Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:

- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the second Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Name: Marleen A. Troy, Ph.D., P.E.
   Department: Department of Environmental Engineering & Earth Sciences
   Phone and email: 570-408-4615; <marleen.troy@wilkes.edu>

2. Proposal Title: Addition of SUS 401, SUS 402, SUS 403 and SUS 404 course designations for the Sustainability Management Certificate Program

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.
☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.
☐ Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.
☐ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).
☐ Change in course credit or classroom hours.
☒ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).
☐ Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

4 Course Addition Form (plus syllabi)
0 Course Deletion Form
0 Course Change Form

5. Executive Summary of Proposal.

Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

In the fall semester of 2010, 4 courses comprising the sustainability management certificate program were approved. These courses are SUS 501 – Introduction to Sustainability, SUS 502 – Metrics of Sustainability, SUS 503 – Sustainability Implementation and SUS 504 – Industry Focused Sustainability. At that time these courses were also approved for enrollment by upper-level undergraduates. Interest and benefits in being with familiar with sustainability management has increased resulting in more upper-level undergraduate students requesting to enroll in the courses and complete the certificate program. The purpose of this incidental change Curriculum Committee proposal is to address the increased interest by upper-level undergraduate students in sustainability management. To accommodate this interest, as well as to facilitate their enrollment in the courses, the addition of the following course designations is proposed for approval: SUS 401 – Introduction to Sustainability, SUS 402 – Metrics of Sustainability, SUS 403 – Sustainability Implementation, and SUS 404 – Industry Focused Sustainability.

6. Other specific information. (Not applicable for incidental changes.)

What other programs, if any, will be affected by this proposal? Describe what resources are available for this proposal. Are they adequate? What would be the effect on the curriculum of all potentially affected programs if this proposal were adopted? Include any potential effects to the curriculum of current programs, departments and courses.

Not applicable for this proposal

7. Program Outline. (Not applicable for incidental changes).

A semester-by-semester program outline as it would appear in the bulletin for a new program or any modified program with all changes clearly indicated.

Not applicable for this proposal
8. Signatures and Recommendations. (please date)
   - Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
   - If a potential signatory disagrees with a proposal he/she should write "I disagree with this proposal" and a signed statement should be attached to this submission.

Brian E. Whitney
Print Name/Title: Department chair – Environmental Engineering & Earth Sciences
Signature: [Signature]
Date: 2/6/15

Jennifer Edmonds
Print Name/Title: Department chair – Accounting, Finance and Management
Signature: [Signature]
Date: 2/5/15

Anne H. Batory
Print Name/Title: Department chair – Entrepreneurship, Leadership and Marketing
Signature: [Signature]
Date: 2/5/15

Terese M. Wignot
Print Name/Title: Dean - College of Science and Engineering
Signature: [Signature]
Date: 2/10/15

Jennifer Edmonds
Print Name/Title: Dean – Sidhu School of Business & Leadership
Signature: [Signature]
Date: 2/5/15

Susan Hritzak
Print Name/Title: Registrar
Signature: [Signature]
Date: 2/6/15
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

1. Course Title: Introduction to Sustainability

2. Course Number: SUS 401 (cross-listed with ENT 398 & MGT 398)

3. Course Credit Hours: 3
   Classroom Hours: 0   Lab Hours: 0   Other: on-line via D2L

4. Course Prerequisites: None

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   This course serves as an introduction to the concept of sustainability and will investigate why knowledge of sustainability issues and initiatives is an important business management and operational tool. This course is the first in a series of four courses in the Certificate Program in Sustainability Management. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate. There are no pre-requisites for SUS 401.

6. Required Documentation:
   Proposed Syllabus - SUS 401

   Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) informations, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.
WILKES UNIVERSITY
Department of Environmental Engineering & Earth Sciences
Certificate in Sustainability Management
Course 1 - SUS 401 - 3 credits
(cross-listed with ENT 398 and MGT 398)
Introduction to Sustainability
Example Syllabus – Spring 2015

Course Description:
This course serves as an introduction to the concept of sustainability and will investigate why knowledge of sustainability issues and initiatives is an important business management and operational tool. This course is the first in a series of four courses in the Certificate Program in Sustainability Management. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate. There are no pre-requisites for this course.

