

**ENVS 399: Environmental Career Opportunities Syllabus**  
**2 Credits, P/NP**  
**Winter 2015**  
**Tues 2:00 PM - 3:50 PM**

**Contact Information**

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**Course Overview**

The Environmental Career Opportunities course is designed to help you explore the possibilities available in the fields of environmental studies and environmental science. This course will also provide resources to help tailor your coursework at the University of Oregon to meet your career objectives and provide you with other professional development skills.

In this class you will:

- Learn about services and resources available through the UO Career Center
- Explore potential career paths in the fields of environmental science and environmental studies
- Create a course plan tailored to your career interests
- Develop skills for writing an effective resume
- Practice skills for interviewing & networking
- Hear from professionals and graduate students in the fields of environmental science and environmental studies
- Apply the material from this class to create a career action plan

**Course Materials**

There are no required textbooks for this course. All resources will be available through the course Blackboard page in the form of URL links or PDFs. Internet access and a word processor program are crucial components of the course – please let me know if you have difficulty obtaining access to either.

**Course Requirements**

You must turn in all assignments to me by the deadlines posted on this syllabus to receive a ‘P’.

**Course Schedule**

<b>Week/Day</b>	<b>Class Activities</b>	<b>Homework</b>
<b>Tues, Jan 6</b> <b>(Week 1)</b>	Introductions, Overview of Course	
	Developing a personal mission statement	
<b>Tues, Jan 13</b> <b>(Week 2)</b>	Guest lecture: Kristi Lodge, Career Center Introduction to UO Career Center	
	Strong Interest Inventory: Translate Interests to Careers	
<b>Tues, Jan 20</b> <b>(Week 3)</b>	Career Options in Environmental Sciences (w/ Peg Boulay)	<b>Personal mission statement due in class</b>
	Career Options in Environmental Studies	
<b>Tues, Jan 27</b> <b>(Week 4)</b>	Customizing your Course Plan (w/ EcoPeer Advisor)	Activate UO Job Link <b>Find &amp; Bring in 3 Job Descriptions</b>
	Job Search	
<b>Tues, Feb 3</b> <b>(Week 5)</b>	Guest lecture: Career Center representative Resume Workshop	Bring in draft copy of resume
	Cover letter Workshop	

<b>Tues, Feb 10 (Week 6)</b>	Group workshop: Resume Peer Review	<b>Course plan due in class</b> Bring in draft copy of resume
	Networking/Interviewing	
<b>Tues, Feb 17 (Week 7)</b>	Finding Programs & Applying to Graduate School	<b>Research 1-3 graduate programs</b>
	Grad Student Panel	
<b>Tues, Feb 24 (Week 8)</b>	Local Professionals Panel	<b>Final draft of resume due in class</b>
	Mock Interviews	
<b>Tues, Mar 3 (Week 9)</b>	Local Professionals Panel	
<b>Tues, Mar 10 (Week 10)</b>	Student presentations: Career Action Plans	<b>Final Presentations</b>
	Job Planning and Timing Discussion: Career Action Plans	
<b>Final Date Mon, Mar 16 11:59 PM</b>	<b>Submit final Career Action Plan, Optional: Submit cover letter, write-up for informational interview</b>	

### Course Assignments

There are six assignments that you need to complete during the course of this class.

