

GEOG 3000y - 001 - Field Methods & Practices Fall 2024: Montreal – Its Urban, Cultural & Social Practices

This course is taught in person.

Students must complete and submit to the department both an '*Acknowledgement and Assumption of Risk*', and an '*Emergency Information*' form, provided at the end of this syllabus.



1. Course Information

1.1. Location:

Field trip will take place primarily in Montreal, QC, Monday, September 23 to Friday, September 27, 2024, inclusive.

The following three **mandatory seminars** will take place

Friday, Sept. 13th, 2024, 1:30-2:20, SSC #1004

Friday, Oct. 25th, 2024, 1:30-3:20, SSC #1004

Friday, Nov. 8th, 2024, 1:30-3:20, SSC #1004

Please bring the following to the first seminar: Completed and printed copies of the three forms at the end of this syllabus: *Emergency Information*, *Media Permission*, and *Acknowledgement and Assumption of Risk*. If you have not already paid for the trip online at the department's e-store--<https://geoenvironment.puplepay.uwo.ca/>--please bring a \$750 cheque made out to "Department of Geography and Environment – UWO". Thank you.

1.2. Important Dates

Classes Start	Fall Reading Week	Classes End	Study day(s)	Exam Period
September 5	Oct 14-20	December 6	December 7&8	December 9-22

September 13, 2024: Last day to add a first-term half course

September 30, 2024: National Day for Truth & Reconciliation (No Classes)

October 14, 2024: Thanksgiving Holiday

October 14-18, 2024, Reading Week

November 30, 2024: Last day to drop a first term half course without penalty

1.3. Contact Information:

Instructor: Dr. Jeff Hopkins

Office: SSC 2423

Office Hours: Mondays and Wednesday, 3:00 – 4:00 via email, phone or Zoom

Email: jhopkins@uwo.ca

Cell Phone: TBA

Teaching Assistant: Zakara Stampp

2. Calendar Description

2.1. Course Description

Departmental field trips to develop student skills in field-based observation, data collection and recording, and analysis and interpretation of human and physical landscapes.

Prerequisite(s): 3rd year status in any module in the Department of Geography except the minor; limited enrolment. Priority given to Specialization and Honors Specialization students.

Extra Information: Sessions and dates by arrangements. Students should be prepared to meet the necessary travel and living expenses.

Prerequisite checking is the student's responsibility

2.2. Senate Regulations

Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will 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."

3. Textbook and Course Materials

The required readings and on-site lab assignments are available in the *Field Notebook Exercises* manual posted in the OWL Brightspace Resource section of the course site. Additional optional readings are available there as well, as is the post-trip research proposal assignment. **Please download and print a hard copy of the Field Notebook Exercises to take with you in the field.**

Current versions of all popular browsers (e.g., Safari, Chrome, Edge, Firefox) are supported with OWL Brightspace; what is most important is that you update your browser frequently to ensure it is current. All JavaScript and cookies should be enabled.

If students need assistance, they can seek support on the [OWL Brightspace Help page](#). Alternatively, they can contact the [Western Technology Services Helpdesk](#). They can be contacted by phone at 519-661-3800 or ext. 83800.

4. Course Objectives and Learning Outcomes

4.1. Course Objectives

The primary objective of this course is to develop student skills in field-based observation, data collection and recording, and analysis and interpretation of human landscapes. This might sound rather dry, but this objective embodies perhaps the most enjoyable aspect of being a geographer: students are presented with the opportunity to experience, explore, observe, question, and critically assess the urban environs of Montreal through systematic on-site observation of people and places. Students don't simply read about geography through the works of others; they get to 'do' geography first-hand.

In keeping with the *Undergraduate Degree Level Expectations* of our programs, this course promotes several of these objectives to varying extents:

- i. Demonstrate informed awareness of geographical diversity through knowledge of different places and understanding of the processes that shape them spatially and over time.
- ii. Demonstrate informed awareness of geographical diversity through knowledge of different places and understanding of the processes that shape them spatially and over time.
- iii. Combine breadth of knowledge of Geography with understanding of selected sub-fields (*i.e.*, *Cultural, Economic, Political, Social Geographies*).
- iv. Synthesize and evaluate geographical information from diverse sources.
- v. Collect, analyze and interpret geographical data in relation to social systems.
- vi. Analyze real-world problems and policy applications using geographical concepts, skills and understanding.
- vii. Communicate geographic ideas and understanding effectively to a variety of audiences in writing, orally, and graphically.

Among the generic skills practiced and enhanced are as follows:

- i. Spatial thinking, spatial analysis and spatial processes of human interactions (*e.g.* *cultural, social, political, economic, scientific*).

- ii. Literature and secondary data sources; information search and retrieval, meta-analysis of published data, synthesis of information sources and literature, annotated bibliographies.
- iii. Critical and reflective reading, listening, thinking.
- iv. Writing education and practice in writing essays.
- v. Oral communication: structured class discussions (seminars, small-group interaction, debates).
- vi. Project planning, management and design: time management, independent major research project.
- vii. Interpersonal skills: leadership, team facilitation.

4.2. Learning Outcomes

Upon successful completion of this course, students will be able to do the following:

- 1) Be better able to systematically observe, record and critically assess human behaviors in urban public places.
- 2) Be better able to systematically observe, record and critically assess the spatial morphology of urban public places.
- 3) Combine and relate on-site observations to concepts and theories in geographical literature.
- 4) Generate research questions arising from on-site observations.
- 5) Construct a viable research proposal defending a research question, data needs, data collection methods, analysis, and utility of findings.

5. Course Format and Content

5.1. Format

This course is premised on experiential learning, and this is reflected in its format: in-person, on-site observations of Montreal as an urban environment. The five-day field trip includes six lab exercises of public places, a guided walking tour by an urban planner, and a lecture and film at the Museum of Archeology and History on Montreal's development, and daily seminar discussions. One pre-trip seminar informs students about the trip and course expectations; two post-trip seminars provide feedback on student fieldnote books (lab exercises) and provides opportunities to develop their research proposal.

5.2. Content

The themes of this trip are predominantly urban, social, and cultural geographies of Montreal, but the focus of the course is methodological. Students examine the city, its people and places, and are encouraged systematically question, record and analyse their observations. Architecture, community focal points, ethnic diversity, pedestrian street life, public life, transportation, and past, present, and emerging urban morphologies are some of the issues we will address in the field. Readings will supplement these and other themes, both prior to and following the field trip. Group discussions are a vital component of the course.

6. Schedule

6.1. Departure: Monday, September 23, 2024

London – Toronto: VIA #70, 7:40 AM – 10:10 AM
Toronto – Montreal: VIA #64, 11:32 AM – 5:01 PM

Please arrive at the VIA RAIL train station on York Street (between Richmond and Clarence) no later than **7:15 AM** on Monday, September 23. **If a student misses the train, they will necessarily be expelled from the course unless they can find their own way to Montreal (at their own expense and academic penalty) by 8:30 AM Tuesday, September 24th.** Given food purchases on the train are both limited and expensive, a packed lunch/snacks are recommended.

6.2. Return: Friday, September 27, 2024

Montreal to Toronto VIA #65, 11:00 AM
Toronto to London VIA #75, 19:45 (7:45 PM)
Arrival: 21:52 (9:52 pm)

Students need be prepared to leave the hotel at **10:00 AM**, Friday, September 27th. **If a student misses the return train, they are financially responsible for finding their own way to London.**

6.3. Trip Itinerary

This is a tentative schedule of events: unforeseen occurrences necessitate flexibility. Times affixed with an * are appointments that demand punctuality. Walking will be our primary mode of transportation to and from these events and may be augmented by use of the subway (*Metro*). Public buses, bike rentals (*Bixi*) and of course, Uber, are available to you as well.

Day 1: Monday (23th September)

Departure to Montreal via train
Brief organizational meeting at hotel upon arrival

Day 2: Tuesday (24th September)

8:30-10am: Seminar Meeting (Hotel): Field Note booking, Presentations, Group Allocation
10am-1:30pm: **Downtown Montreal Transect (Assignment #2)**
1:30-2pm: Lunch
*2-4pm: **Old & New Montreal Tour with Urban Specialist (Assignment #3)**
4-4:30pm: Brief Meeting

Day 3: Wednesday (25th September)

8:30-10am: Agenda Meeting (Hotel): Presentations, Discuss #2 Transect & #3 Tour)
10am-1pm: **Underground/Indoor City (Assignment #4)**
1-2 pm: Lunch
2-4pm: **Public Place Culture (Assignment #5)**
4-5pm: Brief Discussion
7:30pm: Class Dinner (*optional*)

Day 4: Thursday (26th September)

8:30-9:30am: Agenda Meeting (Hotel) Presentations, Discuss Assignments #4 & #5

*11am-12:30pm: **Museum of Archaeology & History**

12:30-1:30pm: Lunch (*Chinatown*)

1:30-5pm: **A Self-Guided Walking Tour (Assignment #6a) or Self-Directed Field Work (Assignment #6b)**

5:00-5:30pm: Final Discussion of Assignment #6a / 6b

Evening: Self-directed, open-ended geographical exploration of your last night in Montreal

Day 5: Friday (27th September)

Be prepared to leave the Hotel at 10:00 am. *Field Notebook Exercises* submitted on arrival in London.

6.4. Luggage

Please travel light (one suitcase & a backpack); you bring it, you carry it. We are walking about 500m from the train station to the hotel. Autumn in Montreal can range from hot to cold. Layered clothing is suggested. We will spend a great deal of time outside on the street. A backpack for notebooks, snacks, a sweater, jacket and rain gear is highly recommended. For specific information about VIA Rail luggage visit, <https://www.viarail.ca/en/travel-info/baggage>

6.5. Special Equipment: A Cautionary Note

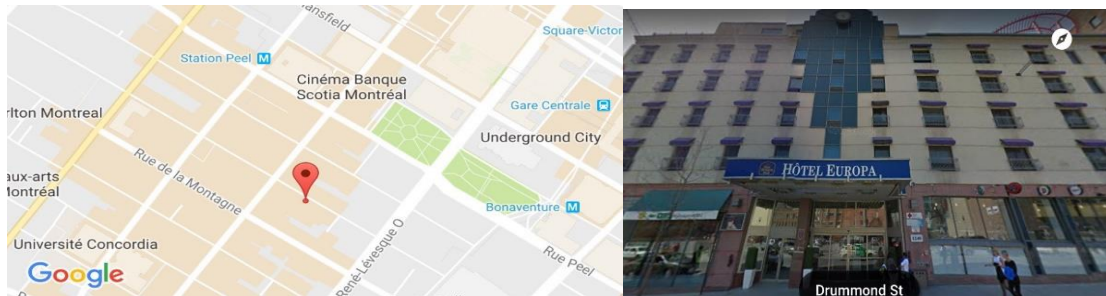
- Ensure that you have the instructor's cell phone number, the hotel phone number & address
- Backpack
- Water bottle & sunscreen
- Comfortable pair of waterproof shoes/boots
- Rain gear (including a plastic bag for notebook)
- **Field notebook & writing aids: do not simply use your phone--you need paper and a pen**
- A complete hard copy of the *Field Notebook Exercises* (see OWL Resources)
- Always travel in groups of two or more people
- Early mornings + very late nights = painful days...
- Please do not text and walk: do one or the other.

7. **Hotel Accommodations**

Students will be four to a room, depending on student numbers and gender (this minimizes your expenses). There are two beds per room with conventional amenities. The hotel is located in downtown Montreal with many amenities nearby, including a grocery store.

Best Western Plus, Montréal Downtown, Hotel Europa Tel: 514-866-6492

1240 Drummond Street, Montréal, QC, Canada H3G 1V7 <http://www.hoteleuropa.com/en>



8. Costs

The **\$750** advance fee covers the cost of your hotel room, transportation to/from Montreal, urban tour guide, and museum admission. Students do not fund the costs of the instructor or the TA. The department runs these trips 'at cost': once all expenses have been totalled and paid, any residual funds will be returned to you. While in the field you will need to purchase a Montreal subway pass (approx. \$30) and food (five breakfasts, five lunches, five dinners, and 'x' snacks--probably \$150-\$200). It is also advisable to have access to extra funds for emergencies or lifestyle choices. **If you have specific medical or dietary needs, please inform Dr. Hopkins as soon as possible.** Given the train tickets must be confirmed and paid by the department to VIA Rail by **Friday, August 23rd, 2024**, if you withdraw from this course after that date, you are potentially liable for the train fare, museum fee, guided urban tour and hotel accommodations. If another qualified student can be found to take your place, you need not pay this expense.

Getting Around Montreal is easy via foot and public transit (*Metro, bus, Uber, taxi*). We will mostly use our own feet: wear comfortable shoes and be prepared to walk (rain or shine). The metro—subway—will be used for longer journeys.

