

Faculty of Environment, Department of Geography and Environmental Management
University of Waterloo

GEOG 452

Resource Management Project

Winter Term 2018
Fridays, 8:30-11:30, RCH 212

Course Instructor:

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Office Hours: Thursdays 1-2p.m.

Course Description

Concepts and techniques of resources management are applied to the study of a current resource or environmental management issue. The emphasis in this course is on a mock consulting experience to prepare you for the demands of fast-paced team environments where you produce reports for specific clients.

Course Objectives

1. To apply your current skills to a consulting project experience and develop the skills and language necessary for working in a consulting environment.
2. To work within a group setting while maintaining appropriate professionalism.
3. To gain insight into particular resource management problems.

Course Organisation:

This course is designed around a consulting project in resource management. Course participants will gain familiarity with and enhance skills with the full range of activities associated with professional consulting in the resource management field, including Requests for Proposals, Letters of Intent, Project Proposals, Team-based Research, Presentations, Project Evaluation and Briefing Notes. Grading is based on ability

Course Evaluation

Your final mark will be determined on the basis of individual and group work. A key part of the evaluation will be how well you met the client's stated needs – this is not a traditional "research" project where you set your own questions, rather, design consulting work to meet specific deliverables on tight deadlines.

Individual marks (50% of grade):

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|-------------------|-----|
| Letters of Intent | 20% |
| Briefing Note | 15% |
| Professionalism | 15% |

Group Marks (50% of grade, Subject to Calibration)

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|-------------------------|-----|
| Formal Project Proposal | 15% |
| Final Project Report | 25% |
| Project Presentation | 10% |

Late Penalty: As this course focuses on consulting, where “late” is not an option, a late penalty of a full grade (10%) will be applied on a 24 hour rolling clock, including weekends.

A Note About Group Work

A key part of both applied project environments is team work. Often, we are assigned to project teams we may not choose ourselves, and are challenged by interpersonal dynamics, finding the right fit for individual skills, and bringing individual work together to produce a coherent project. This course will challenge you to develop and apply team skills. Assessment will be calibrated based on confidential peer evaluations.

Learning Modes

This course is designed as a projects course, and the emphasis is on independent/group learning about the consulting process. There are very few traditional “lectures” as instructor-delivered content focuses on introducing the resource management issues and the process surrounding the project.

Course Schedule

Italic underline indicates new content is taught this week.

| | |
|--------------------|---|
| Week 1 (Jan 5)* | <u><i>Introduction, Course Overview, The Consulting Process, RFPs, Letters of Intent</i></u> |
| Week 2 (Jan. 12)* | <u><i>Introduction to the Research Topics</i></u> |
| Week 3 (Jan. 19) | Letters of Intent Due! (online) |
| Week 4 (Jan. 26)* | Letters of Intent Returned, Groups Assigned, <u><i>Proposal Writing</i></u> |
| Week 5 (Feb. 2) | Proposals due! (online) No formal class. |
| Week 6 (Feb. 9)* | Proposal feedback (required group meetings with Instructor) |
| Week 7 (Feb. 16) | No class - work on your project |
| Week 7 (Feb. 23) | Reading Week |
| Week 8 (Mar. 2)* | Mandatory group meetings with instructor to discuss progress |
| Week 9 (Mar. 9)* | <u><i>Final Project Reports; Evaluating projects and writing briefing notes,</i></u> Peer Evaluations issued |
| Week 10 (Mar. 16)* | Mandatory group meetings with instructor to discuss presentation |
| Week 11 (Mar. 23)* | Final Project Presentations; Reports due March 29 |

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|------------------------|--|
| Week 12 (Wed., Apr. 4) | [Makeup for March 30, Good Friday] No class- work on your briefing notes (due Apr. 6) |
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Peer Evaluations are due (online) Friday April 6.

Returning Assignments and Unclaimed Assignments: All feedback will be electronic.

*indicates formal class meetings (attendance is mandatory)

A note on contact hours:

The instructor will be available every Friday of the term from 9:00-11:30 – even if no formal class is scheduled – **except Feb. 16 and Feb. 23** (Friday before and during Reading Week) and Friday, March 30 (Good Friday – University closed). Additionally, students are welcome to drop in without appointment during regular office hours (Thursdays, 1-2). If other meet times are necessary, please make an appointment.

University of Waterloo LEARN Course Environment

This course uses the LEARN course environment for course material dissemination and information exchange. LEARN is a web-based course management system that enables instructors to manage course materials (posting of lecture notes etc.), interact with their students, and provide feedback. **YOU NEED TO ENSURE THAT YOU CAN ACCESS LEARN.** Note that lecture slides are posted on LEARN prior to each lecture. Assignment materials are also distributed through LEARN.

Logging Into LEARN

Since LEARN is a web-based system, you will need a browser.

Once you have started up your browser, you can access LEARN via: <http://learn.uwaterloo.ca>

Checking Your Userid and Password

Your password can be checked and reset (if needed) by going to:

<https://watiam.uwaterloo.ca/idm/user/login.jsp>

If you still cannot get on LEARN after checking and resetting your password, please confirm with your instructor that you are on the class roster.

Getting Help

Documentation for LEARN is available at:

http://av.uwaterloo.ca/uwace/training_documentation/index.html

◆ Intellectual Property

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).

◆ **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. The University's guiding principles on academic integrity can be found here: <http://uwaterloo.ca/academicintegrity>. ENV students are strongly encouraged to review the material provided by the university's Academic Integrity office specifically for students: <http://uwaterloo.ca/academicintegrity/Students/index.html>

Students are also expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for their actions. Students who are unsure whether an action constitutes an offense, or who need help in learning how to avoid offenses (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. Students may also complete the following tutorial: <https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/academic-integrity-tutorial>

When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline: <https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71>. Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance: <https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70>

◆ **Note for students with disabilities:** [AccessAbility 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.

◆ **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 <http://www.uwaterloo.ca/counselling-services> 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.

◆ **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.

◆ **Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 - Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please contact your Undergraduate Advisor for details.

◆ **Appeals:** A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 – (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm

◆ **Unclaimed assignments:**

All grading in GEOG 452 will be via Learn. Grades and feedback are available to students until the end of term; after this, students may request to access their assignments by contacting the instructor.

◆ **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 lectures:

- 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.

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. CECA 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.