

**ENVR 3500 PROJECT IN ENVIRONMENTAL SCIENCE AND STUDIES  
COURSE OUTLINE 2017-2018**

**CREDIT:** 3 hours (Fall or Winter terms)

**PREREQUISITE:** Normally, good standing as a Third or Fourth Year student in Environmental Science or Studies

**COORDINATOR:** Dr. Rick Baydack  
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Office hours: By appointment

**1. EXPECTATIONS**

ENVR 3500 is an independent research project course. It counts for 3 credit hours, and it may be completed in either the Fall or Winter term. You will need to arrange to work with a particular professor or qualified advisor (i.e., someone with a track record of research or study in your area of interest) on a mutually agreeable research problem. Co-advicing arrangements are encouraged. Students in ENVR 3500 are expected to maintain a steady level of work during the entire academic term, likely committing 5-10 hours per week to their project. Students must consult regularly with their advisor to ensure that their work stays on track. Every student in ENVR 3500 is expected to conform to university standards regarding research at all times.

**2. CLASS MEETINGS AND DEADLINES:**

There are no regular lectures or labs, but the following meetings of the class will be scheduled in a location to be determined:

**For Fall 2017**

A project proposal symposium in **early October 2017**

A final report symposium in **early December 2017**

**For Winter 2018**

A project proposal symposium in **late January 2018**

A final report symposium in **early April 2018**

Final dates will be selected in consultation with students and advisors based on their availability.

In addition, students should meet individually with their advisor 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 coordinator as soon as possible so that we may remedy the situation.

Notes:

1. All submissions for the course should be provided electronically to the advisor and course coordinator.
2. The finalized version of your project proposal should be submitted for grading the day of the oral proposal presentation.
3. The final project report should be submitted at least 2 days prior to the oral presentation.

### **3. COURSE CONTENT AND PROCEDURES:**

The course is designed to give students experience in conducting scientific environmental research, from the inception and planning stages through study execution, data analysis, written reporting and oral communication. Each student will be responsible for finding an advisor, from among University of Manitoba faculty or other environmental professionals, who is willing and able to supervise the research project. Data collection for the project is generally carried out during the fall or 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 or issue using literature and/or web-based sources are also acceptable. The course coordinator will act with the advisor to grade and assess student progress.

#### **3.1 Registration in the course**

Prior to being granted permission to register in the course, each student will prepare a ½-1 page summary of their proposed research and submit that to the course coordinator. The summary should generally identify the research purpose, objectives and goals, a list of possible methods to be employed, and the name and affiliation of the proposed advisor(s).

#### **3.2 Research proposal and review**

In consultation with the advisor, each student will prepare a 6-8 page written research proposal before formally starting their project. The student will present the proposal orally to course participants and the final version of their proposal in accordance with the guidelines below to their advisor and the course coordinator on the dates described above.

#### **3.3 Final Project Report**

The final report should be written in accordance with the guidelines given below, or in a format that is agreed to with your advisor. All reports will be presented orally at the end of the Fall or Winter term.

### **4. GRADING**

The course grade for each student will be assigned by the course coordinator, on the basis of evaluations from the student's advisor and the course coordinator.

Marks will be allocated as follows:

1. The research proposal = **5%**
  2. The research proposal presentation = **5%**
  3. The comportment of the student (evaluated by the advisor only) = **25%**
  4. The report as a written document = **50%**
  5. The final oral presentation = **15%**
- Total = **100%**

Resultant values will be a mean of the marks submitted by the advisor and course coordinator.

#### **4.1 Grading scale**

<b>A+</b>	<b>90-100</b>	<b>C+</b>	<b>65-69</b>
<b>A</b>	<b>80-89</b>	<b>C</b>	<b>60-64</b>
<b>B+</b>	<b>75-79</b>	<b>D</b>	<b>50-59</b>
<b>B</b>	<b>70-74</b>	<b>F</b>	<b>0-49</b>

#### **4.2 Evaluation and Withdrawal**

Evaluative feedback will be provided upon request of the individual student before the voluntary withdrawal deadline date (Fall term - November 17, 2017; Winter term – March 16, 2018).

#### **4.3 Communication with students**

The University of Manitoba has a 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](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html)

#### **4.4 Academic regulations and expectations (additional information in Schedule A)**

- **Recording Class Seminars:** Dr. Rick Baydack of the University of Manitoba holds 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. 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](mailto:student_advocacy@umanitoba.ca)

## **5. GUIDELINES FOR WRITING THE RESEARCH PROPOSAL:**

The Project research proposal is generally 6-8 double-spaced pages in length. The following points should be covered, preferably in the order given. These do not represent required section headings for the proposal, however before you begin to write, you should consult with your advisor to determine if all of these points are relevant to your proposal and if there are any additional items that should be included. These points are:

- Title Page
- Introduction and Background
- Research Purpose and Objectives and/or Hypotheses
- Planned Methods
- References

### **5.1 Title Page**

The title page should include your name, the title of the proposal, advisor's name, course number, and date of submission.

### **5.2. Introduction and Background**

For the research proposal, this section should comprise up to half of the written work. The intent is to summarize the current state of the subject you are going to investigate, and provide a context for the work you are going to propose. When done properly, the reader will be led to the same conclusion as yourself: that the work you are proposing is both a logical extension of the work that has preceded it and a necessary contribution to the field of study. This section is considered preliminary, as by the time you complete your research, you will have also done more reading on the subject, and the literature review you provide in your final report will be more complete than the one you are able to complete for your project proposal.

### **5.3 Research Purpose and Objectives and/or Hypotheses**

In this section, you must clearly state the overall purpose of your research project and outline the specific research objectives and goals you expect to achieve. Note that some research projects lend themselves to hypothesis testing, others do not. Discuss what is best for your particular case with your advisor. To be effective, this section should be brief and to the point (i.e., no more than 1 page). A numbered list is an effective way to state your objectives. You should confer with your advisor on this section in some detail, since he/she will be able to help you define realistic objectives and goals and/or hypotheses for your project. Ultimately your advisor and the course coordinator will

evaluate your objectives and goals with the intent of determining if they are realistic and suitable within the context of an ENVR 3500 project.

#### 5.4 Planned Methods

In this section, you need to provide some detail about how you plan to carry out your research project. Specific methods should be described for each research objective. You do not need to provide elaborate details about specific techniques, but you do need to defend your choices. For example, you might outline a general scheme for an experiment, a survey, video production, or provide an example derivation for a calculation. A flow chart is often a very useful approach to clearly outline what you plan to do. As with the Introduction, you need to cite references for the work you use to justify the chosen techniques. Note that University of Manitoba Research Guidelines should be consulted to determine if any approvals are required for your proposed research ([http://umanitoba.ca/research/orec/orec\\_home.html](http://umanitoba.ca/research/orec/orec_home.html)).

#### 5.5 References

See Section 7 below.

### 6. GUIDELINES FOR WRITING THE FINAL REPORT:

The final report should generally follow University of Manitoba graduate theses in format ([http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)), and is generally 15-20 double-spaced pages in length.

The format for most project reports is as follows (but discuss alternate formats with your advisor):

#### 1. A title page

.....

The title of the report

by

Author's Name

A report submitted to the Department of Environment and Geography,  
University of Manitoba,  
in partial fulfillment of the requirements for course  
ENVR 3500

Month, year

2. An **abstract** of maximum 200 words summarizing the problem, methods, results and conclusions

#### 3. Acknowledgements

4. **Table of Contents** (beginning on a new page)

5. **List of Tables**

6. **List of Figures**

This should be followed by the main body of the report:

7. **Introduction and Background**, outlining research purpose, objectives, questions and/or hypotheses addressed, in the context of relevant literature

8. **Methods**

9. **Results**

10. **Discussion**

11. **References**

12. **Appendices** (if necessary)

## 7. REFERENCES

For the purposes of your proposal (and later for the final report) you will need to cite appropriate literature. The method for citing references in the text of theses is generally the name and date method, e.g., (Author, 2006), (Author and Author, 2006) or (Author et al., 2006) when there are three or more authors. When multiple references are used for a given point, place them in chronological order, separated by semi-colons. Papers are then listed in alphabetical order (according to the first author's surname) at the end of the paper in the reference section.

Basic style is as follows, but be sure to discuss with your advisor if you should consult a particular Journal or Style Guide for your area of study:

- *Book*: Author AB, Author CD. 2004. *Title of Book*. Publisher, City, ST, Country.
- *Book Article*: Author AB, Author CD. 2004. Title of article. In Adams AB, Smith DC, eds, *Title of Book*, 2nd ed, Vol 1-Toxicology. Publisher, City, ST, Country, pp 1-5.
- *Journal Article*: Author AB, Author CD. 2004. Title of article. *Wildlife Society Bulletin*. 16:2200- 2204.
- *Proceedings*: Author AB, Author CD. 2004. Title of article. *Proceedings*, Name of Conference, City, ST, Country, date (month, days, year), pp 00-00 (if no page numbers are available, cite parenthetically in the text).
- *Report*: Author AB. 2004. Title of report. EPA 600/334/778. Final/Technical Report. U.S. Environmental Protection Agency, Washington, DC.
- : Author AB. 2004. Title of thesis. University, City, ST, Country.

## **8. GUIDELINES FOR THE ORAL PRESENTATIONS:**

The following guidelines refer specifically to the oral presentations in the Project course. The goal of the presentations is to summarize your research plans (proposal) or results, discussion, and conclusions (final project) in an understandable fashion. A Powerpoint or similar media should be used in all cases. The presentation should be concise and no more than 10 minutes in duration for the research proposal, and no more than 15 minutes in duration for the final presentation.

## 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](http://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](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)
- **Student Discipline**  
[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](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](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](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](http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf)