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

**Class Restriction:** Sophomore standing or higher  
**Grading:** P/N  
**Course Credit:** one credit  
**Prerequisite:** FW 107 Orientation to Fisheries and Wildlife  
**Danielle Jarkowsky**  
Danielle.Jarkowsky@oregonstate.edu  
541-737-1091  
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 is preceded by 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.

**PREREQUISITE**
FW107 Orientation to Fisheries and Wildlife

**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) Locate information on FW Internship requirements
4) Identify current transferable knowledge, skills and abilities
5) Write a resume for an entry level fisheries and wildlife job or internship.
6) Recognize effective interviewing skills for an entry level fisheries and wildlife job or internship.
7) Use professional networking tools.
8) Write professional communications including an email inquiring about a potential position.
9) Understand the key components of a FW professional development plan and portfolio.

**LEARNING RESOURCES**
No text required to purchase. Selected readings – See Canvas site.

**THIS CLASS MEETS ONCE A WEEK**

**ASSIGNMENTS**

<table>
<thead>
<tr>
<th>Assignments required in this class</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>1. Three job positions that interest you</td>
<td>Week 3</td>
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<tr>
<td>2. Attend Career Expo – Mock Tail Hour</td>
<td>Week 4</td>
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<tr>
<td>3. Watch video on resume writing/answer questions</td>
<td>Week 4</td>
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<tr>
<td>4. Resume Draft</td>
<td>Week 5</td>
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<tr>
<td>5. Cover Letter Draft</td>
<td>Week 6</td>
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<tr>
<td>6. Resume Final</td>
<td>Week 8</td>
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</table>
See Canvas for detailed assignment instructions. Late assignments will not be accepted without prior approval of the instructor. **ALL 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), 1 point will be deducted for each day they are delayed;

### Weekly Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Class Activity</th>
<th>Assignment Due!</th>
</tr>
</thead>
</table>
| 1    | **Introduction to course expectations and assignments**  
**Know Thyself:** What are your values, interests, strengths, transferrable knowledge, skills and abilities (KSAs) related to your career path? | Values, interests, strengths, transferrable knowledge, skills and abilities activity |  |
| 2    | **Job/Internship Searching:** Where to search? What is a position description?  
**Applications and Federal jobs**  
*Introduce Assignment: Find and print three positions that interest you (1 state, 1 federal, 1 NGO)*  
Record keeping; staying organized | Class discussion  
Dissecting a position description activity federal job |  |
| 3    | **Networking and Professional Societies:** What are professional societies and why are they important for my future?  
Networking/professionalism/Linked In; What do I do after a networking event? Professional dress; Elevator speech **Introduce Assignments: Mocktail hour & Resume video** | Elevator Speech  
Linked In  
Do ‘s and Don’ts of networking | Three positions that interest you: 1 federal, 1 state, 1 NGO |

|   | **Career Expo – Practice networking CH2M Hill Alumni Center** | Mocktail Hour 4:30 – 6 pm | Attend Mocktail hour and then answer questions in Canvas |

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7. Cover Letter Final  
8. Recorded interview  

Week 9  
Week 10
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Class Activity</th>
<th>Assignment Due!</th>
</tr>
</thead>
</table>
| 4    | **Resumes**  
What makes an effective FW resume?  
How do I tailor my resume to the position announcement using tactical/key words?  
*Introduce Assignment: Write your resume* | Dissecting a resume activity  
Accomplishment statements | In Canvas answer questions about video on how to write a resume |
| 5    | **Resumes: Peer review**  
**Cover Letter:** What should I include in a cover letter? How do I express that I am a good fit for the position? *Introduce Assignment: Cover Letter* | Peer review of draft resume  
*Dissect a cover letter* | DRAFT Resume |
| 6    | **Interview practice:**  
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? *Introduce Assignment: Interview Stream- Interview Practice* | Peer-to-peer interview Practice | *If you don’t have access to a web cam, set up an appointment with the Career Development Center Assignment*  
DRAFT Cover Letter |
| 7    | **International; Study Abroad/Internship**  
**Abroad/Undergrad Research/Hatfield Marine Science Center**  
What are the benefits?  
What steps do I need to take to go international?  
What opportunities are available?  
How do I find funding? | Guest speaker from OSU GO and URISC | |
| 8    | **Cover Letter Peer Review**  
**Interview Review**  
**Professional Development plan and portfolio** | Peer review  
Cover letter  
Discuss professional development plan/portfolio | FINAL Resume |
| 9    | **Professional Communication**  
How do I write a letter of inquiry?  
How do I request someone to be a | Case studies | FINAL Cover Letter |
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<table>
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<th>Week</th>
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<th>Class Activity</th>
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</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>Internship Requirements:</strong> What are the internship requirements? <strong>How to succeed in the FW workplace:</strong> Workplace success tips</td>
<td>Discussion: Internship requirements and workplace success tips</td>
<td>Interview Stream - polished Interview Stream video with self-assessment</td>
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</tbody>
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**ATTENDANCE:** Attendance is expected for every class. Each class is worth one point toward your grade. This class meets ONCE a week.

**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**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1. Career Expo – Mocktail Hour</td>
<td>5</td>
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<tr>
<td>2. Questions about resume video</td>
<td>5</td>
</tr>
<tr>
<td>3. Attendance</td>
<td>10</td>
</tr>
<tr>
<td>4. Three positions that interest you</td>
<td>20</td>
</tr>
<tr>
<td>5. Resume – draft</td>
<td>10</td>
</tr>
<tr>
<td>6. Interview practice</td>
<td>20</td>
</tr>
<tr>
<td>7. Cover letter draft</td>
<td>10</td>
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<tr>
<td>8. Resume - final</td>
<td>10</td>
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<tr>
<td>9. Cover letter final</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
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In an effort to be fair to all students, for late assignments (unless preapproved by the instructor), 1 point will be deducted for each day they are late.

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

**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.

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.