EES1100H: Advanced Seminar in Environmental Science
2017-2018 COURSE OUTLINE (LEC101)

Selected Thursdays 3-6 pm starting September 14th
Room: MW170

Course instructors:
Dr. Kathy Wallace. Office hours: 10a – 12p EV344 + virtual office hours: non-class weeks
Email: kwallace@utsc.utoronto.ca

Internship coordinators:
Anisa Diljohn Maraj: Office location: EV342 (by appointment)
Email: adiljohn@utsc.utoronto.ca

Joanna Ying-Fiss: Office location: EV343 (by appointment)
Email: jying@utsc.utoronto.ca

EES1100H Advanced Seminar in Environmental Science – MEnvSc
“This course is designed to introduce students to the major issues in research in contaminant fluxes through terrestrial and aquatic systems. It will also expose students to the diverse fields of research expertise within the UTSC Group. Students will be expected to contribute one seminar paper in their own field of interest. The class will meet weekly throughout the fall and winter and will act as a focus group for the program. The course is restricted to those students enrolled in the MEnvSc Program”.
COURSE OVERVIEW:

This seminar series is designed to introduce students to major issues of research within environmental science. Experienced scientists from diverse backgrounds will speak about their experience in applying their science knowledge to some of the pressing issues of our time. We as instructors will facilitate the course, speakers, and student presentations encouraging class involvement. Your role in the course is to participate by applying the concepts presented by our speakers and instructors to your studies and hopefully your professional practice. A take home mid-term assignment and student group presentations will help focus your thoughts on the course material and provide opportunities for professional writing and public speaking; critical skills in professional practice. Student groups will present seminars with solutions to key environmental problems to the class during the second term. This provides an opportunity for student teams to reach out to the larger scientific and professional community for information on innovative developments in their fields of interest, and thereby acts as a networking vehicle.

To be successful in this course you should be actively engaged in class and group discussions as well as asking thoughtful questions of our speakers and fellow students. This course provides a unique opportunity for you to learn and expand your professional and scientific skills within a uniquely diverse community of environmental scientists; please take advantage of the experience.

COURSE OBJECTIVES:

The objectives of EES1100 are to:

1. provide a time for the MEnvSc cohort to meet, discuss and share information on current issues and solutions in environmental science,

2. offer training in non-academic skills required for successfully entering the professional world,

3. present good examples of environment science related research and investigations,

4. allow students the opportunity to participate in a team research experience that requires outreach into the business, government and nonprofit environmental communities, and

5. provide opportunities for the assessment and improvement of the student’s written and oral presentation skills.
ASSIGNMENTS AND EVALUATION

Fall 2017

1. **ALL STUDENTS: Take Home Mid-Term Assignment**

   Students will be provided with a take home assignment based upon the speaker presentations given during the fall term. The objective of the assignment is for students to develop critical thinking, creative research, and professional writing skills while disseminating information presented by a variety of speakers. Please read and thoughtfully consider the suggestions the instructor has made regarding note taking during the seminars (posted on Blackboard). Following these suggestions should benefit you when completing the take home mid-term assignment. The mid-term assignment will be posted on Blackboard on December 7, 2017 and will be due no later than January 11:59, 2017 at 11:59 pm. The assignment is worth 25% of your final grade.

2 a: **INTERNSHIP STUDENTS ONLY**

   **Job Search Preparation tasks (Internship Students):** Straightforward written exercises - related to skills assessments and development - will be assigned during the workshops as detailed in the ‘Workshop Details’ section.

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**WORKSHOP DETAILS (INTERNERNSHIP STUDENTS)**

Workshops and related assignments are for internship stream students, but research stream students are invited to participate in the exercises although assignments will not be marked.

**Networking: The Art of Conversation**

- Realize the importance of networking and how it penetrates the hidden job market
- Learn how to build a network
- Understand the ‘sales’ aspect of job searching
- Boost confidence when approaching a person in their network
- In-class networking activities
Job Preparation Activity - *Networking assignments (due October 12, November 2, November 30, January 11)

**Resume/Cover Letters: Shameless Self Promotion**

- Important elements of a resume and cover letter will be explained
- In-class skills assessment
- Sign up for first round of individual resume reviews

Job Preparation Activity: Accomplishment Statements (due In-Class) and Resume and Cover Letter Review Meetings (in October/November)

**Interviewing I: and II:**

- Learn why the first 5 minutes of the interview are the most important
- Overcome insecurities and nervousness often caused by an interview situation
- Become skilled at various interviewing methods, questions to properly prepare for meetings

Job Preparation Activity – Group Mock Interviews (to be scheduled after the mock job postings close – see below)

**Job Searching/CSM Tutorial**

- A live online demonstration of how to search for jobs on the net
- How to properly read a job description
- How to set up your CSM account and learn to navigate job postings within the site

Job Preparation Activity – Mock Job Application (late October or Early November)

**OR**
2b: RESEARCH STUDENTS ONLY

Research Backgrounder Assignment (Research Students)
Research stream students will write a 10 page synopsis on their topic of interest, with an emphasis on the background information and science of the issues and the research gaps. This exercise is intended to allow you to write a more general synopsis of the area of interest before focusing on a more research specific problem in that area with your intended supervisor during the winter term. 10 pages (2,000 to 3,000 words), double spaced plus references and figures/tables. Details of the assignment will be provided in a “research student” meeting on the first day of classes.

To allow you to focus your initial research early in the term, the assignment will be completed in a series of evaluated steps:

- **Step 1** - Annotated Bibliography (5%) Due October 19th
- **Step 2** - Abstract (5%) Due November 9th
- **Step 3** - Research Backgrounder Paper (15%) December 17th
Winter 2018

3. **ALL STUDENTS**

**GROUP PRESENTATIONS – ECOSOLUTIONS STUDENT CONFERENCE**

(40% of final course mark)

The second half of this course will be focused on oral presentations by student teams. The presentations will be conducted simulating the experience of presenting at a scientific or professional conference. We anticipate having about 10 groups of around five students each. Teams will be assigned by the instructor. Each team will choose a presentation topic in September that relates to their combined areas of interest.

Presentations should focus on proposed solutions to environmental issues. Details and requirements of the assignment are presented on Blackboard in the document “EcoSolutions Student Conference – Guideline for Presenters”. The presentation assignment is worth 40% of your final course mark. Please refer to the Guideline for Presenters document for assignment specifics and key milestones (due dates) for the conference.
EVALUATION:

Although this course is graded as credit/non-credit, we will evaluate and return all written assignments. To receive credit for the course a minimum overall grade of 70% is required.

Work will be evaluated as follows:

**Internship** Students:
1. Take home mid-term assignment .............................. 25%
2. Group Presentation – Conference ............................. 40%
3. Networking Assignments (Internship Students) ......... 25%
4. Attendance/participation ........................................ 10%

**TOTAL** 100%

**PLEASE NOTE (Internship Students):** There will be additional assignments/activities that are not included in the above noted evaluation scheme however these additional assignments/activities are necessary in order to gain access to the internal job board. Failure to participate = no job access.

These activities include: Intake Meeting, Resume & Cover Letter Review Meeting, Mock Job Application and Group Mock Interview, Second Resume & Cover Letter Submission

**OR**

**Research** Students:
1. Take home mid-term assignment .............................. 25%
2. Group Presentation – Conference ............................. 40%
3. Research Backgrounder (Research Students) ......... 25%
4. Attendance/participation ........................................ 10%

**TOTAL** 100%
IMPORTANT INFORMATION ABOUT THE COURSE:

Blackboard
This course will be supported by “Blackboard”; UofT’s institutionally supported learning management system (LMS) and Student Portal. Blackboard is integrated with ROSI (UofT’s student information system) and is a full-featured LMS with an advanced content system, a variety of student communication tools, and easy-to-use course administration features. The blackboard system is accessible using your UTORID which you would have been assigned to you as part of registration. You can access the portal via this link: https://portal.utoronto.ca/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=12

All course information, documents, assignment information and communications will be posted on Blackboard. It is your responsibility to check the information frequently. You must also ensure that you use your University of Toronto email address on Blackboard. If you are unfamiliar with Blackboard you can find a tutorial here and additional information at. http://www.utsc.utoronto.ca/technology/blackboard-portal

Course Mark
This course is a “seminar series”, meaning that the aim of the course is to provide you information and prepare you for your future as an environmental scientist. The course is graded as a “Credit” or “No Credit” format and will be recorded as such on your transcript. Your performance in this course will influence your long-term success both academically and professionally. We expect the effort that you would put forth will be similar to any other graded course.

Late or missed work
In fairness to all, assignments submitted late will not be accepted without an accompanying UTSC medical certificate. Late assignments without a medical certificate will be deducted 10% for each 24 hour period late (each weekend included).

Course Evaluation
We welcome your comments and concerns regarding the course or content directly by email or in person throughout the course. In addition, there is a formal procedure for submission of your comments regarding the course to the Department of Physical and Environmental Sciences at the completion of the course.
Attendance Policy

Attendance at all meetings of this course is mandatory. We understand that you may have to miss a class due to unforeseen circumstances or illnesses. Please inform Dr. Wallace at kwallace@utsc.utoronto.ca of any anticipated absences. Students will be deducted 2% for each absence until which time your participation mark reaches zero (i.e. 5 absences). Students receive one “free pass” for an explained absence with a reasonable explanation. Failure to regularly attend the course could result in a student receiving a final grade of “no credit” and having to repeat the course.

Plagiarism

The University of Toronto code of Behaviour on Academic Matters states that "it shall be an offense for a student knowingly: to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism."

For accepted methods of standard documentation formats, including electronic citation of internet sources please see the U of T writing website at:

http://www.writing.utoronto.ca/advice/using-sources/documentation

The full Code of Behaviour regulations could be found from consulting

http://www.sgs.utoronto.ca/current/calendar/regulations16.asp

Code of Conduct

This course invites professionals and researchers to present valuable information to you as a colleague in environmental science. In addition your fellow students have put in a significant effort to present their conference presentation and quiet often are expectedly nervous about presenting in a new environment. They have taken the time to create and present information to you as a means of enriching your learning experience. Please respect the presenter’s and your fellow student’s time by:

1. Arriving to class on time
2. Refraining to engage in unrelated conversations while the presenter is speaking
3. Turning off your cell phone during the class and refraining from checking or sending texts
4. Refraining from using a laptop computer during class for the purposes of “surfing the net” checking email and social media. While it is acceptable to use a laptop for taking notes during class, research has shown that “old fashioned” written note taking is far superior for information retention. It is obvious to a speaker, and reflects poorly on the class, when audience members are simply surfing the internet or using social media. Please think about whether you want to use a computer during class and if you do make sure it is only for note taking.
5. Maintaining a professional attitude at all times, including verbal and non-verbal communication.
Emergency Planning

Students are advised to consult the university’s preparedness site (http://www.preparedness.utoronto.ca) for information and regular updates regarding procedures relating to emergency planning.

AccessAbility Services

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the AccessAbility Services Office as soon as possible. I will work with you and AccessAbility Services to ensure you can achieve your learning goals in this course. Inquiries are confidential. The UTSC AccessAbility Services staff (located in S302) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations http://www.utsc.utoronto.ca/~ability/ (416) 287-7560 or ability@utsc.utoronto.ca.
<table>
<thead>
<tr>
<th>Week</th>
<th>Activity 3-4:30</th>
<th>Activity 4:30-6pm</th>
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<tbody>
<tr>
<td><strong>FALL TERM 2017</strong></td>
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| Sept 14<sup>th</sup> | Course Overview  
K. Wallace & C. Mitchell | 4:30 - Program Overview & Networking  
5:30 – Hub Information Session - Gray Gaffam  
**RESEARCH STUDENTS:**  
Intro to Research program and assignments (EV140) |
| Sept. 21st | *The Aliens Among Us: Communicating Science to the public by Yale University Press author Leslie Anthony.*  
**MW170** | Creating and Optimizing your LinkedIn Profile – Byung Oh, AA&CC  
**RESEARCH STUDENTS:**  
BOOTCAMP 1  
(L102/L103/L101 who are not on Field Trip) EV140 |
| Sept. 28th | **BITAS (L101)FIELD TRIP** |                                                                                   |
| Oct 5<sup>th</sup> | Shameless Self-Promotion Part 1: Resume & Cover Letter  
*Accomplishment Statements Due (in-class assignment)* |                                                                                   |
| Oct 12<sup>th</sup> | **Speaker Presentation 1:**  
Mr. David MacGillivray  
*WSP Canada Inc.* | Guest Speaker:  
Dr. Chris Ollson  
Ollson Environmental Health Management  
*Networking Assignment #1 Due* |
| Oct 19<sup>th</sup> |                                                                                       | Shameless Self-Promotion Part 2: Interview Skills                                    |
| Oct 26<sup>th</sup> | **Speaker Presentation 2:**  
*TBA* | Job Search and CSM Overview  
**RESEARCH STUDENTS:**  
BOOTCAMP 2  
(L101/102/103) EV140 |
| Nov 2nd |                                                                                       | Career Panel: MEnvSc Alumni  
*Networking Assignment #2 Due* |
| Nov 9<sup>th</sup> | **Speaker Presentation 3:**  
*TBA* | Nuts&Bolts                                                                          |
| Nov 16th |                                                                                       | Career Panel: Alternative Careers in The Environmental Sector                       |
| Nov 23rd | **Speaker Presentation 4:**  
Mr. Marc McAree  
*Willms & Shier Environmental Lawyers LLP* | Guest Speaker:  
City of Pickering                                                                |
| Nov. 30<sup>th</sup> |                                                                                       | Presentation Skills – Derrick Pick  
Delaine Consulting  
*Networking Assignment #3 Due* |
### WINTER TERM 2017 – *Note: Tentative Schedule*

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity 3-4:30</th>
<th>Activity 4:30-6pm</th>
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<tbody>
<tr>
<td><strong>January 11th</strong></td>
<td>STUDENT SEMINARS (2 GROUPS)</td>
<td>*Networking Assignment #4 Due</td>
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<td><strong>January 18th</strong></td>
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<td>GRADUATE PROFESSIONAL DAY</td>
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<td><strong>Jan 25th</strong></td>
<td>STUDENT SEMINARS (2 GROUPS)</td>
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<td>Feb 1</td>
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<td>No Class</td>
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<td><strong>Feb 8th</strong></td>
<td>STUDENT SEMINARS (2 GROUPS)</td>
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<td><strong>Feb 15</strong></td>
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<td>NETWORKING EVENT</td>
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<td><strong>Feb 22nd</strong></td>
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<td>READING WEEK – NO CLASS</td>
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<tr>
<td><strong>March 1</strong></td>
<td>STUDENT SEMINARS (2 GROUPS)</td>
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<td><strong>March 8</strong></td>
<td>STUDENT SEMINARS (2 GROUPS)</td>
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<tr>
<td><strong>March 15th</strong></td>
<td>STUDENT SEMINARS (2 GROUPS)</td>
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<tr>
<td><strong>March 22</strong></td>
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<td>No Class</td>
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| **March 29th** | **Internship Students:** Preparing for your Internship & Internship Project Overview (Mandatory for all Internship Students)  
**Research Students:** Review of Research and Program Requirements for Completion (Mandatory for all Research Students) |                                                |