

# ENV H 480 A Wi 23: Undergraduate Seminar

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**Credits:** 1 credit

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## 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.

Our ENV H 480 seminar will be held asynchronously in Winter: students will view brief videos of lectures and panel discussions, reflect on a series of resources, and then complete assignments for each theme.

Check-ins with me at the **beginning, middle and end** of the quarter will help to ensure that participants are making satisfactory progress through the content.

This site includes ten modules, one for each topic, and are in sequential order. Each module deals with a component of the internship/job search process, and includes:

1. a **short video** of a mini-lecture or a panel discussion
2. a PDF of the **slides** used in the presentation
3. several downloadable **handouts**
4. one or two related **assignments**

You will have the flexibility of moving more quickly or more slowly through the content as you need, and this will be a part of our mid-quarter check-in conversation.

## 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.*
- *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*

<b>Topics:</b>
Researching Career Pathways
Setting Internship Learning Goals
Searching for Internships
Building your Network

Revamping your Resume
Crafting a Compelling Cover Letter
Evaluating Internship Opportunities
Acing an Interview
Setting Yourself Up for Success

**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. You must strive to attend each class meeting and complete each assignment in a timely manner and at an adequate 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. 120 possible points are available in this course, and your grade will be based on the percentage of these 120 points that you gain through your submissions. A 4.0 scale will be calculated using the following conversion:

<b>% = GPA</b>	<b>% = GPA</b>	<b>% = GPA</b>
≥ 97.0 = 4.0	≥ 84.7 = 2.9	≥ 72.3 = 1.8
≥ 95.9 = 3.9	≥ 83.5 = 2.8	≥ 71.2 = 1.7
≥ 94.8 = 3.8	≥ 82.4 = 2.7	≥ 70.1 = 1.6
≥ 93.6 = 3.7	≥ 81.3 = 2.6	≥ 69.0 = 1.5
≥ 92.5 = 3.6	≥ 80.2 = 2.5	≥ 67.8 = 1.4
≥ 91.4 = 3.5	≥ 79.1 = 2.4	≥ 66.7 = 1.3
≥ 90.3 = 3.4	≥ 77.9 = 2.3	≥ 65.6 = 1.2
≥ 89.2 = 3.3	≥ 76.8 = 2.2	≥ 64.5 = 1.1
≥ 88.0 = 3.2	≥ 75.7 = 2.1	≥ 63.4 = 1.0
≥ 86.9 = 3.1	≥ 74.6 = 2.0	≥ 62.2 = 0.9
≥ 85.8 = 3.0	≥ 73.5 = 1.9	≥ 61.1 = 0.8
		≥ 60.0 = 0.7

**Attendance:** This is a course that is dependent on active student participation and engagement. You are expected to attend every class meeting. You are expected to come to class with assignments completed and a readiness and willingness to participate.

# COVID PROTOCOLS AND SAFETY

All UW students are expected to follow [state](https://doh.wa.gov/emergencies/covid-19), [local](https://kingcounty.gov/depts/health/covid-19.aspx), and [UW COVID-19 policies and recommendations](https://www.washington.edu/coronavirus/).

Please be extra conscientious about masking during the first few weeks of the quarter, because we will have a lot of members of the community traveling and can reasonably expect to see a surge in COVID cases.

If you feel ill or exhibit possible COVID symptoms, you should not come to class. If you need to temporarily quarantine or isolate per CDC guidance and [campus policy](https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-isolation-guidance), you are responsible for notifying your instructors as soon as possible by email. **If you receive a positive COVID-19 test result, you must report to campus Environmental Health & Safety (EH&S) by emailing [covidehc@uw.edu](mailto:covidehc@uw.edu) or calling 206-616-3344.**

Please check your email each Wednesday **before** coming to class for updates.

Please also keep an eye out for email communications from the University or the School of Public Health that will inform you of any future changes to policies or guidelines.

## What To Do If You Fall Behind in this Course:

We've all experienced instances where other parts of our life intrude on our academics. If you fall behind, here are some strategies to help you re-engage:

1. Reach out to the professors. If you don't want to share details of your situation, that's okay.
2. Review the content in each module. This will help bring you up to speed.
3. Try to block off an hour each week outside of class to focus exclusively on the course.
4. Connect with someone you know in class, to solicit their strategies for success or clarify course content.

**Land Acknowledgement:** 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.

**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.

**Pronouns:** We share our pronouns because we strive to cultivate an inclusive environment where people of all genders feel safe and respected. We cannot assume we know someone's gender just by looking at them. So we invite everyone to share their pronouns.

