

# RESOURCE MANAGEMENT PROJECT WINTER 2023

## GEOG 452

Published Jan 06, 2023

### CLASS SCHEDULE

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Section	Location	Time	Instructor(s)
GEOG 452 001 [PRJ]	HH 2107	Thursdays 11:30 a.m. - 2:20 p.m.	Daniel Scott daniel.scott@uwaterloo.ca
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### INSTRUCTOR / TA INFORMATION

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Instructor: Daniel Scott

Contact email: daniel.scott@uwaterloo.ca

Office: EV1-113

Office Hours: individual or project team consultations are available during/after class 11.30-2.30 Th or any work day by appointment

### COURSE DESCRIPTION

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#### *Calendar Description for GEOG 452*

Concepts and techniques of resources management and institutional analysis are applied to the study of a current resource or environmental management issue.

Prereq: GEOG 293 or GEOG 294

**IMPORTANT NOTICE:** This course is offered in conjunction with GEMCC 690-Climate Change Projects in Winter 2023. Students have been advised that GEOG 452 this term will focus climate change projects and that there will be an opportunity to work in teams with graduate students from multiple programs. Project teams, whether comprised of all 452 or 690 students or some combination will be evaluated on the same course criteria and have the same opportunity to define the scope of the project and deliverables they undertake.

#### **GEMCC 690 Course Description:**

In this problem-based learning course, concepts, knowledge and skills developed throughout the program are integrated and applied to research projects. The focus of this highly interactive course is the development, implementation, and communication of applied research to contribute knowledge and solutions to climate change

challenges specified by government, business, civil society, or communities. Students work in small collaborative teams in an interdisciplinary, professional practice situation.

This course is designed as a projects course, with an emphasis on independent and team learning through applied problem solving in research projects. Selected research problems will be provided by client organizations (academic, government, business or civil society) for teams to consider. Each team will also have the option to identify their own project topic with a client organization (e.g., previous employers or academic supervisors) or independently (e.g., a start up business concept). Project concepts identified by student team will be discussed with the instructor to assess its feasibility and suitability for the course.

The primary outcome of the course is a final team project presented in both oral and written format at the end of term to the other class teams and clients where applicable and feasible. Other components in the course are structured to support the development of the team project, including a project proposal and scheduled project update meetings (see course schedule below). Progress meetings provide an opportunity to discuss challenges teams may be facing and to obtain feedback/guidance from the instructor and other teams. Students are expected to actively participate in the progress meetings throughout the term and contribute equally to the group project. The instructor will be available every week for consultation as required, even when no formal class is scheduled. The audience for the final presentations may include people from outside the course (i.e., a professional panel), to provide additional feedback on presentation quality and project outcomes. Final reports will be submitted after the final presentations to allow for an opportunity to incorporate feedback and comments.

Course participants will enhance problem solving, critical thinking, and analytical skills and gain experience with the full range of activities associated with professional practice, including: evaluating requests for proposals, formulating research objectives and proposal development, team-based research, project management, presentations, report writing, teamwork and leadership, as well as professional and research ethics. A key component of all professional practice and complex projects is teamwork, and this course will include the challenge of interpersonal dynamics and utilizing individual skill sets.

## LEARNING OUTCOMES

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

identify a research problem relevant to a non-academic organization or decision maker
develop research objectives related to a research problem and inform potential solutions
develop a research methodology and research plan to achieve the stated research objectives
prepare and present a research proposal / project concept
collaborate effectively as part of a research team to implement the research method and plan (project management), both in person and with remote technologies
consult with research clients to identify their research needs and priorities
develop knowledge mobilization products (e.g., report, presentation, training guide, briefing note, web portal, educational video, etc)
effectively communicate research findings to clients/stakeholders
negotiate team performance agreement

## TENTATIVE COURSE SCHEDULE

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WEEK 1  (Jan 12)	<b>No Formal Class</b> <ul style="list-style-type: none"><li>• Grad students deciding their courses (add / drop period)</li><li>• Students/teams interested in proposing their own project to submit concept note (1 page description of the project: problem, scope, methods, potential deliverables, clients if applicable) to instructor.</li></ul>
WEEK 2  (Jan 19)	<b>Course Introduction. Project Concepts and Team Formation</b> <ul style="list-style-type: none"><li>• Class introductions and overview of the course format/schedule</li><li>• Introduction and discussion of project topics</li><li>• Initial team formulation and discussions with instructor</li><li>• Agree on scope for situational analysis (relevant academic/grey literature, data needs/availability, client discussions) in preparation for week 3</li></ul> <ul style="list-style-type: none"><li>• Readings: The future of remote work and challenges/best practices of remote teams (<i>see reading list ... hopefully we will not need to work remotely in 2023, but just in case</i>).</li></ul>
WEEK 3  (Jan 26)	<b>Team Finalization and Project Refinement</b> <ul style="list-style-type: none"><li>• Finalize project selection and team membership</li><li>• Review situational analysis findings (relevant academic/grey literature, data needs/availability, client discussions) as a team and with instructor</li><li>• Team discussions with instructor: including project scope, objectives, tasks, timelines, and outputs</li></ul> <ul style="list-style-type: none"><li>• <u>If time</u>: Mini lecture and discussion on climate change professionalization trends and self assessment</li></ul>
WEEK 4  (Feb 2)	<b>Present Project Work Plan and Class Feedback</b> <ul style="list-style-type: none"><li>• Brief presentation of proposal in class, class/instructor feedback</li><li>• Project refinement discussions with instructor: objectives, tasks/team members contributions, timelines, and outputs</li><li>• Each team discuss and their team agreements</li></ul>

WEEK 5 (Feb 9)	<p><b>No Formal Class - Project Proposal Submission and Work Week</b></p> <ul style="list-style-type: none"> <li>• Submit 4-page max proposal (use feedback in week 4 to revise)</li> <li>• Each team submit signed team agreements</li> <li>• Instructor available for consultations</li> </ul>
WEEK 6 (Feb 16)	<p><b>No Formal Class – Project Work</b></p> <ul style="list-style-type: none"> <li>• Instructor available for consultations</li> </ul>
WEEK 7 (Feb 23)	<p>READING WEEK</p> <ul style="list-style-type: none"> <li>• Instructor available for consultations</li> </ul>
WEEK 8 (Mar 2)	<p><b>No Formal Class – Project Work</b></p> <ul style="list-style-type: none"> <li>• Instructor available for consultations</li> </ul>
WEEK 9 (Mar 9)	<p><b>Project Update Check-In and Class Discussion</b></p> <ul style="list-style-type: none"> <li>• <u>Mandatory</u> team updates in class.</li> <li>• Short presentation on progress/key challenges/timeline.</li> </ul>
WEEK 10 (Mar 16)	<p><b>No Formal Class – Project Work</b></p> <ul style="list-style-type: none"> <li>• Instructor available for consultations</li> </ul>
WEEK 11 (Mar 23)	<p><b>No Formal Class – Project Work</b></p> <ul style="list-style-type: none"> <li>• Instructor available for consultations</li> </ul>
WEEK 12 (Mar 30)	<p><b>No Formal Class – Project Work</b></p> <ul style="list-style-type: none"> <li>• Instructor available for consultations</li> </ul>

WEEK 13  (April 6)	<b>Project Presentations / Mini-Conference</b> <ul style="list-style-type: none"> <li>• Each team present outcomes of their project (15-20mins)</li> <li>• Feedback from class, instructor, professional/client panel (TBD)</li> </ul>
WEEK 14  (April 13)	<b>No Formal Class / Exam Period – Deliverables Work</b> <ul style="list-style-type: none"> <li>• Instructor available for consultations</li> </ul>
April 20	<b>Final Report / Other Deliverable Submission</b> <ul style="list-style-type: none"> <li>• Utilize feedback from presentations in in week 13</li> <li>• University of Waterloo group assignment disclosure form (see at bottom of syllabus) signed and submitted as a team with final report/deliverables.</li> <li>• Team peer review evaluations submitted (directly to instructor)</li> </ul>

## TEXTS / MATERIALS

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No materials required.

## STUDENT ASSESSMENT

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Component	Value
Individual: In-class Participation (feedback to other teams, discussions, presentations)	10%
Team: Project proposal/work plan (4-page max, presentation, weeks 4-5)	20%
Team: Presentation of final report / other deliverable (week 13)	20%
Team: Final report (~20 pages)/other deliverables (determined in consultations with instructor) April 20th)	50%

As outlined above, there are 3 deliverables for this course. All of which will be submitted in digital form (ppt, pdf) according to the format guidelines provided in class. All work submitted for this class is expected to be of professional quality, with respect to presentation, structure, content, and graphics. Submissions will be to the LEARN dropbox set up for each project team.

- 1) Project proposal/work plan (max 4 pages + references, presentation) – due week 4-5
- 2) Presentation of project findings (~15-20 mins) –week 13 (6 April)
- 3) Project final report/products (max 20 pages + references/appendices) – due 20 April

Please review University of Waterloo group work guidelines and disclosure at bottom of this outline.

## ASSIGNMENT SCREENING

No assignment screening will be used in this course.

## ADMINISTRATIVE POLICY

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**Late Penalties:** A penalty of 10% per day will be assessed for late assignments without a valid academic reason.

\*\*Note that in professional practice, late submission of a proposal would result in disqualification from competition and late submission of deliverables can result in forfeit of final payment.

### **Group Assignment Disclosure:**

As this course involves group work at its core, students will be required to submit a signed University of Waterloo Group Assignment Disclosure Form. Below are the components that will be verified when you submit your form. It is important to familiarize yourself with them so that proper procedures and records can be kept during the project as needed. Disclosure statement verifies that:

1. All team members have referenced and footnoted all ideas, words or other intellectual property from other sources used in the completion of this assignment.
2. A proper bibliography has been included, which includes acknowledgement of all sources used to complete this assignment.
3. This is the first time that any member of the group has submitted this assignment or essay (either partially or entirely) for academic evaluation.
4. Each member of the group has read the full content of the submission and is assured that the content is free of violations of academic integrity. Group discussions regarding the importance of academic integrity have taken place.
5. Each student has identified his or her individual contribution to the work submitted such that if violations of academic integrity are suspected, then the student primarily responsible for the violations may be identified. Note that in this case the remainder of the team may also be subject to disciplinary action.

**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) (<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) (<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) (<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) (<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) (<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72>) .

**Note for students with disabilities:** [AccessAbility Services](https://uwaterloo.ca/disability-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.