Please note: The first short paper (only short paper for graduate students) is due on March 23rd.
This is also the date for the midterm, so please plan accordingly.

First Short Paper Assignment
Field trip, Independent Investigation, Conference, or Archive Lecture Options
SUBMISSION REQUIREMENTS

FORMAT -
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The written portion of your paper should be 4-6 pages in length, double-spaced. The 4-6 pages required should consist mostly (if not completely) of your original written observations, facts and ideas. Use of photographs, maps, charts or other graphics is not required for this paper, but they may be used sparingly to illustrate written concepts when appropriate.

Regardless of the topic you choose, outside sources should be used to support your writing. Remember to properly identify your references and include where all special information and knowledge comes from. If your information was obtained by third party sources, then simply note the tour guides, tour organizations, books, journals, web sites, pamphlets, seminars, lectures, et cetera that you referenced. Please cite directly within the text either as a footnoted number or a cite reference. Photo credits should also be revealed in each case when used. As a general rule of thumb, always remember to give credit where credit is due, no matter who produced the ideas, data or images you present, yourself or others. It is the basis of academic honesty and it can influence your grade.

Please also note that this class is geared toward environmental management. If discussing an environmental issue, please include the science surrounding the issue (cause), its impact on the environment, and most importantly, potential solutions or management options to address the issue.

Lastly, keep in mind that your paper will be added to a heaping pile of other papers before it is graded! This is also true for papers submitted electronically by distance students. To ensure that you will be properly credited for your work, remember to format your paper with the following pieces of information:

TITLE PAGE - including:
- Paper Title
- Your Name
- The Date
- The Course Name
HOW TO SUBMIT:

3/23/05

Campus students should submit a printed copy of their papers in class on Wednesday night to teaching assistant Barbara Blanchard.

Distance students should submit papers electronically to bblancha@hsph.harvard.edu by midnight on Wednesday, March 23, 2005 eastern standard time. All papers transmitted electronically must be submitted as an attachment in Microsoft Word format for the PC or in PDF format. Other file formats will not be accepted.

Digital photographs, maps, charts or other graphics used in your paper should be saved as low resolution images, and then embedded directly into the body of your paper before you send it. Please keep the file size of the final document you submit as small as possible (hopefully under 2 MB).

DUE DATES and LATE PAPERS -

All papers are due on March 23, 2005. No late papers will be accepted unless advanced approval has been granted by teaching assistant Barbara Blanchard.

Questions? Send an email to bblancha@hsph.harvard.edu today! Good luck to all, and have fun writing and exploring your topics, most of all.

Thanks,
The Instructors and Teaching Assistants of EM2

HELP WITH COURSE INFORMATION

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

For Help with Short Paper Assignments
For General Course Questions:
contact: Barbara Blanchard
email: bblancha@hsph.harvard.edu

For Help with Website or Proctered Exams:
contact: Zachary Zevitas
email: zevitas@fas.harvard.edu

For Help with Graduate Student Research Projects:
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: zevitas@fas.harvard.edu

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:

HARVARD UNIVERSITY

Harvard Extension School Distance Education Program
COURSE NEWSLETTER FOR ENVR E-102