ENVR 501 - Sustainability Projects Course  
TTH at 1:15-2:30 in West Quad D 101

Instructor Information

Thomas Syfert  
Director Environmental Health and Safety  
Campus Address:  306 Benson School  
Campus Phone:  803-777-8246  
Cell Phone:  803-240-0689  
Home Phone:  803-781-9161  
Email:  tsyfert@mailbox.sc.edu

Office Hours:  Due to the nature of my role on campus, I cannot maintain regular office hours. However, I am glad to meet with you anytime I’m available. I can usually meet 2:45-4:00 T-TH (after class, at Green Quad or 306 Benson).

Learning Outcomes

The Sustainability course is designed to create an environment where students can research, develop and implement sustainability projects throughout the campus and community. The course will consist of projects where student teams work with clients to establish working relationships in a consulting project environment. Clients will come from within the University – such as consulting projects related to the construction of a new building for the new law school – and from without – a number of local business have already expressed interest in working with our students in definable projects.

At the end of this course, successful undergraduate students will be able to:
1. Execute a real, sustainable project with defined deliverables.
2. Demonstrate cooperation through working as a team.
3. Convince a client of the cost and social benefits of suggested improvements by completing midterm and final presentations.
4. Identify and describe how organizations and businesses are responding to new demands for increased attention to sustainable enterprise and development.

At the end of this course, successful graduate students will be able to do all of the above, and
5. Act as mentor to the team, develop project deliverables, and compile final report for the team.

Course Materials

We will be referencing Flawless Consulting, A Guide to Getting Your Expertise Used, Peter Block – John Wiley and Sons (2011). Students are expected to read the associated literature related to the sustainable course lectures and to find relevant material for their particular project. The related readings for course lectures will be posted in the course documents after the lecture dates have been defined.
Instructional Delivery Strategy

The course will be a combination of lecture (30%) and project meetings (50%) and class presentations (20%). The class schedule is listed below:

Class Schedule (Presentations and instructor meetings may vary)

<table>
<thead>
<tr>
<th>Item/Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Introduction, Syllabus Discussion, discuss team assignments</td>
<td>Class 1</td>
</tr>
<tr>
<td>Project Presentations—Prospective Client liaisons come and present their projects, and students select. Project Teams defined in class 4.</td>
<td>Class 2-4</td>
</tr>
<tr>
<td>Sustainability Course Lectures: Sustainability, Presidents Climate Commitment, Carbon Footprint, LEED principles and project reviews, Business School tour, Law School design etc… There will be guest speakers or site visits for eight classes and more may be established based on subject area/interest</td>
<td>Classes 5,7,9,11,</td>
</tr>
<tr>
<td>Individual meeting of teams and with faculty instructor</td>
<td>Classes 6,8,10,12</td>
</tr>
<tr>
<td>Mid-Term Class Presentations</td>
<td>Classes 13-15</td>
</tr>
<tr>
<td>Each group presents progress and issues to full class (10% of grade)</td>
<td></td>
</tr>
<tr>
<td>Client Meetings and Discussions (Class may not be held; individual meeting with faculty advisor as needed)</td>
<td>Classes 16-20</td>
</tr>
<tr>
<td>Final Presentations to Class</td>
<td>Class 21-24</td>
</tr>
<tr>
<td>Final Presentation to client (may be outside of class)</td>
<td>Class 25-27</td>
</tr>
<tr>
<td>Final projects Due; Debrief</td>
<td>Class 28</td>
</tr>
</tbody>
</table>

Course Requirements

The course is focused on sustainable consulting projects. The projects will be compiled and defined by the instructor. The timeline, client roles, and description of the final project are listed below.

Consulting Project Timeline

<table>
<thead>
<tr>
<th>Item/Task</th>
<th>Owner</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School reconvenes from break and students receive team assignments</td>
<td>Instructor, Students</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Clients contacted for initial meeting

<table>
<thead>
<tr>
<th>Task</th>
<th>Undergraduate %</th>
<th>Graduate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Project</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Deliverables/Contract</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Mid Term Presentation</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Final Presentation</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Participation Attendance</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>USC Connect/community service</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Mentoring</td>
<td>**</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
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Client Roles

- Project Champion - typically executive level; someone who is able to champion the project throughout the organization
- Project Contact(s) - someone who is able to 'open doors' for the students and who has the ability to gain access to needed information for project research and deliverables

Student Teams

- Student Teams - Approximately 3-5 Graduate/Undergrad Students assigned to teams. The Graduate projects will be more in depth or intricate and require a higher level of business knowledge to perform the tasks
- Client Liaison - elected student who will be the main point of contact for the Client (contact and/or champion).

Grading

The projects will be segregated between graduate and undergraduate students based on skills required and experience needed to complete the projects. Graduate students will be assigned more difficult projects, thereby requiring them to engage in more challenging tasks during their consulting work. They will mentor the undergrad students, lead the project proposal and will compile the final presentation and report. Therefore, graduate students will be expected to produce a higher quality and more professional final product (see below). Graduate student grading will be based on these higher standards. The difference between the undergraduate and graduate percentages are defined below:

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<tr>
<td>Total</td>
<td>100</td>
<td>100</td>
</tr>
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FINAL PROJECT

The project grade will be determined by the quality of work on the project execution and the actual outcomes, as well as contributions to the project efforts. Thus, multiple dimensions will be assessed to determine individual students’ grade on the course. These will include:

- Accuracy/clarity of problem description
- Appropriateness of tool set used to address the problem
- Cohesiveness of the consulting team
- Professionalism of the consulting team and individual members
- Satisfaction of the client and the faculty advisors “throughout” the process
- Timeliness, accuracy, and thoroughness of all communications
- Quality of presentation (to client and class)
- Assessment of the project quality by the client
- Quality of the final project report
- Assessment of the individual efforts on the project, including attendance and participation during class sessions, project meetings, and presentations.

