

## Spring 2022 Syllabus

Mondays: 9:15 - 10:15 AM

2:30 – 3:30 PM

## ENEC 393/493: EcoStudio (all sections)

Location: Venable 3302

Instructors: Brian Naess  
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Office hours: By appointment

<https://ecostudio.unc.edu>

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## What is the EcoStudio?

The EcoStudio pairs outstanding undergraduate students with faculty and graduate student mentors on environmentally-focused, client-based research and internships. This weekly, discussion-based course allows students to collaborate with their mentors, clients, and other EcoStudio students through weekly presentations and skills-based learning. This seminar is required for all first-time EcoStudio students. Students attend a single one hour-long time slot per week, but they are free to switch time slots based on their scheduling needs.

## Course Description

This course is designed for highly motivated students who are interested in exploring careers in sustainability-related fields through hands-on internships and guided, independent research projects for clients on and off campus. Students from all majors are welcome, but all EcoStudio projects are sustainability-focused.

## Course Learning Objectives

Over the course of the semester, students will:

- Apply skills, techniques, and theoretical approaches learned in the classroom to their internship or independent research project
- Enhance professional skill sets through the learning and application of new techniques and training gained from their internship or through focused independent research
- Learn how to navigate complex and ambiguous situations often found in the workplace
- Develop professional materials and networking skills to use to apply for jobs and other internships like resume/cv, cover letter, LinkedIn profile, etc.
- Clarify short-term professional goals and develop plans to pursue them

## Course Requirements

- **Internship/Independent Research Hours:** Fulfillment of your contractual obligations with your mentor in terms of hours spent at your internship or on your independent research project.
- **Collaborating:** Attend weekly meetings, share updates about your internship with the group, and work together in groups to work through issues (both professional and technical)
- **Writing:** All students will submit 8 weekly online journal postings on topics ranging from how your internship organization is structured to expectations you may have about your internship to future career paths. Blog posts must include at least one relevant photo or video (shots from your internship are preferred), and they must be at least 100 words long. Your final post, which will serve as a final reflection, should be around 500 words long, and it should answer the following questions: Reflect on your project, your role, any relevant findings, and your experience. What did this experience mean to you? Make sure to include: who you worked for – organization and mentor, your role and primary responsibilities, any interesting findings that you may have made through your project, and your key

takeaways from the experience. You can post this as a Journal entry on the Journal page every Sunday evening: <https://ecostudio.unc.edu/journals/>

- **Presenting:** All students will give a 5-minute presentation summarizing their semester experiences at an end of the semester Zoom presentation. The presentation should include your client's mission, your role and responsibilities, and a summary of the knowledge, skills, and abilities that you gained. If your project resulted in client-based deliverables, like reports, graphics, maps, etc., you should also include examples or a summary of your findings. We will record the Zoom session, upload each presentation to YouTube, and then share that link from the EcoStudio web site for future students to view.  
In lieu of a live and recorded presentation, students can produce a 2-3 minute video that serves the same purpose. This video should include footage from your internship, should explain what you did at the internship, and should include all of the criteria listed above. This option is perfect for students who already produce video content for their internship, and the video will also be shared on the EcoStudio web site.
- **Evaluations:** All EcoStudio students are expected to complete evaluations of your agency/mentor (on the EcoStudio site) and the classroom course (through UNC Blue Course Evaluation System).

## Evaluation

Currently, ENEC 393 and 493 are Pass/Fail courses. All mentors will be offered the opportunity to provide feedback on your performance throughout the semester. If you fail to live up to the expectations set out in your contract, i.e. you miss scheduled times when you were supposed to be at your internship, you will not pass this course.

**Absences.** More than two unexcused absences from our weekly meetings will result in you failing the course.

**Make-ups.** If you have an excused absence, you will be expected to make up any missed assignments and meet with the instructor to report in on your internship.

We will not meet nor will you be expected at your internship on holidays including: September 6, October 21-22, and November 25-26.

This course is very much a case of "You get out what you put in." If you participate fully in class and take the weekly journals seriously, you will feel better prepared for life after college.

