 1:30 - 3:00 p.m. Room TBD	May 13, 2013	May 24, 2013	for June 11, 2013 Issue	August 20, 2013

* Dates posted by Faculty Senate.

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. **Hard Copies are not required for the Course Proposals submitted via CSCS.

Once a course proposal has passed through the College's Instruction and Curricular Affairs Committee review process and been approved for submission to the Faculty Senate, the appropriate hard copies will be made by the college administrator and sent to the Senate for their review process. **A Hard Copy original and a PDF copy is required for all Program Proposals—since they are NOT submitted via CSCS yet.**

Senate Newsletters are posted to their website at: http://www.senate.psu.edu/senate_activity/newsletters.htm

Agriculture Future of America — Opportunity to Build Leadership Skills



Encourage full-time undergraduates in the College of Agricultural Sciences to apply for **corporate sponsorship** to attend the Agriculture Future of America (AFA) Leaders Conference **November 1-4, 2012**, 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 (directly at AFA website) is September 7. Applicants will be notified by AFA by September 21. 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 to **Marianne Fivek, 101 Ag Administration Building, by 5:00 PM, Tuesday, September 25, 2012.**

Penn State Fact Book Data for 2011-12

Fact Book and Fact Book plus Student Credit Hour pages have been updated with 2011-12 data.

Please refer to the following link:

<http://www.budget.psu.edu/FactBook/StudentDynamic/StudentTableofContents.aspx>

Child Care Subsidy for Student Parents

The Office of Human Resources announced the availability of child care subsidy funds to qualifying student parents for fall 2012. Funds are available through the *Child Care Access Means Parents in School Program* awarded by the U.S. Department of Education.

The Office of Human Resources implements the Student Parent Child Care Subsidy Program at all Penn State campus locations. Their goal is to provide undergraduate and graduate (available at some locations) student parents with financial assistance for safe, quality child care thereby enabling them to achieve their academic goals.

Student parents also may receive financial assistance for sick and emergency care, summer child care, and care during finals and mid-term periods. Qualifying student parents may utilize this subsidy to assist in child care costs at licensed child care centers and family home providers in their communities. Please see qualifications in the application form.



Updates to the Penn State student child care subsidy web site will occur regularly. Therefore, a link has been estab-

lished on the College of Ag. Sciences Current Student web page (<http://agsci.psu.edu/students/scholarships>) to the [Student Parent Child Care Subsidy Program](#).

Questions and detailed information about the Penn State Student Parent Child Care Subsidy Program can be directed to Stephanie L. Zezzo in the Office of Human Resources at (800) 746-6759 or subsidy@psu.edu.



Dear Colleagues,

The beginning of the semester is a useful time to review recurring faculty and student policy questions. Among the areas that most often require clarification are course attendance and the University's policies on course absence. These policies and the procedures to implement them were passed by the University Faculty Senate and by ACUE, the Administrative Council on Undergraduate Education. (Each body has representation from every college.) You'll find that the attendance and absence policies are based on the treatment of all students as adults as they attempt to balance administrative and academic considerations with the pragmatic reality that, like faculty, students sometimes become ill, are confronted with difficult family situations, and feel obligated by moral and ethical tenets to adhere to religious rites and obligations.

FAQs

Does Penn State have university-wide policies on student absence from courses? Yes. The University Faculty Senate Policy is [42-27: Class Attendance](#). The policy recognizes that on occasion, students may opt to miss a class meeting in order to participate in a regularly scheduled university-approved curricular or extracurricular activity, or due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, or religious observance.

The procedures for Senate Policy 42-27 are implemented as Academic Administrative Policy and Procedure [E-11: Class Attendance](#). E-11 expands on the brief summaries provided here.

How much notice does a student have to provide for a foreseeable absence? Whenever reasonable, a student should submit a [class absence form](#) a week in advance.

Are religious observances considered legitimate reasons to miss class? Yes, religious observance can be a legitimate reason for an absence. Academic Administrative Policy and Procedure [R-4, Religious Observances](#), provides further information and a link to an all inclusive list which provides both major and minor religious holidays, maintained by the Center for Ethics and Religious Affairs.

If a student is ill, must she or he provide a physician's verification? Generally, no. As of Fall 2002, University Health Services (UHS) no longer provides verification of illness forms for minor illnesses or injuries. Verification will be provided only for serious illnesses for which UHS clinicians provided services, or when UHS has received such documentation from outside providers.

What if a student misses a quiz, test, or homework assignment as a result of a legitimate absence? Students should be provided with a reasonable opportunity to make up missed work. The University does recognize that this increases the burden on faculty. However, simply re-weighting other assessments used to determine the course grade or similar approaches are not consistent with giving opportunity to make up the work. As a matter of policy, the faculty's rule-making body—the Faculty Senate—and the administration through the Administrative Council on Undergraduate Education—are in agreement. A student burdened by an unavoidable absence should not be denied the full mosaic of learning opportunities, including tests and quizzes, enjoyed by her or his peers.

What if the instructor believes that students' continued absences are causing harm to their academic achievement? If an instructor believes a requested absence for regularly scheduled events will harm a student scholastically, the instructor should present evidence for necessary action to the head of the department in which the course is offered and inform the assistant/associate dean of the college in which the student is enrolled, or to the Division of Undergraduate Studies if the student is so enrolled.

Jeremy Cohen, PhD
Associate Vice President & Senior Associate Dean
Office of Undergraduate Education

Deferred Grades and No Grade Policy Changes

The Deferred Grades (DF) and No Grades (NG) Faculty Senate policy and corresponding ACUE procedures have been changed effective SP12.

Deferred Grades:

For Undergraduate students, the DF grade shall not extend beyond **ten weeks following the end date of the course** per Faculty Senate policy 48-40 and ACUE procedure G-3. Each deferred grade assigned will be given a deadline based upon the specific course so all students are given the same amount of time for the deferral.

In addition to changing the time amount for the deferral, the Office of the University Registrar added notifications to the instructor of record and the student. A warning email is sent to both instructor and student two weeks before the DF deadline. If the student no longer has an active access account, a letter will be produced to be mailed. If there are any issues with the instructor's email account, the Office of the University Registrar will send an email to the campus registrar or college contact so you can notify the instructor.

If the deferred grade is not changed by the specific deadline, the Office of the University Registrar will convert the DF to the F. A procedure runs daily to determine if there are any DFs with expired deadlines, so additional time is not given based upon when a procedure is scheduled. An email notification is sent to the instructor and student alerting them of the grade change. If the student no longer has an active access account, a letter will be produced to be mailed. If there are any issues with the instructor's email account, the Office of the University Registrar will send an email to the campus registrar or college contact so you can notify the instructor.

No Grades:

For Undergraduate students, the revised NG policy and procedure states that NG grades are to be reconciled **within five weeks following the posting of the NG**. Similar to the DF notifications, the Office of the University Registrar will send a warning email to both the instructor and the student two weeks before the five-week deadline. If the student no longer has an active access account, a letter will be produced to be mailed. If there are any issues with the instructor's email account, the Office of the University Registrar will send an email to the campus registrar or college contact so you can notify the instructor.

If the NG is not changed by the five-week deadline, the Office of the University Registrar will convert the NG to the F. An email notification is sent to the instructor and student alerting them of the grade change. If the student no longer has an active access account, a letter will be produced to be mailed. If there are any issues with the instructor's email account, the Office of the University Registrar will send an email to the campus registrar or college contact so you can notify the instructor.

Grad Students:

For Graduate students, the Grad School has approved a 25-week deadline for DF grades (following the course end date). All other information will be the same (when warnings and grade change notifications will be sent).

The Grad School also gives a 25-week deadline for the NG, once the NG has been posted.

2012 College of Ag Sciences Teaching Recognition and Awards

To recognize and promote excellence in teaching, we invite you to nominate faculty (tenured, 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 applications are based on accomplishments during the past academic year (comprising the summer, fall, and spring semesters of 2011-12) 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 individual for one aca-

ademic 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 19, 2012.**

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

PENNSSTATE



Office for Undergraduate Education

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University Park, PA 16802-2602

Phone: 814-865-7521
Fax: 814-863-7277
<http://agsci.psu.edu>

ThinkAgain

FALL 2012 COLLEGE & ACADEMIC CALENDAR

August 13 - September 10	Intent to Graduate Activation Period
August 27	Classes Begin
September 3	Labor Day Holiday - No classes
September 28-30	Parents & Families Weekend
October 1-21	Final Exam Conflict Filing Period
November 16	Late Drop Deadline
November 18 - 24	Thanksgiving Holiday - No classes
December 14	Classes End
December 15 - 16	Study Days
December 17 - 21	Final Exams
December 22	Commencement