

**California State Polytechnic University, Pomona**  
**College of Environmental Design**

**ENV 400 – ENV College Career Day**  
**Spring 2009**

**Instructor:** Marcy Ruiz  
**Office location:** 7-107  
Office hours by appointment

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**Office phone:** 909-869-4504

**ENV 400 Special Study: ENV College Career Day**  
ENV 400 (2-units)

**Course Description**

Individual or group investigation, research, studies or surveys of selected problems. For ENV 400, problems [are] to be initiated by student with guidance from faculty.

As a member of the **College of ENV Career Day 2009 Planning Committee**, you have chosen to serve a unique role in the planning, coordination and evaluation of this April 23, 2009, joint ENV student sponsored and executed event.

**Course Objectives**

Upon completion of this course, you will have developed and/or increased your

- leadership and communication capabilities
- organizational and project management skills
- event planning and post-event evaluation skills
- knowledge of your major-related to the Southern California professional environment and you will have made professional contacts in the Southern California area

Participation also could be included on a resume to increase the strength of that document.

**Course Format**

Instruction is by lecture, discussion, and activities outside of a classroom setting. As a member of the Career Day Planning Committee, you will meet with the instructor/general committee/sub-committee as needed and on a regular basis. In addition, you are responsible for selecting and accomplishing event-related tasks, reporting on a weekly basis, and (at the completion of the event) submitting a detailed Career Day report and event evaluation.

**Resources**

Reference materials will be provided, and special guests may be invited to the Committee meeting to share information about event planning. You are expected to have the skills needed to access the web and email. You also may need to provide materials needed to complete assignments, such as printouts or posters.

**Course Schedule**

Attendance at Career Day Committee meetings is important. Meetings will continue until Thursday, May 7<sup>th</sup>: this meeting is mandatory and will deal with follow-up and analysis of the event and related activities. Each student must keep an annotated log of time spent on activities related to the event and submit this at the end of the course along with a final report and evaluation. In order to get credit for the course, you need to “log” no less than 30 hours of project service, including your attendance at general/sub committee meetings and participation in Career Day itself.

### Performance Requirements/ Course Assignments

YOU MUST ATTEND AT LEAST ONE WALK THRU EITHER ON APRIL 21 OR 22 OF THE BRONCO STUDENT CENTER. ENV Career Day will be held on April 23, 2009. You MUST attend this daylong event (or as much of it as possible given your academic schedule). Upon completion of the event, you will submit a comprehensive report detailing your activities, tasks, and other responsibilities associated with Career Day. In addition, you will prepare and submit a log of activities and an event evaluation. All three assignments are due on **5/14/09** by 5:00 p.m., to Marcy Ruiz.

Assignment Guidelines	Due Date
1. Prepare a report detailing your Career Day tasks/responsibilities with your assessment of the event and the planning process (the positives and negatives) and suggestions for improving the overall Career Day process. <b>The report must be at least 2 pages long, double-spaced.</b>	<b>5/21/09</b>
2. Maintain a log of hours spent in and outside of the Committee meeting on activities associated with this event. <i>To earn credit for the course, you must record a total of 30 hours of Career Day-related activities, including Committee Meetings and Career Day itself.</i>	<b>5/21/09</b>
3. Submit an evaluation upon completion of the event, including your assigned post-event tasks, if any. See attached guidelines	<b>5/21/09</b>

### Grading

Grading for this class will be A, B, C, or D (per the University catalog). Failure to participate in Career Day or to submit the report, log of hours and evaluation may result in a grade of F.

### Academic Integrity

Students are hereby informed that the university considers plagiarism a serious academic offense. Those engaging in the practice will be subject to severe disciplinary measures. Moreover, some forms of plagiarism, the uses of purchased term papers, and pirated computer software, have been considered so serious that the state and federal governments have enacted laws providing for criminal penalties for use, sale or other distribution of such materials. Students are, therefore, cautioned against this and all other forms of plagiarism. Fabrication of data also is a violation of academic integrity. All sources for projects and papers must be cited, and no images or text shall be used in ways that violate copyright laws.

### Absences

Committee attendance is recorded from October 2008 through May 7 2009. Absences will negatively affect your grade unless they are excused. If you will not be able to attend a scheduled general committee meeting, please notify me immediately by email [marcyruiz@csupomona.edu](mailto:marcyruiz@csupomona.edu) / office 909-869-4504 / cell 909-731-7169.

# Assignment\_log of hours

ENV Career Day  
April 24, 2008

<b>date</b>	<b>task</b>	<b>time spent</b>	<b>signature</b>
1 / 15	meeting, joined publicity committee	1 hour	
1 / 22	meeting, photo slide show	1 hour	
1 / 30	calls to firms advertising career day	2 hours	
3 / 7	spoke with the poly post for publicity article	1 hour	
2 / 15	attended walkthrough and practiced day of assignments	2.5 hours	
2 / 19	arranged paperwork for marquee advertisement	30 minutes	
2 / 23	talked to parking services regarding parking passes	30 minutes	
3 / 4	arranged rental car for reception	1 hour	
3 / 15	met caterer and did a taste test and menu arrangement	3 hours	
3 / 27	courtesy calls to firms	2 hour	
4 / 7	passed out CD cards in the IDC parking	1 hour	
4 / 15	meeting, photo slide show	1 hour	
4 / 22	walkthrough and practiced day of assignments	2.5 hours	
4 / 23	attended night of setup, helped set up tables and chairs	3 hours	
4 / 24	attended career day worked in the parking lot	8 hours	
5 / 1	wrap up meeting, reviewed survey results	1 hour	
	total	31 hours	

# ENV 400 Evaluation of ENV Career Day 2009

1. In your opinion what's the best way to get the word out about Career Day to students?
2. In your opinion what's the best way to get the word out about Career Day to firms?
3. Did you feel prepared for the event?
4. Were sub-committee meetings helpful, if so in what way?
5. Did you have the opportunity to interview and if so how many scheduled interviews did you have?
6. What was your goal for the event?
7. In your own words, please describe the best or worst part of ENV Career Day 2009?

Additional comments:

# ENV Career Day Planning Committees and Responsibilities

Revised: 1/15/2009

- A. Executive Committee Membership consists of:  
Advisor (faculty/staff appointed by Dean),  
Executive Committee Chair, one rep from each:  
Architecture, Art, Landscape, RS, URP

## B. Sub-Committees - Responsibilities Executive Committee Chair

- Attend and chair meetings
- Implement policies and procedures
- Oversee activities of sub-committees
- Recruit representatives
- Provide leadership
- Coordinate activities with advisor
- Prepare and distribute milestones and event timelines

### Reps: Architecture, Art, Landscape, RS, URP

- Help recruit committee members
- Keep students informed
- Promotion/marketing of event to faculty, students and firms

### Parking sub-committee: Chair

- Obtain authorization from Public Safety for event-day parking permits
- Initiate contact, make reservation, determine hours of operations for shuttle service, and draw contract (Exhibit 15)
- Coordinate parking lot attendants throughout the day
- Strategically place parking signs (see Exhibit 6)
- Recruit and train curb attendants for un/loading of vendor/firms' equipment

### Registration sub-committee: Chair

- Track all email correspondence to/from the online registration website
- Set date for registration deadline exactly one week before the event
- Maintain database of registered firms, registration fee payments/deposits
- Consider firm's special facilities needs before designing BSC floor plan
- Communicate space needs to BSC facilities staff
- Coordinate printing of "Save the Date" postcard, posters, and promotional materials
- Prepare name badges
- Print floor plan layout and company location handouts and poster/signs
- Arrange for coverage of information table on day of the event

### Facilities sub-committee: Chair

- Coordinate with Sue Wise to ensure best use of space for max capacity

- Prepare final floor plan, make available to registered participating firms prior to day of the event
- Set up signage day before and take down all signs day after event
- Collect all reusable signs and return to advisor for storage
- Collect extra materials, polo shirts, name badges, etc. and return to advisor
- Provide sub-committees with tables, tents, signs, electrical cords, hand trucks, two-way radios, etc. as needed
- Consult with registration committee about special facilities needs of attendees

### Catering sub-committee: Chair

- Research catering options (obtain list of Foundation authorized caterers)
- Menu consists of continental breakfast 7-10, lunch 11-1, soda and cold bottled water throughout the day
- Get final count from advisor or registration sub-committee chair before giving final head count to caterer
- Order food and make payment arrangements at least three weeks prior to event
- Ensure delivery of food is on schedule
- Coffee must be set up no later than 7:00 a.m. on day of event
- Arrange for continuous coverage by committee members to ensure that only those wearing ENV Career Day name badge enter food service area(s)
- Coordinate food and equipment set up, break down and clean up on day of event

### Publicity/Donations sub-committee: Chair

- Develop promotional/marketing strategies and materials
- Research and contact publicity sources, solicit gifts and sponsors for the raffle
- Develop timelines for distribution of publicity materials
- Cash or gifts-in-kind are acknowledged by the Office for University Advancement (submit paperwork through ENV Director of Development)
  - Coordinate the distribution of flyers, posters, etc. on/off campus
  - Request Poly Post coverage of event
  - Submit University Marquee request form
  - Recruit committee members for class presentations on benefits of attending ENV Career Day and how to create account to schedule face-to-face interviews on day of event



## ENV Career Day

COLLEGE OF ENVIRONMENTAL DESIGN

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### **Planning Committee Member's Contact Information**

Student \_\_\_\_\_ Bronco# \_\_\_\_\_  
first Last

Major \_\_\_\_\_ Class Level \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone Cell \_\_\_\_\_

Committee \_\_\_\_\_