ECOSYSTEM SCIENCE AND SUSTAINABILITY
COLORADO STATE UNIVERSITY

ESS 320 Internship & Career Preparation
Spring 2020 - Course Syllabus

Instructor

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Office Hours - Appointment Sign-up:
https://kayeholman.acuityscheduling.com/

Teaching Assistant

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CSU Catalog Description and Course Time/Location

As preparation for internship, field experience, and career placement, this course supports student career-related skill and professional development in ecosystem science and sustainability (ESS) for majors in ESS and Watershed Science. For those seeking to enroll in ESS 487 Internship, ESS 320 is also a required perquisite.

Credits: 1 (0-0-1)
Prerequisite/Corequisite: ESS 311
Term Offered: Fall, Spring

Grade Mode: Traditional
Special Course Fee: No

Spring 2020 Time and Location: Wednesdays, 2pm – 3:50 pm (1/29/20 – 3/11/20) in CHEM B302

Course Objectives

In this course students will:

- Describe their areas of professional interest in ecosystem science and sustainability;
- Use Handshake and LinkedIn in professional development;
- Develop essential career-related skills, including resume development and networking
- Identify their personal strengths, values, and professional goals;
- Locate internships, field experiences, or career placement opportunities;
- Evaluate opportunities for placement in relation to personal values and professional goals; and
- Create a plan for further professional development and engagement.

Required Course Text and Online Accounts with Abbreviations

2HJS   Dalton, Steve. (2012). *The 2-hour job search: Using technology to get the right job faster.* Berkeley, CA: Ten Speed Press.

CSS   Gallup Press. (2017). *CliftonStrengths for students: Your strengths journey begins here.* New York, NY: Gallup Press.

HS   CSU Handshake   http://career.colostate.edu/experience/handshake

LI   LinkedIn   http://www.linkedin.com

CANVAS   ESS 320 Canvas Site   http://canvas.colostate.edu/

Course Policies and Expectations

Attendance, Participation, and Climate
Attendance will be taken at the start of class, and if you are late, you will be counted as absent. Participation allows you to build your skill development, and you will need to commit to participate in class discussions and activities. The Instructor will work to create a brave space to support uncertainty, conjecture, and multiple points-of-view. All members of the course are expected to think, question, and problem-solve while respecting and honoring each other's rights to express thoughts and ideas.

Minimizing Impact
To minimize impact, assignments will be submitted electronically, and supplemental materials will be posted on Canvas. When downloading materials, try to save and review them electronically. If you need to print, please use double-sided printing options.

Technology and Electronic Accounts – Email, Canvas, Handshake, and LinkedIn
Students are encouraged to bring a laptop to class to have access to the Internet and be able to work on documents and spreadsheets during hands-on portions of each class period. Students are required to check their CSU Ram email and access the course site on Canvas. Additionally, students must set up an online account with Handshake, a free job search resource of the CSU Career Center <u>and</u> a free LinkedIn account, if they do not already have one.

Readings, Supplemental Materials, Assignments, and Pop Quizzes
To facilitate a dynamic, active class environment, before each class period, students are expected to (a) complete assigned Readings noted on the syllabus (b) read/review Supplemental Materials posted to Canvas, and (c) complete Assignments posted in Canvas. Pop quizzes may be given over assigned readings, supplemental materials, and assignments.

Writing, Grammar & Plagiarism
Good writing skills are essential in college and the workplace. Assignments should be well-organized, grammatically correct, and free of errors. Use grammar and spell checks! **Plagiarism will not be tolerated.** To support academic integrity, some assignments will be submitted on Canvas using Turnitin.

Policy on Assignment Submissions, Late Assignments, Pop Quiz Make-Ups
Some assignments will be submitted in-class, others will be emailed, and still others will be uploaded to Canvas. Pay close attention to assignment instructions and due dates in Canvas. Almost all assignments are due on the day of class with the exception of those in Week 1 and Week 8. Each day an assignment is late, 20% of available points will be lost. Pop Quizzes are given in class and cannot be made up.

Extra Credit
There will be no extra credit opportunities in ESS 320.

Changes to the Course Syllabus
The Instructor reserves the right to modify the syllabus to best accommodate student learning and make schedule adjustments. Such changes, while not anticipated, will be announced in class and posted to CSU Ram email or Canvas.

