CURRICULUM VITAE FOR EXTENSION EDUCATOR FACULTY

University of Idaho

(Instructions are written in Italics. This example is written for county extension educators only. List your accomplishments and experiences in reverse chronological order (most recent first). If an entry doesn't apply or you don't have anything to document, leave that category out, however, those entries in ALL CAPS must be included in your vita. This format, the instructions, and examples have been approved by the faculty secretary and are on file on the faculty secretary's website: http://www.uidaho.edu/facultysecretary/. Please note that references given are examples only and do not represent actual articles or authors.)

Examples are highlighted in yellow. Remove all highlighting when printing your own vita.

NAME: **DATE:**

RANK OR TITLE:

DEPARTMENT:

OFFICE LOCATION AND CAMPUS ZIP: **OFFICE PHONE:**
FAX:
EMAIL:
WEB:

DATE OF FIRST EMPLOYMENT AT UI:

DATE OF TENURE: *(Year or untenured)*

DATE OF PRESENT RANK OR TITLE:

EDUCATION BEYOND HIGH SCHOOL:

Degrees: *(List most recent degree first; include date, degree, major field, and institution)*

M.S., 1978, Agronomy-Crop Production and Management, Iowa State University, Ames, Iowa.
B.S., 1971, Agricultural Economics, University of Idaho, Moscow, Idaho.

Additional Coursework for Credit: *(completed)*

Strategies for Teaching Adults, AOL 575, University of Idaho, 3 credits, 2002.
Issues in Adult Education, AOL 504, University of Idaho, 3 credits, 2001.

Certificates and Licenses: *(List the date(s), name, and sponsoring organization of professional certificates and licenses)*

Idaho State Teaching Certificate, Secondary, 2001-present
Certified Ultrasound Processing. Certified for back fat, rib-eye, and intra-muscular fat in beef, Iowa State University, Ames, Iowa, 2000-present

EXPERIENCE:

Teaching, Extension and Research Appointments: *(List position titles and locations since receipt of Bachelor's degree (University employment only).)*

Assistant Professor and State Extension Specialist-Grain Crops, University of Missouri, Columbia, Missouri, 1983-88.
Assistant Professor and Area Extension Agronomist, Southwest Kansas, Kansas State University, Southwest Area Extension Office, Garden City, Kansas, 1980-83.

Academic Administrative Appointments: *(List position titles and locations since receipt of Bachelor's degree. Only put something here when you have administrative assignment on your position description)*

District IV Extension Director, University of Idaho, Idaho Falls, Idaho, 2000-present.
County Chair, Bonneville County Extension Office, University of Idaho, Idaho Falls, Idaho, 1990-99.

Non-Academic Employment including Armed Forces: *(List title, brief description, date. This is for any employment outside University systems.)*

Special Consultant to the President for Agriculture and Forage Biotechnology, Samuel Roberts Noble Foundation, Inc., Ardmore, Oklahoma, 1999-2000.
Director, Agricultural Division, Samuel Roberts Noble Foundation, Inc., Ardmore, Oklahoma, 1994-99.
Platoon Leader and Executive Officer, Company A, 1st Supply and Transport Battalion, 1st Infantry Division, Ft. Riley, Kansas, 1972-75.

Consulting: *(List date, company/institute name, title, brief description. List only those activities that have been preapproved for consulting as outlined in Section 3260 in the Faculty Staff Handbook. You may group them if there are several with the same purpose.)*

Collect ultrasound images for beef seedstock producers.
H.D. Dunn and Son, Tetonia, Idaho, May 29, 2002.
Emmett Valley Ranch, Emmett, Idaho, April 3, 2002.

TEACHING ACCOMPLISHMENTS: *(Academic and **Extension** teaching. Extension faculty should list accomplishments only in those areas where you have activities.)*

Areas of Specialization:

Plant Science

Courses Taught: (title, course number, date(s). *(This applies only to official for-credit courses.)*

Students Advised:

Undergraduates: *(advised to completion of degree, number per year)*

Graduates:
Advised to completion of degree - major professor *(student name, degree, and date)*
Served on graduate committee *(student name, degree, and date)*

Materials Developed: *(non-scholarship activity. These materials would include organizing, collating, or editing materials from existing resources that are used for teaching.)*

Workbooks, Manuals:

Smith, P.P. 2002. Manual of farm management decision tools, for Farm Management classes.

