

ENV H 480A: Undergraduate Seminar

Quarter: Winter 2020

Credits: 1 credit

Time:

Location:

Instructor:



Hayley Leventhal, MS, Internship & Career Services Manager

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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.
- Construct a professional network.

Schedule of topics and readings

Week	Date	Topic	Due
1		Introductions and Career Planning	Career Development Competency Assessment (https://canvas.uw.edu/courses/1354848/assign)
2		Career Field Overview (https://docs.google.com/document/d/1xAedkN2-Zr492VRnaPwpRgG9iILvYBZe3rGW15QOm5o/edit?usp=sharing)	Reflection One (https://canvas.uw.edu/courses/1354848/quizze) (Note: reflections are due the night before class)
3		Internship student panel	Reflection Two (https://canvas.uw.edu/courses/1354848/quizze) (Note: reflections are due the night before class)
4		Careers in Occupational and Environmental Health Panel *class gets out early to attend the Fall Kickoff	Reflection Three (https://canvas.uw.edu/courses/1354848/quizze) (Note: reflections are due the night before class)
5		Job and Internship Search Strategies	Reflection Four (https://canvas.uw.edu/courses/1354848/assign) (Note: reflections are due the night before class)
6		Networking and Informational Interviews	Internship/Job Application Spreadsheet (https://canvas.uw.edu/courses/1354848/assign)
7		Resumes and cover letters week 1	Email to informational interviewee(s) (https://canvas.uw.edu/courses/1354848/assign) Internship/Job Description (https://canvas.uw.edu/courses/1354848/assign) (use this as the basis for the rest of your assignment forward (with the exception of your informational interview questions))

8		Resumes and cover letters week 2	<u>Resume Draft 1</u> (https://canvas.uw.edu/courses/1354848/assign (Bring Paper Copy to Class)
9		Interviewing	<u>Cover Letter</u> (https://canvas.uw.edu/courses/1354848/assign
10			<u>Informational Interview Summaries</u> (https://canvas.uw.edu/courses/1354848/assign
11		Professional Communication and Problem-Solving	<u>Reflection Five</u> (https://canvas.uw.edu/courses/1354848/assign
12		Final due on canvas	Final Project The final project includes: <ul style="list-style-type: none"> • Targeted <u>Cover Letter - Final Draft</u> (https://canvas.uw.edu/courses/1354848/assign (https://canvas.uw.edu/courses/1065280/assign • <u>Targeted Resume- Final Draft</u> (https://canvas.uw.edu/courses/1354848/assign • <u>Interview Questions and Answers</u> (https://canvas.uw.edu/courses/1354848/assign • <u>Mock Interview</u> (https://canvas.uw.edu/courses/1354848/assign - (https://canvas.uw.edu/courses/1354848/assign and Analysis • <u>Proof of Attendance at</u> (https://canvas.uw.edu/courses/1354848/assign information session, career/internship fair, development workshop <p><u>Also due is the Career Development Competency Assessment #2</u> (https://canvas.uw.edu/courses/1354848/assign</p>

Grading Format:

Grading: This course is designed to provide support for your success as an environmental health major. Upon successful completion of the course, you will meet the prerequisite to enroll in Env H 482. The environmental health undergraduate seminar course is graded "Credit/ No Credit". Credit is based on your attendance, participation, and the quality of the assignments you complete. Therefore, you must attend

each class meeting and complete each assignment at a satisfactory level in order to pass the course. Passing this course is mandatory for graduation. If you do not pass this course, you may be required to retake it. **100 points are available in this course. You must earn 71 to pass. All assignments must be submitted for course completion.**

Attendance: This is a course that is dependent on active student participation and engagement. You are expected to attend every class meeting, and participate in assigned events outside of the designated class time. 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. Active participation and engagement will be assessed through discussions, completion of activities, attendance in class and completion of in-class assignments. You are expected to come to class with assignments completed and a readiness and willingness to participate. Your participation grade will be evaluated on the following scale:

10 Points	8 Points	6 Points	0-5 Points
Arrived on time and prepared, and actively participated in class discussions and activities. Contributed positively to the class community.	Arrived prepared, participated in class discussions and activities, and/or contributed positively to the class community.	Arrived prepared, participated in class discussions and activities when prompted, did not detract from class community.	Did not participate in class discussions or activities, and/or detracted from the class community.

Outside-of-Class Expectations

As a component of your participation grade, you will be expected to [meet with Hayley](https://calendar.google.com/calendar/selfsched?sstoken=UUZWW2xKS2IMWkxffGRIZmF1bHR8NTc5NTFjOTkyZjIjMjM4MDIiMjdiYjRkNDkzZDkyZWE) (<https://calendar.google.com/calendar/selfsched?sstoken=UUZWW2xKS2IMWkxffGRIZmF1bHR8NTc5NTFjOTkyZjIjMjM4MDIiMjdiYjRkNDkzZDkyZWE>) for 15-minutes outside of class time before the fifth week of class: **February 5, 2020**. Finally, while it is not required, you are strongly encouraged to participate in outside of the classroom events (such as networking events, social hours, and employer information sessions) with Hayley and your classmates as informal opportunities to connect and socialize.

Assignments:

Your learning in this course will be assessed through the final project, which you will contribute to throughout the quarter. Individual assignments are given point values relative to a total 100 points for the quarter. All assignments must be typewritten -- and submitted on-line using Canvas by 11:59pm the night before class.

Assignment	Points	Percentage of Total Grade
Participation	10 points	5%

Competency Assessments (Before and After)	5 each/10 total	5%
Reflections 1-5	3 points each/15 total	12.5%
Internship Application Spreadsheet	5 points	2.5%
Resume Draft	5 points	5%
Cover Letter Draft	5 points	5%
Informational Interview Email and Summary	10 points	10%
Final	40 points	40%

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.
- **Access and Accommodations:**

Your experience in this class is important to me. If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (conditions include but are 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. 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. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law.

- Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The

UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using [the Religious Accommodations Request form](https://registrar.washington.edu/students/religious-accommodations-request/).

- **What constitutes an excused absence?** As defined in [UW Scholastic Regulations, Chapter 112](http://www.washington.edu/admin/rules/policies/SGP/ScholRegCH112.html), examples of unavoidable reasons for absence include death or serious illness in the immediate family, illness of the student, and, provided previous notification is given, observance of regularly scheduled religious obligations. Other reasons might include attendance at academic conferences or field trips or participation in University-sponsored activities such as debating contests or athletic competitions.
- **SPH Land Acknowledgment:** The University of Washington acknowledges the Coast Salish people of this land, the land which touches the shared waters of all tribes and bands within the Duwamish, Suquamish, Tulalip and Muckleshoot nations.
- **Academic Integrity:** 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.

- **Equity, Diversity and Inclusion:** Diverse backgrounds, embodiments and experiences are essential to the critical thinking endeavor at the heart of University education. In SPH, students are expected:
 - To respect individual differences, which may include, but are not limited to, age, cultural background, disability, ethnicity, family status, gender, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status and veteran status.
 - To engage respectfully in the discussion of diverse worldviews and ideologies embedded in course readings, presentations and artifacts, including those course materials that are at odds with personal beliefs and values.
 - To encourage students with concerns about classroom climate to talk to their instructor, adviser, a member of the departmental or SPH EDI Committee, the Assistant Dean for EDI, or the program's director.
- **Bias Concerns:** The Office of the Dean has a student concern policy, a faculty concern policy and standard HR procedures for staff concerns. Our 2018 climate survey states that most people in SPH do not report bias incidents because they do not know where to go. Students are encouraged to report any incidents of bias to someone they feel comfortable with, including instructors, advisers or department staff. They can email dcinfo@uw.edu for immediate follow up. Bias concerns can be anonymously and confidentially reported at this link <https://sph.washington.edu/about/diversity/bias-concerns>. Data is

collected by the Assistant Dean for EDI and the Director of Program Operations for Student and Academic Services and tracked for resolution and areas are identified for further training.

- **Safety:** Call SafeCampus at 206-685-7233 anytime – no matter where you work or study – to anonymously discuss safety and well-being concerns for yourself or others. SafeCampus’s team of caring professionals will provide individualized support, while discussing short- and long-term solutions and connecting you with additional resources when requested.