DESIGN AND METHODS FOR SUSTAINABLE DEVELOPMENT PRACTICE (LAS 6938 Section 108F/AFS 6905 Section 063F)
(Friday 9:35 am -12:35 pm in Grinter 376)

Spring 2015

COURSE INSTRUCTORS
Glenn Galloway  
Center for Latin American Studies/Center for Latin American Studies
Center for African Studies 378 Grinter Hall
466 Grinter Hall,
Phone: 352 392 3292 352 273-4730

galloway@latam.ufl.edu spaulson@latam.ufl.edu

OFFICE HOURS

Glenn Galloway has an open door policy when in his office in 466 Grinter. Regular office hours are from 2-5:00 pm on Tuesdays.

Susan Paulson: Students may visit during regular office hours in 378 Grinter each Tuesday from 3:00 – 5:00.

Both instructors encourage students to write via email to arrange meetings at other times.

COURSE PURPOSE AND DESCRIPTION

The purpose of this course is to build practical skills and critical perspectives that empower participants to engage constructively in planning, implementation and evaluation of sustainable development practice. This course is designed for students in the Master of Sustainable Development Practice (MDP) Program and also for students in other programs whose academic work and future plans include addressing sustainable development challenges. A combination of approaches are used to encourage student participation and collaborative learning.

PARTICIPANT LEARNING OUTCOMES
Students who engage fully in DESIGN AND METHODS FOR SUSTAINABLE DEVELOPMENT PRACTICE will be able to:

1. Apply an array of instruments to obtain useful quantitative and qualitative findings.
2. Find and interpret data and literature relevant for specific development challenges.
3. Define and employ a set of key concepts.
4. Identify and be sensitive to power dynamics in development visions, priorities and projects.
5. Characterize several knowledge paradigms that underlie forms of development practice.
6. Reflect on own ethical and cultural positions.
7. Write a proposal for a relevant and feasible project for participating in development practice that manifests the knowledge and skills described in preceding 6 outcomes.

SKILLS AND KNOWLEDGE

Will be built along five strands that must be woven together for meaningful and successful development practice.

1. Tools for sustainable development practice

Develop capacities to design and apply a range of methodological instruments commonly used in professional work such as needs assessments, project design, grant writing, training, monitoring and evaluation. Methods introduced include: questionnaire design, surveys, interviews, stakeholder analysis, focus groups, participant observations, participatory mapping, spatial measurements, counting, time use diaries and calendars.

2. Critical thinking for sustainable development practice

Strengthen conceptual foundations for interdisciplinary thinking with critical understanding of topics such as sustainable livelihoods; tenure and use rights; gender, class and ethnoracial systems; agency, autonomy and sovereignty; and community capitals and community-based development. Increase awareness of ways in which development visions, priorities and projects are influenced by dynamics of power associated with different types of knowledge, cultural and political stances, colonial and geopolitical positions, gender and ethnoracial positions, and other factors.

3. Knowledge paradigms for different approaches to development

Recognize that development practice is grounded in differing knowledge paradigms, and be familiar with main approaches: scientific enquiry, participatory action research, holistic ethnographic understanding, appreciative enquiry, and de-colonial approaches.

4. Proposal writing
Build proposals through guided stages to establish context, host organizations, objectives, bibliography, budget, proposed activities, IRB approval, verbal presentations and final document. MDP students will produce proposals for a capstone field practicum to be realized in the summer 2015, and other participants may develop proposals for thesis research or related projects.

5. Professional behavior, ethics and attitudes
Consider key ethical and cultural issues addressed in IRB and other processes. Deepen self-awareness of ethnocentric stereotypes and assumptions. Deepen appreciation for role of commitment, constructive engagement and solidarity in success academic and profession work.

REQUIRED READING:

Course Textbook:

All required and recommended readings are available on the Canvas course website, in the “Files” section, and/or can be accessed electronically through UF libraries. Required readings will also be posted in the weekly module.

Students are expected to do required readings and videos before coming to each class.

A number of useful articles and books will be built up on the CANVAS website for future reference, understanding that each student will have unique information needs in the development and implementation of their field practicum. A list of useful sources is found at the end of this syllabus. Students are invited to identify and suggest additional materials on topics covered in the course.

COURSE POLICIES

Attendance is required. Class meetings are a vital part of this course. All students are expected to complete assignments and readings before class, to arrive on time for each class, and to participate actively in classroom learning. Any absences will be reflected in the grade earned.

