

**San José State University
Department of Environmental Studies**

**EnvS 181 - 01, 02, and 03
Environmental Resource Center (ERC), Spring 2019**

Course and Contact Information

Instructor: Dr. Lynne Trulio
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Office Hours: Tuesday, 10:00-11:30 am, Thursday 2:00-4:00pm
Class Days/Time: Tuesdays & Thursdays 12:00-1:15PM
Classroom: WSQ 111

ERC Directors: Rachel Blake, Morgan Webster, Vivian Nguyen

Directors' Emails: rachel.blake@sjsu.edu, Morgan.webster@sjsu.edu, Vivian.nguyen03@sjsu.edu

Directors' Office Hours: Rachel : By Appointment Only
Morgan : By Appointment Only
Vivian : By Appointment Only

ERC Location: Environmental Resource Center, One Washington Square,
Washington Square Hall, Room 115, San Jose State University,
San Jose, CA 95192-0136

Course Website:
http://www.sjsu.edu/envs/enviornmental_resource_center/
Or google, ERCsjsu

Course Description

Catalog Description - Supervised projects that support the Environmental Resource Center, a source of sustainability information and events for the campus and community; projects help students take personal action toward achieving and sharing approaches to a sustainable lifestyle.

Detailed Description
[The ERC and EnvS 181](#)

We are a student-run organization, connected to the Department of Environmental Studies and funded by Associated Students and Student Involvement, depending on the projects we do. The Environmental Resource Center (ERC) was established in 1967 and soon became the student activist wing of the Environmental Studies Department. Since the early 1970s, the ERC has served SJSU with an annual Earth Day celebration, an environmental library, and other projects that promote sustainability. Students in the ERC started the campus recycling program and an alternative commute planning program that ultimately became Transportation Solutions, which is now a permanent department of Associated Students. ERC students also began an urban farm non-profit organization called Veggielution, now a highly successful organization.

To serve the student body and our supporting organizations, we undertake a range of projects each year. The projects are linked to EnvS 181, a course that students take for credit. The ERC is run by student directors and supervised by a faculty advisor. In addition to organizing behavior changes via on campus events, the ERC is working to move our campus towards sustainable use of water, energy and materials.

Directors and Faculty Advisor Roles

The ERC directors guide the groups and provide volunteer, tabling, and community action opportunities. They oversee all activities of the ERC. They participate in the events, are present to evaluate and assist the team members, manage finances, and lead the classes. Dr. Trulio, the Faculty Advisor, will be at class meetings to help groups move along with their projects. She supports the ERC Directors in their duties and is responsible for assigning credit/no credit evaluations to each student.

Course Learning Outcomes (CLO)

Students learn leadership, service, project management, and communication skills by undertaking sustainability projects on campus and in the local community. This course requires active participation and independent work. The hours you work will be comprised of class attendance, group meetings and other activities (including volunteering, helping at events, tabling, and work associated with your group).

After completing this course, students will:

1. Be able to lead a group or contribute significantly to completing a sustainability project.
2. Be able to locate groups on and off campus that require help sustainability projects.
3. Be able to communicate to a range of people the need for sustainability and how individuals can promote sustainability in their everyday lives.

Required Texts/Readings

There are no required textbooks. Any readings will be assigned with projects.

Course Requirements, Grading Information, Project Groups and ERC Expectations

This course is credit/no credit. Students must meet the following criteria to receive credit:

1. Class Attendance:

Class attendance is essential for teams to coordinate, to learn about other team projects, and to receive important messages from the directors. Groups will regularly report on their progress during class. Individual participation points are also earned during class time.

- ❑ **No more than 4 classes missed.** ****Class attendance is noted each class.****
2 tardies = 1 absence

2. Completion of Unit Hours:

To receive credit, students must work the minimum required hours based on units enrolled:
1-unit student = 45 hours 2-unit student = 90 hours 3-unit student = 135 hours

To receive credit hours, fill out your Time-sheet/Write-ups! *It is very important to keep track of your ERC hours regularly, to make sure you receive credit for all the work you have completed.*

- Update time-sheets/write-ups every Sunday by 9pm.**

****Directors will check them every week.****

*****Write-ups*****

In order to track that outside group work is happening, you will be required to complete a **detailed write up with photos of you doing the work.** These are required to be sent to the directors within a week of doing the hours. If they are not in within a week, those hours will not count or be accepted.

Write-up Example:

<https://docs.google.com/document/d/1GuhEckorNhaEuKLL1rK8hYZNvVBptkPEFa0h9GS8OUg/edit?usp=sharing>

This is a *recommended* table of the division of hours based on the number of units you are taken. Work with the ERC Directors on the division of hours appropriate to you, if it deviates from this table.

Hours Categories	1 unit = 45 hours	2 unit = 90 hours	3 units = 135 hours
Maximum hours earned from class T & R 12pm-1:15pm	20	30	40
Garden Hours	3	6	9
Earned outside of class from independent and group work	5	15	25
Earned at events and volunteering on campus and/or in the community	10	30	50
Earth Day Hours	7	9	11
<i>TOTAL</i>	<i>45</i>	<i>90</i>	<i>135</i>

*****Garden Hours Required*****

The ERC has a garden bed in the AS Garden - it is up to YOU to take care of it. Mandatory to

- Sign up for Garden 3 times (1 unit) / 6 times (2 units) / 9 times (3 units)**

*We ask ERC members to volunteer in the AS CCCAC garden. ***Once you have completed your garden hours you can volunteer in the AS Garden for outside of class hours. You can not attend a garden event for garden hours, but you can attend a garden event for outside hours****

*****Earned outside of class / Other Activities*****

The remainder of your hours will consist of volunteering for activities identified by the ERC directors, tabling for ERC or ERC-sanctioned events, attending environmental talks and seminars on campus and hours spent working on your individual and group projects. To get credit for your hours, you must record your hours each week in your time sheet and with a write up.

3. Participation in ERC Events:

During the semester, the groups will plan and implement several campus fairs or other events.

Participation is mandatory (2 hour shifts) and all registered students must

- Participate in at least 4 ERC events**
- Help set up at least 2 ERC events**

****Students must come present and willing to work at events. Just showing up and barely participating will not be sufficient. Directors will **not approve of hours if students are disengaged or unwilling** to participate in an event****

4. Participation Points:

To receive credit, you must participate productively.

Here is how the participation point are assigned:

Social Media Contribution	10 points
Introductory Presentations	5 points
Group/Event Follow-Up	10 points
Group Project	25 points
Final Formal Group Presentation (Portfolio)	15 points
In Class Participation	20 points
Electronic Group Portfolio Contribution	15 points
TOTAL	100 points

You must earn at least 75 of 100 participation points to pass the class.

Here is a description of each element required for participation points:

- *Social Media Contribution:*

Each student will promote the ERC and environmental awareness through their personal social media platforms, such as Facebook, Instagram, and YouTube. To earn all points, each student must provide the directors evidence that they have

- promoted ERC events on 3 separate occasions**

****screenshots in your write ups*** We want you to spread the word!*

➤ **Introductory Presentations:**

- 5 minute maximum informal self-introduction presentation. Follow the example that one of the directors gives in class.

➤ **Group/Event Follow-Up:**

After each event, the group who lead the event will lead the class in a discussion of pros and cons in order to get feedback for the final portfolio.

➤ **Group Presentations & Projects:**

*****Project Groups*****

Each semester there are different project groups. Group members will work together on a specific campaign to promote sustainability on campus. Each group is required to:

- Participate to earn points for each presentation.
- Develop projects and campaigns, lay out the tasks for the work, and implement events and campaigns.
- Collect Data; **think about things critically; what questions do you have about your topic? What questions were asked last time we held the event? (check in the last groups portfolio). Ask directors or Lynne!**
- Work with the appropriate campus contact in developing plans and campaigns.
- Assist with class projects and have informational tables at other groups' events.
- Give a **final presentation** at the end of the semester. *The final presentations are a brief overview of each group and the group plans and goals for the semester. The final presentation will include:*
 - Goals of the group
 - Activities of each group member
 - Data the group collected and your groups interpretation
 - Group accomplishments
 - Information on what SJSU is or plan on doing to move toward sustainability with respect to your group's project
 - Recommendations for future activities

➤ **Group Meetings:**

You are expected to attend meetings of your group (see Class Groups, below) and will be given class time with your group each week to plan your group's activities. **Group meetings outside of class will also count towards meeting your total hours requirement, but you must provide a detailed write-up with photos** of your meeting as proof you are being productive.

