



Resource Management Seminar, NRM F692 901

CRN: 74018

1 Credit

Fall, 2025

General Information

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|-------------------------|---------------------------------------|-------------------------|---|
| <i>Instructor:</i> | Dr. Sarah Trainor | <i>Office Location:</i> | O'Neill 370 |
| <i>Email:</i> | sftrainor@alaska.edu | <i>Office Hours:</i> | By appointment |
| <i>Telephone:</i> | 907-474-7878 | <i>Course Type:</i> | Hybrid - in person & zoom |
| <i>Course Location:</i> | Arctic Health & Research Bldg 183 | <i>Meeting Time:</i> | Wed 1:00-2:30pm |
| <i>Zoom link:</i> | Will be provided <hr/> <hr/> <hr/> | <i>Canvas:</i> | https://www.uaf.edu/uaf/current/canvas.php |

Prerequisites

Graduate standing or permission of instructor.

Course description

Topics in natural resources management and geography explored through readings, student presentations, group discussions and guest speakers.

In-depth Course description

This course provides students with information, tools, resources and skills to assist in their successful completion of graduate school. Topics cover the general components of graduate school and professional development and include literature search, graduate school requirements and resources, time management, presenting at professional conferences, creating a CV, and plans after degree completion. Assignments are designed for students to apply the general information to their specific research and learning interests.

Representative Course Readings/Materials

All reading materials will be available on the Canvas platform.

Supplemental Course Readings/Materials

NA

Technology Requirements

This course will use the Canvas platform for messages, reading materials, and assignments. Canvas can be accessed at <https://www.uaf.edu/uaf/current/canvas.php>.

You will be required to have access to a working computer as well as consistent and reliable access to the internet, including the ability to respond to on-line questions, upload and download documents. If you are joining via zoom, you are expected to have a functional camera and microphone.



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Email notification through Canvas may not work for a non-UAF email address. If you principally use a non-UAF email service, (such as yahoo) go to your UAF account and forward your UAF email to that address. You are responsible for all emails sent to your UAF email account. Canvas resources, links and support information are available at the UAF website above.

Course Goals

This course is designed to provide graduate students with a basic overview of key aspects of graduate education, learning, and research. The goal is to provide students with access to information, resources, and tools that will assist in student success.

Student Learning Outcomes

After completing this course, students should be able to:

- Navigate the UAF Graduate School resources
- Conduct a thorough literature search
- Map out a plan for time management, course completion, and long-term degree planning
- Submit an abstract to a professional meeting
- Create a professional CV
- Think critically about ethical and efficient use of AI
- Map out a plan for what comes after graduate school

Instructional Methods

This course will involve short instructor presentations and student presentations. In-class discussion and dialog is a large component of the course. Each week's module will involve online questions or other relevant on-line assignments. Students are encouraged to ask questions and propose discussion topics based on their own experiences.

The course is offered as a hybrid course. Students in Fairbanks are encouraged to attend in person. Virtual participation is available in real-time via zoom.

Course Calendar/Schedule

The course schedule is provided in a separate document on the Canvas platform and is subject to change.

Evaluation

The following grading scale will apply:

- A - 90 to 100 (A- 90-91; A+ 99-100)
- B - 80 to 89 (B- 80-81; B+ 88-89)
- C - 70 to 79 (C- 70-71; C+ 78-79)
- D - 60 to 69 (D- 60-61; D+ 68-69)
- F - < 60

Grades will be determined as follows.

- 50% - Contributions to class discussions and activities. You are expected to take an active role in learning and participating in the class. See attendance policy below. Missed classes will be reflected in your participation grade.



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- 50% - Module question scores. Assignments handed in after the due dates may receive reduced credit.

Course Policies

You are expected to abide by the following course policies.

1.) Expectations On Progress In Coursework

The deadline to drop this class is Sept. 5, 2025. You may initiate your own class withdrawal on or before that date. If a student has an unexcused absence and/or has not completed the weekly class prep questions, the instructor will contact them. If the student does not respond, they will be dropped from the class.

2.) Attendance, Tardiness, Class Participation, Make-up Exams

Students are expected to attend all classes. If it is necessary to miss a class, contact the instructor beforehand to inform them of your plans and request guidance on how to make up missed classroom learning. Students are encouraged to join the class remotely if on travel. Remote access is available via Zoom (details above).

Students arriving more than 15 minutes late will be considered absent. Readings, or videos may be assigned each week. Students are expected to complete these online assignments and answer the module questions (10 pts each) posted on Canvas prior to the weekly lecture. These questions are designed to guide the discussion and facilitate participation.

3.) Plagiarism & Academic Integrity

Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities. Examples include, but are not limited to:

- a) presenting as their own the ideas or works of others without proper citation of sources;
- b) utilizing devices not authorized by the faculty member;
- c) using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- d) providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
- e) submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- f) acting as a substitute or utilizing a substitute;
- g) deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
- h) fabricating or misrepresenting data;
- i) possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- j) altering grade records of their own or another student's work;
- k) offering a monetary payment or other remuneration in exchange for a grade; or
- l) violating the ethical guidelines or professional standards of a given program.

For more, see [Students Rights and Responsibilities](#).

4.) Classroom Etiquette and Student Behavior Guidelines

You are expected to treat the instructor and your classmates with respect. This course will be conducted based on shared speaking agreements. These will be reviewed on the first day of class. If you are joining via zoom, you are expected to have your camera on unless you make other arrangements with the instructor.



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5.) Extended Absence Policy

Extended absences are defined as missed classes or course work by students beyond what is permissible by the instructor's written course policies. Students may need to miss class and/or course work for a variety of reasons, including, but not limited to:

- bereavement
- personal illness or injury
- serious illness of a friend, family member or loved one
- military obligations
- jury service
- other emergency or obligatory situations

For more information, go to the [Student Handbook](#) or the [Office of Rights, Compliance and Accountability](#)

6.) UAF Incomplete Grade Policy:

Your instructor follows the University of Alaska Fairbanks Incomplete Grade Policy:

"The letter "I" (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C- or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Negligence or indifference are not acceptable reasons for an "I" grade."

For more information, see [UAF Grading Policies](#).

7.) Generative Artificial Intelligence (AI) Products

Graduate students should consult with their advisors and committees about the use of AI in their scholarship and research, as well as in the reporting of that work in their dissertations, theses, projects and papers. Any agreements (and changes in these agreements) regarding how AI can be used by the student can be documented in the reports of the advisory committee.

Student Protections Statement

Students at this university are protected against sexual harassment and discrimination (Title IX). Faculty members are designated as responsible employees which means they are required to report sexual misconduct. Graduate teaching assistants do not share the same reporting obligations. For more information on your rights as a student and the resources available to you to resolve problems, please go to the following site:

<https://catalog.uaf.edu/academics-regulations/students-rights-responsibilities/> .

Disabilities Services Statement

I will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities.

ASUAF advocacy statement

The Associated Students of the University of Alaska Fairbanks, the student government of UAF, offers advocacy services to students who feel they are facing issues with staff, faculty, and/or other students specifically if these issues are hindering the ability of the student to succeed in their academics or go about their lives at the university. Students who wish to utilize these services can contact the Student Advocacy Director by visiting the ASUAF office or emailing asuaf.office@alaska.edu.



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Non-Discrimination Statement

The University of Alaska is an equal opportunity and equal access employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination applies to all applicants, faculty, staff, students, student-employees, volunteers, affiliates and contractors in a manner consistent with all applicable laws, regulations, ordinances, orders, and Board of Regents' Policies, University Regulations, and related internal processes and procedures. Contact information and complaint procedures are included on UA's statement of nondiscrimination available at <http://www.alaska.edu/nondiscrimination>. For more information, contact:

UAF Office of Rights, Compliance and Accountability
1692 Tok Lane
3rd floor, Constitution Hall
Fairbanks, AK 99775
907-474-7300
uaf-orca@alaska.edu

Student Academic Support

- **Communication Center**
 - 907-474-5470
 - uaf-speakingcenter@alaska.edu
 - Gruening 507
- **Writing Center**
 - 907-474-5314
 - uaf-writing-center@alaska.edu
 - Gruening 801
- **UAF Math Services** (math fee paying students only)
 - uaf-traccloud@alaska.edu
 - Chapman 305
- **Developmental Math Lab**
 - CTC, Room 120, 604 Barnette Street
 - Gruening 406
- **The Debbie Moses Learning Center at CTC**
 - 907-455-2860
 - 604 Barnette St, Room 120
- **Elmer E. Rasmuson Library** (help with research)
 - 907-474-7481 (phone)
 - 907-341-4404 (text)
 - AskRasmusonLibrary@uaf.libanswers.com
 - 1732 Tanana Loop
- **Rural Student Services**
 - 907-474-7871
 - uaf-rss@alaska.edu



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- [Tutoring Services](#)
 - Main floor Brooks Building
- [Student Support Services](#)
 - 907-474-6844
 - trio.sss@alaska.edu
 - 514 Gruening
- [eCampus Student Services](#)
 - 907-479-3444
 - toll free 1-800-277-8060
 - [contact staff directly](#)
- [Veterans Resources Center](#)
 - 907-474-2475
 - Rm 111, Eielson Building.
- For more information and resources, please see the [Academic Advising Resource List](#)

Other Student Resources:

- [Disability Services](#)
 - 907-474-5655
 - uaf-disability-services@alaska.edu
 - Eielson 110
- [Student Health & Counseling](#) [6 free counseling sessions]
 - 907-474-7043
 - [Appointments](#)
 - Whitaker 203
- [Office of Rights, Compliance and Accountability](#)
 - 907-474-7300
 - uaf-orca@alaska.edu
 - 3rd Floor, Constitution Hall
- [ASUAF Student Government](#)
 - 907-474-7355
 - asuaf.office@alaska.edu
 - Wood Center 119
- [Academic Advising Center](#)
 - 907-474-6396
 - uaf-advising@alaska.edu
 - 6th Floor Rasmuson Library

University Sponsored Off-Campus Programs and Research Activities

We want you to know that:

1. UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.
2. Incidents can be reported to your university's Equity and Compliance office (listed below) or online reporting portal. University of Alaska takes immediate, effective, and appropriate action to respond to reported acts of discrimination and harassment.
3. There are supportive measures available to individuals that may have experienced discrimination.



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4. University of Alaska's Board of Regents' Policy & University Regulations (UA BoR P&R) 01.02.020 Nondiscrimination and 01.04 Sex and Gender-Based Discrimination Under Title IX, go to:
<http://alaska.edu/bor/policy-regulations/>.
5. UA BoR P&R apply at all university owned or operated sites, university sanctioned events, clinical sites and during all academic or research related travel that are university sponsored.

For further information on your rights and resources [visit the student placement guidelines page of the equity and compliance site](#).

Title IX

University of Alaska Board of Regents have clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident.

Your choices for reporting include:

1. You may access confidential counseling by contacting the UAF Health & Counseling Center at 907-474-7043;
2. You may access support and file a Title IX report by completing the Title IX Report form on the [Office of Rights, Compliance and Accountability](#) website.
3. You may file a criminal complaint by contacting the University Police Department at 907-474-7721.

For more information please please contact ORCA at uaf-orca@alaska.edu or call 907-474-7300.

Any UAF employee or volunteer who reasonably suspects or observes minor abuse or maltreatment is required to report the incident. Reporting procedures are available on the UAF Protection of Minors. Violation of this policy by employees shall be reported as well.

Emergency Notification Plan

Students will receive emergency notifications via phone or email. Please check your uonline account to confirm your emergency notification settings. for more information, please refer to the [student handbook](#). In cases where you do not have access to your devices, as your instructor, I will take responsibility to relay any emergency notifications.