

**ENVR 2900 (A01) 1.5 Cr.Hrs.
Environmental Science Professional Development 1
Fall 2017/Winter 2018**

INSTRUCTOR: LESLIE GOODMAN

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Office Hours: By appointment

Description:

Through self-directed learning, students are introduced to the environmental sectors and aspects of professional networking, workplace health and safety, and respectful work environments. **The course is a mandatory requirement for admission to the Cooperative Education Option.**

Goals - By the completion of this course, you will:

- be knowledgeable about the environmental professions and will have narrowed your interests to one of several occupations;
- identify the academic and professional training you require to achieve your employment goals;
- begin to communicate your skill sets in relation to the demands of your chosen profession;
- know how to identify the requirements of a position and design your resume and cover letter to address the job responsibilities;
- have organized a draft professional portfolio for you to use to describe your achievements and intended goals for the next one to two years;
- have established contacts with relevant organizations and begun to participate in events in your professional community including professional societies such as the Wildlife Society, Manitoba Environmental Industries Association and Green Builders Association; and
- begun to participate in field experiences which enhance your employability.

Course Deliverables:

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| I. Resume and Cover Letters that Stand Out (30%)
Mandatory Resume Workshop (September 25, 2017) | February 15, 2018 |
| II. Career Exploration and Strategic Planning for Your Career (20%)
Mandatory Career Matrix Workshop (November 6, 2017) | April 6, 2018 |
| III. Workplace Knowledge, Professional Ethics (10%)
Mandatory Workshop (Winter term) <ul style="list-style-type: none">○ Workplace Safety Module (on-line)○ Respectful Workplace Module (on-line) | March 30, 2018 |
| IV. Networking and Professional Experience Building – (15%)
<i>Submit summary page(s) within the Professional Portfolio</i> | April 6, 2018 |
| V. Professional Experience Portfolio – Building Your Brand (15%)
Mandatory Workshop (Winter term) | April 6, 2018 |
| VI. One-On-One Meetings: Students MUST meet with the Course Instructor in Fall and Winter terms (minimum of 2 times throughout year) (10%)
Use Doodle Survey to book meeting - https://beta.doodle.com/poll/6zmmevma5ur9uady | |

All materials can be submitted electronically via the UM Learn Drop Boxes. However, if you experience difficulties, please submit directly to the Instructor (Leslie.Goodman@umanitoba.ca).

The University of Manitoba has enforced an Electronic Communications with Students policy. Please ensure that you use your university email account to correspond with staff in the Cooperative Education Office.

UM Learn: www.umanitoba.ca/umlearn

This course is supported by **UM Learn**. At this site you will find information relevant to the course as well as the Cooperative Education Option. Specific materials for this course are located in the ENVR 2900 Folder. This includes an electronic version of the course outline, relevant links required to complete the assignments, as well as on-line submission drop boxes for the Resumes and Cover letter; Professional Portfolio; Workplace Safety; Career Profiling assignments.

IMPORTANT: Be sure to check the seminar events scheduled throughout the term; identify relevant and interesting conferences, field trips and other events available to you; as well as upcoming Coop jobs you may wish to apply for. ***It is your responsibility to stay informed about upcoming activities and events and follow the instructions regarding registration.***

Academic Dishonesty:

Students should acquaint themselves with the University's policy on plagiarism and cheating and examination impersonation (see University of Manitoba General Calendar). The full definition of plagiarism and the possible penalties associated with it are outlined in the General Calendar. If your submitted assignment contains material you have copied from another source (e.g. from a textbook, another student, or from the published literature) you must give proper citation to that source. While templates are available for webpage development, and it seems that it is an easy fix to the issue of designing a career portfolio, it is not acceptable for course credit.

Last day for Voluntary Withdrawal is March 16, 2018.

A Note about Scheduled Classes

This course is designed to be an opportunity for self-exploration and independent study, and thus there will be limited **mandatory** seminars and classes that you are expected to attend and these will relate to discussion on several of the course deliverables including the resume, career exploration, professional certification. However, you will find that there is an endless opportunity to participate in numerous activities planned for undergraduate students but also professional seminars and conferences as well. The schedule of all of these activities is updated frequently and will be emailed out to students. **It is your responsibility to stay informed of these events and register according to the instructions provided.**

There are two different types of activities in the course:

Mandatory – everyone in the course is expected to participate. Examples include specific workshops on topics related to the course requirements and those intended to help with interview skills, career expo planning etc. Speak with the Instructor should you have a timetable conflict with the schedule. Whenever possible these will be scheduled on Mondays during the assigned class meeting time.

Elective – these are optional events and you are encouraged to attend those that are of interest to you. Examples include professional conferences and workshops, as well as faculty lectures. You will find these described in periodic emails and the hand-out given at the start of the course. You need to register for the activity by following the instructions provided. Ask the Instructor for any clarification if you still have any questions about these.

Where to find information about the assignments and activities

Because this class meets very infrequently, you will find all/most information available to complete the assignments in the Cooperative Education UM Learn site within the ENVR 2900 folder. This doesn't mean that you should not meet with the Instructor frequently. In fact, you will find this course much more satisfying if you plan a series of meetings to discuss course progress and generally strategize about what next to explore as you research options in career planning, faculty resources and opportunities to participate in extracurricular events.

COURSE EXERCISES

Watch the following as a precursor to the deliverables in the course.

Environmental Careers Organization Webinar [ECO Canada's Employability Skills Virtual Workshop](#)

I. Resume and Cover Letter

There are several styles of resumes available and depending on your experience and skills, one is more advantageous to you than the other in your efforts to secure Coop and permanent employment. Resume development is explored through workshops facilitated by Student Employment Services and/or the course instructor workshop. It is highly recommended that all ENVR 2900 students attend (and you may wish to bring a friend!). Find an available session offered independently by Student Employment Services at http://umanitoba.ca/student/employment/student/in-house_workshops.html.

The ENVR 2900 workshop is scheduled for September 25, 2017 starting at 5:30 p.m. in 217 Wallace.

Most undergraduate students will find the functional or blended resume to be the best-suited format in designing a resume. Further information about these resume styles is available from Student Employment Services Resume Development Workbook available at <http://umanitoba.ca/student/employment/student/2817.html>

Once you have attended the resume/cover letter development workshop, put together your draft resume. **You should plan to review this with a Student Employment Services representative.** This will help you to get your creative juices flowing. Once you have this feedback and implemented changes as they recommend, book an appointment with your Instructor to review the draft and finalize for the completion of the exercise. *This is important in preparation for job recruitment in the Cooperative Education Option that commences early in 2018.* It takes quite a few consults to improve upon your draft so don't leave this to the last minute!

Your Assignment (Due February 15, 2018):

Perhaps the greatest challenge in designing a resume is that it needs to address the requirements and skills identified in the job posting. This often means you have to redesign the resume for each application. In the ENVR 2900 exercise, you will have opportunity to learn how to identify what you need to communicate in your resume and how to redesign the resume quickly and easily.

Here is your course exercise:

- Select a relevant job posting (one from the many found in the UM Learn resume assignment folder) that reflects a career of interest to you.
- Summarize using point form at least 5 skills you feel are essential to the position. Rank them, if you can, in terms of importance to the position based on your impression from the information provided in the posting. This will be useful as you identify the essential skills that need to be described in the cover letter.

- Identify how you have acquired each skill. Often you will not have directly-related experience (you are, after all, just entering the profession) and so the challenge is to identify other ways to demonstrate knowledge and skills. For example, you might demonstrate project management through something you have worked on personally in a sporting, church, or volunteer activities. **Spend some time on this process since this will better prepare you when you are actually applying to a position and then the interview as well.**
- Develop point form sentences that describe the skills you have. As you develop these statements, use strong action verbs (a great list is provided in the resume workbook), identify how you obtained the skill, how many years of experience etc. Keep editing the statements so that you can insert these as need be in your resume, making it that much easier to prepare resumes quickly in second term when there are numerous application deadlines. Your goal is to have numerous statements available so keep an electronic file of these statements for your future use. Refer to the resume workshop for helpful suggestions in developing these statements. Keep each statement handy as you will use it both within the portfolio and in future job applications.
- Compose a cover letter that will represent the front page to your resume. It should follow standard protocols with an emphasis of describing your skills to the potential employer. Consider the cover letter to “tell the story” of what the employer will find in the resume.
- Edit your resume to reflect the relevant skills for the posting. Your resume and cover letter will be evaluated based on the following:
 - Did you demonstrate all of the skills and qualifications essential in the posting?
 - Have you ordered your skills and qualifications appropriately with the posting?
 - Did you describe your essential skills in the cover letter?
 - Can your Instructor (as the mock employer) easily scan the cover letter and resume to identify the essential skills?
 - Have you removed extraneous information not relevant to the position?

Submit your resume and cover letter using the on-line drop box available in the Cooperative Education UM Learn site in the ENVR 2900 folder (or, if you are having difficulties with the drop-box, email it directly to Leslie at Leslie.Goodman@umanitoba.ca). Alternatively you can submit a hard-copy to the receptionist in the Dean’s Office, 440 Wallace.

II. Career Exploration and Strategic Planning for Your Career (Due April 6, 2018)

As concern over the environment increases, so do the opportunities in the environmental job market. The jobs are diverse as are the skills required to meet the competencies demanded. This might beg the question, “So what sorts of jobs will a program in environment prepare me for?” The immediate answer is many, but the field is changing so quickly that jobs being advertised today may not be available when you graduate, while new job titles are constantly evolving. As we develop our understanding of the relevance of the environment to all aspects of our society, our need for well-prepared graduates trained in this sector expands.

In an effort to respond and provide information to prospective employees and employers on the possibilities for environmental employment, the Government of Canada established ECO Canada (Environmental Careers Organization of Canada – www.eco.ca) in 1992 as part of Canada's sector council initiative. With a solid reputation in the field of human resource management, ECO Canada's services reach all participants of the environmental sectors including employers, practitioners, educators, and students. ECO Canada develops programs that meet both the demand of employers as well as students by describing and developing career resources, internships, and certification. In its simplest form, ECO Canada is a mechanism that develops programs that help individuals build meaningful environmental careers, provides

employers with resources to find and keep the best environmental practitioners, and informs educators and governments of employment trends in this growing sector to ensure its ongoing prosperity.

ECO Canada has developed an array of resources on its website and in particular the Student Portal. By using this site, students are able to learn about possible careers in the environment, plan the courses they need to further their education in an environmental area, view job opportunities as they are posted by employers, post their resume on the ECO Canada website, and extract considerable information about environmental employment. In short, ECO Canada offers a one-stop shopping place for securing your future in an environmental position.

Resources at ECO.ca that you should be utilizing:

Research (<http://www.eco.ca/research/>)

- Career Choice and Planning (<http://www.eco.ca/research/#career>)
- National Occupational Standards (<http://www.eco.ca/wp-content/uploads/2016-NOS-for-Environmental-Professionals.pdf>)

What is Your Specialization Going to Be? (<http://www.eco.ca/certification/whats-my-specialization/>)

Webinars and On-line Training (<http://www.eco.ca/training/online-training/>)

Others of interest too! Check it out

- Job Board
- Certification
- Internship (<http://www.eco.ca/employers/internship-program/>) and
- Coop (<http://www.eco.ca/coop-program/>)

Your Task in this exercise is to:

- generate a list of relevant occupations to consider for career exploration;
- summarize skills required in these occupation (noting differences between occupations);
- review other sources of information that could assist you to describe skills required in the career occupation (e.g., Career Resources and Student Employment Services; 4th floor University Centre);
- summarize and report the skills and knowledge you will require to successfully transition from your undergraduate degree to the occupation(s) once you graduate;
- generate a matrix (table) reflecting courses, faculty and professional mentors; required laboratory and field experiences you need to obtain while in university; professional organizations and affiliations that offer development and training; and anything else that will form a basis to acquire skills identified in your career assessment.

