

Guidelines for Preparing Written Assignments

Written assignments will be composed of two parts:

Part 1. (about 1 page) For this section, you should review the class material (notes, readings, videos) and synthesize the major points of the topic. This will show that you have a foundational knowledge of the subject matter.

Part 2. (1 to 2 pages) This section should include information that further investigates information presented in class and brings in new ideas, information, or viewpoints not discussed in class. This component will entail independent research and reflection on the topic addressed. It should include a minimum of two sources of information (four for graduate students) beyond those presented in class.

Thoughts should be presented in a concise and coherent manner. Including enough information and being succinct is not easy, it requires a lot of work (and time) and might take several drafts. Assignments will be evaluated on the basis of level of understanding of the broad topic, ability to synthesize major issues, and independent research regarding at least one aspect of the topic that was not covered in class.

Formatting. Two to three typed pages, 10-12 pt font, 1.5 pt line spacing, and 1 inch margins. Do not turn in an assignment that is more than three pages in length (the literature cited section does not count toward the page limit). Include your name, the date, and the topic title.

Literature Cited. Cited literature can include journal or newspaper articles, books, credible web sources, etc. Any idea, datum, statistic, or information that is not yours requires a reference. Cite references in the text immediately after the information is presented, and list the full reference in the Literature Cited section. Literature Cited should be supplied on a separate sheet and will not count towards the assignment page limit.

Note. The assignments are due at the beginning of the class period indicated (if you are going to be late for the class, make sure that the assignment is handed in on time). If you cannot make it to class you may e-mail the assignment before it is due. It is the student's responsibility to ensure that the assignment gets to the instructor (if you do not receive an e-mail response that assignment has been received, it is still up to you to make sure that the instructor gets the assignment). *Late assignments will not be accepted (no exceptions).*

Grading. Assignments will be graded on 1) level of understanding of the broad topic (20%), 2) synthesis of major issues (20%), 3) research regarding at least one aspect of the issue not covered in class (50%), and 4) organization and grammar (10%).

Guidelines for Discussion Groups

Presentation. Each discussion group is responsible to give a 30 minute presentation that 1) reviews the major points about their topic that were covered in class (10 minutes), 2) presents information from readings that were not covered in the class or from relevant new material to expand upon part 1 (10 minutes), 3) introduces a new and interesting perspective on the topic, a case study, or alternative viewpoints (10 minutes), and 4) ends with thought-provoking questions that will lead to a lively discussion and exchange of ideas. The presentation should cover a few different aspects of the topic, not just one. Each member of the group should give a portion of the presentation, but all portions should tie in together in a coordinated way. The thought-provoking questions could bring the topic to a personal level (i.e. How does this topic affect you and me?), bring up possible solutions, point out flaws in the conventional wisdom on the topic, etc.

Moderating the Discussion. After they finish their presentation, the discussion group members will then be responsible to promote, lead, and moderate a class discussion on their topic. The discussion should be based on the thought-provoking questions put forth in part 3 of the presentation. The discussion group will make sure the discussion stays on topic, and they should be prepared to revive the discussion if everyone falls silent by bringing up new issues and questions.

Approval of Presentation and Discussion Outline. All members of the discussion group must meet together with Seth before the date of their presentation/discussion. The group will give Seth an outline of their proposed presentation and Seth will approve it or suggest changes. It would be wise to do this at least several days before the discussion date.

Participating in discussions. Every student in the class should make one or more informed, meaningful verbal contributions to each discussion.

Grading. Discussion groups will be graded on the introduction and summary of the topic in the presentation (20%), new information and ideas in the presentation (40%), organization, clarity, and timing of the presentation (20%), and ability to engage and moderate class discussion (20%). Grading for each individual in the group will be based both on individual input and the performance of the group as a whole. The discussion participation grade for each class member will be based on quantity and quality of participation as well as appropriate respect shown to classmates.

Date	Topic	Discussion Group Members
February 3rd	Population	Heather, Alison, Titus, Ashley
February 19th	Energy	Katie, Stephanie, Trevor, Kassi, Jake
March 10th	Climate	Yuanchao, Pamela, Sarah H., Abbey, Kaitlin
April 7th	Chemical Pollution	Florian, John, Joshua, Matt, Casandra
April 23rd	Food	Hilda, Lindsay, Anna, Mio
May 5th	Mining	Julie, Jonathan, Nathaniel, Sarah R.

Guidelines for References

To reference a source of information in your written assignments, two steps are involved for scientific writing. First, you indicate in the text where you got the information from. Second, you compile complete information on your references into an independent section called "Literature Cited".

To cite in your **text** where you got the information from:

For Journal articles, newspaper articles, books, and book chapters

Immediately after the information, citations in the text should indicate the author's last name and the year of publication, both in parentheses. Examples: "(Carlin 1992)"; "(Brooks and Carlin 1992)". If there are more than two authors, only the first should be named, followed by "et al." If two or more references are to be cited, list citations in year order (then in alphabetical order if same year) with each citation separated with a comma. Example: "(Brooks and Carlin 1992, Carlin 1992, Abbey 1997)".

For Web sites

Immediately after the information, citations for the web site should include the publisher of the web site and the year the information was posted, both in parentheses. If the year the information was posted is not available, then use the year that the web site was accessed. Example: "(Blackwell Publishing 2004)". If two or more web sites are to be cited, list citations in year order (then in alphabetical order if same year). If web sites and printed literature are to be cited, then list citations in year order (then in alphabetical order if same year).

Put the reference information in a "**Literature Cited**" section.

References at the end of the paper should be listed in alphabetical order by the first author's last name or web site publisher's name. If there is more than one work by the same author or team of authors in the same year, add the letters "a", "b", etc. to the year both in the text and in the list of references in order to differentiate the different citations.

a) Journal articles

Journal articles should include: name(s) and initial(s) of all authors; year; full title; journal title; volume number; first and last page numbers. Example:

Savidge WB, Blair NE (2004) Patterns of intramolecular carbon isotopic heterogeneity within amino acids of autotrophs and heterotrophs. *Oecologia* 139:178-189.

b) Book chapters

Book chapters should include: name(s) and initial(s) of all authors; year; title of article; editor(s); title of book; edition; volume number; publisher; place of publication; page numbers. Example:

Hobson KA (2003) Making migratory connections with stable isotopes. In: Berthold P, Gwinner E, Sonnenschein E (eds) *Avian migration*. Springer, Berlin Heidelberg New York, pp 379-391.

c) Books

Citations for books should include: name(s) and initial(s) of all authors; year; title; edition; publisher; place of publication. Example:

Körner C (2003) *Alpine plant life*, 2nd ed. Springer, Berlin Heidelberg New York.

d) Web sites

Citations for web sites should include: publisher's name; year; title of web page; URL; date accessed. Example:

Blackwell Publishing (2004) Author guideline for *New Phytologist*.

<http://www.blackwellpublishing.com/submit.asp?ref=0028-646X>, December 18, 2004.