ENVS 410
Sustainability Practicum
(3 credit units)
Syllabus

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Catalog Description
Want to make a difference in your community? Propose, design, implement and evaluate an individualized applied learning experience in a local organization to enhance its sustainability program and/or reassess its environmental impact. Gain valuable experience in proposal writing, leadership, project management, engagement and assessment while utilizing your knowledge and skills in sustainability. Instructor approval required prior to enrollment. (3 credits)

Pre-Requisites
ENVS 201, ENVS 202 and ENVS 210

Course Description
Welcome to ENVS 410– Sustainability Practicum! Have you ever wanted to make a difference in your community? In ENVS 410 – Sustainability Practicum, you can bring your passion for your community and the environment to the world around you while assisting a local organization in building or enhancing their sustainability program and/or reassessing their environmental impact. Using the knowledge and skills gained through your completed environmental science and sustainability curriculum, you will propose, design, implement and evaluate an applied learning experience individualized to your unique passions and opportunities in the field of sustainability. Through this practicum course, you will gain important experience in proposal writing, knowledge application, leadership, goal setting, engagement, and outcome analysis and assessment. ENVS 410 offers a fun, challenging and rewarding educational experience that will help build sustainability awareness in your community while providing you valuable skills broadly applicable to many fields in science and liberal arts.

Learning Goals/Objectives
The successful student will be able to:
- Apply ENVS course skills and knowledge in real-world situations
- Write a persuasive proposal to garner support and educate an audience about a project related to sustainability
- Demonstrate communication, engagement and leadership skills
- Implement and manage a project
- Critically analyze a project and assess its function, utility and outcomes
- Make a positive impact on the sustainability footprint of an organization or company
How This Course Works?
This 3-credit course is an individualized applied learning experience taught in the field and online using the Blackboard learning platform. To apply for this course, you need to have identified an organization or business willing to allow you to complete a project using your sustainability skills and knowledge and have a potential project idea within that organization or business. I am available via phone or email to help brainstorm project ideas and I highly suggest discussing your project idea with me prior to approaching the organization. Before you can enroll in this course, a letter of intent should be submitted to me by email containing the name of the organization, location of project, name and contact information for the local supervisor, hours required, and the basic project idea. You, the supervisor and myself must then sign this letter of intent. I will contact the supervisor prior to signing the letter to discuss the goals of this course and assure cooperation in this learning experience. Once I have signed the letter and returned it to you, then you will be allowed to enroll in the course. (An explanation of the goals for the course and an example of a letter of intent can be obtained from me prior to contacting the organization or business)

Once you are enrolled in the course, you will be required to commit 8-10 contact hour per week for the entire semester (15 weeks) to the design, development, implementation, and evaluation of your individualized project. During this time, you will be expected to write a proposal outlining the purpose, goals, design and timeline for the project as well as the implementation strategy, risks associated with the project and the expected outcomes from the project. This should lead into your actual implementation of the project idea for a majority of this course. To monitor your progress, you will be required to submit a weekly progress report to me and participate in a regular online mentoring program (details provided in later section). At the end of the course and upon completion of your proposed project, you will be required to submit a final report analyzing and assessing the outcomes of your project and participate in a final virtual evaluation with me.

Throughout the course, I will be available as a mentor to guide you through these steps and any project hurdles that may occur.

**Please note additional requirements (report or presentation) may be required by the organization or business and must also be agreed upon prior to start of project and completed before final grade will be assessed**

Activities/Assessments

Project Proposal
Write an initial persuasive proposal detailing your project idea. This proposal will need to contain the following:

Introduction: The introduction should indicate your knowledge and understanding of the problem being evaluated, showcase your education in the ENVS program, and clearly state the purpose of the project.

Goals: This section should highlight the goals of the project including how the project will enhance the sustainability program and/or reassess the environmental impact at the organization.

Design: In this section, you will discuss how you plan to actually implement the project including supplies you will need, activities you plan to use to reach your goals, any support you will need from other people, timeline and a strategy for implementing the project.
Risks: In the risks section, I want you to consider what could go wrong and how you might prepare for those instances to assure a successful outcome.

Evaluation: In this section, you will need to discuss how you plan to analyze and assess the outcome of your project. These should be tangible measurements that work towards meeting the overall project goals.

Each of these sections will be discussed in detail during the first mentorship program presentation.

The proposal will need to be at least 5 pages in length (single-spaced, 12pt font) and submitted no later than the end of the 2\textsuperscript{nd} week of the semester.