9. Points of Interest about Montreal

Museum of Contemporary Art - 185 Sainte-Catherine W., (corner Jeanne-Mance)

The Musée collection, which comprises over 7,600 works produced by more than 1,500 artists, 1,200 of whom are living, allows us to amply illustrate the ways contemporary Québec art has developed. Wednesday evenings 5-9 is half price (\$5), \$10 other times for students. A free guided tour commences at 6:30 on Wednesdays. <https://macm.org/en/>

McCord Museum - 690 Sherbrooke Street West (between Rue University and Rue McGill-College)

The McCord is a public research and teaching museum that preserves our collective past – over 1,451,000 objects, images and manuscripts, of the social history and material culture of Montreal, Quebec and Canada. Free admission Wednesday evenings, 5:00-9:00 pm (self-guided tour). Other hours: M & T 10-6, W 10-9, Th 10-9, F 10-6. \$9 student admission.

<http://www.musee-mccord.qc.ca/en/>

Montreal in Two Minutes - <https://www.youtube.com/watch?v=Lx0Li7GhQ4k>

Maps of Montreal -

http://ville.montreal.qc.ca/portal/page?_pageid=5977,41729560&_dad=portal&_schema=PORTAL

Montreal City Hall -

http://ville.montreal.qc.ca/portal/page?_pageid=5977,87781637&_dad=portal&_schema=PORTAL

Montreal Master City Plan -

http://ville.montreal.qc.ca/portal/page?_pageid=2762,3099656&_dad=portal&_schema=PORTAL

Montreal Community Sustainable Development Plan 2016-2020 -

http://ville.montreal.qc.ca/portal/page?_pageid=7137,78111572&_dad=portal&_schema=PORTAL

Montreal Urban Planning and Business Services -

http://ville.montreal.qc.ca/portal/page?_pageid=8417,94759588&_dad=portal&_schema=PORTAL

List of Neighbourhoods in Montreal -

https://en.wikipedia.org/wiki/List_of_neighbourhoods_in_Montreal

Montreal Gazette - <https://montrealgazette.com/>

Greater Montreal Real Estate Board - <http://www.cigm.qc.ca/indexen.aspx>

Montreal Tourism - <https://www.mtl.org/en>

Montreal Visitor Information - <https://www.mtl.org/en/plan/visitor-information>

Montreal City Public Art - <https://artpublicmontreal.ca/en/>

Montreal METRO (subway) - <http://www.stm.info/en/info/networks/metro>

10. Communication

Please read this course outline and all assignments thoroughly and completely before asking questions, the answers to which may well be found in the outline or assignment itself. If you have long and complex questions—and I hope you do—I will be delighted to address them during the seminars, field trip, or my office hours.

Please read all announcements posted via OWL.

Please use e-mail judiciously. Short answer questions are welcome; longer and more complex questions may require a phone call or a Zoom meeting, both of which can be arranged by email.

Please do not expect an instantaneous response to your email, particularly if it is not sent during office hours: it may take 24-36 hours. I am unlikely to respond to emails after 5:00 pm weekdays and rarely to never on weekends. Please use proper English in your correspondence. Communication, like politeness, is a two-way street, and I shall extend to you the same courtesies.

Thank you for respecting these boundaries.

While in Montreal I am available 24/7 I will ensure you have my cell phone number in case of emergencies or concerns.

11. Evaluation

11.1. Assignments

Assignments	Weight	Due Dates
Pre-trip assignment	10%	Week of Sept 23 in Montreal
Field Notebook Exercises	40%	Friday, Sept 27, upon arrival in London
Research Proposal	40%	Mon., Nov. 18 (11:59 pm, Brightspace)
Participation during trip	10%	Attendance, punctuality, responsible behaviour, engagement

11.1a Fieldwork Exercises (Notebook)

Using the methodological material, you have read prior to departure as a guide, you will record your field observations and experiences, and complete the assignments in a self-contained notebook. In this book you will record legibly the major events, activities, and assignments while in the field, including notes from any lectures and presentations. Among the criteria used to evaluate your field notes will be their format and organization, completion of all assignments, the detail, quality and originality of the observations, evidence of critical analysis, the questions and ideas you pose, and the conclusions you draw. You will submit this at the end of the field trip before you leave the London train station on **Friday, September 27**, with your name and student number clearly indicated on the cover. Please ensure your materials are bound appropriately: submit one, self-contained binder of work.

