

## **COURSE INFORMATION:**

### **Careers in Environmental Policy, Institutions and Behavior (EPIB)**

**11:374:280 (3 credits)**

Fall 2016, Wednesday 9:15 AM-12:15 PM, **CDL 103** (Note change in room)

## **CONTACT INFORMATION:**

Instructor(s): Daniel J. Van Abs, Associate Professor of Practice; Kristen Goodrich, Student Counselor

Office Location: Cook Office Building, Room 212 (Van Abs), Room 203 (Goodrich)

Office Hours: Fall 2016 Semester: T/Th 2:30-3:30 PM and by appointment (Van Abs)

Phone: Van Abs: (email contact preferred); Goodrich: 848-932-9203

Email: vanabs@sebs.rutgers.edu; goodrich@aesop.rutgers.edu

## **COURSE MATERIALS:**

- All course materials will be provided on the Sakai site or in class.

## **COURSE DESCRIPTION:**

Students will gain a broad understanding of the variety of careers related to EPIB, create electronic portfolios with samples of their work, create online professional profiles, prepare and revise resumes, prepare a job-appropriate cover letter, prepare for and practice interview skills, and network with professionals regarding job skills, opportunities and professional practices.

## **LEARNING OBJECTIVES:**

Students will:

- Identify one or more fields of personal interest for career development based on guest speaker presentations, job searches, on-line searches, etc.
- Know the basic and advanced components and styles for and learn to critique electronic portfolios.
- Know the basic and advanced components and styles for and learn to critique online professional profiles.
- Know the basic and advanced components and styles for and learn to critique resumes and cover letters that are appropriate to specific levels of professional development.
- Know, practice and critique basic interview skills for professional job opportunities.

## **ASSIGNMENTS/RESPONSIBILITIES & ASSESSMENT:**

**Assignments:** Students will complete and be assessed regarding the following:

- Prepare a detailed evaluation of a field of work within the EPIB area, including: required education, experience and skills; major categories of employers; advancement potential; and relative compensation rates.
  - Develop a formal resume and a cover letter for either an internship or an entry-level professional position within the selected field of work, and critique drafts from other students.
  - Develop an electronic professional portfolio, and critique draft portfolios of other students.
  - Develop an online professional profile, and critique draft profiles of other students.
  - Perform and critique interviews for an entry-level professional position.
  - Evaluate guest speakers.
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**Assessment:** Students will be graded based on their written submittals and class participation:

- 15% - Resume (draft, revised draft, final)
- 9% - Cover letter (draft, revised draft, final)
- 31% - Online digital portfolio development
- 10% - Interview preparation and evaluation
- 5% - Interview of career professional
- 5% - Career development proposal
- 25% - Class participation (unexcused absences will result in reduction of grade)

**OTHER INFORMATION:**

Students will be responsible for adhering to the academic integrity policies found at <http://academicintegrity.rutgers.edu>.

It is important that students have the tools to succeed in this course. Please see the instructor as soon as possible with any difficulties or questions regarding the course materials. In addition, the Office of Student Affairs is available at <http://studentaffairs.rutgers.edu> for any other needs or concerns.

**COURSE SCHEDULE:**

The course will have a schedule of guest speakers on career topics. The remainder of the course will focus heavily on career skills development and application, identification of career-oriented educational opportunities and needs, and networking concepts. The 2016 course will address:

1. **Course overview and requirements**
    - a. Syllabus and assignment review
    - b. Course purpose
    - c. Professional development concepts and practices
  2. **Professional resumes**
  3. **Cover letters**
  4. **Preparing for interviews**
  5. **Portfolio development and online networking concepts and practices**
  6. **Career planning for the first five years**
    - a. Career identification approaches and resources
    - b. Professional associations
    - c. Volunteering in your field
    - d. To graduate school or not to graduate school?
    - e. Internships and summer jobs
    - f. Professionalism in practice
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THE RULES

Adapted from <http://academicintegrity.rutgers.edu/integrity.shtml>

1. **NO PLAGIARISM.** All major work is checked using Turnitin. Plagiarism is essentially theft of intellectual property – the work of others. Give credit where credit is due! Doing so reflects well on them and on you. Students can be failed or referred to the University for discipline if intentional plagiarism is evident.
2. **NO CHEATING** – it destroys the learning experience, demeans and harms you now, and is an exceptionally bad habit for the working world.
3. **LATE ASSIGNMENTS WILL LOSE A GRADE STEP FOR EACH CALENDAR DAY LATE.** For example, if your paper is an A- level product, then it will be marked as a B+ for a day late, a B for 2 days late, etc. If you must miss a deadline due to bona fide illness or emergency, notify your professor via email on or before the due date. Proof may be required.
4. **PARTICIPATION COUNTS.** Only **one** unexcused absence from class will be accepted. You must provide a bona fide excuse for absences – contact Dr. Van Abs by email with a valid cause, provide notification at a prior class, provide a note from a medical office, etc. Proof may be required. Recognize that this is standard business practice, so get used to it. However, if a medical or family emergency, details need not (and normally should not) be provided, as that represents confidential information.
5. **THERE IS NO EXTRA CREDIT.** No additional assignments or revised work for re-grading will be accepted to offset missing assignments or poor grades. Instead, focus on quality work the first time and make sure assignments are posted on time. Dr. Van Abs is also willing to answer questions before any work assignment is due, in class, in the Human Ecology office, or by email.
6. **IF YOU CONTEST A GRADE,** you must do it in writing to Dr. Van Abs. Write your argument presenting evidence supporting a grade change and submit it by email or in person.
7. **POSTING TO SAKAI.** Work must be posted as readable text. Some assignments will be loaded directly to a Sakai text box, but the Issue & Science and Briefing papers are acceptable only as attachments. These two major assignments which must be in MSWord (or a file format directly compatible with MSWord so that we can edit in that format). Posting work as Adobe pdf or any other pdf document or providing a link to Google Docs or other external source is not acceptable. Please note: correct posting to Sakai is the student's responsibility, including verification that the posting actually worked.

**DO NOT ASSUME THAT A SAKAI POSTING  
WORKED – ALWAYS VERIFY.**

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