Personal technology in the classroom. During regular class time students may not use personal technology devices (laptops, mobile email devices, smartphones, mobile phones, iPods, iPads, and similar technologies). The instructors will indicate when devices may be used for select class
activities. Exceptions will be made in the case of students who use personal technology devices due to documented disabilities, or students who need to leave a phone on in anticipation of emergency calls.

**CAMPUS HELPING RESOURCES**

- **Challenges in Academic Writing, Grammar and Style:** The University of Florida Writing Studio is committed to helping University of Florida students and faculty meet their academic and professional goals by becoming better writers. We support independent learning and encourage scholarship by providing one-on-one consultations, workshops tailored to specific classes (graduate and undergraduate), and faculty retreats focusing on publishing original research. Students and faculty at all levels and in every discipline are welcome! [http://writing.ufl.edu/writing-studio/](http://writing.ufl.edu/writing-studio/)

- **Technical difficulties for E-learning in CANVAS:** please contact the UF Help Desk at:
  - Learning-support@ufl.edu
  - (352) 392-HELP - select option 2
  - [https://lss.at.ufl.edu/help.shtml](https://lss.at.ufl.edu/help.shtml)

- **Personal Challenges:** Students experiencing crisis or personal problems that interfere with their general wellbeing are encouraged to utilize the university’s counseling resources. Both the Counseling Center and Student Mental Health provide confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health is located on the second floor of the Student Health Services in the Infirmary.

  1. **University Counseling Center,** 301 Peabody Hall, 392-1575; personal and career counseling: [www.counsel.ufl.edu](http://www.counsel.ufl.edu)
  2. **Student Mental Health,** Student Health Care Center, 392-1171, personal counseling: [www.hsc.ufl.edu/shcc/smhs.htm](http://www.hsc.ufl.edu/shcc/smhs.htm)
  3. **Sexual Assault Recovery Services (SARS),** Student Health Care Center, 392-1161, sexual assault counseling; and
  4. **Career Resource Center,** Reitz Union, 392-1601, career development assistance and counseling.

**UF POLICIES**

- **Students with Disabilities Act:** The Dean of Students Office coordinates the needed accommodations of students with disabilities. This includes the registration of disabilities, academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services, and mediating faculty-student disability related issues. **Dean of Students Office,** 202 Peabody Hall, 392-7066, [www.dso.ufl.edu](http://www.dso.ufl.edu)
**Software Use:** All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

**Academic Misconduct:** Academic honesty and integrity are fundamental values of the University community. Work submitted for credit by UF students should not include any form of plagiarism, cheating, or unauthorized aid. Unless an assignment is explicitly identified as a group project, all work should be completed independently. Students should understand and follow the Student Honor Code that they signed upon enrollment at the University of Florida:

“I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.”

**ACTIVITIES, ASSIGNMENTS AND GRADING**

<table>
<thead>
<tr>
<th>Assignments contributing to grade</th>
<th>Maximum points earnable</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 essays following guidelines and questions posted weekly on CANVAS discussion board</td>
<td>20</td>
</tr>
<tr>
<td>5 responses to essays posted by colleagues on CANVAS discussion board</td>
<td>5</td>
</tr>
<tr>
<td>2 quizzes on cultural assumptions and stereotypes</td>
<td>10</td>
</tr>
<tr>
<td>Enthusiastic participation in and out of the classroom</td>
<td>10</td>
</tr>
<tr>
<td>Initial statement of intent: preliminary title, site where you intend to carry out your field practicum, thematic area(s), reflection on how proposed topic meets FP requirements</td>
<td></td>
</tr>
<tr>
<td>Written brief on contact with host organization and involvement of supervisory committee</td>
<td>5</td>
</tr>
<tr>
<td>Written brief on the preliminary objectives of your FP and development challenge/s and/or question/s to address</td>
<td>5</td>
</tr>
<tr>
<td>Literature search and annotated bibliography</td>
<td>10</td>
</tr>
<tr>
<td>Preliminary budget</td>
<td></td>
</tr>
<tr>
<td>Preliminary proposal for IRB approval and funding</td>
<td></td>
</tr>
<tr>
<td>Training activities carried out in groups</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>The purpose of this work is learning, not earning points. The more energy and creativity each participant invests, the more learning and empowerment s/he enjoys and facilitates for others.</td>
<td></td>
</tr>
<tr>
<td>- Questionnaire and survey design</td>
<td></td>
</tr>
<tr>
<td>- Participatory mapping</td>
<td></td>
</tr>
<tr>
<td>- Focus group facilitation</td>
<td></td>
</tr>
<tr>
<td>- Ethnographic observation</td>
<td></td>
</tr>
<tr>
<td>- Design and practice an activity from SEAGA toolkit</td>
<td></td>
</tr>
<tr>
<td>- Develop a monitoring and evaluation plan using at least three instruments</td>
<td></td>
</tr>
</tbody>
</table>

