

DECISION-MAKING FOR SUSTAINABILITY COURSE SYLLABUS
ENVR 4000 – Spring 2024

COURSE	Decision-Making for Sustainability Faculty of Environment, Earth, and Resources Inter-session 2024	
LECTURE LOCATION	Education Building, Rm: 326	
LECTURE TIMES	8:30 a.m. to 4:45 p.m. daily from Monday, Apr 29 through Friday, May 3 rd .	
INSTRUCTORS	Heather Fast Ph. 204-770-2358 email Heather.fast@umanitoba.ca	
	Sheldon McLeod Ph: 204-250-9175 email Sheldon.Mcleod@umanitoba.ca	Cate Watrous Ph: 204-210-0074 email cate.watrous@gmail.com
INSTRUCTOR AVAILABILITY	Instructors do not have offices on campus. However, instructors will respond quickly to emails, texts or telephone calls during the week of the course and a day or two on each side of that week.	
CONTRIBUTORS	Nicole Lunstead, Liz Donnison	
COURSE OBJECTIVES AND GENERAL DESCRIPTION	<p>This course will provide an understanding of how our current governments are organized, how they function and how best to work with them or within them. In addition, there will be significant opportunity to gain knowledge and skills related to multi-stakeholder discussions, consensus-building and large group facilitation. Learning outcomes will include:</p> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Understanding different environmental governance processes in Canada and Manitoba. • Identifying and understanding opportunities for public engagement in decision-making processes (e.g., Manitoba Legislative Process, Impact Assessment). • Understanding the variety of perspectives and positions held by stakeholders in governance processes. • Discerning the difference between positions and interests in a facilitation or public engagement process. • Understanding the concepts of output, outcomes and impact in decision-making. • What the different forms of alternative dispute resolution are and their relative strengths and weaknesses. • What constitutes a productive meeting. <p><u>Skills</u></p> <ul style="list-style-type: none"> • Impactful messaging to senior bureaucrats and elected officials 	

	<ul style="list-style-type: none"> • Effective partner, stakeholder and citizen engagement tools and strategies • How to facilitate various types of engagement forums successfully <ul style="list-style-type: none"> ○ How to turn controversy into cooperation ○ How to solve knotty problems in a group setting ○ Consensus-building techniques • How to structure, organize and facilitate effective meetings <p><u>Behaviours</u></p> <ul style="list-style-type: none"> • Building and maintaining productive relationships • Ability to work in teams effectively • Ability to work alone effectively • Behaviours that elicit, support and encourage collaboration – working towards making them second-nature • Reading a room; reading body language • Listening to understand
LECTURE FORMAT	A mix of lectures, large group discussion, small group and individual work. Based on the topic, guest lecturers from the public and NGO sectors will share their experiences and contribute to class discussions.
HOMEWORK	There will be some overnight homework but the primary focus will be on small group role-playing activity during class time aimed at understanding the need for and allowing for practice of interactive skills.
COURSE MATERIALS	<p>Required technology: This course requires access to a portable computing device with internet access in order to complete class assignments and access course materials (UM Learn). You will also require passwords for the University library website and other university portals.</p> <p>Students must adhere to the University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner.</p> <p>Supplementary readings, videos: Will be available on UM Learn.</p>
ATTENDANCE	Attendance is mandatory and highly essential due to the emphasis on the in-class activities and general class engagement and discussion. Short-term exceptions may be granted for compassionate or medical grounds.
ASSIGNMENTS	Students will have two assignments to be completed and handed in outside of class hours: <ul style="list-style-type: none"> • Social Media Assignment – due @ 8:00am, Thursday, May 2nd • Written Advocacy Assignment – due @ 11:59pm, Sunday, May 5th
MID-TERM EXAM	N/A
FINAL EXAM	There will be a final exam held on the afternoon of Friday, May 3 rd .

MARK BREAKDOWN	<p>Class Participation - comprised of attendance and engagement in plenary sessions – 1% per day = 5%</p> <p>End-of-day Quizzes – three (8+10+12) = 30%</p> <p>Public Advocacy Project 25%</p> <ul style="list-style-type: none"> - Part 1: Social Media Assignment (10%) - Part 2: Written Advocacy Assignment (15%) <p>Four Role Plays (2 + 4 + 7 + 7) = 20%</p> <p>Final Exam - 20%</p>
GRADING	<p>90 – 100% - A+</p> <p>80 – 89% - A</p> <p>75 – 79% - B+</p> <p>70 – 74% - B</p> <p>65 – 69% - C+</p> <p>60 – 64% - C</p> <p>50 – 59% - D</p> <p>< 50% - F</p>
ACADEMIC CONDUCT	<p>Students should acquaint themselves with the University’s policy on plagiarism and cheating and examination impersonation (see University of Manitoba’s General calendar). The copying of another student’s assignment or another instructor’s answer sheet from a previous year or the submission of the same material for two or more courses is plagiarism. Plagiarism and other forms of cheating are prohibited. The full definition of plagiarism and the penalties associated with it are outlined in the General Calendar. If your submitted assignment contains material you have copied from another source, you must credit the source.</p>
POLICY REGARDING LATE ASSIGNMENTS	<p>Every student is required to submit all assignments. Failure to submit an assignment will result in a mark of zero on that assignment. Assignments submitted late will not be accepted without special and advance permission. There may be a late submission penalty, but this will be discussed on the first day of the course.</p>
	<p style="text-align: center;"><u>Overview</u></p> <p>Monday a.m. Introduction to the course; Introduction to environmental decision-making; different understandings of “sustainability”.</p> <p>Monday p.m. Skills introduction and practice; controversial statements exercise; Corny Negotiations; ADR. Quiz #1</p> <p>Tuesday a.m. Organization and functioning of our government; public service and servants; engaging with our governments; charter freedoms,</p> <p>Tuesday p.m. Public advocacy; social media assignment; Effective meetings; prep for Cabinet Role Play Quiz #2</p> <p>Wednesday a.m. Environmental law and legislative process; Guest Speaker Presentation</p>

Wednesday p.m.	Cabinet Role Play. Work period.		
Thursday a.m.	Consensus decision-making; RMNP Role Play preparation		
Thursday p.m.	RMNP Role Play and debriefing Quiz #3		
Friday a.m.	Facilitation; other topics; course evaluation		
Friday p.m.	Course review; exam		
SCHEDULE AND ORDER OF MATERIAL TO BE COVERED	TIME	FOCUS	INSTRUCTOR
Monday, Apr 29	Morning 0830	Course Structure & Objectives Course Resources; Introduction to Assignments.	H
	0900	Introduction to Canadian Environmental Governance & Decision-Making; Division of power. Main institutions of government.	H
	1000	<i>Break</i>	
	1015	Decision-making and Sustainability	H
	1145	<i>Lunch Break</i>	
	Afternoon 1245	Skills introduction – active listening, interests and positions, paraphrasing, summarizing; controversial statements exercise; related to the range of human characteristics we must be able to deal with.	S and C
		Corny negotiations Role Play Emerging lessons	S and C
	1445	<i>Break</i>	
	1500	Alternative dispute resolution (ADR); non-adversarial mechanisms for dispute resolution	S
	1600	Day One Quiz	H

Tuesday Apr 30	Morning 0830	Highlights from day one plus Introduction to Day Two	H
	0840	Decision-Making from a government perspective Organization of the bureaucracy. What is a public servant? Equity in the public service. Challenges facing the public service.	H and C
	1000	<i>Break</i>	
	1015	Presentation from Liz Public Engagement in Government Processes Charter freedoms; Environmental Rights	H, C, L
	1145	<i>Lunch Break</i>	
	Afternoon 1245	Public advocacy. Persuasive writing. Social media assignment (due Thursday morning)	H
	1400	Effective Meetings – planning, structuring, delivering.	C
	1445	<i>Break</i>	
	1500	Preparation for Cabinet Role Play	S, C, L
1600	Day Two Quiz	H	
Wednesday May 1	Morning 0830	Highlights from Day Two Review: Different Stakeholder roles	H
	0900	Environmental Law and Policy Legislative Process	H
	1015	<i>Break</i>	
	1030	Presentation from Nicole	H and N
	1145	<i>Lunch Break</i>	
	Afternoon 1245	Cabinet Role Play	S, C, L, H
	1445	Debriefing and Lessons Learned	All

	1500	<i>Break</i> Time to Work on Assignments	
Thursday May 2	Morning 0800	Submission of assignment electronically by Thursday @ 8:00am	
	0830	Review of Day Three	H
	0845	Consensus decision-making	S
	0930	Introduction to facilitation	S
	1000	<i>Break</i>	
	1015	Introduction to RMNP Role Play	C
		Role play preparation	C and S
	Afternoon 1245	RMNP Role Play	C and S
	1545	Role Play Debriefing, lessons learned	C and S
	1600	Day Four Quiz	H
Friday May 3	Morning 0830	Review of Day Four	H, C, S
	0845	Facilitation planning	S and C
		Organizing and structuring	S and C
		Delivering the facilitated session <ul style="list-style-type: none"> Application of skills, e.g. reading the room 	S and C C
	1015	<i>Break</i>	
	1030	Last Bits of Wisdom <ul style="list-style-type: none"> Staying informed about environmental governance. Knowing yourself and employing tools and processes that are right for you. Figuring out your role. 	H, C and S
		Verbal Course Evaluation	H, C and S
	1145	<i>Lunch</i>	

	Afternoon 1245	Course review	H, C and S
	1430	<i>Break</i>	
	1445	Final exam	H
Sunday May 5		Submission of assignment electronically by Sunday @ 11:59pm	

Using Copyrighted Material

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and university guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact um_copyright@umanitoba.ca.