## Student Responsibilities

Students are expected to attend all class sessions and to actively participate in all discussions. This course is built around your experiences at your internship sites--it is not a lecture course. Appropriate participation in class discussions includes staying on-topic; sharing your own ideas, thoughts, and knowledge yet not monopolizing; listening to classmates and responding to them sensitively; avoiding making statements about personal attributes of your co-workers at your internship site.

We use MS Teams for communicating about the course, as well as making announcements about upcoming events, job opportunities, etc. MS Teams is available both on the web and as an app. You will be added to the EcoStudio Team once your OLCM contract has been submitted and approved. We will create a Channel for each semester, and you are expected to monitor that Channel for new posts. You should also monitor the General Channel for posts related to job opportunities. You are welcome to remain on the EcoStudio Team for as long as you are at UNC. Please read into how to manage your Channel notifications to ensure that you are keeping up with our posts. We will also maintain a Calendar for our Team to help you keep up with assignments and weekly meetings. You can find the Calendar under the Groups tab on Outlook.

## University Policies and Resources

### Honor Code

All students are expected to follow the guidelines of the UNC honor code. In particular, students are expected to refrain from “lying, cheating, or stealing” in the academic context. If you are unsure about which actions violate that honor code, please see us or consult [honor.unc.edu](https://honor.unc.edu).

### University Attendance Policy

No right or privilege exists that permits a student to be absent from any class meetings, except for these University Approved Absences:

1. Authorized University activities
2. Disability/religious observance/pregnancy, as required by law and approved by Accessibility Resources and Service and/or the Equal Opportunity and Compliance Office (EOC)
3. Significant health condition and/or personal/family emergency as approved by the Office of the Dean of Students, Gender Violence Service Coordinators, and/or the Equal Opportunity and Compliance Office (EOC).

### Class Policy

We recognize that important things come up that may conflict with you attending our weekly sessions (interviews, exam review sessions, family emergencies, etc.). Please communicate with us early about potential absences. Please be aware that you are bound by the Honor Code when making a request for a University-approved absence.

### Community Standards in Our Course and Mask Use.

This semester, while we are in the midst of a global pandemic, all enrolled students are required to wear a mask covering your mouth and nose at all times in our classroom. This requirement is to protect our educational community — your classmates and me – as we learn together. If you choose not to wear a mask, or wear it improperly, I will ask you to leave immediately, and I will submit a report to the Office of Student Conduct. At that point you will be disenrolled from this course for the protection of our educational community. Students who have an authorized accommodation from Accessibility Resources and Service have an exception. For additional information, see [Carolina Together](#).

### Grade Appeals

If you feel you have been awarded an incorrect grade, please discuss with me. If we cannot resolve the issue, you may talk to our departmental director of undergraduate studies or appeal the grade through a formal university process based on arithmetic/clerical error, arbitrariness, discrimination, harassment, or personal malice. To learn more, go to the Academic Advising Program website.

### Accessibility Resources and Services

The University of North Carolina at Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability or pregnancy complications resulting in barriers to fully accessing University courses, programs and activities. Accommodations are determined through the Office of Accessibility Resources and Service (ARS) for individuals with documented qualifying disabilities in accordance with applicable state and federal laws. See the ARS Website for contact information: <https://ars.unc.edu> or email [ars@unc.edu](mailto:ars@unc.edu).

### Counseling and Psychological Services

CAPS is strongly committed to addressing the mental health needs of a diverse student body through timely access to consultation and connection to clinically appropriate services, whether for short or long-term needs. Go to their website: <https://caps.unc.edu/> or visit their facilities on the third floor of the Campus Health Services building for a walk-in evaluation to learn more.

### Title IX Resources

Any student who is impacted by discrimination, harassment, interpersonal (relationship) violence, sexual violence, sexual exploitation, or stalking is encouraged to seek resources on campus or in the community. Reports can be made online to the EOC at <https://eoc.unc.edu/report-an-incident/>. Please contact the University's Title IX Coordinator (Elizabeth Hall, interim – [titleixcoordinator@unc.edu](mailto:titleixcoordinator@unc.edu)), Report and Response Coordinators in the Equal Opportunity and Compliance Office ([reportandresponse@unc.edu](mailto:reportandresponse@unc.edu)), Counseling and Psychological Services (confidential), or the Gender Violence Services Coordinators ([gvsc@unc.edu](mailto:gvsc@unc.edu); confidential) to discuss your specific needs. Additional resources are available at [safe.unc.edu](http://safe.unc.edu).

