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## ECDEV 602: Economic Development: Policy and Practice

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Class Time / Location:	Tuesdays, 7:00-9:50pm	EV1 350

### Course Description

This course is concerned with development strategies for communities and local areas, especially municipalities. The focus is on practical issues and local experience, which will in turn be related to broader concepts and theories. Included are methods of preparing community profiles, analyzing past economic and demographic trends, strategic economic planning exercises, evaluation of alternative administration models and partnerships among various actors and agencies (both public and private) involved in development practice, sustainable development to balance economic, cultural and environmental interests and evaluation techniques.

### Learning Objectives

The key learning objectives of the course are as follows:

- Introduce to students the multiple objectives (social, economic and environmental) and desired outcomes for local economic development;
- Provide foundational knowledge of the various local, regional, provincial and national government agencies, as well as social economy and private sector agencies providing local economic development services in communities;
- Introduce key concepts and tools, including strategic economic planning, community profiles and performance measurement;
- Provide small team experience by working with a current community project;
- Ensure a foundational understanding of community aspirations for a sustainable future.

The course will be managed via D2L. It is imperative that you visit D2L regularly for notices and updates to the schedule and course readings.

### Land Acknowledgement

*We acknowledge that we are on the traditional territory of the Attawandaron (Neutral), Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to Six Nations, which includes six miles on each side of the Grand River.*

## Required Text and Readings

There is no required textbook for this course. All required readings and other relevant materials will be made available via D2L or accessed via the Internet.

## Electronic Communication Policy

**E-mail:** All electronic communication for LED 686 should be sent through D2L. The instructor will try to reply to legitimate inquiries from students within 3 business days. Please ensure that you include the course number (ECDEV 602) in the subject line, as well as a meaningful descriptor of the topic of your inquiry. Make sure you consult the course outline/syllabus and other course materials before submitting inquiries. The instructor will not respond to any requests or messages sent via Facebook or other social media.

**Laptop use in-class:** Laptops are permitted in class for course-related purposes only. Anybody found accessing the internet for other purposes (e.g. checking email, chatting, Facebook, non-course sites, playing on-line games, etc.), or using laptops off-line for non-course purposes (e.g. games, movies, music), will be asked to leave the class.

**Cell phones and other mobile devices:** Please make sure that cell phones, iPhones, Blackberries, iPods or similar devices are turned off while in-class.

## Assessment and Evaluation: Summary, Weighting and Due Dates

Component	Due Date	Value (%)
Community Profile Critique	October 2	20
Field Report	October 23	20
Paper Proposal		40
Introduction (5)	October 16	
Presentation / Abstract (5)	December 5 (Abstract: Dec 4)	
Paper (30)	December 7	
Presentation Techniques	all term	10
Participation	all term	10
<b>Total</b>		<b>100</b>

## Assessment and Evaluation: Details

**1. Community Profile Critique (20%)-** Prepare a critique of three (3) community profiles including one international profile (there are many internet sources, so carefully consider your source and the type of profile that you obtain). You should evaluate the profiles and identify examples of good design, content and effective communication, and/or areas that are poorly designed and need improvement. Then, design and present an outline for a community profile for a city of a specific population size (town 5,000; small city 50,000; mid-size city 500,000; metropolitan centre 5 million) that is based on your evaluation of the profiles, plus your own ideas on what an ideal community profile should include. A typical report should consist of six to eight pages of text and a one to two page ideal profile outline. The report must be submitted before class on October 2nd.

**Resources:** Most municipalities prepare community profiles; some communities may have more than one profile prepared by different organizations, so carefully note the source (and audience) when making your comparison. Is it focused on a single sector? If so, you might want to select a broader profile.

Statistics Canada prepares standard Community Profiles using Census data

<http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E>

Lee, Davie, How to make an EcDev website for \$250 <http://goo.gl/BIHgd4>.

The **Community Information Database** offers a standard format for Canadian community profiles at: [www.cid-bdc.ca](http://www.cid-bdc.ca)

M. Moss and B. Grukemeyer, 1998. Developing a community profile, Ohio State University Fact Sheet, Community Development, CDFS 1502-98 <http://ohioline.osu.edu/cd-fact/1502.html>;

Centre for Urban Transportation Research, University of Southern Florida, outlines traditional content: [http://www.cutr.usf.edu/pubs/CIA/Chapter\\_4.pdf](http://www.cutr.usf.edu/pubs/CIA/Chapter_4.pdf)

Hawtin, M and J. Percy-Smith, 2007. Community Profiling: a practical guide. Maidenhead, Berkshire, England: Open University Press/McGraw-Hill Education

McSweeney & Associates (2011, July 4). The Community Profile: An Economic Development Profile. *McSweeney & Associates*. <http://www.mcsweeney.ca/mcsweeney-perspectives-c243.php?postID=8&article=The-Community-Profile%3A-An-Economic-Development-Cornerstone>

**2. Field Study Report (20%)** - Propose a solution to an economic development challenge in the local community. Collect data, meet resource people, and write a brief solution to the assigned problem (5 pages text plus a PowerPoint presentation). Projects will be handed out on October 12th and 20-minute presentations will be made on Oct. 23rd.

**3A. Research Paper Proposal (40%)**- Prepare a research paper proposal that: (1) identifies a topic related to the process of economic development; (2) defines a research objective related to the topic; (3) sets the research problem in the context of what we already know about the topic (literature review); (4) identifies a method to achieve the research objective (5) proposes a timeline for completion.

Proposal Format: We suggest that you divide your proposal into 5 sections: the introduction or problem statement (1-2 pages), status of research (10 pages), research procedure, including a time frame for each task (2-3 pages), references cited (1-2 pages), and a chapter outline for the research paper (1-2 pages). The text should be presented as a series of well-integrated paragraphs.

This project should be developed in conjunction with Professors Parker, Vinodrai and other faculty, especially your potential advisor. An initial one page proposal must be submitted that includes a brief statement of the problem (1/2 page). A list of section headings that identify important concepts and techniques relevant to the problem and a preliminary list of references (10-20). The final proposal should be 15-20 pages in length. Be sure that your footnotes and bibliographical entries are consistent. The paper is to be presented to the class.

All students are to prepare a PowerPoint summary of their paper (value 5%), which will be presented to the class (presentations should be 10 minutes in length). A 1-page summary must be submitted to the D2L drop box 24 hours before the presentation for the other students to read.

**3B. Policy Review Paper (40%)**- Prepare a paper that: (1) evaluates an economic development policy and practice; (2) reviews the literature related to the policy/practice; (3) sets the criteria for evaluation; (4) identifies a method for the evaluation (5) uses a combination of literature and grey literature case studies

to evaluate the selected policy and practice.

An initial one page proposal must be submitted that includes a brief statement about the policy and practice to be studied (1/2 page). A list of section headings that identify important concepts and techniques relevant to the problem and a preliminary list of references (10-20). The final paper should be 15-20 pages in length. Be sure that your footnotes and bibliographical entries are consistent. The paper is to be presented to the class.

All students are to prepare a PowerPoint summary of their paper (value 5%), which will be presented to the class (presentations should be 10 minutes in length). A 1-page summary must be submitted to the D2L drop box 24 hours before the presentation for the other students to read.

**Presentation Techniques (10%)** - Your grade will be based on presentation techniques used throughout the term, including: clarity of argument, word selection; voice control; eye contact; audio-visual support; humour; and other techniques to effectively convey your message to the audience.

**Classroom participation (10%)** – All members of the class are expected to have completed (at minimum) the required readings prior to class and are expected to be **active** participants in classroom and on-line discussions. *Attendance is a necessary, but not sufficient condition for classroom participation.* Classroom participation includes making meaningful contributions to discussions in class, as well as asking thoughtful questions. While the instructors will provide additional readings that relate to the weekly topic, students can also participate by posting newspaper articles, policy reports or other current materials related to the weekly readings via D2L to share with other members of the class.

## Preparing Course Work: Referencing, Citations and Writing

Students are expected to present all of their work (written, oral) in a professional manner. This is a professional graduate program in an academic institution. The quality of students' writing and presentations should reflect this. Students are expected to draw upon the relevant academic and policy literature in their discipline when conducting research.

Students are strongly advised to refer to De Loë, R. 2010. *Writing effective essay and reports, 6<sup>th</sup> edition*. [http://www.environment.uwaterloo.ca/u/rdeloe/writing\\_booklet/](http://www.environment.uwaterloo.ca/u/rdeloe/writing_booklet/)

When referencing the work of others, be consistent in the style you choose. There are several different referencing and citation styles that are used when preparing written work in a university setting. Two of the most common formats used in this field are: the APA (American Psychological Association) style and the Council of Science Editors (CSE) style. Variants on these two common formats are often used by academic journals in economic development and related disciplines (c.f. *Economic Development Quarterly*). The reference section in Dana Porter Library has hard copies of the complete style guides and there are many guides available on-line as well.

## Grading and Late Policy

**Handing in assignments:** All assignments must be submitted electronically in Microsoft Word (or equivalent) format by the *beginning of class* on the due date via the appropriate D2L dropbox. If a student encounters a problem with D2L, it is her/his responsibility to 1) email the instructor before the submission deadline, and 2) submit the paper in hard copy before the start of class. By submitting an assignment to D2L, you are agreeing to the following:

- You have properly referenced and footnoted all ideas, words or other intellectual property from other sources used in the completion of this assignment.
- You have included a proper bibliography, which includes acknowledgement of all sources used to complete this assignment.
- The assignment was completed by your own efforts. You did not collaborate with any other person for ideas or answers (with the exception of any group project)
- This is the first time you have submitted this assignment or essay (either partially or entirely) for academic evaluation.

Your assignments (including marks and comments) will be returned to you via D2L.

**Late and/or missed assignments:** Late submissions will be penalized 10% per day unless you have made arrangements with the instructor in advance of the deadline. Failure to make a submission or a submission that is five days late or more will receive a grade of zero. An assessment of lateness will be based on the time stamp produced through D2L.

## University Requirements

**Academic Integrity:** To create and promote a culture of academic integrity, the behaviour of all members of the University of Waterloo is based on honesty, trust, fairness, respect and responsibility Check [www.uwaterloo.ca/academicintegrity/](http://www.uwaterloo.ca/academicintegrity/) for more information. Students who are unsure what constitutes an academic offence are requested to visit the on-line tutorial at: <http://www.lib.uwaterloo.ca/ait/>

**Consequences of Academic Offences:** Within ENV, those committing academic offences (e.g. cheating, plagiarism) will be placed on disciplinary probation and will be subject to penalties which may include a grade of 0 on affected course elements, 0 on the course, suspension, and expulsion.

ENV students are strongly encouraged to review the material provided by the university's Academic Integrity office (see: <http://uwaterloo.ca/academicintegrity/Students/index.html>).

**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. Read Policy 70 - Student Petitions and Grievances, Section 4, [www.adm.uwaterloo.ca/infosec/Policies/policy70.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm).

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs 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 Graduate Associate Dean. 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, [www.adm.uwaterloo.ca/infosec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties, check Guidelines for Assessment of Penalties, [www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm](http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm)

**Appeals:** A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.html>

**Research Ethics:** Please also 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.). If the development of your research proposal consists of research that involves humans as participants, the please contact the course instructor for guidance and see <https://uwaterloo.ca/research/office-research-ethics>

**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 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 ([www.uwaterloo.ca/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.

**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.

**Unclaimed assignments:** Unclaimed 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.

**LEARN:** Users can login to LEARN via: <http://learn.uwaterloo.ca/> using your WatIAM/Quest username and password.