INSTRUCTIONS AND TIPS
for completing
FEEDBACK ASSIGNMENTS

Students taking the course for undergraduate or graduate credit should submit at least 10 feedback assignments. All together, these assignments count toward 10% of your final grade for the course.

The feedback assignments should be submitted weekly, if possible, although there is no ‘due date’ for these assignments, and they may be submitted at any time during the course, should you get behind. 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 constitutes your ‘attendance’ in the course.

Although each assignment is worth one point 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. Otherwise, no news is good news!

HOW TO complete these assignments:

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

To submit feedback assignments, use the online ‘weekly feedback form’ found on the course website, located at [http://courses.dce.harvard.edu/~environment/distance-students/feedback-frame-set.html](http://courses.dce.harvard.edu/~environment/distance-students/feedback-frame-set.html)

IMPORTANT POINTERS for filling out the online weekly feedback form:

A. Write your feedback 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 I do not receive your assignment for ANY reason (servers are down, transmission is interrupted, etc).

B. 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 too often) you will not be properly credited for work completed.

C. 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).

D. 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.

*** IMPORTANT ***

A final note about completing web assignments in lieu of lecture feedback or feedback on readings from the textbook:

Web assignments that were submitted last semester for credit in EM 1 are not allowed to be submitted again for credit in EM 2!!! This will be strictly enforced. Any assignment submitted that is repeated from last semester will not count toward your feedback assignment quota for this semester, and you will be notified to submit original work instead.

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NOTE THESE HELPFUL RESOURCES for ALL STUDENTS ......

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FOLLOW ALONG EACH WEEK
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Website Home Page for Environmental Management II:
http://courses.dce.harvard.edu/~environment/em2.html

Upcoming Lectures (Video Index):
http://courses.dce.harvard.edu/~environment/video-lectures-em2.html

Syllabus:
http://courses.dce.harvard.edu/~environment/syllabus2.pdf
Weekly Feedback Assignment (Graduate and Undergraduate Students Only)
http://courses.dce.harvard.edu/~environment/distance-students/feedback-frame set.html

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

Status of Weekly Feedback Assignments:
Contact Maureen D. Blaufuss, Teaching Assistant
by email to Maureen_Blaufuss@harvard.edu

Help with Undergraduate Paper Assignments:
Contact Maureen D. Blaufuss, Teaching Assistant
by email to Maureen_Blaufuss@harvard.edu

Help with Graduate Student Research Projects:
Contact Christopher D. Zevitas, Teaching Assistant

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HELP WITH COURSE WEBSITE
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General Help Information:
http://courses.dce.harvard.edu/~environment/HelpResources.html

Help with Passwords:
http://courses.dce.harvard.edu/~environment/passwords.html

Other Web Site Questions:
Send email to Zachary@ScienceNetwork.com

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REQUIRED SOFTWARE for Viewing Lectures and Assignments
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Internet Explorer (5.5):
http://www.microsoft.com/windows/ie/

Realplayer 8 (Basic):
http://www.real.com/player/index.html

Adobe Acrobat Reader: