



**ENVIRONMENTAL SCIENCE
& RESOURCE MANAGEMENT**
CSU CHANNEL ISLANDS

TECHNICAL WRITING
AND SERVICE
LEARNING
COORDINATOR

This report gives information on the Fall 2017 semester as per what the Technical Writing and Service Learning Coordinator accomplished.

ESRM Program

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Fall of 2017 Semester

The Technical Writing and Service Learning Coordinator read and reviewed scientific papers for five ESRM 100 classes. Writing services were also provided for ESRM 105, ESRM 335 and ESRM 491. All five sections of ESRM 100 participated in Service Learning activities in the local community. Over 40 service learning opportunities were offered to the ~160 ESRM 100 students. Approximately 1,900 hours of service learning were completed this semester both on and off campus. The Technical Writing and Service Learning Coordinator provided a minimum of 2.5 office hours a day, Monday- Friday, for technical writing support for ESRM 100 students. Utilization of the The Technical Writing and Service Learning Coordinator were optional for students enrolled in other ESRM courses at CSU Channel Islands. Roughly 130 ESRM 100 students came to office hours for a 30 minute technical writing guidance session this semester. Additionally, upkeep and maintenance of the website (www.esrm.zone) created by the prior Technical Writing and Service Learning Coordinator (Vanessa van Heerden) was performed. Two webinars were created this semester. One offers basic insight about the mission of the Technical Writing and Service Learning Coordinator, the the second shows students how to use the website to find service learning opportunities which are now available on the websites calendar. Both of these webinars are hosted on the esrm website for use by students.

ESRM 100 Student Evaluations

All sections of ESRM 100 classes evaluated the Technical Writing and Service Learning Coordinator at the end of the semester. Across the 5 sections, the average answers from the students are presented below:

<i>Questions in Evaluation forms</i>	<i>Average Answer</i>
How many times did you communicate with Dakota-Rose this semester (via email, in person, during class)?	One to two times
I was comfortable sharing ideas with Dakota-Rose.	Agree
Dakota-Rose provided me with clear information about my writing and what I could do to strengthen it.	Strongly agree
Dakota-Rose helped me feel more confident about my abilities as a writer.	Agree
Having to seek information and guidance from Dakota-Rose about my paper was beneficial.	Strongly agree
Having a peer review session in class about the papers was helpful.	Agree
The announcements posted on CILearn/ Canvas were helpful in finding service learning opportunities.	Strongly agree
Having Dakota-Rose available for coordinating service learning opportunities was beneficial.	Strongly Agree
Overall, having Dakota-Rose as the Technical Writing and Service Learning Coordinator was beneficial to my learning and experience in the ESRM 100 class.	Strongly agree
Dakota-Rose helped me feel like a stronger technical writer and helped me understand dense scientific information.	Agree
Did you visit the esrm.zone website?	Yes
If you visited the esrm.zone website what did you use it for?	Ecology Citation Formatting

In addition to the questions in the evaluation form, there was a spot open for students to make their own comment or suggestion about the Technical Writing and Service Learning Coordinator's service to the class. Some comments made were:

- She's very nice and easy to talk to.
- Dakota was extremely helpful and flexible in scheduling. I was very grateful for her time.
- Dakota is the best
- She is very knowledgeable, easy to talk to, and helpful. However, I think that this service should only be mandatory for students who are struggling or volunteers. I had a tight schedule and felt bad changing my apt. so much.
- She was prompt, approachable, helpful, and I enjoyed discussing my paper with her.
- Having service learning options for commuters who live far as an option is awesome.
- Provided concise advice on proper steps that would strengthen the assignment. Was also very thorough proofreader and introduced me to some writing resources.
- Getting some information BEFORE we started writing would've helped way more because I felt lost and had never heard of ecology formatting or scientific writing previous to this course. The information during the meeting after our papers were written was helpful, but again, did not help me in the beginning. Other than that, she is really sweet and wants you to do well so she gives good feedback in a nice way and not in a way that made me feel like I did a bad job.
- I love Dakota! <3
- I never had the chance to meet with her due to overbooking but it was helpful of her to post about the various Service Learning Opportunities.
- Responds quickly.



The Technical Writing and Service Learning Coordinator working with a students ESRM 100 paper

Technological Assistance

The Technical Writing and Service Learning Coordinator is currently maintaining upkeep and updates on the Environmental Science and Resource Management website (www.esrm.zone). A calendar was added to the website (<http://esrm.zone/events/>) which now hosts all service learning opportunities. The Technical Writing and Service Learning Coordinator updates this calendar weekly with service learning events. Each service learning event is posted with a brief description, the date, time, location and contact information of the event host. The same service learning opportunities posted to the calendar were also shared under announcements on CILearn and Canvas with the same detailed information.

