

**San Jose State University**  
**College of Social Sciences / Environmental Studies Dept.**  
**ENVIRONMENTAL STUDIES 193: SUPERVISED PROJECTS**

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<b>Office Hours:</b>	Tues and Thurs 1:30-3:30 and Friday by appt
<b>Class Days/Time:</b>	By arrangement
<b>Classroom:</b>	Washington Square Hall, Room 115
<b>Prerequisite</b>	Environmental Studies 001; may be waived with instructor consent.
<b>GE/SJSU Studies Category:</b>	This is a “specialty” course within the ES dept. It is not a GE course.

**COURSE DESCRIPTION**

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. This course is intended for students to gain project management skills while they study and research an environmental topic that is otherwise unavailable in regular courses. Students are to organize the project and follow a definitive plan to complete activities in a timely basis.

There are two key directions from which to choose: work on an individual or group project or to engage in service-learning activities with the Center for the Development of Recycling. While opportunities for projects are boundless as one’s imagination, the skills to complete a project on time and on budget are keys to its success. EnvS 193 is designed to develop those skills and to see projects thoroughly and successfully completed.

Course Objectives and Learning Goals

Learning Goal 1: Develop project statement, goals, timeline, and budget (if any).

Learning Goal 2: Compile the completed project into an acceptable form for an organization or publication.

**REQUIRED READINGS**

There are no required readings for this course.

**CLASSROOM PROTOCOL**

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 the CDR will have projects guided by management staff. In both cases, students are expected to develop, implement and accomplish milestones established in a timeline. Before engaging in

a project, each student must complete a Project Profile and have it approved by the course instructor.

All EnvS 193 students are required to complete a Project Schedule and/or Project Profile (CDR students). These are planning documents that will be used to consider project progress. The form is to be shared with other collaborators, if any, as it is also a record of project activities and progress. CDR students will spend time with managers, who are directed by faculty, in the development and implementation of these documents.

Should matters intervene causing a disruption with the project schedule, please inform the relevant faculty member(s)/collaborators as soon as possible and adjust Project Schedule as needed.

### **OFFICE VISITS**

EnvS 193 requires visits and discussions with faculty and other personnel to obtain advice and or guidance. Please *do not wait* for an insurmountable problem before considering an office visit. Project Profiles and associated Schedules can be adjustment with the approval of the faculty advisor.

### **COURSE SCHEDULE**

Project Schedules are to be completed by the student and reviewed and approved by the faculty advisor. At CDR, managers assist students with this task. 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. Forms for this and all course activities will be provided. These documents will be the basis for discussion and determining the progress made on the project, evaluating the project, and providing a grade.

### **CLASS FORMAT**

This is an independent study class. However, students may work on supervised projects in groups if preapproved. The class will likely meet on 3 occasions for shared discussions on methods and scopes used in projects. Students will be notified of meetings. In any case, students have a responsibility to complete work on time, and ask the necessary questions to understand the scope of their chosen project.

### **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 Course 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 these 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**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. 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/](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/>.

**Achieving Success**

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per

unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

### **Consent for Recording of Class and Public Sharing of Instructor Material Policy (S12-7)**

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.

Requests for permission of any type of course recording must be made to the instructor by email. Requests are approved only when responded to in writing by the instructor. *Requests must specify the time period including the student name, student ID number, semester, date of request, course name and number, start and end date of the recording or recording period.* One semester is the maximum. 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.

### Intellectual Property (S12-7)

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 Policy**

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University’s Academic Integrity policy S07-2](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, requires you to be honest in all your academic course work. Please familiarize yourself with the information on this website describing the SJSU Academic Integrity Policy. 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.” 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/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Integrity Policy S07-2 requires approval of instructors.

I suggest going through the simple plagiarism tutorial, developed by the library staff, found at this link: <http://tutorials.sjlibrary.org/tutorial/plagiarism/selector.htm> .

### **Disabilities Policy**

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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability

### **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](http://www.sjsu.edu/larc/) 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 1<sup>st</sup> 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/>