

# Environment and Business Project

## ENBUS 402A/403A – Fall 2019

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**WORKSHOP:** RCH-306 on Thursday 11:30-2:20 (Dan),  
RCH 308 on Thursday 11:30-2:20 (Goretty)

**LECTURE:** RCH 301 on Friday 8:30 – 11:20 a.m.

**Instructors & Advisors:** Prof. Goretty Dias & Dr. Dan Murray

**Teaching Assistants:** Gayathri Valappil: [gvalappil@edu.uwaterloo.ca](mailto:gvalappil@edu.uwaterloo.ca)

Tomomi Kawabata: [tkawabata@uwaterloo.ca](mailto:tkawabata@uwaterloo.ca)

### Contact Information

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Name	Email	Phone	Office	Office Hours
Dr. Dan Murray	<a href="mailto:d4murray@uwaterloo.ca">d4murray@uwaterloo.ca</a>	x38909	EV3 4241	Office hours: Tues 1:00-2:00 p.m., Fri. 12:00-1:00 p.m. Group meetings by appointment
Dr. Goretty Dias	<a href="mailto:gdias@uwaterloo.ca">gdias@uwaterloo.ca</a>	x38571	EV3 4249	Office hours: Tues 11:00–12:00 p.m., Thu. 2:30-3:30 p.m. Group meetings by appointment

Pre-requisite: Environment and Business students only

### Course Description

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This is the final core course of the Environment & Business program. The course is your opportunity to apply the knowledge you have acquired over the past four years from your courses and co-op terms to address a real-world sustainability problem that integrates environment and business concepts. This is accomplished via solution-oriented projects of sufficient scope to demonstrate **mastery of problem-solving, critical thinking, and communication** on a selected topic related to environment and business.

The first half of the course (ENBUS 402A/403A) will focus on building the foundation for your project (e.g. problem definition, context analysis, conducting a literature review, solution identification and evaluation, and managing your team and your project and developing your communication skills). The second part of the course (ENBUS 402B) will focus on finalizing your analysis, recommendations and conclusions to achieve the objectives of your proposal, and communicating these to your client, classmates, and others. The final product of ENBUS 402A/B will be a comprehensive written report and an oral poster presentation at the end of the Winter term.

It is expected that through this project course, you will have gained all the skills required to work on research projects in the workplace (i.e. get a good job and be a good employee) or in academia (i.e. grad studies).

**Important Note:** You will receive a separate mark for ENBUS 402A/403A and ENBUS 402B/403B.

### Learning Outcomes

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This course is intended to let you apply the knowledge obtained in the Environment and Business program to a real problem. By the end of this course, you will be able to:

- Clearly define a problem in a real-world setting
- Design and implement an approach to address a problem
- Develop critical thinking and analysis skills
- Develop and practice a variety of oral and written communication skills (e.g. reports, client communications, presentations, etc.)
- Work in an effective team environment by developing and applying personal and team management skills (e.g. accountability, meeting management, peer mentoring, conflict resolution, etc.)

### Course Fee

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**You will be required to pay \$60 (\$53.10 + HST) as a course fee in the Winter semester. This will go to offset costs associated with the final event at the end of Winter term (e.g. facility rental and food, judges' travel, poster printing, etc.).**

### Course Resources

#### Advisor

Each team will be assigned an advisor (one of the instructors) who will work with the team for both semesters on any problems, ideas, providing resources, advice (of course), etc.

#### Experts

As appropriate, your advisor may suggest you get help from subject matter experts, who could be another faculty member, or any other appropriate resource.

#### BOSS

When we tell you to go to the BOSS, it means to refer to the "Book of Student Success" which is the course manual developed to provide everything you need to know about the course, from assignments, to succeeding in this project. It is your responsibility to read everything thoroughly, understand the assignments and evaluation, and ask questions if something is not clear. The BOSS is setup so you can easily find topics through the table of contents, and through hyperlinks (shown in red). You are expected to prepare for certain lectures by reading sections of the BOSS. Follow the Schedule document on Learn to know what to read and prepare.

#### Recommended Text

**The Little, Brown Handbook**, H. Ramsey Fowler and Jane E. Aaron

*The Little, Brown Handbook* provides reliable and thorough coverage of the basics of writing: the writing process, grammar and usage, research and documentation, while also giving detailed discussions of critical reading, academic writing, reading and writing arguments, writing in various disciplines, and public writing.

## Highly recommended text

*Social Research Methods*, A. Bryman, and E. Bell, 4<sup>th</sup> Canadian Edition, Oxford. (2019 ENBUS 306 Text Book)  
OR

*Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*, J. Creswell and J. Creswell. 5th Edition, SAGE, California. (2018 ENBUS 306 Text Book)

## Meeting Rooms

You can book rooms EV3-4222 and EV3-4268 through Cheri Oestreich ([cmoestreich@uwaterloo.ca](mailto:cmoestreich@uwaterloo.ca)) for client or advisor meetings only. If you need a phone for the meeting, you can also obtain it from Cheri. Please give **AT LEAST 24 hour** notice for room and phone bookings. These rooms are used by the entire Faculty of Environment, so they are not guaranteed to be available. Early bookings are strongly recommended.

## Writing and Communication Centre

The Writing and Communication Centre (WCC) works with students as they develop their ideas, draft, and revise. Writing and communication specialists offer one-on-one support in planning assignments, synthesizing and citing research, organizing papers and reports, designing presentations and e-portfolios, and revising for clarity and coherence.

You can make multiple appointments throughout the term, or you can drop in at the Library for quick questions or feedback. To book a 25- or 50-minute appointment and to see drop-in hours, visit [uwaterloo.ca/wcc](http://uwaterloo.ca/wcc). Group appointments for team-based projects, presentations, and papers are also available.

**Please note** that communication specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not change or correct your work for you.

## Professionalism in the Course and in Working with Clients

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Most of you will be working with clients throughout the fall and winter parts of this course. Remember that you are UW ambassadors and that your positive behaviour (attitude, professionalism, etc.) with clients is critically important in the following ways:

1. it will be reflected in a good client evaluation in the second part of this course, which affects your grade;
2. it will provide opportunities to potentially get you references and jobs in the future; and
3. it ensures that clients will return with more projects for future students, giving them the same opportunities as you have.

Remember that what you will be facing in this project course is very similar to what happens in the work world. In the workplace you will have to work with people who fail to carry their weight on a team project, and you will also have to be professional in your meetings, in communications, etc. with your manager and co-workers.

## Team Conflict and Individual Performance Management

As students in this course you represent yourselves, your group, the Environment and Business Program, Faculty of Environment, and University of Waterloo. Course instructors maintain the ability to manage groups and individual students in order to protect the reputation of the University.

**In the event of clear and ongoing poor performance, unresolvable conflict, or lack of effort by one or more members of a project team, the course instructors reserve the right to remove students from a group, reform groups, or pull clients, and to scope out an appropriate project and evaluation to meet course requirements.**

### Summary of Course Assessment Items

Assessment Item	Description	Due Date	Weight
Milestone: Advisor Meeting #1	Meet with advisor in Module 1 as a team to discuss key milestones in your project.	TBD	1%
Team Contract	Outlines the expectations for group performance and dynamics. <b>Note: This includes you Project Management Gantt Chart.</b>	Mon 16-Sep, 11:59 p.m.	5%
Milestone: Problem Description	Submit a) Research Question (or purpose statement) b) Research Objectives c) Literature Review Sub-Topics	Thurs 19-Sep, 11:59 p.m.	2%
Annotated Bibliography	<b>Individual Assessment:</b> Annotated bibliography (helps to develop the literature review)	Fri 27-Sep, 11:59 p.m.	10%
“Defining the Problem” Pitch	<u>Presentation to class:</u> Present the key take-aways in the defining the Problem Report to class.	Fri 4 Oct	5%
“Defining the Problem” Report	Describe the problem context.	Mon 7-Oct, 11:59 p.m.	20%
Peer Assessment – Interim	As a team, discuss and evaluate each member’s contribution to group work, and provide ONE spreadsheet submission.	Fri 11-Oct, 11:59 p.m.	Used to adjust grades.
Team Contract UPDATE	Revisions as needed and add team conflict management	Fri 11-Oct, 11:59 p.m.	2%
Literature Review	<b>Individual Assessment:</b> 500 word (max) review of the literature	Mon 21-Oct, 11:59 p.m.	15%
Research Methods Worksheet	Describe how data to answer research question will be gathered and analyzed. <u>You must receive formal sign-off from your advisor before you start data collection (See Resolution Pitch description below)</u>	Mon 28-Oct, 11:59 p.m.	10%
Milestone: Research Methods Pitch	<u>Presentation to Advisor:</u> Present the key take-aways in the Research Methods Worksheet and answer questions as you seek approval for your plan from advisor.	Week 8: By Appt.	4%
Milestone: Advisor Meeting #2	As a team, meet with advisor in Module 3 to discuss key milestones in your project.	TBD	1%
“Preliminary Results” Pitch	<u>Presentation to class:</u> Present the key take-aways in the Preliminary Results Report to class.	Fri 29-Nov: In Class	5%
“Preliminary Results” Report	Report your results to date and identify how they relate to your research question and what your next steps are.	Mon 2-Dec, 11:59 p.m.	20%
Peer Assessment - Final	As a team, discuss and evaluate each member’s contribution to group work, and provide ONE spreadsheet submission.	Tues 3-Dec, 11:59 p.m.	Used to adjust grades.

