

Intro to Environmental Careers/Internships

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Teleclass #6

- Last class!
- Teleclass 6 of 6 teleclass series
- Visit LCW102 or call (408)864-8969 for assistance!
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- Academic Plans due (see course syllabus)



Today's Topics:

- Hello!
- **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)
- Academic Plan discussion!



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

This is a revolution!

A few years ago up-to-date employer information about environmental opportunities was difficult to come by!

Now more information is available from a variety of sources. . .



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Where should you start looking for a job in an environmentally-related field? (Pgs. 68-75)

- ECO's website - www.eco.org
- Internet
- Newspapers
- Free publications
- Job Listings
- Conference & Job Fair Publications
- Magazines, Trade Journals & Newsletters



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Where should you start finding a job in an environmentally-related field?

- Annual Reports
- Directories
- People
- College faculty, Staff Members & Students
- Alumni
- Friends, Relatives & Neighbors
- Professional Societies & Trade Associations
- Internships & Volunteering
- Meeting People through Events



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



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

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?



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?**

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)



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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■ **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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■ 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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■ 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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■ 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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- **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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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.

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 21st 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.


