



SUS 416: Careers and Professional Skills in Sustainability
Synonym Number: 71215
Spring 2013
3 credits

I. Course Information:

Meeting Times and Days: Mondays and Wednesdays 4:30-5:50 PM

Start Date: 01/14/13

Refund Date: 01/30/13

Prerequisites: SUS 300 or SUS 301, minimum grade C-.

Class Location: Bristol Hall 122

End Date: 05/01/13

Withdraw Date: 04/07/13

Instructor Information:

Name: Tina Evans

Phone: 970-870-4517 (prefer e-mail)

Fax: 970-879-0485

E-mail: tevans@coloradomtn.edu

Office: Bristol Hall 109 (enter through room 111)

Office Hours: Mon: 12:30-4:00 PM,

Tues: 10:00-11:00 AM and 4:00-5:30 PM,

and by appointment.

- II. Course Description:** This is an elective course within the BASS program. It is designed to cultivate precision in professional skills needed by students within the sustainability field. It will include guest visits from prospective employers within the local community, job skills workshops for myriad career paths, and proper searches for prospective areas of employment locally, regionally, nationally, and abroad. It will also address goal setting, training in marketability, and clarity on resume building for the discipline. The course is a form of preparation for initial employability, professional career advancement, or further graduate education specific to the field. Each semester, the course will be slightly attuned to the particular group of students enrolled in order for the information to be most worthwhile and relevant.

Topical Outline:

1. An in-depth view of the spectrum of careers in sustainability.
2. Job skills sought by local employers and employers abroad specific to sustainability studies.
3. Exploration of particular jobs within but not limited to: business, finance, natural resource management, the non-profit sector, government, education, and research as well as independent, entrepreneurial initiatives.
4. Professional and personal goal setting beyond the BASS program.
5. Individual marketability within sustainability.
6. Deliberate articulation of what sustainability is and is not, encouraging students to examine their desired place within the field.
7. Professional development workshops including mock interviews, résumé creation, cover letter development.
8. Competitive advantages of a Bachelor's of Arts degree within sustainability professions.

- III. Student Learning Outcomes, Competencies, and Skills:** Upon completion of this course, the student should demonstrate knowledge and/or skill in the following areas:

1. Demonstrate an understanding of the professional need within the field of sustainability across various sectors.
2. Articulate a particular career path of interest and the specific skills associated therein.
3. Prepare the necessary materials for a successful job application and subsequent encounter with a prospective employer.
4. Understand what constitutes a compelling interview including suitable questions asked by and of a respondent.
5. Establish a sense of desired goals beyond completion of the Bachelor's degree and develop a career plan, highlighting professional aspirations.
6. Aptly search and find professional opportunities of interest within sustainability.
7. Delineate one's own professional strengths and weaknesses in order to improve upon pertinent skills as required.

8. Effectively communicate the importance of an in-depth understanding of the 3E's within the professional world.

IV. IDEA Objectives: In addition to the above learning outcomes, you can be expected to achieve the following competencies, provided that you participate fully in the course and complete all requirements:

Objective #3: Learning to apply course material (to improve thinking, problem solving, and decisions).

Objective #4: Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

Objective #9: Learning how to find and use resources for answering questions or solving problems.

Objective #10: Developing a clearer understanding of, and commitment to, personal values.

V. Evaluation Methods and Class Management: Your grade in this course will be determined by class participation and the assignments outlined below. This is a highly experiential course that is heavily based on your active development and communication of a professional direction for yourself beyond your undergraduate studies. Because of the highly experiential nature of the course, missing classes is highly discouraged. Assigned readings should be completed **prior** to the class sessions for which they are assigned. Please try to avoid entering class late or leaving early because doing so disrupts the class. Following are some general guidelines to help you understand the structure of this course, the expectations I have of you, and what you can expect from me.

- ✦ We will be using Canvas as primary means of communication. Canvas (<https://coloradomtn.instructure.com/>) is CMC's chosen e-learning tool. You will find course announcements, assignments, and more posted in our Canvas course site. I will provide an overview of Canvas during the first week of class.
- ✦ All written assignments, unless otherwise specified, must be turned in via Canvas, which means they must be word processed!
- ✦ Your CMC e-mail address is considered to be an official means of contacting you about this course. Therefore, you are expected to check your CMC e-mail regularly.
- ✦ I may choose to modify or alter the course material as the semester progresses. These changes will be conveyed to you in class and reflected in Canvas. Any such changes will be finalized by the date they are assigned.
- ✦ Assignments may be submitted early if need be. Please notify me if you need to hand work in early and ask for permission to do so. I will accept late assignments for one week following the original due date. All late assignments will be docked one full grade (10%). No assignments will be accepted following our last class meeting on May 1, 2013.
- ✦ If you need to miss a class, please notify me as soon as you are aware of this to make arrangements to get the course material and make up any missed activities.
- ✦ And finally, a quick note on academic honesty: plagiarism is not acceptable in this class. Plagiarism occurs when you use someone else's work, do not cite the source of the work, and claim such work as your own. Plagiarism is considered academic misconduct and will be treated as such as defined in the "Academic Policies and Requirements" section of the *Colorado Mountain College Student Handbook*.

