

ENVR 2900 (A01) 1.5 Cr.Hrs.
Environmental Science Professional Development 1
Fall 2019/Winter 2020

INSTRUCTOR: LESLIE GOODMAN

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Office Hours: By appointment using Doodle Survey - <https://doodle.com/poll/r8rsn7a8ayupumxr>

Description:

Through self-directed learning, students are introduced to the various environmental sectors and possible opportunities available to achieve their career aspirations. Students develop skills in effectively marketing their knowledge and abilities through resume improvements and professional networking. Students gain knowledge of MB legislation regarding workplace health and safety, and the elements of respectful workplace environments.

This 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;
- communicate your skill set in relation to the demands of your chosen profession;
- know how to identify the duties and responsibilities listed in a job posting and how to tailor and design your resume and cover letter to address these;
- begin to develop more effective communication and networking skills to market your abilities;
- establish contacts with relevant organizations and participate in events in your professional community including professional societies such as the Wildlife Society, Canadian Water Resources Association, Manitoba Environmental Industries Association and Canada Green Builders Association; and
- participate in field experiences that enhance your overall employability.

Course Deliverables:

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| I. Resume and Cover Letters that Stand Out (30%) | January 24, 2020 |
| Mandatory Resume Workshop (September 23, 2019) | |
| II. Career Exploration and Strategic Planning for Your Career (20%) | February 21, 2020 |
| Mandatory Career Matrix Workshop (October 7, 2019) | |
| III. Brand Yourself – Elevator Pitch (10%) | |
| Mandatory Workshop (January, 2020; TBA) | |
| Scheduled Pitches (February/March, 2020) | |
| IV. Networking and Professional Experience Building (20%) | April 3, 2020 |
| <i>Review Handout detailing available activities; Watch for new activities promoted via Email throughout the academic year.</i> | |
| <i>NEW: Students are expected to participate in a minimum of three elective events throughout the academic year between Sept 2019 to April 2020</i> | |
| V. Workplace Preparedness (10%) | April 3, 2020 |
| Field Readiness Training (Winter, 2020; TBA) | |
| New Worker Orientation Webinar | |
| Respectful Work/Sexual Violence Awareness Webinar | |

VI. Instructor Meetings: Students meet with the Course Instructor in Fall and Winter terms (minimum of 2 times but strongly encouraged to meet more frequently) (10%)

Use Doodle Survey to book meeting - <https://doodle.com/poll/r8rsn7a8ayupumxr>

Note: 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 January 17, 2020.

Note that this is much earlier than the Winter term VW deadline.

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 and professional certification, and workplace safety. 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 participation – everyone in the course is expected to participate. Examples include specific workshops on topics related to the course requirements: resume development, career planning and certification, elevator pitch, workplace safety. 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.

Students in ENVR 2900 are expected to attend two evenings of Coop presentations as well. These are scheduled in the month of November. Ensure you attend to receive course credit. These presentations provide not only insights into the reports/presentations required in Coop but also the types of jobs that students secure in summer placements.

Please plan to attend the Information Session for Coop on September 12th at 2:30 in room

Elective participation – 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 handout given at the start of the course. Remember that you must pick 3 of these events to participate in during 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. You should book your initial meeting with the instructor in September/October to review your interests in your area of specialization (e.g., focus area or stream) and in the Coop program.

COURSE EXERCISES

Watch the following as a precursor to the deliverables in this course:

Environmental Careers Organization Webinar

(<http://www.eco.ca/training/webinar/employability-skills-virtual-workshop/>)

I. Resume and Cover Letter

The Resume workshop is scheduled for September 23, 2019 starting at 5:30 p.m. in 221 Wallace. This is a mandatory session.

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. Most undergraduate students find the combination resume to be the best-suited format in designing a resume when directly related experience is minimal.

