

# SECO Training Program Syllabus

**Program:** Schuylkill Environmental Career Online Training

**Run By:** Schuylkill River Greenways National Heritage Area

**Instructors:** Diana Maher (dmaher@schuylkillriver.org) and Sarah Crothers (scrothers@schuylkillriver.org)

**Program Website:** schuylkillriver.org/seco

## **Program Description:**

*Schuylkill Environmental Career Online Training is a 6-session virtual course for students and young professionals with an environmental focus. Each week, we will discuss a new topic relating to environmental science, how to enter a professional field, or the environmental career field. After each 1-hour session, participants will be asked to complete a short assignment on their own. Successful participants who attend each session and complete all the required materials will receive a certificate of completion.*

## **Program Objectives:**

*The objective of this program is to better prepare students and emerging professionals for their future career. Upon completion of this course, students and young professionals will acquire and learn desirable skills and tools needed to enter the environmental career field and gain transferable and essential professional skills to enter any career field.*

## **Schedule:**

Week 1: Introduction

February 2, 6:00-7:00pm

To begin the program, we will start with an introduction to understand the expectations and requirements of the program and continue into ice breakers. In this session, participants will come to understand the mission and goals of Schuylkill River Greenways NHA. We will end the session with a discussion of PFAS in drinking water.

**Materials:** Computer, Internet, Zoom

**Assignment:** Watershed online scavenger hunt. Visit [mywaterway.epa.gov](http://mywaterway.epa.gov) and follow the written instructions on the document the website. Fill in the answers according to your location and email the completed worksheet to dmaher@schuylkillriver.org.

## Week 2: Educational and Career Opportunities

February 9, 6:00-7:00pm

We will discuss career and education options that are available to everyone. From University programs to internships and AmeriCorps, we will present several options available to participants. Participants will gain insights on where to find opportunities.

**Materials:** Computer, Internet, Zoom

**Assignment:** Perform an informational Interview with a close friend or family member and proceed to write one page explaining the experience and what you learned from them. Turn in assignment to [dmaher@schuylkillriver.org](mailto:dmaher@schuylkillriver.org).

## Week 3: Resume Building and Cover Letters

February 16, 6:00-7:00pm

No matter what career field you want to enter, you need a resume and cover letter to summarize your experiences and skills. In this resume building workshop, we will discuss what to include in your resume and cover letter, how to format a resume and cover letter, and some tips that all employers like to see. During this time, you will be able to answer any questions about the application process. At the end of the session, we will have time for a discussion on Eco-anxiety.

**Materials:** Computer, Internet, Zoom, Resume if you have one

**Assignment:** Review your own resume and complete the resume writing exercise posted on the SECO website. Submit to [dmaher@schuylkillriver.org](mailto:dmaher@schuylkillriver.org)

## Week 4: Interviewing

February 23, 6:00-7:00pm

Interviews can be intimidating, but the trick is to be prepared. We will discuss the steps on how to prepare for an interview, questions you may be asked, questions you should ask, and what to do after an interview. After, we will have a discussion on Microplastics.

**Materials:** Computer, Internet, Zoom

**Assignment:** Research and prepare 10 questions that you might ask an interviewer after an interview. Submit to [dmaher@schuylkillriver.org](mailto:dmaher@schuylkillriver.org)

## Week 5: Professional Mentors

March 2, 6:00-7:00pm

In this session, we will hear from 1-3 professionals working in the environmental career field. They will detail their professional journey and day to day responsibilities of their current role. There will be an opportunity for participants to ask the mentors questions. Details will be finalized closer to the session date.

**Materials:** Computer, Internet, Zoom, Resume if you have one

**Assignment:** After each professional interview, you should send a thank you to your interviewer for their time and the opportunity. Please email the mentors who took the time out of their evening to speak with us a thank you

## Week 6: Professional Mentors

March 9, 6:00-7:00pm

Continuing the Professional Mentors session, we will hear from 1-3 more professionals working in the environmental career field. They will also detail their professional journey and day to day responsibilities of their current role. There will be an opportunity for participants to ask the mentors questions. Details will be finalized closer to the session date.

**Materials:** Computer, Internet, Zoom, Resume if you have one

**Assignment:** Please email the mentors who took the time out of their evening to speak with us a thank you

***\*\*\*All assignments will be due by March 9<sup>th</sup>\*\*\****