



**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

Table of Contents

Fall 2017 Semester	1
ESRM 100 Student Evaluations	2
Technological Assistance	4
Service Learning Opportunities	5
Spring 2018 Semester	6
ESRM 100 Student Evaluations	6
ESRM 335 Student Evaluations	8
Technological Assistance	9
Service Learning Opportunities	11
Funding Status	12
Support from Faculty Members	13
Service Learning Pictures	16

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, and 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:

Questions in Evaluation forms	Average Answer
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.

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

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

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 CI Learn and Canvas with the same detailed information.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		ESRM Career Day Community Roots Garden SL Opportunity		Independent Safety Training!	Community Roots Garden SL Opportunity Calabasas Blue Habitat Restoration SL Opportunity Calabasas Blue Habitat Restoration SL Opportunity	Green Generation Chipotle Fundraiser
6	7	8	9	10	11	12
		Community Roots Garden SL Opportunity			Potrero Creek Restoration Project SL Opportunity Community Roots Garden SL Opportunity	
13	14	15	16	17	18	19
		Community Roots Garden SL Opportunity			Ojai Trees Fall Planting SL Opportunity Community Roots Garden SL Opportunity Fire Recovery at Headwaters	

New calendar with Service Learning Events

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Calabasas Blue Habitat Restoration SL Opportunity

November 4, 2017 @ 9:00 am - 12:00 pm

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 a parent or a guardian. Volunteers under the age of 18 must bring the Parental Consent Form.

Registration is Required: Registered volunteers will receive an email confirmation with more details.

[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	

Example of information provided for a specific event

The Technical Writing and Service Learning Coordinator has also written blog posts 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.

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ESRM

ci.esrm [Edit Profile](#)

32 posts 185 followers 220 following

CI ESRM Program Official Instagram page for Environmental Science and Resource Management at Channel Islands <http://esrm.zone> #esrmzone esrm.csuci.edu

POSTS SAVED

CSU Channel Islands ESRM
Instagram

Technical Writing and Service Learning Coordinator

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.

Spring of 2018 Semester

The Technical Writing and Service Learning Coordinator read and reviewed scientific papers for four ESRM 100 classes. Writing services were also provided for ESRM 105, ESRM 335 and ESRM 491. All four sections of ESRM 100 participated in Service Learning activities in the local community that were provided by the esrm.zone calendar or were approved by the coordinator or professor. Over 40 service learning opportunities were offered to the **~110 ESRM 100** students. Approximately **1,300 hours of service learning** were completed this semester both on and off campus. The Technical Writing and Service Learning Coordinator provided office hours every a day, Monday- Friday, for technical writing support for ESRM 100 students and some weekends by appointment only. Students enrolled in ESRM 335, the Beach were also required to visit the Technical Writing and Service Learning Coordinator this semester. From the beach class, **46**

Technical Writing and Service Learning Coordinator

students came in pairs of two (23 pairs) to have their group term paper outline evaluated. Utilization of the The Technical Writing and Service Learning Coordinator was optional for students enrolled in ESRM courses other than ESRM 100 and ESRM 335 at CSU Channel Islands. Roughly 110 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. Google Forms were created and used to collect Service Learning hours and student evaluations by the Technical Writing and Service Learning Coordinator. The Google Forms were an easy to use platform for the Technical Writing and Service Learning Coordinator, students and professors.

ESRM 100 Student Evaluations

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

Questions in Evaluation forms	Average Answer
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.	Strongly 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.	Strongly agree
Having to seek information and guidance from Dakota-Rose about my paper was beneficial.	Strongly agree
The announcements posted on Canvas were helpful in finding service learning opportunities.	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?	The Event Calendar, Ecology Citation Formatting and Writing Tutorials

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 service to the class. Some comments made were:

- Thank you!
- sooo helpful! she helped me strengthen my ideas and improve my term paper.

ESRM 335 Student Evaluations

ESRM 335, the Beach, evaluated the Technical Writing and Service Learning Coordinator at the end of the semester. During the semester all ESRM 335 students were required to have their outlines reviewed by the Technical Writing and Service Learning Coordinator. Student had the option to return for further guidance and tutoring throughout the process of writing their term papers. 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.	Strongly 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.	Strongly agree
Having to seek information and guidance from Dakota-Rose about my paper was beneficial.	Agree
Having a peer review about the papers through canvas was helpful.	Agree

Technical Writing and Service Learning Coordinator

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 and Writing Tutorials

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 did a great job and really knew how to help! Very useful visiting her.
- She was great and very helpful. Maybe just more clarification for her on what the paper should entail as she said we had a great outline yet we received a 70 for having too many topics to cover
- Dakota was very nice about everything but for a majority of the meeting my partner and I felt uncomfortable sharing our ideas and stayed quiet because we felt like she would change them completely which removes authenticity from our ideas. I understand she means well and we appreciate her advice, I just felt uncomfortable answering her questions because I felt like there was a wrong answer.
- Dakota-Rose was helpful during our outline appt. She approved our outline, and made a suggestion about an area we could add into our paper. I am sure if I would have reached out for further help with my actual paper, I would have selected strongly agree in the areas I didn't. As far as making me a more confident writer, or helping to understand scientific information, I didn't feel like those were really areas we covered in our meeting.
- I think my professor and Dakota should provide a clearer picture to the students on how the outline should be set up and have more conversations between themselves. Because me and my partner went to Dakota and she said our outline was great and not to change anything. Then we turn it in and the professor gave us a 18/25 and said we basically needed to change the whole outline. So very inconsistent on what is wanted for the project.
- She was professional and easy to talk to, but didn't have much in the way of

feedback for us.

- She is the best and I hope this assistance is offered in the future
- she's perfect. When working on papers with partners, it is crucial to have someone like Dakota that can come in, give concrete edits and critiques, and essentially bridge the gap between the writing styles of both me and my partner. I felt like the feedback that we received on our paper coincided with what our professor had assigned, so it helped to have support from both ends that ultimately led to us getting a solid A on the paper. She really helped us narrow our ideas down to one concrete topic, which was by far the hardest part for this research paper.
- She was nice even though our outline was terrible. She didn't make me feel fully stupid.
- I would suggest a dynamic scheduler in a shared cloud so there would not be any scheduling issues for future students

Technological Assistance

The esrm.zone calendar was updated by the Technical Writing and Service Learning Coordinator to ensure that there were plenty of weekly opportunities available for all students. Blog posts and job opportunities were also posted to the website to showcase the on campus Speaker Series events and jobs for undergraduates and graduates in fields related to environmental science and resource management.



ENVIRONMENTAL SCIENCE
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Tool:

Art+Science=Conservation

Posted on February 9, 2018



CSU Channel Islands Environmental Science and Resource Management department hosted their first 2018 Spring Speaker Series Event. This year's theme is "engagement in environmental change" and the first lecture was from two young California artists, each with a background in marine science. Natalie Arnoldi is currently working on a series of portraits (in oil) of known great white sharks in the California population to promote environmental change. You can follow Natalie on Instagram @natalie_arnoldi and visit her website <http://www.nataliearnoldi.com> to see more of her works. Ethan Estess specializes in pieces assembled from found objects and marine debris to capture the essence of environmental change. In addition, he is also building an NGO focused on environmental education through public art installations. To see what type of motivating pieces Ethan is working on check out his Instagram @ethan.estess.art.science and visit his website www.ethanestess.com/gallery.html. If you are interested in learning more about his NGO, Countercurrent, you can check out the website www.countercurrentart.org/donate.html and follow the NGO's Instagram @countercurrent_art.

Blog post written by the Technical Writing and Service Learning Coordinator for the
Speaker Series Event

10

The Technical Writing and Service Learning Coordinator also made several online flyers to promote service learning opportunities and shared them on the ci.esrm Instagram account. School clubs such as Green Generation Club and the Santa Rosa Island Student Committee would also promote the flyers that were made on their instagram accounts as well.



