1 Course Details

1.1 Calendar Description

Students will apply the skills and knowledge gained in earlier courses to analyzing environmental processes and issues associated with an industrial, municipal, or agricultural enterprise. Students will work in teams to complete a detailed environmental report with policy recommendations and action plans.

Pre-Requisites: ENVS*2230
Restrictions: ENVM*3500.

1.2 Course Description

Students will apply the skills and knowledge gained in earlier courses to analyzing environmental processes and issues associated with an industrial, municipal, or agricultural enterprise. Students will work in teams to complete a detailed environmental report with policy recommendations and action plans.

1.3 Timetable

Lectures

Tuesdays & Thursdays: 8:30 AM - 9:50AM. MCKN 238

Seminar

Fridays: 12:30PM - 1:20PM. ALEX 028
Important

Lectures and seminars are held via Zoom until at least January 24 (as per UofG regulation). Be aware that this could be prolonged due to the uncertain nature of the Omicron wave.

If/when in-person classes resume, you have a choice to either attend in-person or via Zoom. Lectures and seminars will also be recorded and made available to you. There are no mandatory in-person components for this course.

Notes about lectures/seminars

Due to the nature of this course, we won’t have all the lectures and seminars. Make sure to check CourseLink regularly to know when we will have class and when we will have team meetings instead.

1.4 Final Exam

There is no final exam.

2 Instructional Support

2.1 Instructional Support Team

| Instructor: | Simone (she/her) Haerri |
| Email:      | shaerri@uoguelph.ca |
| Telephone:  | +1-519-824-4120 x56681 |
| Office:     | Mostly working from home |

2.2 Communicating with your instructor

I will be working from home for the foreseeable future. E-mail will be the best way to get in touch with me. I generally answer E-mails once a day. So expect a response within 24 - 48 hours. If your E-mail is time-sensitive, then I will answer as quickly as possible.

Communication options:

E-mail: If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email.
**Video Call:** If you have a complex question you would like to discuss with your instructor, you may book a video meeting via Zoom. Video meetings depend on the availability and are booked on a first come first served basis.

**Team meetings:** Given the nature of this course, there will be regular check-ins with your instructor via Zoom.

**Covid-19 Note:** We are living in difficult times. This semester will be different. Your physical and mental well-being is more important than your schoolwork. If you find yourself unable to participate to the best of your abilities, reach out to me, and we can discuss the best way for you to navigate and succeed in this course. Take care of yourself and each other.

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### 3 Learning Resources

#### 3.1 Required Resources

**CourseLink (Website)**

[https://courselink.uoguelph.ca](https://courselink.uoguelph.ca)

The instructor uses CourseLink for posting recorded lectures, class announcements, class readings (if applicable), grades and other required and recommended materials that is relevant to this course.

Please check CourseLink at least once a day. CourseLink

This course is being offered using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the University of Guelph’s Access and Privacy Guidelines. Please visit the D2L website to review the Brightspace privacy statement and Brightspace Learning Environment web accessibility standards.

http://www.uoguelph.ca/web/privacy/

**Technical Support**

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

Email: courselink@uoguelph.ca
Tel: 519-824-4120 ext. 56939 Toll-Free (CAN/USA): 1-866-275-1478

**Walk-in Hours**

Monday to Friday: 8:30 a.m. to 4:30 p.m.

**Phone/Email Hours**
Monday to Friday: 8:30 a.m. to 8:30 p.m. Saturday: 10:00 a.m. to 4:00 p.m. Sunday: 12:00 p.m. to 6:00 p.m.

Zoom (Software)
https://zoom.us
This course will use Zoom for:

- All lectures and seminars
- Team meetings

Check your system requirements to ensure you will be able to participate.
https://opened.uoguelph.ca/student-resources/system-and-software-requirements Zoom access

You will be able to access Zoom from within the CourseLink page under Content and then Zoom. You don't need a Zoom account to participate. But please check your system requirements (see above).

