**Fall 2021 ENBUS 402A: Environment and Business Project**

**Welcome!**

NOTE: This course outline is a contract between the instructors and students. It is YOUR responsibility to:
• Completely read this course outline and syllabus.
• Understand its content.

**Contact Us**

| **Who and Why** | **Contact Details** |
| --- | --- |
| **Instructor*and TA**** Course-related questions (e.g., course content, deadlines, assignments, etc.)
* Questions of a personal nature
 | **Post your course-related questions** to the **Ask the Instructor** discussion topic\*. This allows other students to benefit from your question as well.**Questions of a personal nature** can be directed to your instructor.***Instructor****: Michael Wood:*michael.wood@uwaterloo.ca***TA****:*This year we have three TAs working with us in the course:* Leah Feor lfeor@uwaterloo.ca
* Cameron McGlade-Bouchard cmmcgladebouchard@uwaterloo.ca
* Maryam Mohiuddin Ahmed maryam.mohiuddinahmed@uwaterloo.ca

[Get to know your TA's](file:///C%3A%5Cd2l%5Ccommon%5Cdialogs%5CquickLink%5CquickLink.d2l?ou=726003&type=content&rcode=uWaterloo-2330919)\*Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above.*Your instructor checks email and the****Ask the Instructor****discussion topic\* frequently and will make every effort to reply to your questions within 24 hours, Monday to Friday. When emailing the instructor, please indicate the course code in the subject line.*Office Hours will be held on Fridays 12:00pm – 2:00pm.To set up a time, please click here:[Book Office Hours.](https://outlook.office365.com/owa/calendar/OfficeHourswithProfWood%40uofwaterloo.onmicrosoft.com/bookings/) |
| **Technical Support**Technical problems with Waterloo LEARN | learnhelp@uwaterloo.caInclude your full name, WatIAM user ID, student number, and course name and number.Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).[LEARN Help Student Documentation](https://uwaterloo.ca/learn-help/students) |
| **Student Resources** | [Student Resources](https://uwaterloo.ca/extended-learning/learn-online/student-resources)Academic adviceStudent successWatCardsLibrary services and more |

**Announcements**

Your instructor uses the **Announcements** widget on the Course Home page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click Show All Announcements.

**Discussions**

The course instructor has provided an ***Ask the Instructor*** discussion forum. Use the Ask the Instructor Forum when you have a question that may benefit the whole class. Also, check this forum to see if your question has already been answered before reaching out to your instructor.

Discussions can be accessed from the Course Home page by clicking Connect and then Discussions on the course navigation bar.

**Course Description and Learning Outcomes**

**Course Description**

The application of the principles learned in earlier courses will focus on a particular project. Applications may include group projects of sufficient scope to demonstrate mastery of problem-solving, integration and communication on a selected topic related to environment and business, or on selected environmental issues related to a specific business operation.

This is the final core course of the Environment & Business program. The course is your opportunity to apply the knowledge you have acquired over the past four years from your courses and co-op terms to address a real-world sustainability problem that integrates environment and business concepts. This is accomplished via solution-oriented projects of sufficient scope to demonstrate **mastery of problem-solving, critical thinking, and communication** on a selected topic related to environment and business.

The first half of the course (ENBUS 402A) will focus on building the foundation for your project (e.g. problem definition, situation analysis, conducting a literature review, solution identification and evaluation, and managing your team and your project and developing your communication skills). The second part of the course (ENBUS 402B) will focus on testing/refining your solution through primary research and data analysis and developing an implementation plan for your solution. The final product of ENBUS 402A/B will be a comprehensive written report and an oral poster presentation at the end of the Winter term.

It is expected that through this project course, you will have gained all the skills required to work on research projects in the workplace (i.e. get a good job and be a good employee) or in in academia (i.e. grad studies). **Important Note:**  You will receive a separate mark for ENBUS 402A and ENBUS 402B.

**Learning Outcomes**

This course is intended to let you apply the knowledge obtained in the Environment and Business program to a real problem. By the end of this course, you will be able to:

* Clearly define a problem in a real-world setting
* Design and propose an approach to address a problem
* Develop critical thinking and analysis skills
* Develop and practice a variety of oral and written communication skills (e.g. reports, presentations, etc.)
* Work in an effective team environment by developing and applying personal and team management skills (e.g. accountability, meeting management, peer mentoring, conflict resolution, etc.)

