

San José State University
College of Social Science/Department of Environmental Studies
ENVS 194, Sections 01-05, Public Service Internship, Fall 2023

Course and Contact Information

Instructor:	Rachel Lazzeri-Aerts
Class Days/Times/Location:	Friday 9:00-10:15am Access all class materials through Canvas LMS Meetings via Zoom
Contact Me:	Canvas Messages/Inbox (preferred) or rachel.lazzeriaerts@sjsu.edu
Office Hours:	By appointment
Prerequisites:	Senior standing in ENVS or instructor approval.

Course Overview and Description

Service in a local, city, county, state or federal environmental/sustainability agency, school or in environmental/sustainability industry; or with a worthwhile environmental education or protection organization or center.

Public service can offer you valuable insight into whether you are heading into work you like. This experience can also be a great resume builder or lead directly to a job. To get the most out of this experience, you should have completed most (preferably all) of your Preparation for the Major courses, most of your EnvS Core requirements, the EnvS 100W writing requirement, and a good number of courses in your chosen minor. In other words, you should be well prepared to go out and represent yourself and this department in the community.

Whether you are qualified at this time for EnvS 194 will be determined by the EnvS 194 instructor and your department advisor. Projects that are run through CDR or ERC or undertaken for credit in a course are typically not eligible for internship credit. The purpose of the internship is to get you off campus and out of the department so that you receive a unique experience in the working world. You are not required to have an internship identified prior to enrollment.

Learning Objectives

ENVS Program Learning Objectives (PLOs)

PLO 4 Professional Skills: Students are able to productively conduct group/team work to deliver professional quality presentations and reports and students demonstrate professional work skills.

Course Learning Objectives (CLOs)

This course has been designed to help you learn how to search for, apply to, and compete for a professional environmental position that is consistent with your skills, degree, personality, and/or life goals. Upon successful completion of this course, students will have gained experience working in a professional environmental studies or teaching field, as well as begun to establish a professional network of contacts.

After successfully completing this course, students should be able to:

1. Identify and apply to professional jobs in their career field.
2. Carry out the duties of the internship/job position in a professional manner.
3. Evaluate their internship/job performance and determine gaps in their knowledge and/or skills base.
4. Build a network of professional contacts in their career field.

Required Course Materials

Readings

Any course readings and materials will be available on Canvas.

Technology

You will need access to a computer with an Internet connection. You should be using the latest version of Chrome, Firefox, Edge, Respondus Lockdown Browser (as applicable), or Safari, and can view a complete list of [Supported Browsers through Canvas Guides](#). We will be using Zoom for class meetings and Office Hours.

Students are expected to have the following basic computer skills:

- Utilize Canvas LMS and associated tools/features
- Microsoft Office including Word, Excel, and PowerPoint
- File management including downloading, uploading, creating, editing, and saving
- Email including sending, receiving, and managing attachments
- University library searches
- Navigating internet searches, websites, and interactive components

Please note that I do not provide technical help beside instructions on how to access or utilize a particular application. If you need computer or technical help, please utilize the following resources:

- [Student Canvas Help Guide](#)
- [SJSU Information Technology](#)
 - itservicedesk@sjsu.edu
 - 408-924-1530
- In Canvas, click the “Help” button in the left-side menu for several options.

Library Liaison

Peggy Cabrera (peggy.cabrera@sjsu.edu or 408-808-2034) is the Library Liaison for the Department of Environmental Studies. She is a great resource. Email her for help via email or to set up a Zoom appointment.

Course Requirements and Assignments

Class Format

Your internship hours will be scheduled directly with your supervisor. We will have four Zoom class meetings spread throughout the semester. All meetings will be during our scheduled class time. The last meeting may not be missed. Additionally, there are specific due dates for assignments. You must complete these components at the due date and time. We will also utilize Canvas, the Learning Management System used by SJSU.

Student Responsibilities

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

This means that for each unit of internship credit you are enrolled for you must complete 45 hours of work. Fifteen (15) of the required hours will be comprised of course work and the remaining hours will be completed through your internship. The hourly equivalent to units is as follows:

Units Enrolled	Hours/Semester	Hours/Week
1	45	3
2	90	6
3	135	9
4	180	12
5	225	15

Course materials, assignment instructions, course communication, meeting information, etc will all be available through Canvas. It is your responsibility to regularly access the Canvas course, carefully read directions, prepare thoughtful submissions for assignments, submit all assignments on-time, and make a commitment to quality work in this course. If you are in doubt about something in the course, ask!

Assignments Overview

Most of your workload for this course will be through your internship. There will be several assignments to help you prepare for finding an internship and to track and evaluate your internship experience. Details will be provided in Canvas.

Assignment	Learning Objectives
Learning Plan and Participant Guidelines	CLO #1
Resume	PLO #4, CLO #1
Supervisor Interview and Written Summary	PLO #4, CLO # 4
Internship Performance Evaluation	PLO #4, CLO #2
Reflective Essay	PLO #4, CLO #3
Internship Experience Class Discussion	PLO #4, CLO #3, 4
Internship Activity Record with Required Hours	PLO #4, CLO #2

Formatting for Written Work

Please note that all assignments need to be formatted as follows: 12 point font, Times New Roman, 1 inch margins, doubled spaced, include a header with name and date, and use Turabian/Chicago, MLA, or APA author-year citation style where applicable. There will be a points deduction for not following these guidelines.