**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.

**Religious Accommodations:** 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/).  
(<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/) (<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) (<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.

**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](https://sph.washington.edu/students/academic-integrity-policy/) (<https://sph.washington.edu/students/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.

**Reporting Learning Environment Concerns:** The Office of the Dean has a [student concern policy](https://sph.washington.edu/students/student-concern-policy) (<https://sph.washington.edu/students/student-concern-policy>), a faculty concern policy and standard HR procedures for staff concerns. Students are encouraged to report any incidents of bias in any of the following ways:

- Report the incident to someone they feel comfortable with (including teaching staff, adviser or department staff) or directly inform the SPH Assistant Dean for Equity, Diversity & Inclusion Dr. Victoria Gardner at [vg@uw.edu](mailto:vg@uw.edu) (<mailto:vg@uw.edu>).
- Email [dcinfo@uw.edu](mailto:dcinfo@uw.edu) to file a non-anonymous, confidential report (tracked by Director of Student and Academic Services and Assistant Dean of Equity, Diversity & Inclusion) or
- Send an anonymous and confidential report using the bias concern form [here](https://catalyst.uw.edu/webq/survey/vg/375764) [↗](https://catalyst.uw.edu/webq/survey/vg/375764) (<https://catalyst.uw.edu/webq/survey/vg/375764>). Report is received by the Assistant Dean for EDI and the Director of Program Operations for Student and Academic Services and tracked for investigation and/or resolution. Reporter can remain completely anonymous but will not receive a response.

**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.

## Course Summary:

Date	Details	Due
Fri Jan 13, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889654">Career Development Survey #1</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889654">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889654">https://canvas.uw.edu/courses/1619955/assignments/7889654</a>)</a>	due by 11:59pm
Fri Jan 13, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889646">Pathway U Assessments &amp; Reflection</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889646">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889646">https://canvas.uw.edu/courses/1619955/assignments/7889646</a>)</a>	due by 11:59pm
Fri Jan 13, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889655">Career Services Appointment during Weeks 1-2</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889655">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889655">https://canvas.uw.edu/courses/1619955/assignments/7889655</a>)</a>	due by 11:59pm
Fri Jan 20, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889644">Career Match Exploration</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889644">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889644">https://canvas.uw.edu/courses/1619955/assignments/7889644</a>)</a>	due by 11:59pm
Fri Jan 27, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889649">Internship SMART Goals</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889649">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889649">https://canvas.uw.edu/courses/1619955/assignments/7889649</a>)</a>	due by 11:59pm
Fri Feb 3, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889648">Internship Search Action Plan</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889648">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889648">https://canvas.uw.edu/courses/1619955/assignments/7889648</a>)</a>	due by 11:59pm
Fri Feb 10, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889653">DEOHS Alumni for Career Conversations</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889653">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889653">https://canvas.uw.edu/courses/1619955/assignments/7889653</a>)</a>	due by 11:59pm
Fri Feb 10, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889713">Career Services Appointment during Weeks 4-6</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889713">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889713">https://canvas.uw.edu/courses/1619955/assignments/7889713</a>)</a>	due by 11:59pm
Fri Feb 17, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889650">Resume Draft</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889650">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889650">https://canvas.uw.edu/courses/1619955/assignments/7889650</a>)</a>	due by 11:59pm
Fri Feb 24, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889651">Cover letter draft</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889651">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889651">https://canvas.uw.edu/courses/1619955/assignments/7889651</a>)</a>	due by 11:59pm
Fri Feb 24, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889652">Diversity Statement Draft</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889652">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889652">https://canvas.uw.edu/courses/1619955/assignments/7889652</a>)</a>	due by 11:59pm
Fri Mar 3, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889645">Standout Practice Interview submission</a> <a href="https://canvas.uw.edu/courses/1619955/assignments/7889645">(<a href="https://canvas.uw.edu/courses/1619955/assignments/7889645">https://canvas.uw.edu/courses/1619955/assignments/7889645</a>)</a>	due by 11:59pm

Date	Details	Due
Fri Mar 10, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889647">Career Development Survey #2</a> ( <a href="https://canvas.uw.edu/courses/1619955/assignments/7889647">https://canvas.uw.edu/courses/1619955/assignments/7889647</a> )	due by 11:59pm
Fri Mar 17, 2023	 <a href="https://canvas.uw.edu/courses/1619955/assignments/7889700">Career Services Appointment during Weeks 9-11</a> ( <a href="https://canvas.uw.edu/courses/1619955/assignments/7889700">https://canvas.uw.edu/courses/1619955/assignments/7889700</a> )	due by 11:59pm