

COURSE OUTLINE



COURSE TITLE: ENVR 208A Research Project Design

CLASS SECTION: 001

TERM: Winter 2023

COURSE CREDITS: 1

DELIVERY METHOD(S): In person

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

COURSE DESCRIPTION

ENVR 208A covers scientific method, research methods, and project design. It also includes instruction on how to start and operate a small environmental consulting business. Elements of the course include time management, budgeting, accounting, business development, proposal writing and project management.

INSTRUCTOR DETAILS

NAME: Steve Hann

EMAIL: hann@camosun.bc.ca

PHONE: 250-686-4569 (personal cell)

OFFICE: Fisher 314D, Lansdowne campus

HOURS: Tue 2:30 - 4:30, other times available by appointment, email or text if you want to arrange something.

ABOUT THE PANDEMIC

As the Winter Semester approaches, Camosun remains committed to maintaining a safe and healthy work and learning environment.

Students, faculty, staff, and campus visitors are reminded to continue being considerate of others and remember:

- Wearing a mask is based on your personal choice;
- Do a daily [self-assessment](#) and stay home if you're sick;
- Have rapid tests on hand ([available for free at most pharmacies](#)); and,
- Vaccination is the most effective protection against COVID-19. Students, staff and faculty are encouraged to get their booster shot.

Additional control measures continue to be taken at Camosun, including adherence to comprehensive sanitization schedules, the usage of physical barriers in various areas and the presence of hand sanitizer stations at each entrance as well as throughout buildings on campus. College employee communication and training has been updated to include more detailed communicable disease prevention guidelines.

Camosun continues to follow public health advice and measures required by the Provincial Health Officer, BC Centre for Disease Control., Island Health, WorkSafeBC and the B.C. government, and will advise, via multiple channels, of any changes made to Camosun's Communicable Disease Prevention (CDP) Plan.

Also see the abundance of COVID-19 information on Camosun's web site: <http://camosun.ca/covid19/>.

LEARNING OUTCOMES

Upon completion of this course a student will be able to:

1. Demonstrate an understanding of research design and scientific method.
2. Demonstrate an ability to produce a simple research proposal.
3. Discuss the acceptable variation among completed ENVR 208B projects which focus on sustainability.
4. Develop a business plan for starting a small environmental consulting business.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- None, besides what gets posted on D2L.

COURSE CONTENT

The main purpose of this course is to get you started on the capstone sustainability project that you will complete in ENVR 208b. We will also review some business fundamentals of environmental consulting, a common context for this kind of work in the real world.

This course is scheduled in two 4-week blocks at the start and end of winter term. During those blocks, class will run from 12:30 to 2:20 on Tuesdays in room F216. Course material, including readings, assignments, etc., will be posted on D2L (<http://online.camosun.ca>). Class attendance is critical. Be there, unless you are sick.

There are several assignments to complete for this class as enumerated below. The big one, and your primary focus, will be a formal proposal for your ENVR 208b project, to be submitted in written form and presented to the class. Detailed instructions will be provided in class and on D2L.

If you miss a class due to illness or some other valid reason, contact me ASAP so we can discuss and adjust.

Students registered with the Centre for Accessible Learning (CAL) should review academic accommodations procedures and deadlines here: <http://camosun.ca/services/accessible-learning/exams.html>.

CAMOSUN STATEMENT ON STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

(My take on this: let's approach this class as the responsible adults that we all are, and treat each other with respect. Each of us plays a part in making this a great educational experience for the whole group.)

COURSE SCHEDULE

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Date	Topic
10-Jan	Course intro, overview of ENVR 208 projects
17-Jan	Proposals: function and how to write one Review of past proposals
24-Jan	Environmental consulting 1 & 2
31-Jan	RFP Assignment
Middle of term	No scheduled classes. But you should still be: <ul style="list-style-type: none">• Working on your RFP assignment.• Networking project teams.• Brainstorming topics.• Writing your proposal. You are welcome to see me for ideas and advice.
21-Mar	RFP Assignment due New Topics: Report writing, project marking, past projects, timelines, pitfalls, FAQ.
28-Mar	Proposal discussion
4-Apr	Proposal presentations
11-Apr	Working on written Project Proposal

Exam period: Written proposal due.

EVALUATION OF LEARNING

Proposal Critiques	20%
RFP Assignment	20%
Proposal Presentation	10%
Written Proposal	40%
Attendance and participation	10%
TOTAL	100%

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures"

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please

visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.