San Jose State University
College of Social Sciences / Environmental Studies Dept.
EnvS 193: Supervised Projects and Research

Instructor:	Bruce Olszewski
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Office Hours:	Tues and Thurs 1:30-3:30 and Friday by appt
Class Days/Time:	By arrangement
Units	1-15 Units. Repeatable with instructor consent
Classroom:	WSQ 115
Prerequisites	None
GE/SJSU Studies Category:	N/A. Please note that CDR (discussed below), an option in EnvS 193, is a *SJSU approved service-learning course*. EnvS 193/CDR is also accepted as a substitute for the Environmental Studies Department internship (EnvS 194) requirement.

COURSE OBJECTIVE
Welcome to an opportunity to participate with an environmental organization and/or project. This course is intended for students to gain project management skills while they study and research environmental topics that are otherwise unavailable in regular courses. Students will organize and implement projects and follow a definitive plan to complete activities in a timely basis.

Many students earn EnvS 193 academic credit while engaged in service-learning and internship activities at the *Center for Development of Recycling (CDR)*. Service-learning, also known as community-engaged learning, is when students provide a community service while learning about the field they are engaged with. CDR is contracted with the Counties of San Mateo (SMC) and Santa Clara (SCC). We operate the recycling and household hazardous waste call center and website for SCC and the recycling website for SMC. Working at CDR is an opportunity for students to gain pre-professional experience and develop skill sets to enhance personal resumes for environmental internships and careers. EnvS 193 may substitute for EnvS 194.

For non-CDR students, EnvS 193 is an opportunity to work one-on-one with a professor while researching an environmental topic within a student's specific interest area. While opportunities for projects are as boundless as one's imagination, the skills to complete a project on time and on budget are keys to its success. This course is designed to develop those skills and see projects thoroughly and successfully completed. Students may work with any professor, with the approval of this instructor.

CLASSROOM PROTOCOL/STUDENT RESPONSIBILITIES
A key element of this course is learning and executing *project-management skills.* Students at CDR will have projects guided by management staff and the CDR Director. Students will also staff the call center and learn office skills. CDR and non-CDR students are expected to develop, implement and

accomplish milestones established in a timeline using the tools provided in the course (See Appendices A and B). All research must be pre-approved and supervised by faculty. Class members who are consistently engaged with their project(s) and communicate regularly make for a good learning experience.

EnvS 193 requires visits and discussions with faculty and other advisors that are involved in the project. Non-CDR EnvS 193 students must complete a Project Schedule form and Project Profile. These schedules must include visits with faculty or other sources. The document will be used to discuss progress on the project(s). The form is to be shared with other collaborators, such as a student's academic advisor as it is also a record of project activities and progress.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

1. Complete a special study or project.
2. Engage organizational skills needed for project management.
3. Learn project management and communication skills.

OFFICE VISITS

I want you to succeed. Should matters intervene causing a disruption with the project schedule, please consult with relevant faculty member(s)/collaborators and the professor of this course as soon as possible so we can agree on adjusting the Project Schedule as needed. Please *do not wait* for an insurmountable problem before considering an office visit. Schedules can be adjusted with the approval of the professor of this course and of any advisor a student may be working with.

COURSE SCHEDULE

The class will likely meet on 1 or two occasions for shared discussions on methods and scope (your Project Profile) used in projects. There is also an exit interview for all students to review completed projects and activities with the professor. Students will be notified of meetings by a CDR Manager and may self-schedule their exit interview at the completion of their project.

Students are to create their own *attendance* schedule which then must be approved. Once a schedule is set (example: T-Th 1p-5p) it must remain the same throughout the semester. *Project* Schedules are then to be completed by the student and reviewed and approved by the faculty advisor. A project schedule is a planning document that expresses project components, scope, resources needed to complete it (software, field equipment, computers, library research, funds, etc.) and a timeline. This "Project Profile" must be approved before work actually begins. At CDR, managers assist students with this task and create a personal folder for each student on CDR's computers. *Use this folder to store all of your documents*, record activities and to access course materials. Forms for this and all course activities are provided in the "Staff Files" on the CDR computers. These documents will be the basis for discussion and determining the progress made on the project, evaluating the project, and providing a grade

CLASS FORMAT

This is an independent study class. Students may work on supervised projects in groups if pre-approved. CDR students will work with a CDR Manager and the CDR Director. Non-CDR students will work directly with the professor of this course. In any case, students have a responsibility to complete work on time and to ask the necessary questions to understand the scope of their chosen project. Students typically will be in the CDR working on their projects while also serving public requests for recycling information (phone and email.

REQUIRED TEXTS

There are no required textbooks for this course. Forms that explain the process of the course are provided by the professor and are available on the Canvas Learning Management System or on Google Drive.

COURSE REQUIREMENTS, GRADING AND ASSIGNMENTS

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf. Please be sure to be enrolled in the correct number of units.