Students will be provided informal feedback about the quality of their work on their projects by the faculty advisors or Sustainability Instructor throughout the semester. Additionally, as mentioned in the above list of criteria, faculty members will assess the extent and quality of “individual contribution” by each student on his/her project through their own observations and through peer-evaluation of each student by his/her teammates at the middle and end of the semester and from client feedback about individual contributions. Thus, you should expect different grades across team-members of the same project if the relative contributions by team members to the same project have been assessed to be significantly different across team members.

Thus the overall grade of a student will reflect:

(a) **Product Quality**: Quality of the final outcomes – including presentations/reports and implications (assessed by faculty advisor and the client), and

(b) **Individual Contributions** to the Project (assessed by the faculty advisors with inputs from team members and the client).

PROJECT DELIVERABLES/ CONTRACT

The graduate student will lead this process between the team and the client. If graduate student is not on the team the client liaison will lead this process.

MID-TERM PRESENTATION

Students will include background on the projects and update their status on the project deliverables. Client will be invited to presentation to review status and provide input.

FINAL PRESENTATION

Students will complete final presentation to the client and detail future goals or projects that can be completed by future classes. This will be a formal presentation (business attire) and will be led by the graduate student if part of the team.
CLAS PARTICIPATION/ATTENDANCE
Attendance details are listed below. Class and team participation is essential to make these projects a success.

USC CONNECT - COMMUNITY SERVICE
Sustainability is also utilizing your new skill sets to help the environment or community. Through working with and for others, we often learn about ourselves. In this class you will be required to participate in community service, which will be part of a class community service project. This year we have a proposed project with Home Works of America, or we can define another group project. Attendance is mandatory.

COURSE FORMAT
The course will be held in a consulting project format as much as possible. Students will be required to meet with their advisors, among the team, and with the client managers and other members of client organization quite frequently on an appointment basis. Many advising sessions will be conducted as a part of the regular class time. Students are expected to participate in all of these sessions and other deliberations of the project. As noted below, a few class sessions (especially at the start of the semester) will be used to explain the administrative and general consulting practice principles, as well as for reviewing the relevant past material. Attendance for these class sessions is expected. Attendance and participation during the client presentations is mandatory. Unexcused absence for class session, project advising, as well as project presentation sessions will result in penalties listed below.

Students are expected to be on time. Tardiness will be penalized on your final grade. Two tardies are counted as one absence.

More than two absences will result in a required conference with the instructor and a decrease in the students’ final grade according to the following scale:
1-2 absences: no penalty
3rd absence: 5 points off final grade
4th absence: 10 points off final grade
5th absence: 20 points off final grade
6th absence: failing grade in course

Students who have absences (excused or unexcused) are expected to make up any work missed by meeting with the instructor to discuss the material covered during your absence.

*An absence is excused only if it is approved by the instructor or with written documentation from a health care professional. Please e-mail or phone in advance if you know you will not be present.

PENALTIES FOR NON-PARTICIPATION OR POOR-QUALITY PARTICIPATION
I reserve the right to administer penalties of different severity if non-participation or bad-quality participation is evident on the part of individual team members. This could include disqualifying the student from the project with an “F” grade on the course.
GRADING SCALE

A = 90 or higher  B+ = 87-89.99  B = 80-86.99  C+ = 77-79.99
C = 70-76.99  D+ = 67-69.99  D = 60-66.99  F = under 60

ADA Statement

The University of South Carolina provides high-quality services to students with disabilities and we encourage you to take advantage of them. Students with disabilities needing academic accommodations should: (1) Register with and provide documentation to the Office of Student Disability Services (803-777-6142) in LeConte College Room 112A, and (2) discuss with the instructor the type of academic or physical accommodations you need. Please do this as soon as possible, preferably within the first week of class.

*Course materials are available in alternative format upon request*

Student Honor Code

The University of South Carolina expects high standards in all areas from its students. The University, as well as the faculty, staff, alumni, and students, believe strongly in the Honor Code. This Code requires acceptance of certain responsibilities and agreement by all students to abide by the spirit of the Honor Code upon entering the University of South Carolina. In order that you may better understand the required responsibilities, the general University community codes are outlined below:

1. It shall be the responsibility of every faculty member, student, administrator and staff member of the University community to uphold and maintain the academic standards and integrity of the University of South Carolina.

2. Any member of the University community, who has reasonable grounds to believe that an infraction of the code of Student Academic Responsibility has occurred, has an obligation to report the alleged violation. Violation of any of the following standards subjects the student to disciplinary action: bribery, cheating, lying, and plagiarism.

Your enrollment in this class signifies your willingness to accept these responsibilities and uphold the Honor Code of the University of South Carolina. For further explanation of the Code of Academic Student Responsibility, please refer to the Carolina Community Student Policy Manual.