

San Jose State University

**College of Social Sciences / Environmental Studies Department
ENVS 181, Sections 1-3: Environmental Resource Center**

Spring 2016

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Directors:	Katrina Semene and Vu Nguyen
Office Hours	Katrina: Wednesdays 3:00PM-5:00PM Vu: Wednesdays 3:00PM-5:00PM Dr. Douglas: Wednesdays, 11:00 AM – 1:00 PM
Phone Numbers: (State your name when you contact us)	Katrina: 408-772-0491 Vu: 925-437-5484 [call preferable] Dr. Douglas: 408-924-8977
Class Website:	http://www.sjsu.edu/envs/erc/
ERC Address:	Environmental Resource Center, One Washington Square, Washington Square Hall, Room 115 San Jose State University, San Jose, CA 95192-0136
Class Days/Time:	Tuesday/Thursday, 1:30-2:45pm
Classroom:	DMH 166

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. ERC students also started an urban farm non-profit organization called Veggelution. To serve the student body and our supporting organizations, we undertake a range of projects 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 and equitable 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 events, are present to evaluate and assist team members, manage finances, and lead classes. Dr. Douglas, the Faculty Advisor, will be at class meetings to help groups move along with their projects. He 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, community organizing, project management, and communication skills by undertaking environmental advocacy 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 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 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. See addendum for what types of activities can count towards meeting unit hours.**
3. Earth Day. Participation is mandatory (4 hour shifts)..
4. Participation Spartan Up! Tailgate Events. Participation is mandatory (2 hour shifts) and all registered students must attend at least 4 tailgates.
5. Please wear official ERC t-shirts to all events.
6. **Class/Group Participation: Earn at least 75 of 100 participation points to pass the class.**

Participation:

Individual Presentation	5 points
Group Project	25 points
Group Presentations	10 points
In Class Participation	30 points
Group Portfolio Contribution	15 points
Final Formal Group Presentation	15 points
<i>TOTAL</i>	<i>100 points</i>

Class Attendance

Students who miss **more than 4 Tuesday/Thursday class meetings will not receive credit for the course**. Class attendance is essential for teams to coordinate, learn about other team projects, and interact with 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.

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

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 every Sunday by midnight.**

Support and Attend Events

During the semester, project 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 successful. **All students must participate in Earth Day—which will be held at SJSU on Thursday, April 21—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.
- **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 social/environment issues, 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 I 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.

Positive Group Member Review

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

Project Groups

There are different project groups each semester. Group members will work together on a specific campaign to promote sustainability and equity 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.
- Produce a 2-4 minute video (including live action) that summarizes the group's work

Earth Day: All students will participate in 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. On Earth Day, each student is required to have a four hour volunteer shift.

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.

Spartan Up Tailgate: This team will plan Spartan Up Tailgate events throughout the semester. They will work closely with Spartan Athletics and the City of San Jose's Environmental Services Department.

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.

Real Food Challenge: This group will work toward increasing the amount of "real" food on campus to 20% by 2020. "Real" food is food that meets one or more of these 4 categories: local, organic, humane or fair trade. In order to increase our percentage of real food, students will conduct community research and outreach to identify the current percentage of real food offerings at SJSU, understand real food needs of our student body, and advocate for additional real food offerings.

Recreational Equity: This group will work with community leaders participating in CommUniverCity to study community recreational needs and advocate for improved access to recreational space in low-income communities of color in San Jose.

Social Media

Allstudents will work towards promoting the ERC and environmental awareness through ERC and personal social media platforms, such as Facebook, Instagram, and YouTube.

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 are relying on you to do your part.
- **Behave in a professional manner.** You are representing the Environmental Studies

Department, SJSU, and the City of San Jose, 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.

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 concerns about a class arises. To learn important campus information, view [University Policy S90-5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf> and SJSU current semester's. 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](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/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.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) 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), <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.”

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](http://www.sjsu.edu/senate/docs/S07-2.pdf) 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](http://www.sjsu.edu/studentconduct/) 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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) 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](http://www.sjsu.edu/aec) (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](http://www.sjsu.edu/senate/docs/S14-7.pdf) 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](http://www.sjsu.edu/at/asc/) 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.

Tentative Spring 2016 Schedule

<i>Week/ In Class Dates</i>	<i>Class Activities & Assignments</i>	<i>Events for the Week</i>
Week 1 – January 28	Greensheet, Director and Advisor introductions, Ice-Breaker, class contact sheets	

<p>Week 2 – February 2 & 4</p>	<p>Individual student presentations</p> <p>Kristin Wonder – Real Food Challenge Presentation</p> <p>Group descriptions, Teambuilding exercises</p>	<p>Assignment 1: Individual Introduction <u>DUE</u></p> <p>Student Organization Fair Preparation (volunteer sign up)</p>
<p>Week 3 – February 9 & 11</p>	<p>Split into groups/Outreach training</p> <p>Lecture: Jasmin Vargas - Community Organizing</p> <p><i>February 9: Last day to drop a course</i></p>	<p>February 9th Student Org Fair 11AM-2PM @ Tower Lawn</p>
<p>Week 4 – February 16 & 18</p>	<p>Lecture: Dr. Douglas - Community Organizing Processes and Outcomes</p>	<p>February 18th CommUniverCity Organizing Meeting 8:30 – 10:00 AM</p>
<p>Week 5 – February 23 & 25</p>	<p>Lecture: Jasmin Vargas - Community Organizing</p>	<p>February 25th CommUniverCity Organizing Meeting 8:30 – 10:00 AM</p>
<p>Week 6 – March 1 & 3</p>	<p>Community Advocacy/Organizing</p>	<p>Assignment 2: Group Goals Presentation DUE</p>
<p>Week 7 – March 8 & 10</p>	<p>Community Advocacy/Organizing</p>	<p>March 9: Ride to School Day</p>
<p>Week 8 – March 15 & 17</p>	<p>Tentative Lecture: Shelby Sinkler and Stephanie Fabian</p>	<p>March 17th CommUniverCity Organizing Meeting 8:30 – 10:00 AM</p>

Week 9 – March 22 & 24	Community Advocacy/Organizing	March 24 th CommUniverCity Organizing Meeting 8:30 – 10:00 AM
Week 10 – March 29 & 31	Campus Closed – No Class	
Week 11 – April 5 & 7	Community Advocacy/Organizing	April 7 th CommUniverCity Organizing Meeting 8:30 – 10:00 AM
Week 12 – April 12 & 14	Community Advocacy/Organizing	April 13: Ride to School Day
Week 13 – April 19 & 21	Earth Day – Participation Required (4 Hours Mandatory)	
Week 14 – April 26 & 28	Earth Day Debrief	
Week 15 – May 3 & 5	Community Advocacy/Organizing	May 4: Ride to School Day
Week 16 – May 10 & 12	Last week of class	<u>Group Portfolios, Member Reviews, and PowerPoint Presentations due via email</u>