Resume development is explored through workshops facilitated by your instructor as well as available through Student Employment Services. Find available resources (workbook, webinars, information sessions) offered independently by Student Employment Services at

<http://umanitoba.ca/student/careerservices/employment/jobapp/index.html>

Once you have attended the resume/cover letter development workshop, put together your draft resume. **You should plan to review this with either your course instructor or a career services representative.** You can book an appointment with your Instructor using the Doodle Survey URL identified on page 1 of this course outline. *This is important in preparation for job recruitment in the Cooperative Education Option that commences early in 2020.* It takes quite a few consults to improve upon your draft so don't leave this to the last minute!

Your Assignment (Due January 24, 2020):

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.

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- 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.
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- 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/statements that describe the skills you have. As you develop these statements, use strong action verbs (HINT: a great list is provided in the Career Services 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 Winter term when there are numerous application deadlines. Your goal is to have numerous statements available so keep an electronic file/journal of these statements for your future use. Refer to the resume workbook for helpful suggestions in developing these statements.
- Compose a cover letter that will represent the first page to your application. It should follow standard protocols with an emphasis of describing your **relevant** 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 by sufficiently transferring your knowledge and experiences?
 - Have you prioritized and ordered your skills and qualifications appropriately with the posting?
 - Did you describe your essential skills in the cover letter that makes the reader want to learn more about you by examining your resume?
 - 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).

II. Career Exploration and Strategic Planning for Your Career (Due February 21, 2020)

There is a scheduled workshop on this topic on October 7th, 2019 that is mandatory for ENVR 2900 students. The workshop starts at 5:30 in 221 Wallace.

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 help individuals build meaningful environmental careers, provide employers with resources to find and keep the best environmental practitioners, and inform 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. By using this site, students are able to access webinars (quite a few are free), gain insight into possible careers in the environment sectors, plan courses they need to further their education in an environmental area, view job opportunities, apply for funding for Coop and post graduation. 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:

- **Webinars and On-line Training** <http://www.eco.ca/training/online-training/>
 - Professional Development for Environmental Professionals & Employers
 - Advancing Your Environmental Career: Key Lessons from 2018
- **Research -** <http://www.eco.ca/research/>
- **National Occupational Standards for Environmental Employment** - <http://www.eco.ca/wp-content/uploads/2016-NOS-for-Environmental-Professionals.pdf>

Your Tasks in this exercise are to:

- generate a list of relevant occupations to consider for career exploration;
- summarize skills required in these occupation (noting differences between occupations) in key areas of technical competencies, transferable competencies and core knowledge
- review sources of information that could assist you to describe skills required in the career occupation (e.g., Environmental Careers Organization, Career Resources and Student Employment Services; 4th floor University Centre). **Note – the Faculty Focus Area Book is NOT sufficient to complete this task!**
- 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, field and industry 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 are 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). Other supports are available through Student Employment Services (<http://umanitoba.ca/student/careerservices/careerplan/index.html>)

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

Identify your career interests utilizing research available

- Refer to the Competencies for Environmental Professionals in Canada available from the ECO website (<http://www.eco.ca/wp-content/uploads/2016-NOS-for-Environmental-Professionals.pdf>)
- Refer to the National Occupational Standards and review the environmental careers (<http://www.eco.ca/research/national-occupational-standards>)

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.*

Based on the descriptions for each subsector, 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 unfolds.*

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.

Develop a Matrix – Your Academic Strategic Plan!

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.

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).

III. Brand Yourself – Elevator Pitch

The idea of the employer (elevator) pitch is to have a short pre-prepared speech that explains who you are, your career aspirations and your accomplishments that you could essentially deliver in a 20-30 second time span (the length of time of an elevator ride). It actually requires tremendous thought about what you'd want to share while ensuring it is memorable and succinct.

The development of an effective pitch means that you need to reflect on your experiences and accomplishments, your goals and what makes you unique. Essentially you'll need to perform a self-evaluation and find effective communication approaches in relaying this information.

For this exercise, you will use your results from building your resume to structure your elevator pitch. You should prioritize, condense and summarize all of the technical knowledge you've thus far acquired in your academic and professional careers, your soft/transferrable skills and recognized accomplishments. ALL WITHIN a limit of 40 seconds (.....or thereabouts)!

We will review of the components of the elevator pitch in early January at the first class of the Winter term however I encourage you to conduct independent research and see what you come up with as a starting point (for example https://www.youtube.com/watch?time_continue=7&v=O6U9OGpvV78). You'll be asked to schedule your elevator pitch by the end of January, 2020.

Students will be asked to provide their elevator pitch to peer Coop students in February and March, 2020.

IV. Participation in Events (Due April 3, 2020)

Networking is an essential professional skill. This can be a daunting task if you've not done any before.

In this course, you are required to attend three elective events throughout the year. 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.

Refer to the handout provided in September and January. Watch for additional events as they become available throughout the year. These will be emailed out using university email accounts.

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.

Look for the following events throughout the term:

A: MEIA C.H.R. Faculty of Environment, Earth, and Resources Coop Discovery Night (Elective)

B: Cooperative Education Technical Report Presentations (Mandatory)

Remember that you are required to attend two evenings of Coop presentations available in November 5:30 and 8:30 (regular scheduled class lecture time). These presentations are based on experiences in Coop work-terms throughout the year and provide an excellent opportunity to acknowledge the types of Coop jobs and experiences you can obtain through Coop. Also, you begin to acknowledge the components in effective 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 and 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 Water Resources Association** - http://www.cbj.ca/canadian_water_resources_association_cwra/
- D: Wetlanders Association** - <http://www.ducks.ca/stories/rescue-our-wetlands/the-university-of-manitoba-wetlanders/>
- E. Canadian Meteorological and Oceanography Society** – Atmospheric Science students should become members and also join the Weather Club offered at UofM.
- F: Canada Green Building Council**
(<http://www.cagbc.org/Content/NavigationMenu/Chapters/Manitoba/Membership/default.htm>)
- G: Sustainable Buildings Manitoba** - <http://www.sustainablebuildingmanitoba.ca/>

The Cooperative Education Option is willing to reimburse students for their student 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 your membership.

Summarize your three (or more events) in terms of knowledge gained, skills and abilities acquired within a length of ½ to 1 page in length. Remember that your target is to demonstrate proficiency to an employer so gear your summary in that way. Each event should include:

- Name and date of event
- Organization, guest speaker
- Outcomes from participation – skills, knowledge and abilities acquired

Submit your course participation summary 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).

V. Workplace Preparedness (Due April 3, 2020)

Under the Workplace Preparedness folder available on Coop UM Learn site for ENVR 2900, you will find access to the Respectful Workplace/Sexual Violence Awareness module and New Worker Orientation module. As well, you will find the assignment for each of these modules. Each module is worth 5% toward your course grade. Review the webinars, and then answer the questions provided in the assignment.

As well, there will be a winter workshop for students on field readiness. Students must participate in the 8 hour workshop and complete the required assignment in lieu of the New Worker Orientation.

Submit the Workplace Preparation 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).

VI. Instructor (and/or) Peer Advisor Meetings (Due April 3, 2020)

As a component of completing your exercises in this course, you are expected to consult widely within the academic and professional communities to learn about environmental sectors, career opportunities, and planning courses and experiences. As a minimum you should plan two in-person meetings with your instructor. You should also plan to meet with peers and/or professionals to seek their advice and wisdom as well.

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.

Students should contact their instructor if they wish to be connected with a Coop peer mentor.

Conversations starters could include topics such as (not exhaustive):

Student Peers

- “what do you feel have been the most important courses?”;
- “how did you become involved in a professional organization?”
- “what did you like most /least about your coop placement(s)?”
- “what events should I attend?”

Professionals

- “what do you seek in a student employee?”
- “what technical skills are essential?”

Faculty

- “what courses do you teach in my focus area?”
- “do you offer volunteer opportunities to undergraduate students”
- “do you belong to a professional organizations? What events are planned for this semester?”
- “could you recommend other courses suitable for my focus area?”

To satisfy course requirements, download and complete the attached form to document your meetings with the instructor, professionals and peers in your academic program.

Submit the completed document at the completion of the course. You can scan and submit in the UM Learn dropbox; email the instructor (Leslie.Goodman@umanitoba.ca) or submit hardcopy to the Dean's Office, 440 Wallace. Bldg.