

**Applied Projects in Sustainability**

UEP 246

Fall Semester 2019

Course Description: 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.	<p>1. Send organization preferences and schedule to Prof. Bomba. <b>Due: Sept 2 by midnight</b></p> <p><b><u>You will receive your organization assignment by Tuesday Sept 3 at midnight.</u></b></p> <p>2.Reach out to your host organization to schedule a visit. CC Prof. Bomba</p> <p>3.Complete any legal requirements for your host organization.</p> <p>4. Complete assignment in Mission, Vision, Values</p>	~3
September 5	Intro to project management, how to make a workplan,	<p>1.Visit your host organization site and discuss your plan for the semester.</p> <p>2.Make first draft of workplan.</p>	4
September 12	Review workplans in class.	<p>1.Finalize workplans.</p> <p>2.Make second visit to site.</p>	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. <b>Due Dec 10 at midnight</b>	6
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