

ENV 297- Professional Development Seminar

Monday, 4:10-5:00pm, Olsen 2063 (see topic schedule for special times/places)

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Office Hours: TBD and by appointment

Overview

The Professional Development Seminar aims to enhance and expand Environmental Policy and Management graduate students' interpersonal, professional and leadership skills. To this end, the course will primarily consist of two components: (1) Conversations with guest speakers who work in a variety of professional capacities on environmentally related issues; and (2) Professional development activities intended to improve students' capacity to pursue and attain work in their chosen field.

This quarter, we have a unique opportunity to emphasize a critical component of professional environmental work--equity and environmental justice. Dr. Fran Moore is leading a weekly seminar series on environmental justice, schedule to take place on Monday evenings just following the conclusion of ESM 297. For the purposes of the professional development seminar, Dr. Moore's series offers an additional benefit: not only are many of the guest speakers presenting on issues that are of relevance to environmental professionals, but the diverse professional experiences that these individuals have had provides a window into many career opportunities that students might not be aware of.

Topics

W	Special Time/Place	Speaker/Topic	Due (before class)	Date
1		Introductions and elevator pitches		4/2
2	5:10pm, 176 Everson Hall	Yana Garcia, Environmental Justice and Tribal Affairs, Cal EPA		4/9

3		Resume workshop	Job posting and resume	4/16
4	5:10pm, 176 Everson Hall	Rue Mapp, OutdoorAfro		4/23
5	5:10pm, 176 Everson Hall	Ericka Flores, Center for Community Action and Environmental Justice		4/30
6		Cover letter workshop	Job posting and cover letter	5/7
7		Interview workshop	Job posting	5/14
8		Chris Dillis, California Water Board		5/21
9		Kate Scott, Talent Development, Amazon		5/28
10		Class choice (TBD)		6/4
F		Get to work!		No class

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Guidelines

Prerequisites

There are no formal prerequisites for this course.

Office Hours

While I am happy to hold weekly office hours, I fully acknowledge that other classes, work schedules, childcare constraints, etc., can make it difficult to get to Wickson Hall within a set 90 minute window. For this reason I am happy to talk on the phone with you if that is more convenient. Or, if you need to coordinate a conversation with me and your group members, I am

happy to meet with you virtually using Google Hangouts, Skype, or similar technology. If you have a topic you would like to bounce around or you seek a detailed amount of feedback about something related to class, my only request is that you consider a medium other than email since writing out long emails (and replies) is often less efficient than a conversation.

Readings

Readings will be made available through the course website and UCD library. There is no required textbook for this course.

Attendance

Class preparation and participation are very important for success in this course. In fact, participation constitutes 100 percent of your grade. Please arrive on time to class and attend each class. An absence is excused if you email me in advance of the class meeting and only in the case of illness, documented emergencies, and unavoidable conflict due to official university obligations. We only have 10 class sessions for the quarter, so if you anticipate missing more than two classes I encourage you to drop this class and find another course that is more conducive to your schedule. Job interviews and job-related conflicts are not considered excused absences. Absences reported after missing class are considered unexcused unless valid documentation is provided. I expect students who are unable to attend class to obtain class materials and notes from classmates. Missing class is not an excuse for turning in late assignments.

Participation

As mentioned above, class preparation and participation are very important for success in this class. I ask that you attend class, arrive on time, complete assigned readings, and to contribute to class activities through active participation and involvement. Everyone benefits tremendously when there is active participation in class. Class discussions are not an empty exercise to gain points but an effort to teach each other how to engage in respectful and high-level discussions. Come to class with enthusiasm and ready to engage me, your classmates, the material, and your abilities!

Academic Integrity

As a University of California, Davis student, you have agreed to abide by the University's Code of Academic Conduct (<http://sja.ucdavis.edu/files/cac.pdf>). All academic work must meet these standards. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

Special Accommodations

If you have a learning disability, sensory or physical disability or if English is not your first language and you need special assistance in lecture, reading assignments, or written assignments, please contact the instructor at the beginning of the quarter. Students with chronic conditions (illness, disability, extenuating personal or family circumstances) that may require special accommodations must notify me in writing by April 17th. In the case of chronic illness, you must provide a doctor's note written on letterhead with the doctor's name, signature and telephone number. Excuses for chronic conditions will not be granted if documentation is not provided before the April 17th. The physician must be located in the United States, preferably locally.

Students needing accommodations because of disability will need to register with UCD's Student Disability Center (SDC) and complete the appropriate forms issued by SDC before accommodations can be provided. The SDC office at the University of California, Davis is located at 54 Cowell Building, or the SDC can be reached by phone at (530) 752-3184. For more information, please see: <https://sdc.ucdavis.edu/>

Email

You are welcome to email me whenever you have a question or need clarification about something related to class. Please begin the subject line with "ESM 297" so that I can clearly see the email among our other correspondence. Please also allow sufficient time (12-24 hours) for a response. I will do my best to reply as soon as possible but oftentimes we may be traveling, in day-long meetings, or engaged in other activities that take us away from email. If you are emailing about a group project, please follow the general convention of also copying in your teammates so as to avoid redundant correspondence. In certain cases, you may pose a good question from which everyone in the class may benefit hearing the answer; in those circumstances I may copy in the class email list when I reply.

Netiquette

Students are expected to abide by professional standards in all written and spoken communications, including email, web-based and other electronic communications. I will not respond to emails without a subject line or appropriate salutation. For a guide to respectful electronic communications, please see: <http://www.albion.com/netiquette/corerules.html>

Grading

This course is a one credit professional development seminar. There will be no graded work. Students who attend and participate will receive full credit. If you miss more than 2 classes, you

will receive a 3.0. If you miss more than 3 classes you will receive a 2.0. Students missing four or more courses will receive a failing grade.