

CAREERS IN ENVIRONMENTAL SCIENCES

11:375:390 Fall, 1 credit
Wednesdays 5:40 – 7:00 pm
ENR Building Room 123, Cook Campus

CONTACT INFORMATION:

Instructor: Dr. Jeffra Schaefer
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Office hours by appointment

Instructor: Dr. Abigail Porter
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COURSE MATERIALS:

All course materials and resources will be provided on Canvas.

COURSE DESCRIPTION:

This course will help prepare students for life after graduating from Rutgers. Students will learn about some of the different career paths available to Environmental Sciences majors by hearing directly from some of our past alumni and professionals working in the field. Students will learn how to present themselves and their accomplishments in a professional manner orally and in writing to build their confidence when applying for graduate school, their first internship, and/or job.

COURSE LEARNING GOALS:

This class will contribute toward students' ability to:

- Communicate effectively orally and in writing.
- Present their professional and academic skills and accomplishments in job and graduate school application materials, online, and during the interview process.

GRADING AND ATTENDANCE POLICY:

- Grading will be based on in-class attendance and participation. Students are expected to come to class prepared to engage in discussion, practice speaking, and participate in the peer review process. **More than one unexcused absence will result in a drop of one letter grade.**
- Students are expected to arrive to class on time. Starting Week 3, arriving to class >10 min late will result in an absence and loss of points for that day. Exceptions will be allowed for emergencies and arrangements made ahead of time.
- Phones and other electronic devices must be put away during the duration of class, unless invited to use them by the speaker or instructor. If you must use your phone during the class period, please step out into the hallway while doing so.

ASSESSMENTS:

Attendance and Participation (11 x 5 points)	55 pts
Reflection Essays (2 x 5 points)	10 pts
Cover Letter & Resume, Draft & Revision	10 pts
<u>Mock Interviews (2) & Peer Review</u>	<u>15 pts</u>
Total Points	90 pts

Reflection essays: Students will write two essays (~250 words) to reflect on what they have learned. In Essay 1 (due after Week 8) students will reflect on the type of professions and careers they are considering post-graduation and discuss how hearing from alumni and professionals in the field has informed their decision. In Essay 2 (~250 words), due after the first mock interview, students will reflect on the skills they have learned in the interview process and aspects they hope to improve during the second round of interviews recorded on Zoom.

Cover letter & resume: Students will prepare a resume and cover letter for a specific job or internship opportunity found on Handshake, LinkedIn, or other job search platform. Instructor and peer review feedback will be provided using a rubric. Full credit will be given for adequate completion of a resume and cover letter, and participation in the peer review process.

Mock Interviews: At the conclusion of the semester, students will practice the job interview process in two types of mock interviews. The first will be in class where students will each take turns being the interviewer and interviewee. The second interview session will be online and conducted by an instructor or guest interviewer and recorded for later review by the student. Full credit will be given to students who participate in both interviews and the peer review process.

EXAMS

There are no exams or quizzes in this class.

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

It is our intention that students of all backgrounds will be well served by this course. We will work to create an environment of inclusion which respects and affirms the inherent dignity, value, and uniqueness of all individuals, communities and perspectives. Disrespectful language or behavior against any individual or group will not be tolerated. If you feel as though you have been disrespected or treated unfairly by the instructor, guest speaker, student, or any other individual, please immediately inform one of the instructors: Dr. Porter or Dr. Schaefer. You may speak with the instructors in person, over email or report anonymously via the Office of Academic Programs. In addition, you may also report bias to the Rutgers Diversity and Inclusion initiative using this link: <http://inclusion.rutgers.edu/report-bias-incident/>

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Please follow the procedures outlined at <https://ods.rutgers.edu/students/getting-registered>. Full policies and procedures are at <https://ods.rutgers.edu/>

ACADEMIC INTEGRITY

The university's policy on Academic Integrity is available at <https://academicintegrity.rutgers.edu/sites/default/files/pdfs/current.pdf>.

COURSE SCHEDULE: Tentative Schedule

Week #	Topic:
1	Introduction How to decide what careers/jobs are right for you? Professional Skills: SMART Goal Setting and Time Management
2	Types of internships and jobs; How to search for opportunities; Handshake & LinkedIn Guest Speaker: Rutgers Career Exploration Services <i>Homework: Set up LinkedIn Account</i>
3	How to write a resume and cover letter <i>Homework: Prepare Resume & Cover Letter</i>
4	Panel Discussion with Environmental Science alumni Guest Speakers: Env Sci alumni graduating within the last 5 years
5	Peer Review of Draft Resumes and Cover letter Guest Speakers (TBD)
6	Panel Discussion: State and Federal Government positions Guest Speakers from NJWRRRI, US EPA, NJ DEP, DOE National Labs, USGS, or others
7	Panel Discussion: Environmental Consulting and related industries Guest Speakers from Environmental Consulting, Water & Wastewater treatment or others
8	Panel Discussion: Environmental Health & Safety Guest Speakers from Environmental Health & Safety fields <i>Reflection Essay due on Sunday</i>
9	Applying to graduate school: How to decide whether to go to Grad school (MS, PhD) Academic and non-academic jobs Guest Speakers: Dr. Lisa Rodenburg/DES faculty and current graduate students
10	Preparing for the Job Interview (virtual and in-person) What to wear, Do's and Don'ts, Elevator Pitch Guest Speaker from Human Resources <i>Homework: Schedule Mock Interview #2 over Zoom</i>
11	Mock Job Interviews <i>Homework: Reflection Essay due on Sunday</i>
TBD	Mock Job Interview 2 – Recorded on Zoom