# Winter Quarter 2018

Credits: 1

# Instructor

**Hayley Leventhal,** MS

Internship and Career Services Manager

Office: F-461E Health Sciences Center
Phone:  (206) 543-8572

Email: Hayleyl@uw.edu

# 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.
- Construct a professional network.

# Schedule of topics and readings:

| Week | Date | Topic | Due |
|------|------|-------|-----|
| 1 | Jan 15 | Introductions and Career Planning | Research Environmental Health Careers online (**https://www.publichealth.org/careers/environmental-health/** **(https://www.publichealth.org/careers/environmental-health/)** ) and Indeed.com) |
| 2 | Jan 22 | Career Field Overview | **Reflection (https://canvas.uw.edu/courses/1255709/quizzes/1103612)** |
| 3 | Jan 29 | Job and Internship Search Strategies | **Internship/Job Application Spreadsheet (https://canvas.uw.edu/courses/1255709/assignments/4621017)** Read Internship Blog (**https://blogs.uw.edu/deohsjob/** **(https://blogs.uw.edu/deohsjob/)** ) |
| 4 | Feb 5 | Networking and Informational Interviews | **Email to informational interviewee(s) (https://canvas.uw.edu/courses/1255709/assignments/4621016)** **(https://canvas.uw.edu/courses/1255709/quizzes/1103611)** |
| 5 | Feb 12 | Resumes | **Resume Draft 1 (https://canvas.uw.edu/courses/1255709/assignments/4621022)** (Bring Paper Copy to Class) |

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| 6 | Feb 19 | Cover Letters | **Cover Letter (https://canvas.uw.edu/courses/1255709/assignments/4621014) (https://canvas.uw.edu/courses/1255709/assignments/4621008)** |
| 7 | Feb 26 | Interviewing | **Reflection Five (https://canvas.uw.edu/courses/1255709/assignments/4621012)** |
| 8 | Mar 5 | Professional Communication and Problem-Solving | **Informational Interview Summaries (https://canvas.uw.edu/courses/1255709/assignments/4621013)** |
| 9 | Mar 12 | | |
| 10 | Mar 19 | Final due on canvas | **Final Project**<br><br>The final project includes:<br><br>• **Internship/Job Description (https://canvas.uw.edu/courses/1255709/assignments/4621018)** (use this description as the basis for the rest of your final assignments)<br>• Targeted **Cover Letter - Final Draft (https://canvas.uw.edu/courses/1255709/assignments/4621015) (https://canvas.uw.edu/courses/1065280/assignments/3354129)**<br><br>• **Targeted Resume- Final Draft (https://canvas.uw.edu/courses/1255709/assignments/4621023)**<br>• **Interview Questions and Answers (https://canvas.uw.edu/courses/1255709/assignments/4621019)**<br>• **Mock Interview (https://canvas.uw.edu/courses/1255709/assignments/4621020)** **(https://canvas.uw.edu/courses/1255709/assignments/4621020)** and Analysis<br>• **Proof of Attendance at (https://canvas.uw.edu/courses/1255709/assignments/4621021)** information an session, career/internship fair, or career development workshop |

# Assignments:

All assignments must be completed to receive credit for the course.

**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.