Grading Policy

Grading Overview

This is a CR/NC class. To receive credit, you must complete the required number of internship hours, attend the required class meetings, and complete all paperwork and assignments with an "Acceptable" score (see below), including a brief discussion of your internship experience during the final class meeting. All assignments are to be turned in through Canvas before the **BEFORE 11:59pm on the due date**.

Because internships often start mid-semester, grades of "Incomplete" are common. To receive an Incomplete, students must seek prior approval from the instructor and submit a letter explaining how and when ENV5 194 will be completed (i.e., number of hours needed to complete the assignment, semester when the hours will be completed, reason for the delay, etc.). Otherwise, a NC or Unauthorized Withdrawal (WU) will be given.

Assignment Scoring

Grade	Criteria
Acceptable	<ul style="list-style-type: none">• All aspects of the assignment completed• Thoughtful, detailed, and relevant answers• Professional quality (eg. formatting, grammar, punctuation, tone, etc)
Revisions Needed	One of the above criteria not met.
Unacceptable	More than one of the above criteria not met.

Work earning a score of Revisions Needed and Unacceptable must be resubmitted within 5 business/academic days. One resubmission only. This means that if you receive an Unacceptable, you must earn an Acceptable on the resubmission to earn credit.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](#).

Diversity, Inclusion, and Accessibility

In accordance with San José State University's Policies, the Student Code of Conduct, and applicable state and federal laws, discrimination based on gender, gender identity, gender expression, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form. The [SJSU Diversity website](#) has information on campus policies and programs, the Office of Diversity, Equity, and Inclusion, and how to report instances of bias.

Students are expected to participate fully in all class activities. It is expected that students will be open-minded, participate fully in discussions in-class and online, and debate in a mature and respectful manner. Use of derogatory, condescending, or offensive language including profanity is prohibited. Expressing disagreement should always include an explanation of your reasoning and whenever possible, evidence to support your position.

The CSU and SJSU both mandate that all students, staff, faculty, and visitors have equal and inclusive access to information and educational materials and programs. Therefore, all instructional documents and materials, electronic materials and programs, and web based materials and programs must be created to be accessible by all. The [Accessibility at SJSU website](#) has information on the specific laws and policies regarding accessibility, as well as information on SJSU's programs to ensure accessibility.

Additionally, the accessibility statements and resources (as available) for websites, software, and tools that we will be using in the course can be found at the links below.

[Canvas](#): Learning Management System used by SJSU

[Canvas Studio](#): audio/video recording tool within Canvas LMS

[Google](#): SJSU email, calendar, and online tools

[Turnitin](#): plagiarism check tool used in Canvas LMS

[YouTube](#): video hosting/viewing

[Zoom](#): synchronous web conferencing

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University's [Academic Integrity Policy F15-7](#) requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](#) has more information. Instances of academic dishonesty will not be tolerated. **Cheating or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University.** For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have already submitted, or plan to submit for another class, please note that SJSU's Academic Policy F15-7 requires approval of both instructors.

COVID

All students are expected to comply with campus/CSU policies, as well as internship site policies, regarding COVID precautions. Review the [SJSU Health Advisories](#) page to ensure that you understand and follow current policies and guidelines. Additionally, you must follow any COVID or other health and safety policies of your internship site.

Consent for Recording of Class and Public Sharing of Instructor Material

Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. See [University Policy S12-7](#), <http://www.sjsu.edu/senate/docs/S12-7.pdf>

Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

Resources for Students

There are many resources on campus available to you. Some examples include: SJSU Peer Connections Center, the College of Social Science Access Center, SJSU Writing Center, SJSU Counseling and Psychological Service, SJSU Student Health Center, the Academic Success Center, and many places to use or get help with technology. See the [Syllabus Information web page](#) for more info. If you are not sure where to get assistance, please email me/come see me. I can help you find the right campus resources and get you connected with them.

SJSU Cares

Students experiencing challenges meeting their basic needs including, but not limited to, access to food, shelter, and a safe space are encouraged to contact SJSU Cares. The SJSU Cares program can help connect students to both on and off campus resources. Contact information:

- [SJSU Cares Information website](#)
- sjsucares@sjsu.edu
- 408-924-1234
- Direct link to the [Request Assistance Form](#)

Accessible Education Center (AEC)

The Accessible Education Center is committed to redefining ability for students with disabilities by providing comprehensive services in support of the educational development and success of students with disabilities in a student-centered and professional environment. To receive appropriate accommodations for temporary or permanent disabilities, you must register with the AEC. Additionally, please make an appointment with me as soon as possible, so we can discuss the best ways to implement your accommodations to ensure your success in the course. AEC contact information:

- [AEC website](#)
- aec-info@sjsu.edu
- 408-924-6000

Counseling and Psychological Services (CAPS)

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate, or psychological and academic issues on an individual, couple, or group basis. Numerous workshops for students are offered every semester. Hours are Monday through Friday 8:30am to 5:30pm and Friday 8:30am to 4:30pm. For 24/7 crisis intervention help, call the number below and select "option 4". Contact information:

- [Counseling and Psychological Services website](#)
- counseling.services@sjsu.edu
- 408-924-5910

Course Schedule

Week	Date	Due
Week 3	Fri Sept 8	Zoom Meeting: Introductions
Week 4	Sun Sept 17	Resume
Week 6	Fri Sept 29	Zoom Meeting: Individual Check-Ins
Week 9	Sun Oct 21	Supervisor Interview
Week 10	Fri Oct 27	Zoom Meeting: Individual Check-Ins
Week 15	Fri Dec 1	Zoom Meeting: Final Discussion
Week 15	Sun Dec 3	Reflective Essay
Final	Wed Dec 13	Performance Evaluation Activity Record