

San Jose State University
College of Social Sciences / Environmental Studies Dept.
EnvS 193: Supervised Projects and Research, Spring 2015

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Office Hours:	Tues and Thurs 1:30-3:30 and Friday by appt
Class Days/Time:	By arrangement
Classroom:	WSQ 115
Prerequisites	None
GE/SJSU Studies Category:	N/A. Please note that CDR, part of EnvS 193 is a service-learning course.

COURSE OBJECTIVE

Welcome to an opportunity to participate in an environmental 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. In the course students will organize 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 is when students provide a community service while they learn the field they are engaged with. CDR is the recycling hotline and website for Santa Clara County. Working at CDR is an opportunity for students to gain pre-professional experience that enhances personal resumes and prepares them for environmental internships and careers.

For other 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.

STUDENT RESPONSIBILITIES

All research must be pre-approved and supervised by faculty. Class members that are consistently engaged with their project(s) make for a good learning experience. A key element of this course is learning and executing *self-management skills*. Students at CDR will have projects guided by management staff and the CDR Director. In both cases (CDR and non-CDR), students are expected to develop, implement and accomplish milestones established in a timeline using the tools provided in the course.

EnvS 193 requires visits and discussions with faculty and other advisors that are involved in the project. All EnvS 193 students must complete a Project Schedule form or 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. CDR students will use these documents in meetings with CDR Managers and the CDR Director.

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 3 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.

Students are to create their own *attendance* schedule which then must be approved. I ask that once a schedule is set (example: T-Th 1p-5p) that it remains 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. Use this chart when creating a weekly attendance schedule.

Units	Hours Per Week
1 unit	3 hours per week
2 units	6 hours per week
3 units	9 hours per week
4 units	12 hours per week
5 units	15 hours per week
6 units	18 hours per week
7 units	21 hours per week
8 units	24 hours per week
9 units	27 hours per week

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).

GRADING, EXAMS, AND ASSIGNMENTS

A grade is determined by the timeliness of assignments submitted, quality of the work completed, meeting deadlines and appointments, satisfying clients (if applicable), 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-

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.

Score	Grade	Content Criteria
5	A	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.
4.5	A- to B+	Good, solid response that uses excellent supporting examples or evidence; excellent reasoning and explanations; good citation form and use.
4	B	Solid response that meets minimum required by assignment. Reasoning and explanations are adequate.
3.5	C	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.
2.5	D	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.
0-2.0	F	Response is missing or not submitted, or does not address the question.

Score	Grade	Writing Criteria
5	A	Meets criteria for 4, plus demonstrates superior grammatical correctness and sense of personal style. Clear prose, easily read.
4.5	A- to B+	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.
4	B	Reasonably effective organization of paragraphs and paper; serviceable prose; numerous errors of grammar or spelling; reads like a first draft.
3	C	Structurally disorganized; paragraphs lack topic sentences or are not developed effectively; awkward sentence structure; poor grammar; poor spelling.
2.5	D	Similar to 2, but even harder to read.

UNIVERSITY POLICIES

DROPPING AND ADDING

This has been a very serious issue for many students in a variety of courses. Do not overlook it as students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](#) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the [current academic calendar](#) web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. 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. Information about the latest changes and news is available at the [Advising Hub](#) at <http://www.sjsu.edu/advising/>.

ACADEMIC INTEGRITY POLICY

Academic integrity requires that students not cheat or steal the ideas or works of others. Please familiarize yourself with the information on this website describing the SJSU Academic Integrity Policy <http://info.sjsu.edu/web-dbggen/narr/static/catalog/integrity.html>. One serious form of cheating is plagiarism. According to SJSU's Academic Integrity Policy, "Plagiarism is the use of someone else's language, images, data, or ideas without proper attribution. It is a very serious offense in both academic and professional environments. In essence, plagiarism is both theft and lying: you have stolen someone else's ideas, and then lied by implying that they are your own." We will thoroughly discuss plagiarism and give clear requirements for each assignment. Plagiarism in written assignments will result in NO CREDIT for the assignment. But, we'll take measures together to prevent this from happening, especially by using TurnItIn.com. If you have questions about the official SJSU policy on plagiarism, please read the Academic Integrity Policy at <http://info.sjsu.edu/web-dbggen/narr/soc-fall/rec-369.html>. You might also want to go through the simple plagiarism tutorial, developed by the library staff, found at this link: <http://tutorials.sjlibrary.org/tutorial/plagiarism/selector.htm>. If you are unsure what constitutes plagiarism, it is your responsibility to educate yourself, or to ask for clarification, before handing in written work.

DISABILITIES POLICY

It is the policy of San Jose State University to provide appropriate accommodations to students who have documented disabilities meeting the eligibility requirements of the Americans With Disabilities Act of 1990. This website provides information on how students need to document disabilities: http://www.drc.sjsu.edu/student_services/document_disability.htm.

LEARNING ASSISTANCE RESOURCE CENTER

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. The Center's tutors are trained and nationally certified by the College Reading and Learning Association (CRLA). They provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group, individual, and drop-in tutoring are available. Please visit [the LARC website](#) for more information at <http://www.sjsu.edu/larc/>.

SJSU WRITING CENTER

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Its writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The [Writing Center website](http://www.sjsu.edu/writingcenter/about/staff/) is located at <http://www.sjsu.edu/writingcenter/about/staff/>.

PEER MENTOR CENTER

The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering “roadside assistance” to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop –in basis, no reservation required. The [Peer Mentor Center website](http://www.sjsu.edu/muse/peermentor/) is located at <http://www.sjsu.edu/muse/peermentor/>