

SUSTAIN 3S03 – Implementing Sustainable Change

Liana Bontempo, MPH, RD, Fall 2022

Please contact asp@mcmaster.ca for information about this course.

Class: Tuesday 7:00pm – 10:00pm

Location: ABB 270 and Microsoft Teams

Instructor: Liana Bontempo

Office Hours: Monday to Friday between 9am to 4:30pm by appointment at <https://bit.ly/bookliana>

Office: Microsoft Teams

Tutorials: Microsoft Teams

Tutorial L01/L02: Thursday 08:30am-9:30am

TA L01: Helena Teng

TA L02: Neha Dhanvanthry

COURSE OVERVIEW

Sustainability is a term everyone has heard, but few understand. Beneath the many values, worldviews, practices, and attitudes it suggests, is the problem of putting theory into action. This course will explore agency, leadership, and strategy effectiveness within the context of sustainability.

Emphasis will be placed on developing interdisciplinary perspectives and collaboration skills through community-based experiential learning projects designed to help students put theory into practice, while also theorizing their practice. This course counts towards the [Interdisciplinary Minor in Sustainability](#)

Important Notes

This course uses Avenue to Learn to post assignments, rubrics, readings, and other notices. It is important to visit Avenue to Learn regularly to be kept informed of any new information. Most course assignments will be submitted via Avenue to Learn (<http://avenue.mcmaster.ca/>).

Classes and Tutorials will take place using Microsoft Teams.

Additional non-course-specific information, including events and opportunities, will be shared using MacSustain social media platforms, specifically [Facebook](#) and [Instagram](#).

COURSE STRUCTURE

SUSTAIN 3S03 is made up of readings, lectures, and tutorials, all of which are *mandatory*.

- Readings *must* be completed prior to each class.
- Lectures are a blend of lecture time, facilitated discussion, and group work.
- Tutorial time will be used for facilitated and self-guided group work and project-related meetings.
- Additional information on class assignments, which include a project plan and a personal reflection, will be provided through workshops presented in video format.

Course Learning Objectives

By the end of the course, students will be able to:

1. Demonstrate a deep understanding of various meanings, perspectives, and theories of sustainability through written assignments, discussions, and practical application.
2. Generate solutions to sustainability problems through implementing critical thinking and interdisciplinary problem-solving skills.
3. Create meaning by making connections between academic theory and action through reflection.
4. Evaluate outcomes by critiquing processes and impacts of various factors leading to results.

Required Readings:

Consistent with the goals of the Sustainable Future Program, all Required Readings are available via open access, and can be found on Avenue to Learn the week prior to corresponding lecture.

COURSE EVALUATION

Item	Mark Worth	Due Date
Experiential Learning Project	50% (see below for breakdown)	
<ul style="list-style-type: none"> Weekly Progress Update to Community Project Champion 	(15%)	Weekly updates are due via email by 4:00pm Friday.
<ul style="list-style-type: none"> Project Work Breakdown Structure (Group) 	20%	Friday October 7 th , 2022, at 4pm. Submitted in Word via A2L.
<ul style="list-style-type: none"> Progress Report Interviews (Group) 	10% (2 at 5% each)	Interview #1: During week of October 17 th , 2022 Interview #2: During week of November 14 th , 2022
<ul style="list-style-type: none"> Project Showcase(group) 	5%	December 6 th , 2022, IN-CLASS
Attendance & Participation (Individual)	10%	Assessed during each class and tutorial.
Reading Summaries (Individual)	15%	Due on the last Thursday of the corresponding month. Article chosen for summary is student's choice.
<ul style="list-style-type: none"> Reading Summary September 	5%	Summary of one reading during the month of September is due by September 29 th at 4pm via A2L
<ul style="list-style-type: none"> Reading Summary October 	5%	Summary of one reading during the month of October is due by October 27 th at 4pm via A2L
<ul style="list-style-type: none"> Reading Summary November 	5%	Summary of one reading during the month of November is due by November 24 th at 4pm via A2L
Final Reflection (Individual)	15%	Friday, December 9, 2022, by 4:00pm. Submitted in Word via A2L
Final Report Page	10%	December 1 st , 2022, via A2L by 4pm. Submitted in Word via A2L. Collaborator approvals and student sign off due December 8 th by 9:30am on A2L.

EVALUATION DETAILS

Experiential Learning Project

In line with the overall goals of the Sustainable Future Program, students will have the opportunity to take part in a self-directed, community-based, and experiential project related to their personal passions and interests in sustainability. In order to achieve this goal, students enrolled in SUSTAIN 3S03 will complete an Experiential Learning Project. Through completing their project, students will engage in practical research and application by working with individuals, groups and/or organizations on campus and/or within the community to implement a real-world sustainability initiative. All students will work in groups, which will be determined based on students' choice of project and the rationale they include when making their project selection. Each group will work with a Community Project Champion¹ (CPC) to plan and implement their project.

Project Selection (Tutorial Participation, Individual)

Following presentations by CPCs during the first class, students will rank their project choices. Students will rank their options and write 1-5 sentences describing the preferences. Students will be given a MS Forms link to complete the task.

Any student who does not submit their request on time, or enrolls late, will be placed into a group as chosen by the course instructor or TA.

Due: by 7:00PM on Wednesday, September 14th, 2022, via Microsoft Forms link

Weekly Progress Update to Community Project Champion (15%, Group Mark)

To ensure effective teamwork and that mutually beneficial relationship between students and the community are fostered, students will provide a weekly progress update to their Community Project Champion. To receive full marks, the update should include: work completed during the past week, any challenges, next steps, any questions for the CPC, a link to your WBS in Teams, and a draft agenda for the following week's meeting. This should facilitate frequent communication between students and CPCs so that all parties are informed on a weekly basis of the project's progress and direction. Once the students send their update to their CPC, they must forward their sent email to their TA ensuring the update is appropriate, clear, and includes sufficient detail to receive full marks.

Due: by 4:00pm Fridays via email.

The first update is due on September 23rd, 2022 (students will draft their first update/introductory email to CPCs during tutorial on Sept 15th).

¹ Community Project Champions (CPCs) are individuals who are external to the course and will assist in guiding the projects.

Project Work Breakdown Structure (WBS) (20%, Group Mark)

Consider your Project Work Breakdown Structure (WBS) as a road map that guides your project and helps you achieve your project objectives. The WBS will include your objectives, intended deliverables, and the tasks needed to get them done. The WBS should have all the task start and end dates, task status, and owner of the task.

When grading, the WBS should show evidence that the group has clearly thought through the steps required for implementation, the timeline, and goals are feasible. The WBS should be accessible to your CPC via Teams and should be continually updated on a weekly basis along with your CPC weekly progress update emails.

Due: October 7th, 2022, at 4pm

**Students must have their WBS reviewed by their Project Champions

Progress Report Interviews (2 @ 5% each, Group Mark)

Each group will take part in a total of two, 50-minute interviews with a member of the Academic Sustainability Programs team. These interviews take place outside of lecture and tutorial time and must be scheduled in advance by each project group. During each interview, the group will present their project overview, objectives, and deliverables. The group will also discuss their progress made to date and discuss drafts of their Final Report Page. The group should come prepared to ask and answer questions relating to the project implementation and Final Report Page draft. All group members should be knowledgeable of the various aspects of the project, even if the key tasks have been divided. The point of the interview is to ensure that the project is on track. A grade will be given on a pass/fail basis.

As noted within the respective sections of this syllabus, the most recent version of each group's Final Report Page is to be submitted electronically in Word shared via OneDrive/Teams with your interviewer 24hrs prior to the group's interview.

Interview #1: During week of October 17th, 2022

Interview #2: During week of November 14th, 2022

Project Showcase (5% Group Mark)

Students will develop a 3-minute presentation that celebrates their project. Students will report on their objectives and project accomplishments. Students will present to community members and peers during a project showcase, which will take place during the last class. Presentation grades will be accessed in class.

Due: Presentation slides are due by 9am and the Pitch will be delivered during Project Showcase during class time on December 6th, 2022

Attendance & Participation (10% Individual Mark)

Students are expected to attend each lecture and tutorial, complete all identified tasks related to the course, participate in class discussions (orally or in the chat), and engage in group work sessions.

Attendance will be taken during each lecture and tutorial. Students who attend all classes will receive full marks for attendance. Consideration will be given to students providing 24 hours' notice and a valid reason to the course instructor/TA. Additionally, students are required to prepare for class. Preparation marks will be given based on completion and review of assigned tasks or documents on Avenue to Learn.

Students are required to contribute during discussions and activities. Students who provide meaningful contribution, via active participation, will receive full marks for participation. Note that classes are designed to encourage participation through various means including peer discussions, small group tasks, activities, and reflections on learning and group work.

Reading Summaries (15% Individual Mark)

Students are required to submit three reading summaries over the term. Each summary is due on the last Thursday during the **months of September, October and November**.

Due: Each monthly summary can be submitted any time before the last Thursday of the corresponding month by 4pm, submitted via A2L.

Final Reflection (15% Individual Mark)

Students are encouraged to utilize their personal journal to reflect on their experiences and learning from their course project. Students are then encouraged to pull from these personal reflections to prepare a formal reflection of academic quality.

Please note that formal evaluation will be based on the [Report on Guided Reflection](#), found on A2L.

Due: Friday, December 9th, 2022, by 4:00pm. Submitted in Word via A2L
There is a *flexible** limit of 2,000 words, not including references or image captions.
Students are to include three references, two of which must be from readings or lecture.

*N.B. over/under by about 150 words.

Final Report Page (10%)

Each group will prepare a one-page report. With student's permission, their report page will be included within the McMaster Academic Sustainability Programs Annual Report and published online. A Final Report Page Template can be found on A2L, and samples of past reports can be found online [here](#). The Final Report Page will include the project title, overview, list of objectives, report on how the objectives were achieved (e.g. outcomes and deliverables), as well as a list of project collaborators. Each report page should also include a relevant and eye-catching photo and the list of the relevant of the [SDGs](#).

Students must send their report to each project collaborator for review prior to final submission. Collaborator approvals and student release forms must be submitted along with the final submission. Students will have the opportunity to work with the Academic Sustainability Programs Office to ensure the report is of publication quality before students circulate it to project collaborators for review. Students must ensure they have closely followed the guidelines provided and should be prepared to undergo multiple revisions when collaborating on the Final Report Page.

COURSE-SPECIFIC POLICIES

Group Work

An objective of this course is to provide students with the opportunity to develop their teamwork and interpersonal skills. Throughout the course, students will be provided with a variety of opportunities for interdisciplinary discussion and group work. When challenges or conflicts arise, students should utilize the opportunities to employ strategies to improve the group dynamics going forward. To support formative assessment and feedback on group work skills, students will have an option to conduct weekly self and group assessments.

Students are encouraged to work as a team and seek support from the course instructor early on if challenges arise. Initial actions will include a facilitated discussion with all group members focused on listening and seeking first to understand in order to resolve the conflict and strengthen group dynamics.

In extreme circumstances, and once group members have attempted to address the situation as a team, they may approach the TA or course instructor to proceed with further action. In such an instance, the group will be requested to submit documentation of the problem. After an initial warning, and if no significant improvement is made, the course instructor reserves the right to adjust any individual's assignment mark up to 50% of the group grade. Students are encouraged to seek support from the course instructor or TA early on if challenges arise.

Assignment Submission Guidelines

Format: All assignments should be submitted in Word format via Avenue to Learn, unless otherwise stated. See assignment-specific criteria for instructions.

Style: APA Style is preferred, but just be consistent. See [OWL](#) for support.

Late Assignments: To support universal design, and eliminate the need for an MSAF, a three-day grace period is included for each assignment. Three days following the original due date, late marks will be applied. Late assignments will be penalized 15% each day, including Saturdays. Assignments will be accepted to a maximum of six days following the original due date, after which the assignment will receive a grade of zero.

A Note on Research Ethics

All students conducting research with human participants as part of their project will need to consider the following:

1. Students must complete a McMaster Research Ethics Board (MREB) Application form and gain Ethics clearance. The Application Form and support is found online here:

<https://research.mcmaster.ca/ethics/macrem/>

2. Student must have their MREB Application reviewed and approved by Kate Whalen and McMaster Research Ethics Board *prior* to beginning their research. Note that this process takes an average of four weeks, so students should begin as soon as possible and plan their research accordingly. All student researchers will be emailed feedback and/or clearance to their McMaster email address.

4. Students conducting research with medium to high levels of risk will require additional work and time for Ethics clearance. This includes, asking for personal information, taking photos, or in-person interviews, to name a few. Students are encouraged to obtain guidance from Kate Whalen early on to gain feedback on their application.

Course modifications

The instructor and University reserve the right to modify elements of the course during the term. The University may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email and course websites weekly during the term and to note any changes.

Communications

It is the student's responsibility to:

- Maintain current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the University provided e-mail address or maintain a valid forwarding email address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by email to the student's designated primary email account via their "@mcmaster.ca" alias.
- Accept that forwarded emails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.
- Check the McMaster/Avenue email and course websites on a regular basis during the term.

UNIVERSITY POLICY

Academic Integrity

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

Authenticity/Plagiarism Detection

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. **All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster’s use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

Courses with an Online Element

Some courses may use online elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster email accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

Online Proctoring

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

Conduct Expectations

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online.**

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

Academic Accommodations of Students with Disabilities

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

Protection of Privacy Act (FIPPA)

The Freedom of Information and Protection of Privacy Act (FIPPA) applies to universities. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and the posting of grades must be done in a manner that ensures confidentiality - see <http://www.mcmaster.ca/univsec/fippa/fippa.cfm>

Requests for Relief for Missed Academic Term Work

McMaster Student Absence Form (MSAF): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work”.

Academic Accommodations for Religious, Indigenous or Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Copyright and Recording

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and

copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

Extreme Circumstances

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

TENTATIVE CLASS SCHEDULE AND TOPIC LIST

Date	Topic
September 6	Intro to class, syllabus, and project pitch night
September 13	Sustainability through history, resilience, and the UN SDGs
September 20	Facts to Fiction
September 27	Facts to Fiction: Class Debate and Project Objectives Workshop
October 4	Narratives: using Arts and Sciences
October 11	Fall Break
October 18	Food As a Pedagogical Tool
October 25	Community and Behaviour Change Theories
November 1	Intersectionality and Climate Justice
November 8	Implementing Change with Cultural Safety and Competency
November 15	Ecological Economics
November 22	Current Solutions: Technological and Nature-Based
November 29	Funding your Project
December 6	Theory to Praxis: course wrap and project showcase