

COURSE INFORMATION:**Careers in Environmental Policy, Institutions and Behavior (EPIB)****11:374:280 (3 credits)**

Fall 2023, Tuesday 8:30-11:40 AM, Food Science 101

CONTACT INFORMATION:

Instructor(s): Daniel J. Van Abs, PhD, FAICP/PP, Professor of Professional Practice

Office Location: Online; Cook Office Building, Room 212

Office Hours: Thursdays 1:30-3:00PM, and by appointment, using RU-Zoom or telephone

Contact: vanabs@sebs.rutgers.edu (email contact preferred)**COURSE MEETINGS and MATERIALS:**

- All course materials will be provided on the Canvas site.
- Outside experts will discuss their careers and fields of work. Where slides are used, they will be posted on Canvas after the class. Q&A opportunities will be included in each class after the speaker presentations.

COURSE DESCRIPTION:

Students will gain a broad understanding of the variety of careers related to the EPIB major/minor, through a series of more than two dozen presentations by professions from various fields. Students will also develop materials useful for career advancement, including: electronic portfolios with samples of their work; online professional profiles using LinkedIn; a professional resume; and a job-appropriate cover letter. Finally, students will prepare for and practice interview skills, and network with professionals regarding job skills, opportunities and professional practices. A break will be provided mid-way through each class

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 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.

DEPARTMENTAL STATEMENT ON DIVERSITY, EQUITY AND INCLUSION

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. We are lucky to have a diverse university. Diverse voices and life experiences enhance the learning process and we welcome students to share their personal experiences. We will not tolerate disrespectful language or behavior against any individual or group. If you feel as though you have been disrespected or treated unfairly by the instructors or any other individual please let us know. 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/>.

ASSIGNMENTS/RESPONSIBILITIES & ASSESSMENT:

Assignments: Students will complete and be assessed regarding the following:

- Develop a formal resume and a cover letter for either an internship or an entry-level professional position within the selected field of work, and critique drafts from other students.
- Develop an online professional portfolio and LinkedIn site, and critique draft sites of other students.
- 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.
- Perform and critique student interviews for an entry-level professional position.
- Interview a career professional in the selected field of interest.
- Evaluate guest speakers.

Assessment: Students will be graded based on their written submittals and class participation:

- 5% - Career Field of Interest
- 15% - Resume (draft, final)
- 10% - Cover letter (draft, final)
- 30% - Online digital portfolio development (draft, final)
- 5% - Interview preparation and evaluation
- 10% - Career development proposal
- 25% - Class Participation:
 - **Attendance:** Participation is expected. For each unexcused absence beyond the first, 4 points are deducted. There is no deduction for excused absences such as illness or family emergency. Each student is responsible for notifying the professor of illness or family emergency, but confidential details are not required or appropriate.
 - **Speakers:** We will have roughly two dozen guest speakers on a wide variety of careers related to EPIB. Participation means being there, paying attention, and evaluating the speakers within the schedule provided. Evaluations count toward the grade; a half (0.5) point is deducted for each missing evaluation (up to 10 points maximum). However, no deduction is made for missed evaluations due to absences, excused or unexcused.

“Attention is the rarest and purist form of generosity.” Simone Weil. It also is a critical aspect of professionalism.

OTHER INFORMATION:

Students will be responsible for adhering to the academic integrity policies found at <http://academicintegrity.rutgers.edu> and shown on the last page of the syllabus.

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, including technical difficulties or lack of equipment for remote learning.

COURSE OVERVIEW:

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 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
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THE RULES

Adapted from <http://academicintegrity.rutgers.edu/integrity.shtml>

1. **NO PLAGIARISM.** Plagiarism is essentially theft of intellectual property – the work of others. Give credit where credit is due! Doing so reflects well on them and on you. Students can be failed or referred to the University for discipline if intentional plagiarism is evident.
2. **NO CHEATING.** It destroys the learning experience, demeans and harms you now, and is an exceptionally bad habit for the working world.
3. **LATE ASSIGNMENTS WILL LOSE A GRADE STEP FOR EACH CALENDAR DAY LATE.** For example, if your paper is an A-level product, then it will be marked as a B+ for a day late, a B for 2 days late, etc. If you must miss a deadline due to bona fide illness or emergency, notify Dr. Van Abs via email on or before the due date. Proof may be required.
4. **PARTICIPATION COUNTS.**
 - a. Only ONE unexcused absence from class will be accepted without a grade deduction. You must provide a bona fide excuse for absences – contact Dr. Van Abs by email with a valid cause, provide notification at a prior class, provide a note from a medical office, etc. Proof may be required for extended absences. Recognize that this is standard business practice, so get used to it. However, if a medical or family emergency, details need not (and normally should not) be provided, as that represents confidential information.
 - b. Assistance: For long-term issues, please contact the Dean of Students office asap, as they can help students gain flexibility from all faculty regarding attendance, assignments and assistance. Don't wait to the end of the semester!!!
5. **THERE IS NO EXTRA CREDIT. EVER.** No additional assignments or revised work for re-grading will be accepted to offset missing assignments or poor grades. Instead, focus on quality work the first time and make sure assignments are posted on time. Dr. Van Abs is also willing to answer questions before any work assignment is due by email or by appointment.
6. **IF YOU CONTEST A GRADE,** you must do it in writing to Dr. Van Abs. Write your argument presenting evidence supporting a grade change and submit it by email.
7. **POSTING TO CANVAS.** Work must be posted as readable text. Some assignments will be loaded directly to a Canvas text box, but other work such as the resumes and cover letters are acceptable only as attachments. These assignments must be in MSWord (or a file format directly compatible with MSWord so that we can edit in that format). Posting work as Adobe pdf or any other pdf document or providing a link to Google Docs or other external source is not acceptable. Please note: correct posting to Canvas is the student's responsibility, including verification that the posting worked.

DO NOT ASSUME THAT A CANVAS POSTING WORKED – ALWAYS VERIFY.

See also <https://nbprovost.rutgers.edu/academic-integrity-students>