## Tentative Schedule

If needed, we reserve the right to add or move lectures as needed to provide you with the best learning experience.

Module	Week	Day	Topic	Class Preparation	Assignment OR Evaluation component
Module 1: Defining the Problem	1	Workshop September 5	Team Formation and Organization		
		Lecture September 6	A) Introductions, Expectations, How to succeed in 402 B) Defining the Problem: Module Introduction	Read course outline and prepare questions about course BOSS – Defining the Problem	
	2	Workshop September 12	Team Contract Workshop (with class time for working with your team)	BOSS-Team contract assignment	
		Lecture September 13	Reviewing the Literature	BOSS – Reviewing the literature	
	3	Workshop September 19	Situational analysis, research objectives, literature review topics	Bryman et al. Ch. 18 and Appendix B	<b>Team contract due Mon 16-Sep at 11:59 pm</b>
		Lecture September 20	Intro to writing the literature review & Putting together a good presentation	Watch a Tedx talk, 3MT presentation online	<b>Milestone: Problem Description Thu 19-Sep at 11:59 pm</b>
	4	Workshop September 26	Annotated Bibliography & Writing the Literature Review	BOSS – Annotated Bibliography assessment description	
		Lecture September 27	Open class for working on project		<b>Annotated Bibliography due Fri 27-Sept at 11:59 pm</b>
	5	Workshop October 3	Open class for working on project with your team		
		Lecture October 4	<b>Team Presentation: Defining the Problem Pitch</b>		<b>Defining the Problem Pitch</b>
Module 2: Research Methods	6	Workshop October 10	Team Skills: Conflict Styles and Decision Making	Complete conflict management style questionnaire provided on LEARN / BOSS link	<b>Defining the Problem Report due Mon 7-Oct at 11:59 pm</b>
		Lecture October 11	Research Methods: Module 2 Introduction & Research Methods and Ethics	BOSS – Research Methods Module Introduction	<b>Team contract revision Interim Peer Evaluation due by Fri 11-Oct at 11:59 pm</b>
	7	Workshop	Resolution Planning Worksheet	BOSS – Resolution Planning Worksheet assessment description	<b>Literature Review due Mon 21-Oct 11:59 p.m.</b>

Module	Week	Day	Topic	Class Preparation	Assignment OR Evaluation component
Module 3: Preliminary Results		October 24			
		<b>Lecture</b> October 25	<b>Open class for working on project with your team</b>		
	8	<b>Workshop</b> October 31	<b>Open class for working on project with your team</b>		<b>Research Methods Worksheet due Mon 28-Oct at 11:59 pm</b>
		<b>Lecture</b> November 1	<b>Preliminary Results: Module 3 Introduction &amp; Presenting results and discussion</b>	BOSS – Preliminary Results Module Introduction & Presenting Results assessment description	<b>Milestone: Research Methods Pitch (by appt.)</b>
	9	<b>Workshop</b> November 7	<b>Research Plan Advisor Signoff</b>		
		<b>Lecture</b> November 8	<b>Open class for working on project with your team</b>		
	10	<b>Workshop</b> November 14	<b>Open class for working on project with your team</b>		
		<b>Lecture</b> November 15	<b>Open class for working on project with your team</b>		
	11	<b>Workshop</b> November 21	<b>Open class for working on project with your team</b>		
		<b>Lecture</b> November 22	<b>What happens in 402B?</b>		
	12	<b>Workshop</b> November 28	<b>Team Presentation: Preliminary Results Pitch</b>		<b>Preliminary Results Pitch</b>
		<b>Lecture</b> November 29	<b>Team Presentation: Preliminary Results Pitch</b>		<b>Preliminary Results Pitch</b>
		<b>Dec 3</b>	<b>End of Semester</b>		<b>Preliminary Results Report, due Mon 3-Dec, 11:59 p.m. Second peer evaluation due Dec 3, 11:59 p.m.</b>

## Special Instructions for this Course

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**Group Work** Any work submitted by a group of students must include the following disclosure:

**Group Assignment Disclosure**

Please read the checklist below following the completion of your assignment. Once you have verified these points, hand in this signed checklist with your assignment.

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.

Course:		
Assignment:		
Date:		
	UW Student #	Signature

## Course Policies

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### Contacting Us

We are VERY happy to make ourselves available to help you succeed in this course. All electronic communication should be sent through email.

Make sure you consult your course resources before sending us a question. We **will not answer** any questions that have already been answered in class, on Learn, or in course materials. We will reply to questions not covered by these sources within 2 business days (Monday to Thursday).

In the subject line include the course number and a meaningful descriptor of why you are contacting us.

### Policy on Use of Electronics and Electronic Media in Class Laptop use in-class

Laptops are permitted in class for **course-related purposes only**. We request that you have a sense of courtesy and respect and do not misuse the computer in class. Anybody found accessing the internet for other purposes **will be asked to leave the class**. We also refer you to university policy:

University Policy 33 ("Ethical Behaviour") states that "no member of the University community (faculty, staff, student) may unduly interfere with the study, work or working environment of other members of the University or any aspect of another's University activity." The policy adds that "A 'poisoned environment' (or one that is intimidating, hostile or offensive) can be created based on any of the prohibited grounds under the Ontario Human Rights Code, and can be described as comment or conduct that is contrary to the aims of maintaining a supportive, respectful and tolerant environment." Using a laptop to view potentially offensive, inappropriate or distracting images during class could certainly contravene this policy, and we would therefore have the responsibility to direct a student to refrain from this activity during class.

We may ask that you close your laptops for short times during certain activities, such as during a small group discussion. In the past, we have had students complain that it is hard to concentrate in the midst of all the tapping being made by classmates who are taking notes with laptops. If we get complaints throughout the semester, we may designate a "laptop zone".

### Learn (D2L)

We will be using Learn (D2L) online for this course. The course website will be the PRIMARY mode of communication for this course. Check this website regularly for announcements and other material that may be added from time to time. Handouts as well as lecture notes will be added to the website throughout the semester.

Detailed descriptions of the requirements for each assignment will be placed on Learn (D2L). Unless otherwise noted on the Assignment outline, all assignments must be **submitted electronically to Learn (D2L)** by the indicated deadline.

It is your responsibility to ensure that your Learn (D2L) email address is kept up to date so you do not miss any emails we might send. Your team should also use Learn (D2L) as a tool to communicate meeting minutes and other information about your project that needs to be shared with both the team and your advisor.

### Cell phones and other mobile devices

Please make sure that cell phones, iPhones, Blackberries, iPods or similar devices are turned off while in-class.

### **Policy on Remarking of Assignments**

If you feel a mistake has been made in marking on assignments you can request a remark **within 1 week of your grade being posted on LEARN.**

For remarking:

- Print a paper copy directly from the course website that clearly shows the date of the materials, and includes all comments and grading that was provided by the instructors/TAs.
- Include your own coversheet (typed or handwritten is fine) with your name and your specific request for remarking. On your coversheet you must specify the sections you want addressed, a rationale for why it deserves consideration, with specific reference to the rubric and assessment criteria. General requests are not acceptable.
- Remarks must be submitted to the professor's office, mailbox, or under the door in paper form. Email requests for remarks will not be accepted.
- The Professor will remark the entire submitted work for consistency with the rubric, with special attention to the specific request noted by the student. The mark may increase or decrease as a result.

