



## Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

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**Semester:** Spring

**Year:** 2025

**Course Prefix:** ENVT

**Course and Section #:** 2710-01

**Course Title:** Environmental Careers

**Credits:** 1

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### ***Course Description***

Explores the career opportunities in environmental areas for students in environmental careers. Covers resumes, letters of inquiry, networking, interviews, and other methods of job seeking.

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### ***Course Attributes***

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

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### ***Instructor Information***

**Instructor Name:** Tara Bishop

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### ***Student Learning Outcomes***

1	Articulate short-term and long-term career goals.
2	Develop a plan for effective career and educational planning (i.e. graduate school, internships, etc...) within the environmental field.
3	Define a plan to network with environmental science professionals.
4	Formulate how to successfully search and apply for positions in fields related to environmental issues.
5	Demonstrate oral communication skills to prepare students for job interviews.

*Click here to enter text.*

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### ***Course Materials and Texts***

- Various course readings will be offered from career central locations such as the UVU Career Center

- Webinars from common hiring agencies and institutions such as the State of Utah, Federal Government on how to build resumes for the application processes with the government

## ***Course Requirements***

### **Course Assignments, Assessments, and Grading Policy**

- Career Coach Exercises
  - Following advice from an Indeed Career coach, go through a series of exercises to narrow down what you are passionate about in the Environmental Sciences, this will help direct your path and find courses that meet your needs.
- Career interviews
  - You will seek after an expert in a field that you are interested in and then interview that individual.
- Job Searches
  - Explore an environmental career that you may be interested in after graduation and find 3 advertisements for that career in an area that you may be interested in living. Following prompts, write a summary and identify characteristics needed to gain during your degree program to qualify for the job at graduation
- Write a Resume and Cover Letter
- Create a Career Plan using SMART Goals with an accompanying Action Plan.
- Webinar summaries
- Summative assessments in the form of a final exam

Final marks will be earned based on the percentage total (calculated from the total below) converted to a letter grade according to a straight scale. **Do not expect grades to be curved or rounded up.** I do not give grades, you earn your grade. It would be unethical of me to give you a grade that you did not earn, and it would be unethical for you to ask for a grade that you did not earn. Your grade is your responsibility; therefore, please keep track of your grade in Canvas and contact me if any issues need to be addressed prior to the end of the course.

A	93 – 100%	Demonstrates a <b><i>mastery!</i></b> of the learning objectives
A-	90 – 92%	
B+	86 – 89%	
B	83 – 85%	Demonstrates a <b><i>functional level</i></b> of the learning objectives
B-	80 – 82%	
C+	76 – 79%	
C	73 – 75%	Demonstrates <b><i>basic achievement</i></b> of learning objectives
C-	70 – 72%	
D	60 – 69%	Met some learning objectives but has <b><i>significant deficits</i></b>
E	0-59%	<b><i>Failure to demonstrate an understanding</i></b> of learning objectives

### **Required or Recommended Reading Assignments**

*Click here to enter text.*

### **General Description of the Subject Matter of Each Lecture or Discussion**

1. Introduction to Environmental Careers and Overview of the Course
2. Finding your path
  - a. Addresses terminology and “lingo” of career searches

- b. Addresses common life questions such as planning life around your career decisions or planning career around life decisions
  3. Planning courses at UVU
    - a. Familiarity with Wolverine Track
    - b. Familiarity with your advisor
    - c. How to decide on which electives to take
  4. Understanding recent research on what job skills are in demand for an Environmental Science graduate
    - a. Benefits of internships, mentored research, job shadowing
    - b. How to find money to pay for mentored research
  5. SMART Goals
  6. How to write Cover Letters
  7. How to write a resume
  8. How to ask for and write Letters of Recommendation
  9. How to write a professional email
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## ***Required Course Syllabus Statements***

### **Generative AI**

Artificial Intelligence (AI) programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you.

The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style of drafts. This does not mean that it rewrites your work for you. An AI detector shouldn't be able to flag your work.

The use of generative AI tools is NOT permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing or re-writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. All assignments will be automatically checked through the University's AI and Plagiarism checker. Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be found to be generated by AI. If any part of this is **confusing or uncertain, please reach out to me for a conversation before submitting your work.**

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## Using Remote Testing Software

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

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## *Required University Syllabus Statements*

### **Accommodations/Students with Disabilities**

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at [DHHservices@uvu.edu](mailto:DHHservices@uvu.edu)

DHH is located on the Orem Campus in BA 112.

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### **Academic Integrity**

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

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## **Equity and Title IX**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu) – 800 W University Pkwy, Orem, 84058, Suite BA 203.

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## **Religious Accommodation**

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu). If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.