\textbf{Progress Report/Timesheet}

Every Friday, you will need to submit a short progress report under the Progress Report tab in Blackboard. This report should include the time you spent working on the project, progress you made on the project (including weekly goals achieved), challenges you faced, and goals for the following week. I will use this as a metric to contact you when necessary.

\textbf{Mentorship Program}

Throughout the semester, you will be required to get on the blackboard website and view a presentation related to the goals of this course. After viewing the presentation, you will need to prepare a blog post about the topic presented in relation to your project. This post will be a focus of discussion. You may also be required to contact me via phone, videoconference or live chat to discuss the topic presented. Topics may include:

- How to set goals and write a proposal
- Project management techniques
- How to communicate and educate people in sustainability
- How to be a leader and engage people in the field of sustainability
- How to analyze project results
- How to pinpoint the need for sustainable change

\textbf{Final Report}

Write a final report detailing the results of your project. The final report will contain the following:

\begin{itemize}
  \item Introduction: In the introduction, you will need to provide a basic summary of the project, its purpose and major goals.
  \item Analysis/Assessment: In this section, report the results of your project. You should also include an evaluation of whether your goals were met and challenges that you faced.
  \item Conclusion: In the conclusion section, you should discuss the value of the results, whether this project should be continued, how the project could be improved and reflect on the impact that the project had on the organization/business, and what you learned from the project.
\end{itemize}

\textbf{Project Evaluation}

Your final evaluation for the course will be scheduled with me over phone or videoconference 2-5 days after you submit your final report. I will contact your supervisor prior to our conversation to discuss the project, your involvement and your report. During the evaluation, we will discuss your final report, your achievement of the goals for the course, what you liked and disliked about the project/course, and areas where you excel and where you could improve based on the course goals.
Tentative Course Schedule
Weeks 1-3: Project Proposal Preparation, Discussion and Revisions
Weeks 4-12: Project Implementation
Weeks 13-14: Final Report Preparation
Week 15: Final Evaluation

Mentorship program participation required during weeks 1, 4, 6, 8, 10, and 12.
Progress reports submitted weekly.

Course Grading
This course will be graded out of a total of 400 points with the following breakdown:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Proposal</td>
<td>30%</td>
</tr>
<tr>
<td>Weekly Progress Reports</td>
<td>10%</td>
</tr>
<tr>
<td>Mentorship Program Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Final Report</td>
<td>15%</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>30%</td>
</tr>
</tbody>
</table>

Final Grades
Your final grade will be determined on the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Course Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>≥ 372</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>360-372</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>348-360</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
<td>332-348</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>320-332</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
<td>308-320</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
<td>292-308</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
<td>280-292</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>268-280</td>
</tr>
<tr>
<td>D</td>
<td>62-66%</td>
<td>248-268</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 62%</td>
<td>&lt;248</td>
</tr>
</tbody>
</table>

Grading Policy
I take Academic Dishonesty and Plagiarism very seriously. I expect you to adhere to the college policy on academic honesty, as published in the Linfield College Course Catalog. If I find plagiarized material or any breach of the academic dishonesty policy within your proposal or report, I will return your assignment to you with no grade. You will have a short period of time to fix your mistake and I will then grade your assignment but you will automatically receive a two-letter grade drop. If you have not fixed the plagiarism upon return, you will receive a 0 for the assignment and be reported to the Dean of Students. Should plagiarism or a breach in academic dishonesty occur a second time, you will receive an F in the course and be reported again to the Dean of Students. You can find the official Academic Integrity policy within your course catalog.

Finally, if your assignment is not turned in by the designated due date, you will receive a 5% drop in your grade for every day that it is late. I offer a 1-day grace period on all assignments.
Other Information/Policies

Disability Statement  Students with disabilities are protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are a student with a disability and feel you may require academic accommodations contact Cheri White, Program Director of Learning Support Services (LSS), as early as possible to request accommodation for your disability. The timeliness of your request will allow LSS to promptly arrange the details of your support. LSS is located in Loveridge Hall, Room 24, (503-413-8219), or chwhite@linfield.edu. We also encourage students to communicate with faculty about their accommodations.

Identity verification
Students enrolled in Online and Continuing Education courses and programs at Linfield College are required to periodically verify their identity through Ucard. This ensures that students taking classes through Online and Continuing Education are the people doing the work. The authentication process will be required at the start of each term and then at random times during the term. Instructions will be provided. For identity verification, students will need a webcam enabled computer and a legal form of picture ID (such as a drivers license or a passport). If you have questions about or problems with the authentication process contact the OCE office at (503) 883-2447

Help with Technical Difficulties
If you have technical problems related to Blackboard contact blackboard@linfield.edu. For other technical problems (browser, email …) contact macsupport@linfield.edu.