Instructor: Marleen A. Troy, Ph.D., P.E.
Office: 425 CSC
Office Phone: 570-408-4615
Email: marleen.troy@wilkes.edu
Office hours: available by request

Course Meeting Time & Location:
On-line delivery via Desire to Learn (D2L)

Course Objectives:
1. To introduce the concept of sustainability and why it is important to organizational operations.
2. To become familiar with current and evolving business sustainability and policy trends
3. To understand current and evolving sustainability standards in management, construction and healthcare.

Course Outcomes:
1. Obtain knowledge of contemporary business and sustainability issues.
2. Learn methods of increasing operations efficiency that will also promote sustainability operations.
3. Become proficient in the concept of sustainability systems thinking.

Grading:
Progress Evaluations (on-line quizzes) 15%
On-line Discussion Participation 20%
Group Project Submittals 25%
Individual Final Proj. Submittal 40%
**Grading Policy:**

The final grade will be determined as follows:

- $> 90\%$ = 4.0
- $85 \text{–} 89\%$ = 3.5
- $80 \text{–} 84\%$ = 3.0
- $75 \text{–} 79\%$ = 2.5
- $68 \text{–} 74\%$ = 2.0
- $62 \text{–} 67\%$ = 1.5
- $55 \text{–} 61\%$ = 1.0
- $< 55\%$ = 0.0

**Academic Honesty:** Academic honesty requires students to refrain from cheating and to provide clear citations for assertions of fact, we well as for the language, ideas, and interpretations found within the works of others. Failure to formally acknowledge the work of others, including Internet resources, written material, and any assistance with class assignments constitutes Plagiarism. **Cheating and plagiarism are serious academic offenses that cannot be tolerated in a community of scholars.** Violations of academic honesty will be addressed at the programmatic and university levels and may result in a decision of course failure or program dismissal.

**Course Policies:**

- Regular on-line "attendance" is required for this class.
  - Students are expected to log on at a minimum of 2x per week.
  - Students are expected to post a substantive contribution to on-line discussions as warranted. Simply posting a simple greeting or "I agree" are not considered appropriate contributions to the discussion. Students should support their position or begin a new topic or contribute to the on-going discussion.
- Assignments, including readings and videos will be posted on-line.
- Students are expected to use "netiquette" such as:
  - Check the discussions on a regular basis
  - Capitalize words only to highlight a point or for titles. Note - capitalizing is generally viewed as SHOUTING.
  - Always be professional and courteous with your online interaction
  - Cite all quotes, references, sources, etc. that you use.
- Please contact the instructor (via email or by phone) at any time with any issues, questions, and problems. Every effort will be made to promptly (within 24 hours) respond to your inquiry.
Example - SPRING 2015
PROPOSED TOPICS
(may be subject to modifications)

<table>
<thead>
<tr>
<th>Week</th>
<th>Week of:</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/12</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>1/19</td>
<td>History of Sustainability</td>
</tr>
<tr>
<td>3</td>
<td>1/26</td>
<td>Sustainability Trends</td>
</tr>
<tr>
<td>4</td>
<td>2/02</td>
<td>Catch-up</td>
</tr>
<tr>
<td>5</td>
<td>2/09</td>
<td>Industrial Ecology</td>
</tr>
<tr>
<td>6</td>
<td>2/16</td>
<td>Environmental Management Systems</td>
</tr>
<tr>
<td>7</td>
<td>2/23</td>
<td>The Natural Step</td>
</tr>
<tr>
<td>8</td>
<td>3/02</td>
<td>Catch-up</td>
</tr>
<tr>
<td>9</td>
<td>3/09</td>
<td>Global Sustainability Initiatives</td>
</tr>
<tr>
<td>10</td>
<td>3/16</td>
<td>Corporate Sustainability Initiatives</td>
</tr>
<tr>
<td>11</td>
<td>3/23</td>
<td>Green Building Sustainability Initiatives</td>
</tr>
<tr>
<td>12</td>
<td>3/30</td>
<td>Health Care Sustainability Initiatives</td>
</tr>
<tr>
<td>13</td>
<td>4/06</td>
<td>Catch-up</td>
</tr>
<tr>
<td>14</td>
<td>4/13</td>
<td>Wrap-up</td>
</tr>
<tr>
<td>15</td>
<td>4/20</td>
<td>Project Submittals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due by 5:00 PM F 4/24</td>
</tr>
</tbody>
</table>
Example - Individual Term Project - Current Sustainability Management Leaders - Project Due Date: 5:00 PM F 4/24/15

As in any new endeavor, it is very beneficial to learn from those who have already begun the journey. For this project, each student will research and find an organization that is already on the way with the successful implementation of their sustainability management program. Each student will submit two potential candidates to the Instructor by the end of week 3 (by 5:00 PM F 1/30/15).

Upon approval of their choice each student will perform in-depth research on the organization and the business sector to which the organization belongs to address and answer the following key topics (at a minimum).

Who is your champion?
  o Background on the organization -
    ▪ What do they do, produce?
    ▪ Where are they located?
    ▪ How many employees?

  • How do they define Sustainability?
  • How long have they had sustainability programs?
  • Why did you select them?
  • What are they doing right?
  • What lessons have they learned?
  • What are examples of ideas, programs, initiatives that should be emulated?
  • What does their future hold?

The report needs to include a critical analysis / review of the champion and the business sector it belongs to and not just short answers to the key questions.

Project Deliverables - Each student will provide regular updates to the Instructor via D2L on their progress with this project. An individual typewritten report with their findings is to be prepared for submittal by 5:00 PM on Friday, April 24, 2015.
1. Course Title: **Metrics of Sustainability**

2. Course Number: **SUS 402**

3. Course Credit Hours: 3

4. Classroom Hours: 0 Lab Hours: 0 Other: on-line via D2L

5. Course Prerequisites: **SUS 401 or appropriate cross-listed ENT 398 or MGT 398**

6. Course Description (as proposed for the Bulletin): **Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.**

   Metrics of sustainability are the tools and procedures that are utilized to measure the impact and progress of a sustainability management program. These metrics are important because they enable goal setting and facilitate the adoption of sustainable practices. In this course current sustainability reporting and tracking systems will be studied.

   This course is the second in a series of four courses in the Certificate Program in Sustainability Management. SUS 401(or appropriate ENT 398 or MGT 398) is a pre-requisite for this course. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate.

Required Documentation:
Proposed Syllabus SUS 402 - **Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.**
Course Description: Metrics of sustainability are the tools and procedures that are utilized to measure the impact and progress of a sustainability management program. These metrics are important because they enable goal setting and facilitate the adoption of sustainable practices. In this course current sustainability reporting and tracking systems will be studied.

This course is the second in a series of four courses in the Certificate Program in Sustainability Management. SUS 401 (or appropriate ENT 398 of MGT 398) is a pre-requisite for this course. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate.

Instructor: Marleen A. Troy, Ph.D., P.E.
Office: CSC 425
Office Phone: 570-408-4615
Email: marleen.troy@wilkes.edu
Office Hours: by appointment

Course Objectives:
1. To introduce the currently utilized sustainability measurement tools.
2. To become familiar with current and evolving sustainability metrics and reporting systems
3. To understand the challenges of sustainability reporting.

Course Outcomes:
1. Obtain knowledge of current sustainability metric tools.
2. Develop expertise in current sustainability measurements.
3. Become proficient in the concept of sustainability reporting.
**Grading:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Evaluations (on-line quizzes)</td>
<td>15%</td>
</tr>
<tr>
<td>On-line Discussion Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Group Project Submittals</td>
<td>25%</td>
</tr>
<tr>
<td>Individual Final Project Submittal</td>
<td>40%</td>
</tr>
</tbody>
</table>

The final grade will be determined as follows:

- > 90% = 4.0
- 85 – 89% = 3.5
- 80 – 84% = 3.0
- 75 – 79% = 2.5
- 68 – 74% = 2.0
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**Course Policies:**

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  - Students are expected to post a substantive contribution to on-line discussions as warranted. Simply posting a simple greeting or "I agree" are not considered appropriate contributions to the discussion. Students should support their position or begin a new topic or contribute to the on-going discussion.