The screenshot shows the website header with the logo for Environmental Science & Resource Management (ESRM) at CSU Channel Islands. Navigation links include Tools, Research Foci, and About ESRM. The main content area is titled "Events for November 2017" and displays a calendar grid. The calendar shows events for various days in November, including "ESRM Career Day", "Independent Safety Training", "Community Roots Garden SL Opportunity", "Green Generation Chipotle Fundraiser", "Potrero Creek Restoration Project SL Opportunity", "Ojai Trees Fall Planting SL Opportunity", and "Fire Recovery at Headwaters". A blue text overlay at the bottom of the calendar reads "New calendar with Service Learning Events".

The screenshot shows the event page for "Calabasas Blue Habitat Restoration SL Opportunity" on November 4, 2017, from 9:00 am to 12:00 pm. It features a photograph of a group of people standing in a natural, rocky streambed area. Below the photo, there is descriptive text about the event's purpose, arrival instructions, and contact information.



Join Mountains Restoration Trust to help restore native grasslands in the foothills west of Juan Bautista De Anza Park in Calabasas. Native grasses including purple needlegrass and creeping wildrye and flowering perennials and shrubs will be planted by volunteers under supervision by MRT tech crew from 9am-12pm.

Please arrive by 8:45 am and look for our group on the west side of the park. Parking is limited to street side spaces to avoid impacting parking for park visitors. Bring hat, water, snack, and sturdy shoes. Gloves and tools provided. Receive community service credit

Great Fun for Kids and Families! Volunteers under the age of 16 must be accompanied by the Parental Consent Form.

Registration is Required: Registered volunteers will receive an email confirmation with mo

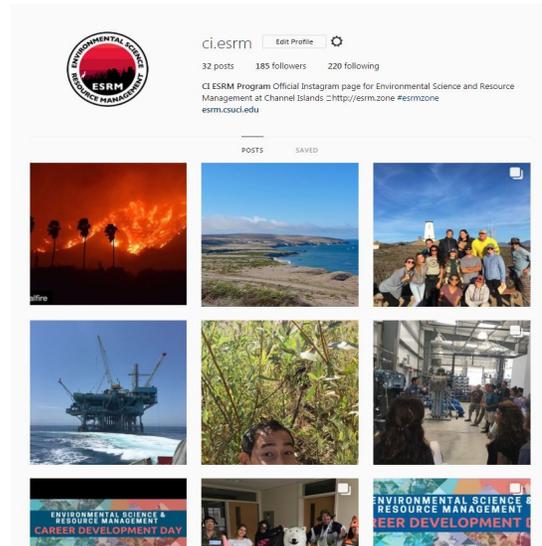
Example of information provided for a specific event

GOOGLE CALENDAR iCAL EXPORT

Details	Organizer
Date: November 4, 2017	Dakota-Rose Whearley
Time: 9:00 am - 12:00 pm	Email: dakota-rose.whearley204@myci.csuci.edu
Event Categories: Service Learning Opportunity, Volunteer Opportunity	
Website: https://www.eventbrite.com/e/calabasas-blue-habitat-restoration-tickets	

The Technical Writing and Service Learning Coordinator has also posted blogs to the esrm.zone website which provide relevant information concerning environmental science and resources management in the local community.

An Instagram account was created (<https://www.instagram.com/ci.esrm/>) for the ESRM department as modern platform to update students on upcoming events and highlight ESRM course work at CSU Channel Islands. The Instagram account is managed and updated by the Technical Writing and Service Learning Coordinator.



CSU Channel Islands ESRM
Instagram

The prior Technical Writing and Service Learning Coordinator created 4 handouts that are universal across all ESRM program course which support proper technical writing techniques and citations. These handouts are still being used by the current Technical Writing and Service Learning Coordinator. The current Technical Writing and Service Learning Coordinator has created two additional handouts which include: when to cite your sources and steps to accessing the esrm.zone website writing tutorials.

Service Learning Opportunities

Service learning opportunities were selected by the Technical Writing and Service Learning Coordinator and presented to students on CILearn, Canvas and esrm.zone.

