Plant Pathology Seminar (Pl P 515), Spring semester of 2022
Rules and guidelines for student seminars
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1) Seminar learning objectives
- Students will learn to review and synthesize the primary literature on a selected research topic, prepare and deliver a presentation with the necessary visual aids before an audience of faculty, research staff, and graduate students, and participate in a Q&A session following the presentation.
- The course will provide an opportunity for students to prepare and deliver scientific seminars on suitable topics.
- The seminar will help students develop skills in public speaking.

2) Seminar topics
- Discuss the seminar topic with the course instructor, Lindsey du Toit, and select a topic no later than 7 January 2022. Grades will be penalized if the seminar topic and title are not submitted by this date. Students enrolled in Pl P 515 may not present a seminar on their research topic. Research topics are presented as defense seminars, for which students do not enroll in Pl P 515. The instructor reserves the right to veto unsuitable topics.

3) Abstracts
- Each student is required to submit a 1-page abstract to the instructor at least 2 weeks prior to the seminar date. Include a minimum of 6 references, and no more than 1 page of references on the reverse side of the abstract flier. The abstract and references must have been reviewed and edited by the student’s major advisor or another suitably qualified individual. Submit the name(s) of the abstract reviewer(s) to Lindsey with the abstract.
- The abstract draft is due to Lindsey (dutoit@wsu.edu) and your advisor at least 2 weeks before the date of your seminar. Student grades will be penalized one grade letter for late abstracts or poorly written abstracts that necessitate extensive editing by Lindsey.
- The final abstract is due to Tammy Cunningham (tcunningham@wsu.edu) at least 1 week before the date of the seminar.

4) Seminar content
- Each student seminar should be an in-depth investigation into a topic relevant to the Department of Plant Pathology. Students enrolled in Pl P 515 may not present a seminar on their research topic. Avoid superficial evaluation of the topic. Expound in depth on the topic. Rather than present a generic seminar on a disease, develop the seminar title and content to addresses specific questions or hypotheses. The seminar should not just be a review of the literature, but should present data, draw conclusions, and synthesize the topic.
- Seminars should present detailed data and analyses from multiple papers in the literature in an integrated manner. Do not present the Materials & Methods and Results from one paper and then a second paper.
- Seminars should be 40-45 minutes long and the student should be prepared to answer questions from the audience.
- Repeat questions from the audience for those attending on Zoom.

5) Practice seminars
- Students are required to practice their seminars with the instructor and their advisors at least 2 weeks prior to the date of their seminar. Students are responsible for scheduling this practice seminar via Zoom and working with Lindsey’s schedule. The presentation needs to be in near-final form for practice, i.e.,...
students should have worked with their advisor, others in their lab, or other students, postdocs, faculty, etc. before this date to ensure the seminar is in good shape.

6) Evaluation
- Seminars will be evaluated by the instructor and all members of the department using an evaluation form.
- Comments from the department will be summarized by the instructor. Each student will meet with the instructor for a “debriefing” session following the seminar. The student is responsible for scheduling the meeting with the instructor.
- The objective of the meetings is to discuss the strengths and weaknesses of the seminar and help the student learn as well as improve their presentation skills.
- Students must attend all seminars. **15% of the final grade is based on attendance and participation in seminar discussions.** Students are expected to participate in the Q&A session for each seminar.
- Grading is based on a total score of 100:
  - Abstract: 20%
  - Presentation: 50%
  - Q&A: 15%
  - Seminar attendance and participation: 15%
- Grading scale:
  - >95% = A
  - 75-79% = C
  - 90-94% = A-
  - 70-74% = C-
  - 85-89% = B
  - 60-69% = D
  - 80-84% = B-
  - <60% = F
- *Each grade penalty is a one-letter grade reduction from the final grade.*

7) Reasonable accommodation
a. Students with disabilities
Reasonable accommodations are available for students with documented disabilities or chronic medical conditions. If you have a disability and need accommodation to participate in this class, please visit the Access Center website to follow published procedures to request accommodation: [http://www.accesscenter.wsu.edu](http://www.accesscenter.wsu.edu). Students may call or visit the Access Center in person to schedule an appointment with an Access Advisor: Washington Building 217; Phone: 509-335-3417. All disability-related accommodations MUST be approved through the Access Center. Students with approved accommodation are expected to visit with the instructor within 2 weeks of requesting the accommodations to discuss logistics. For more information, contact a Disability Specialist on your campus:
- Pullman or WSU Online: 509-335-3417 [http://accesscenter.wsu.edu](http://accesscenter.wsu.edu), Access.Center@wsu.edu
- Spokane: [https://spokane.wsu.edu/studentaffairs/access-resources/](https://spokane.wsu.edu/studentaffairs/access-resources/)
- Tri-Cities: [http://www.tricity.wsu.edu/disability/](http://www.tricity.wsu.edu/disability/)
- Vancouver: 360-546-9138; [https://studentaffairs.vancouver.wsu.edu/student-wellness-center/access-center](https://studentaffairs.vancouver.wsu.edu/student-wellness-center/access-center)

b. Academic Integrity Policy
Washington State University, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with high standards of scholarship and conduct. Students are expected to uphold these standards on and off campus, and to acknowledge the university’s authority to take disciplinary action. The purpose of these standards and processes is to educate students and protect the welfare of the community. University instructors have the authority to intervene in situations where students are suspected of academic dishonesty. In such instances, responsible instructors retain the authority to assign grades to students considering, from an academic standpoint, the nature of the student action. The consequences for such actions should be spelled out beforehand in the syllabus. Information regarding responding to academic
integrity violations can be found at: https://communitystandards.wsu.edu/. Contact the Center for Community Standards if you would like more information. Contact information for each campus is at: (https://communitystandards.wsu.edu/contacts-by-campus/). The Writing Program (509-335-7959) can assist with proactive assignment design that minimizes the risk of academic dishonesty.

c. **Policy Prohibiting Discrimination and Harassment** (Executive Policy 15)
This policy expresses the WSU commitment to maintaining an environment free from discrimination, including sexual harassment. The policy applies to all students, faculty, staff, or others associated with the University.
Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See WSU Policy Prohibiting Discrimination and Harassment (Executive Policy 15) and WSU Standards of Conduct for Students). If you feel you have experienced or have witnessed discriminatory conduct, contact the WSU Office of Civil Rights Compliance & Investigation (CRCI) and/or the WSU Title IX Coordinator at 509-335-8288 to discuss resources, including confidential resources, and reporting options. (Visit crci.wsu.edu for more information). Most WSU employees, including faculty, who have information regarding sexual harassment or sexual misconduct are required to report the information to CRCI or a designated Title IX Coordinator or Liaison. Visit https://crici.wsu.edu/reporting-requirements/ for more information.

d. **Class Attendance and Absences**

- **COVID-19-Related Absences** (Academic Regulation 72): Students are responsible for ensuring they attend all class meetings and complete all in-class and out-of-class work assigned by the instructor. Students are also responsible for communicating with the instructor should they need to be absent. During the semester it is possible some students will be required to quarantine or will fall ill. Many students will also have challenges related to access to technology and internet or quiet spaces to attend a remote class. Faculty exercise understanding and generosity in responding to students’ requests to keep up with coursework or make up missed work. It is the expectation of the Provost’s Office that instructors will reasonably accommodate students who are absent for an extended period. Recording zoom sessions will assist students. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completing course requirements and includes offering different times for examinations or activities. Instructors may determine that the missed work and/or class time is so extensive that the student cannot make it up without taking an Incomplete grade. Students have one year to complete the work, unless a shorter interval is specified by the instructor. The Incomplete grade will convert to an F grade after one year. There are no extensions beyond the one year.

- **Attendance Policy**: The instructor is responsible for determining the attendance policy and for making decisions regarding the policy, including the consequence of missed classes, within guidelines established by the academic unit. The instructor is responsible for communicating the policy to the students.

- **Administrative Drops for Non-Attendance**: Students who have not attended class during the first week of semester may be dropped from the course by the department. Students enrolled in online classes may be dropped if they have not logged into the class during the first week. Students should not assume that they have been dropped without checking their class schedules.

- **Absences**: Students should make all reasonable efforts to attend all class meetings. In the event a student is unable to attend a class, it is the responsibility of the student to inform the instructor as soon as possible and make arrangements for missed work. Missing class may result in a reduced grade.
• **Reasonable Religious Accommodation**: Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 - Academic Complaint Procedures. See also Rule 82.

• **University Sponsored Absences**: Any student who is required to participate in university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc., should obtain an official Class Absence Request form from the faculty or staff member supervising the on- or off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student at least one week in advance to the instructor of the class. It is recommended, but not required, that a student not be penalized for absence from class provided a properly signed Class Absence Request form has been filed with the instructor prior to the absence. These university-sponsored absences are subject to an instructor’s attendance policy and are not intended to imply additional acceptable absences. In all instances, it is the student’s responsibility to make up all work missed.

• **Military Service Members**: Students who are members of the National Guard or a reserve branch of a military service are occasionally required to miss class for weekend drills, active duty, and related responsibilities. In such a case, instructors must not penalize students for the absences and should allow them to make-up the missed work. In each instance, it is the responsibility of the student to inform the instructor of the duty before the absence, provide appropriate documentation if requested and complete the missed work as soon as reasonably possible.

• **Flexible Attendance as an Access Accommodation (Academic Regulation 72)**: Some students have disabilities or chronic medical conditions of an episodic nature that may require flexibility regarding attendance. The Access Center recognizes that in some cases, allowing absences beyond those normally allowed in a course is a reasonable accommodation. However, there are courses in which a specified standard of attendance may be an essential part of the course. When the Access Center determines that flexible attendance may be a reasonable accommodation, instructors will receive notification of approved accommodations and procedures for their consideration. Final determinations regarding flexible attendance will be determined on a case-by-case basis. See the Flexible Attendance Guidelines at the Access Center website and Rule 83. NOTE: The Access Center does not provide accommodations for acute illnesses that cause extended absences (e.g., mono, strep throat, conjunctivitis). In these cases, students are to work with their instructors as indicated under c.6. Other Absences.

• **Other Absences**: Students must sometimes miss class meetings, examinations, or other academic obligations affecting their grades due to extenuating circumstances. It is the responsibility of the student to provide a written explanation for the absence to the instructor as soon as reasonable. When possible, students should provide appropriate documentation for their absence, but instructors cannot require written excuses from health care professionals. As long as such absences are not excessive, it is recommended, but not required, that the instructor provide and document reasonable arrangements. Determinations regarding the acceptance of an absence are the discretion of the instructor based on the
attendance policy stated in the class syllabus. Students who attempt to gain advantage through abuse of this policy (e.g., by providing an instructor with false information) may be referred to the Center for Community Standards for disciplinary action.

- **Accommodation for Absence Due to Religious Observances** (See also Academic Regulation 72): Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 - Academic Complaint Procedures. See also Rule 82. Instructors must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the course and includes offering different times for examinations or activities. Any student seeking reasonable accommodations under this section must provide written notice to the instructor, within the first two weeks of the beginning of the course and include the specific dates for absences. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. The instructor shall inform the student of the decision in writing within seven calendar days of the receipt of the request. Approved accommodations for absences will not adversely impact student grades. The university provides notice to students of this policy on the university’s web site and in course or program syllabi, including grievance procedures. Any student who believes that she or he has not been appropriately accommodated under this policy may seek review of the decision by sending a written request to the chairperson of the department offering the course, as soon as possible and no later than seven days after learning of the instructor’s decision. After the chair’s decision, the student or the instructor may appeal to the dean’s office. Appeals to the dean’s office must be presented in writing within seven calendar days of the chair’s decision. The decision of the dean or associate dean shall be made within seven calendar days and is final. The University Ombudsman is available at any stage for advice or assistance in resolving requests for accommodation. Students should understand that fairness in the examination process is an important consideration in education and that they have a duty to cooperate in making alternate arrangements.

8) **Safety**

The Campus Safety Plan (http://safetyplan.wsu.edu) contains a comprehensive listing of university policies, procedures, statistics, and information relating to campus safety, emergency management, and the health and welfare of the campus community. Classroom and campus safety are of paramount importance at Washington State University and are the shared responsibility of the entire campus population. WSU urges students to follow the “Alert, Assess, Act” protocol for all emergencies and the “Run, Hide, Fight” response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to ensure your own safety and the safety of others. Sign up for emergency alerts on your account at myWSU (https://my.wsu.edu/). For more information on this campus safety and related topics, view the FBI’s Run, Hide, Fight video (https://www.fbi.gov/) and visit the WSU safety portal (https://faculty.wsu.edu/classroom-safety/).