COLLEGE OF SCIENCE AND HEALTH DEPARTMENT OF ENVIRONMENTAL SCIENCE AND GEOGRAPHY ENVIRONMENTAL FIELD EXPERIENCE

1. <u>TITLE OF COURSE AND COURSE NUMBER</u> : ENV 301 - Field Experience 3 credits

2. DESCRIPTION OF COURSE

The Environmental Field Experience is intended to give the students an active experience with a professional agency, business or municipal body involved in some pertinent work related to the environment.

Placements will be determined by the instructor's consideration of the student's vocational interest, their stated priorities during an initial meeting and the nature of the agency that will supervise their experience. In addition, the final placement may be made by considering their main objective(s) after graduation.

In the event they are not able to delineate a main objective or state priorities, the final decision will be determined by the instructor after considering their dislikes, time schedules, backgrounds and etc.

3. <u>COURSE PRE-REQUISITES</u>: ENV 110, ENV 115, BIO 340, CHEM 161, major or minor, junior standing or permission of instructor

4. <u>COURSE OBJECTIVES</u>:

The object is to expand the students' background and appreciation of the field, give them a first hand experience and introduce them to a potential employer. For those who are interested in going to graduate school, this experience could certainly help in defining an area of specialization.

5. <u>STUDENT LEARNING OUTCOMES</u>:

Upon completion of this course, students should be able to:

- 1. Demonstrate that they can work effectively with other professionals in a environmental workplace.
- 2. Be able to convey to their fellow students and instructors by means of oral presentation what they have done and learned upon the completion of their field experience.
- 3. Write up a summary report on their field experience in a format consistent with departmental practice.
- 4. Demonstrate that they can successfully apply their environenmtal skills and knowledge within a professional environmental context.

6. <u>TOPICAL OUTLINE OF THE COURSE CONTENT:</u>

The student is expected to spend a minimum of one working day (more if they wish) with the external agency to fulfill an on-the-job requirement. Their time is to be mutually agreed upon between the student, external agency and the instructor and must be

adhered to by them once it is established. The total number of hours spent within the field experience is to total at least 120 hours.

a) Pre-requisite: Resume and Cover Letter

As the field experience is a job opportunity, a first assignment before being placed: prepare a resume and compose an appropriate cover letter. This assignment prepares the student for the interview with the supervising agency and anticipate their needs after graduation.

A sample resume will be given to follow for actual use. The cover letter should be composed according to the guidelines found in the handouts obtained from <u>Career</u> <u>Services</u> in Matelson Hall on campus.

The student is to have both the resume and cover letter handed in by a specific date or <u>no placements will be allowed.</u>

b) Preliminary description of the Field Experience:

A detailed description of the assignment as agreed upon by the student and their agency supervisor is to be completed during the first week of the placement.

This description should consist of:

- 1. A general statement of the task.
- 2. An outline of a plan and the methodology that is to be implemented to perform the task.
- 3. A description of how their task is related (or, if it is not, why not) to the work of the external agency.
- 4. The signature of their agency supervisor agreeing to their preliminary description.
- c) The final written report should consist of:
 - 1. Statement of the Field Experience
 - 2. Name of the agency, address and name(s) of immediate supervisor(s).
 - 3. Evaluation of the experience, agency and supervisor.
 - 4. Description of the experience.
 - 5. Significance of the work in context to the agency.
 - 6. Your recommendations and/or comments.

7. <u>GUIDELINES/SUGGESTIONS FOR TEACHING METHODS AND STUDENT</u> <u>LEARNING ACTIVITIES:</u>

- 1. Class discussions and/or laboratory experience
- 2. Individual consulting and placement
- 3. Written exercises
- 4. Oral presentations and final report

8. <u>GUIDELINES/SUGGESTIONS FOR METHODS OF STUDENT ASSESSMENT</u> (STUDENT LEARNING OUTCOMES):

- 1. Final evaluation on their performance by the agency.
- 2. A formal report due on a specific deadline date.
- 3. A final class held for discussion and a required oral presentation.
- 9. <u>SUGGESTED READINGS, TEXTS, OBJECTS OF STUDY</u>: "The New Complete Guide to Environmental Careers," The Environmental Careers Organization, 1993 et seq.
- 10. <u>BIBLIOGRAPHY OF SUPPORTING TEXTS AND OTHER MATERIALS</u>: Career and Job Placement Packet
- 11. <u>PREPARER'S NAME AND DATE</u>:

Richard R. Pardi, Spring 1994 Karen Swanson, April 2000

- 12. ORIGINAL DEPARTMENTAL APPROVAL DATE: Spring 1994
- 13. <u>REVISER'S NAME AND DATE</u>: Richard R. Pardi, Spring 2005
- 14. <u>DEPARTMENTAL REVISION APPROVAL DATE</u>: Spring 2005