Organizations Worked with Fall 2017:

Mountains Restoration Trust

Surfrider

Food Share

Audubon

BWET

National Park Service

Raptor Study

Oxnard City Corps

Community Roots Garden

Ojai Trees

A minimum of two service learning opportunities were available for students to attend every week between September 3, 2017 and December 2, 2017. Locations varied in order to give students a wide range of options to select from that worked best for each individual. Major cities where service learning opportunities were held included, Ventura, Ojai, Ormond Beach, Newbury Park, Thousand Oaks and Malibu.

Funding Status:

Funds have been spent since work began Fall 2017 & completes this Spring 2018. We are within budget for both the salary and supplies budget provided by the MSFT funding. We do not expect to spend the entire allocation by the end of the fiscal year.

Support from faculty members:

Dakota was an invaluable resource for both myself and my ESRM 100 students for Fall 2017 and will be again this Spring semester. She has made many contributions to both the Service Learning and Technical Writing portions of the ESRM 100 course. Service Learning requires a significant time commitment to coordinate well with each student enrolled in the ESRM 100 courses. Dakota reliably posted a variety of opportunities for Service Learning on our CI Learn class websites on a weekly basis and investigated new opportunities. Further, Dakota designed a new calendar system to post our Service Learning opportunities that gives the students easier access to the different events – this is a huge improvement over our previous posts in the Announcement section of CI Learn. Without Dakota's support, it would be very difficult for me to coordinate Service Learning at this high level.

The Technical Writing component of the ESRM 100 course also strongly benefited from Dakota's support. Students visit Dakota with their rough draft and this greatly improves the quality of the final drafts I receive. Dakota is able to review papers with students to compare their papers to the class requirements, review their writing and most importantly offer them suggestions to guide their revision process. She coordinates student appointments, meets students individually, tracks their visits and passes that information to me. Students commented that their visit with Dakota was highly beneficial in recognizing components that they missed and improving their writing. Again, without Dakota, it would be difficult for me to coordinate or even offer these services for my students.

Lastly, Dakota has the opportunity to be a strong mentor to students. The students identify with Dakota as a colleague and look up to the knowledge base she has laid during her student tenure and her dedication to her classes. A number of my students mentioned they felt strongly encouraged in their time with Dakota, which demonstrates the supportive nature and effectiveness of her position.

Thanks,
Dr. Mary Woo
ESRM 100 Professor
Environmental Science and Resource Management Program

Technical Writing and Service Learning Coordinator

Attention MSFT Committee:

Today, I write in support of the Technical Writing and Service Learning Coordinator position, for MSFT funding. I have never before written a letter like this on an entirely unsolicited basis. However, in this case I was so impressed by the support and service provided by Technical Writing and Service Learning Coordinator that I felt compelled to go on record with my support.

As the Mission Based Centers Coordinator, I have had the privilege of sharing an office space with the Technical Writing and Service Learning Coordinator, Dakota-Rose Whearley. It is through this close proximity to Dakota-Rose, which has provided me with the opportunity to see and hear her assist and interact with students. Dakota-Rose made a positive impression on me immediately.

What particularly impresses me is Dakota-Rose's extraordinary commitment to excellence. Dakota-Rose takes the time with each and every student to connect and engage, to understand what the student is hoping to accomplish in the paper, to thoroughly explain how and why a technical paper is so much different than what the student is typically use to writing, to ensure conclusions the student makes in the paper are scientifically accurate, and to propose thought-provoking questions to the student. Dakota-Rose is consistently professional and organized, and has even had a positive impact on my own attitude and productivity. The work that Dakota-Rose does as the Technical Writing and Service Learning Coordinators is exceptionally valuable to the students and the faculty that she assists. In my opinion, it is imperative to have a Technical Writing and Service Learning Coordinator to assist the ESRM students with their technical writing skills and to provide guidance, support and information regarding the service learning opportunities available. Without this support, I believe the ESRM students would be at a disadvantage.

In closing, I believe that the Technical Writing and Service Learning Coordinator position truly deserves to be funded and recognized for providing excellent service and support.

Sincerely,
Jeannette Edwards
Centers Coordinator
Mission Based Centers / Division of Academic Affairs

To whom it may concern,

Dakota and I have been working together at CSU Channel Islands since last April. Dakota has a positive influence on students, staff, and faculty and applies her positivity in learning new and difficult tasks. Dakota has played a crucial role in supporting staff and faculty on the technical components of key projects, most notably the interactive calendar for service learning. Through positivity and persistence Dakota has produced an easy to use and current calendar with all of the service learning dates, times, & locations. Dakota and I work closely on maintaining and updating ESRM websites for the most up-to-date research and opportunities. Her support benefits the students and the program as a whole and her role at CSU Channel Islands is essential.

Regards,
Emily Welsh
Instructional Support Technician