### **Policy on Late Submissions**

Please advise the instructor of any issues as soon as you are able to, and preferably before the assignment deadline.

**We do not allow late submissions unless you have compassionate grounds for lateness.** Should you not be able to meet a deadline due to compassionate reasons (e.g. illness or death in the family), you **may** be asked for documentation. Technological failures and bad planning (e.g. printers not working, ran out of paper) are NOT acceptable reasons for lateness.

Submissions are due by the times and dates indicated. Submissions received after this time will be penalized 10 per cent per day, or any part thereof, including weekends (i.e. 10% of an assignment that is worth 10% of your course grade would be penalized 1% of your final grade per day). Only in exceptional cases will this penalty be waived!

If you miss a milestone, you get 0%.

### **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.

## Grading Guidelines

The table below identifies a number of generic elements to guide grading of assignments, but to be clear we do not apply this or the assignment specific grading rubrics mechanically. The percentage range in brackets is our expectation of how many students would fall in this range – but this does not operate as a curve – rather we would expect to see only a handful of exceptional papers and we would expect the bulk of the marks to fall in the 72 to 80 range. One might expect that the grades on assignments will improve over the course.

Mark	Expectations
> 90%	Exceptional (5% to 10 %) Few or no technical errors (typos, spelling, grammar); clarity in writing style; coherent structure and flow; demonstration of very strong understanding of underlying substantive content and client’s problem; clear and compelling connection made between material and client problem; appropriate reference to source materials; paper presents a logical point of view
80 - 90%	Very good (15 to 25%) Few technical errors; strong understanding of underlying content and client problem; strong connection made between material and client problem; appropriate reference to source material; perhaps a few unreferenced points or reference errors; document is well structured and consistent
72-80%	Good (30 to 50 %) few technical errors; demonstrates solid understanding of course material; demonstrates a reasonable understanding of client problem and connects content to problem; well referenced; document is relatively coherent and somewhat consistent
65 to 72%	Adequate (10 to 20 %); some technical errors; demonstrates a basic understanding of the task and client’s problem; makes some connection between material and client problem; some structure but inconsistent
50 to 65%	Marginal (0 to 10 %) An unacceptable number of technical errors; little apparent attempt to present a coherent application of content to client’s problem; demonstrates a weak understanding of material; inappropriate or missing references; lack of structure
< 50%	Inadequate

## Research Ethics

If any of your work on your research paper consists of research that involves humans as participants, then please contact the course instructor for guidance and see: <https://uwaterloo.ca/research/office-research-ethics> . 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.).’

## **Intellectual Property:**

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo. All materials included in the course (e.g., PowerPoint slides, course resources) are made available digitally for your convenience, and are accessible through the LEARN course page.

### ***THIS IS NOT A RIGHT BUT A PRIVILEGE.***

Please note that the use of these materials is intended for students currently enrolled in ENBUS 402 only. Recording of the lectures (i.e. audio or video) is prohibited without the express written consent of the instructor. The distribution of PDF file, PowerPoint slides, or any other media, either to individuals or to third-party websites (e.g., CourseHero) is strictly prohibited. If there is any evidence that students have distributed said materials, the instructor will remove posted, and cease posting intellectual property (e.g., PowerPoint slides) online and may pursue disciplinary action against the students in question.

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).

### **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.

### **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 Accessibility Services at the beginning of each 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](http://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](http://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.

**Turnitin:** Text matching software (Turnitin®) will be used to screen assignments in this course. This is being done to verify that use of all materials and sources in assignments is documented. To better understand the meaning of 'similarity' in Turnitin, see

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Student/Classic\\_Student\\_User\\_Guide/17\\_Similarity\\_Check#Viewing\\_an\\_Originality\\_Report](https://guides.turnitin.com/01_Manuals_and_Guides/Student/Classic_Student_User_Guide/17_Similarity_Check#Viewing_an_Originality_Report)

Students will be given an option if they do not want to have their assignment screened by Turnitin®. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin® in this course.

**Peer Assessment:** As there is a significant amount of group work in this course students will be asked to assess the contributions of their team members. In instances where there is clear agreement within the team that individuals have not been contributing in a fair manner to the team's project the instructors will adjust the students grade for the group work portion of the course.