- Assignments, including readings and videos will be posted on-line.

- Students are expected to use "netiquette" such as:
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- Always be professional and courteous with your online interaction
- Cite all quotes, references, pictures, photos, sources, etc. that you use.

- Please contact the instructor (via email or by phone) at any time with any issues, questions, and problems. Every effort will be made to promptly (within 24 hours) respond to your inquiry.

Example Spring 2015 - PROPOSED TOPICS
(may be subject to modifications)

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<tr>
<th>Week</th>
<th>Date</th>
<th>TOPIC</th>
</tr>
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<tr>
<td>1</td>
<td>1/12</td>
<td>Introduction / Course Logistics</td>
</tr>
<tr>
<td>2</td>
<td>1/19</td>
<td>Overview - Need for Sustainability Measurements</td>
</tr>
<tr>
<td>3</td>
<td>1/26</td>
<td>Benchmarking</td>
</tr>
<tr>
<td>4</td>
<td>2/02</td>
<td>Catch-up</td>
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<tr>
<td>5</td>
<td>2/09</td>
<td>Sustainability Management Methodologies</td>
</tr>
<tr>
<td>6</td>
<td>2/16</td>
<td>Scorecards</td>
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<tr>
<td>7</td>
<td>2/23</td>
<td>Footprinting Part 1 - Ecological Footprint; Social Footprint</td>
</tr>
<tr>
<td>8</td>
<td>3/02</td>
<td>Catch-up</td>
</tr>
<tr>
<td>9</td>
<td>3/09</td>
<td>Footprinting Part 2 - Carbon Footprint; Water Footprint</td>
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<tr>
<td>10</td>
<td>3/16</td>
<td>Life Cycle Analysis</td>
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<td>11</td>
<td>3/23</td>
<td>Product Labels &amp; Seals</td>
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<td>12</td>
<td>3/30</td>
<td>Sustainability Reporting</td>
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<td>13</td>
<td>4/06</td>
<td>Catch-up</td>
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<td>15</td>
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</tbody>
</table>

Due by 5:00 PM F 4/24
Example Spring 2015 - Individual Term Project - Current Sustainability Metric Leaders
PROJECT DUE DATE: 5:00 PM F 4/24/15

As we saw in the previous course (SUS 401), in any new endeavor, it is very beneficial to learn from those who have already begun the journey. For this project, each student has two options for the project:

1). Utilizing the sustainability champion that they previously studied, a detailed review of a sustainability metric and/or system that has been utilized by this organization.

Or

2). A detailed evaluation of a metric system currently in place (either in an organization, government agency, or independent reporting entity).

Each student will submit a brief description of their proposed project choice by the end of week 3 (Friday 1/30/15 @ 5:00 PM). Upon approval of their choice each student will extensively research their chosen topic.

Each student's report will address the following key items (at a minimum):

- Description of the metric or metric system chosen. Including:
  - Background on metric (or metric system)
  - History of implementation
  - History of reporting / available data

- Structure of metric (or metric system)
  - Frequency of reporting
  - Use of metric reporting data to make changes
    - Benefits
    - Challenges

- Future of this metric (or metric system)

Project Deliverables - Each student will provide regular updates to the Instructor via D2L on their progress with this project. A typewritten report with their findings is to be prepared for submittal.

Project Due Date: 5:00 PM on F 4/24/15
1. Course Title: Sustainability Implementation

2. Course Number: SUS 403

3. Course Credit Hours: 3
   Classroom Hours: 0   Lab Hours: 0   Other: on-line via D2L

4. Course Prerequisites: SUS 402

5. Course Description (as proposed for the Bulletin): Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   Students will learn about implementing sustainability management systems through an in-depth study of a manufacturing facility. Key topics to be studied include: setting sustainability goals, development of an environmental policy statement, development of sustainability metrics and sustainability reporting.

   This course is the third in a series of four courses in the Certificate Program in Sustainability Management. SUS 402 is a pre-requisite for this course. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate.