Questions and Concerns
The Instructor has posted office hours on Acuity Scheduling and will be available to meet at those times and by special appointment. Students can access Acuity Scheduling and schedule a meeting at https://kayeholman.acuityscheduling.com/. Students needing to set up an appointment outside of posted times, should email the Instructor. If you are experiencing difficulties, stuck on an assignment, unclear about a topic, or concerned about your grade, do not wait until the end of the semester to visit with the Instructor.

Course Grading

This course is offered for a letter grade only and cannot be taken on a pass/fail basis. For Assignments, Attendance & Participation, and Pop Quizzes, there are 1,000 points to earn. At the end of the semester, grades will be assigned based on total points earned as follows:

Letter Grade	Total Points Earned
	900 - 1000
A	
	800 - 899
B	
	700 - 799
C	
	600 - 699
D	
	599 or below
F	

Information on CSU's grading policies is available at http://catalog.colostate.edu/general-catalog/academic-standards/grading/.

Summary of Points Distribution for
Assignments, Attendance & Participation, and Pop Quizzes

	Due Date	Points
Assignments		**800**
Week 1 – Student Experiences & Interests, True Colors – IN CLASS	**1/22/20**	**100**
Week 2 – HS/LI Accounts, CSU LAMP List, Resume #1 Copies	**1/29/20**	**100**
Week 3 – Resume Rush Review, Resume #2 Copies, CSU LAMP List	**2/5/20**	**100**
Week 4 – LI Profile Set-Up, Career Fair Attendance & Business Cards	**2/12/20**	**100**
Week 5 – Career Fair Reflection, Strengths Assessment	**2/19/20**	**100**
Week 6 – Strengths Reflection, Your Lamp List	**2/26/20**	**100**
Week 7 – Your LAMP List	**3/4/20**	**100**
Week 8 – Final Reflection & Next Steps – DUE BEFORE SPRING BREAK	**3/13/20**	**100**
Attendance & Participation		**120**
Pop Quizzes		**80**

Your Points Earned

Week 1 – Student Experiences & Interests, True Colors	
Week 2 – HS/LI Accounts, CSU LAMP List, Resume #1 Copies	
Week 3 – Resume Rush Review, Resume #2 Copies, CSU LAMP List	
Week 4 – LI Profile Set-Up, Career Fair Attendance & Business Cards	
Week 5 – Career Fair Reflection, Strengths Assessment	
Week 6 – Strengths Reflection	
Week 7 – Your LAMP List	
Week 8 – Final Reflection & Next Steps	
Attendance & Participation	
Pop Quizzes	
TOTAL POINTS EARNED	

Other Course Information

Writing Center
The Writing Center offers FREE support for students. Their contact information is as follows:

>   CSU Writing Center, Eddy Hall, Room 23
>   http://writingcenter.colostate.edu/
>   writing@colostate.edu or (970) 491-0222

Student Disability Center – Accommodations and Support
Students who believe they may need accommodations in this class are encouraged to contact the CSU Student Disability Center at https://disabilitycenter.colostate.edu/ or (970) 491-6385 (V/TDD).

Student Athletes or Other Special Circumstances
Students with university-approved circumstances requiring flexibility in due dates or testing should let the Instructor know within the first week of the semester. Please help us help you.

Student Conduct Code
Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their actions; to observe national, state, and local laws and University regulations; and to respect the rights, privileges, and property of other people.

Honor Pledge and Academic Integrity
To support and reinforce the value of exercising academic integrity at CSU and in this course, the Instructor will share with students the tradition of the CSU Honor Pledge and ask all students to consider for themselves what it means to demonstrate academic integrity in their lives. Information on the CSU Honor Pledge is available at https://tilt.colostate.edu/integrity/resourcesFaculty/pledge/.

Diversity Statement and Principles of Community
Colorado State University has a unique mission in the State of Colorado. As a land grant University, we are committed to inclusive excellence recognizing that our institutional success depends on how well we welcome, value, and affirm all members of the Colorado State community. Our inclusive excellence efforts hinge on four key ideas:

- **Diversity is defined broadly and inclusively.**
- **Inclusivity and excellence are interdependent.**
- **Everyone is responsible for inclusive excellence.**
- **Inclusive excellence goes beyond numbers.**

The Principles of Community—inclusion, integrity, respect, service, and social justice—support the Colorado State University mission and vision of inclusive excellence. View the full Statement on Inclusive Excellence at http://diversity.colostate.edu/inclusive-excellence/ and see the complete outline for the Principles of Community at https://diversity.colostate.edu/principles-of-community/.

