

Assignment 3: A Climate Change Plan for a Real-World Community - Final Team Report (35%) and Presentation (15%)

Description

The objective for this team-based assignment is to prepare a climate change plan for a real-world community that does not yet have a plan in place. The team must demonstrate its understanding of: (a) the climate change phenomenon; (b) community-based impacts; (c) the climate change planning process; and (d) plan implementation and evaluation tools, strategies and related considerations. The report is to be professional quality in style and content. The report is to follow APA referencing protocols, 4000 words in length (excluding footnotes, appendices, graphics and list of references), 2.0 line spacing.

Guidelines

*The objective of this assignment is to prepare a professional report for a "real-world" client; this is not a "pure" research paper (as required in Assignments 1 and 2). You should make liberal use of explanatory tables, figures, and graphics to supplement the core text in this paper. Note that footnotes, endnotes, appendices, and content in the tables, etc. will not be considered in the total word count. For this assignment, use footnotes or endnotes to support statements made, rather than in-text citations. Further, in contrast to **Assignment 1** and **Assignment 2**, your report should be comprehensive, rather than focusing on an illustrative example from a sub-area of climate change planning.*

How your Assignment Will be Graded

Your Project Report (i.e., climate change plan) will be graded according to the following marking scheme. Your final Team PowerPoint presentation will be graded according to the marking scheme found on the **Presentation Guide and Grading page**.

The recommended paper structure follows:

Section	Content	Page Limit	Page Limit
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Cover Page	Course name and number, student ID, date, Assignment number.	1	N/A
Executive Summary	Provide 3-4 paragraphs that describes climate change context, key advice about planning process and plan implementation strategies.	1	10%
Table of Contents	Format content property; sections, sub-sections and page numbers; list of tables, figures, etc.	1	5%
Sections and Sub-sections	Structure the paper with several major sections and sub-sections as appropriate. Make sure that all elements of the question are fully addressed (i.e., elements (a)-(d)) as described above. This is to be written and produced in a manner as close to a "real" plan as possible - i.e., a professional-quality document suitable for community decision-makers.	12-15	60%
Summary and Conclusions	Recap the purpose of the exercise; review key findings.	1	10%
List of References	Comprehensive list of references; a minimum of 25 individual sources drawn from academic sources, government reports, web sites; demonstrate extensive review of relevant literature.		15%
Appendices	Place supplementary information here.		

Turnitin

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. For details, please visit the **University Policies** page.

You have the option to submit multiple draft assignments to the **Assignment 3 Draft Submissions** (Turnitin) dropbox to review the similarity report. You will be able revise your draft, if necessary, before submitting the final assignment. Note: It can take up to 24 hours for similarity reports to be generated.

Note: If your team needs to resubmit the assignment, **the same student who submitted it the first time MUST resubmit** it so that your team does not compromise your similarity score.

Turnitin Report: The student who submits the assignment will be able to see the Turnitin® similarity report but other group members will only see the similarity score in the dropbox. If other group members would like to see the report, then the student who submitted to the dropbox should share it with them.

Step 1: Meet Your Project Team Members (Week 3)

Team membership can be viewed by clicking **Connect** and then **Groups** on the course navigation bar above. If you are not in a group by the date indicated in the **Course Schedule**, please contact Technical Support at learnhelp@uwaterloo.ca. Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).

A **Final Team Report and PowerPoint Presentation - Workspace** discussion forum has been created to allow you and your peers to connect with one another. Discussions can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above. You may also wish to use online group collaboration tools to work on this assignment.

Introduce yourself to your team members. You may also define how and when you will work together. Identify roles, discuss allocation of work and timelines by creating a team contract. This activity will help you understand the requirements of the project as well as provide expectations for the team. All team members will be expected to divide tasks equitably from the initial stage of writing the project proposal, through the research and preparation of a literature review, the development of methods and the Ethics application (if applicable), collection and analysis of data, the writing of the project, and the presentation and discussion of the project results.

Create a Team Contract

A team contract enables its members to formulate a plan for success. It will accelerate your team's development, increase individual accountability for project tasks, and reduce the possibility for group conflict. You will use the Team Contract Template to determine your team's roles, procedures, and standards. This contract does not need to be submitted but will be a useful activity for team success. You will also need to provide a description of timelines and work division in your Project Proposal.

Discuss and fill out each section of the [Team Contract Template \(DOCX\)](#).

Step 2: Choose Your Case Study Community

The objective of this exercise is to create a climate change plan for a community. Each project team needs to select a community for which a climate change plan can be created. The community could be in Ontario or elsewhere, and of any population size. The case study community must not already have a climate change plan.

If you have a problem selecting a case study community, please contact the instructor for consultation.

