

# HUMAN GEOGRAPHIES: PEOPLE, SPACE AND CHANGE WINTER 2023

## GEOG 101

Published Jan 04, 2023

### CLASS SCHEDULE

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| Section                               | Location | Time                                       | Instructor(s)  |
|---------------------------------------|----------|--|--|
| GEOG 101 001 [LEC]                    | STC 1012 | Tuesdays & Thursdays<br>4 p.m. - 5:20 p.m. | Erin Pauline O'Connell<br>erin.oconnell@uwaterloo.ca |
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### INSTRUCTOR / TA INFORMATION

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#### Instructor Information:

- Name: Erin (Joakim) O'Connell
- Office: EV1-310
- E-mail: [erin.oconnell@uwaterloo.ca](mailto:erin.oconnell@uwaterloo.ca) (mailto:erin.oconnell@uwaterloo.ca)
- Office Hours: Wednesdays from 12:30 - 2:30pm
  - Office hours are held on a drop-in basis in EV1-310
  - If you have classes during this time, please email me to make an appointment at an alternative time

#### Teaching Assistants:

- TBD

### COURSE DESCRIPTION

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#### *Calendar Description for GEOG 101*

An introduction to human geography through key subfields of the discipline, examining population change, the rise of cities, our relationship to nature, social inequalities, economic forms, cultural difference and environmental change at the local and global scale.

This first-year course introduces students to the field of human geography. Human geographers look at the world from a particular perspective, asking 'where' things happen, and also 'how' and 'why' things happen in particular ways in particular places. Throughout this course, we'll learn to 'read' the human landscape to obtain a better understanding of the geographic processes that are occurring before our eyes! This approach is applied to many different themes of human geography, including spatial interactions, migration, population and health, food systems, urbanization, culture, and economic activity (to name a few).

Within all these themes of human geography, core concepts of justice and sustainability permeate. We search for knowledge and understanding of geographic processes to consider how we might work towards a more just and a more sustainable world. We ask challenging questions about the way things are currently structured and how they might be better structured. As we progress along this journey, we'll examine key approaches and concepts that are helpful for analyzing human geography issues, consider how scale impacts our analysis, and explore tools and skills useful for interpreting the world around us.

## LEARNING OUTCOMES

### By the end of this course students should be able to:

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| Summarize the major themes that define human geography  |
| Compare and contrast human geography theory and analysis with real-world expressions of human geography at various scales |
| Apply human geography concepts and skills to real-world contexts and case studies   |
| Synthesize concepts of 'justice' and 'sustainability' from course themes and content                                      |

### By the end of this course students should have developed the following skills:

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| Critical Analysis Skills: By analyzing the applicability of human geography theory and concepts in various contexts  |
| Application Skills: Through applying concepts, approaches, and frameworks to various case studies  |
| Written Communication Skills: Through a variety of written assignments, students will articulate their learning and demonstrate their ability to analyze and apply course concepts |

## TENTATIVE COURSE SCHEDULE

| Lec. | Date            | Topic                          | Readings & Assignments   |
|------|-----------------|--------------------------------|--|
| L1   | Tuesday Jan 10  | Course Introduction & Overview | <u>Readings:</u> <ul style="list-style-type: none"> <li>• Read through course outline</li> <li>• No other assigned readings</li> </ul> |
| L2   | Thursday Jan 12 | Space, Location and Place      | <u>Reading Quiz:</u> <ul style="list-style-type: none"> <li>• No reading quiz this week</li> </ul>                                     |

|    |                 |   |   |
|----|-----------------|---|---|
| L3 | Tuesday Jan 17  | Mapping & Mental Maps   | <p><u>Assigned Reading:</u></p> <ul style="list-style-type: none"> <li>Reading 1 (also available as PDF on LEARN): Mondschein, A., Blumenberg, E., &amp; Taylor, B.D. (2013). Going mental: Everyday travel and the cognitive map. Access Magazine. Retrieved from: <a href="https://bit.ly/3qbNOyr">https://bit.ly/3qbNOyr</a> (<a href="https://bit.ly/3qbNOyr">https://bit.ly/3qbNOyr</a>)</li> </ul>  |
| L4 | Thursday Jan 19 | Mapping & Mental Maps Cont'd                                    | <p><u>Reading Quiz:</u></p> <ul style="list-style-type: none"> <li><b>Reading Quiz 1</b> covers L3 &amp; L4 reading(s)</li> <li><b>Quiz opens on Tues. Jan 10 at 5:30pm and should be completed by Sun. Jan. 22 by 11:59pm</b></li> </ul>   |
| L5 | Tuesday Jan 24  | Regions and Regional Analysis<br>+<br>Distance and Distribution | <p><u>Assigned Reading:</u></p> <ul style="list-style-type: none"> <li>Reading 2 (available as PDF on LEARN): Cochrane, C., &amp; Perrella, A. (2012). Regions, Regionalism and Regional Differences in Canada. Canadian Journal of Political Science, 45(4), pp. 829-853.</li> </ul> <p><u>Reading Quiz:</u></p>   |
| L6 | Thursday Jan 26 | Spatial Interaction   | <ul style="list-style-type: none"> <li><b>Reading Quiz 2</b> covers L5 &amp; L6 reading(s)</li> <li><b>Quiz opens on Thurs. Jan 19 at 5:30pm and should be completed by Thurs. Jan 26 by 3:30pm</b></li> </ul>  |
| L7 | Tuesday Jan 31  | Population Geography  | <p><u>Assigned Reading:</u></p> <ul style="list-style-type: none"> <li>Reading 3 (also available as PDF on LEARN): Wilmoth, J., Menozzi, C., &amp; Bassarsky, L. (2022). Why population growth matters for sustainable development (Policy Brief No. 130). United Nations Department of Economic and Social Affairs. <a href="https://bit.ly/3uy6Cuo">https://bit.ly/3uy6Cuo</a> (<a href="https://bit.ly/3uy6Cuo">https://bit.ly/3uy6Cuo</a>)</li> </ul> |
| L8 | Thursday Feb 2  | Population Growth and Controls                                  | <p><u>Reading Quiz:</u></p> <ul style="list-style-type: none"> <li><b>Reading Quiz 3</b> covers L7 &amp; L8 reading(s)</li> <li><b>Quiz opens on Thurs. Jan 26 at 5:30pm and should be completed by Thurs. Feb 2 by 3:30pm</b></li> </ul>   |

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|---------------------|--------------------|--------------------------------------|--|
| L9                  | Tuesday Feb<br>7   | Migration Geography                  | <p><u>Assigned Reading:</u></p> <ul style="list-style-type: none"> <li>Reading 4: Edwards, H.S. (2019, Jan 24). The stories of migrants risking everything for a better life. Time. Retrieved from: <a href="https://time.com/longform/migrants/">https://time.com/longform/migrants/</a> (<a href="https://time.com/longform/migrants/">https://time.com/longform/migrants/</a>)</li> </ul>   |
| L10                 | Thursday<br>Feb 9  | Human Landscapes<br>and Coded Spaces | <p><u>Reading Quiz:</u></p> <ul style="list-style-type: none"> <li><b>Reading Quiz 4</b> covers L9 &amp; L10 reading(s)</li> <li><b>Quiz opens on Thurs. Feb 2 at 5:30pm and should be completed by Thurs. Feb 9 at 3:30pm</b></li> </ul>  |
| L11                 | Tuesday Feb<br>14  | Food Geography I                     | <p><u>Assigned Reading:</u></p> <ul style="list-style-type: none"> <li>Reading 5: Dastrup, R.A. (n.d.). Chapter 6: Food, Water, and Agriculture. In <i>Introduction to Human Geography</i>. PressBooks. Retrieved from: <a href="https://humangeography.pressbooks.com/part/food-water-and-agriculture/">https://humangeography.pressbooks.com/part/food-water-and-agriculture/</a> (<a href="https://humangeography.pressbooks.com/part/food-water-and-agriculture/">https://humangeography.pressbooks.com/part/food-water-and-agriculture/</a>) <ul style="list-style-type: none"> <li>Note: Sections 6.1 through to 6.5 are included as the assigned reading. The embedded videos are not included on the Reading Quiz although you may want to watch some of them to help inform the ideas covered.</li> </ul> </li> </ul> |
| L12                 | Thursday<br>Feb 16 | Food Geography II                    | <p><u>Reading Quiz:</u></p> <ul style="list-style-type: none"> <li><b>Reading Quiz 5</b> covers L11 &amp; L12 reading(s)</li> <li><b>Quiz opens on Thurs. Feb 9 at 5:30pm and should be completed by Thurs. Feb 16 by 3:30pm</b></li> </ul>  |
| <b>READING WEEK</b> |                    |                                      |  |
| L13                 | Tuesday Feb<br>28  | Geography of Health<br>and Disease   | <p><u>Assigned Reading:</u></p> <ul style="list-style-type: none"> <li>Reading 6 (also available as a PDF on LEARN): Yang, Y. (2021). Analysing the seasonality of births in mainland China. <i>Journal of Biosocial Science</i> 53, pp. 233–246. <a href="https://doi.org/10.1017/S0021932020000164">https://doi.org/10.1017/S0021932020000164</a> (<a href="https://doi.org/10.1017/S0021932020000164">https://doi.org/10.1017/S0021932020000164</a>)</li> </ul>   |
| L14                 | Thursday<br>Mar 2  |                                      | <p><u>Reading Quiz:</u></p> <ul style="list-style-type: none"> <li><b>Reading Quiz 6</b> covers L13 &amp; L14 reading(s)</li> <li><b>Quiz opens on Thurs. Feb 16 at 5:30pm and should be completed by Thurs. Mar 2 by 3:30pm</b></li> </ul>  |

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| L15 | Tuesday<br>Mar 7   | Development<br>Geography                         | <u>Assigned Reading:</u> <ul style="list-style-type: none"> <li>Reading 7: Agaba, T., &amp; Anonymous. (2018, Dec 7). Opinion: We need to talk about racism in the aid sector. Open Democracy. Available at: <a href="https://bit.ly/30NOEsm">https://bit.ly/30NOEsm</a> (<a href="https://bit.ly/30NOEsm">https://bit.ly/30NOEsm</a>)</li> </ul> <u>Reading Quiz:</u> <ul style="list-style-type: none"> <li><b>Reading Quiz 7</b> covers L15 &amp; L16 reading(s)</li> <li><b>Quiz opens on Thurs. Mar 2 at 5:30pm and should be completed by Thurs. Mar 9 by 3:30pm</b></li> </ul>                                      |
| L16 | Thursday<br>Mar 9  |  |  |
| L17 | Tuesday<br>Mar 14  | Development and<br>Disasters                     | <u>Assigned Reading:</u> <ul style="list-style-type: none"> <li>Reading 8: Quam, J., &amp; Campbell, S. (2020). Latin American and the Caribbean (LACAR): Economic Geography I. In The Western World: Daily Readings on Geography. Available at: <a href="https://bit.ly/32i6Efd">https://bit.ly/32i6Efd</a> (<a href="https://bit.ly/32i6Efd">https://bit.ly/32i6Efd</a>)</li> </ul> <u>Reading Quiz:</u> <ul style="list-style-type: none"> <li><b>Reading Quiz 8</b> covers L17 &amp; L18 reading(s)</li> <li><b>Quiz opens on Thurs. Mar 9 at 5:30pm and should be completed by Thurs. Mar 16 by 3:30pm</b></li> </ul> |
| L18 | Thursday<br>Mar 16 | Economic Geography                               |  |
| L19 | Tuesday<br>Mar 21  | Urban Geography:<br>Informal Settlements         | <u>Assigned Reading:</u> <ul style="list-style-type: none"> <li>Reading 9: Models of Urban Structure (available on LEARN)</li> </ul> <u>Reading Quiz:</u> <ul style="list-style-type: none"> <li><b>Reading Quiz 9</b> covers L19 &amp; L20 reading(s)</li> <li><b>Quiz opens on Thurs. Mar 16 at 5:30pm and should be completed by Thurs. Mar 23 by 3:30pm</b></li> </ul>   |
| L20 | Thursday<br>Mar 23 | Urban Geography:<br>Models of Urban<br>Structure |  |
| L21 | Tuesday<br>Mar 28  | Tourism Geography                                | <u>Assigned Reading:</u> <ul style="list-style-type: none"> <li>Reading 10: Rodrigue, J-P. (2020). Chapter 1: What is Transport Geography? In The Geography of Transport Systems (5<sup>th</sup> Ed.). London: Routledge. Available at: <a href="https://bit.ly/3Fa4Rsa">https://bit.ly/3Fa4Rsa</a> (<a href="https://bit.ly/3Fa4Rsa">https://bit.ly/3Fa4Rsa</a>)</li> </ul> <u>Reading Quiz:</u> <ul style="list-style-type: none"> <li><b>Reading Quiz 10</b> covers L21 &amp; L22 readings</li> <li><b>Quiz opens on Thurs. Mar 23 at 5:30pm and should be completed by Thurs. Mar 30 by 3:30pm</b></li> </ul>          |
| L22 | Thursday<br>Mar 30 | Transportation<br>Geography                      |  |

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|-----|---------------------|---------------------|---|
| L23 | Tuesday<br>April 4  | Political Geography | <u>Assigned Reading:</u> <ul style="list-style-type: none"> <li>TBD</li> </ul>  |
| L24 | Thursday<br>April 6 |                     | <u>Reading Quiz:</u> <ul style="list-style-type: none"> <li><b>Reading Quiz 11</b> covers L23 &amp; L24 readings</li> <li><b>Quiz opens on Thurs. Mar 30 at 5:30pm and should be completed by Thurs. Apr 6 by 3:30pm</b></li> </ul> |

## TEXTS / MATERIALS

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No materials required.

There is no required text for this course. Instead, readings will be assigned for each week and will be available on LEARN, through web links on the course outline, or through course reserve. See the detailed course schedule for an overview of the course readings.

## STUDENT ASSESSMENT

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| Component   | Value |
|---|-------|
| Weekly Reading Quizzes (10 x 1% each)                         | 10%   |
| Participation Activities (10 x 1% each)                       | 10%   |
| Course Connections (3 in total, worth 15%, 15%, and 20% each) | 50%   |
| Final Exam  | 30%   |

### Reading Quizzes (10 x 1% = 10% of final grade):

- To help encourage students to complete the readings prior to attending class, a short quiz will be held each week covering the assigned readings for that week. Quizzes will be held online on the LEARN platform. Quizzes contain 3 - 5 multiple choice questions, with 10 - 20 minutes to complete each quiz (depending on the number of questions).
- Each quiz will be 'open' to complete for approximately one week (although a couple of quizzes have extended open periods).
- You have ONE attempt only for each quiz. Once the quiz is opened, you cannot close the quiz and complete at another time. Correct answers to the weekly quizzes will be available for review once the quiz has closed for all students - usually at 6:00pm the day the quiz closes.
- See the course schedule or LEARN quizzes section for quiz due dates.
- A total of 11 weekly quizzes will be completed throughout the term. If you complete all eleven quizzes, LEARN will automatically select the top ten marks when calculating the final grade (each quiz is worth 1% of the final grade).

6. These quizzes should be completed individually although they are open book. These quizzes will provide a good indication of the types of questions that will be asked on the final exam (although the final exam only covers lecture content).

### **In-Class Participation Activities (10 x 1% = 10% of final grade):**

1. Dates are not announced ahead of time for in-class 'participation' activities and instructions are only provided in-class. Activities will range in format, but typically involve a short written submission completed at the end of the lecture, completed either individually or as group work.
2. Responses should be submitted to the dropbox on LEARN or as a paper submission before leaving class.
3. A total of 12 in-class 'participation' activities will be completed during class time. If you complete all twelve (or eleven) in-class quizzes, LEARN will automatically select the top ten marks when calculating the final grade (each in-class activity is worth 1% of the final grade).

### **Course Connections (50% of final grade):**

1. Each 'Course Connection' assignment should include a well-thought-out response using the detailed instruction guidelines provided on LEARN and should be based on the lecture content and assigned readings – these are completed outside of class time.
2. All information should be written in your own words, cited appropriately using APA citation style, with minimal use of direct quotes.
3. Course reflections are due on the following dates:
  1. **Course Connection (worth 15%) 1 due: Sun. Feb. 5 at 11:59pm**
  2. **Course Connection (worth 15%) 2 due: Sun. Mar. 5 at 11:59pm**
  3. **Course Connection (worth 20%) 3 due: Sun. Apr. 2 at 11:59pm**

### **Final Exam (30% of final grade):**

1. To be scheduled during the final exam period in April (exam date requested for beginning of exam period).
2. Final exam will take the form of multiple choice questions; question formatting will be similar to the readings quizzes (but not the same questions!).
3. Only lecture content will be covered on the final exam.
4. Students have the option to bring a one-page (8.5 x 11") double-sided 'cheat sheet' into the final exam.

## **ASSIGNMENT SCREENING**

Text matching software (Turnitin) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. In the first week of the term, details will be provided about the arrangements for the use of Turnitin and alternatives in this course. See Administrative Policy below for more information and links.

## **NOTICE OF RECORDING**

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Activities for this course involve recording, in partial fulfillment of the course learning outcomes. You will receive notification of recording via at least one of the following mechanisms: within the Learning Management System (LEARN), a message from your course instructor, course syllabus/website, or other means. Some technologies may also provide a recording indicator. Images, audio, text/chat messaging that have been recorded may be used and/or made available by the University to students registered in GEOG 101 for the Winter term 2023 for the purpose of completing coursework. Recordings will be managed according to the University records classification

scheme, [WatClass](https://uwaterloo.ca/records-management/records-classification-and-retention-schedules) (https://uwaterloo.ca/records-management/records-classification-and-retention-schedules) , and will be securely destroyed when no longer needed by the University. Your personal information is protected in accordance with the [Freedom of Information and Protection of Privacy Act](https://www.ontario.ca/laws/statute/9of31) (https://www.ontario.ca/laws/statute/9of31) , as well as [University policies and guidelines](https://uwaterloo.ca/privacy/) (https://uwaterloo.ca/privacy/) and may be subject to disclosure where required by law.

The University will use reasonable means to protect the security and confidentiality of the recorded information, but cannot provide a guarantee of such due to factors beyond the University's control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without the University's knowledge or permission or the introduction of malware into computer system which could potentially damage or disrupt the computer, networks, and security settings. The University is not responsible for connectivity/technical difficulties or loss of data associated with your hardware, software or Internet connection.

By engaging in course activities that involve recording, you are consenting to the use of your appearance, image, text/chat messaging, and voice and/or likeness in the manner and under the conditions specified herein. (In the case of a live stream event, if you choose not to have your image or audio recorded, you may [disable the audio and video functionality](https://uwaterloo.ca/student-it-services/) (https://uwaterloo.ca/student-it-services/). Instructions to participate using a pseudonym instead of your real name are included where the feature exists; however, you must disclose the pseudonym to your instructor in advance in order to facilitate class participation.) If you choose not to be recorded, this notice serves as confirmation of your understanding that you can ensure your camera is off (for remote lectures) or that you are sitting in a location not covered by the webcam recordings (for in-person lectures). Students may also ask questions at an alternate time/location (e.g., office hours) if they prefer their questions/comments not to be recorded.

You are not permitted to disclose the link to/URL of an event or an event session recording or copies of recording to anyone, for any reason. Recordings are available only to authorized individuals who have been directly provided the above instructions/link for their use. Recordings for personal use, required to facilitate your learning and preparation of personal course/lecture notes, should not be shared with others without the permission of the instructor or event coordinator. Review the University's [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) (https://uwaterloo.ca/secretariat/faculty-staff-and-students-entering-relationships-external) for more information on your obligations with respect to keeping copies of course materials. For more information about accessibility, connect with [AccessAbility Services](https://uwaterloo.ca/accessability-services/) (https://uwaterloo.ca/accessability-services/).

## ADMINISTRATIVE POLICY

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### Citing Guidelines:

For the written assignments, students are expected to source/cite all materials, information, ideas, and data taken from any sources using APA citation formatting. This includes information used from the lectures and assigned readings, and any additional sources used to inform the assignment. Information that is paraphrased should include a citation in the author, date format (O'Connell, 2022). Information that "is quoted directly should be written in quotation marks and cited with the author, date, page/paragraph number format" (O'Connell, 2022, p. 17). Direct quotations should be used whenever five or more words in a row are copied directly; you may use terminology related to concepts and processes without needing to quote directly (e.g., the term *phenological mismatch* does not need to be in quotation marks). A references section should be included at the end of each assignment, with full bibliographic information for all sources listed in alphabetical order. Note that only sources cited in-text should be included in the references section.

Lecture content can be cited using the following template:

O'Connell, E. (2023, Jan 12). Space, Location and Place [PowerPoint Slides]. Lecture notes from GEOG 101, Department of Geography and Environmental Management, University of Waterloo, Waterloo, Canada.

When citing lectures in-text, you can just cite the title of the lecture: (Space, Location and Place, 2022).

For more details and information on citing using the APA citation style, please see the 'APA Citation Guide' provided by the University of Waterloo:

<https://uwaterloo.ca/writing-and-communication-centre/resources-apa-style-citation> (<https://uwaterloo.ca/writing-and-communication-centre/resources-apa-style-citation>)

Or the APA citation guide provided by Purdue University:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html))

### **Submitting Assignments:**

All assignments should be submitted via LEARN unless otherwise indicated. All students must make arrangements for their assignments to be submitted to the appropriate dropbox on LEARN by the time and date indicated in the weekly schedule. Assignments should not be handed to the professor in class or emailed to the professor. LEARN provides a date and time stamp for all assignments submitted to the dropbox – this will be the date used to determine any late penalties that will be applied.

### **Late Assignments:**

Assignments should be submitted by the due dates outlined in the course schedule (also see deadlines noted for each dropbox). However, a three-day grace period will be applied for the course connections and final paper assignments in the course (i.e., the grace period does not apply to readings quizzes, in-class participation, and the final exam). The grace period means that you can submit any assignment up to three days late without explanation or penalty. To encourage students to submit on time, a bonus mark will be applied based on the following submission dates:

- Submitted by the original due date at 11:59pm: 3% bonus added to assignment grade
- Submitted within 24 hours of the original due date: 2% bonus added to assignment grade
- Submitted within 48 hours of the original due date: 1% bonus added to assignment grade
- Submitted within 72 hours of the original due date: no bonus and no late deduction

Assignments submitted after the three-day grace has ended will have a late deduction applied at the rate of 10% per day off the assignment grade.

**NOTE:** There is no need to email the instructor or TA to have this grace period applied – you can simply submit your assignment at any point within the grace period without penalty.

Assignments will not be accepted for grading after the grading has been completed and feedback made available for students.

