



**San José State University**  
**Environmental Studies 181**  
**Environmental Resource Center (ERC), Spring 2023**

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Class Days/Time:	Tuesdays & Thursdays 1:30PM - 2:45PM
Classroom:	WSQ 111

**ERC Directors: Kalanna Eldridge, Sean O'Connell**

**ERC Treasurer: Mel Vierra**

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**This course has a Canvas site. Please visit it regularly (i.e., at least twice a week) for materials, instructions, and assignments.**

### **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 and developing environmental leadership. This course is Credit/No Credit.

### **Detailed Description**

#### The ERC and EnvS 181

The Environmental Resource Center (ERC) is 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 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 and has implemented numerous 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 undertaken by students registered for EnvS 181, The ERC, a course that students take for 1, 2 or 3 units of credit. The ERC is run by student directors and supervised by a faculty advisor. In addition to promoting changes to attitudes and behaviors 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 projects and provide volunteer 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. The Faculty Advisor will be at class meetings to help groups move along with their projects. The Faculty Advisor 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, and work associated with your group.

After completing this course, students will be able to:

1. Communicate to a range of people the definition of sustainability and how individuals can promote sustainability in their everyday lives along with their campuses.
2. Lead a group, collaborate with peers, manage responsibilities in a timely manner, and contribute significantly to completing a sustainability project
3. Initiate actions that promote environmental justice in all sustainability endeavors.

**Required Readings:** There is no textbook required for this course. Readings will be assigned and available via the class Canvas website.

#### **Health Advisories**

The course plan below follows the guidelines for on campus activities outlined in SJSU Adapt Plan for COVID-19. We will follow all relevant campus, county, and state guidelines for keeping students safe and adjust course activities as needed to account for changing public health conditions. Visit the SJSU [Health Advisories website](#) regularly to stay current. Students are expected to adhere to all relevant SJSU COVID-19 [health and safety protocols](#) and policies concerning mask wearing, [vaccination verification](#), symptom-checking and COVID testing, [case reporting](#), and use of campus facilities.

## **Class Groups**

Each student will participate in 2 of the class groups. Each group will be working on different aspects of the Earth Day event and related activities, but some groups may have more work at the beginning of the semester while others will have more work later on. This allows students to work in multiple groups over the semester. Each group will have an ERC Director Facilitator. While each group will have some specific tasks, all groups will also be required to help with logistics on the day of the event itself and other ED-related tasks during the semester (e.g. budget, promotional video).

*Earth Day Week Calendar & Events Promotion (Lead: Sean):* This group will be in charge of creating and disseminating a calendar of events that lists all Earth Day-related events happening at SJSU for Earth Day week, in collaboration with the Office of Sustainability. This requires reaching out to various departments and campus groups to find out if they are planning teach-ins or other events, and getting all the info needed to be able to share these events with the larger community and allow them to participate (e.g. time, location/zoom info, etc.). This group will also be in charge of creating promotional material for ERC and for the ED event (videos, flyers, etc.), and designing and ordering ED t-shirts to be delivered in the first week of April.

*Earth Day Event Budget & Fundraising (Lead: Mel):* While all the groups will create a sub-budget for their own activities (as relevant or needed), this group will be in charge of putting all the numbers and justifications together and submitting a formal budget request to Associated Students by **February 22nd, 2023** and attending a zoom meeting with the A.S. Finance Committee on **March 15th, 2023**.

*Volunteer Recruiting & Management (Lead: Kalanna):* While all EnvS 181 students are expected to participate and help on the day of the ED event, extra volunteers will be needed to ensure the event runs smoothly. This group will be in charge of determining volunteer duties, volunteer shifts, and recruiting volunteers by working with EnvS faculty and other campus organizations. This group will also be in charge of managing the volunteers on the day of the event, and providing them with the needed proofs/confirmation of their volunteer shifts.

*Earth Day Recycled Water Campaign (Lead: Costanza):* Valley Water has been operating a water purification center in North San José since 2014. The water produced at the purification center meets California's drinking water standards, yet Santa Clara County and the City of San José still only use it for landscaping purposes, while towns like Orange County have relied on recycled water for potable uses for years. Valley Water is excited to work with ERC to launch a recycled water campaign at SJSU to increase public awareness and acceptance of recycled water for drinking purposes. This group will work with Valley Water to develop a campus campaign promoting recycled water, which will culminate with a tabling event at the ED event.

*Earth Day Stage & Music (Lead: Kalanna):* This group will be in charge of scheduling, confirming, and managing all ED activities occurring on the main stage/lawn, and securing music (DJ or live band) for the event. These activities will likely include a yoga class, speeches by campus leaders, a sustainable fashion show, a dance performance, and more. This group will be responsible for making sure that the stage and proper sound equipment have been secured for the

event, coordinating the various groups performing/using the stage, introducing speakers, and making sure things run smoothly and according to schedule.

*Sustainable Fashion Show (Lead: Costanza)*: This group will be in charge of planning and executing a sustainable fashion show and/or clothing swap event as part of the ED event. This group will work with other student groups from EnvS 168B Global Climate Change, the Office of Sustainability Clothes Closet, the EnvS department, and other relevant campus departments to plan, execute, and promote these activities.

*Liaison with Local Environmental Organizations (Lead: Mel)*: This group will work closely with the Faculty Advisor to create a list of environmental organizations to invite to participate (i.e. table) at the ED event. This group will also be in charge of greeting the organizations' staff on the day of the event, providing them with needed materials (e.g. masks + sanitizing gel for each table, parking passes for the day of the event, tables/tents, etc.), and directing them to their tables. Members of this group should also plan to check in with each tabling organization at least once during the event, to make sure everything is going well.

### **Course Requirements, Grading Information, Project Groups and ERC Expectations**

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

#### **1. Attend and Participate in Class:**

Class attendance and participation is essential for teams to coordinate, to learn about other team projects, and to advance the goals of the course. Groups will regularly report on their progress during class. Individual participation points are also earned during class time. **Students cannot receive credit if more than 4 class meetings are missed without a valid excuse.** Also, being late to class (tardies) two times will be counted as an absence. \*\*\*\* In person participation is evaluated in each class. \*\*\*\*

**Here is a description of the elements required to receive class participation points:**

- A) *Introductory Presentation.*** Give us a brief informal self-introduction presentation on the first day of class. Follow the example that one of the directors gives in class.
- B) *In-class participation.*** These points will be earned through participating in class discussions, group report-outs and other in-class activities throughout the semester.
- C) *Group Projects.*** Each student will participate in 2 of the class groups. Groups will report out on their activities each class. In addition, groups will give a final powerpoint presentation on the last day of class. The presentation will summarize their collective work, successes and challenges. See Canvas for further instructions. Each student contribution to their group projects will be assessed by the ERC directors, the Faculty Advisor, and the group's Office of Sustainability contact at the end of the semester based on work completed.
- D) *Group e-Portfolio.*** This document will be a complete record of the work completed during the semester. Your portfolio not only documents your group's activities and achievements, but should also be designed as a reference to assist future ERC students. Your group's portfolio should include the following:
  - i) Portfolio Table of Contents, with a list of all materials in the portfolio;
  - ii) Descriptive Summary of your group's work and achievements;

- iii) Action Plan and Recommendations for students next semester to advance the work of your group;
- iv) 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.
- v) All materials and documents generated by your group's project, including meeting dates and summaries, correspondence, press releases, posters, photos, etc.

**2. Complete Unit Hours:**

To receive credit, students must work the minimum required hours based on units enrolled. In order to receive credit for your hours, you must

- a) **Before filling out your weekly timesheet, please watch this video explaining how to use the form** <https://youtu.be/MmpdFtm7jHQ>
- b) **Fill out your time-sheet weekly:** Keep track of your ERC hours regularly, to make sure you receive credit.  
[https://docs.google.com/spreadsheets/d/15ABMVJYKaIXw76nlAtAZXdG-\\_HISVuQA50n4cnnFOds/edit?usp=sharing](https://docs.google.com/spreadsheets/d/15ABMVJYKaIXw76nlAtAZXdG-_HISVuQA50n4cnnFOds/edit?usp=sharing)
- c) **Provide Write-ups:** In order to track your work outside class, complete a 250- to 400-word write up every week with photos of you doing the work. You do not need to include photos if an ERC director was present at the event. Write ups should be uploaded on Canvas weekly on Sunday nights. If the write-up is not submitted, the hours recorded in the timesheet for that week will not count or be accepted. Here's a *Write-up Example*:  
<https://docs.google.com/document/d/1GuhEckorNhaEuKL11rK8hYZNvVBptkPEFa0h9GS8OUg/edit?usp=sharing>

**N.B.: Update both time-sheets and write-ups every Sunday by midnight. \*\*\*Directors will check them every week.\*\*\***

Total required hours are based on the number of units you are taking and divided as shown in the table below.

Hours Categories	1 unit = 45 hours total	2 units = 90 hours total	3 units = 135 hours total
<i>Class Hours.</i> Maximum hours earned from class.	32	32	32
<i>Outside Hours.</i> Hours earned outside of class from Group Work, attending related events (e.g. EnvS 210 seminar, relevant lectures/events, and fieldtrips/tours, etc.) as well as volunteering with outside local orgs (e.g. attending a stream clean up event)	10	46	87

Spartan Food Pantry, SJSU Clothes Closet, Community Garden	2	6	8
Earth Day Event – <i>Day of</i>	3	6	8
<i>TOTAL HOURS</i>	45	90	135

***Class Hours.*** *Maximum hours earned from class.* Hours you earn by attending and participating in class during its regular scheduled days and times.

***Outside Hours.*** *Hours Earned outside of class doing Independent and Group Work.* Hours you spend working on your group projects outside of class count in this category. Write ups are required to document these hours. Hours are also earned through volunteering for or participating in activities identified by the ERC directors, such as volunteering for environmental groups, attending environmental talks and seminars on campus, and completing other activities as identified by the ERC Directors. Finally, you can earn up to 5 hours for going on hikes. **To get credit for your hours, you must record your hours each week in your timesheet and provide a write up. Include travel time for any off-campus event you attend on your timesheet.**

There are a number of volunteer organizations with multiple and recurring events, even during COVID. We recommend you find such a group that you might enjoy volunteering with multiple times over the semester. Be sure to regularly check the listed [hours opportunities](#); as they will be updated by the directors. Here is a short list of groups that often meet throughout the semester:

- [Keep Coyote Creek Beautiful](#)
- [South Bay Clean Creeks Coalition](#)
- [Grassroots Ecology](#)
- [San Francisco Bay Bird Observatory](#)
- [Our City Forest](#)
- [UC Master Gardeners, Santa Clara County](#)
- [California Native Garden Foundation](#)
- [Santa Clara Open Space Authority](#)

**If you find a group that you would like to volunteer for or whose events you would like to attend during the semester, please make sure to get the approval from the Faculty Advisor before volunteering with them or attending their events.**

### **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 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 ERC, the Environmental Studies Department, and SJSU, so please act and dress accordingly.

- **Ask questions.** If you have a problem, please ask for help from other ERC students, ERC 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.
- **Show pride in the ERC and be a Positive and Collaborative Group Member.**

### University Policies

All university policies are found on the 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.

**Land Acknowledgement.** We acknowledge the land on which SJSU rests as the traditional home of the Puichon Ohlone-speaking people and the present day Muwekma Ohlone Tribe. The Muwekma Ohlone Tribe is composed of all known surviving Native American lineages aboriginal to the San Francisco Bay region who trace their ancestry through the Missions San Jose, Santa Clara, and Dolores and the historic federally recognized Verona Band of Alameda County. In the Muwekma Ohlone language, Cocenyo: Muwekma means “the people.” We take this opportunity to thank the original caretakers of this land

### Class Schedule

(may be amended with fair notice)

Week	In Class Activities (The Plan for the Class)	Assignments – Listed in Canvas Modules (What You Should Do Before Class)
Week 1	<b>Thur. Jan. 26</b> - Introduction to the ERC - ERC Directors Introductions - Student Introductions - Syllabus	
Week 2	<b>Tues. Jan. 31:</b> - Earth Day (ED) Discussion: Origins & Impact - Group Formation: Each student will sign up to work on 2 ED groups - Time sheet explanation - ERC Directors assign action items for Wed.  <b>Thur. Feb. 2:</b> Applying for A.S. funding. <b>N.B.: <u>Complete funding request for Earth Day event must be submitted by Feb. 22.</u></b>	<b>(T)</b> Listen to NPR “Force of Nature” (51 min) <a href="https://www.npr.org/2021/04/19/988747549/earth-day-1970">https://www.npr.org/2021/04/19/988747549/earth-day-1970</a>  <b>(Tr)</b> Read A.S. Funding Request Form + Student Organization Resource Guide

<p><b>Week 3</b></p>	<p><b>Tues. Feb. 7:</b> Students work in groups to create a budget and budget explanation for their specific groups' activities (as relevant). Each group must closely follow the guidelines and template in the A.S. Funding Request Form</p> <p><b>Thur. Feb. 9:</b> Continue to work in groups on creating a budget and budget explanation.  <b><u>Complete funding request for Earth Day event must be submitted by Feb. 22nd.</u></b></p>	<p><b>(T)</b> Complete preparatory tasks necessary to be ready to work on your group project during class.  + Using the main list, create a list of outside events, seminars, volunteer activities that <b><u>you</u></b> plan on participating in during the months of February and March.</p> <p><b>(Tr)</b> Complete preparatory tasks necessary to be ready to work on your group project during class.</p> <p><i>Don't forget to participate in outside activities to earn hours credit for ERC!</i></p>
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