EES1100H: Advanced Seminar in Environmental Science
2017-2018 COURSE OUTLINE (LEC102)

Thursdays 3-6 pm starting September 14
Rooms: MW120, MW170

Course instructor
Nicholas E. Mandrak, Ph.D.
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Rowshyra Castañeda
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Internship coordinators:
Anisa Diljohn Maraj: Office location: EV342 (by appointment)
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Joanna Ying-Fiss: Office location: EV343 (by appointment)
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Note: Instructors will only respond to course-related e-mails sent from an official University of Toronto e-mail address.

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 OBJECTIVES

1. To provide time for the MEnvSc cohort to meet, discuss and share information on current issues and solutions.
2. To provide training in non-academic skills required for entering the workforce.
3. To provide exposure to environmental non-government organizations involved in conservation in Canada through guest lectures and field trips (winter semester).
4. To provide vehicles for the assessment of student writing and presentation skills.

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 conservation practitioners; please take advantage of the experience.

EVALUATION

Although this course is graded as a pass/fail, we will evaluate and return all written assignments and calculate a passing mark (70% minimum) on this evaluation scheme.

- Workshop Tasks Assignments (Internship Students) 30%
- Research Backgrounder (Research Students) 30%
- NGO Assignment 30%
- Group Assignment/Presentation 30%
- Attendance/participation 10%

ATTENDANCE POLICY: 2% of your participation mark will be deducted for each absence; students receive one “free pass” for an explained absence with a reasonable explanation.

ASSIGNMENTS - INTERNSHIP STUDENTS (30%)
(Research students encouraged to complete these for grades)

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

Workshop Details

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)

ASSIGNMENTS - RESEARCH STUDENTS
Research Backgrounder Assignment (30%)
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. 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.

The assignment will be completed in a series of evaluated steps:
Step 1 - Annotated Bibliography (10%) (due January 15)
Step 2 - Abstract (5%) (due February 15)
Step 3 - Research Backgrounder Paper (15%) (due March 15)

ASSIGNMENTS - ALL STUDENTS
Group Assignment/Presentation (30%)
NGO Assignment (30%)
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. Mandrak 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.
# COURSE SCHEDULE – EES1100 – L102 FALL 2017

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<thead>
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<th>Week</th>
<th>Activity 15:00-16:30 (MW120)</th>
<th>Activity 16:30-18:00 (MW170)</th>
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<tr>
<td><strong>FALL TERM 2017</strong></td>
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<tr>
<td>September 14</td>
<td>Introduction</td>
<td>4:30 - Program Overview &amp; Networking</td>
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<td>5:30 – Hub Information Session - Gray Gaffam</td>
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<td>Sept. 21</td>
<td>Guest Speaker – Leslie Anthony</td>
<td>Creating and Optimizing your LinkedIn Profile – Byung Oh, AA&amp;CC</td>
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<td>Sept. 28</td>
<td>Shameless Self-Promotion Part 1: Resume &amp; Cover Letter</td>
<td><em>Accomplishment Statements Due (in-class assignment)</em></td>
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<td>October 5</td>
<td>ALGONQUIN PARK FIELD TRIP</td>
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<td>Oct 12</td>
<td>NGO Guest Speaker - TBA</td>
<td>Guest Speaker: Dr. Chris Ollson</td>
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<td><em>Ollson Environmental Health Management</em></td>
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<td><em>Networking Assignment #1 Due</em></td>
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<td>Oct 19</td>
<td>Shameless Self-Promotion Part 2: Interview Skills</td>
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<td>(MW170)</td>
<td>NGO Guest Speaker - TBA</td>
<td>Job Search and CSM Overview</td>
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<td>Oct 26</td>
<td>Career Panel: MEnvSc Alumni</td>
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<td><em>Networking Assignment #2 Due</em></td>
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<td>November 2</td>
<td>NGO Guest Speaker - TBA</td>
<td>Nuts&amp;Bolts</td>
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<tr>
<td>(MW170)</td>
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<td>Nov 9</td>
<td>NGO Guest Speaker - TBA</td>
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<td>Nov 16</td>
<td>Career Panel: Alternative Careers in The Environmental Sector</td>
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<td>(MW170)</td>
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<td>Nov 23</td>
<td>Class Project Discussion</td>
<td>Guest Speaker: City of Pickering</td>
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<td>Nov 30</td>
<td>Presentation Skills – Derrick Pick Delaine Consulting</td>
<td><em>Networking Assignment #3 Due</em></td>
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<td><strong>WINTER TERM 2017</strong></td>
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<td>January 11</td>
<td>NGO Guest Speaker/Class Project</td>
<td><em>Networking Assignment #4 Due</em></td>
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<td>Jan 18</td>
<td><em>GRADUATE PROFESSIONAL DAY – SHERYL STEVENSON</em></td>
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<td>Jan 25</td>
<td>NGO Guest Speaker/Class Project</td>
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<td>February 1</td>
<td><em>NETWORKING EVENT SHERYL STEVENSON (TBD)</em></td>
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<td>Feb 8</td>
<td>NGO Guest Speaker/Class Project</td>
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<td>Mar 15</td>
<td>NGO Guest Speaker/Class Project</td>
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<td>Mar 22</td>
<td>Class Project Presentations</td>
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