Step 3: Prepare Proposal and References (Weeks 4-6)

1. Determine whether your research will require Office of Research Ethics Approval. **University of Waterloo, Office of Research Ethics:** [Does my data collection activity require ethics review?](#)
2. The purpose of this exercise is to (a) provide me with an opportunity to check the approach your team intends to take with this assignment; and (b) to incentivize teams to start thinking about and developing this assignment. Produce a description of your project, including intended case study community (including context and rationale); research methods to be used (e.g., secondary sources - qualitative, quantitative or mixed methods); information sources to be accessed (e.g., peer-reviewed literature, grey literature, etc.); and expected outcomes (e.g., will there be conclusions and recommendations, and if so, what might they look like?). Develop a structure for the report - i.e., sections and subsections. This document should also provide a clear timeline and the division of work between project team members. Length: 1-2 pages

Step 4: Submit Proposal and References (Week 7)

Produce a short description of your project. The proposal should include an introduction, a middle portion presenting major findings, and a summary or conclusion. It should include some analysis. The analysis will present a synthesis and critical examination of the reading and/or your own reference resources. You are encouraged to use forms of presentation other than text in your reports, such as tables, graphs, charts, maps, or photos.

Note: Web searches may be helpful in identifying up-to-date factual material and empirical illustrations, but do not qualify towards an item count of reference materials.

Your team-designated submitter will submit a single-spaced, two-page proposal with at least ten additional, external references to the **Project Proposal Dropbox** by the deadline in the **Course Schedule**. See the **How to Submit Your Assignment** section below for submission guidelines.

Step 5: Presentation and Discussion (Week 11)

The presentation component is an opportunity for classmates to learn about a variety of planning projects and contexts, and provides the team presenters with the opportunity to receive feedback and ideas from their peers.

Each team will create a 20-minute PowerPoint presentation on their climate change plan. The presentation will be followed by a discussion during the week where all students will post online questions, and comments. See the Presentation Guide and Grading page for further guidelines.

Your team-designated submitter will submit your Team PowerPoint Presentation to the **Final Team PowerPoint Presentation and Class Discussion (Week 11)** topic AND the **Team PowerPoint Presentation Dropbox** by the deadline in the **Course Schedule**. See the **How to Submit Your Assignment** section below for submission guidelines.

Other students are expected to review all presentations, and provide feedback to two presentations and participate in the ensuing discussions. Your team is expected to encourage discussion with your classmates. Part of the presentation mark is based on your discussion with classmates.

How to Facilitate a Discussion

- Log in daily during the week and respond to classmates
- Pose questions to guide and advance discussion
- Summarize major themes and insights discussed
- Help participants make links to the readings and course materials
- Refer to specific quotes and cite new or existing sources
- Introduce current events that relate to the topic and provide links to particularly useful sources
- Keep post brief (250 words maximum)

Discussions can be accessed by clicking Connect and then Discussions on the course navigation bar above.

Step 6: Final Team Report (Week 12)

The final report (climate change plan) is evaluated according to the following criteria:

- clarity of problem statement and explanation of research methodology;
- clarity of structure;
- quality and number of citations;
- application of body of knowledge;
- lessons learned.

Length: 5000 words, 1.5 line spacing (excluding figures, tables, endnotes and footnotes; references and appendices), 12-font size.

Ensure the work you hand in is your own and has been done only for this course. See the [Academic Integrity Fact Sheet for Students \(PDF\)](#) for more information. Review Academic Integrity section, under **University Policies**.

Referencing/Citation Requirements

The School of Planning has adopted the American Psychological Association, (APA) as a single standard referencing system for all papers and assignments submitted in Planning courses.

University of Waterloo citation guide for [American Psychological Association \(APA\)](#)

How To Submit Your Assignment

You will need to submit numerous parts of this project throughout the term by the deadlines specified in the **Course Schedule**. Ensure that you have a team-designated submitter who will take responsibility for this task.

Feedback will be provided in the dropbox.

Project Proposal

Your team's Project Proposal must be submitted to the **Project Proposal Dropbox** by the deadline specified in the **Course Schedule**. Dropboxes can be accessed by clicking **Submit** and then **Dropbox** on the course navigation bar above.

Your Project Proposal must be submitted in the following file type:

- Portable Document Format (PDF)

Final Team PowerPoint Presentation

Your team presentation must be posted in the **Final Team PowerPoint Presentation and Class Discussion (Week 11)** topic **AND** the **Team PowerPoint Presentation Dropbox** by the deadline that appears in the **Course Schedule**. You may only submit once to the dropbox. Be sure to include all necessary files with your submission.

Your Team PowerPoint Presentation must be submitted in the following file type:

- Microsoft PowerPoint (PPT or PPTX)

Discussions can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above.

Dropboxes can be accessed by clicking **Submit** and then **Dropbox** on the course navigation bar above.

Final Team Report

Your Final Team Report (i.e., community climate change plan) must be submitted online to the **Project Report Dropbox** by the deadline specified in the **Course Schedule**. Dropboxes can be accessed by clicking **Submit** and then **Dropbox** on the course navigation bar above.

Your Final Team Report must be submitted in the following file type:

- Portable Document Format (PDF)

Please refer to the **Submitting to a LEARN Dropbox** page for general guidelines and how to submit to a dropbox, and how to create a PDF.