COURSE INFORMATION:
Careers in Environmental Policy, Institutions and Behavior (EPIB)
11:374:280 (3 credits)
Fall 2014, Wednesday 9:15 AM-12:15 PM, Foran 138A

CONTACT INFORMATION:
Instructor(s): Daniel J. Van Abs, Associate Research Professor; Kristen Goodrich, Admin Assistant
Office Location: Cook Office Building, Room 205 (Van Abs), Room 203 (Goodrich)
Office Hours: Fall 2014 Semester: Wednesday 3:30-5:00 PM and by appointment (Van Abs)
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COURSE MATERIALS:
- All course materials will be provided on the Sakai site or in class.

COURSE DESCRIPTION:
Students will gain a broad understanding of the variety of careers available to EPIB majors and minors, create an electronic portfolio with samples of their work, create online professional profiles, prepare and revise resumes, prepare job-appropriate cover letters, prepare for and practice interview skills, and network with professionals regarding job skills, opportunities and professional practices.

LEARNING OBJECTIVES:
Students will:
- Identify one or more fields of personal interest for career development based on guest speaker presentations, job searches, on-line searches, etc.
- Know the basic and advanced components and styles for and learn to critique electronic portfolios.
- Know the basic and advanced components and styles for and learn to critique online professional profiles.
- Know the basic and advanced components and styles for and learn to critique resumes and cover letters that are appropriate to specific levels of professional development.
- Know, practice and critique basic interview skills for professional job opportunities.

ASSIGNMENTS/RESPONSIBILITIES & ASSESSMENT:
Assignments: Students will complete and be assessed regarding the following:
- Prepare a detailed evaluation of a field of work within the EPIB area, including: required education, experience and skills; major categories of employers; advancement potential; and relative compensation rates.
- Develop an electronic professional portfolio, and critique draft portfolios of other students.
- Develop an online professional profile, and critique both existing profiles of established professionals and draft profiles of other students.
- Develop example resumes and cover letters for an internship, an entry-level professional position and graduate school.
- Perform and critique interviews for an entry-level professional position.
- Evaluate guest speakers.
Assessment: Students will be graded based on their written submittals and class participation:

- 15% - Resumes (draft, revised draft, final)
- 15% - Cover letters (draft, revised draft, final)
- 30% - Online digital portfolio development
- 10% - Interview preparation and evaluation
- 5% - Career development proposal
- 25% - Class participation (unexcused absences will result in reduction of grade)

OTHER INFORMATION:
Students will be responsible for adhering to the academic integrity policies found at http://academicintegrity.rutgers.edu.

It is important that students have the tools to succeed in this course. Please see the instructor as soon as possible with any difficulties or questions regarding the course materials. In addition, the Office of Student Affairs is available at http://studentaffairs.rutgers.edu for any other needs or concerns.

COURSE SCHEDULE:
The course will have a schedule of guest speakers on career topics. The remainder of the course will focus heavily on career skills development and application, identification of career-oriented educational opportunities and needs, and networking concepts. The Fall 2014 course will address:

1. Course overview and requirements
   a. Syllabus and assignment review
   b. Course purpose
   c. Professional development concepts and practices
2. Professional resumes
3. Cover letters
4. Preparing for interviews
5. Portfolio development and online networking concepts and practices
6. Career planning for the first five years
   a. Career identification approaches and resources
   b. Professional associations
   c. Volunteering in your field
   d. To graduate school or not to graduate school?
   e. Internships and summer jobs
   f. Professionalism in practice