Grades will be assessed as follows:

Attendance and Class Participation	10 % of final grade
Jordana DeZeeuw Spencer Speaker Events	5% of final grade
Lee Ball Speaker Events	5% of final grade
YVSC Event Attendance and Note Taking	5% of final grade
Grant Research Work	5% of final grade
Job Searching Activities	10% of final grade
Exploration of Personal Interests and Aptitudes	10% of final grade
Professional Resume	10% of final grade
Professional Cover Letter	5% of final grade
Mock Interview Session	5% of final grade
Professional Direction Project	25% of final grade
Professional Direction Project Presentation	5% of final grade
Semester Total:	100%

Grade	%	Quality Points
A	93.5%-100%	4.0
A-	89.5%-93.4%	3.7
B+	86.5%-89.4%	3.3
B	82.5%-86.4%	3.0
B-	79.5%-82.4%	2.7
C+	76.5%-79.4%	2.3
C	72.5%-76.4%	2.0
C-	69.5%-72.4%	1.7
D+	66.5%-69.4%	1.3
D	62.5%-66.4%	1.0
D-	59.5%-62.4%	0.7
F	below 59.5%	0.0

Attendance and Participation: 10% of final grade: The success of this course—for you and for your classmates—depends largely on your commitment to attending, preparing for, and participating in class. We'll be doing some exciting experiential work together that will help you transition into work or graduate studies. You'll have a lot to offer and to learn from your classmates in this process. Be prepared to take charge of your learning experience because much of what you do in this course will be up to you. Make this course a useful stepping stone toward a lifetime of engagement with sustainability.

- *Addresses learning outcomes 2-7 and IDEA objectives 3, 4, 9, and 10.*

Jordana Dezeeuw Spencer Session Participation, 5% of final grade: You will be required to attend Dr. DeZeeuw Spencer's public presentation and discussion with students. These events will take place on the evening of Wednesday, March 27. Details will be provided in class. If you cannot attend these events, you will have an opportunity to complete an optional paper to fulfill this course requirement.

- *Addresses learning outcomes 7 and 8 and IDEA objectives 3, 4, and 10.*

Lee Ball Session Participation, 5% of final grade: You will be required to attend Dr. Ball's public presentation to be held on the evening of February 27. Details will be provided in class. If you cannot attend this event, you will have an opportunity to complete an optional paper to fulfill this course requirement.

- *Addresses learning outcomes 1 and 5.*

Attendance and Note Taking at a YVSC Event or Meeting: 5% of final grade: You will be required to attend at least one event or meeting sponsored/held by the Yampa Valley Sustainability Council. This activity will give you a feel for what sustainability-oriented non-profits do and will also familiarize you with local organizations engaged in sustainability work.

- *Addresses learning outcome 1 and IDEA objective 9.*

Grant Research Work: 5% of final grade: You will learn the basics of grant research and writing through readings and in class lectures/discussions/demonstrations. You will hand in a list of ideas for grant research and a grant research worksheet as evidence of your learning. Those of you who wish to pursue grant research and writing further may elect to do so for your Professional Direction Project.

- *Addresses learning outcome 2 and IDEA objectives 4 and 9.*

Job Searching: 10% of final grade: You will compile a list of useful job searching services/sites, use these services throughout the term to identify potential employment/internship/volunteer work, and report on your findings/activities in class.

- *Addresses learning outcomes 1-2 and 5-6 and IDEA objectives 3, 4, and 9.*

Exploration of Personal Interests and Aptitudes: 10% of final grade: Using the Bolles text and other assigned materials, you will complete an exploration of your personal interests and aptitudes. Details will be provided in class.

- *Addresses learning outcomes 5 and 7 and IDEA objectives 3, 9, and 10.*

Professional Resume: 10% of final grade: Through a completing a series of drafts in which you consider peer, professor, and Career Services feedback, you will produce a high quality professional resume suitable to accompany applications for professional positions, internships, or applications for graduate studies.

- *Addresses learning outcomes 3, 5, and 7 and IDEA objectives 3 and 4.*

Professional Cover Letter: 5% of final grade: Through completing a series of drafts in which you consider peer, professor, and Career Services feedback, you will write a high quality professional cover letter suitable to accompany an applications for a professional position, an internship, or an application for graduate studies.

- *Addresses learning outcomes 3, 5, and 7 and IDEA objectives 3 and 4.*

Mock Interview: 5% of final grade: You will participate in a mock interview organized by Career Services that will offer you an opportunity to improve your interviewing skills.

- *Addresses learning outcomes 4 and 7 and IDEA objectives 3 and 4.*

Professional Direction Project: 25% of final grade: This project will allow you to explore and develop your plans and skills in an area of future work/education of your choice. This is an extensive project that will be your major focus in the last five weeks of the term. In completing your project, you will build upon a clearly articulated understanding of the 3 Es of sustainability. Your project may include one or more of the following: planning for/applying for future graduate study or internships, an extensive job search and application process, planning for launching a new business or non-profit enterprise, developing strong grant writing skills, or another significant professional development/planning project of your choice. Your plans for your project will be developed using peer feedback and in consultation with your professor. The purpose of this project is to provide you with a supportive structure and approach to developing significant and useful plans for future studies and/or employment.

- *Addresses learning outcomes 1-3 and 5-8 and IDEA objectives 3, 4, 9, and 10.*

Professional Direction Project Presentation: 5% of final grade: Near the end of the term, you will present your project in class. Details on style and format will be provided in class.

- *Addresses learning outcomes 1-3 and 5-8 and IDEA objectives 3, 4, 9, and 10.*

Extra Credit: I may identify in class and/or via Canvas opportunities for earning extra credit. All such opportunities will be open to all students.

VI. Grading System: Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term.

VII. Course Materials:

Required Texts:

The following texts are required for this course:

Bolles, Richard N. (2013). *What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers*. 2013 ed. Berkeley, CA: Ten Speed Press. ISBN: 978-1-60774-147-3.

Deitche, Scott M. (2010). *Green Collar Jobs: Environmental Careers for the 21st Century*. Santa Barbara, CA: Praeger. ISBN: 978-0-313-38014-3.

Johnson, Victoria. (2010). *Grant Writing 101: Everything You Need to Start Raising Funds Today*. New York: McGraw-Hill. ISBN: 0071750185.

Hard Copy Resource Materials on Reserve in the Library:

Pauli, Gunter. (2010). *The Blue Economy: 10 Years, 100 Innovations, 100 Million Jobs*. Taos, NM: Paradigm Publications.

Krasna, Heather. (2010). *Jobs that Matter: Find a Stable, Fulfilling Career in Public Service*. Indianapolis, IN: Jist.

Additional course materials will be made available via the Internet or Canvas. This material will be listed in the weekly modules within Canvas. As the course progresses, I may alter the readings to better address/explore a topic/area of interest/concern. Any such changes will be reflected in Canvas at least one class period prior to the originally assigned date, and students will be notified during class of any such changes.

VIII. Other Information: A course outline is available in Canvas. This outline is tentative and may be modified during the semester as needed. You will be notified of any changes both via Canvas and in class.

IX. Virtual Library Information: <http://coloradomtn.edu/library>

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books, and art images, downloadable videos and audio books, and career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu, or call us at 800-621-8559, extension 2926.

NOTICE: A student judged to have engaged in academic misconduct as defined in the “Academic Policies and Requirements” section of the *Colorado Mountain College Student Handbook* will, at a minimum, receive a “zero” for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to turnitin.com (or another anti-plagiarism program) at the instructor’s discretion. “Academic Expectations,” the “Student Code of Conduct and Judicial Process,” and additional information about academic misconduct can be found in the *Student Handbook*.

- Students are responsible for course materials from assigned text(s) as well as other readings, lectures, labs, and assignments.
- The instructors may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified in writing of changes.
- Attendance at all class meetings is expected.
- If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.
 - Alpine and Vail-Eagle Valley Campuses: Deb Farmer at 970-870-4450
- Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.
- This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

No-show reporting and financial aid: You must attend your first day of class so that the instructor may complete a "no-show" report. If you do not attend class or notify your instructor of a valid reason of why you cannot be there, you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist (http://coloradomtn.edu/financial_aid).