11.1b Research Proposal

Based on your field observations, experiences and impressions of Montreal, you are to prepare a 2,000 word/eight-typed page research proposal. It is both your choice and your responsibility to develop your own specific research question, but it must be in keeping with the themes stressed in the field. I strongly encourage you to discuss your topic with me during the field trip or by appointment back in London. Our second and third seminars are devoted to this research proposal assignment. The research proposal will be due **Monday, November 18**, and should be submitted to your Brightspace drop box by midnight. **To simplify extensions, you all have an automatic, three-day extension, meaning the absolute final deadline for this assignment is midnight on Wednesday, November 20th.** No work will be accepted after this extension deadline and a mark of zero will be assigned.

11.1c Participation

To receive top marks for participation you must: show up to, and on time for, all seminars and meetings; be courteous to your instructor, colleagues and guest speakers; pose questions and contribute to discussions; do what is asked of you when asked of you, and demonstrate a positive, constructive attitude. Be your better self and you should get eight out of ten marks or better.

11.2. Assessment

Your evaluation is based primarily on your ability to fulfill the primary objectives of the course as evidenced in your field notebook (*fieldwork work exercises*), trip participation, and research proposal. The evaluation methods described in the course outline are essential requirements for the course. Students are responsible for material covered in the seminars, assigned lab exercises and all accompanying assigned readings. A final cumulative grade of 50% or more is required to pass this course.

How do I grade? A mark below 50% reflects an unacceptable level of content and/or presentation. A mark between 50%-59% shows minimally acceptable content and/or presentation. Marks between 60%-69% indicate competent work meeting requirements. I regard the mark of a low 'B' (70% - 73%) indicative of average work, both competent and acceptable. You have completed all of the assignments and readings and demonstrated a general understanding of the course material as evidenced in the essays, labs and final exam. A grade of mid to high 'B' (74%-79%) reflects evidence of an above average performance. Not only have you fulfilled the assignments in a more meticulous fashion, but you have also demonstrated a more thorough understanding of the material and gone a few extra steps beyond the average student as evidenced on the test and in your written work. An 'A' (80%-89%) is reserved for outstanding effort and achievement. Exceptional diligence, a thorough knowledge of the course material, and the ability to apply and convey concepts in an effective, logical and literate fashion are clearly evident. Hard labour and exceptional effort are necessary but not, by themselves, sufficient to warrant an 'A.' An 'A+' (90%+) is rare but is certainly possible. An exceptionally outstanding performance on the examination, essay and labs demonstrating a superb command of English and a critical mind capable of synthesizing complex facts and ideas to arrive at particularly astute conclusions, will earn this prestigious grade.

The research proposal assignment is due in the student's OWL drop box on the date noted by 11:59 pm EST unless otherwise specified.

Written assignments might be submitted to Turnitin at the instructor's discretion.

Students are asked to wait 24 hours to digest feedback before contacting their evaluator. If you have questions or concerns about your evaluation, please seek assistance within seven days of having received the graded assignment.

Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

Click [here](#) for a detailed and comprehensive set of policies and regulations concerning and grading. The table below outlines the University-wide grade descriptors.

11.3. Use of AI

Within this course, students are permitted to use AI tools exclusively for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources. However, it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize and develop their **own** ideas, arguments and perspectives. The use of AI tools can serve as a starting point for exploring a topic, with students expected to uphold academic integrity by appropriately attributing all sources of information and avoiding **plagiarism**. Essays, written assignments and/or lab reports should reflect the student's own thoughts and independent written work. Students should also generate their own figures (e.g., graphs, diagrams) rather than using AI generated ones. ***By adhering to these guidelines, students contribute to a responsible and effective learning environment that promotes critical thinking, independent inquiry and all of them to produce original written contributions.*** The same principles also apply to the use of translation software to support the writing the essays and other written assessments.

12. Late Submissions and Extensions

The field notebook is due upon arrival in the London train station on Friday, September 27th. There is no extension. The research proposal is due on the date indicated above. You are all granted an automatic extension of three days on this assignment. No work will be accepted after this three-day by midnight extension.

13. Appeals

Requests to have an examination or assignment formally re-evaluated must be done within one week of receiving the graded assignment. In this concisely written request to me you will specify the aspects of your work that you would like re-visited and the justification for doing so. ***Please be aware that disliking or disagreeing with your grade is no grounds for re-assessment.*** Marks for presentations and participation cannot be appealed.

Should you feel that your final grade in the course is biased, inaccurate or unfair, you do have the right to appeal your final mark. Please refer to the *Western Calendar* prior to doing so (see web site below). In an attempt to avoid such time-consuming and stressful procedures for all, be assured that each and every piece of work is graded carefully and thoroughly. ***Be aware that marks may be raised--as well as lowered--through an appeal process.***

You are advised to read the course calendar to familiarize yourself with Western's regulations and procedures concerning appeals, grades, regulations, penalties and such at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

14. Accommodation Policies

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [Academic Accommodation for Students with Disabilities](#).

General Information about missed work:

University policy on academic considerations are described [here](#). This policy requires that all requests for academic considerations must be accompanied by a self-attestation. Further information about academic considerations, and information about submitting this self-attestation with your academic consideration request may be found here.

Please note that any academic considerations granted in this course will be determined by the instructor, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course outline.

Formal Documentation Designation statement:

Please note that the field work experience and notebook are considered to be central—essential—to the learning objectives for this course. Accordingly, students seeking academic consideration for these assessments will be required to provide formal supporting documentation. Students who are granted academic consideration for any one of these assessments will be provided with the following opportunity to make up this work by submitting alternative assignments at an agreed upon later date.

Flexibility statements

Because all assessments in this course are required, any consideration will involve establishing new due dates for the missed assessment.

15. Please note that because the submission deadline for the final research proposal paper already includes flexibility in the form of an automatic three-day extension, the instructor reserves the right to deny academic consideration for assignments which are submitted following the end of the period of flexibility.

Absence from Course Commitments

Students must familiarize themselves with the [Policy on Academic Consideration – Undergraduate Students in First Entry Programs](#)

Students missing course work for medical, compassionate or extenuating circumstances can request academic consideration by completing a request at the central academic consideration portal. Students are permitted one academic consideration request per course per term without supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g. December and April exams) and for practical laboratory and performance tests typically schedule during the

last week of the term. Students should also note that the instructor may designate one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Please note that any academic considerations granted in this course will be determined by the instructor of this course, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course outline. Supporting documentation for academic considerations for absences due to illness should use the Student Medical Certificate or, where that is not possible, equivalent documentation by a health care practitioner.

Course Assessments that Require Supporting Documentation

For this course the following assessment has been designated as requiring supporting documentation:

Research paper: due November 18th, with a three-day extension to November 21.

Accommodation for Religious Holidays

Students should review the policy for Accommodation for Religious Holidays. Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.

16. Electronic Devices

Never record digitally or otherwise any part of the seminars without prior and specific permission from the instructor. If you are observed doing so you will be expelled from that seminar. If you are caught a second time, you will be expelled from the course. Note taking is highly encouraged. If you wish to engage in personal or recreational use of your phone, laptop or any other distraction, please quietly leave the seminar.

17. How to Be Successful during the Field Trip:

1. Be punctual. To be otherwise is disrespectful to others.
2. Be collegial and courteous. Let's make this a safe, pleasant and enjoyable learning experience for everyone.
3. Be prepared. Read the day's lab exercises and relevant readings prior to our morning meeting. This way you can ask relevant questions before entering the field and be informed about what it is you will be doing.
4. Take notes during our seminars and most definitely while outside in the 'field'.
5. Connect with others. Learn from your peers and teach your peers: exchange thoughts.
6. Do not be afraid to ask questions. Be daring.
7. Reward yourself for success. After long day of field work, don't spent your entire evening revising and re-writing your fieldnotes. Go out with your peers and explore Montreal.

18. Continuity of Education Plan

18.1. In-Person Class Pivoting to Online Learning

In the event of a COVID-19 resurgence during the course that necessitates the university to direct courses move away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor.

18.2. Zoom Format and Etiquette

If lectures go synchronous—live via Zoom—they will be held during our regularly scheduled lecture time on Mondays, 11:30-1:20. You can download the Zoom app to your laptop or phone at the following address: <https://wts.uwo.ca/zoom/index.html>. The weekly Zoom address will be posted on OWL.

Delivering and receiving lectures in this format is far from ideal, and we need to be patient with one another. Toward minimizing problems, below are several participant expectations we must all respect. Students who do not follow these guidelines will be removed from the Zoom meeting if necessary.

- Mute your microphone if you are not talking
- Use your real name
- Be on time
- Only post chat messages relevant to the lessons
- If you have a question, please raise your ‘hand’ in the ‘reactions’ icon at the bottom of your screen or post a chat message to me.
- I would prefer to see your face and you mine, rather than turning off your video. I won’t demand this of you but seeing your reaction would certainly help me ‘read’ the audience and assist me to better convey the material.

19. 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.

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 (<http://www.turnitin.com>).

20. Western’s Commitment to Accessibility

The Department of Geography and Environment strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities.

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2147 for any specific question

regarding an accommodation. [Information regarding accommodation of exams](#) is available on the Registrar's website.

More information about "[Accessibility at Western](#)" is available.

21. Mental Health

If you or someone you know is experiencing distress, there are several resources here at Western to assist you. Please visit Western's [Health and Wellness website](#) for more information on mental health resources.

22. Support Services

[Western's Support Services](#)
[Student Development Centre](#)

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at https://www.uwo.ca/health/student_support/survivor_support/get-help.html.

To connect with a case manager or set up an appointment, please contact support@uwo.ca.

23. Important Dates

September 5: Classes resume

September 13: Last day to add a first term half course

October 14: Thanksgiving Holiday – Department Office Closed

October 14-20: Fall Reading Week (No classes; Department Office open)

November 30: Last day to drop a first term half course or full course without penalty

December 6: Classes end

December 7&8: Study Day

December 9-22: Examination Period

24. Mutual Expectations

As the course instructor and field trip leader, you can expect me to come prepared for, and attend, all our meetings regularly and punctually. I will strive to promote a collegial atmosphere of mutual respect conducive to the exchange of ideas and learning: I ask the same from you. If we all abide by this code of civility and mutual respect, we set the stage for a mature, safe and intellectually stimulating forum where learning can happen.

Finally, if you have problems, questions, ideas or concerns with any aspect of the course, please raise the matter with me. I welcome your questions and constructive criticisms. It is always a delight and a privilege for me to take students to Montreal. It's my favourite Canadian city and I'm pleased to go there and share this experience with you. I look forward to getting to know you, while exploring with you the intriguing geographies of Montreal.

25. Codes of Conduct

Not to belabour the point but included below is the Code of Conduct for Students, Staff, and Faculty for the Department of Geography. The University of Western Ontario Code of Student Conduct is available by clicking [here](#). Please familiarize yourself with both of these documents should you have concerns about your own or somebody else's behaviours.

It is stating the obvious that perpetual tardiness, irresponsible or reckless behaviour, the illicit possession or consumption of drugs, or excessive alcohol or cannabis consumption are grounds for dismissal from the field trip and/or a failing grade in the course. If expelled during the field trip, you are responsible for paying your return fare, in addition to your pre-paid return train fare and all other pre-paid expenses. You are also exempt from the student levy funds subsidizing this field trip. By taking this section of the 3000y course, you agree to these terms.

25.1. Safety

Safety is a shared responsibility. Although I will take every reasonable precaution concerning the safety of you as a participant in this field course—providing you with maps, my cell phone number, insisting that you travel in groups of two or more at all times—the potential hazards of a big city make it imperative that everyone behaves responsibly in order to reduce the risk of accidents. Personal safety must be a personal responsibility. Complacency, inattention, lack of preparation and/or training will all increase risks to health and safety. Ultimately each individual must act in a reasonable manner in order to ensure their safety and the safety of others. Would those of you who have your First Aid Certificate please identify themselves to the group. (For more information, please see our departmental web address on 'Health and Safety' - http://www.geography.uwo.ca/resources/health_and_safety/docs/2014-Fieldwork%20Safety%20Policy.pdf. The phone app, 'Citizen Aid', is a useful and informative source of information to prepare for, and assist during, an emergency situation.)

CODE OF CONDUCT FOR STUDENTS, STAFF, AND FACULTY FOR THE DEPARTMENT OF GEOGRAPHY

Affiliation with the Department of Geography presumes mutual respect among students, staff, teaching assistants, and faculty. A positive atmosphere of professionalism and collegiality is essential for everyone to perform to the best of his or her abilities. This requires respect for the opinions and questions of others and behaviour that is, at all times, courteous, and conducive to creating a pleasant and productive environment for learning and working.

As members of a Department of Geography, we are expected to show special respect for our environment, being individually responsible for promoting a clean and safe work environment within the facilities of the Department and the Social Science Centre, including classrooms, laboratories, the Map Library, offices, hallways, washrooms, exterior grounds, and the facilities and vehicles used in field courses and field trips.

It is inevitable that misunderstandings will occur from time to time. However, it is in everyone's interest to try and resolve problems in a non-confrontational manner. Threatening, violent, or abusive behaviour, harassment (including sexual and racial harassment), rudeness (in person, in writing, or on the telephone), and abuse of authority, for whatever reasons, corrode good working and learning conditions.

Incidents that cannot be resolved amicably may be reported to the Chair of the Department (661-3653). The Chair will consider appropriate actions for resolving the problem, usually after consultation with the parties involved. If required, contact with university services (e.g., Police, Equity) or civil

authorities will be invoked.

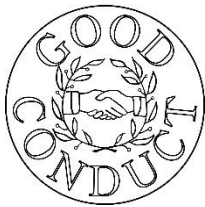
STUDENT USE OF UNIVERSITY FACILITIES AND CLASSROOM DECORUM:

Students are expected to comply with the authority of university staff and faculty on all matters relating to access to facilities (offices, classrooms, laboratories, and Map Library) and to use of equipment and resources.

Students are expected to attend all lectures and laboratory sessions regularly and punctually. Instructors are responsible for maintaining an appropriate academic atmosphere in all class activities; students are expected to cooperate in this effort. Actions that impede instruction deter the ability of students to learn, or show disrespect for instructors and fellow students, will not be condoned in Geography classrooms and labs. Such actions include reading during lectures, disturbing consumption of food or drink, recreational use of phones or laptops, and disruptive conversation. Serious disrespect for classroom decorum should be reported to the instructor and, if required, to the Chair of the Geography Department (SSC 2429, Telephone 661-3653).

Students are expected to adhere to University standards of academic honesty, as outlined under "Scholastic Offences" in the Western Calendar. Unacceptable practices include cheating, impersonation, plagiarism, misrepresentation of research, falsification of documents, obstructing the academic activities of another, aiding or abetting academic misconduct, and abuse of confidentiality. In addition to incurring penalties, as outlined in the Calendar, some academic offences may fall under the Criminal Code of Canada.

Approved on behalf of Faculty, Staff, and Students by the Council of the Department of Geography on 4 March 1994.



Please Note: Course content and dates may vary due to unforeseen circumstances.

Western Social Science

The Department of Geography and Environment

ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

Student Name: _____ Student # _____

Name/Location Field Course: _____

Date of Trip: _____

I am aware that during field trips, exchanges or other excursions in which I am participating under the arrangements of the Western University, certain risks and dangers may occur, including, but not limited to, the hazards of traveling, accidents or illness in remote places without medical facilities, the forces of nature and travel by air, train, automobile or other means, as well as exposure to customs and practices of societies different from our own. Accordingly, I understand that despite its efforts, the University may not be able to ensure my complete safety at all times from such risks and dangers. More particularly, I appreciate that the Western University does not carry medical, accident or injury insurance for my benefit. Further, there may be certain matters for which I could be at fault personally if the accompanying circumstances do not relate to or arise from my education, or if my activities or conduct fall short of what would be considered a reasonable standard for an individual in my position. In these cases I agree to be accountable in all respects for my own actions and not to ask the University or its employees to accept the consequences thereof; further, I agree to be responsible for any claims made against the University in relation to such actions.

Date of trip: _____

I acknowledge that I have been advised by Western University of such risks and dangers as well as the need to act in a responsible manner at all times. My signature below is given freely in order to indicate my participation in the above mentioned Program.

Signature: _____ Dated: _____

Witness: _____ Dated: _____

Your OHIP number: _____

Other Health Insurance Plan, type, & number: _____

Person to Contact in case of emergency: _____

Emergency Contact Telephone number: _____

The information on this form is collected under the authority of *The University of Western Ontario Act, 1982*, as amended, and is needed for use in the event of a medical or other emergency. If you have any questions about the University's collection, use, or disclosure of this information, please contact the Coordinator, Freedom of Information and Privacy Office, Stevenson Hall, Room 4101, 519-661-2111 ext 84543

Western Social Science

EMERGENCY INFORMATION – CONFIDENTIAL

Student Name: _____ Student # _____

Home University: _____

Field Course/Location _____

MEDICAL INSURANCE

OHIP # (or equivalent): _____

Name of other insurer(s) and policy numbers: _____

Name of Policy Holder (if not student): _____

Policy holder guarantees that additional insurance is in force for the duration of the field course.

Signature of Policy Holder

HEALTH INFORMATION

Please list any allergies, drug sensitivities, regular medications and other information that might be of significance to a physician or hospital treating you in an emergency situation.

EMERGENCY CONTACT

Please give the following information for a person who can be reached in an emergency, during the course.

Name: _____

Relationship: _____

Address: _____

Phone (H): _____

(W): _____

(C): _____