SYLLABUS - ENVS 680 Environmental Studies Internship

Instructor:
Carlos Davidson. Office: 332 HSS.
Office Hours: 1:30-2:30, Wednesday 10-12, Thursday 1:30-2:30. And by appointment.
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Classroom and Time: Tuesday 6:10-9:00 pm, HSS 107 on 1st Tuesday of the month: Feb 3, Mar 3, April 7, May 5.

Course Description: The official Bulletin description is: Fieldwork in approved public, private, non-profit, environmental organizations, government and non-government agency or local business under supervision of faculty coordinator.

Half the course is the fieldwork described in the Bulletin, but the other half of the course is the academic work of reflecting on the fieldwork experience. Reflection takes the form of class discussions and writing and presentation assignments designed to get students to think about what they are learning from their fieldwork and how the fieldwork benefits the community.

Course objectives:
- Student participation in an internship related to the environment
- Students will assess what they are learning from their internship
- Students will assess the benefits of their internship to the community and to themselves

Hours requirements: The one unit section of ENVS 680 requires a minimum of 80 hours work in your internship. The two unit section requires at least 160 hours, and the three unit section requires 240 hours. Please be sure you are in the correct course section. If you are unable to complete your internship hours by the end of the semester you will receive an incomplete in the course until your hours are completed.

Attendance Policy: Attendance in class is required. Class meets only four times so even a single absence means missing a quarter of all class time. Class time will be devoted to activities that cannot be “made up” if they are missed, such as student presentations and class discussion.

Homework assignments. All homework assignments are due at the start of class on the due date. Email submission of assignments will not be accepted. All written assignments must be typed. Late assignments are down graded half a grade for each week (or fraction thereof) late. The journal installments cannot be turned in for credit more than one week late. Last Day to hand-in course assignments: Thursday, May 21, 2pm.

Grading: Grades are based on the following points:

| Completed Work agreement | 100 |
| Internship evaluation blurb | 25 |
| Combined Final Journal | 125 |
| Final Presentation | 100 |
| Supervisors evaluation | 125 |
| 1st, 2nd, 3rd Journal installment | 100 each |
| First, Second and Third Logs | 25 each |
| Participation | 150 |
| TOTAL | 1000 |

Final course grades are based on total points, with 100-90% A, 89-80% B, and 79-70% C. The percentage cutoffs may be adjusted or “curved” downward based on the difficulty of assignments, but they will not be moved upwards.

Plagiarism: Plagiarism is using someone else’s work and not giving credit. Plagiarism can consist of either borrowing ideas or borrowing wording or both. If you take a sentence from a source and use it in a paper without quotation marks that is plagiarism. Plagiarism can result in failing an assignment or failing the class. Please don’t plagiarize.
Electronics policy: Please turn off cell phones, and all other electronics in class.

Important Dates: CHSS Withdrawal Policy: The last day to drop a class is **February 6, 2015 until 11:59pm.** Starting February 7 – April 24, 2015 you must submit a withdrawal petition. Withdrawal from a class starting February 7, 2015 will be considered for serious and compelling reasons only and must have accompanying documentation. The following reasons are not considered serious and compelling: Changing your major, poor performance, class not required for graduation/major, or more time needed for other classes. If you wish to withdraw from class due to unexpected changes in your work schedule, illness or family emergencies, documentation will be required, along with a copy of unofficial transcripts. Submit your petition within a reasonable timeframe (e.g., within 2 weeks of a change in work hours.) From **April 25 – May 15, 2015** you may not withdraw from a class or the University, except in the case of a serious documented illness or verified accident. Please refer to the following website for further information on withdrawal policies: [https://chss.sfsu.edu/advising/](https://chss.sfsu.edu/advising/)

**CR/NC Option:** The last day to request CR/NC option is **March 20, 2015 until 11:59pm.** The Associate Dean will not approve requests for changes if you miss this deadline.

**Late Add Policy:** The period to add classes via permit numbers is **January 26 – February 6, 2015.** The period to add classes by Exception is **February 7 – February 20, 2015.** It is your responsibility to procure a late permit number from your instructor and add the class. Faculty cannot add you into a class. Starting **February 21, 2015,** a Waiver of College Regulations form must be signed by your instructor, Chair and CHSS Associate Dean to add. This will be approved only if there was an administrative error.

**Check your registration through SF State Gateway:** Sign up for CR/NC, drop and add classes by the appropriate deadline online through **SF State Gateway. ALWAYS check your registration after making any changes and BEFORE deadlines to be sure you are registered properly for your classes.** Deadlines for all registration procedures, including withdrawals and requests for credit/no credit, are listed in the class schedule and will be strictly adhered to by the instructor, the Department Chair and the Associate Dean of College of Health & Social Sciences. **It is ALWAYS the student’s responsibility to ensure their schedule is correct, even if the instructor indicates they will drop you.** This can be viewed on the Registration Calendar at the following website: [http://www.sfsu.edu/~admisrec/reg/regsched.html](http://www.sfsu.edu/~admisrec/reg/regsched.html)

**Disability Programs and Resource Center:** Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC, located in SSB 110, can be reached by telephone at 415-338-2472 (voice/TTY) or by e-mail at dprc@sfsu.edu.

**Course Schedule**

**Meeting 1 February 3rd - 6:10 pm – 9:00 pm**
Introductions. Explanation of course goals and assignments. Small group discussion of personal goals. Individual meetings - Internship “Problem Solving” (Optional)

**Meeting 2, March 3rd – 6:10 pm – 9:00 pm**
*1st* installment Activity Log and Journal due. *Work Agreements due. Discussion of evaluation of environmental effectiveness of internship activities. Schedule Final Presentations for last two classes. Internship “Problem Solving” (Optional). If you completed your internship before the semester then all assignments but presentation are due this class.

**Meeting 3 April 7th - 6:10 pm – 9:00 pm**
*2nd* installment Activity Log and Journal due. Discussion of personal gains through internship experience. Final Presentations (First Round).

**Meeting 4 May 5th – 6:10 pm – 9:00 pm**
*3rd* installment Activity Log due. *3rd* install Journal due (with 1st and 2nd journals attached). *Individual Final Presentations due. *Supervisor’s Evaluation due (the form is available on class iLearn site) and should be mailed or emailed to the instructor. Group Discussion on Internship Experience

**Last Day to hand-in course assignments: Thursday, May 21, 2pm.**