Units	Hours	Hrs./Week
1 unit	45	3
2 units	90	6
3 units	135	9
4 units	180	12
5 units	225	15
6 units	270	18
7 units	315	21
8 units	360	24
9 units	405	27

Grades

The course grade is determined by the timeliness of assignments submitted, quality of the work completed, meeting deadlines and appointments, satisfying clients (if applicable), meeting commitments, and the maintenance and completion of necessary course paperwork (Project Profile and attendance schedule). Accumulated points that fall within the grade scale below determine your semester grade.

97 - 100 A+	88 - 89 B+	78 - 79 C +	64 - 69 D+
93- 96 A	84 - 87 B	74 - 77 C	56 - 63 D
90 - 92 A-	80 - 83 B-	70 - 73 C-	50 – 55 D-

Assignments (available on Canvas—Note: these may change)

CDR Staff Contract	Indicates student understanding of work responsibilities	10
Pre-performance Worksheet	Self Assessment	10
Staff Orientation List	Indicates understanding of CDR procedures	10
Questions from Staff Training	A reflective exercise to ascertain office procedures and information processing	10
Project Profile	Details project timeline and activities	10
Midterm	A reflective exercise to ascertain ability to respond to queries at CDR	10
Student Checklis	List of CDR forms and actions to be completed	10
Performance Review	Assesses skills exhibited in the performance of activies	10
Exit Interview	Review of work with the Director	20
	TOTAL POINTS	100

Grading Standards for Written Assignments

All formal writing assignments and data management projects will be graded according to the following standards for assessing the quality of the content and the clarity of expressing concepts.

Scale (Points)		*Grade*	*Content and Writing Standards*
15	***5***		
14-15	5	A	• **Content criteria**: Outstanding response with superior supporting examples or evidence; logical analysis, reasoning, and explanation; clear mastery of content; includes relevant principles and details; excellent citation form and use. • **Writing criteria:** Meets criteria below, plus demonstrates superior grammatical correctness and sense of personal style. Clear prose, easily read.
13-13.9	4.5	A- to B+	• **Content criteria**: Good, solid response that uses excellent supporting examples or evidence; excellent reasoning and explanations; good citation form and use. • **Writing criteria**: Meets criteria for 4, plus demonstrates superior grammatical correctness and sense of personal style. Clear prose, easily read.
12-12.9	4	B	• **Content criteria**: Solid response that meets minimum required by assignment. Reasoning and explanations are adequate. • **Writing criteria:** Very effective organization of paragraphs and paper; interesting, varied sentences; good grammar (usage, punctuation, etc.); few spelling mistakes; does not read like a first draft.
10.5-11.9	3.5	C	• **Content criteria**: Response is accurate but cursory, and does not meet the minimum required for completeness; some inaccuracies or reasoning flaws; response is too general, lacks specific evidence; all sources cited but form is incorrect. • **Writing criteria**: Reasonably effective organization of paragraphs and paper; serviceable prose; numerous errors of grammar or spelling; reads like a first draft.
7.5-10.5	2.5	D	• **Content criteria**: Response doesn't effectively address the question; response fails to support assertions with data or examples; major flaws in reasoning; explanations are unclear; displays inadequate understanding of content; lack of citation. • **Writing criteria:** Structurally disorganized; paragraphs lack topic sentences or are not developed effectively; awkward sentence structure; poor grammar; poor spelling.
0-7.5	0-2.0	F	• **Content criteria**: Response is missing or not submitted, or does not address the question. • **Writing criteria:** Similar to 2, but even harder to read.

UNIVERSITY POLICIES

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or a concern about a class arises. To learn important campus information, view University Policy S90–5 at http://www.sjsu.edu/senate/docs/S90-5.pdf and SJSU current semester's Policies and Procedures, at http://info.sjsu.edu/static/catalog/policies.html. In general, it is recommended that students begin by seeking clarification or discussing concerns

with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

Dropping and Adding
Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/**.** Students should be aware of the current deadlines and penalties for dropping classes.

Advising
Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Consent for Recording of Class and Public Sharing of Instructor Material
University Policy S12-7, http://www.sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- "Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material."
    - It is suggested that the greensheet include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
    - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- **"Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."**
- **Students may not remove any materials used at the CDR, may not extract any information from RecycleStuff.org for personal or professional use and must not use any and all CDR passwords at the end of their enrollment for the semester term.**

Academic Integrity
Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Campus Policy in Compliance with the American Disabilities Act
If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

Accommodation to Students' Religious Holidays
San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.

Student Technology Resources
Computer labs for student use are available in the Academic Success Center at http://www.sjsu.edu/at/asc/ located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections
Peer Connections' free tutoring and mentoring is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. Peer Connections tutors are trained to provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group and individual tutoring are available. Peer Connections mentors are trained to provide support and resources in navigating the college experience. This support includes assistance in learning strategies and techniques on how to be a successful student. Peer Connections has a learning commons, desktop computers, and success workshops on a wide variety of topics. For more information on services, hours, locations, or a list of current workshops, please visit Peer Connections website at http://peerconnections.sjsu.edu for more information.

SJSU Writing Center
The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

SJSU Counseling and Psychological Services
The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or

group basis. To schedule an appointment or learn more information, visit Counseling and Psychological Services website at http://www.sjsu.edu/counseling.