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**SUS 416 Careers and Professional Skills in Sustainability**

**Synonym Number: 17305**

**Spring 2019**

**2 credits**

**I. Course Information:**

*Meeting Times and Days:* Wednesdays 12:20-2:10 PM *Class Location:* Bristol Hall 121

*Start Date:* 01/16/19 *End Date:* 05/03/19

*Refund Date:* 01/31/19 *Withdraw Date:* 04/6/19

# *Prerequisites:* SUS 300 and SUS 301, minimum grade of C-

 *Co-requisite:* SUS 489

**Instructor Information:**

*Name: Tina Evans*

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*Office: Bristol Hall 109 (enter through room 111)*

*Office Hours: Mon. 1:00-3:30 PM, Wed. 2:30-3:30 PM, Thurs. 2:00-3:30 PM; also by appointment.*

1. **Required Course Materials:** CMC’s Steamboat Springs Campus participates in a flat rate access fee program for course materials so that 100% of students have all of the required textbooks the first day of class based on a library-like access model. All student textbooks and digital access codes will be provided beginning the start of the semester. Pick up textbooks at the Campus Store, Steamboat Academic Center, third floor.

The following texts are required for this course:

International Society of Sustainability Professionals. (2016). *ISSP-SA study guide*. Hartford, CT: ISSP. (Electronic file; access information provided to you by the Campus Store).

Wilhelm, K. (2016). *Sustainability jobs: The complete guide to landing your dream green job*. Seattle, WA: Sustainable Business Consulting.

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.

1. **Course Description:** Helps answer the question, "What are you going to do with a degree in Sustainability Studies?" by preparing students for initial employment, career advancement, or graduate education in the field of sustainability. Specifically, students will learn job skills -- including interviewing, networking, resume and cover letter writing, and searching for employment locally, regionally, nationally, and abroad -- for myriad sustainability career paths. Each student chooses a desirable post-graduation career or education pathway and will go through the process of applying for jobs and exploring graduate school programs. As a vehicle for highlighting professional abilities in the field, students develop and present professional sustainability portfolios, which culminate past coursework, with a particular employer or graduate program in mind.

Topical Outline:

1. Careers in sustainability, including but not limited to consulting, research, education, business, finance, nonprofit and government employment, and entrepreneurship.
2. Post-graduate degrees in but not limited to sustainability science, policy, law, natural resource management, ecology and conservation, sustainability and environmental education, community organizing and planning, international relations, public administration, and sustainable development.
3. Personal values, skills and experience as they relate to marketability and employment opportunity in the sustainability field.
4. Job application materials development, including resume, cover letter and personal and professional statement writing.
5. Professional development training, including mock interviews, networking, and how to communicate what sustainability is.
6. Professional portfolio development, presentation, peer-review, and revision.
7. **Student Learning Outcomes, Competencies, and Skills:** Upon completion of this course, you should be able to:
8. Explore and articulate professional career paths and post-graduate educational goals beyond completion of the program.
9. Identify jobs and graduate degrees of interest in the field, prepare application materials, and apply.
10. Demonstrate strategies for effective interviewing, and the successful communication of personal and professional statements as they pertain to sustainability.
11. Create a portfolio that is representative of one’s scholarly/professional/voluntary/civic work relevant to sustainability.
12. Peer-review, revise, and refine professional materials for post-graduate use.
13. Writing Across the Curriculum Outcome 1: Produce high quality professional materials in support of job applications in the sustainability field.
14. Writing Across the Curriculum Outcome 2: Create a professional portfolio that represents one’s scholarly/professional/voluntary/civic work in the field and is addressed to a specific audience.
15. **IDEA Objectives:** In addition to the above learning outcomes, you can be expected to achieve the following

competencies, provided you participate fully in the course and complete all requirements:

Objective #4: Developing specific skills, competencies, and points of view needed by professionals in the field.

Objective #8: Developing skill in expressing oneself orally or in writing.