## Schedule

Week (Sun – Sat)	Description (Readings due before class)	Assignment (Due Sunday evening before class)
<b>January</b>		
Week 1 (Jan 9)	No classes	Get your contracts submitted!
Week 2 (Jan 16)	No meetings due to MLK holiday. Do submit your journal.	<b>Journal 1:</b> Write a short bio/introduction of your mentor & internship. Discuss 1-2 of your initial concerns/anxieties about your ability to have a rewarding, successful internship experience. Further, discuss how you have tried to address those issues.
Week 3 (Jan 23)	Introductions and Networking Addressing Anxieties  Read through Scientific Writing/Research resources on <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources/</a>	<b>Journal 2:</b> Write about your agency's primary missions/goals and its structure (the hierarchy of all positions, including yours). How does this knowledge help you make the most out of your internship experience? Note your impression of how your organization's size correlates with office culture.
Week 4 (Jan 30)	Infographics workshop from Megan  Read through LinkedIn-related resources on <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources/</a>	<b>Create or update a LinkedIn profile.</b> Post the link into a journal submission.
<b>February</b>		
Week 5 (Feb 6)	Check-ins  Read through Career Planning and Job Lists/Search Sites resources on <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources/</a>	<b>Journal 3:</b> Summarize 3 real positions that you want to apply to. Look through Job Lists and Job sites on <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources/</a>
Week 6 (Feb 13)	Resume/CV Workshop: 1 on 1 feedback from CPES staff  Read through Resumes resources on <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources</a>	<b>Prepare a revised and polished resume or CV before class to discuss in the workshop</b>
Week 7 (Feb 20)	Mid-semester Check-in  Review your contract and bring it to class with you	<b>Journal 4:</b> Reflect on your expectations of your internships/independent research and how those compare to the reality of your experience so far. Are you on track with your work products?
Week 8 (Feb 27)	Guest Speaker: Sammy Bauer, Town of Chapel Hill  Read through Cover Letters resources <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources/</a>	<b>Journal 5:</b> Draft a cover letter for a position from Journal 3
<b>March</b>		

Week 9 (Mar 6)	Check-ins  Read through Communication-related resources on <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources/</a>	<b>Journal 6:</b> Reflect on a challenge or obstacle that has come up in your position. What was your initial reaction? How did your mentor handle the situation?
Week 10 (Mar 13)	No Meetings	<b>Spring Break</b>
Week 11 (Mar 20)	Guest Speaker: Liz Naess, US EPA. Women in the workplace and What It's Like Working for the Federal Government	<b>Journal 7:</b> Reflect on our weekly EcoStudio meetings so far. How have they helped you in your internship? How else can we help?
Week 12 (Mar 27)	Mock Interviews  Read through Interview resources on <a href="https://ecostudio.unc.edu/resources/">https://ecostudio.unc.edu/resources/</a>	<b>Prepare for mock interview by thinking through the questions. Also prepare to be the interviewer by selecting questions for someone else.</b>
<b>April</b>		
Week 13 (Apr 3)	Check-ins	<b>Journal 8:</b> Final Reflection. Reflect on your project, your role, any relevant findings, and your semester-long experience. What did this experience mean to you? This entry should be able to stand on its own as a final written reflection.
Week 14 (Apr 10)	Workshop: Final presentation critiques	<b>Draft Final Presentation and Be Prepared for Presentation Run-through</b>
Week 15 (Apr 17)	Final Presentations on Zoom	<b>Final Presentations</b>
Week 16 (Apr 24)	No Meetings	<b>Complete evaluations online</b>

Note. Schedule is tentative and subject to change. Any changes will be announced through Teams.