Zoom guidelines

All Zoom lectures will be recorded and later shared on Courselink. Breakout room sessions will not be recorded.

I encourage everyone to participate with audio and video. If you have wifi connectivity issues and/or privacy concerns, the use of video is not required. Within Zoom, there is also the option to rename yourself to your initials. There is also an option to call into a Zoom meeting with your phone if you have no internet.

Please reach out early in the semester to indicate your concerns with technology, privacy, and internet connectivity so we can work out a plan.

4 Learning Outcomes

4.1 Course Learning Outcomes

By the end of this course, you should be able to:
1. Apply skills and knowledge obtained from previous courses to objectively assess environmental issues.
2. Prepare and write an environmental assessment report detailing a current environmental issue, including recommendations to address the issue and a cost-benefit analysis, as part of a collaborative group project.
3. Develop a collaborative project plan including a project timeline and demonstrate the ability to follow through.

4. Contribute meaningfully to the completion of a large group project, working as both group leaders and team members, while treating other students fairly and with respect.

5. Critically assess your own contributions and collaborative efforts towards the group project.

5 Teaching and Learning Activities

In addition to (mostly) one lecture per week (most weeks), there will be team meetings with your instructor (approximately) every two weeks. In addition, this course requires independent teamwork not reflected in the schedule below.

Lecture schedule is subject to change.

5.1 Lecture

Week 1

Topics: Group formation and topic brainstorming

Week 2

Topics: Project management, Gantt charts and teamwork

Week 3

Topics: Literature search and referencing

Week 4

Topics: Students working independently

Week 5

Topics: Proposal presentations

Week 6

Topics: Outlines, table of content, proposal feedback and CBA overview
Week 7
Topics: Cost-benefit analysis and report formatting tips and tricks

Week 8
Topics: Students working independently

Week 9
Topics: Drop-in workshop

Week 10
Topics: Students working independently

Week 11
Topics: Final project presentation

Week 12
Topics: Wrap-up

6 Assessments

6.1 Marking Schemes & Distributions

<table>
<thead>
<tr>
<th>Name</th>
<th>Scheme A (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflective journal</td>
<td>10</td>
</tr>
<tr>
<td>Project progress</td>
<td>15</td>
</tr>
<tr>
<td>Project Proposal Presentation</td>
<td>10</td>
</tr>
<tr>
<td>Teamwork assessment</td>
<td>15</td>
</tr>
<tr>
<td>Environmental Assessment Report</td>
<td>15</td>
</tr>
<tr>
<td>Final Project Presentation</td>
<td>15</td>
</tr>
<tr>
<td>Environmental Assessment Report - Revised</td>
<td>20</td>
</tr>
</tbody>
</table>
6.2 Assessment Details

**Reflective journal (10%)**
- **Date:** Ongoing
- **Learning Outcome:** 5

Reflective journal entries are due every Sunday. You need to complete 10 out of 12 weeks to gain the full participation marks. Three entries are graded in more depth. Those three entries are due for submission at the end of week 4, 8 and 12.

**Project progress (15%)**
- **Date:** Ongoing
- **Learning Outcome:** 1, 2, 3

Project progress will be measured using a variety of different assessment tools including meeting timelines, completing meeting reports, effectively communicating your progress and your overall contribution to the project. These tools might vary between groups to reflect the different requirements of groups to succeed.

**Project Proposal Presentation (10%)**
- **Date:** Wed, Feb 9
- **Learning Outcome:** 1, 4

**Teamwork assessment (15%)**
- **Date:** At end of week 5, 8 and 12
- **Learning Outcome:** 4, 5

Teamwork will be assessed three times during the semester; at the end of week 5, 8 and 12. Teamwork grade is a combination of self and peer-assessment and instructor observations. Teamwork grade at the end of the semester will count towards 50% of the team grade, whereas the first two assessments will each count 25%.

**Environmental Assessment Report (15%)**
- **Date:** Fri, Mar 18
- **Learning Outcome:** 1, 2, 4

**Final Project Presentation (15%)**
- **Date:** Wed, Mar 30
- **Learning Outcome:** 1, 2, 4

**Environmental Assessment Report - Revised (20%)**
- **Date:** Sun, Apr 10
- **Learning Outcome:** 1, 2, 4

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### 7 Course Statements

#### 7.1 Lectures
Lectures will be held via Zoom until further notice. Zoom is accessible from within the CourseLink course homepage. When you participate in the synchronous lecture you can choose to connect via audio only, or you can enable your video. Zoom also has an option to call-in if you have poor wifi.

For privacy concerns, you can rename yourself within Zoom to your initials and you can keep your video off.

Synchronous lectures will be recorded and made available to all of your peers.

7.2 Grading policy

Assignments are to be submitted online via D2L before midnight on the due date. Assignments handed-in late, for which an extension has not been granted ahead of time, will lose 10% of the total marks for every day (or part thereof) that it is late (i.e an 80 will become a 70 if your submission is late by one day). If you require an extension on an assignment, you must have a valid reason and contact Dr. Härri in advance of the due date.

7.3 Group work

One of the main objectives of this course is for students to learn how to successfully work as part of a collaborative team. The grade for the final project report is shared equally between all group members. This means that approximately 40 - 50% (depending on the project progress choices of your team) of your personal grade will be based on the quality of your group work, so collaboration and team work are vital. Grades for the project proposal presentation and the final project presentation will be based on your individual contribution and the group effort. All group members are expected to contribute meaningfully to their groups. At weekly progress meetings, group members will alternately “chair” the meeting and take the lead presenting the findings of their group for the past week. Any issues with group dynamics will be addressed by the instructor at the weekly progress meetings.

7.4 Plagiarism software - Turnitin

In this course, your instructor will be using Turnitin, integrated with the CourseLink Dropbox tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

All assignments will be screened, but you will only have access to your Turnitin score if you contact the instructor at least two days before the due date.

7.5 Dropbox submissions
Assignments should be submitted electronically via the online Dropbox tool. When submitting your assignments using the Dropbox tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., OneDrive), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that technical difficulty is not an excuse not to turn in your assignment on time. Don’t wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or CourseLink Support.

http://spaces.uoguelph.ca/ed/contact-us/

8 University Statements

8.1 Email Communication
As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

8.2 When You Cannot Meet a Course Requirement
When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals
https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml

Graduate Calendar - Grounds for Academic Consideration
https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions
https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml

8.3 Drop Date
Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses
https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml

Graduate Calendar - Registration Changes
https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-regregchg.shtml

Associate Diploma Calendar - Dropping Courses
https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml

8.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

8.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

For Guelph students, information can be found on the SAS website
https://www.uoguelph.ca/sas

For Ridgetown students, information can be found on the Ridgetown SAS website
https://www.ridgetownc.com/services/accessibilityservices.cfm

8.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic
integrity, and it is the responsibility of all members of the University community—faculty, staff, and students—to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct
https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml

Graduate Calendar - Academic Misconduct
https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml

8.7 Recording of Materials

Presentations that are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

8.8 Resources

The Academic Calendars are the source of information about the University of Guelph’s procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars
https://www.uoguelph.ca/academics/calendars

8.9 Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (https://news.uoguelph.ca/2019-novel-coronavirus-information/) and circulated by email.

8.10 Illness
Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

**8.11 Covid-19 Safety Protocols**

For information on current safety protocols, follow these links:

- [https://news.uoguelph.ca/return-to-campuses/how-u-of-g-is-preparing-for-your-safe-return/](https://news.uoguelph.ca/return-to-campuses/how-u-of-g-is-preparing-for-your-safe-return/)
- [https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces](https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces)

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.