Web Pages:

Paul, R.W. 2003. CALS planning website. http://site.ag.uidaho.edu/example

Video Productions:

Wayne, J.H. 2002. Soil water movement through soils, for Master Gardener classes.

Displays and Posters:

Wayne, J.H. Beneficial insects poster. Eastern Idaho State Fair, August 31, 2002.

Powerpoint/Slide Presentations: *(Developed and distributed for use by others. Must be substantive and used multiple times for teaching.)*

Wayne, J.H. 2002. Management of powdery scab in potato production systems (in Spanish), for Spanish language crop production classes.
Reed, J.O. 2002. Genetic modified organisms, for Advanced Master Gardener classes.

Courses Developed: *(This applies mostly to credit teaching activities.)*

Non-Credit Classes, Presentations, Workshops, Seminars, Invited Lectures, etc.: ***(Suggest grouping by major program area or topic, such as 4-H, Plant Science, Foods and Nutrition, etc.*** *Include invited presentations in the list---follow the author, title, place, date citation (month and day optional) with the words Invited presentation (underlined). An invited presentation is defined as a formally requested, substantive presentation that, in most cases, is delivered outside of your district. Examples include: giving a keynote address at a professional meeting, giving a major presentation at an out of state commodity group conference or at a statewide commodity group meeting, giving an invited presentation at the State Department of Health and Welfare in Boise or the State Department of Agriculture in Boise. Submitting a paper to a professional society and having it accepted for presentation does not constitute an invited presentation. Requests by local Kiwanis, Rotary, etc groups for presentations or requests by district colleagues are not considered "invited" presentations.)*

Doe, J.W. Minimizing Potato Bruise Damage. University of Idaho Potato Conf., Pocatello, Idaho, January 23, 2002.

Or

Doe, J.W. 2002. Minimizing Potato Bruise Damage. Univ. of Idaho Potato Conf. , Pocatello, Idaho.

Or

Smith, J.H. Ultrasound: Could it be a useful tool at your fair?, Sheep Field Day, California State University-Chico, Chico, California, March 4, 2002. *Invited Presentation*.

Or

Youth Financial Literacy: *(Grouping)*
Doe, J.N., Welcome to the real world, two presentations in successive days for each of the following classes:
Civitan Youth Seminar, Pocatello, Idaho, June 10-11, 2002.
Eagle Rock Junior High, Idaho Falls, Idaho, May 20-21, 2002.
Lincoln Alternative High School, Idaho Falls, Idaho, March 8-9, 2002.

Honors and Awards: *(for teaching.)*

Idaho Governor's Award, Excellence in Agriculture, Marketing Innovation, A to Z Retained Ownership, Inc., 1999.

SCHOLARSHIP ACCOMPLISHMENTS: *(Including scholarship of teaching and learning, artistic creativity, discovery, and application/integration. This is where you should put all products of your scholarship including publications, professional presentations, curricula, etc. While scholarship does include the effort to study and review new information, it most often is recognized by one of the following section titles.)*

Publications, Exhibitions, Performances, Recitals:

Refereed: *(subjected to blind external peer review; provide complete citations for **all** publications - author, date, title, volume and page numbers, publisher. Most professional organizations have a very rigorous referee process. Most do not referee abstracts or proceedings of presentations at their professional meetings. Please make sure that you check with your own organization and ensure that publications have been reviewed by the above outlined process before listing anything in the Refereed publications arena. Please be careful and make sure that your publication has gone through these outlined blind external review processes before listing a publication here.)*

Books:

Book Chapters:

Journals:

Doe, J.W., S.L. Smith and J.H. Jones. 2002. Effect of seed piece removal on yield and agronomic characteristics of Russet Burbank potatoes. *Am. J. of Potato Res*. 17:397-402.

Abstracts and Proceedings: *(Check with your discipline. Most abstracts or proceedings are either peer reviewed or not reviewed at all.)*

Peer Reviewed/Evaluated: *(subjected to peer review before publication. These are often peer reviewed by colleagues within our own University. Many publications of a professional nature may also be peer reviewed rather than officially blind refereed. It is important for you to know the difference in those publications in which you publish.)*

Extension Publications:

Doe, J.W., S.L. Smith and J.H. Jones. 2002. Cultural management of Bannock Russet potatoes. University of Idaho. CIS 1103.

Journals:

Smith, S.L. and J.W. Doe. 2001. Experiential learning, just do it!" The Agricultural Education Magazine 73:8-9.

Abstracts and Proceedings:

Smith, J.A. 1997. Research, education, and consultation: the Noble Foundation way. Agron. Abstr. p. 48.

Research Reports: *(Check with your discipline or the organization to which you submit the report. Most research reports are not peer reviewed.)*

New Curricula Published: *(These should receive at the minimum peer review within the University of Idaho before being listed in this section. If your curriculum includes a Powerpoint presentation, don't include the Powerpoint presentation elsewhere in your vita.)*

Doe, J.H. and J.W. Doe. 2000. Married and Loving It!. Curriculum for marriage education. University of Idaho.

Refereed/Adjudicated (in press or submitted): *(same format as if published, except include the words: "In Press" or "Submitted". Provide citations for articles in press or submitted; indicate whether in press or submitted. List in press articles first. Publications being developed, but not yet submitted should not be included.)*

Peer Reviewed (in press or submitted): *(same format as if published, except include the words: "In Press" or "Submitted". Provide citations for articles in press or submitted; indicate whether in press or submitted. List in press articles first. Publications being developed, but not yet submitted should not be included.)*

Other: *(Formerly known as non-refereed/non peer-reviewed. Publications of a scholarly nature that are neither refereed nor peer reviewed; examples include impact statements abstracts, proceedings and research reports.)*

Impact Statements:

Doe, B.P. 2001. Married and Loving It!. University of Idaho Cooperative Extension System. Impact Statement.

Jones, J.W. 1998. Demonstration field shows sudangrass and winter fieldpeas can be grown in eastern Idaho. University of Idaho Cooperative Extension System. Impact Statement.

Abstracts and Proceedings: *(same format as for refereed or reviewed)*

Research Reports:

Dhuyvetter, K. and A.J. Schlegel. 1993. Benefits of including soybeans in a continuous corn or grain sorghum system. 1993 Field Day Report. KAES Report of Progress 689. p. 40-42.

Smith, J.W. 1985. Alfalfa variety performance tests in Wyoming-1984. Riverton, Wyoming. WAES Bulleting RJ-200.

Thesis and Dissertations:

Smith, J.A. 1981. The effect of planting date and environment on the phenology and modeling of grain sorghum, *Sorghum bicolor* (L.) Moench. Ph.D. Dissertation. 125 pages.

Scholarly Presentations and Other Creative Activities: *(these are presentations and activities based on your original, scholarly work. If you have quite a few in a category, it might be appropriate to categorize them in* ***International****,* ***National, Regional, or State*** *categories.)*

Slide Sets/Power Point: *(To be considered a creative activity, any slide sets or Powerpoint presentations listed here should be of the type that include a script and documentation where they can be and are used by colleagues like a developed curriculum or book might be. These should be substantial and completely original and developed and distributed for use by others. Do not include any where you have compiled information from several sources. Those materials should be included under teaching.)*

Parks, J.H. Welcome to eastern Idaho: Idaho's agricultural Mecca. Originally prepared for Leadership Idaho Agriculture for 1996 and updated annually. Powerpoint Presentation. .

Web pages:

Smith, B.P. 2002. Married and Loving It! www.extension.ag.uidaho.edu/example.

Video Productions:

Smith, B.P. and J.H. Parks. 2002. Understanding herbicide resistance. University of Idaho Cooperative Extension System. (30 minute video).

Displays and Posters: *(Often scholarly presentations are delivered as posters at a conference and are accompanied by abstracts or proceedings. The same rules should apply as for oral presentations described above. List all authors.)*

Smith, A.H., J.A. Jones, and N.E. Doe. 2002. Potato management systems in Idaho. Potato Association of America meeting, St. Louis, Missouri.

Professional Meeting Papers, Workshops: ***(****Often these oral presentations are accompanied by a written summary that would also be listed under Abstracts and Proceedings (above). This is the only appropriate place items can be listed in both areas.)*

Smith, B.P. Connecting with couples. Smart Marriages Conference, Washington, D.C., July 12, 2002.

Doe, J.W. and S.L. Smith. Effect of planting depth and hilling practices on yield and quality of Russet Burbank and Gem Russet potatoes. Potato Association of America. St. Augustine, Florida. April 2001.

Patents: *(provide title/description, patent number and date)*

Grants and Contracts Awarded: *(provide principal and co investigators, title, sponsor, funding dates, amount.)*

Doe, J.W. Spudvine Newsletter. Idaho Potato Commission, 2002, $4,000.
Doe, J.H, B.P. Cash, and M.L. Money. Credit/debt management educator training and curriculum development. University of Idaho Critical Issues Grant, 2001, $5,000.

Honors and Awards: *(for scholarly activities)*

SERVICE:

Major Committee Assignments:

National:
Editorial Board Member of CYFERnet, 2001-02

Regional:
Multi-state Parenting Committee, 2000-present

State:
State Nutrient Management Plan Team, 2000-present

University of Idaho: *(and other universities, if previously employed)*

University:
Promotion and Tenure Committee, 1994-98

College:
Promotion and Tenure Committee, 2000-present,

District /Departmental:
District IV FCS Working Group, Chair, 2002

County:

Professional and Scholarly Organizations *(Group by organization or association and include memberships; committee assignments; offices held and dates; and editorial services associated with a specific society and not covered under Review activities above.)*

Potato Association of America, 1991-present
President, 1999
Program Committee, 1997-99
Local Arrangements Committee, 1996-97

Outreach Service:

Classes, Workshops, Seminars, Share Fairs and Tours Organized: *(These are meetings or tours which you organized. If you also gave a presentation at your meeting or tour, list it under the appropriate presentation category (teaching or scholarship).*

Doe, J.W. Identification of beneficial insects field clinic, Bingham County, Idaho, July 24, 2001.

Miscellaneous Extension Publications: *(e.g. Extension Focus, county publications, newsletters, newsletter articles. List only those you actually write. This is very important. It is acceptable to cite the work of other experts from around the country to inform your clientele of important topics. It would be most appropriate to acknowledge the original authorship in the newsletter article itself. However, this type of article should* ***not*** *be included in your vita. Additionally short announcements of upcoming events are not really considered educational and should not be included in your vita.)*

Doe, J.H. "Mind your manners: Why is there silverware at the top of the plate?", News and Views, June 2002.

Popular Press: *(Articles you have written for farm magazines, newspapers, etc. List volume numbers if available. List page numbers for sure.)*

Wayne, J.B. Procedures easy for on farm use. Potato Grower of Idaho. June 2002. p. 8-10.

Interview Articles: *(List the publication, date, topic, and author, if possible.)*

Doe, J.W. UI educators work across county lines, University of Idaho AgKnowledge Series, #52. 1999.

Media Presentations: *(TV, radio. This should include only those presentations where you provided significant instruction or useful information. Do not include those situations where you were interviewed only to announce an upcoming event.)*

Web Pages:

Applied Research/Demonstration Trials:

Doe, J.W. and A.B. Smith. Model development for prediction of optimal spacing of new varieties, 2002-present.
Gore, S.G. Corn population studies for prediction of optimum plant population for grain production, 1999-present.

Judging:

Review Activities: *(manuscript reviews, written reviews of promotion and tenure packages from colleagues in other states)*

Community Service: *(non-academic, unrelated to employment; condense when possible)*

Honors and Awards: (for service)

Gray, A.J., A.B. White and J.L. Jones. "W.I.R.E.", Western Integrated Resource Education. National Assoc. of State Universities and Land-Grant Colleges (NASULGC): Agriculture Research and Education Serving the Nation: A University Science Exhibition and Reception on Capitol Hill, Washington, D.C., March 1999.

PROFESSIONAL DEVELOPMENT: *(workshops, seminars, and in-service training attended; condense when possible. You may segregate into National, Regional and State, but it is not required.)*

Teaching: *(e.g. teaching improvement seminars. List only those that are directly related to improving your teaching techniques or abilities.)*

Improve your teaching style, University of Idaho, Moscow, Idaho. April 2, 2002.

Scholarship: *(List only those workshops related directly to improving your scholarship efforts.e.g. grant writing workshops, statistical training, experimental design, etc.)*

Improve your grant writing, University of Idaho, Moscow, Idaho. June 1, 2002.
Understanding the statistics of geographic information systems, Agronomy Society of America, Salt Lake City, Utah, October 12, 2001.

Outreach: *(Most Extension related professional development programs will be listed here.)*

Western public lands policy education workshop, Reno, Nevada, March 31, 2002.
Working together to strengthen families. Seattle, Washington, August 12, 2001.

Administration/Management: *(specific supervisory or management training, e.g. county chair training, personnel management training, etc.)*

County chair training, University of Idaho, Moscow, Idaho, April 2, 2002.
Dealing with difficult people, Carnegie Management Systems, Salt Lake City, Utah, January 4, 2002.