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

1. **Evaluation Methods and Class Management:** Your grade in this course will be determined by class participation, participation in the campus sustainability conference, professional portfolio development and presentation, a project aimed to help you chart your professional direction beyond graduation, and other regular class assignments. This is a highly experiential course that is heavily based on your active synthesis of and building upon work you have completed throughout your degree program. Because of the highly experiential nature of the course and because the class meets only weekly, 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 is CMC’s chosen e-learning tool that provides an online site for our course. You will find course announcements, assignments, schedules, 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 an official means of contacting you about this course. Therefore, you are expected to check your CMC e-mail regularly.
* I may 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. 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 the last week of class.
* If you need to miss a class in order to participate in a CMC-sanctioned activity, due to health reasons, or due to an emergency situation, 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.
* Please do not expect me make course accommodations for you so that you may engage in personal travel (vacations, travel for concerts, etc.). If you choose to miss class for personal travel or other personal reasons such as work, you are expected to use Canvas to keep up with course readings and assignments. Do not expect me to review with you the material you missed in class. You also will not have an opportunity to make up in-class work or participation credit.

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

Grades will be assessed as follows: Percentage Points

**Class Participation 10 100**

**Preparation for ISSP-SA Certification Exam 15 150**

**Regular Class Assignments 20 200**

**Reflective Paper on Sustainability 5 50**

**Professional Portfolio 20 200**

**Professional Direction Project 20 200**

**Professional Portfolio Presentation 10 100**

**Semester Total: 100 1000**

**Extra Credit (50 points possible – one half of one grade):** As part of this class, you will also prepare for the Sustainability Associate Certificate exam of the International Society of Sustainability Professionals (ISSP), a valuable credential in the sustainability field. You will have the opportunity to sit for the certification exam as well. If you choose to take the exam, you must pay the testing fee. By simply attempting the exam, you will earn the full amount of extra credit possible for this class.

**Class 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 synthesizing and discussing our understanding of sustainability as a concept/practice, and we’ll be doing some exciting experiential work together that will help you transition into work or graduate studies. 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. Your class participation grade will be based on in-class workshop participation and on attendance at class meetings. Class participation grades will be calculated at the end of the term and posted in Canvas.

* *Addresses learning outcomes 1-7 and IDEA objectives 4, 8, and 10.*

**Preparation for the ISSP-SA Certification Exam: 15% of final grade:** You will be required to read and prepare study guides for each chapter of the *ISSP-SA Study Guide*. The quality of your preparation will have a bearing on how well you do on the exam, should you choose to take it. Taking the certification exam is highly recommended so that you might earn a valuable professional credential. As a student, you will receive reduced ISSP membership and exam fees.

* *Addresses learning outcome 1 and IDEA objectives 4 and 8.*

**Regular Class Assignments, 20% of final grade:** Regular class assignments simulate the regular, independent activity required to launch your professional career in sustainability. Just as would be the case if you were trying to do this work on your own, your career preparation and development will take place through steps that build upon each other. While you can still do well in the course if you miss an occasional step, missing many is strongly discouraged. You’ll want keep up in order to avoid floundering later in the term (and in your career launch!). By completing regular assignments, you’ll also receive valuable feedback from your professor that will improve the quality of your work in major course projects – and in your search for continued learning/work beyond graduation.

* *Addresses learning outcomes 1-7 and IDEA objectives 4, 8, and 10.*

**Reflective Paper on Sustainability as a Concept and Practice, 5% of final grade:** You will be asked to write a reflective paper that synthesizes your understanding of sustainability as a concept and practice and the meaning of sustainability to your personal and professional life. This essay will allow you to demonstrate your synthesis of the breadth and depth of your education as a foundation for meaningful work and life and for communicating about sustainability with professionals and the general public. Specific instructions for this essay will be provided in class and via Canvas.

* *Addresses learning outcomes 1, 4, and 6-7 and IDEA objectives 4, 8, and 10.*

**Professional Portfolio: 20% of final grade:** You will create an online portfolio using LinkedIn, Wix, or another online platform. Your portfolio will be developed in stages throughout the term through regular course assignments. As your online professional presence, your portfolio is geared toward helping you present your knowledge, skills, and abilities in the field in the best light possible for the audience(s) you want to reach.