1. Personal Mission Statement
  - a. Describe who you are and what values are important for guiding how you live. Your mission statement should be a short paragraph and will be a way for you to engage in a self-reflective activity. A strong mission statement will help you to gain clarity about what you hope to get from this class and what you hope to achieve in your future career. **Due January 20**
2. Find 3 Job Descriptions
  - a. Find 3 jobs that interest you. For each job you find, write up a description that includes:
    - Experience, knowledge, and skills needed
    - Application requirements
    - Where you found it
    - Ways it compliments and is also contrary to your personality
    - How this position relates to your mission statement
    - **Due January 27**
3. Course Plans
  - a. Create a course plan that meets your major requirements and is tailored to your post-graduation interests and mission statement. As part of this assignment you are required to meet with a student advisor one-on-one to make sure your course plan meets major requirements and best suits your career goals. **The final copy is due February 10. For this assignment to be completed you must have a student advisor sign off on your course plan.**
4. CV or Resume
  - a. Depending on what field you are in, what field you would like to enter, and your post-graduation goals, you should decide to develop either a Curriculum Vitae (CV) or a Resume. **Bring drafts of your CV/Resume to class on February 3 and 10. The final copy is due February 24.**
5. Graduate School Research
  - a. Research one to three graduate programs. In your analysis of each program, describe:
    - Requirements for admission
    - Application deadlines
    - Ways it compliments and is also contrary to your personality assessment

- Why you chose the particular school/program
- How this position relates to your mission statement
- **Due February 17**

#### 6. Career Action Plan

- Paper: This assignment is a more in depth timeline that explains how you plan to reach the goals you set out in your mission statement after graduation. If you have made changes to your mission statement please explain what changes you made and what caused you to make those changes. You will also reflect on how this course has helped you and what areas you feel you still need to develop more to meet your specific post-graduation goals. **The final paper should be 3-5 pages double-spaced and is due on the final exam date (March 16) for this course.**
- Presentation: As part of this assignment you will be asked to share your career action plans with the class. This is a way to showcase the progress you have made in this class and is a final chance for students to share any resources or insights they have found during their personal work. Each student will have 5 minutes to present what he or she found most significant in his or her Career Action Plan. **These presentations will be during Week 10 (March 10).**

#### **Optional/Encouraged:**

- Informational Interview
  - Identify a professional working in the field or job you would be interested in entering and request an informational interview. This is not a job interview – it is not as formal, however you must still conduct yourself professionally. The purpose of an informational interview is to speak with a professional to gain insights into their job and the field itself. This is a way to see if the career you are interested in is a good fit, to gain more knowledge regarding potential requirements of the job, gain networking experience, gain communication and interviewing skills, and work on professionalism.
- Cover Letter
  - Select one of the jobs you found during Week 4 and create a cover letter as if you were applying for that job. Talk to me about a timeline for submitting a draft and receiving feedback.

#### **Course Accessibility**

If you experience any difficulties in this course, please do not hesitate to contact me. If aspects of the course present obstacles to your active participation or prevent you from demonstrating your full abilities, please let me know as soon as possible so we can figure out a solution before the situation worsens.

**UO Affirmation of Community Standards:** “The University of Oregon community is dedicated to the advancement of knowledge and the development of integrity. In order to thrive and excel, this community must preserve the freedom of thought and expression of all its members. The University of Oregon has a long and illustrious history in the area of academic freedom and freedom of speech. A culture of respect that honors the rights, safety, dignity and worth of every individual is essential to preserve such freedom. We affirm our respect for the rights and well-being of all members. We further affirm our commitment to:

- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the University community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas and backgrounds, which is the lifeblood of the university.”

The University of Oregon provides specific codes of conduct and how academic misconduct will be addressed. Please be aware of the following policies:

- [University of Oregon Student Conduct Code](#)
- [Academic Misconduct](#)

- [Plagiarism](#)

### **Syllabus Statement Regarding Sexual Violence**

The University of Oregon is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and gender-based stalking. If you (or someone you know) has experienced or experiences gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), know that you are not alone. UO has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. Please be aware that all UO employees are required reporters. This means that if you tell me about a situation, I may have to report the information to my supervisor or the Office of Affirmative Action and Equal Opportunity. Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need. If you wish to speak to someone confidentially, you can call 541-346-SAFE, UO's 24-hour hotline, to be connected to a confidential counselor to discuss your options. You can also visit the SAFE website at [safe.uoregon.edu](http://safe.uoregon.edu).