

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Research Project / Presentation II
CODE NO. : GIS411 **SEMESTER:** 10W
PROGRAM: Geographic Information Systems Applications Specialist
AUTHOR: Heath Bishop
DATE: Dec. 2009 **PREVIOUS OUTLINE DATED:** Dec. 2008

APPROVED:

“B. Punch”

CHAIR

DATE

TOTAL CREDITS: 5

PREREQUISITE(S): GIS406 – Research Project / Presentation I

HOURS/WEEK: 3

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For additional information, please contact Brian Punch, Chair,
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I. COURSE DESCRIPTION:

Projects form the foundation of modern day to day business and research. In this course the student develops project management, oral presentation, and report writing skills by completing a GIS, remote sensing or GPS project. Project ideas and sponsorship originate from commercial industry, government or the education sector. Students work closely with the project sponsors to ensure the project goals and objectives are met.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Work through a GIS projectPotential Elements of the Performance:

- Demonstrate effective project and time management skills
- Produce and update project status reports
- Perform GIS, remote sensing, GPS and related processing steps
- Re-define the project as required
- Perform effective database maintenance
- Learn to work in a collaborative team environment
- Produce a high quality final report

2. Demonstrate a working knowledge of MS Project; a project management software packagePotential Elements of the Performance:

- Define critical paths, milestones and resource use
- Input tasks and assign task duration
- Develop and update a GANTT bar chart schedule
- Use MS Project 2000 to schedule project steps

3. Practice good workplace management skillsPotential Elements of the Performance:

- Understand and practice stress management techniques
- Practice prioritization and decision-making techniques
- Understand the fundamentals of good workplace communication

- Produce high-quality resumes and cover letters
- Perform career prioritization and job searches

4. Perform effective oral presentations

Potential Elements of the Performance:

- Explain presentation as a marketing method
- Design background material for an oral presentation
- Define an audience and relevant content for a presentation

Perform an effective oral presentation with the use of presentation software

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- Explain presentation as a marketing method
- Design background material for an oral presentation
- Define an audience and relevant content for a presentation

Perform an effective oral presentation with the use of presentation software

III. TOPICS:

1. Working through a GIS project

- Large project management
- Status reports
- Project re-definition
- Database maintenance
- Assembling a GIS report
- Data dictionaries and metadata
- Producing a high quality final report

2. Project management (MS Project 2007)

- Project management theory
- Identifying tasks and assigning task duration
- GANTT bar charts
- Project evaluation and review
- MS Project 2007 for scheduling and determining critical paths

4. Workplace management skills

- Stress management
- Prioritization and decision-making
- Working in a collaborative team environment

- Fundamentals of good workplace communication
- Resumes, cover letters, career analysis and job searches

5. Oral Presentations

- Presentation as marketing
- Audiences and levels of presentation
- Components of an effective oral presentation
- The use of visual aids and computers in presentations
- Presenting GIS project results

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Martin, P. and K. Tate. 1997. Project Management Memory Jogger. GOAL / QPC Publishing.

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignment 1. Resume/Interview	10%
Assignment 2. Project Flow Mapping	10%
Assignment 3. Interim Status Report	10%
Assignment 4. GIS Presentation	10%
Assignment 5. Final Oral Presentation	25%
Assignment 6. Final Project Report	<u>35%</u>
Total	100%

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical	

U	placement or non-graded subject area. Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of March will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default.

Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.