**Course Assessment**

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| **Assessment Item** | **Due Date** | **Weight** |
| PESTEL: Situation Analysis Worksheet | Mon, Sep 20, 11:59pm | 15% |
| Mapping Actors and Leverage Points | Mon, Sept 27, 11:59pm | 10% |
| Literature Review Summary Table | Mon, Oct 18, 11:59pm | 25% |
| Team Contract | Mon, Oct 18, 11:59pm | 5% |
| Brainstorming Potential Strategies Worksheet | Mon, Nov 1, 11:59pm | 7.5% |
| Strategy Evaluation Matrix | Mon, Nov 8, 11:59pm | 7.5% |
| Week 8: Team Progress and Individual Contribution Update | Mon, Nov 1, 11:59pm | 1% |
| Week 9: Team Progress and Individual Contribution Update | Mon, Nov 8, 11:59pm | 1% |
| Week 10: Team Progress and Individual Contribution Update | Mon, Nov 15, 11:59pm | 1% |
| Week 11: Team Progress and Individual Contribution Update | Mon, Nov 22, 11:59pm | 1% |
| Week 12: Team Progress and Individual Contribution Update | Mon, Nov 29, 11:59pm | 1% |
| Impress the Experts Presentation | Mon, Dec 6, 11:59pm | 25% |
| PEAR Team Evaluation | Mon, Dec 6, 11:59pm | Potentially adjust individual’s grade. |

**Course Schedule**

See the [Course Schedule F21](file:///C%3A%5Cd2l%5Ccommon%5Cdialogs%5CquickLink%5CquickLink.d2l?ou=726003&type=content&rcode=uWaterloo-2121074). As the course's mode of delivery is blended, it is expected that you will first review the content provided weekly and then come prepared to work on your projects in the workshops scheduled for Fridays, 9:30-11:20am in EIT -1015. The TAs and course will be available both in-person and virtually during this time.

Should in-person workshops not be possible due to COVID-19 restrictions, the course will switch to synchronous, online workshops in the scheduled class time. All assessments have been designed to be able to be completed online.

**Materials and Resources**

**Textbook(s)**

There is no required textbook for this course.

**Resources**

**Workshops**

You will work with your group during the designated workshops (Fridays 9:30-11:30 am) either in-person, remotely, or hybrid. As mentioned above, the course instructor and TAs will be available both virtually and in-person to assist you during this period. For additional support, you can schedule a time during office hours, Fridays 12-2pm.

**Writing and Communication Centre**

The Writing and Communication Centre (WCC) works with students as they develop their ideas, draft, and revise. Writing and communication specialists offer one-on-one support in planning assignments, synthesizing and citing research, organizing papers and reports, designing presentations and e-portfolios, and revising for clarity and coherence.

You can make multiple appointments throughout the term, or you can drop in at the Library for quick questions or feedback. To book a 25- or 50-minute appointment and to see drop-in hours, visit [uwaterloo.ca/wcc](http://uwaterloo.ca/wcc). Group appointments for team-based projects, presentations, and papers are also available.

**Please note** that communication specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not change or correct your work for you.

**Course and Department Policies**

**Course Policies**

**Professionalism in the Course**

Remember that what you will be facing in this project course is very similar to what happens in the work world. In the workplace you will have to work with people who fail to carry their weight on a team project, and you will also have to be professional in your meetings, in communications, etc. with your manager and co-workers.

**Team Contract**

Your team should revisit your team contract at the beginning of the semester, and modify it if needed based on your previous team performance. Were there any issues in the fall? Were expectations not clear? Make sure you all are on the same page.

**Team Conflict and Individual Performance Management**

As students in this course you represent yourselves, your group, the Environment and Business Program, Faculty of Environment, and University of Waterloo.

**In the event of clear and ongoing poor performance, unresolvable conflict, or lack of effort by one or more members of a project team, the course instructor reserve the right to remove students from a group, reform groups, and to scope out an appropriate project and evaluation to meet course requirements.**

**Peer Evaluation**

As there is a significant amount of group work in this course students will be asked to assess the contributions of their team members. In instances where there is clear agreement within the team that individuals have not been contributing in a fair manner to the team’s project the instructors will adjust the students grade for the group work portion of the course.

**Policy on Remarking of Assignments**

If you feel a mistake has been made in marking on assignments you can request a remark **within 1 week of your grade being posted on LEARN.**

Inform the instructor of your specific request for remarking. You must specify the sections you want addressed, a rationale for why it deserves consideration, with specific reference to the rubric and assessment criteria.  General requests are not acceptable. The Professor will remark the entire submitted work for consistency with the rubric, with special attention to the specific request noted by the student. The mark may increase or decrease as a result.

**Policy on Late Submissions**

Please advise the instructor of any issues as soon as you are able to, and preferably before the assignment deadline.

**I will not accept late submissions unless you have compassionate grounds for lateness.**Should you not be able to meet a deadline due to compassionate reasons (e.g. illness or death in the family), you **may** be asked for documentation. Technological failures and bad planning (e.g. printers not working, ran out of paper) are NOT acceptable reasons for lateness.

Submissions are due by the times and dates indicated.  Submissions received after this time will be penalized 10 per cent per day, or any part thereof, including weekends (i.e. 10% of an assignment that is worth 10% of your course grade would be penalized 1% of your final grade per day). Only in exceptional cases will this penalty be waived!

