

ENR/AEDE 4567: Assessing Sustainability: Project Experience

Course Syllabus¹

Spring Semester 2020 **NOTE: Red Text has been added in response to changes due to Coronavirus**
Lecture: TR 11:10am—12:30pm (AA 108) – mediated online via material posted in Carmen modules on Mondays, supported by all-class recorded zoom meetings on Tuesdays at 11:10am, and as-requested individual and team zoom meetings on Thursdays at 11:10am – more details below

Instructors		
Dr. Greg Hitzhusen School of Environment & Natural Resources (SENR) 614-292-7739 (O) hitzhusen.3@osu.edu 469E Kottman Hall	Office hours by appointment	Bruce Braine , Lecturer Agricultural, Environmental, and Development Economics (AEDE) 614-562-7588 braine.3@osu.edu; bhbraine@gmail.com Ag Admin Building

Course Description: ENR/AEDE 4567 is the capstone course for the Environment, Economy, Development and Sustainability (EEDS) major. The overall goal of the course is to provide the opportunity for you to learn, synthesize, and apply concepts and methods of environmental, economic, and social analysis to address real world sustainability questions faced by businesses, government, and institutions. This year we are working with OSU and the Cities of Columbus and Bexley to provide analysis for several campus, SMART COLUMBUS and other sustainability projects. Bud Braughton, in charge of the City's Special Projects and Sustainability Institute staff at OSU have developed a Request for Proposals (RFP) for our class that lists a number of goals, objectives, and specific actions related to SMART COLUMBUS, Bexley and OSU projects that they are inviting us to analyze to help the City and University assess project implementation challenges to achieve a range of sustainability deliverables and university action steps. At the end of the term, your research group will present your findings and recommendations **electronically** to SMART COLUMBUS, Bexley, and OSU staff, EEDS faculty, and an audience of City and university professionals. As such, your research has the potential to meaningfully contribute to the future of sustainability and economic development programs in the City and at the University, and the work experience that you gain is intended to help launch your own career in sustainability.

Prerequisites: AEDE 4330 or permission of instructor.

Course Objectives: Students will gain real world experience in developing and carrying out research related to the sustainability and economic development plans of an organization (OSU, Cities of Columbus and Bexley); students will apply data analysis methods to measuring specific economic, environmental and social factors and assessing the implications for sustainability and economic development projects; students will develop an understanding of how project appraisal tools and methods, including but not limited to aspects of sustainability accounting, cost-benefit analysis, benchmarking, case studies and key informant interviews, can be applied to sustainability planning and management and will gain experience with project management in this setting; students will work effectively in interdisciplinary teams; students will communicate effectively in oral and written forms in researching and evaluating contemporary sustainability issues and their potential solutions; students will demonstrate professional and ethical responsibility in addressing contemporary sustainability issues; students will develop a general appreciation for communication, scientific writing, proposal development, resume writing, peer review, presentation skills, team dynamics, and critical thinking skills.

Course Format: Classroom sessions will combine short lectures and instruction with discussions of information relevant to your research projects. Several class periods will be devoted to coverage of project management, research methods, and analysis and communication tools as needed to support

¹ **Changes will be made to this syllabus as required.** This syllabus is available in alternative formats upon request. Students with disabilities are responsible for making their needs known to the instructor and for seeking available assistance in a timely manner (for more information: <http://www.ods.ohio-state.edu/>).

group research projects. Additional class periods will be devoted to student research presentations and facilitated group time to aid your research process. **After spring break, all class elements will be online.** Weekly "lecture" and other instructional materials related to assignments, if any, will be posted on Mondays in the Carmen Module for each week. As a general rule, Bruce and Greg will be available 11:10am at for an all-class zoom meeting on Tuesdays (url/link and call-in info below), and for individual meetings with research teams or individuals as the schedule allows during Thursday class times. Please use the following link to sign your team (or yourself) up for meeting times on Thursdays between 11:10am and 12:30pm: <https://docs.google.com/spreadsheets/d/1qciaQfreak3xy1TPzbbiqED-xuZt-Q41XxfkYsRM5Ew/edit?usp=sharing> Note: the first weeks after spring break were designed for group research time rather than in-class meetings, so refer to the course schedule below for more specific guidance on expectations and meeting options week by week.

Assignments: More detailed explanations of each assignment and grading standards will be provided in class (online via zoom, and posted in Carmen Modules). You will receive points counting towards your final grade from class and group participation, written assignments, and oral presentations. All assignments in ENR/AEDE 4567 relate to your group research term project. These can be further subdivided as follows:

Individual Evaluation: Class Participation, Peer Critique, Peer Review: Active participation and leadership in group project work and related classroom activities will be critical to the success of your research project, and will form a significant portion of your course grade. The peer critique will require you to evaluate another research group's proposal presentation. Each student will also peer review another group's final research report, and peer evaluations within each group will constitute half of each student's class participation score.

Group Evaluation: Proposal Presentation Plan, Written Proposal, Ignite Powerpoint, Final Written Report: Group assignments, both written and oral, will make up 240 of the total 400 points in the class. Group assignments increase in point value as the term progresses, reflecting the importance of developing good teamwork habits over the course of the semester. Your group proposal presentation plan will help organize and develop the required content (as detailed in the RFP) of the oral and written portions of your research proposal. **Your final research presentation will be an Ignite powerpoint presentation that your instructors and community partners will comment on;** your group's final written report must be 15-20 pages. Be sure to consult further assignment details that will be ~~handed out and discussed in class~~ **posted in Carmen Modules** for all major assignments. Final research reports will be uploaded to OSU's Knowledge Bank digital repository for Campus as a Living Laboratory (CALL) sustainability projects, and permanently archived by OSU libraries.

Grading: Points in ENR/AEDE 4567 will be distributed as follows:

Class Participation	100 Points
Research Proposal Presentation Plan	10 Points
Research Proposal Presentation Peer Critiques	10 Points
Written Project Proposal (in response to RFP)	40 Points
Research Report Peer Review	50 Points
IGNITE Powerpoint	50 Points
Final Research Report	140 Points
TOTAL	400 Points

Grade Scale:

A 93.00 to 100.00	A- 90.00 to 92.99	
B+ 87.00 to 89.99	B 83.00 to 86.99	B- 80.00 to 82.99
C+ 77.00 to 79.99	C 73.00 to 76.99	C- 70.00 to 72.99

D+ 67.00 to 69.99 D 60.00 to 66.99
E 0.00 to 59.99

Make-up Work: Make-ups for assignments will not be scheduled in the case of an unexcused absence (and in some cases, may not be rescheduled for logistical reasons). There are three situations that

constitute an "excused absence" from class. They are: 1) students who participate in a *documented* University sanctioned event, 2) students who have a *documented* death in the family, and 3) students who have received *documented* medical attention for an illness. Students who will be participating in University sanctioned events must provide the instructor with a copy of the scheduled events and those classes that will be missed. This documentation must be on University letterhead, signed by the coach/supervisor, and given to the instructor within the first two weeks of the quarter. **Due to online nature of post-spring break assignments, absences (if any are relevant) will be dealt with on a case by case basis. All zoom meetings for the whole class will be recorded and posted in Carmen to allow those whose schedules cannot allow them to attend to view the recordings later. Instructional information will be posted (either as text or recorded presentations) in Carmen, so all students should be able to access regular course material regardless of schedule specifics and constraints. If any student has problems navigating the online resources and materials, please be in touch via email (or phone to Dr. Hitzhusen, 614-205-7787 if email fails) to resolve any issues you may be experiencing.**

Late Assignment Policy: To receive full credit for writing assignments, work must be turned-in on time and in condition to be evaluated. Papers with excessive errors will be returned for resubmission and will be treated as if they are late. Late assignments will incur a deduction of 50% of the total point value for each 24-hour period (or portion) that they are late (including weekends). In-class assignments missed because of an unexcused absence cannot be made-up or repeated. **Because of our work with community partners and peer reviewers, deadlines as posted (revised for coronavirus) will need to be observed as much as possible. If any issues arise with deadlines because of scheduling situations beyond your control, communicate as soon as possible (preferably beforehand) with your team and your instructors. We will make it through these extraordinary times.**

Canvas: This class will be administrated using **Canvas**; on the class website you will find the course syllabus, links to course assignments and readings, resources to help you develop and carry out your research plan, announcements, and grades. To gain access to the **Canvas** website, go to carmen.osu.edu, sign in with your OSU ID (e.g., gee.2) and password, and navigate to the ENR/AEDE 4567 website, or visit the Carmen help site: <http://elearning.osu.edu/carmen%2Dhelp/students/index.htm>.

Class Readings: There is no text book for this course; all assigned readings will be available online either through the University's Sustainability Goals website, City of Columbus websites, Bexley websites, or the ENR/AEDE 4567 Carmen/Canvas website.

Academic Integrity: The university states that it is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct: (http://oaa.osu.edu/assets/files/documents/csc_12-31-07.pdf).

It is our intent to treat each of you as if you are honest. We assume that whatever you say or do is done in good faith. If we suspect that you have breached that trust, our intention is to report any suspected academic misconduct through appropriate channels to the University Committee on Academic Misconduct. The Ohio State University Student Handbook covers the subject should you not understand what academic misconduct is. Of course, we will be happy to discuss the topic with you on a no fault basis if we are consulted before the fact. For additional information, see the Code of Student Conduct at the link listed in the previous paragraph.

Disability Services: Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TD 292-0901; <http://www.ods.ohio-state.edu/>.

Schedule of Classes

Week	Tuesday	Thursday
Jan 7, 9	Class Introduction Submit student bio sheets; Video on past capstone; Syllabus review and RFP preview.	Background on Smart Cities and OSU Sustainability; Further RFP Preview-- Students indicate top-three project interest (non-binding)
Jan 14, 16	Research projects briefing and Q&A [Smart Columbus & OSU staff]	Final Project Choices and Form research teams; initial group meeting; submit topic; Group Success Discussion

Jan 21, 23	Submit preliminary research goals to dropbox before class; project management tips	Alumni project advice session: EEDS alumni, guest presenters; group time
Jan 28, 30	Group methods roundtable and discussion of research and analysis methods (quantitative and qualitative): NPV, cost benefit analysis, survey, focus groups, key informant interviews, etc	In-class work day: logistical prep for presentations; discuss proposal and presentation plans with instructors staff; group time; instructors (refer to group proposal presentation plan handout)
Feb 4, 6	Proposal presentations (5min w/ 10 min. feedback/Q&A) [Smart Columbus/OSU staff]	Proposal Presentations (5min w/ 10 min. feedback/Q&A) [Smart CMH/OSU staff]; peer critiques due 2/7, 5pm
Feb 11, 13	Communication Tools I: writing; group time to finalize proposals	Analysis methods as needed/group time; written proposals due by 1:00pm [see RFP for submission instructions]
Feb 18, 20	Critical thinking roundtable	Critical thinking continued; proposal feedback from City/University contacts and instructors; group time
Feb 25, 27	Group time outside of class; instructors available if needed in office	Group time and meetings with instructors
Mar 3, 5	Research preliminary results presentations in class	Research preliminary results presentations
Mar 9-13	SPRING	BREAK
Mar 17, 19	EXTENDED SPRING BREAK	EXTENDED SPRING BREAK
Mar 24, 26*	ALL CLASS ZOOM MEETING	Group work day (instructors available as requested via zoom; schedule here)
Mar 31, Apr 2*	Group Work Days, Instructors Available as Requested (instructors available via zoom all-class link on Tuesday or by individual or team zoom on Thursday (schedule here))	
Apr 7, 9*	5 MIN. IGNITE powerpoint presentations with recorded voice over due; Tune in to all-class zoom link for any questions	Group Work Day. (Further info on Peer Reviewing will be posted by Thursday; instructors available as requested via zoom; schedule here).
Apr 14, 16*	Written Report Due by 5PM to Peer reviewers and instructors; comments returned within 48 hours; Tune in to all-class zoom link for any questions	Peer Reviews Due by 5PM; (instructors available as requested via zoom; schedule here)
Apr 21 – Mon 4/27 Finals: 4/27->	Final Revised Research Report due by 11:00am Wed Apr. 22nd	Upload approved Final Report to KB CALL repository by 4/27

*Note: calendar subject to change

Here is the connection information for the all-class Zoom meetings for 4567, notes added in Red:

Gregory Hitzhusen is inviting you to a scheduled CarmenZoom meeting.

Topic: ENR-AEDE 4567 EEDS Capstone All-Class Online Meetings

Time: This is a recurring meeting Meet anytime – **Note: we will use this link on Tuesdays or for any other “all-class” meetings on Zoom**

Join Zoom Meeting: **Note: this link will allow you to join the meeting using a computer/laptop/smartphone/tablet, and you get the option of running the audio through your device:**
<https://osu.zoom.us/j/439357656>

One tap mobile

+13126266799,,439357656# US (Chicago)

+16468769923,,439357656# US (New York) **Note: If you are viewing this on a phone and want to join the zoom meeting with your phone, you should be able to tap this New York number once to connect you to the meeting**

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York) **Note: if you want to just dial in, and then manually enter the meeting ID below, use this number; it is also possible (and sometimes advisable) to connect by computer to see the screen, but ALSO connect by phone to hear the audio, especially if your computer has trouble connecting via audio; if you are in time zones other than Eastern, you might use the numbers from these other cities listed here**

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 439 357 656 **Note: if prompted for meeting ID, this is it!**

Find your local number: <https://osu.zoom.us/u/aceA0etENC>

Join by SIP

439357656@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (EMEA)

103.122.166.55 (Australia)

209.9.211.110 (Hong Kong)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 439 357 656

The Ohio State University

CarmenZoom is supported by the Office of Distance Education and eLearning: <http://odee.osu.edu/>

CarmenZoom resources <https://resourcecenter.odee.osu.edu/carmenzoom> note: need help? Try here

Email: carmenzoom@osu.edu

Phone: 614-688-HELP (4357)

If you have a disability and experience difficulty accessing this content, contact the Accessibility Help Line at 614-292-5000 or Text Telephone for the Deaf at 614-688-8743.