

GEOG 4660 GEOGRAPHY / ENVR 4500 ENVIRONMENTAL SCIENCE AND STUDIES HONOURS THESIS PROJECT COURSE OUTLINE

CREDITS: 6 credit hours (fall and winter terms)

PREREQUISITE: Normally, good standing as a Third or Fourth Year student in Environmental Science or Studies, Human- or Physical Geography.

RESEARCH ADVISOR: Students are required to identify a qualified advisor (see section 3.1 & 3.2) prior to registering.

COORDINATORS: Drs. Bruce Erickson and C.J. Mundy
Emails: Bruce.Erickson@umanitoba.ca; CJ.Mundy@umanitoba.ca
Office hours: By appointment

CLASS TIME SLOT: Friday, 8:30-11:30
Meetings will not be held each week.

1. COURSE DESCRIPTION

ENVR 4500/GEOG 4660 is the capstone course in the Honours program in the department of Environment and Geography. It focuses on an independent research project that the student engages in with the support of a faculty advisor. The student will be guided through the design, data collection, analysis and presentation aspects of academic research with the fields of Geography, Environmental Science, and Environmental Studies. By the end of the course, the students will be familiar with the research process within their field of study and have completed a research project of their own.

2. EXPECTATIONS

To complete your independent research project, you will be expected to arrange to work with a faculty advisor on a mutually agreeable research topic. Your advisor will guide you through the research process and support your work. In addition to the research, you will be required to fulfil the specific requirements of this course, which include class participation and attendance, presentations of your research and written documents related to your research endeavours. Students in ENVR 4500 / GEOG 4660 are expected to maintain a steady level of work during the entire academic year, likely committing 5-10 hours per week to their project. Students must consult regularly with their advisor(s) to ensure that their work stays on track. Every student in ENVR 4500 / GEOG 4660 is expected to conform to university standards regarding research at all times.

3. COURSE REQUIREMENTS:

I. Advisor and Committee

Each student will be responsible for finding an advisor from among our department's internal and adjunct faculty. A list of Faculty from the E&G can be found at:

<https://umanitoba.ca/environment-earth-resources/honours-program-information>

The advisor does not necessarily need to be one from the list but can be someone qualified from outside the Department or the University. If from outside the Department, then co-supervision with a faculty member (including adjunct) from the Department is mandatory.

Furthermore, each student, with the assistance of their advisor(s), needs to locate an additional member from E&G department faculty (including adjunct) to play the role of external reviewer. Hereinafter, the advisor(s) and external reviewer will be referred to as the student's thesis committee.

II. Research Project

Working with their advisor(s), students will need to choose a research project that can be used for this course. The possible topics are determined with your advisor, but the research must follow accepted scholarly processes. Data collection for the project is generally carried out during the fall and winter terms. Students may also use data gathered during the preceding summer's employment, provided that both the employer and the student's project advisor agree in writing beforehand to the student's use of these data. Non-experimental projects involving summarization and analysis of existing data or the theoretical exploration of a problem using literature and/or web-based sources are also acceptable.

Prior to being granted permission to register in the course, each student, with the help of their advisor(s), will prepare a 1-2 page summary of their proposed thesis research and submit that to the course coordinators by email. The summary should generally identify the need for the study based on past work in the area, research purpose, objectives and goals, possible methods to be employed, location of where the research is to be undertaken, and the name of the proposed advisor(s).

III. Project background/proposal

In consultation with the advisor, each student will prepare an 8-10 page written project background that concludes with an outline of their proposed research. The student will present the document orally to course participants and their committee in **October/November**. Guidelines for preparing the background/proposal will be provided.

The finalized version of your project background/proposal should be submitted to your committee and course coordinators *at least 2 weeks prior* to your presentation.

IV. Progress report

Each student will prepare a poster on their research progress at the beginning of the Winter term, by which time the project should be well underway. The poster will be presented orally in **January/February**. Guidelines for preparing the poster will be provided. The Department will cover the cost of printing the poster on campus.

The progress report should be submitted to your committee and course coordinators *at least 2 weeks prior* to your presentation.

V. Honours Thesis

The final honours thesis should be written in accordance with the guidelines given below. All theses will be defended orally towards the end of the Winter term. The thesis must be initially submitted to the course coordinators *at least 2 weeks prior* to the symposium. Following this initial submission, the thesis will be distributed to and examined and graded by the thesis committee. The committee and student will agree upon any final editorial corrections that the student should make to the report. One final corrected copy of the thesis should then be submitted electronically to the course coordinators no later than on the last day of classes.

All submissions for the course should be provided electronically to the course coordinators through UM Learn.

4. GRADING

The course grade for each student will be assigned by the course coordinators on the basis of evaluations from the student's committee and the course coordinators. Resultant values will be a mean of the marks submitted by the committee and course coordinator(s).

Marks will be allocated as follows:

1. Class participation and attendance = **5%**
2. Project background/proposal (document) = **15%**
3. Project background/proposal (presentation) = **5%**.
4. Progress report poster and Q & A = **20%**
5. Honours thesis (document) = **40%**
6. Honours thesis defense = **15%**

Total = **100%**

4.1 Grading scale

A+	90-100	C+	65-69
A	80-89	C	60-64
B+	75-79	D	50-59

Evaluation and Withdrawal

Students will receive evaluations from their advisor after the research background/proposal review meeting and the progress report review meeting prior to the University Voluntary Withdrawal Deadline (<http://umanitoba.ca/registrar/withdraw-course>). The course coordinator will provide each student with their grade summary at any time throughout the year upon request.

