

## Intro to Environmental Careers/Internships

Julie Phillips

Teleclass #5

- Welcome back to class!
- Teleclass 5 of 6 teleclass series
- Visit LCW102 or call (408)864-8969 for assistance!
- My Office Location: S56a
- Telephone: (408)864-8655
- E-mail:
  - [Tuleek1@earthlink.net](mailto:Tuleek1@earthlink.net)
- Academic Plans due by November 26!



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## Intro to Environmental Careers/Internships

- Review your course syllabus! Available online!
  - <http://www.bhs.deanza.edu/faculty/phillips/>
- **Required Text:** Doyle, K., Complete Guide to Environmental Careers in the 21<sup>st</sup> Century, Island Press, Environmental Careers Organization (ECO), 1998.
- **Optional Textbooks:** Fasulo and Walker, Careers in the Environment, 2000.
- Degalan and Middlekauf, Great Jobs for Environmental Studies Majors, Contemporary books, Inc., 2002.



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## Today's Topics:

- Draft Academic Plan discussion
- **Career Options:**
  - Kelly Lerner, Green Architecture
  - Mike Kutilek, Professor of Biology, SJSU, Conservation Biology
- **Highlight University Program:** Cal Poly Pomona - Joan Safford, College of Environmental Design
- **Four Steps to a Great Internship** (ECO pp. 44-49)
  - Identify organizations of interest to you!

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## Teleclass #6 Topics:

- Draft Academic Plan discussion
- **Career Options:**  
Audrey C. Rust, President, Peninsula Open Space Trust  
Willard Chin, Environmental Justice Specialist, US EPA
- **Highlight University Program:** UC Davis -Randal J. Southard, Professor of Soils, Division of Environmental Sciences (College of Agricultural & Environmental Sciences)
- Making a difference!

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## Student Academic Plan

- **Narrow down your options** (use your text as a guide - Environmental Careers in 21st Century (Part II, III and IV))
  1. **Planners** (help communities make decisions about present and future construction, recreation and transportation)
  2. **Environmental educators** and communicators
  3. **Environmental protection** & energy (air, water, haz/solid waste)
  4. **Natural resource management** (land, water, parks, forests, wildlife)
- Select one area of focus for your academic plan
- Which option (#1 - 4) did you select?
- Which career described in text did you select? Why?
- What **skills are essential** to that field?



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## Skill Assessment

- Assess your **skill base** (**capabilities** that can be developed in school, at work or through volunteer work and then used in job setting)
- **General skills** include reading and writing skills, basic computation ability, think critically & communicate effectively
- Recognize your **preferred skills** (**skills you are most interested in using** - which do we want to use within our job)
- Assess **skills needing further development** (**define the "gap"** between qualifications required for a specific job and skills you possess - skills you don't currently possess)
- **Personal assessment of these skills?**

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## Skill Assessment

- **Preferred skills** (skills you are most interested in using - which do we want to use within our job)
- **List of preferred skills for an Environmental Planner:**
  - Gather information
  - Disseminate information
  - Conduct research (analyze differences in transportation data among U.S. cities)
  - Be willing to travel
  - Collaborate on projects (Work with state agencies to obtain data and disseminate study results)



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## Skill Assessment

- **Preferred skills** (skills you are most interested in using - which do we want to use within our job)
- **Business employers have identified important qualities including:**
  - Enthusiasm for employer's product or service
  - An awareness of cultural differences
  - Ability to follow written or oral instructions
  - Ability to demonstrate self-control
  - Confidence to suggest new ideas
  - Ability to communicate with all members of a group, and
  - loyalty



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## Student Academic Plan

- Assess **interests** (develop a Mission Statement for yourself!)
- Define **values** (personal)
- Define **career (work place or academic) values** (Research Mission statements for agencies, colleges/universities or business/industry - select career description & college/university)
- Assess **skills** (current skill level vs. skills you wish to further develop)
- Make a **connection between career & education interests AND values & skills**
- **Mapping** out your direction (3 month; 6 month; 1 year and 3 year plans) Where do I want to be in 6 months?
- **Strategies** to implement



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## Student Academic Plan Outline

- **Mission Statement:** (1 to 3 concise sentences)
- **Personal values or traits:** (Make a list!)
- **Define work place or academic values:** (Make a list!)
- **Assess skills:**
  - current skill level
  - skills you wish to further develop
- **Make a connection between career & education interests AND values & skills** (Where do I want to go next? Education? Career?)
- **Mapping** out your direction: (Develop a timeline!)
  - 3 months? 6 months?
  - 1 year? 3 years?
- **Strategies** to implement:
  - Meet with counselor
  - Write a resume
  - Complete an internship
  - Complete a certificate, AA Degree, BA Degree, Graduate School

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## Environmental Careers in the 21st Century The Environmental Careers Organization

### ■ 4 step approach to a Great Internship:

(Pages 44 - 49 ECO text)

#### 1. *Know what you want from your internship*

- “The best interns are usually the ones who know what they’re after”. . . “We know our project needs, but we don’t know your desires”. . . Ethel Crisp (US EPA)
- It is not uncommon for students to ask “Why don’t you tell me what I should want from an internship?”



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## Environmental Careers in the 21st Century The Environmental Careers Organization

### ■ Intern managers agree that there at least 4 types of learning you should seek from your internships:

1. **Skills:** (What do you want to learn or improve?)
2. **Content knowledge:** (You should emerge from your experience with more knowledge of that field!)
3. **Organizational knowledge:** (Are interns incorporated into the organization’s culture? Do you get a chance to meet people with hiring authority?)
4. **Learning about professional life:** (One of most important things you can learn from an internship - what it feels like to be a working professional in your chosen field!)



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Environmental Careers in the 21st Century  
The Environmental Careers Organization

■ **4 step approach to a Great Internship:**

2. **Know what you have to offer**

- Competition for internships has increased!
- More people realize how important practical experience is to career success
- Internships have become more like entry-level jobs
- They need to know what you can do to assess how you can help their organization
- Be ready with an inventory of your existing abilities!



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The Environmental Careers Organization

■ **4 step approach to a Great Internship:**

3. **Identify organizations of interest**

- Linking your desires & skills to specific organizations is crucial!
- There are tens of thousands of business, government and non-profit employers
- It is time to narrow it down!
- Start your internship search on the computer
- Environmental internship websites at end of chapter (pages 57 - 63)



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■ **4 step approach to a Great Internship:**

• **Nine options to consider for internships:**

- ✓ Educational internships
- ✓ Seasonal and part-time jobs
- ✓ Project internships (most popular!) - complete a specific project
- ✓ Recruitment internships (companies target people from specific schools)
- ✓ Diversity internships (organization's strategy to increase racial, ethnic and gender diversity)
- ✓ Temporary jobs (EnviroTemps and EcoTemps)
- ✓ Part-time jobs
- ✓ Fellowships (research fields - very competitive)
- ✓ Community service internships (Teach for America, GreenCorps, and conservation groups throughout the nation)

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- **4 step approach to a Great Internship:**
  - 4. ***Make your interest known and land the internship:***
    - You have done your homework
    - You know what you want and what you have to offer
    - You have identified some employers of interest to you
    - Try to make contact in person or start with a letter
    - Possibly attach a succinct resume
    - If no internship program - propose to that organize your own tailored internship
    - Learn about current projects in that organization and tasks that are not getting done - but are a priority for organization
    - Stay focused on the **employer's needs** during your meeting!
    - Prepare a two- to three-page proposal on how you can help!

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Environmental Careers in the 21st Century  
The Environmental Careers Organization

- **4 step approach to a Great Internship:**
  - ❖ ***Make the most of your internship!***
    - ✓ Make sure your new employer is ready for your arrival! (interns are sometimes a low priority so communicate before the first day!)
    - ✓ Develop a work & learning plan with your supervisor
    - ✓ Set regular meetings



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- **4 step approach to a Great Internship:**
  - ❖ ***Make the most of your internship!***
    - ✓ Work harder, longer, and better than you need to!
    - ✓ Keep records (keep copies of work, accomplishment - request a letter of recommendation)
    - ✓ Get to know people!
    - ✓ Stay in touch after the internship



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Environmental Careers in the 21st Century,  
The Environmental Careers Organization



**Self-knowledge, good planning, and quality information are important!**

**The environmental field has matured in the past 40 years, but it is still young and constantly changing!**

**“Be persistent and keep learning! If you are alive to learning and never give up, you will find the education and experience you need!”**

*John R. Cook, Jr., founder of Environmental Careers Organization (ECO) and president since 1972.*

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