* *Addresses learning outcomes 1 and 3-7 and IDEA objectives 8 and 10.*

**Professional Direction Project: 20% of final grade:** You will also complete a project in which you seek out career/educational opportunities (jobs, graduate school programs, business opportunities, other opportunities) and develop appropriate materials for pursuing one or more of them. This project offers you a chance to apply the products you create to the real world, or you may choose to use this project as practice toward developing materials for future, related opportunities.

* *Addresses learning outcome 1-3 and 5-6 and IDEA objectives 4, 8, and 10.*

**Professional Portfolio Presentation: 10% of final grade:** You will also present your portfolio to the class and other members of the College community. This presentation will be oral, and you will use your online portfolio as your visual aid. Your will not be asked to develop a PowerPoint slide set or other form of visual aid. Details will be provided in class.

* *Addresses learning outcomes 1-3 and IDEA objectives 4 and 8.*
1. Information for You as a CMC Student: You have a right to know certain information that the College is required by law to provide. Links on this page ([**https://coloradomtn.edu/your-right-to-know**](https://coloradomtn.edu/your-right-to-know)) will connect you with helpful information including disability services, complaint processes, policies and procedures, textbook information, registration, attendance and grading, graduation rates and much more. Some specific information available online is also summarized below, along with other course-specific policies and procedures:
2. Academic honesty: plagiarism is not acceptable in this class. Plagiarism occurs when you use someone else’s work, do not cite them for their 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.
3. Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.
4. Attendance at all class meetings is expected.
5. The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified in writing of changes.
6. Withdrawal from this Course: Students wishing to withdraw from this course must **initiate** the course withdrawal/drop process at the site Registration Office.
7. **Notice of Nondiscrimination**: Colorado Mountain College does not discriminate on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information, or in its programs and activities, as required by Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and as provided in other applicable statutes and College policies. The College prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence. To obtain more information regarding non-discrimination policies, visit [**http://coloradomtn.edu/about-cmc/notice-of-nondiscrimination/**](http://coloradomtn.edu/about-cmc/notice-of-nondiscrimination/) or contact Lisa Doak, Title IX Coordinator, ldoak@coloradomtn.edu, 970-947-8351, or Angela Wurtsmith, Director of Human Resources, awurtsmith@coloradomtn.edu, 970-947-8311.
8. **Tentative Class Schedule:** A course schedule is available in Canvas. This outline is tentative and many be modified during the semester as needed. You will be notified of any changes both in Canvas and in class.

**X. Virtual Library Information:** [**http://coloradomtn.edu/library**](http://coloradomtn.edu/library)

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

**Login Instructions**

Use the CMC Libraries link from Canvas course menu to access the CMC libraries web site. The link will pass authentication credentials to the server that will allow you to use online library collections. It will also take you directly to the libraries’ home page.

**Ask a Librarian**

If you need assistance with your research project, you can ask a librarian online. Select the AskAcademic chat box on the libraries’ home page, and type in your question. This service is available 21 hours a day, 7 days a week. You can also email reference@coloradomtn.edu or call the library staff at 800-621-8559, extension 2926.

1. **Learning Lab:** A great resource for you is the CMC learning lab in Bristol 146. Scheduled **tutors** are available in most curricular areas, and tutoring services can be arranged one for additional subjects. The Learning Lab staff WANTS to help you! Visit their website for further information: <http://coloradomtn.edu/campuses/steamboat_springs/tutoring/> .
2. **Research and Writing Center (RAW):** The RAW is an excellent place for you to get help with research and writing. Professors at the RAW can help you at any stage of the research and writing process: idea generation, finding high quality sources, organizing your work, citing sources properly, and/or polishing your work. The RAW is located in the Library on the third floor of Bristol Hall. Ask about current hours there. You are strongly encouraged to use this resource for this class, and please don’t wait until the last minute to do so!