Course materials (both paper and digital) are for the participant's private study and research only. Copyright in all course material prepared and presented by the instructor, is held by the instructor, Heather M. Fast.

Class Communication:

You are required to obtain and use your University of Manitoba email account for all communication between yourself and the university. All communication must comply with the Electronic Communication with Student Policy:

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

Academic Integrity:

Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious [disciplinary action](#). Visit the [Academic Calendar](#), [Student Advocacy](#), and [Academic Integrity](#) web pages for more information and support.

Recording Class Lectures:

Absolutely No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission from the instructor, Heather M. Fast. Course materials (both paper and digital) are for the participant's private study and research. Copyright in all course material prepared and presented by the instructor, Heather M. Fast is held by the instructor.

Student Accessibility Services:

The University of Manitoba is committed to providing an accessible academic community. [Students Accessibility Services \(SAS\)](#) offers academic accommodation supports and services such as note-taking,

interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services

520 University Centre

Phone: (204) 474-7423

Email: Student_accessibility@umanitoba.ca

UNIVERSITY SUPPORT OFFICES & POLICIES

Writing and Learning Support

The Academic Learning Centre (ALC) offers writing and learning supports to help you throughout your academic program. These supports are offered online during the Covid-19 pandemic.

Make an appointment with an ALC 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. The ALC also has an English as an Additional Language (EAL) specialist available to work with students on improving their English-language academic writing skills.

Consult an ALC learning specialist or attend an academic skills workshop to improve your time management, learning strategies and test-taking strategies. Get support in select courses by making an appointment with an ALC content tutor. The ALC also offers peer-facilitated study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In SI study groups, students ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

In addition to one-to-one and group sessions, you can also find writing and study tip sheets and videos on the ALC website.

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/>

Contact the Academic Learning Centre by calling 204-480-1481 or emailing academic_learning@umanitoba.ca.

University of Manitoba Libraries (UML)

Research begins at [UM Libraries](#). [Learn at the Libraries](#) is a great place to start, with information for students on academic writing, how to search the library, evaluating resources, and writing citations. As the primary contact for all research needs, your [liaison librarian](#) can play a vital role when completing academic papers and assignments. Liaisons can answer questions about locating appropriate resources or managing citations, 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 online.

When working remotely, students can also receive help online through

[Ask Us!](#) chat. For further detail about the libraries' services and collections, visit the Libraries' web site.

Regularly check our [COVID-19 Update page](#) for available library services and access to resources for Fall 2020.

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

Student Counselling 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. *Student Counselling Centre:*

<http://umanitoba.ca/student/counselling/index.html>

474 UMSU University Centre or S211 Medical Services Building

(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 UMSU University Centre

(204) 474-7423 (Student Support Intake Assistant)

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. Note that due to fire displacement, UHS is unable to provide in-person medical care on the Fort Garry Campus until October, 2020.

University Health Service <http://umanitoba.ca/student/health/>

(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are seeking information on health topics, including physical and mental health concerns, alcohol and substance use harms, or sexual violence. You can also access peer support from a *Healthy U* peer health educator.

Health and Wellness Educator

<https://umanitoba.ca/student/health-wellness/welcome-about.html>

britt.harvey@umanitoba.ca

469 UMSU University Centre

(204) 295-9032

Sexual Violence Resource Centre

Contact SVRC if you have experienced sexual violence or are seeking information about how to help somebody else. SVRC provides inclusive, survivor-centred, trauma-informed services, such as consultation, referrals, safety planning, and a range of on-site supports, including counselling by Klinik.

Sexual Violence Resource Centre

<https://umanitoba.ca/student-supports/sexual-violence-support-and-education>

svrc@umanitoba.ca

537 UMSU University Centre

(204) 474-6562 (Sexual Violence Intake and Triage Specialist)

Notice re. Copyright:

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. Visit

<http://umanitoba.ca/copyright> for more information.

University and Unit policies, procedures, and supplemental information:

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 include the:

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/>

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

https://umanitoba.ca/admin/governance/governing_documents/community/235.html

For information on regulations that are specific to your academic program, read the section in the

Academic Calendar and on the respective faculty/college/school web site <http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

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

520 University Centre

204 474 7423

student_advocacy@umanitoba.ca