

Huron University College - Center for Global Studies
CGS 3004B: Development Project Management
Winter 2014

Class Time: Thursday 2:30-5:30
Instructor: Kate Grantham
Office: A212

Class Room: W108
E-mail: kgranth@uwo.ca
Office Hours: Thursday 12:30-1:30

Course Description

The aim of this course is to critically examine aspects, methodologies and underlying assumptions of international project management.

Course Format and Learning Objectives

The learning objectives for the course are:

- To explore diverse project cycles
- To examine methodologies used for participatory projects, as well as methodologies used at different stages of the project cycle
- To analyze assumptions that inform project management

The course format is interactive. This means that each week you will have opportunity to participate in group work, partner work, and discussions with class members and guest speakers. To ensure constructive and lively discussion, students are expected to come to class having completed all of the assigned readings and be prepared to discuss their thoughts and questions with the class.

Required Reading

Dale, Reidar (2004) Development Planning: Concepts and Tools for Planners, Managers and Facilitators. Zed Books

Keenan, Fedrick & Christine Gilmore (2011) International Development: A Casebook for Effective Management. iUniverse, Inc.

Vainio-Mattila, Arja (2001) Navigating Gender (URL:
<http://formin.finland.fi/public/?contentid=69181&contentlan=2&culture=en-US>)

Student Evaluation

Class Participation	20%, On-going
Guest Lecture Respondent and Reflection Paper	15%, TBA
Annotated Bibliography	15%, February 13
Quiz	20%, March 6
Term Paper	30%, April 3

Description of Assignments

Class Participation– 20%

In an upper-year course, participation and engagement from all students is expected. Students should come to class having completed all of the assigned readings and be prepared to discuss their thoughts and questions with the class. In addition, students should show respect to guest speakers by asking questions and participating during discussion periods. Students will be reminded that attendance is not the same as participation, although student attendance will be monitored as part of their overall participation mark. Should a student need to miss class, a courtesy explanatory email is appreciated. If absence is due to illness, a doctor's note is required.

Guest Lecture Response and Reflection Paper– 15%

Guest Lecture Response – (5%, week to be assigned)

Students will be assigned a date on which they will act as the official respondent for the weekly guest lecture. The role will require students to engage with presenters by posing a thoughtful question or comment during the discussion period. If for some reason there is not sufficient time for all students to pose their questions, respondents will write their question down and submit it to the instructor in class, immediately following the guest lecture.

Reflection Paper – (10%, 3 page written response, due in class the week following students' assigned guest lecture)

One week following their assigned guest lecture, students will submit a three-page, double-spaced reflection paper. The paper should draw a connection between the course themes and the content of the guest lecture. Students will not be required to use any outside sources in composing their reflection paper, however a works cited page is required for any sources that they chose to include. Students' grades will be determined based on: the depth and coherence exhibited in the written connections that they make between the guest speaker presentation and course concepts; the appropriate application of course themes and ideas; their ability to clearly and effectively communicate their ideas in writing; and for presentation (i.e. editing, spelling and grammar, citation and formatting).

Annotated Bibliography– 15% (Due in class February 13)

Students will prepare a critical annotated bibliography of books, journal articles, and web sites on a topic of project management in development, which will then also be the focus of their term paper. This involves the following:

- Identify a topic and write a 1000-word justification of why the study of this topic will contribute to understanding of project management in development. Remember that this is an academic piece of writing and needs to be referenced.
- A full bibliographic reference for each text. Minimum of five sources (a balance of books, articles, and web sites) should be identified.
- Summary of each text (200 words for each annotation) explaining what the contribution of the text is to the topic you have identified.

Quiz– 20% (*In class, March 6*)

The quiz is cumulative, covering all course material from week 1 through week 8 (i.e. lectures, readings and guest speaker presentations). It will comprise both short answer questions and diagrams, focusing on the synthesis of course concepts and materials.

Term Paper – 30% (*8-10 pages, due in class April 3*)

Students will write their paper on the same topic that they explored in their annotated bibliography. Papers should demonstrate a student’s ability to analyze and problematize situations, and to develop alternative responses to the issue they have selected. Papers must integrate two course readings and (at least) five additional scholarly sources (books, articles in books and/or peer-reviewed journals). Websites will not be counted. If a student believes it is necessary for their paper to draw on a particular website, they must obtain prior permission from me.

Students’ grades will be determined based on: the depth and coherence exhibited in their analysis of their chosen topic; the appropriate application of course themes and ideas; their ability to clearly and effectively communicate their ideas in writing; and for presentation (i.e. editing, spelling and grammar, citation and formatting).

Class Schedule and Readings

Date	Class Topic	Assigned Reading	Assignment
January 9	Introduction to the Course		
January 16	Approaches to Planning	Dale 1; Keenan 1 and 2	
January 23	Strategic Planning	Dale 2; Keenan 3	
January 30	Participatory Planning	Dale 10; Keenan 4	
February 6	Project Design	Dale 3; Keenan 5	
February 13	Project Cycles	Dale 4; Keenan 7 and 10	Annotated Bibliography
February 20	Reading Week, no class		
February 27	Management Based Result	Dale 5 and 6; Keenan 6 and 8	
March 6			Quiz
March 13	Gender Analysis	Navigating Gender, Baruah (OWL)	
March 20	Development of Indicators	Dale 7 and 9; Keenan 9 and 13	
March 27	Monitoring and Evaluation	Dale 9; Keenan 15	
April 3	You and Development	Keenan 14, 16 and 17	Term Paper

Policies and Procedures

Policy on Missed/Late Assignments

It is the expectation that students enrolled in CGS3003G will submit a hard copy of all assignments in class the day that they are due. Make sure to keep an electronic copy of your assignment until it has been graded and returned to you. Late assignments will only be accepted without penalty if a prior agreement with me has been made, or if a valid medical certificate is provided. Students who submit assignments late without making a prior agreement with me, or without a valid medical certificate will be ***penalized 5% for every 24-hour period*** past the assignment deadline.

Assignments not submitted in class must be submitted to the Center for Global Studies drop box, located outside office A116 in the Administrative Building at Huron University College. Please print my name and "Center for Global Studies" clearly on the paper or envelope containing your assignment. Assignments turned into the drop-box after 3:55pm on Fridays will be date stamped on the following Monday. Assignments slipped under my office door or sent via email will not be accepted.

Appendix to Course Outlines

Prerequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites. Unless you have either the requisites for this course or written special permission from your Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and the University of Western Ontario implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the *Code of Student Rights and Responsibilities* at:

<http://www.huronuc.ca/CurrentStudents/StudentLifeandSupportServices/StudentDiscipline>

Technology

It is not appropriate to use technology (such as, but not limited to, laptops, PDAs, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and is distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Academic Accommodation for Medical/Non-Medical Grounds

For UWO Policy on Accommodation for Medical Illness and a downloadable SMC see: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf

[downloadable Student Medical Certificate (SMC):

<https://studentservices.uwo.ca/secure/index.cfm> under the Medical Documentation heading]

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation will be determined by the Dean's Office in consultation with the instructor.

For non-medical grounds or for medical grounds when work represents less than 10% of the overall grade for the course, students seeking academic accommodation must apply to the Academic Counselling office of their home Faculty and provide documentation.

Academic accommodation will be determined by the Dean's Office in consultation with the instructor.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Statement on Academic Integrity

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
- Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);
- Unauthorized resubmission of course work to a different course;
- Helping someone else cheat;
- Unauthorized collaboration;
- Fabrication of results or sources;
- Purchasing work and representing it as one's own.

Academic Integrity: Importance and Impact

Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another's work or ideas is not only an offence against the community of scholars and an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual's university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining

integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university's work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual's, and the public's, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university's reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Dean's Office, and this record of the offence will be retained in the Dean's Office for the duration of the student's academic career at Huron University College.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

Policy on Special Needs

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

Attendance Regulations for Examinations

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student

will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post that information on the Huron website, <http://www.huronuc.ca/AccessibilityInfo> (“Class Cancellations”).

Accessibility

Huron University College strives at all times to provide its goods and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our goods and services and allowing them to benefit from the same services, in the same place as, and in a similar way to, other customers. We welcome your feedback about accessibility at Huron. Information about how to provide feedback is available at:

<http://www.huronuc.ca/AccessibilityInfo>

Mental Health @ Western

Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Program and Academic Counselling

Centre for Global Studies students registered at Huron who require advice about modules and courses in Global Studies should contact Dr. Mark Franke, Director of the Centre for Global Studies, mfranke@huron.uwo.ca, 519-438-7224 ext. 242. Students should contact Academic Counselling on other academic matters. See the Academic Counselling website for information on services offered.

<http://huronuc.ca/CurrentStudents/StudentLifeandSupportServices/CounselorsCounsellingServices>