5. CLASS SCHEDULE AND WORKSHOPS:

The class has an assigned time slot on Friday, 8:30-11:30 that will be used for class meetings, professional development and class presentations. Although there are no regular lectures or labs, the following meetings of the class will be scheduled in a location to be determined or online as required:

Fall Term (Dates and Topics are subject to change):

September 9th - Course overview

October 7th - Workshop: *Presenting Academic Work*

October 28th - Project background/proposal presentations

November 4th – Project background/proposal presentations

November 18th - Workshop: *Writing Tri-Council Fellowship Application*

December 2nd - Workshop: *Applying to Graduate School*

Winter Term (Dates and Topics are subject to change):

January 13th - Welcome back, Term expectations

January 20th - Workshop: *Writing and Reviewing Manuscripts*

January 27th - Workshop: *Successful Research Strategies*

February 3rd – Poster Presentations

March - Graduate Research Presentations

March 31st - Thesis defence symposium

In addition, students should meet individually with their advisor(s) regularly to discuss the status of their research. If you have difficulty meeting with your advisor, or feel you are being neglected, please contact the course coordinators as soon as possible so that we may remedy the situation.

Nomination for Faculty Award

The committee may nominate their student's Honours Thesis for the Faculty Award (only one award per year). To nominate a thesis, the primary advisor needs to send a letter of recommendation to the course coordinators. The course coordinators and the Department Head will then select up to three of the Department's Honours Theses to be forwarded to the Faculty Award competition.

Communication with students

The University of Manitoba has a new policy on electronic contact with students that requires **all email contact on university business to use students' official University email addresses.**

The policy is at:

http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html

Academic regulations and expectations (additional information in Schedule A)

- **Recording Class Seminars:** Drs. Bruce Erickson and C.J. Mundy of the University of Manitoba hold copyright over the course materials and lectures that form the components of this course. No audio or video recording of lectures is allowed in any format, openly or surreptitiously, in whole or in part without permission of the Instructor(s). Course materials are for the participant's private study and research.
- **Academic Dishonesty:** Plagiarism, cheating or impersonation in the completion of assignments are very serious offences. Students caught doing so may be debarred from class with further risk of academic penalty and possible expulsion. All graded work must be independent.
- **Academic Supports:** The University of Manitoba provides many services and supports to encourage good scholarship and encourage all members and students to maintain a respectful work and learning environment. Policies have been developed regarding threatening behavior, or assaults whether verbal or physical to support victims and discipline offenders. For more information on these see Schedule A attached and available on the UM Learn site.
- **Department Policies**
<http://umanitoba.ca/faculties/environment/departments/geography/index.html>
- **Student Advocacy** - <http://umanitoba.ca/student/advocacy/>; 520 University Centre; 204 474 7423; student_advocacy@umanitoba.ca

SCHEDULE A

Academic Supports

Writing and Learning Support: The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at:

<http://umanitoba.ca/student/academiclearning/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 201 Tier Building.

University of Manitoba Libraries (UML) - As the primary contact for all research needs, your liaison librarian (if they weren't recently fired by Central Administration) can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>.

In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: www.umanitoba.ca/libraries

Mental Health

- **For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.**
- **Student Counseling Centre:** Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships

or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. <http://umanitoba.ca/student/counselling/>; 474 University Centre; S207 Medical Services; (204) 474-8592

- **Student Support Case Management:** Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team. <http://umanitoba.ca/student/case-manager/index.html>; 520 University Centre; (204) 474-7423
- **University Health Service:** Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. <http://umanitoba.ca/student/health/>; 104 University Centre, Fort Garry Campus; (204) 474-8411 (Business hours or after hours/urgent calls)
- **Health and Wellness:** Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault. <http://umanitoba.ca/student/health-wellness/welcome.html>; 469 University Centre; (204) 295-9032
- **Live Well @ UofM:** For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site: <http://umanitoba.ca/student/livewell/index.html>

Copyright Information - All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community. For more information: <http://umanitoba.ca/copyright>

Rights and Responsibilities

- **Your rights and responsibilities:** As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.
- The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.
- While all of the information contained in these two sections is important, the following information is highlighted.
- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access

your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form:

<http://umanitoba.ca/registrar/>

- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate respectful manner. Policies governing behavior are included in the next section.

Policies and Services Information

- **Respectful Work and Learning Environment:**
http://umanitoba.ca/admin/governance/governing_documents/community/230.html
- **Student Discipline**
http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html and,
- **Violent or Threatening Behaviour**
http://umanitoba.ca/admin/governance/governing_documents/community/669.html
 - If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:
http://umanitoba.ca/admin/governance/governing_documents/community/230.html
More information and resources can be found by reviewing the Sexual Assault site
<http://umanitoba.ca/student/sexual-assault/>

Intellectual Property - For information about rights and responsibilities regarding **Intellectual Property** view the policy:

http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf