SUMMARY OF REQUIREMENTS

For Undergraduate Students

10 Feedback Assignments = 10% of Grade due each week*
1 Short Paper = 10% of Grade due April 23*
Midterm Examination = 40% of Grade held March 19*
Final Examination = 40% of Grade held May 21*

100% of Grade

For Graduate Students

10 Feedback Assignments = 10% of Grade due each week*
1 Research Paper = 30% of Grade March 5/April 23/May 7 and 14*
Midterm Examination = 30% of Grade held March 19*
Final Examination = 30% of Grade held May 21*

100% of Grade

*ADDITIONAL NOTES About Grade Requirements:

ATTENDANCE

All students should attend at least 80% of classes. Campus students should sign the attendance sheet in class each week. Submission of feedback assignments and papers constitutes attendance for distance learning students.

FEEDBACK ASSIGNMENTS

These 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. They are short written
assignments (a few paragraphs) showing what you have learned from any of the following: the weekly lecture, the weekly reading, or a web assignment as found on the course website. Submit these assignments using the online 'weekly feedback form' found on the website at http://courses.dce.harvard.edu/~environment/dist...set.html.

Each assignment is worth one point toward your final grade, although these assignments 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 from instructors about your feedback assignments is good news!

Look for more instructions and tips for completing feedback assignments in an upcoming newsletter. Questions about the status of feedback assignments submitted by students (both graduate and undergraduate) may be forwarded at any time to teaching assistant Maureen Blaufuss at maureen_blaufuss@harvard.edu.

UNDERGRADUATE STUDENTS - SHORT PAPER ASSIGNMENT

The short paper should be 3-5 pages in length, double-spaced. You may write about an assigned scientific article, a class-sponsored or independent field trip, a seminar, lecture, or other event concerning environmental issues. Campus students should expect to submit hardcopy of their papers in class on the date due. Distance students may email their papers, or print and send them by regular mail, as long as they arrive by the date due.

Look for more information about class-sponsored field trips, events and lectures that students can use as paper topics to be announced in class and in an upcoming newsletter. Also, look for upcoming announcements containing special instructions and tips for writing and formatting papers, and for submitting them electronically.

Questions about the undergraduate paper assignment may be forwarded at any time to teaching assistant Maureen Blaufuss at maureen_blaufuss@harvard.edu.

GRADUATE STUDENTS - RESEARCH PAPER ASSIGNMENT

The research paper should be 10-15 pages (per student) in length, on an approved topic that typically involves sampling and/or surveys. Up to three students may form a project team (individual contribution must be clearly defined).

One-page topic proposals are due in to teaching assistant Christopher Zevitas by March 5th. Papers are due on April 23. Campus students should expect to submit hardcopy of their papers in class on the date due. Distance students may email their papers, or print and send them by regular mail, as long as they arrive by the date due.

Each project team will summarize their work in a 5 minute oral presentation to the class on May 7th or May 14th. Oral presentations will earn up to 5 points towards your paper grade. Distance students are graded on their
papers alone, but they can send an electronic presentation (optional) that will be posted on the website along with other presentations.

Look for more information about writing and formatting graduate student papers on the course website at [http://courses.dce.harvard.edu/~environment/graduate/graduate-students.html](http://courses.dce.harvard.edu/~environment/graduate/graduate-students.html).

Other instructions and tips are likely also to be announced in class and in upcoming newsletters.

All questions about this assignment should be forwarded to teaching assistant Christopher Zevitas at zevitasc@volpe.dot.gov.

MIDTERM EXAMINATIONS

The exam will cover all lecture and reading materials from the first half of the course, and will be comprised of both multiple choice and short answer questions.

The midterm examination will be held on campus for 75 minutes in Harvard Hall on March 19. This exam will be immediately followed by a short lecture on Stratospheric Ozone given by Professor Koutrakis.

Distance students based inside New England are encouraged to come to campus to take the exam in class, if possible, but may take the exam in-absentia along with distance students based outside of New England by signing up in advance, and by following all instructions found at [http://courses.dce.harvard.edu/~environment/midterm-message.html](http://courses.dce.harvard.edu/~environment/midterm-message.html).

All midterm examinations administered online must be taken sometime between 12:00am Friday March 21, 2003 and 11:59pm Saturday March 22, 2003 (Eastern Standard Time - Boston, MA USA). We will send the examination to you as an email attachment in Adobe Portable Document Format (PDF). You will have 75 minutes to complete the exam and return your answers by email.

Two review sessions for the midterm will be scheduled during the days preceding the exam. One will be held on campus and the other will be held online in the class chat room. All students are welcome to attend either or both sessions. Look for more announcements in class and in upcoming newsletters about these sessions.

In the meantime, further questions about administration of the midterm examination should be directed to teaching assistant and course webmaster Zachary Zevitas at Zachary@ScienceNetwork.com.

FINAL EXAMINATION

The exam will cover all lecture and reading materials since the midterm examination only, and will be comprised of both multiple choice and short answer questions.

The final examination will be held on campus from 7:35-9:35 pm in Harvard Hall on March 19. ALL students living in New England MUST come to campus to take the exam in class.
Except for special circumstances, only students living outside of New England will be allowed to take the exam in absentia. To do so, these students must sign up at LEAST TWO WEEKS IN ADVANCE with the Extension School Registrar's Office by filling out the form and following all instructions found at http://courses.dce.harvard.edu/~environment/distance-students/proctor-exam-instructions.pdf.

These exams will be sent in hardcopy form by express mail to your pre-approved proctor on a preset date. You will be allowed two hours to take the exam, and your proctor must return the exam immediately also by express mail.

Two review sessions to prepare for the final exam will be scheduled during the days preceding the exam. Like the midterm exam reviews, one session will be held on campus and the other will be held online in the class chat room. Again, all students are welcome to attend either or both sessions.

Further questions about administration of the final examination should be directed to Dennis Gaudet at the Harvard University Division of Continuing Education Academic Services Office, 51 Brattle Street, Cambridge, Massachusetts 02138-3722. Telephone: (617) 495-0977. FAX (617) 495-3662.

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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

HELP WITH COURSE WEBSITE

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

REQUIRED SOFTWARE for Viewing Lectures and Assignments

Internet Explorer (5.5):
http://www.microsoft.com/windows/ie/

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

Adobe Acrobat Reader: