

UEP 246: Applied Projects in Sustainability

Course Topic: Revising the Occidental College Sustainability Plan

Fall 2020

M 3:00-4:55pm

INSTRUCTORS

Sharon Cech, MA Urban Planning

cech@oxy.edu

she/her/hers

Office hours: by appointment

Rosa Romero, MEd

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she/her/hers

Office Hours: by appointment

CLASS ZOOM LINK

All class instruction will be conducted remotely via Zoom using the following link:

<https://occidental.zoom.us/j/93722604597> Classes will be conducted synchronously to maximize opportunities for student engagement and discussion. If you anticipate any issues with synchronous participation, please contact the course instructors directly.

MOODLE

All readings and supplemental media will be available on the course Moodle site:

<https://moodle.oxy.edu/course/view.php?id=30624>

COURSE OVERVIEW AND OBJECTIVES

Class summary and goals: The goals of the campus sustainability lab are to give students the experience of planning and implementing a project, and to advance the goals of sustainability on the Occidental campus and surrounding community. The project theme this semester will be revising the Occidental sustainability plan.

Class structure and format: Students will divide into groups based on the section of the sustainability plan they are focused on updating. You will do the bulk of your project work independently (or with your group) outside of class. Class meeting times will be with your group to give updates, plan for next steps, and troubleshoot issues that come up. Project

meeting times will take place during the scheduled class time slot or by appointment with professors Cech and Romero. Class time will also be used to learn from people working on sustainability issues on Occidental campus (staff), in their research (faculty), or after graduating from Oxy (alumni).

Class expectations: Everyone must contribute equally to their project. All members of project groups must show up for project team meetings. You must complete your project. You must also complete all assignments.

COURSE/CAMPUS POLICIES & SUPPORT SERVICES

Online Learning Environment & Responsibilities

Professors and students share the responsibility of creating the space and stimulating enthusiasm for learning, including engagement in an online learning environment. Students are responsible for attending and participating in class, completing assignments in a timely manner, and being prepared to discuss readings and material in class and attending. Students are also responsible for engaging in respectful, open, and thoughtful discussion with each other, the professors and community partners. In order to ensure open, honest, thoughtful, and respectful learning, teaching, class and community discussions please:

- Inform the professors when you may have to arrive late or leave early with advanced notice when possible. As this class is community based, all guest lectures are mandatory. If you are absent for these classes, an alternative assignment must be discussed ahead of time.
- Engage in active and courteous listening to other students and community partners and contribute respectfully to class and community discussions.
- When you're not speaking, mute yourself to avoid background noise for others.
- When possible, keep your camera on. We realize that circumstances may arise where this is not always possible, but encourage students to engage visually to contribute to an engaged and discussion-based atmosphere.
- If issues come up around engaging in remote learning, such as connectivity, timing, or ability to engage, please let us know so that we can work together to find a solution.
- As a student participating in an online learning environment, you must abide by all College rules and regulations including, but not limited to, rules in the applicable course syllabus/outline, the Student Code of Conduct Policy, the Policy on Sexual Harassment and Discrimination, as well as any applicable laws. Any violation of these rules may lead to disciplinary action, up to and including expulsion from the College, and/or legal action.

- Online classes may be recorded by your instructor. This means that the audio-visual and chat portions of each class may be recorded and then stored on the College's servers. Recordings will be made available through Moodle (or another secure platform), but only for the express and sole use of those registered in the course. The recorded material will be removed at the end of the semester. No other recording of classroom instruction is permitted. The sharing, altering, or distorting of any audio-visual capture of a class session is not permitted. All content contained in the records shall be subject to the College's Policy on Intellectual Property.

Academic Integrity

As stated in the Occidental College Student Handbook, intellectual honesty is “essential to the educational purposes and fairness of the academic enterprise. Occidental College assumes that students and faculty will embrace a high ethical standard for academic work. In all work, students shall behave conscientiously, taking and giving credit where credit is due, and when in doubt, consulting the instructor or other knowledgeable persons as to whether particular conduct, collaboration, and/or acknowledgement of sources as appropriate. Academic misconduct occurs when a student misrepresents others' work as her/his own or otherwise behaves so as to unfairly advantage her/himself or another student academically. Examples of misconduct include cheating and plagiarism. If this or other misconduct occurs to any extent in connection with any academic work, it will be subject to disciplinary action.” For further information, please see the [Occidental Student Handbook](#).

As many of you are learning from home this semester, you may have family around who are willing and able to provide you with support. While general support is necessary and welcomed by many, in order to protect your academic growth and ensure the integrity of this course, this statement serves as a reminder that your work must be your own. While office hours are always available for students, they will not be available for parents/guardians/family members. As always, if your parent/guardian has concerns, they are welcome to [contact the Dean of Students office](#).

Academic Support Resources

The College has a wide range of [Student Academic Support Resources](#) to support students in learning.

- The **Writing Center** offers opportunities to work on all forms of writing for any class or other writing tasks such as personal statements, senior comprehensives, etc. We offer peer-to-peer consultations with knowledgeable Writing Advisers and sessions with Faculty Writing Specialists. For fall 2020, all of our appointments will

be remote: either synchronous virtual meetings or asynchronous writing feedback. See the [Writing Center website](#) for more information about our fall hours and how students can sign up for appointments. We will update our information again for spring 2021. Please contact the Writing Programs-Center Director, Julie Prebel (jprebel@oxy.edu; x1307) for more information on how the Center can work with you.

- If you'd like to take advantage of the College's **Academic Coaching** resource, which offers one-on-one sessions focused on supporting your time management skills, online learning strategies, and other study skills, you may schedule an academic coaching meeting by sending an email to academiccoaching@oxy.edu. Share what you'd like to work on, and an academic coach will schedule an appointment with you within a few days.
- The **Center for Digital Liberal Arts** (CDLA) offers [library research consultations](#) and [discipline-specific peer tutoring for coursework](#) and [language learning](#). We also offer peer-to-peer [support for learning technologies](#) from Moodle and Zoom to Adobe, app making, and ProTools.

Intercultural Community Center (ICC)

The Intercultural Community Center (ICC) seeks to uplift and support the experiences of students who identify as BIPOC, LGBTQIA+, low income or first generation college students. The ICC also aims to reduce institutional barriers for minoritized groups through intersectional programming, identity-specific services and structural resources. To learn more, contact icc@oxy.edu, or reach out directly to Chris Arguedas, at carguedas@oxy.edu.

Emmons/ Student Health

Your health and well-being has always impacted learning and academic success, and this reality is only heightened as we learn and live through a global pandemic. Symptoms such as anxiety, depression, loss of motivation, difficulty concentrating, and strained relationships can occur. Emmons Counseling staff are committed to supporting the mental health needs of all of our students, regardless of where you're located. Emmons provides virtual walk-ins, crisis support, and consultation to all students, and ongoing individual telecounseling to students residing in California. All students residing outside of California will have access to ongoing telecounseling through a national telecounseling service. Emmons also assists students with finding local therapy referrals. All students continue to have access to the 24/7 confidential hotline at (323) 341-4141. To get connected to any of the free, confidential services at Emmons call (323) 259-2657 or schedule an appointment online at <https://myhealth.oxy.edu> using your Oxy login credentials.

[Special Accommodations/Learning Differences](#)

No matter the mode of course instruction, approved academic accommodations remain in effect. Students with documented disabilities and learning differences who are registered with Disability Services are required to present their accommodation letter to the instructor at the beginning of each semester, or as soon as possible thereafter. Any student who has, or thinks they may have, a physical, learning, or psychological disability may contact Disability Services at accessibility@oxy.edu to learn about available services and support. More information is available at <http://www.oxy.edu/disability-services>.

Accommodations for Reasons of Faith and Conscience

Consistent with Occidental College's commitment to creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that students should be excused from class for reasons of faith and conscience without academic consequence. While it is not feasible to schedule coursework around all days of conviction for a class as a whole, faculty will honor requests from individual students to reschedule coursework, to be absent from classes that conflict with the identified days. Information about this process is available on the ORSL website:

<https://www.oxy.edu/office-religious-spiritual-life>

Title IX

All Occidental faculty are mandatory reporters. In the event that you choose to write or speak about having experienced sexual or interpersonal violence, including sexual assault, dating violence, domestic violence, stalking, sexual exploitation or any other form of sexual harassment, as designated Responsible Employees, professors must notify the Title IX Office. They will contact you to let you know about accommodations and support services at Oxy and reporting options both on and off-campus.

If you do not want the Title IX Office notified, instead of disclosing this information to your instructor, either through conversation or a class assignment, you can speak confidentially with the following people on campus:

- Marianne Frapwell, Survivor Advocate, Project SAFE (survivoradvocate@oxy.edu)
- Emmons Counseling (For appointments, call: 323-259-2657)
- Rev. Dr. Susan Young, Office of Religious and Spiritual Life (young@oxy.edu)

The sexual misconduct policy, along with additional resources, can be found at: <http://www.oxy.edu/sexual-respect-title-ix/policies-procedures>. If you would like to contact the Title IX Office directly, you can email Title IX Coordinator Alexandra Fulcher at afulcher@oxy.edu or call 323-259-1338.

