Applied Projects in Sustainability
UEP 246
Fall Semester 2019

<u>Course Description:</u> This course will give students applied project management experience in

Semester Schedule

Class Date	Activities	Assignments (due by following class unless otherwise specified)	Outside of class time
August 29	Introduction to organizations, introduction to non-profits, how to write a professional email.	1. Send organization preferences and schedule to Prof. Bomba. **Due: Sept 2 by midnight** **You will receive your organization assignment by Tuesday Sept 3 at midnight.** 2.Reach out to your host organization to schedule a visit. CC Prof. Bomba 3.Complete any legal requirements for your host organization. 4. Complete assignment in Mission, Vision, Values	~3
September 5	Intro to project management, how to make a workplan,	1.Visit your host organization site and discuss your plan for the semester. 2.Make first draft of workplan.	4
September 12	Review workplans in class.	1.Finalize workplans. 2.Make second visit to site.	4
September 19	Share finalized workplans in class.	Begin your service learning!	5-6
September 26	Report back on first week	Weekly progress report	5-6
October 3- November 14 (class as needed)	Weekly work per your workplan.	Weekly progress report.	5-6
November 21 (last day of actual class)	Class presentations	Make a plan for your last week of your project: how to say goodbye?	4

| Week of December 2 | Complete your service learning: final week of work | Write final report of your experience, your accomplishments. **Due Dec 10 at midnight** | 6 |