If you miss a milestone, you get 0%.

**Intellectual Property:** For further information on IP related to teaching, please see <https://uwaterloo.ca/legal-and-immigration-services/sites/ca.legal-and-immigration-services/files/uploads/files/volume_1_issue_3_winter_2018.pdf> and the Guidelines for Faculty, Staff and Students Entering Relationships with External Organizations Offering Access to Course Materials, <https://uwaterloo.ca/secretariat/faculty-staff-and-students-entering-relationships-external>. The following text is recommended:

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo.  Intellectual property includes items such as:
-Lecture content, spoken and written (and any audio/video recording thereof);
-Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides);
-Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and
-Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein, are used to enhance a student’s educational experience. However, sharing this intellectual property without the intellectual property owner’s permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual property of others online (e.g., to an online repository).

Permission from an instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years. In many cases, instructors might be happy to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

**Grading Guidelines**

The table below identifies a number of generic elements to guide grading of assignments, but to be clear we do not apply this or the assignment specific grading rubrics mechanically.  The percentage range in brackets is our expectation of how many students would fall in this range – but this does not operate as a curve – rather we would expect to see only a handful of exceptional papers and we would expect the bulk of the marks to fall in the 72 to 80 range.  One might expect that the grades on assignments will improve over the course.

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|  Mark | Expectations |
| > 90% | Exceptional (5% to 10 %) Few or no technical errors (typos, spelling, grammar); clarity in writing style; coherent structure and flow; demonstration of very strong understanding of underlying substantive content and client’s problem; clear and compelling connection made between material and client problem; appropriate reference to source materials; paper presents a logical point of view |
| 80 -90% | Very good (15 to 25%) Few technical errors; strong understanding of underlying content and client problem; strong connection made between material and client problem; appropriate reference to source material; perhaps a few unreferenced points or reference errors; document is well structured and consistent  |
| 72-80% | Good (30 to 50 %) few technical errors; demonstrates solid understanding of course material; demonstrates a reasonable understanding of client problem and connects content to problem; well referenced; document is relatively coherent and somewhat consistent |
| 65 to 72% | Adequate (10 to 20 %); some technical errors; demonstrates a basic understanding of the task and client’s problem; makes some connection between material and client problem; some structure but inconsistent   |
| 50 to 65% | Marginal (0 to 10 %) An unacceptable number of technical errors; little apparent attempt to present a coherent application of content to client’s problem; demonstrates a weak understanding of material; inappropriate or missing references; lack of structure |
| < 50% | Inadequate    |

**Research Ethics**

If any of your work on your research paper consists of research that involves humans as participants, then please contact the course instructor for guidance and see:  <https://uwaterloo.ca/research/office-research-ethics>. Note that the ‘University of Waterloo requires all research conducted by its students, staff and faculty which involves humans as participants to undergo prior ethics review and clearance through the Director, Office of Human Research and Animal Care (Office). The ethics review and clearance processes are intended to ensure that projects comply with the Office's Guidelines for Research with Human Participants (Guidelines) as well as those of provincial and federal agencies, and that the safety, rights and welfare of participants are adequately protected. The Guidelines inform researchers about ethical issues and procedures which are of concern when conducting research with humans (e.g. confidentiality, risks and benefits, informed consent process etc.).’

**Notice of Recording**

Given the blended delivery of the course, workshops will be recorded. Please review the [Remote Teaching and Learning: Student Notice of Recording](file:///C%3A%5Cd2l%5Ccommon%5Cdialogs%5CquickLink%5CquickLink.d2l?ou=726003&type=content&rcode=uWaterloo-2121033) document.

**University Policies**

**Academic integrity**: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check [the Office of Academic Integrity](https://uwaterloo.ca/academic-integrity/) for more information.]

**Grievance:**A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70, Student Petitions and Grievances, Section 4](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70). When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

**Discipline:**A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for their actions. [Check [the Office of Academic Integrity](https://uwaterloo.ca/academic-integrity/) for more information.] A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate associate dean. For information on categories of offences and types of penalties, students should refer to [Policy 71, Student Discipline](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71). For typical penalties, check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat/guidelines/guidelines-assessment-penalties).

**Appeals:**A decision made or penalty imposed under [Policy 70, Student Petitions and Grievances](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70) (other than a petition) or [Policy 71, Student Discipline](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71) may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to [Policy 72, Student Appeals](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72).

**Note for students with disabilities:**[AccessAbility Services](https://uwaterloo.ca/disability-services/), located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

**Turnitin.com:**Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit alternate assignment.

June 15, 2009 (updated June 2021)

**Territorial Acknowledgement**

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within our [Indigenous Initiatives Office](https://uwaterloo.ca/human-rights-equity-inclusion/indigenousinitiatives).

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