



Syllabus



- Summary -

Course Title	Senior Seminar in Environmental & Sustainability Studies
Course No.	ENST 94401
CRN	22682
Section	01
Start/End Dates	01/25/2021 - 05/07/2021
Term/Module	Spring 2021



- Course Description -

Students participate in planning a research project, collecting data, and preparing a report suitable for publication. Research topics are selected according to student interests. 3.0 Credit Hours.

- Instructor -

Name	Jordan P. Howell
Email	howellj@rowan.edu
Phone	856-256-4831
Office Hours	by appointment for Spring '21 semester



- Objectives -

A course description can be useful, but it doesn't always address the purpose of the course. Sometimes students (and professors) get frustrated when they feel like they don't know what the purposes of a course are or why they are doing what they are doing. I want to avoid this by letting you know, right away, what the goals of this course are:

- Professional development and reflection on college career;
- Guided search of post-graduate opportunities;
- Creation of job application materials;
- Develop a publicly-facing "Citizens' Guide" (poster and paper) that summarizes research on one focused topic;
- Manage a multi-stage project from initial design to completion.

Special Note: This is the senior seminar for students in the Environmental Studies program at Rowan. It is perhaps the last course you'll take here. As such it should represent the culmination of everything you've learned so far, both in terms of content and your professional and scholarly skills. You should expect this course to be a challenge – but it may also be a rewarding experience!








- Texts and Materials -

- No required textbooks; readings will be available electronically through Blackboard











- Schedule -






Week	Class Focus	Readings DUE (by the end of the week)	Assignments DUE (end of week)
1 (1/25 - 2/1)	1) Welcome to Senior Seminar! 2) Discussion: Academic Experience and Post-Graduate Planning 3) Researching Career Pathways assignment	<ul style="list-style-type: none"> • "7 Steps to Take When You Don't Know What To Do With Your Life After College", (https://rowan.instructure.com/courses/3155312/files/194814494/download?wrap=1) • "Why Perks No Longer Cut It For Workers" (https://rowan.instructure.com/courses/3155312/files/194814503/download?wrap=1) • "Younger Workers Report Biggest Gains in Happiness With Pay" (https://rowan.instructure.com/courses/3155312/files/194814503/download?wrap=1) • "CEOs Share Their Most Helpful (and Unconventional) Career Advice" (https://rowan.instructure.com/courses/3155312/files/194814505/download?wrap=1) • "CEOs Share Their Most Helpful (and Unconventional) Career Advice" (https://rowan.instructure.com/courses/3155312/files/194814560/download?wrap=1) 	Researching Career Pathways

		/download?wrap=1)	
2 (2/1 - 2/8)	1) Researching Career Pathways findings 2) Discussion: What do you actually want out of a job? 3) Job Postings Analysis assignment	<ul style="list-style-type: none"> • "You Can Overcome a Long Gap in Your Resume" (https://rowan.instructure.com/courses/3155312/files/194814518/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814518/download?wrap=1) • "The Overqualified Trap Can Hit You at Any Time" (https://rowan.instructure.com/courses/3155312/files/194814515/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814515/download?wrap=1) • "The Smart Ways to Switch Jobs Quietly" (https://rowan.instructure.com/courses/3155312/files/194814573/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814573/download?wrap=1) 	Job Postings Analysis 1
3 (2/8 -2/15)	1) Job Postings Analysis 1 findings 2) Discussion: Desired Experience vs. Actual Experience 3) Career Strategy Map assignment; Relating Job Postings to Potential Citizens' Guide Projects	<ul style="list-style-type: none"> • "What is Graduate School and Should You Apply?" (https://rowan.instructure.com/courses/3155312/files/194814523/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814523/download?wrap=1) • "How to Get a Job", (https://rowan.instructure.com/courses/3155312/files/194814578/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814578/download?wrap=1) 	Career Strategy Map

		<p>/download?wrap=1)</p> <ul style="list-style-type: none"> • <u>"18 Resume Writing Tips"</u> (https://rowan.instructure.com/courses/3155312/files/194814582/download?wrap=1)  • <u>"How to Write a Cover Letter"</u> (https://rowan.instructure.com/courses/3155312/files/194814579/download?wrap=1)  • <u>"20 Steps to a Better LinkedIn Profile"</u>, (https://rowan.instructure.com/courses/3155312/files/195691774/download?wrap=1)  	
4 (2/15 - 2/22)	1) Career Strategy Map findings 2) Discussion: Grad school and further education? 3) Application Materials assignment	<ul style="list-style-type: none"> • <u>What is Graduate School and Should You Apply?"</u> (https://rowan.instructure.com/courses/3155312/files/194814523/download?wrap=1)  • <u>"How to Get a Job"</u>, (https://rowan.instructure.com/courses/3155312/files/194814578/download?wrap=1)  • <u>"18 Resume Writing Tips"</u> 	Draft Application Materials

