Harvard Distance Education Program
Environmental Management I / ENVR E-101 (CRN 11925)
Fall 2003/ Wednesdays 7:35--9:30 pm / Harvard Hall 104
Professors John D. Spengler, Ph.D. & George D. Buckley

ALL ABOUT FEEDBACK ASSIGNMENTS

During the semester there will be 12 weeks of lectures plus 2 weeks of graduate student presentations. Students taking the course for undergraduate or graduate credit should submit at least 10 feedback assignments in response to these lectures and/or the corresponding reading materials. All together, these assignments count toward 10% of your final grade for the course, assuming you are an undergraduate student (slightly less if you are a graduate student).

Although each assignment is worth approximately 1 point apiece toward your final grade, they are not otherwise graded, and you will not receive regular comments on this work. The only time you might receive comments on this work is if it proves to be completely inadequate or irrelevant. Students will also be warned if they are submitting incomplete assignments or too few assignments. Otherwise, no news is good news!

Roughly speaking, the feedback assignments should be submitted weekly, if possible, or at least on a rolling basis throughout the course, although there is no specific 'due date' for each assignment. Technically, they may be submitted at any time during the course, should you get behind. However, we caution that it is unwise to get too far behind in writing and submitting your feedback assignments, as many students find it difficult to get caught up later in the course. Additionally, feedback assignments will no longer be accepted for credit toward your final grade after midnight, eastern standard time, on Wednesday, January 21, 2004.

For all students, submission of these assignments is an indication that you are keeping current with class lectures and readings and that you are absorbing the key messages of the course. For distance students, these assignments also constitute your 'attendance' in the course.

Teaching assistant Yurika Nishioka will be tracking these assignments as they are submitted, and will be able to answer any questions you may have about the status of your submissions. Send such inquiries via email to ynishiok@hsph.harvard.edu.

HOW TO complete these assignments:

These written assignments should be short (only a few paragraphs), demonstrating what you have learned from any of the following three sources: the weekly lecture, the weekly reading, OR a web assignment (found at http://courses.dce.harvard.edu/~environment/web-assignments-A-H.pdf).

To submit feedback assignments (or a substitute web assignments), always use the 'Weekly Feedback Form' found on the course website, located at
FIVE IMPORTANT POINTERS for filling out the online weekly feedback form:

1. Write your feedback (and web) assignments in a word processing software, and save a copy of your work each week. Then, cut and paste your answers into the online form just before sending. This way you will have a copy of your work to resubmit in the event we do not receive your assignment for ANY reason (servers are down, transmission is interrupted, etc).

2. ALWAYS INCLUDE your name, and the week number you want your work to be credited toward. There are places on the form for you to fill this out, so make sure you do this first. If this information is not included with your assignment when it is submitted (and this happens all too often) you will not be properly credited for work completed.

3. Remember to include a multiple choice question with each submission, along with three wrong answers, and one correct answer. These are occasionally selected for use on the midterm and final exams, and it gives students a chance to apply what they know.

4. If you are submitting an answer to a web assignment in lieu of sending feedback to a lecture or reading assignment, remember to include a copy of the question you are answering, and the specific web links you used to research your answer in the body of your response. Then remember to complete the online feedback form the same way you otherwise would (following steps 1, 2, and 3, above).

5. When you hit the SUBMIT button to send in your feedback form, WAIT a few seconds until you see a message indicating that your assignment has been received by Harvard University. This is usually the only indication you will receive that your feedback form has been received. If you do not get this message after several seconds of waiting, try to submit your assignment again later when the web site or your internet service provider seems to be working properly.

We hope this message answers any and all questions you may have about the weekly feedback assignment requirement. Please save this correspondence for future reference later in the course!

Sincerely,
The Instructors and Teaching Assistants of EM 1

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HELP WITH COURSE INFORMATION
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Get Personalized Help via Email from Teaching Assistants -
http://courses.dce.harvard.edu/~environment/E126ask-the-TA.html

For Status of Weekly Feedback/Web Assignments -
contact: Yurika Nishioka
e-mail: ynishiok@hsph.harvard.edu

For Help with Short Paper Assignments -
contact: Maureen D. Blaufuss
e-mail: Maureen_Blaufuss@harvard.edu
TECHNICAL HELP WITH COURSE WEBSITE

General Technical Help Information -
http://courses.dce.harvard.edu/~environment/HelpResources.html

Help with Passwords -
(required to view video lectures from Week 3 on)
http://courses.dce.harvard.edu/~environment/passwords.html

Other Web Site Questions -
contact: Zachary Zevitas
email: Zachary@ScienceNetwork.com

REQUIRED SOFTWARE for Viewing Lectures and Assignments

Internet Explorer:
http://www.microsoft.com/windows/ie/

Realplayer:
http://www.real.com/player/index.html

Adobe Acrobat Reader:

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Harvard Extension School Distance Education Program
COURSE NEWSLETTER FOR ENVR E-101 CRN-11925