In some cases, concessions may be made for exceptional circumstances. Note that for any exception, students will need to demonstrate (with documentation) why they were unable to complete the work prior to the original deadline, as well as the during the grace period. For this reason, you should treat the specific deadline as the 'actual' deadline and only use the grace period if needed. Exceptional circumstances may include:

- Valid medical reason such as illness or accident (appropriate proof such as a Doctor's note is required);
- Personal or family emergency (with suitable proof where possible); and
- Other valid reasons beyond the control of the student (to be approved on a case-by-case basis at the discretion of the instructor).

**NOTE:** If you know in advance that you will not be able to meet a particular deadline for any reason, please contact the instructor to see if alternative arrangements can be accepted.

## Short Term Absence Declarations

Short-term absence declaration will be dealt with as follows:

1. Reading Quizzes and In-Class Participation Activities: students can either count a missed quiz or activity as one of the already included dropped grade OR contact the professor to have a missed reading quiz or in-class participation activity re-weighted towards the final exam in the course.
2. Course Connections and Final Paper: short-term absence declarations only apply to the original due dates on assignments. The absence declaration will not impact the end date of the grace period; this means that if you use the three-day grace period, a short-term absence declaration on the final day of the grace period will not result in an additional two days to submit the assignment. This essentially removes the need for a short-term absence declaration, since a three-day grace period has already been applied.
3. Final Exam: short-term absence declarations cannot be used during the final exam period.

**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](https://uwaterloo.ca/legal-and-immigration-services/sites/ca.legal-and-immigration-services/files/uploads/files/volume_1_issue_3_winter_2018.pdf) ([https://uwaterloo.ca/legal-and-immigration-services/sites/ca.legal-and-immigration-services/files/uploads/files/volume\\_1\\_issue\\_3\\_winter\\_2018.pdf](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> (<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).

**Co-op interviews and class attendance:** Co-op students are encouraged to try and choose interview time slots that result in the least amount of disruption to class schedules. When this is challenging, or not possible, a student may miss a portion of a class meeting for an interview. Instructors are asked for leniency in these situations; but, a co-op

interview does not relieve the student of any requirements associated with that class meeting.

When a co-op interview conflicts with an in-class evaluation mechanism (e.g., test, quiz, presentation, critique), class attendance takes precedence and the onus is on the student to reschedule the interview. CEE provides an interview conflict procedure to manage these situations.

Students will be required to provide copies of their interview schedules (they may be printed from WaterlooWorks) should there be a need to verify class absence due to co-op interviews.

**Mental Health:** The University of Waterloo, the Faculty of Environment and our Departments/Schools consider students' well-being to be extremely important. We recognize that throughout the term students may face health challenges - physical and / or emotional. **Please note that help is available.** Mental health is a serious issue for everyone and can affect your ability to do your best work. Counselling Services <https://uwaterloo.ca/campus-wellness/> (<https://uwaterloo.ca/campus-wellness/>) is an inclusive, non-judgmental, and confidential space for anyone to seek support. They offer confidential counselling for a variety of areas including anxiety, stress management, depression, grief, substance use, sexuality, relationship issues, and much more.

All students are encouraged to download the WatSAFE app which is available free through the google and iOS app stores. The WatSAFE app provides on- and off-campus contacts for students in distress, including international students, and other information related to campus safety and security.

**Religious Observances:** Students need to inform the instructor at the beginning of term if special accommodation needs to be made for religious observances that are not otherwise accounted for in the scheduling of classes and assignments.

**Communications with Instructor and Teaching Assistants:** All communication with students must be through either the student's University of Waterloo email account or via LEARN. If a student emails the instructor or TA from a personal account they will be requested to resend the email using their personal University of Waterloo email account.

**Recording lecture:** Use of recording devices during lectures is only allowed with explicit permission of the instructor of the course. If allowed, video recordings may only include images of the instructor and not fellow classmates. Posting of videos or links to the video to any website, including but not limited to social media sites such as: facebook, twitter, etc., is strictly prohibited.

## UNIVERSITY POLICY

**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/) (<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) (<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/) (<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.