January 22, 2020

Course Content Note

CSU's Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation policy designates faculty and employees of the University as "Responsible Employees."

This designation is consistent with federal law and guidance and requires faculty to report information regarding students who may have experienced any form of sexual harassment, sexual misconduct, relationship violence, stalking, or retaliation. This includes information shared with faculty in person, electronic communications, or in class assignments.

As "Responsible Employees," faculty may refer students to campus resources (see below), together with informing the Office of Support and Safety Assessment to help ensure student safety and welfare. Information regarding sexual harassment, sexual misconduct, relationship violence, stalking, and retaliation is treated with the greatest degree of confidentiality possible while also ensuring student and campus safety.

Any student who may be the victim of sexual harassment, sexual misconduct, relationship violence, stalking, or retaliation is encouraged to report to CSU through one or more of the following campus resources:

- Emergency Response 911
- Tell Someone /Office of Support and Safety Assessment (970) 491-1350
- Colorado State University Police Department (non-emergency) (970) 491-6425

Course Software Note

Need Microsoft Office?
Thanks to support from The Associated Students of CSU (ASCSU) and The University Technology Fee Advisory Board (UTFAB), all students may now download and install—FREE of charge—the full version of Microsoft Office, on up to five computers, for as long as they are students at CSU. To download your copy of Microsoft Office visit http://www.acns.colostate.edu/o365 and follow the instructions.

Need Other Software?
The Central IT Technical Support Helpdesk located in the Morgan Library can provide suggestions, downloads, and support for software. RAMTech stocks a wide selection of various software applications from providers such as Adobe, Microsoft, IBM, and more. Hardware and computers are also available for purchase at their store located in the Lory Student Center

Course Schedule

Week 1 – Introduction to ESS 320

January 22, 2020   Introductions, Syllabus Review, and True Colors

READING: Course Syllabus
ASSIGNMENTS: Student Experiences & Interests and True Colors-- both, completed in-class

Week 2 – Resumes-Part I

January 29, 2020   Resume Construction with Focus on Profiles and Action Statements

READINGS: 2HJS pp. 1-14
SUPPLEMENTAL MATERIALS AND ASSIGNMENTS: See CANVAS Week 2

Week 3 – Resumes-Part II and Career Fair Prep

February 5, 2020   Fine-Tuning and Tailoring Resumes / Preparing for the CSU Career Fair

READINGS: 2HJS pp. 16-39, okay to skim pp. 35-39
SUPPLEMENTAL MATERIALS AND ASSIGNMENTS: See CANVAS Week 3

Week 4 –LinkedIn, Networking, and Career Fair Follow-Up

February 12, 2020   LinkedIn Account Development and Networking Tools / Post-Career Fair Outreach

READINGS: 2HJS pp. 80-99, okay to skim pp. 90-99
SUPPLEMENTAL MATERIALS AND ASSIGNMENTS: See CANVAS Week 4

Week 5 – CliftonStrengths for Students

February 19, 2020   Exploring Strengths and Putting Them to Your Advantage

READINGS: CSS pp. 3-45, focus on pp. 17 -37 and skim other pages
SUPPLEMENTAL MATERIALS AND ASSIGNMENTS: See CANVAS Week 5

Week 6 – Internship & Job Searching

February 26, 2020   The 2-Hour Job Search Method . . . Organizing and Targeting Your Search

READINGS: 2HJS pp. 40-78, okay to skim pp. 65-78
SUPPLEMENTAL MATERIALS AND ASSIGNMENTS: See CANVAS Week 6

Week 7 – Adulting 101-Part I

March 4, 2020   Personal and Professional Decision-Making, Engagement & Resiliency

READINGS: 2HJS pp. 100-148, skim all pagers
SUPPLEMENTAL MATERIALS AND ASSIGNMENTS: See CANVAS Week 7

Week 8 –Adulting 101-Part II

March 11, 2020   Next Steps in Your Career Development and WCNR Alumni Panel

READINGS: 2HJS pp. 150-210, skim all pages
SUPPLEMENTAL MATERIALS AND ASSIGNMENTS: See CANVAS Week 8