New Course Request

Indiana University

Check Appropriate Boxes: Undergraduate credit [✓] Graduate credit [ ] Professional credit [ ]

1. School/Division Academic Affairs
2. Academic Subject Code SUST
3. Course Number SUST 5491 (must be cleared with University Enrollment Services)
4. Instructor KEEN
5. Course Title SUST 5491 Internship in Sustainability
   Recommended Abbreviation (Optional)
   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spr 2011

7. Credit Hours: Fixed at 3 or Variable from _______ to _______

8. Is this course to be graded S-F (only)? Yes [ ] No [✓]

9. Is variable title approval being requested? Yes [ ] No [✓]

10. Course description (not to exceed 50 words) for Bulletin publication: Involves placement in a business, non-profit agency or governmental unit to give students hands on experience working with sustainability in a practical setting.

11. Lecture Contact Hours: Fixed at 18 or Variable from _______ to _______

12. Non-Lecture Contact Hours: Fixed at 100 or Variable from _______ to _______

13. Estimated enrollment: 10 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: 2/yr Will this course be required for majors? No

15. Justification for new course: Required for new minor in sustainability studies

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant. We overlap.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 7/3/07
Department Chairman/Division Director

Approved by: [Signature] Date
Dean

Date
Chancellor/Vice-President

Date
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
Overview of Course
The primary purpose of this course is to apply what you have learned through your sustainability course work to your internship experience. Readings and class discussions will encourage you to link sustainability concepts and perspectives to the concrete situations you encounter as an intern. The end result, I hope, is an improved ability to think sustainably and a greater appreciation of the applications of sustainability studies outside of the classroom.

On a practical level, internships often provide opportunities to learn how to work more effectively with others and to solve problems independently. You may also expand your professional networks and develop new job-related skills and competencies.

In order to achieve these goals, you will need to devote 100 hours on site, complete weekly journal entries (personal reflections on your internship experience), write comprehensive essays (where you integrate your academic knowledge with your internship experience), and participate in class discussions.

Required Reading
Books:
James, Sarah and Torbjorn Lahti, The Natural Step for Communities: How Cities and Towns Can Change to Sustainable Practices.


Articles:
The following readings are available in hard copy at the circulation desk in the library as well as electronically. To obtain them electronically, go to http://ereserves.indiana.edu:83 and click on Electronic Reserves and Reserves Pages. In the next window, type my last name or the course name. Click on S491 in the next window and enter the password, “sustain.” Click once on the article you wish to view:


**In addition to these reserve readings, I will distribute the following handbook:**

**Course Requirements**

1. **Complete a Learning Agreement Form**
In consultation with your field supervisor and myself, work out a plan that details your work schedule and specific responsibilities, along with a set of learning objectives (e.g., skills and competencies you wish to master or experiences you wish to have). Please give a copy of the completed form to me and to your field supervisor.

2. **Complete a minimum of 100 hours in an approved field setting**
The grade for your field work will be based upon your field supervisor's evaluation of your work (a midterm and final report) as well as the written work you turn in to me. You and your field supervisor will be responsible for keeping track of your hours.

3. **Attend bi-weekly class meetings**
During these meetings we will discuss questions, issues, and problems relevant to your internship experience. Be prepared to discuss the readings and to apply them to your internship. Given that we only meet once every other week it is important that you attend our class sessions. Students who miss one class will receive 85%, who miss two classes will receive 75%, and who miss three classes will receive 65% of the class participation points.

4. **Submit weekly journal entries**
In these entries, you will be expected to describe and reflect upon your experience in the field. These can be hand written, but I prefer that you type them. Include one entry for each week of work and answer the following questions (*insert before answers*):
   a). What days and times did you work this week?
   b). What were the noteworthy events of the week?
   c). What did you learn about yourself, your organization, and how your organization is incorporating sustainability into its operations?
   d) What is one sustainability concept/idea that you were able to observe at your internship this week? Below is a list of concepts you might want to address: triple bottom line, carbon footprint, environmental impact, life-cycle costing, green building, recycling, principles of sustainability, innovation, dematerialization, relocalization, cradle-to-cradle, sustainability inventory, sustainability action plan, low-hanging fruit, fruit higher up, backcasting, future visioning, alternative energy, etc.
5. Write comprehensive essays

In these essays I expect you to apply sustainability concepts to your internship experience and to use your internship experience to critically analyze sustainability concepts. These essays will require you to draw upon the course readings as well as information from other classes in the minor in sustainability studies. I will distribute the questions for the essays at least one week before they are due. Students will also be expected to turn in outlines of their essays prior to their completion.

### Grading

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Journal entries</td>
<td>15%</td>
</tr>
<tr>
<td>Outline of comprehensive essays</td>
<td>5%</td>
</tr>
<tr>
<td>Comprehensive essays</td>
<td>30%</td>
</tr>
<tr>
<td>Class attendance &amp; participation</td>
<td>5%</td>
</tr>
<tr>
<td>Internship work</td>
<td>45%</td>
</tr>
</tbody>
</table>

### Grading scale for course:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>100-93</td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
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<tr>
<td>C</td>
<td>76-73</td>
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<tr>
<td>C-</td>
<td>72-70</td>
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<tr>
<td>D+</td>
<td>69-67</td>
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<tr>
<td>D</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>62-60</td>
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<tr>
<td>F</td>
<td>59 and below</td>
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### Other Business

**Pass/Fail Option:** Students must obtain at least 60 percent of the total points in order to pass this course.

**Cell Phones:** Please turn off cell phones when you come into class.

**Religious Accommodations:** If you require academic accommodations for a religious observance, please provide me with a written request to consider a reasonable modification for that observance by the end of the second week of the course. Contact me after class, during my office hours, or by individual appointment to discuss the issue. If after discussion we reach no consensus, either party or both should seek the advice of the Dean, and if no consensus is reached, then the advice of the Vice Chancellor of Academic Affairs. Either the instructor or the student may appeal the VCAA’s decision to the Office of Affirmative Action within ten business days of the determination.

**Students with Disabilities:** If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Disabled Student Services (Administration Building, Room 120B, telephone number 520-4832) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification please bring the letter to me.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic &amp; Assignments Due</th>
<th>Reading</th>
</tr>
</thead>
</table>
| Session 1  | *Introductions and Overview of Course*  
Review *Internship Orientation Handbook*  
Internship Agreement Form Due  
Internship Tracking Form Due | Johnson and Allen  
Hall and Tolbert |
| Session 2  | *Socialization into your organization, role conflicts,*  
*and other issues associated with being a new member*  
Weekly Journal Entries Due     | Nattrass and Altomare  
or James and Lahti |
| Session 3  | *Applying Principles of Sustainability*  
Outline of Essay 1 Due  
Weekly Journal Entries Due  
Comprehensive Essay 1 Due: | Nattrass and Altomare       
or James and Lahti |
| Session 4  | *The Learning Organization*  
Outline of Essay 2 Due  
Weekly Journal Entries Due  
Comprehensive Essay 2 Due: | Senge                                      |
| Session 5  | *Sustainability Inventory*  
Outline of Essay 3 Due  
Weekly Journal Entries Due  
Comprehensive Essay 3 Due: | Nattrass and Altomare       
James and Lahti |
| Session 6  | *Visioning Sustainable Practices*  
Outline of Essay 4 Due  
Weekly Journal Entries Due  
Comprehensive Essay 4 Due: | Nattrass and Altomare       
James and Lahti |
| Session 7  | *Sustainability Action Plan*  
Outline of Essay 5 Due  
Weekly Journal Entries Due  
Comprehensive Essay 5 Due: Thursday, April 16 | Nattrass and Altomare       
James and Lahti |
| Session 8  | *Final Reflections and Next Steps*  
Comprehensive Essay 6 Due  
Weekly Journal Entries Due |                                           |