		<p>https://rowan.instructure.com/courses/3155312/files/194814582/download?wrap=1) </p> <p>https://rowan.instructure.com/courses/3155312/files/194814582/download?wrap=1)</p> <ul style="list-style-type: none"> • <u>"How to Write a Cover Letter"</u> https://rowan.instructure.com/courses/3155312/files/194814579/download?wrap=1)  https://rowan.instructure.com/courses/3155312/files/194814579/download?wrap=1) • <u>"20 Steps to a Better LinkedIn Profile",</u> https://rowan.instructure.com/courses/3155312/files/195691774/download?wrap=1)  https://rowan.instructure.com/courses/3155312/files/195691774/download?wrap=1) • <u>"The Most Anxious Generation Goes to Work"</u> https://rowan.instructure.com/courses/3155312/files/194814538/download?wrap=1)  https://rowan.instructure.com/courses/3155312/files/194814538/download?wrap=1) • <u>"Younger Workers Report Seeing More Discrimination"</u> https://rowan.instructure.com/courses/3155312/files/194814539/download?wrap=1)  https://rowan.instructure.com/courses/3155312/files/194814539/download?wrap=1) 	
--	--	--	--

5 (2/22 - 3/1)	<p>1) Discussion: Searching for a Job</p> <p>2) Application Materials peer review</p> <p>3) Citizens' Guide Sample Assessment and Focus Statement assignment</p>	<ul style="list-style-type: none"> • <u>"5 Elements of Effective Writing"</u> (https://rowan.instructure.com/courses/3155312/files/194814544/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814544/download?wrap=1) • <u>"How to Design an Award-Winning Conference Poster"</u> (https://rowan.instructure.com/courses/3155312/files/194814546/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814546/download?wrap=1) • <u>Garr Reynolds about effective presentations</u> (https://presentationzen.blogs.com/presentationzen/2005/09/whats_good%20_powe.html) and <u>Vanderbilt University about powerpoint design</u> (https://cft.vanderbilt.edu/guides-sub-pages/making-better-powerpoint-%20presentations/) • Watch the TEDx talk, "How to Avoid Death by Powerpoint", available in the Media Gallery 	"Final" Application Materials
6 (3/1 - 3/8)	<p>1) "Final" Application Materials peer review</p> <p>2) Discussion: What makes for effective writing?</p> <p>3) Citizens' Guide Outline and Lit. Review assignment</p>	<ul style="list-style-type: none"> • <u>"What to Do When Your First Job Isn't a Good Fit"</u> (https://rowan.instructure.com/courses/3155312/files/194814574/download?wrap=1)  (https://rowan.instructure.com/courses/3155312/files/194814574/download?wrap=1) • <u>"The Office Rookies Who Ask for the World"</u> 	Citizens' Guide Sample Assessment and Focus Statement

		<p>https://rowan.instructure.com/courses/3155312/files/194814568/download?wrap=1) </p> <p>https://rowan.instructure.com/courses/3155312/files/194814568/download?wrap=1)</p> <ul style="list-style-type: none"> • <u>"The Promotion that Comes Without the Pay Raise"</u>, https://rowan.instructure.com/courses/3155312/files/194814570/download?wrap=1)  <p>https://rowan.instructure.com/courses/3155312/files/194814570/download?wrap=1)</p> • <u>"How to Negotiate and Counter a Job Offer"</u> https://rowan.instructure.com/courses/3155312/files/194814581?wrap=1)  <p>https://rowan.instructure.com/courses/3155312/files/194814581?wrap=1)</p> 	
7 (3/8 - 3/15)	<p>1) Citizens' Guide Sample Assessment and Focus Statement peer review</p> <p>2) Discussion: Getting a Job, Building a Career</p>	<ul style="list-style-type: none"> • <u>"The New Rules for Networking in the Pandemic"</u> https://rowan.instructure.com/courses/3155312/files/194814565?wrap=1)  <p>https://rowan.instructure.com/courses/3155312/files/194814565?wrap=1)</p> • <u>"When a Promotion Means Losing Friends at Work"</u> https://rowan.instructure.com/courses/3155312/files/194814576/download?wrap=1)  <p>https://rowan.instructure.com/courses/3155312/files/194814576/download?wrap=1)</p> • Listen to the <u>Harvard Business</u> 	<p>Citizens' Guide Outline and Literature Review</p>

