The ERC and EnvS 181

We are a student-run organization, connected to the Department of Environmental Studies and funded by Associated Students and the City of San Jose’s Environmental Services Department. The Environmental Resource Center (ERC) was established in 1967 and soon became the student activist wing of the Environmental Studies Department. Since the early 1970s, the ERC has served SJSU with an annual Earth Day celebration, an environmental library, and other projects that promote sustainability. Students in the ERC started the campus recycling program and an alternative commute planning program that ultimately became Transportation Solutions, which is now a permanent department of Associated Students. Recently, ERC students began an urban farm non-profit organization called Veggielution. To serve the student body and our supporting organizations, we undertake a range of projects each year. The projects are linked to EnvS 181, a course that students take for credit. The ERC is run by student directors and supervised by a faculty advisor. In addition to organizing the campus Earth Day event each spring, the ERC is working to move our campus towards sustainable use of water, energy and materials.

Directors and Faculty Advisor Roles
The ERC directors guide the groups and provide volunteer, tabling, and community action opportunities. They oversee all activities of the ERC. They participate in the events, are present to evaluate and assist the team members, manage finances, and lead the classes. The faculty advisor supports the ERC Directors in their duties and is responsible for assigning credit/no credit evaluations to each student.

**Course Goals and Elements**

Students learn leadership, service, project management, and communication skills by undertaking sustainability projects on campus and in the local community. This course requires active participation and independent work. The hours you work will be comprised of class attendance, group meetings and other activities (including volunteering, helping at events, tabling, and work associated with your group project).

The ERC directors will maintain a class website with a current calendar of events, course documents, assignments, and group information. Check this site regularly to stay up to date on course activities. There are no textbooks for this course. *(EnvS tab on website, password: EnvS181)*

**Course Evaluation**

This course is credit/no credit. Students must meet the following criteria to receive credit:

1. **Class Attendance**: No more than 4 classes missed. Class attendance is noted each class.

2. **Completion of Unit Hours**: 1 unit = 45 hours, 2 units = 90 hours, 3 units = 135 hours. All unit hours must be entered into the class time-sheet every Sunday by midnight. There will be checkpoints during the semester where you will be unable to add or alter past hours.

3. **Participation in the Ride to School Days and Earth Day**: Participation is mandatory for the Earth Day Fair (4 hour shift) and at least 2 Ride to School Day events.

4. Please wear official ERC t-shirts to all events.

5. **Class/Group Participation**: Earn at least 75 of 100 participation points to pass the class.

<table>
<thead>
<tr>
<th>Participation Points</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Presentation</td>
<td>5</td>
</tr>
<tr>
<td>Group Project</td>
<td>25</td>
</tr>
<tr>
<td>Group Presentations</td>
<td>10</td>
</tr>
<tr>
<td>In Class Participation</td>
<td>30</td>
</tr>
<tr>
<td>Group Portfolio Contribution</td>
<td>15</td>
</tr>
<tr>
<td>Final Formal Group Presentation</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
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</tbody>
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*Note: Assignments and the distribution of points are tentative and may change throughout the semester. You will be notified of any updates and revisions will be posted on the ERC website.*

**Class Attendance**
Students who miss more than 4 M/W class meetings will not receive credit for the course. Class attendance is essential for teams to coordinate, to learn about other team projects, and to receive important messages from the directors. Groups will regularly report on their progress during class. Individual participation points are also earned during class time.

**Hours for Class, Group Meetings/Projects, Other Activities**

To receive credit, students must work for at least the number of hours (below) based on units enrolled:

- 1-unit student = 45 hours
- 2-unit student = 90 hours
- 3-unit student = 135 hours

This is a recommended table of the division of hours based on the number of units you are taken.

<table>
<thead>
<tr>
<th>Recommended Hours</th>
<th>1 unit = 45 hours</th>
<th>2 unit = 90 hours</th>
<th>3 units = 135 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours earned from class hours</td>
<td>20</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>Hours earned outside of class from independent and group work</td>
<td>15</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>Hours earned at events/volunteering on campus/in community</td>
<td>10</td>
<td>30</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>45</td>
<td>90</td>
<td>135</td>
</tr>
</tbody>
</table>

**Group Meetings**

You will be given class time with your group each week to plan your group’s activities. Group meetings outside of class will also count towards meeting your total hours requirement.

**Other Activities**

The remainder of your hours will consist of volunteering for activities identified by the ERC directors, tabling for ERC or ERC-sanctioned events, attending environmental talks and seminars on campus and hours spent working on your individual and group projects. To get credit for your hours, you must record your hours each week. *Time-sheets are due on Sundays by midnight.*

**Support and Attend Events**

During the semester, the groups will plan and implement several campus fairs or other events. All students in the class will be expected to attend some or all of these events to help their colleagues in the class make their events a success. **All students must participate in Earth Day held at SJSU on Wednesday April 22, 2015 (for at least a 4 hour shift) and at least two Ride to School Day events.**

**Participation Points**
To receive credit, you must participate productively as a member of a project group and as an individual. Here is a description of each element required for participation points:

- **Group Presentations/Projects.** Groups are required to give a number of informal presentations in order to talk about their progress. Every group member must participate to earn points for each presentation. Each group will also give a **final presentation** at the end of the semester. The presentations are a brief overview of each group and the group plans and goals for the semester. The final presentation will include goals of the group, activities of each group member, group accomplishments, information on what SJSU is doing to move toward sustainability with respect to your group’s project, and recommendations for future activities. Workshops will be held at the Earth Day on Wednesday April 22, 2015 and will focus on sustainable food systems. If your group would like to present a workshop for the Earth Day, please let the directors know.

- **Time-sheets**- Fill out your Time-sheet weekly! It is very important to keep track of your ERC hours regularly, that way you can make sure you receive credit for all the work you have completed. **Time-sheets should be updated every Sunday by midnight.** Time-sheets and instructions can be found on the class website.

- **Electronic Group Portfolio.** This file will be a complete record of the work completed during the semester. It will contain:
  - Portfolio outline, with a complete list of all materials in the portfolio;
  - Descriptive summary of your group’s work and achievements;
  - Action plan and recommendations for students next semester to advance the work of your group;
  - Personal contacts with titles and a description of their importance to your group’s work;
  - All materials and documents generated by your group’s project, including meeting dates and summaries, correspondence, press releases, posters, photos, etc.
  - Your group’s presentation.
  - Your portfolio does not only contain documents your group’s activities and achievements, but should also be designed as a reference to assist future ERC students. Further instructions can be found on the class website.

**Positive Group Member Review**

Group members will evaluate the participation of all their group members. This evaluation is part of the criteria that the directors will use to evaluate each student’s performance in their group. All ERC students must have a professional approach to the ERC.

**Project Groups**

Each semester there are different project groups. Group members will work together on a specific campaign to promote sustainability on campus. Each group is required to:

- Develop projects and campaigns, lay out the tasks for the work, and implement events and campaigns;
- Attend meetings of campus organizations involved in making decisions on relevant issues;
- Assist with class projects and have informational tables at other groups’ events.

**Earth Day:** A key event for this group will be hosting San Jose’s annual Earth Day. This is the ERC’s largest event of the year, which includes a vendor fair of over 60 environmental organizations,
entertainment, and more. Participation in planning for this event will require organization, creativity, and time commitment.

**Ride to School Day Group:** This team hosts monthly Ride-To-School days and works with Transportation Solutions, to find new ways to develop their programs and outreach to students.

**Take Back the Tap:** This group will work to promote the use of tap water on campus. They will work on a pledge, campaign, and events to educate the campus community about the importance of our water resources and their environmental impacts.

**Social Media:** This team will work towards promoting the ERC and environmental awareness through social media platforms, such as Facebook, Instagram, and YouTube. Members of this team can also work with Spartan Daily to write articles.

**ERC Member Expectations**
All ERC students should have a professional approach to the ERC. You are representing a non-profit organization that works towards improving sustainability by educating the campus community.

- **Take all of your commitments seriously.** Your group members, directors, and the entire class are relying on you to do your part.
- **Ask questions.** If you have a problem, please ask for help from other ERC students, directors, or the faculty advisor. We are a team and we are here to support each other.
- **Respect the diversity and opinions of others.** Please be respectful to others and be professional both in the ERC class and at ERC events.
- **Take advantage of your ERC member status.** The ERC may reveal to you many new opportunities you have never had before: conferences, volunteering, events, retreats, and presentations.

**Dropping and Adding**
**IMPORTANT:** The last day to drop is February 3 and the last day to add is February 10. Do not miss these critical deadlines.

**Academic Integrity**
Students should know that the University’s Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. See also: http://www.sa.sjsu.edu/judicial_affairs/index.html.

**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 notify a Director or Prof. O’Malley as soon as possible. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.