Discrimination, Harassment, and Retaliation Policy:

We strive to foster an inclusive classroom environment. Consistent with College policy on [discrimination, harassment, and retaliation](#), we seek to maintain an environment of mutual respect among all members of our community. Please come to us with any concerns.

Lived Name Policy

Occidental College seeks to provide an inclusive and non-discriminatory environment by making it possible for students to use [a lived first name](#) and pronouns on college records when a legal name is not required. Students are encouraged to use Zoom to display their lived name and pronouns.

ASSESSMENT AND GRADING

UEP 246 is a 2-unit course. It is expected that students in this class on average will devote at least six(6) hours a week to class activities (including in-class time). As a pass/no pass class, you will start with 100 points. If you attend class and do your assignments you will keep those points and pass the class. We will subtract points for missing class, tardiness (without prior notice), and missing assignments. If you have not retained at least 75 points by the end of the semester you will not pass the class. Point will be deducted as follow.

Missing a regular class meeting	-10 points
Missing a class with a guest speaker lecture*	-15 points
Missing an assignment*	-10 points

*You can make up an assignment and regain your 10 points, and we will do our best to record guest speakers. However, if you miss a guest speaker, you will have to do an additional makeup assignment (such as a reflection journal) in order to regain the points.

Assignments:

Every section of the sustainability plan and the corresponding group project will be distinct and produce different end-products, but each group will complete the same project components:

1. Revised Sustainability Plan Outline (9/7)
2. Draft Project Plan (9/21)
3. Final Project Plan (9/28)
4. Draft Website Content & Sustainability Goals (11/2)
5. Final Website Content & Sustainability Goals (11/9)

6. Share Projects (in class 11/16)
7. Final Reflection Journal (11/23)

CLASS SCHEDULE

Below is the week-by-week schedule for the UEP 306 class. You can also reference [Oxy's 2020-2021 academic calendar](#) for more information on College-wide dates and deadlines.

Week 1

Mon Aug. 24	Topic: Class Overview
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Week 2

Mon Aug. 31	<p>Topic: Project Orientation & Team Assignments</p> <p>Guest Speaker: Bevin Ashenmiller</p> <p>Assignments Due:</p> <ul style="list-style-type: none"> • Review Oxy's 2010 sustainability plan (on Moodle) • Review "Green Ribbon Award" criteria
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Week 3 — *LABOR DAY — NO CLASS MEETING*

Mon Sep. 7	<p>Assignments Due:</p> <ul style="list-style-type: none"> • Oxy Revised Sustainability Plan Outline
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Week 4

Mon Sep. 14	<p>Topic: Sustainability at Oxy: Resource Guide & Action Plan</p> <p>Assignments Due:</p>
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	<ul style="list-style-type: none"> • Sign up for groups according to sections of the sustainability plan (in class 9/14)
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Week 5

Mon Sep. 21	<p>Topic: Project Proposals—share project plans with class and review with professors and EIA</p> <p>Assignments Due:</p> <ul style="list-style-type: none"> • Project Proposal Draft
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Week 6

Mon Sep. 28	<p>Topic: Group work on final project proposals</p> <p>Guest Speaker: tbd</p> <p>Assignments Due:</p> <ul style="list-style-type: none"> • Final Project Proposals Due
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Week 7

Mon Oct. 5	<p>Topic: Final Project Proposals</p> <p>Guest Speaker: tbd</p> <p>Assignments Due:</p> <ul style="list-style-type: none"> • Work on group projects according to outline and work plans
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Week 8

Mon Oct.12	<p>Topic: Project Check-ins</p> <p>Guest Speaker: tbd</p> <p>Assignments Due:</p> <ul style="list-style-type: none"> • Work on group projects
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Week 9

Mon Oct. 19	Topic: Project Check-ins Guest Speaker: tbd Assignments Due: <ul style="list-style-type: none">• Work on group projects
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Week 10

Mon Oct. 26	Topic: Project Check-ins Guest Speaker: tbd Assignments Due: <ul style="list-style-type: none">• Work on group projects
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Week 11

Mon Nov. 2	Topic: Project Check-ins & Presentation Overview Guest Speaker: tbd Assignments Due: <ul style="list-style-type: none">• Draft Website Content & Sustainability Goals
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Week 12

Mon Nov. 9	Topic: Project Check-ins Guest Speaker: tbd Assignments Due: <ul style="list-style-type: none">• Final Website Content & Sustainability Goals
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Week 13

Mon Nov. 16

Topic: Share work and website

Assignments Due:

- Final journal reflection (due 11/23)