The matrix forms the basis for the assignment submission and will be evaluated for the course grade. The exercise does not require a great deal of writing but it should demonstrate an exhaustive search across faculties, programs, courses, professionals, professional organizations, and employment trends.

In this assignment, you are expected to identify your area of specialization (e.g., focus area in Environmental Sciences/Studies, stream in Physical Geography) in which you wish to obtain advanced training. This will provide a basis to transfer this knowledge and skill to your occupation after graduation. For some students, this is not much of a challenge as they have a pretty good grasp on their area of specialization. However for others, it can be a daunting process as there is so much they want to explore and the options seem endless.

Note: Outlined below is a series of steps to achieve the end goal of identifying your career path. If you have already made choices related to our occupation of interest, you need not complete all steps in the exercise. Participate at the appropriate stage in the process.

This exercise relies heavily on the services available through Environmental Careers Organization (www.eco.ca) as well as Student Employment Services (http://umanitoba.ca/student/counselling/career_planning_workshops.html).

As you navigate through the resources, complete the following goals:

1. Identify your career interests by reviewing the careers available. For the ECO website, look under the “Student Services” tab. You want to briefly review the occupations listed to see which suit your interests. *It is recommended that you consider the top three careers matches you find most appealing to complete the remaining steps below as this will help you to build a large skill-set.*
2. Review the career profiles for these matches (there is both audio and text summaries available with the ECO website). Based on the descriptions, generate a comprehensive list of skill requirements (a University degree is likely required so you need not mention this). **Focus your research on the specific skills that you will require at the advanced level since these translate to what you need from 3000 and 4000-level academic courses.** *Also, you want to pay attention to field related skills (and try to be specific), as well as soft skills (project management, team building, communication, organization, etc). This part of the exercise is useful toward building your focus area so be exhaustive in your research and you will find your area of expertise unfold.*

The ECO website is descriptive but rather general. For this reason, once you’ve narrowed your interests, go to the Career Center (4th floor University Centre) and research the resources available to acquire more specific information.

3. Consultations – meet with Career Advisors in Career Services, practitioners you meet during workshops and conferences and faculty teaching in your courses. It is always important to obtain the opinions of others. Once you have your list of essential skills, consider meeting with a faculty member specializing in your field of interest. S/he can give you some insights into which courses will be essential and those that are not as relevant. Also, they may be able to identify ways that you can gain experience through part-time work, volunteering or upcoming seminars.

Student Employment Services offers a Career Mentorship program that matches student with practitioner. This gives you an opportunity to meet with others, to get a sense of what you will do in the job and what skills professionals think you need to develop before you graduate. There is a small registration cost that will be reimbursed by Coop program. Register today and bring us your receipt to get your money back! It is a one-time fee that you can repeatedly use for the time that you are at University of Manitoba as an undergraduate student.

4. Consultation with your ENVR 2900 Instructor

Once you have completed the assessment described above, it is time to meet with your Instructor. The instructor will review the progress you have made, give you further suggestions about where you can direct your research and help you to overcome any challenges along the way. Your instructor can also provide you with some ideas about other professional organizations that may be helpful to you as you gain knowledge about your occupation of interest.

5. Develop a Matrix – Make a Commitment!

Given your assessment, you are now ready to build a matrix that reflects courses, experiences and organizations that will be important components of your education in the next year(s) of study. Be sure to describe your current level of skill (this will help to identify gaps and can be useful in

resume development) and where you can gain further training (course #, field experience, organization).

Note - while this exercise is geared toward employment after graduation, it can be equally relevant to those who see themselves entertaining graduate studies. There is tremendous flexibility in how you accomplish this assignment so if you feel like your aspirations differ from the design of this assignment, contact your instructor to discuss how to modify the process so that you can achieve a more relevant outcome.

Watch for the Strategic Planning Workshop hosted by Coop in fall term. While it is not designed to specifically address this exercise, it may prove useful!

There is a scheduled Career Planning workshop on November 6th, 2017 that is mandatory for ENVR 2900 students.

Submit the career matrix using the on-line drop box available in the Cooperative Education UM Learn site in the ENVR 2900 folder (or, if you are having difficulties with the drop-box, email it directly to Leslie at Leslie.Goodman@umanitoba.ca). Alternatively you can submit a hard-copy to the receptionist in the Dean's Office, 440 Wallace.

III. Workplace Knowledge (Due March 30, 2018)

During the winter semester, we will have a guest speaker discuss key aspects of the professional environment including workplace safety, worker rights and respectful work environments.

Under the Workplace Knowledge folder available on Coop UM Learn site for ENVR 2900, you will find two scenarios relating to the following topics (released in Winter term):

- Workplace Environment and Safety
- Respectful Workplace Policy

In each document you will find a discussion on the topic as well as assignments to review and answer. Review the reading materials and answer the associated questions. Each answer should be written in essay format and include relevant references from your independent research. Your response should be within ½ to 1 page for each question.

Submit the Workplace Knowledge assignments using the on-line drop box available in the Cooperative Education UM Learn site in the ENVR 2900 folder (or, if you are having difficulties with the drop-box, email it directly to Leslie at Leslie.Goodman@umanitoba.ca). Alternatively you can submit a hard-copy to the receptionist in the Dean's Office, 440 Wallace.

IV. Course Participation (submitted with the Portfolio – Due April 6, 2018)

Networking is an essential professional skill. This can often be a daunting process as students may not have done any networking during their undergraduate degrees.

In this course, you are encouraged and rewarded to “get out there” and make connections. This can be done through any one of a number of opportunities: participating in field studies, attending conferences, workshops, seminars where guest speakers provide their insight on their area of expertise; informational interviews arranged through Career Mentorship or Speed Mentoring (offered through MEIA and the Wildlife Society) where students contact practitioners and obtain face-to-face feedback about their career interests, training requirements and so on.

Events and activities are emailed out to students in ENVR 2900 using their university email accounts. As well, activities are advertised on the UM Learn site. You **MUST** go to the Discussion tab on the UM Learn website frequently as information is always changing.

Registration fees are the responsibility of the student. Students in ENVR 2900 are required to pay associated fees for activities they choose to participate in. While some events have small nominal fees, others may be more of an investment and this could be a consideration in participation. The Coop Office will endeavor to list events and particularly those free to students in the program. There will be ample events available to meet the course requirements in participation.

Course Evaluation will be based on the summary you submit within your portfolio at the end of the academic term. The summary should highlight the knowledge and skills you acquired from participation in the event. This will be useful to you when you are asked to expand on your knowledge in interviews and networking events.

Some events will be mandatory while others optional. Look for the following throughout the term:

A: MEIA C.H.R. Faculty of Environment, Earth, and Resources Coop Career Expo (Mandatory)

Everyone in ENVR 2900 MUST plan to attend the 9th Manitoba Environmental Industries Association Career Expo. The event will be held in winter term and details will follow in the next several weeks.

The Expo is an ambitious project and therefore we need students to assist in some aspect of the event. This might be volunteering on the day of the event to assist in set up/take down or in planning and promotion over the next several weeks and months leading up to the event. A specific meeting will be arranged by the Student Chapter to discuss volunteer opportunities and commit students to various tasks. Watch for an upcoming meeting date.

B: Cooperative Education Technical Report Presentations (Mandatory)

Students in ENVR 2900 are required to attend two Coop student presentations over the term. These presentations are typically scheduled in the months of November and March. These presentations are based on experiences in Coop workterms throughout the year and provide an excellent opportunity to see what types of jobs and experiences students get with Coop. Also, you begin to acknowledge the components in oral presentations.

Environmental Professional Organizations – A component of networking and course participation marks may include your work and involvement with an organization. There are a number to consider and only a few are highlighted here:

A: Manitoba Environmental Industries Student Chapter – (<https://www.meia.mb.ca>)

Relevant for students in Environmental Sciences (resource based focus areas) and Environmental Studies

B: The Wildlife Society – (<http://wildlife.org/manitoba/home>)

Relevant for students considering focus areas in biodiversity and conservation, geomatics, and ecosystem management.

C: Canadian Meteorological and Oceanography Society – Atmospheric Science students should become members and also join the Weather Club offered at UofM.

D: Canada Green Building Council

(<http://www.cagbc.org/Content/NavigationMenu/Chapters/Manitoba/Membership/default.htm>)

The Cooperative Education Option is willing to reimburse students for their membership fee when they demonstrate involvement in the organization, conferences etc. You MUST demonstrate that you have been active in the organization by completing the attached form verifying your attendance and obtaining the signature of the registration representative. At the end of the term, present your invoice for payment made with the activity form for full reimbursement of the Student Chapter Membership.

V. Professional Learning Portfolio – Marketing Your Brand (Due April 6, 2018)

By the completion of this course, you will have begun to develop a career portfolio including a basic structure. This will form the basis of the next course in the professional development series.

There is no one right way to create a Professional Portfolio. When designing the portfolio it should be well organized so that your audience (employers) can easily find relevant information that highlight your competencies. For example, your resume should be easily accessible and downloadable, you should have pages that describe professional experiences in greater detail (workshops and events you have participated in, professional training and certificates, examples of technical reports and research papers you have undertaken throughout your years of study, personal activities and interests, your Coop experience and technical report, etc.)

There are numerous software applications available to assist you in designing a webpage (Dreamweaver, iWeb, and Weebly have been popular for this exercise). I am recommending students use Weebly (www.weebly.com) or Webs (http://www.webs.com/?referer=wft-candidclicksphotography.webs.com&cm_mmc=Freewebs- -Free%20Website- -Freebar- -static). There is no fee to use this software and it is readily available on the Internet. Try to be original in making the portfolio a creative expression of yourself. Don't use popular templates and think about the best approach to display and organize your content.

I have provided a number of career portfolios on the Coop UM Learn site that you may wish to review and become familiar with. In ENVR 2900, the goal of this exercise is to create an original and unique webpage template so that content can be uploaded over the next several years.

By the completion of ENVR 2900, you are required to submit the a professional portfolio that contains:

- a homepage with your professional profile that summarizes skills and experiences as well as your intended area of specialization;
- viewable and downloadable resume;
- Representative works – examples of term and research papers, laboratory exercises, personal accomplishments, profiles of activities worthy of discussion; and
- one or several pages describing your course/professional activities throughout the year and possibly over the past several years.

The portfolio becomes a significant component of your development as you move into Coop and add to your experiences. The goal is that you can promote the portfolio to employers by the following year and that it will encapsulate all of the relevant experiences associated with your professional interests.

Watch for the Portfolio workshop in Fall/Winter term to help you in identifying and describing skills to showcase in your assignment.

Submit the Career Portfolio URL address using the on-line drop box available in the Cooperative Education UM Learn site in the ENVR 2900 folder (or, if you are having difficulties with the drop-box, email it directly to Leslie at Leslie.Goodman@umanitoba.ca). Alternatively you can submit a hard-copy to the receptionist in the Dean's Office, 440 Wallace.