

**San José State University
Department of Environmental Studies**

**EnvS 181 - 01, 02, and 03/
Environmental Resource Center, Fall 2016**

Course and Contact Information

Instructor: Lynne Trulio
Office Location: WSQ 118
Telephone: 408-924-5445
Email: Lynne.Trulio@sjsu.edu
Office Hours: Wednesday, 11:00 AM - 1:00PM; Thursday, 12:00-2:00PM
Class Days/Time: Tuesdays & Thursdays, 3:00-3:45 PM
Classroom: TBD

ERC Directors: **Derrick Arbiol, Maya Briones, Shannon Chew**

Directors' Emails: derrick.ercsjsu@gmail.com, maya.ercsjsu@gmail.com,
Shannon.ercsjsu@gmail.com

Directors' Office Hours: 4:30pm-5:30pm

ERC Location: Environmental Resource Center, One Washington Square,
Washington Square Hall, Room 115, San Jose State University,
San Jose, CA 95192-0136

Course Website: On Canvas

Course Description

Catalog Description - Supervised projects that support the Environmental Resource Center, a source of sustainability information and activities for the campus and community; projects help students take personal action toward achieving a sustainable lifestyle.

Detailed Description

The ERC and EnvS 181

We are a student-run organization, connected to the Department of Environmental Studies and funded by Associated Students and other sources, depending on the projects we do. 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. ERC students also began an urban farm non-profit organization called Veggielution, now a highly successful organization.

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. Dr. Trulio, the Faculty Advisor, will be at class meetings to help groups move along with their projects. She supports the ERC Directors in their duties and is responsible for assigning credit/no credit evaluations to each student.

The ERC directors will maintain an online class site 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.

Course Learning Outcomes (CLO)

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).

After completing this course, students will:

1. Be able to lead a group or contribute significantly to completing a sustainability project.
2. Be able to locate groups on and off campus that require help sustainability projects.
3. Be able to communicate to a range of people the need for sustainability and how individuals can promote sustainability in their everyday lives.

Required Texts/Readings

Any readings will be assigned with projects.

Course Requirements, Project Groups and ERC Expectations

Course Requirements. 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. See addendum for what types of activities can count towards meeting unit hours.**
3. Participation in ERC Events. Participation is mandatory (2 hour shifts) and all registered students must participate in at least 4 ERC events.
4. Participation Points: Earn at least 75 of 100 participation points to pass the class.

Class Attendance

Students who miss **more than 4 Tu/Th 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.

Completion of Unit Hours

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. Work with the ERC Directors on the division of hours appropriate to you, if it deviates from this table.

Hours Categories	1 unit = 45 hours	2 unit = 90 hours	3 units = 135 hours
Earned from class hours	20	30	40
Earned outside of class from independent and group work	15	30	45
Earned at events and volunteering on campus and/or in the community	10	30	50
<i>TOTAL</i>	<i>45</i>	<i>90</i>	<i>135</i>

Group Meetings. You are expected to attend group meetings and 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. 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.**

- **What counts as ERC hours?**
Anything that is related to the ERC, such as time spent: in class, at events, and doing ERC projects and assignments.

- **Can I get hours for things I do outside of the ERC?**
You can get hours for volunteering outside the ERC if the activity is related to the environment, such as volunteering at Veggielution! If you want to know if an activity counts towards ERC hours, please ask the directors or the faculty advisor.

- **What if I complete more hours than the amount that I am signed up for?**
For example, if you have signed up for 1 unit of ERC (which is 45 hours), but if you have completed 90 hours, you cannot receive an extra unit.

- **What if I do not finish all of my hours by the end of the semester?**
Talk to the faculty advisor about possibly making up hours in future semesters.

Participation in ERC 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 at least FOUR ERC events.**

Participation Points

To receive credit, you must participate productively as a member of a project group and as an individual. Here are the participation point are assigned:

Introductory Presentations	5 points
Group Presentations (once a month or so)	10 points
Group Project	25 points
Final Formal Group Presentation (Portfolio)	15 points
In Class Participation	20 points
Electronic Group Portfolio Contribution	15 points
Social Media Contribution	10 points
<i>TOTAL</i>	<i>100 points</i>

Here is a description of each element required for participation points:

Individual and Group Presentations & Projects. Individuals and 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.

In class Participation. 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.
- **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.**
 - **What counts as ERC hours?**
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 - **Can I get hours for things I do outside of the ERC?**
You can get hours for volunteering outside the ERC if the activity is related to the environment, such as volunteering at Veggielution! If you want to know if an activity counts towards ERC hours, please ask the directors or the faculty advisor.
 - **What if I complete more hours than the amount that I am signed up for?**
For example, if you have signed up for 1 unit of ERC (which is 45 hours), but if you have completed 90 hours, you cannot receive an extra unit.

What if I do not finish all of my hours by the end of the semester?

Talk to the faculty advisor about possibly making up hours in future semesters.

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.

Social Media Contribution. Each student will promote the ERC and environmental awareness through their personal social media platforms, such as Facebook, Instagram, and YouTube. To earn all points, each student must provide the directors evidence that they have promoted ERC events on 3 separate occasions. We want you to spread the word!

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;
- Work with the appropriate campus contact in developing plans 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;
- Produce a 2-4 minute video (including live action) that summarizes the group's work.

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. Transportation Solutions Contact: Tiffany Tiffany.rodriguez@sjsu.edu

Locavore Fair: This team will work with Spartan Shops to help our campus reduce the amount of food we waste. This group will also host the Locavore Event. Spartan Shops Contact: Kristen Wonder kristen.wonder@sjsu.edu, and Stephanie Fabian

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. FD&O Contact: TBD (contact directors)

Safe and Green Halloween: This group will work in the afterschool program at McKinley Elementary School to educate students on integrated waste management and help them design Halloween costumes using primarily post-consumer materials. They will also support CommUniverCity's Safe and Green Halloween Community Fair on October 23. In addition, help out with the Locavore Fair. CommUniverCity Contact: Dr. Katherine Cushing katherine.cushing@sjsu.edu

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 your commitments seriously.** Your group members are relying on you to do your part.

- **Behave in a professional manner.** You are representing the Environmental Studies Department, SJSU, so please act and dress accordingly. Do not swear or drink alcohol when you are working an event. Do not come to events inebriated. Improper behavior is means for dismissal from the class.
- **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.** Being a part of the ERC will expose you many new opportunities you have never had before including conferences, volunteering, events, retreats, and public presentations.
- **Show pride in the ERC** by wearing the official ERC t-shirts to all events, representing the ERC well, and making sure the ERC office is clean and tidy.
- **Positive Group Member Review** by other members of your group members. This evaluation is part of the criteria Dr. Trulio will use to evaluate each student's performance in their group. All ERC students must have a professional approach to the ERC.

Grading Information

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

1. **Class Attendance:** No more than 3 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. See addendum for what types of activities can count towards meeting unit hours.**
3. **Participation in ERC Events:** Participation is mandatory (2 hour shifts) in at least 4 ERC events.
4. **Class/Group Participation:** Earn at least 75 of 100 participation points.

University Policies

All university policies are found on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>. Be sure to go to this site and familiarize yourself with these policies. They are important to you!

EnvS 181 / Environmental Resource Center, Fall 2016 Course Schedule

Course Schedule

Fall 2015 Course Timeline (Tentative)

<i>Week/ In Class Dates</i>	<i>Class Activities & Assignments</i>	<i>Events for the Week</i>
Week 1 - Aug 25	Aug 25 - Greensheet, Director and Advisor introductions, class contact sheets	
Week 2 - Aug 30 & Sept 1	Aug 30 - Individual student presentations and Student Organization Fair Preparation (volunteer sign up), Guest speaker: Katherine Cushing CommUniversity Sept 1 - Student Org Fair Recap. Group descriptions, Teambuilding exercises and split into groups and Outreach training	
Week 3 - Sept 6 & 8	<i>Sept 5 Labor Day- Holiday Observed</i> Sept 6 - Group work, Group Contacts, & timesheet tutorial & Guest speaker: Kristen Wonder of Spartan Shops - Sustainability Coordinator <i>Note: September 6 - Last day to drop</i> Sept 8 - Group & Guest Speaker: Tiffany Rodriguez of Transportation Solutions	September 6th Student Org Fair 11AM-2PM @ Tower Lawn
Week 4 - Sept 13 & 15	Sept 13 - Group Work <i>Note: Sept 13 - Last day to add</i>	

	Sept 15 - Group work	Sept 15 Ride to School day #1 (11:00am-2:00pm) @ A.S. Lawn Green Monday Sept 13 from 1:00pm - 2:00pm
Week 5 – Sept 20 & 22	Sept 20 - Group Work, Guest Speaker Dr.Jason Douglas Sept 22 - Group Work	Sept 20 Safe and Green Halloween (program begins)
Week 6 – Sept 27 & 29	Sept 27 - Group work Sept 29 - Group work	Safe and Green Halloween prep with kids
Week 7 – Oct 4 & 6	Oct 4 - Guest Speaker: William Wilson, PG&E Fire on the Fountain volunteer sign up Oct 6 - Group work *Homecoming Week*	Fire on the Fountain (Oct 6) 4pm-9pm Safe and Green Halloween prep with kids
Week 8 – Oct 11 & 13	October 11 - Group work October 13 - Group work Guest Speaker: Carl Guardino	Safe and Green Halloween prep with kids Ride to School day #2 Oct 13 from 11:00am to 2:00pm @ A.S. lawn College Day TBD
Week 9 – Oct 18 & 20	Oct 18 -Safe and Green Halloween Arts n crafts (Bring art supplies) Oct 20 - Group work	Safe and Green Halloween prep with kids October 21- Safe and Green halloween Festival 3pm-6pm @ McKinley Elementary School, 651 Macredes Avenue, San Jose, CA 95116.
Week 10 – Oct 25 & 27	October 25 - Group work October 27 - Halloween potluck <i>Oct 31st Halloween</i>	

Week 11 – Nov 1 & 3	Nov 1 - Group work Nov 3 - Group work	Nov 3 Locavore Fair TBD
Week 12 – Nov 8 & 10	Nov 8 - Group work Nov 10 - Group work <i>Nov 11 Veteran's Day - Holiday Observed</i>	
Week 13 – Nov 15 & 17	Nov 15 - Group work Nov 17 - Ride to school day #3	Ride to school day #3 Nov 17 from 11:00am to 2:00pm @ BBQ pits
Week 14 – Nov 22 & 24	Nov 22 - Thanksgiving potluck Nov 24 - <i>Thanksgiving day- Holiday Observed</i>	
Week 15 – Nov 29 & Dec 1	Nov 29 - Career Center Speaker Dec 1 - Portfolio Review	
Week 16 – Dec 6	Dec 6 - Last day of class, <u>Group Portfolios and Presentations due</u>	GOOD LUCK WITH FINALS EVERYONE! :)