		Review podcast, "What Kind of Networker Are You?" (https://hbr.org/podcast/2021/01/what-kind-of-networker-are-you)	
8 (3/15 - 3/22)	1) Citizens' Guide Outline and Lit. Review peer review 2) Discussion: Making and Maintaining a Network 3) Citizens' Guide Poster/Presentation assignment	---	---
9 (3/22 - 3/29)	<p>--- Get your Citizens' Guide Materials in order! Apply for jobs! ---</p> <p>Job Posting Analysis 2 due 3/29</p>		
10 (3/29 - 4/5)	1) Job Posting Analysis 2 findings 2) Check-in with Citizens' Guide Progress, Job Searches	---	Draft Citizens' Guide Poster/Presentation
11 (4/5 - 4/12)	Poster/Presentation Peer Review Session	---	Final Citizens' Guide Poster/Presentation
12 (4/12 - 4/19)	Citizens' Guide Poster/Presentation Session	---	Draft Citizens' Guide
13 (4/19 - 4/26)	Citizens' Guide Peer Review Session	---	---

Finals Week (4/26 - 5/7)	Final Citizens' Guide due 5:00 pm on May 7
-----------------------------------	--



- Assignments -

1. Researching Career Pathways 10 points
2. Job Postings Analysis (2 x 10 pts. ea.) 20 points
3. Career Strategy Map 10 points
4. Draft Application Materials 10 points
5. Final Application Materials 20 points
6. Citizens' Guide Sample Assessment and Focus Statement 10 points
7. Citizen's Guide Outline and Literature Review 20 points
8. Draft Citizens' Guide Poster/Presentation 10 points
9. Final Citizens' Guide Poster/Presentation 20 points
10. Citizens' Guide Poster/Presentation Session 10 points
11. Draft Citizens' Guide 10 points
12. Final Citizens' Guide 20 points
13. Participation 30 points (note: As mentioned earlier, this course involves significant discussion as well as individual and collaborative activities. You are expected to be actively engaged in every class meeting. Your participation score can go up or down over the course of the semester.)



- Policies -

Class Etiquette (adapted from Dr. Lesley Rigg)

Students are entitled to and deserve respect, courtesy and tolerance, regardless of their race, background, religious affiliation, gender, sexual orientation, disability or any other perceived difference. Likewise, faculty, staff and fellow students deserve the same

treatment. Therefore, within this class community, regardless of the mode of communication, every effort will be made to create a safe haven for diverse thoughts and communication. For more information, see the University “Classroom Behavior Policy and Procedures” document on the Provost’s website.

Attendance policy: You must attend course meetings either in-person or through videoconference.

- We will make arrangements for in-person / videoconference attendance ahead of time. If you would prefer to attend exclusively in-person (or exclusively via videoconference) I will do my best to accommodate you. If you are unable to attend class for some reason, or need to switch to videoconference attendance, let me know ahead of time (if you can).
- You are expected to view/review all lectures, videos, readings, and other materials that are posted to Canvas. If you don’t view/review all these materials, it’s your loss – you’re missing out on important class content and ideas.
- If you miss class (in-person or videoconference) it is **your** responsibility to track down notes and the details of in-class activities and discussions from a classmate. Even if you miss a class you still need to complete the readings assigned for the day and turn in any assignments due that day.
- Please arrive to class on-time (whether in-person or via videoconference). If you are late for some reason please come in quietly and don’t disrupt the class. The University’s attendance policy is available on the Provost’s website.

Cheating and Plagiarism: Don’t do either of these; it is a waste of your time, a waste of my time, and extremely disrespectful to me and your classmates. It may also get you into serious trouble with the University. We will discuss academic integrity in class. In instances where it is clear the work submitted was not your own, you may lose points or receive a zero grade for the assignment. In the meantime, be sure to read the full University policy on ‘Academic Integrity’.

Computers and mobile devices: We may use these in in class to complete an assignment or activity, and many of you may use these items to take notes. That is OK with me, but don’t distract yourself or others from the material and interactions of the actual course meeting. At any rate, this course represents just a few hours a week where you should take a break from txtng, fb, the twittersphere, snapchat, etc – it’s good to take a break every so often. Also I will adhere to the university policy: “The use of laptop or notebook microcomputers and other mobile electronic devices for classroom activities is allowed at the discretion of the instructor or in the case of a documented disability. The use of such electronic devices should not be a distraction to other students or the instructor. Students are expected to use electronic devices only as part of ongoing class activities. If an instructor believes the use of electronic devices is detrimental to the learning environment or gives any student an unfair advantage,

then the instructor may prohibit their use at any time. Also, the use of any device for purposes of audio or video recording may occur only with the prior approval of the instructor.”

E-Mail Policy: No doubt, email is the best way to reach me. I will do my absolute best to respond to your emails within 24 hours, though I cannot make any guarantees. You can help me answer your email by adhering to the following sample:

Subject: Question about Assignment/Issue

Greetings/Hey/Dear Professor/Jordan,

I was hoping for clarification about this specific issue. I understand parts X and Y, but part Z is really making me confused. Should I think about it according to A, or is B a better approach? Also, I’m not quite sure when the assignment is due – it doesn’t say on the page, and I don’t believe you mentioned it in class.

Thanks/Sincerely/Peace out,

First Name Last Name

Name of the class you’re in

If, instead, you send me an email with no subject, don’t have a specific question (for instance, “What are we supposed to do for this?” is a horrible question to ask your professors via email), don’t include your name, or the formalities of human communication (greeting, parting words), that gets really annoying, really fast, and it takes me longer to respond and I may not actually be answering the question you want answered anyway!!!

Health and Safety Policy: IF YOU ARE FEELING SICK, DO NOT COME TO IN-PERSON CLASS MEETINGS OR CAMPUS EVENTS – PARTICIPATE VIA VIDEOCONFERENCE IF YOU ARE ABLE. Per university requirements, if you are participating in-person, face coverings must be worn.

Late assignments: Assignments are due as noted on the syllabus – so, turn them in on time! Assignments are due at the start of class either in hard copy or electronically, as directed in the assignment. **Late assignments are not accepted without a university-approved excuse.**

Readings: I will post any non-textbook reading assignments online with enough time for you to complete them before we discuss them in class. I will also try to mention, in class, what is due for the next course meeting. If the readings are not from the assigned texts, then I will make them available electronically. Readings are to be completed before class meetings. Please note that while we may not discuss all aspects of a given reading in class, you are responsible for all assigned readings for exams, including any information from charts, maps, and other graphics.

Special accommodations for religious observances: From the University policy on attendance, “Rowan respects the diversity of faiths and spiritual practices in the university community. Students who wish to observe religious holidays which occur when classes are scheduled must inform their instructors before the fact, and preferably within the first two weeks of each semester, even when the exact date of the holiday will not be known until later. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for students to make up missed work and examinations.” I am happy to abide by this, but please help me out with specific dates and information; I may not be familiar with all of the important observances in your faith life!

Students with accommodations from Disability Resources: From of the Office of Student Affairs, “Students requiring accommodations should contact the Disability Resources office upon receiving an acceptance letter or when a disability is identified.” You can access more information here from the Office of Disability Resources.

**Everyone is welcome in the University.
I am happy to work with you.**



- Grading -

100 – 90%: A, A-

89 – 80%: B+, B, B-

79 – 70%: C+, C, C-

69 – 60%: D+, D, D-

59 – 0%: F

Your grades will be updated regularly on Canvas. It is important for you to understand the grading system. The class is scored out of **200** total points. Nothing is ‘weighted’ or anything like that. You can easily keep track of your progress in the class yourself using Canvas. If you have a question about your grade, you should ask me and I will be happy to help you.

- Advice and Final Words -

- The single best way to succeed in this course is to attend each class meeting, fully prepared and ready to participate. It is also the best way to really 'get something' out of the course.
- Don't approach your college education as a transaction, where you pay money and time to get grades and a degree. The journey is just as important as the destination. ENGAGE with your interests and the people surrounding you!
- Did you know? In a 2013 survey of 318 employers, a strong consensus emerged that capacities like critical thinking and project management skills that cut across all majors are more critical to career success than a student's choice of major...you can learn something valuable for your future career in any and all classes you take! (AACU, What Do Employers Want from College Graduates?)