

**GEOGRAPHY 452
WINTER TERM 2020**

RESOURCE MANAGEMENT PROJECT

COURSE: Geography 452 – Resource Management Project
Lectures: M 1130-1420 (RCH 212)

INSTRUCTOR: Dr. J. Beebe
Room 310 – ENV1; ext 35490 (jbeebe@uwaterloo.ca)
Office Hours: M 10:30-11:15 AM or by appointment.

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 increase your ability to productively work within a group setting while maintaining appropriate professionalism.
3. To gain insight into particular resource management problems.

Course Organization

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 (45% of grade):

Letters of Intent 10%
 Briefing Note 15%
 Professionalism 20%

Group Marks (55% of grade, Subject to Calibration)

Formal Project Proposal 15%
 Final Project Report 25%
 Project Presentation 15%

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

<i>Italic underline indicates new content is taught this week – this means a formal class. Week 1 (Jan 6)*</i>	<i>Introduction, Course Overview, The Consulting Process, RFPs, Letters of Intent</i>
Week 2 (Jan. 13)*	<i>Introduction to the Research Topics</i>
Week 3 (Jan. 20)	Letters of Intent Due! (online)
Week 4 (Jan. 27)*	Letters of Intent Returned, Groups Assigned, Proposal Writing
Week 5 (Feb. 3)	Proposals due! (online) No formal class.
Week 6 (Feb. 10)*	Proposal feedback (required group meetings with Instructor)
Week 7 (Feb. 17)	Family Day (no class)
Week 7 (Feb. 24)	No class - work on your project
Week 8 (Mar. 2)*	Mandatory group meetings with instructor to discuss progress
Week 9 (Mar. 9)*	<i>Final Project Reports; Evaluating projects and writing briefing notes, Peer Evaluations issued</i>
Week 10 (Mar. 6)*	Mandatory group meetings with instructor to discuss presentation
Week 11 (Mar. 23)*	Final Project Presentations
Week 12 (Mar. 30)	Final Project Report due!

*indicates formal class meetings (attendance is mandatory)

**Briefing Notes are due (online) Wednesday, April 1.
Peer Evaluations are due (online) Thursday, April 2.**

All due dates are at 11:59 p.m. on the date noted. All submissions are electronic, via the relevant dropbox on UW Learn.

Returning Assignments and Unclaimed Assignments: All feedback will be electronic, plus in-person feedback for the proposal assignment.

A note on contact hours:

The instructor will be available every Monday of the term from 11:30-2:20 – even if no formal class is scheduled – except Feb. 17 (Family Day). Additionally, students are welcome to drop in without appointment during regular office hours (Monday 1030-1115). If other meet times are necessary, please make an appointment.

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 the alternate assignment.

CHEATING

Cheating is defined for the purposes of this class as any attempt to gain advantage by either copying another student's paper or using any other means to read/review material, either in paper or electronic format, or somehow communicate with others during quizzes and exams. Should a student be suspected of such behavior, they will be advised at the time and will be allowed to complete the works. Their paper, and the papers of those around the student, will be tagged for assessment. Upon grading the student will be invited to discuss the event with me prior to a decision being made. Any penalties imposed will follow University guidelines.

If at any time a student feels they have concerns I would ask you to please see me immediately so these concerns may be addressed. In instances such as these please do not wait for office hours; contact me by email.

ACADEMIC MISCONDUCT

From time to time issues relating to academic misconduct arise. It is the student's responsibility to be familiar with the University of Waterloo requirements relating to academic integrity, and it is their responsibility to treat others with the utmost respect.

To ensure everyone is familiar with some of the terminology, please see below:

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-integritytutorial>

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/policiesprocedures-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

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.

Unclaimed Assignments: Unclaimed assignments (midterm exams/quizzes/written assignments) will be retained until one month after term grades become official in quest. After that time, they will be destroyed in compliance with UW's confidential shredding procedures