➤ **Electronic Group Portfolio:**

This file will be a complete record of the work completed during the semester. **A previous groups portfolio from a past semester will be shared with you.** Your portfolio should include the following:

- Portfolio Outline, with a complete list of all materials in the portfolio;
- Descriptive Summary of your group's work and achievements;

- ❑ Action Plan and Recommendations for students next semester to advance the work of your group;
- ❑ Personal contacts with titles and a description of their importance to your group's work, an example of this would be partners from your events.
- ❑ All materials and documents generated by your group's project, including meeting dates and summaries, correspondence, press releases, posters, photos, etc.
- ❑ Your group's final portfolio presentation (Can be done on Google Slides or a booklet).
- ❑ Your portfolio does not only contain documents your group's activities and achievements, but should also be designed as a **reference to assist future ERC students**.

Common Questions

➤ What counts as ERC hours?

Anything that is related to the ERC, such as time spent: in class, at events, and doing ERC projects and assignments.

➤ What can I do outside of class to receive hours?

You can get hours for volunteering outside the ERC if the activity is related to the environment, such as volunteering at Open Space Authority or Keep Coyote Creek Beautiful etc! If you want to know if an activity counts towards ERC hours, please ask the ERC Directors or the faculty advisor. Some examples are:

- [South Bay Clean Creeks Coalition](#)
- [Cesar Chavez Community Action Center - Garden](#)
- Become an Eco-Rep with the Office of Sustainability, email: sustianability@sjsu.edu
- [Keep Coyote Creek Beautiful](#)
- [Just In Time Mobile Food Pantry](#)

➤ What if I complete more hours than the amount that I am signed up for?

For example, if you have signed up for 1 unit of ERC (which is 45 hours), but if you have completed 90 hours, you cannot receive an extra unit.

➤ What if I do not finish all of my hours by the end of the semester?

You do not received credit for the course. However, since this class is not graded, it will not affect your GPA.

Tools

Producing materials to document and advertise our ERC events is an essential part of this course to which every student will contribute. Various computer programs, such as Photoshop, which allow manipulation of multiple types of materials, can be used to produce documents, flyers and the like. We encourage students with an artistic bent and/or with experience using applicable computer programs to lead these production efforts.

Class Groups

Transportation Development is an All-Class Project which is run by the ERC Directors and which hosts Ride-To-School Days. All ERC students are expected to participate in Ride-To-School Day events. We put on 2 Ride-To-School days in conjunction with our partner, Transportation Solutions, to help students get to campus sustainably. Refer to the class agenda for the event dates. Students will collect

transportation data, educate attendees on transportation related issues, and engage with people at the event. Contact: transportation@sjsu.edu (Ask for Carlos Escobar)

Each student will also participate in one of these three Class Groups:

Take Back the Tap: Resource Conservation hosts the **Take Back the Tap** events. This group will host 2 events to promote the use of tap water on campus through research. Students will develop their own survey materials, collect data on water usage on campus, and analyze it with Dr. Trulio. This group will also work with Kristen Wonder to help implement a plastic bottle water ban at SJSU. Contact: Lynne Lynne.Trulio@sjsu.edu, Kristen Wonder kristen.wonder@sjsu.edu,

Green Office Workshop: The SJSU Green Office Workshop will introduce the Green Office program to faculty and staff to bring back to their departments. The Green Office program at SJSU encourages faculty and staff to help make their office more environmentally friendly. They will have a brief campus sustainability presentation, a walk-through of the certification process and available resources to help make their workplace more sustainable, and any additional support. Snacks and light refreshments will be provided (please bring your own cup or bottle). Contact: Kristen Wonder kristen.wonder@sjsu.edu

Earth Day 2019. While all students in the class are required to participate in the Earth Day event, this group will be responsible for working with the ERC Directors to help plan and implement the SJSU Earth Day. Tasks include working with vendors, scheduling volunteers, coordinating parking, preparing ERC tables, and developing the event passport, among others. We work with AS, FD&O, the Office of Sustainability, and Spartan Shops to put on Earth Day, which is the largest sustainability event of the year. Contact: ERC Directors

ERC Member Expectations

All ERC students should have a professional approach to the ERC. You are representing a non-profit organization that works towards improving sustainability by educating the campus community. Here are central expectations for all ERC members:

- **Take your commitments seriously.** Your group members are relying on you to do your part.
- **Behave in a professional manner.** You are representing the Environmental Studies Department, SJSU, so please act and dress accordingly. Do not swear or drink alcohol when you are working an event. Do not come to events inebriated. Improper behavior is means for dismissal from the class.
- **Ask questions.** If you have a problem, please ask for help from other ERC students, directors, or the faculty advisor. We are a team and we are here to support each other.
- **Respect the diversity and opinions of others.** Please be respectful to others and be professional both in the ERC class and at ERC events.
- **Take advantage of your ERC member status.** Being a part of the ERC will expose you many new opportunities you have never had before including conferences, volunteering, events, retreats, and public presentations.
- **Show pride in the ERC** by wearing the official ERC t-shirts to all events, representing the ERC well, and making sure the ERC office is clean and tidy.
- **Positive Group Member Review** by other members of your group members. This evaluation is part of the criteria Dr. Trulio will use to evaluate each student's performance in their group. All ERC students must have a professional approach to the ERC.

University Policies

All university policies are found on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>. Be sure to go to this site and familiarize yourself with these policies. They are important to you.

EnvS 181 / Environmental Resource Center, FALL 2019
Course Schedule
 (Events subject to change)

<i>Week</i>	<i>Class Activities & Assignments</i>	<i>Events/Presentations for the Week</i>
First Day of Class	Jan 24th (Thurs) -First Day PowerPoint, class contact sheets, visit to ERC Student introductions Title 9 Presentation Tabling practice / Outreach game	Dr. Trulio, ENVS Department Chair
Week 1	Jan 29th (Tues) - Contact Presentations Put down your top 3 choices on a piece of paper Split into Groups and Focus on Research Questions/Start Portfolio Jan 30th(Thurs) -	Green Office (Kristen Wonder) TBTT SJSU Community Campus Garden ED
Week 2	Feb 5th (Tues) Feb 7th (Thur) - Faculty candidate	

<p>Week 3</p>	<p>Feb 12th(Tues) - green office workshop rehearsal</p> <p>Feb 14th (Thurs)- Faculty candidate RIDE TO SCHOOL DAY</p>	
<p>Week 4</p>	<p>Feb 19th (Tues) - Faculty candidate GREEN OFFICE WORKSHOP</p> <p>Feb 21st (Thur) - Faculty candidate TAKE BACK THE TAP</p> <p>SATURDAY 2/23 - Class Creek Clean Up!</p>	<p>2 months to ED, assign leads like volunteer coordinator, parking coordinator</p> <p>https://www.eventbrite.com/e/223-coyote-creek-clean-up-registration-54115757688</p>
<p>Week 5</p>	<p>Feb 26th (Tues)- events review</p> <p>Feb 28th (Thurs) - Hours check in</p>	<p>Portfolio Update, Bring laptop</p>
<p>Week 6</p>	<p>March 4th (Tues) - ED prep</p> <p>March 7th (Thurs) - ED prep</p>	
<p>Week 7</p>	<p>March 12th (Tues) - ED prep</p> <p>March 14th (Thurs) - RIDE TO SCHOOL DAY</p>	
<p>Week 8</p>	<p>March 19th (Tues) - Event recap, hours check in</p> <p>March 21st (Thurs) - TAKE BACK THE TAP</p>	

Week 9	March 26th (Tues) GREEN OFFICE WORKSHOP March 28th (Thurs) - no class	No class
Week 10	April 2st (Tues) - Spring Break, no class B) April 4th (Thurs) - Spring Break, no class B)	
Week 11	April 9th (Tues) ED Prep April 11th (Thurs) ED Prep	
Week 12	April 16th (Tues) - ED Prep ED Prep April 18th (Thurs) - EARTH DAY	
Week 13	April 23nd (Tues) - Earth Day Recap April 25th (Thurs) GREEN OFFICE WORKSHOP	Earth Day Recap
Week 14	April 30th (Tues) Portfolio Workday May 2nd (Thurs)	Bring Laptop
Week 15	May 7th (Tues) May 9th (Thurs)	Portfolio Presentations

Week 16	May 14th (Tues)-Last Day of Class? Class decides! May 16 (Thurs)- Last day to turn in timesheet - midnight	Portfolio Presentations Group member evaluations due Potluck No class?
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