6. Required Documentation:
   Proposed Syllabus - SUS 403 Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.
WILKES UNIVERSITY
Department of Environmental Engineering & Earth Sciences
Certificate in Sustainability Management
Course 3 - SUS 403
Sustainability Implementation
Example Syllabus – Spring 2015

Course Description: Students will learn about implementing sustainability management systems through an in-depth study of a manufacturing facility. Key topics to be studied include: setting sustainability goals, development of an environmental policy statement, development of sustainability metrics and sustainability reporting.

This course is the third in a series of four courses in the Certificate Program in Sustainability Management. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate. SUS 402 is pre-requisites for this course.

Instructor: Marleen A. Troy, Ph.D., P.E.
CSC 425
570-408-4615
marleen.troy@wilkes.edu
Office Hours - available by request

Course Meeting Time & Location: On-line delivery via Desire-2-Learn (D2L or LIVE)

Course Objectives:

1. To learn about sustainability management system implementation.
2. To become familiar with sustainability management data and analysis.
3. To become proficient in sustainability communication and reporting criteria.

Course Outcomes:

1. Familiarity with the components and strategies for sustainability management system implementation.
2. Development of skills for analyzing an organizations data in order to set sustainability goals.
3. Development of skills in communicating sustainability metrics.
**Grading:**

- Progress Evaluations (on-line assignments) 25%
- On-line Discussion Participation 25%
- Project Submittals 50%

The final grade will be determined as follows:

- ≥ 90% = 4.0
- 85 – 89% = 3.5
- 80 – 84% = 3.0
- 75 – 79% = 2.5
- 68 – 74% = 2.0
- 62 – 67% = 1.5
- 55 – 61% = 1.0
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**Texts:**


**Course Policies:**

- Regular "attendance" is required for this class.
  - Students are expected to log on at a minimum of 2x per week.
Students are expected to post a substantive contribution to on-line discussions as warranted. Simply posting a simple greeting or "I agree" are not considered appropriate contributions to the discussion. Students should support their position or begin a new topic or contribute to the ongoing discussion.

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**Example – Spring 2015 - PROPOSED TOPICS**
*(may be subject to modifications)*

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<thead>
<tr>
<th>Week</th>
<th>Week of</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/12</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>1/19</td>
<td>Overview of Company</td>
</tr>
<tr>
<td>3</td>
<td>1/26</td>
<td>Site “Visit”</td>
</tr>
<tr>
<td>4</td>
<td>2/02</td>
<td>Catch-Up</td>
</tr>
<tr>
<td>5</td>
<td>2/09</td>
<td>Interviews with Company Top Management</td>
</tr>
<tr>
<td>6</td>
<td>2/16</td>
<td>Interviews with Company Middle Management</td>
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<tr>
<td>7</td>
<td>2/23</td>
<td>Interviews with Employees</td>
</tr>
<tr>
<td>8</td>
<td>3/02</td>
<td>Catch-Up</td>
</tr>
<tr>
<td>9</td>
<td>3/09</td>
<td>Results of Benchmarking Study - Electricity</td>
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<tr>
<td>10</td>
<td>3/16</td>
<td>Results of Benchmarking Study – Waste &amp; Water</td>
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<tr>
<td>11</td>
<td>3/23</td>
<td>Review of Life Cycle Analysis</td>
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<td>12</td>
<td>3/30</td>
<td>Review of Greenhouse Gas Inventory Results</td>
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<td>15</td>
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<td>Final Submittals</td>
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<td>Due by 5:00 PM F 4/24/15</td>
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</tbody>
</table>
1. Course Title: **Industry-Focused Sustainability**

2. Course Number: **SUS 404** (ENT 384 or ENV 384 may be substituted with the permission of instructor required)

3. Course Credit Hours: **3**
   - Classroom Hours: **0**  
   - Lab Hours: **0**  
   - Other: **on-line via D2L**

4. Course Prerequisites: SUS 403

5. Course Description (as proposed for the Bulletin): **Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.**

   In this course students will perform an in-depth study of sustainability standards and practices in the context of a specific industry. This course is the last in a series of four courses in the Certificate Program in Sustainability Management. SUS 403 is a pre-requisite for this course. ENT 384 or ENV 384 can be substituted for SUS 404 with permission of the instructor. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate.

6. Required Documentation:
   - **Proposed Syllabus - SUS 404**  
     **Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.**
Course Description:
In this course students will perform an in-depth study of sustainability standards and practices in the context of a specific industry. This course is the last in a series of four courses in the Certificate Program in Sustainability Management. SUS 403 is a pre-requisite for this course. Note – ENT 384 or ENV 384 can be substituted for SUS 404 with permission of the instructor. Students must receive at least a 3.0 in all 4 Sustainability Management Certificate courses (or approved substitutions) in order to be eligible to receive the Sustainability Management Certificate.

Instructor:
Marleen A. Troy, Ph.D., P.E.
Cohen Science Center - 425
570-408-4615
marleen.troy@wilkes.edu
Office hours available by appointment

Course Meeting Time & Location:
On-line delivery via Desire-to-Learn (D2L)

Course Objectives:
1. To learn about industry-specific sustainability management system implementation.
2. To become proficient with industry-specific sustainability management data and analysis
3. To become proficient with industry-specific sustainability communication and reporting criteria.

Course Outcomes:
1. Familiarity with the components and strategies for industry-specific sustainability management system implementation.
2. Development of skills for analyzing a specific industries data in order to set sustainability goals.
3. Development of skills in communicating industry-specific sustainability metrics.
Grading:  

Progress Evaluations (on-line assignments) 20%

On-line Discussion Participation 30%

Term Project Submittal 50%

The final grade will be determined as follows:

- > 90% = 4.0
- 85 – 89% = 3.5
- 80 – 84% = 3.0
- 75 – 79% = 2.5
- 68 – 74% = 2.0
- 62 – 67% = 1.5
- 55 – 61% = 1.0
- < 55% = 0.0

Academic Honesty: Academic honesty requires students to refrain from cheating and to provide clear citations for assertions of fact, as well as for the language, ideas, and interpretations found within the works of others. Failure to formally acknowledge the work of others, including Internet resources, written material, and any assistance with class assignments constitutes Plagiarism. Cheating and plagiarism are serious academic offenses that cannot be tolerated in a community of scholars. Violations of academic honesty will be addressed at the programmatic and university levels and may result in a decision of course failure or program dismissal.

Course Policies:
- Regular "attendance" is required for this class.
  - Students are expected to log on at a minimum of 2x per week.
  - Students are expected to post a substantive contribution to on-line discussions as warranted. Simply posting a simple greeting or "I agree" are not considered appropriate contributions to the discussion. Students should support their position or begin a new topic or contribute to the ongoing discussion.
- Assignments, including readings and videos will be posted on-line.
- Students are expected to use "netiquette" such as:
  - Check the discussions on a regular basis
  - Capitalize words only to highlight a point or for titles. Note - capitalizing is generally viewed as SHOUTING.
• Always be professional and courteous with your online interaction
• Cite all quotes, references, sources, etc. that you use.
• Please contact the instructor (via email or by phone) at any time with any issues, questions, and problems. Every effort will be made to promptly (within 24 hours) respond to your inquiry.

**Term Project -**

A. Opportunity for students to study sustainability standards and practice within the context of a specific industry.

B. The students will divide into mini-seminar groups according to their industry interests. Their activities will consist of three phases:
   - Literature Review – Students will collect, read, and discuss literature on standards and standards bodies, current practices and public policy.
   - Case Study – Students will identify, read, and discuss case studies from industry and professional business literature. Case study discussions will apply industry-specific knowledge developed during the Literature Review stage.
   - Field Research- Students will identify a local / regional organization in their industry-area and conduct research to investigate how the organization is implementing sustainable policies and practices.

C. The course will be designed so that individual students will be able to research topics relevant to their professional interests.

D. Potential Industry Areas
   - Manufacturing
   - Healthcare
   - Architectural Design & Construction
   - Government
   - Service, Retail, and Non-profit

E. Students will submit a PowerPoint presentation as well as a detailed written report of their findings.
**Example – Spring 2015 - PROPOSED TOPICS**  
(may be subject to modifications)

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<th>Week</th>
<th>Week of:</th>
<th>TOPIC</th>
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