

Fall Quarter 2017

Credits: 1

Class time: Wednesdays, 3:30-4:20 p.m. South Campus Center 301

Instructors

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Course Description

This course is intended to expose DEOHS undergraduate students to a broad range of environmental and occupational research, practice, and policy areas in order to assist them with career exploring and planning within the Environmental Health major. It also serves as an introduction and orientation to the EH internships. The format for this class includes group discussions, short lectures, guest panelists, and strong student involvement. Students should come to class prepared to share questions, ideas, and experiences with their classmates.

Learning objectives:

It is intended that at the completion of this course, each student will be able to:

- Develop an overview of the environmental and occupational health sciences field, and evaluate their personal career values, interests and skills to assess fit for a range of possible career paths.
- Create and implement a career plan to prepare for their identified career goals. Identify actions to take in areas of their environmental health education, including research, and internship / experiential learning.
- Identify, apply for, and successfully obtain and hold a summer internship.
- Understand workplace expectations, communicate professionally, and identify and solve workplace conflicts.
- Design a targeted resume and cover letter and understand how to adapt it to different positions.
- Understand the different types of interview questions and craft focused answers in response

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- Construct a professional network.

Schedule of topics and readings:

Week	Date	Topic	Due
1	Sept 27	Introductions and Career Planning	
2	Oct 4	Career Values and Career Field Overview	Reflection #1 (https://canvas.uw.edu/courses/1117841/assignments/3787820) (Note: reflections are due the night before class)
3	Oct 11	Careers in Occupational and Environmental Health Panel	Reflection #2 (https://canvas.uw.edu/courses/1117841/assignments/3787821) (Note: reflections are due the night before class)
4	Oct 18	Job and Internship Search Strategies	Reflection #3 (https://canvas.uw.edu/courses/1117841/assignments/3787818) (Note: reflections are due the night before class)
5	Oct 25	Internship student panel	Internship Application Spreadsheet (https://canvas.uw.edu/courses/1117841/assignments/3787826) Questions for student panelists
6	Nov 1	Resumes and cover letters week 1	Resume draft 1 (https://canvas.uw.edu/courses/1117841/assignments/3787830)
7	Nov 8	Networking and Informational Interviews	Reflection #4 (https://canvas.uw.edu/courses/1117841/assignments/3787819) (Note: reflections are due the night before class)
8	Nov 15	Resumes and cover letters week 2	Resume draft 2 (https://canvas.uw.edu/courses/1117841/assignments/3787831)
	Nov		Cover Letter Draft

9	Nov 22	Interviewing Week 1	https://canvas.uw.edu/courses/1117841/assignments/3787824
10	Nov 29	Interviewing Week 2	Reflection #5 https://canvas.uw.edu/courses/1117841/assignments/3787822 (Note: reflections are due the night before class)
11	Dec 6	Professional Communication and Problem-Solving	Informational Interview https://canvas.uw.edu/courses/1117841/assignments/3787823
12	12/13	Final due on canvas	Final Project The final project includes: <ul style="list-style-type: none"> · Internship posting https://canvas.uw.edu/courses/1117841/assignments/3787827 · Targeted cover letter https://canvas.uw.edu/courses/1117841/assignments/3787825 and resume https://canvas.uw.edu/courses/1117841/assignments/3787832 · List of anticipated interview questions and 3 drafted STAR method interview answers https://canvas.uw.edu/courses/1117841/assignments/3787828 · Mock Interview https://canvas.uw.edu/courses/1117841/assignments/3787829 · Signed proof of attendance at information session, career/internship fair, or career development workshop https://canvas.uw.edu/courses/1117841/assignments/3787897

Assignments:

Individual assignments are given point values relative to a total 200 points for the quarter. All assignments must be typewritten -- and submitted on-line using the Catalyst drop-box, or via email to the instructor by 11:59pm the night before class.

Reflections (10 points each 50 points total)

Note: reflections are due the night before class. Reflections should take approximately 5-10 minutes to complete on canvas. They include short answers and submission of either “lingering questions” or questions for upcoming panels

Internship Application Spreadsheet (10 points)

Create a google drive spreadsheet to organize your internship/job search

Resume Drafts (20 points each, 40 points total)

Create first and second drafts of a one-page resume incorporating class discussions and activities

Cover Letter Draft (20 points)

Write a 3-4 paragraph cover letter targeted toward a particular position

Informational Interview (20 points)

Complete a 20-30 minute informational interview with someone in environmental or occupational health and submit your interview notes

Final (50 points)

The final project includes:

- **Internship posting** (<https://canvas.uw.edu/courses/1117841/assignments/3787827>) (5 points)
- Targeted **cover letter** (<https://canvas.uw.edu/courses/1065280/assignments/3354129>) and **resume** (<https://canvas.uw.edu/courses/1065280/assignments/3354128>) (10 points)
- **List of anticipated interview questions and 3 drafted STAR method interview answers** (<https://canvas.uw.edu/courses/1065280/assignments/3354186>) (20 points)
- **Mock Interview** (<https://canvas.uw.edu/courses/1065280/assignments/3353892>) (10 points)
- **Signed proof of attendance** (<https://canvas.uw.edu/courses/1117841/assignments/3787897>) at information session, career/internship fair, or career development workshop (5 points)

Assignment	Points	Percentage of Total Grade
Reflections 1-5	10 points each	25%
Internship Application Spreadsheet	10 points	5%
Resume drafts -2	20 points each	20%
Cover Letter Draft	20 points	10%

Informational Interview 30 points 15%

Final 50 points 25%

Course policies and values

- **Inclusiveness:** Diverse backgrounds, embodiments, and experiences are essential to the critical thinking endeavor at the heart of university education. Therefore, we expect you to follow the UW Student Conduct Code in your interactions with your colleagues and instructors in this course by respecting the many social and cultural differences among us. We encourage students to talk to your faculty member and/or the program director if you have concerns about classroom climate.
- **Grading:** The environmental health undergraduate seminar course is graded “Credit/ No Credit”. Credit is based on consistent participation in discussion, and reflections/assignments. **All assignments must be submitted for course completion.**
- **Attendance:** Students are expected to attend the undergraduate seminar each week and to be fully engaged in the course presentations and discussions. If, for some legitimate reason, a student is not able to attend one or more of the seminars, s/he may be permitted to substitute another on-campus seminar or event that is related to the field of study. Contact professor for prior approval.
- **Access and Accommodations:** We welcome the opportunity to work with students with disabilities and to help them be successful in this class. Your experience in this class is important to us, and it is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. If you experience barriers based on a disability or temporary health condition, please seek a meeting with Disability Resources for Students (DRS) to discuss and address them. If you have already established accommodations with DRS, please communicate your approved accommodations to your instructor at your earliest convenience so we can discuss your needs in this course. DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DRS. If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (this can include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DRS at 206- 543-8924 or uwdrs@uw.edu or disability.uw.edu
- **UW Academic Integrity Statement:** Students at the University of Washington (UW) are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. The UW School of Public Health (SPH) is committed to upholding standards of academic integrity consistent with the academic and professional communities of which it is a part. Plagiarism, cheating, and other misconduct are serious violations of the University of Washington Student Conduct Code (WAC 478-120). We expect you to know and follow the university's policies on cheating and

plagiarism, and the SPH Academic Integrity Policy. Any suspected cases of academic misconduct will be handled according to University of Washington regulations. For more information, see the University of Washington Community Standards and Student Conduct website.