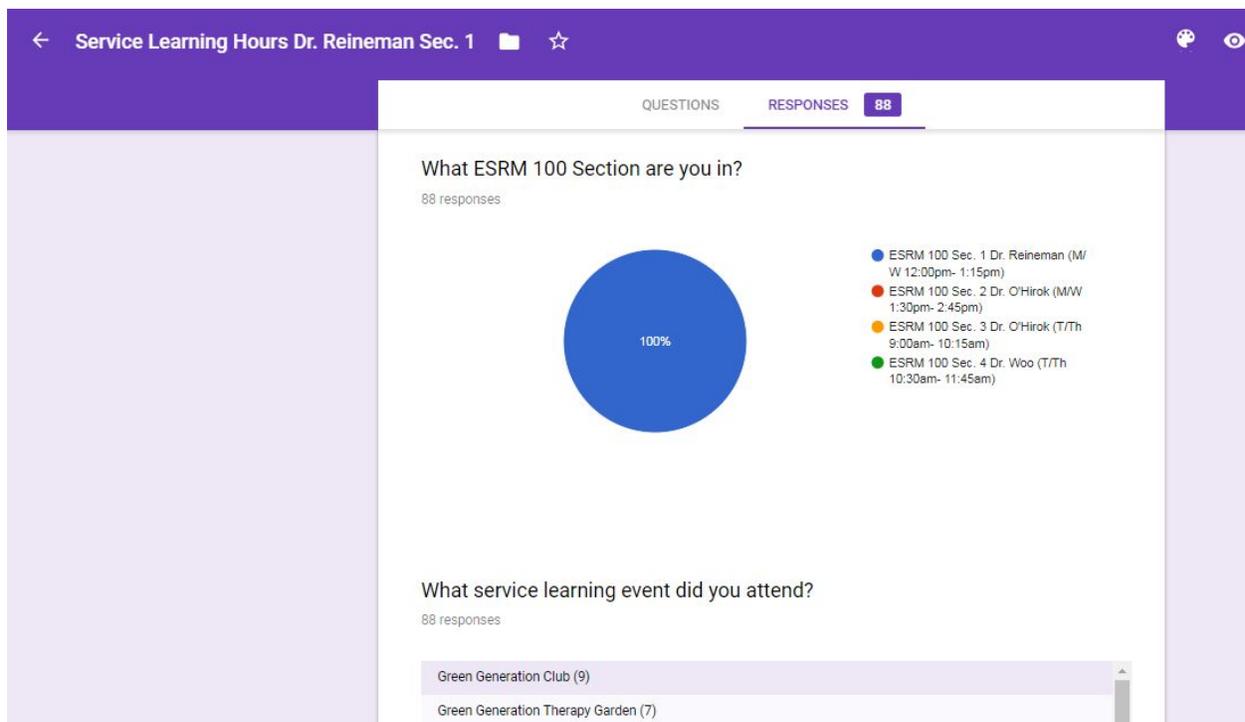
For



Example of Online Flyer used to Promote Upcoming Events

the Spring 2018 semester the use of Google Forms were used to create a simplified way to track

students service learning hours. The Google Form was simple for students to use and allowed them to log and reflect upon the activities they had completed. Once students had all of their hours logged the professors could easily access the Google Form statistics to verify the completion of all 12 hours required of each student. The Google Form can also take all of the information provided by students and summarize it all into an Excel File for further statistical analysis.



Example of Google Form statistics from cataloged service learning by individual students

Service Learning Opportunities

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

Organizations Worked with Spring 2018:

Mountains Restoration Trust
 Surfrider
 Food Share
 Audubon
 BWET
 Resource Legacy Fund (RLF)
 4Ocean
 Ojai Valley Land Conservancy
 Heal the Bay
 Green Generation Club
 CSUCI Therapy Garden
 CSUCI Earth Week
 ESRM Tech Lab with Emily Welsh
 CSUCI Speaker Series
 ESRM Senior Capstone Assistance

National Park Service
Raptor Study
Oxnard City Corps
Community Roots Garden
Ojai Trees

A minimum of two service learning opportunities were listed on the Event Calendar for students to attend every week between January 2018 and May 2018. 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. Students were encouraged to find service learning events that they would enjoy and were allowed to attend activities not listed on the event calendar if approved by the service learning coordinator or their professor.

More on campus opportunities were held during the Spring 2018 semester which helped accommodate students that struggle with attending opportunities off campus. ESRM capstone students who were looking for assistance in their work presented their research to the ESRM 100 classes offering for students to join them in their research as a way to complete service learning. Students who helped with ESRM capstone projects were exposed to the many facets of being a researcher including lab work, lab etiquette, collecting data, QA/QC-ing data, running statistics and drawing conclusions from the statistics ran. Students were also invited to the ESRM prep lab to do their service learning hours by helping the ESRM Lab Tech, Emily Welsh, with organizing, preparing/cleaning lab and operating a tech lab.

Funding Status:

Funds have been spent since work began Fall 2017 and completed this Spring, 2018. We are within budget for both the salary and supplies budget provided by the MSFT funding. We did not 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

Technical Writing and Service Learning Coordinator

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

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

Technical Writing and Service Learning Coordinator

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

Technical Writing and Service Learning Coordinator

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

Service Learning Pictures



MSFT Funding Final Report
Technical Writing and Service Learning Coordinator



MSFT Funding Final Report
Technical Writing and Service Learning Coordinator