**GUIDELINES AND ASSESSMENT CRITERIA FOR GRADED ASSIGNMENTS**

**10 brief essays written in response to questions posed weekly on CANVAS discussion board**

Each participant is expected to write and post an essay on CANVAS discussion board ten times during the semester. These short essays should be posted by midnight each Wednesday in preparation for Friday classroom discussions, and may earn up to 2 points by following the criteria listed here, in addition to responding to specific guidelines posted each week. The board will not be open the first or last week of the semester.

**Required criteria for brief essays:**
- Be between 200 and 500 words in length
- Respond to assignments and topic for the week
- Include and actively engage one quote from the week’s assigned readings
- Raise a question for discussion

**Written reflections may also include:**
- Reactions to other postings
- Reference to personal experiences
- Links to relevant materials, videos, websites

**5 brief responses written in conversation with brief essays posted by colleagues on CANVAS discussion board**

At least five times during the semester, each participant should respond to and dialogue with a brief essay posted by a colleague. Responses must be posted by midnight on Wednesday, should
be between 150 and 300 words long, and must make reference to one course reading or assignment.

**Respectful and enthusiastic participation in and out of the classroom**

The class will involve a great deal of interaction and discussion, and students will be rewarded for efforts to learn collaboratively with respect, enthusiasm and open minds. A basic requirement for such involvement is to arrive at each class meeting on time and well-prepared.

**Series of short assignments, written briefs summarizing progress in developing field practicum proposals (see assignment chart above)**

In the initial weeks of the course, students will be required to provide updates on progress made in developing specific sections of their field practicum proposals as outlined below. These assignments will require the engagement of each student’s supervisory committee and the establishment of fluid communication with the host organizations with which the work will be carried out.

- **Initial statement of intent: preliminary title, site where you intend to carry out your field practicum, thematic area(s), reflection on how proposed topic meets FP requirements**

  Come to class prepared to present a preliminary title for your field practicum, a brief description of the site where you intend to carry out your FP, the thematic area(s) on which you will concentrate your work and a reflection on how your proposed project meets FP requirements (see page 27 of the Program Manual for an overview of the FP).

- **Written brief on contact with host organization and involvement of supervisory committee**

  Prepare a written brief outlining the contact you have made with your proposed host organization, including communication with your primary contact or supervisor. Also, come prepared to describe in what way your supervisory has been involved in the process of securing your FP placement.

- **Written brief on the preliminary objectives of your FP and, if appropriate, problem/s and/or question/s to address**

  Prepare a written brief detailing the preliminary objectives of your FP and the associated problem/s and or question/s to address. In the prior week, a useful matrix will be presented to help you plan for your field practicum in a coherent fashion. The matrix has the following five columns:
In the written brief, you will discuss columns 1 and 2.

- **Literature search and annotated bibliography for a proposal for development practice:**

Compile an annotated bibliography bringing together approximately 20 sources for your proposal. Each entry should include full bibliographic reference in CMS author-date style, together with your own summary of elements that are relevant to your project. Follow the instructions on these sites:

How to Prepare an Annotated Bibliography

Cómo Preparar una Bibliografía Anotada
[http://guides.library.cornell.edu/bibliografia_anotada](http://guides.library.cornell.edu/bibliografia_anotada).

The set should include literature on the place where you intend to work (i.e. region, nation), on the topic (e.g. environmental education, reproductive health, microcredit, agricultural development), and on the theoretical or methodological approaches to be applied (e.g. community forestry, participatory action research, participatory mapping, women’s empowerment).

Seek out an array of at least 20 sources that may be useful for your proposed project. Suggested balance: 5 journal articles, 5 books, 5 websites, and additional sources relevant to your topic such as popular media, historical archives, legislation, videos, and statistical databases. Seek a mix of sources that represent perspectives/voices of relevant groups, e.g., men and women authors, scholarly and practical work, publications written by people based in Latin America or Africa vs. others.
• Preliminary budget
Prepare a budget utilizing the budget format that will be provided. You will be informed of the maximum amount of funds that can be requested. In the derivation of your budget, you are expected to seek opportunities to cost-share and/or use funds from complementary sources. In a prior week, the process for developing the budget will be explained in depth.

• Preliminary proposal for funding
Approximately midway through the course, students will be required to submit a brief (no more than 4 pages), preliminary proposal for their field practicum for funding. You will also have to file for IRB approval following institutional guidelines. The preliminary proposal should include the following (for more information refer to page 31 of the Program Manual):
  o Brief overview of context and background
  o Proposed placement and description of host institution(s)
  o In-country supervisor
  o How the practicum criteria will be met
  o The proposed development problem/s to be addressed
  o Objectives and brief description of methods
  o Proposed activities and anticipated products
  o Proposed timetable
A bibliography may be appended to the proposal. Although the proposal should be as specific as possible, we recognize that conditions often change in the field.

• Full first draft of proposal for peer review
In the weeks following the submission of the preliminary proposal, you will be required to enhance the depth and quality of your proposal. You will be expected to continue exploring the literature on the context and thematic areas corresponding to your field practicum and this should be reflected in the conceptual framework of your proposal and your bibliography. You will indicate methods to applied and anticipated products/results of your field practicum, as indicated in the matrix discussed above. A detailed description of the field practicum proposal is found in Appendix 1 of the Program Manual in the section entitled: “The quality of the field practicum begins with the field practicum proposal”.

• Peer review of colleagues’ draft proposals
You will be required to peer review two draft proposals prepared by your colleagues. Detailed instructions will be provided on how to conduct these important reviews.

• Oral presentation of final proposal
You will be required to give a polished presentation of your FP project proposal to the class. The following flexible indications were provided last year to guide students in the preparation of their presentations. This year each student will have 8-10 minutes for their presentation, with 5 minutes for questions.

**Title of your project** (1 slide): Include the names of your supervisory committee members.

**Description of site** (1 slide): Provide an overview of the site/region where you will carry out your field practicum, including the primary organization with which you will be working.

**Contextual/Conceptual framework of your practicum** (2 slides): You may develop a diagrammatic representation of the project dimensions and layers you will be focusing on during your field practicum and how your practicum fits into the overall context in which you will be working. Your presentations should reflect that you have made a significant effort to understand the context in which you will be working. It should also be clear that you are well-versed in the conceptual underpinnings of your work, including associated topics and debates frequently alluded to in the literature.

**Framework of your field practicum**: Concentrate most of the presentation on the framework of your field practicum, including the overall and specific **objectives** (1 slide); the **problems and/or questions** you hope to address (1-2 slides); the **methods** you intend to utilize (1-2 slides); a brief description of the **analytical approaches** you will utilize to analyze your information and experiences (1 slide) and **anticipated results** (which should relate clearly to your objectives) (1-2 slides).

**Preliminary timeline for your field practicum** (1 slide): Although your field practicum may not progress like clockwork, please present a didactic timeline indicating how you intend to use your time and meet your objectives during the weeks you will be engaged in the field.

**Presentation of preliminary results** (1 slide): Describe briefly how you might share your key, preliminary results with stakeholders, collaborators, interested academics and regional community members (including your host organization).

**Potential problems** (1 slide): Describe possible problems or limitations that might affect the timely completion of your field practicum and what measures you would take to reduce the disruption these could cause.

**Information Sources/References** (1 slide)
You will want to stress how this practicum may contribute to the organization, local communities or environments, and the student participant.

- **Final written version of the field practicum proposal**

Once you have incorporated feedback from your peer reviews and your supervisory committee, you will prepare the definitive version of your field practicum proposal. It should be clear that project proposed is relevant and feasible in the time available and that it will provide you with a meaningful opportunity to participate in development practice with a supportive host organization.

This version will be reviewed by at least one of the course instructors who will provide you with feedback on your proposal. In addition, it must be approved by your respective supervisory
committee (can be secured after the end of the semester) and endorsed by the host organization with which you will work (must be obtained during the semester). Again, please refer to Appendix 1 that describes the type of information that is normally integrated into a quality field practicum proposal.

**Note:** Detailed weekly plans will be incorporated into a later version of this syllabus, along with the aforementioned list of references.

There may be changes depending on the availability of guest speakers, class interest in certain topics, and other unforeseen events.