Course Requirements: UNDERGRADUATE STUDENTS

List of Course Requirements

- Participate on the electronic bulletin board for each of the 11 cases/weekly topics
- Book report (due 20 March 2006)
- Mid-term exercise (due 10 April 2006)
- Final exercise (due 22 May 2006)

Final grades for undergraduate students will be allocated based upon the following percentages:

- Participation on the bulletin board using the rubric ……………..20%
- Mid-term exercise……………………………………………...30%
- Final exercise………………………………………………… 30%
- Book report ……………………………………………………20%

Course Attendance and Student Responsibilities at DCE

This is a discussion based course so resident students are required to attend each class. Student responsibilities are outlined on the Harvard Extension School web site: http://www.extension.harvard.edu/2005-06/register/policies/responsible.jsp You must review this information on student responsibilities and ask questions about it if you do not understand the provisions.

Participation on the Course Discussion Board and Weekly Classes

This is a case method course. Much of the learning in this class will come from your active participation on the course discussion board. To post to the discussion board, click on the discussion board link on the website’s navigation bar. You must then login using the link in the upper right hand corner saying “login”. Click this link and enter the first 8 digits of your Harvard ID and your last name. Once on the bulletin board (it will be called EXT21808- the course’s ID #), you will see links that correspond to the weekly lecture titles. These links are folders that contain all the postings to a particular topic.

To post your discussion to the folder click “add discussion” and enter your contribution into the text box. It is a good idea to keep write out your discussions first in Word and then cut/paste into the textbox so that you have an electronic copy. Please make sure that you post into the appropriate folder- otherwise these discussion boards can become very disorganized and difficult to navigate. If you accidentally post to the wrong thread, then send an email to Molly (mkile@hsph.harvard.edu) and she can move it to the appropriate folder.
Your participation on the discussion board will be monitored and graded in each of the following three categories: discussion of the case, responses to other students, and risk taking. Therefore, a maximum of 15 points can be awarded each week. Please note that late postings will not be graded without prior notification and written permission from the TAs.

The grading rubric is as follows:

<table>
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<tr>
<th>CRITERIA</th>
<th>SUPERIOR EFFORT (5)</th>
<th>GOOD TO VERY GOOD (4)</th>
<th>ADEQUATE (3)</th>
<th>UNSATISFACTORY (1)</th>
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<tr>
<td>Discussion of the case</td>
<td>Student responds to the case with thoughtful ideas, clearly communicates ideas or opinions, and poses additional questions that deepen the discussion.</td>
<td>Student responds to the case with thoughtful ideas and clearly communicates ideas or opinions.</td>
<td>Student responds to the case in a way that does not clearly indicate deep thought or original ideas or opinions.</td>
<td>Student responds to the case but misses the main idea of the case discussion.</td>
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<td>Responses to other students</td>
<td>Student responds to many other students in a way that advances their thinking about case lessons and course pedagogy, makes connections, and builds on others’ ideas.</td>
<td>Student responds to two other students in a way that advances their thinking about case lessons and course pedagogy.</td>
<td>Student responds to other students in a way that does not clearly indicate careful thinking or advance the thinking of others.</td>
<td>Student responds to the other students, but misses the main idea of the case discussion.</td>
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<td>Risk taking</td>
<td>Student takes risks by sharing what he or she does not know, in addition to ideas and opinions. Student asks questions, responds to suggestions, and actively supports the other students.</td>
<td>Student takes risks by sharing what he or she does not know, in addition to ideas and opinions.</td>
<td>Student takes a few risks in the online discussion, but is not consistently involved.</td>
<td>Student responds to other ideas only when he or she has the “right” answers.</td>
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**Exercises**

Each student must complete a take-home mid-term and final exercise. You will have complete access to the information on the discussion board and all of the class discussions. The challenge posed in these exams are to integrate the topics covered in the course with each other – to know how they interact to move one of the case down the path to sustainable development, rather than focus on specific content. In other words, you critical thinking.

The exercises will be posted on the course web site on 3 April 2006 and 15 May 2006. Students will be responsible for downloading the exercise and submitting their response following the provided instructions by their respective due dates. These deadlines are firm. No credit will be given for late responses without the written permission of the Instructor obtained in advance.
Book Report
Each student will be required to read three books on the topic of sustainable development during the first part of the course. A guide to preparing the book report has been created and is available from the “Introduction to the Course and the Cases” lecture page.

Grades
Grades reflect the quality of a student's work submitted throughout the term according to these standards:

- **A** and **A-** represent work whose superior quality indicates a full mastery of the subject, and, in the case of A, work of extraordinary distinction. There is no grade of A+.
- **B+, B, and B-** grades represent work of good to very good quality but which does not merit special distinction.
- **C+, C, and C-** designate an average command of the course material.
- **D+, D, and D-** grades indicate work that shows a deficiency in knowledge of the material.
- **E** is a failing grade representing work that deserves no credit.

The grade of “B” represents the benchmark for the Harvard Extension School. It indicates that the student has demonstrated competency in the subject matter of this course; i.e., has fulfilled all the course requirements on time, has a clear grasp of the full range of course materials and concepts, and is able to present and apply these materials and concepts in clear, well-reasoned, well-organized, and grammatically correct responses.

Only students who fully meet this standard and, in addition, demonstrate exceptional comprehension, integration and application of the course concepts can earn a grade of “A.”

Course Evaluations
The Harvard Extension School values its students’ feedback on the courses. Near the end of the semester you will be asked to complete a confidential evaluation on-line. The primary purpose of this evaluation is to assess the effectiveness of the course in meeting your learning objectives.

The Harvard Extension School takes students’ evaluations seriously, and in order to provide the best learning experience possible, information provided is used to make continuous improvements to this class. Please take full advantage of this opportunity to provide constructive recommendations and comments about potential areas for improvement.
Policy on Academic Honesty and Conduct

Harvard Extension School expects students to understand and maintain high standards of academic honesty. Students suspected of academic dishonesty are subject to review and disciplinary action by the Administrative Board for University Extension. Examples of academic dishonesty include, but are not limited to, plagiarism and cheating. You should refer to the Harvard Extension School web site for more detailed information:

Students are expected to conduct themselves responsibly, honestly, and with due consideration for others while on Harvard University property, as well as in all their interactions and communications with members of the Harvard community. The Administrative Board for the University Extension will review the actions of a student who is charged with harassment; fraud; infringing on the rights of others; violating the rules and regulations of any University department; behaving inappropriately toward University faculty, staff, or fellow students; abusing University computer resources; destroying or defacing University property; misrepresenting themselves or their University affiliation; or disturbing orderly academic functions and processes. The policy can be found on the Harvard Extension School web site: http://www.extension.harvard.edu/2005-06/register/policies/responsible.jsp