



# CEMUS



## Sustainable Development – Project Management and Communication (1MV074)

Course Information

15 hp Fall 2018





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Do you want to contribute to sustainability and take part in the transition to sustainability?

This course gives you the opportunity and the tools to do just that. Taking the *Sustainable Development – Project Management and Communication* course means planning and managing a project aiming to create and implement change in accordance with the concept of sustainable development.

Welcome to Sustainable Development - Project Management and Communication (1MV074) at CEMUS, Uppsala University! With this course we take a journey into understanding the principles at the heart of sustainable development, using different project management and communication tools. At the heart of this course is a group project of your choosing. Your project should combine theoretical, practical, critical and creative skills with method knowledge – all of which are practiced throughout the course. The project is an opportunity to follow a passion, a dream or even a crazy idea!

We at CEMUS, the Centre for Environment and Development Studies, welcome you to a creative and challenging educational environment that deals with some of the most pressing issues of our times. We hope that you will find your time here exciting, productive and inspiring. With over twenty five years of experience of creating and facilitating education for sustainable development, and with the broad competence of Uppsala's two universities, our aim is to offer you the knowledge, skills and tools that are needed to obtain a world that is desirable, fair and sustainable.

Welcome to the course!

Katie and Isabel  
Course Coordinators



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## 1. INFORMATION FLOW

The main communication tool for this course will be Studentportalen.

<https://studentportalen.uu.se>

Here amongst other things you will find the

- Bulletin Board
- Course Essentials (including the schedule and grading criteria)
- Literature (including the online Course Reader)
- Lecture Sides
- Assignment Instructions and submission.

We will be posting course updates on this portal. This means that you need to visit the website regularly to check for **messages, assignments, literature** and **changes in the schedule**. If you have missed a class you should visit the webpage to make sure you have not missed any important information.

The other point of information for this course will be the course website.

<http://www.web.cemus.se/sdpmc/>

Here you can find essential information about the course. Use it if you don't yet have access to Studentportalen.

You will need an account for Studentportalen, so please arrange an account as soon as possible! You can find out how you get your account and other information on [uu.se/en/students](http://uu.se/en/students).

Please note, to access some of the literature on the course website, you must be simultaneously logged into Studentportalen when accessing the website.

## 2. LEARNING OUTCOMES

On completion of the course, a student should be able to:

- Thoroughly describe a delimited part of the sustainability challenge;
- Plan, carry out and present a project work that applies theoretical knowledge and contributes to a sustainable development;



- Demonstrate good ability to work independently;
- Account for and evaluate the practical problems that can arise when working with projects;
- Account for and critically relate to the practical and ethical dilemmas that can arise when working for a sustainable development.

This course also engages with several key competencies in sustainability for students. This include

:

- Systems-thinking
- Collaboration competence
- Critical thinking competence
- Self-awareness competence
- Integrated problem solving competence

### 3. COURSE OVERVIEW

**The course is scheduled to run between the 3rd September and the 21st December, with final course submissions due on the 6th January.**

This course builds upon the engagement, drive and participation of students. Your independent work with your projects is the backbone of the course. To support these projects, the course offers you interactive workshops, seminars and lectures, where we will take a closer look at the concept of sustainable development, project management and communication. In general class sessions will be held during Monday, Tuesday and Wednesday mornings, with some exceptions (**check the schedule on studentportalen regularly for specific times as well as changes**).

Working in and with projects almost always contains elements of cooperation and collaboration. Teamwork is a key ingredient in project work and therefore we want you to form groups of 4 students to work on your project.

The course guides you through different concepts linked to the core themes of Sustainable Development, Project Management and Communication. The course is divided into *three main blocks*. The first block is *Project Preparation*. Here we will discuss and analyse the challenges and opportunities related to different elements of sustainable development. This will be the basis of



the project group formation, where topics and teams are formed to work together on a sustainability initiative for the duration of the semester.

The second course block is *Projects in Practice*. This section of the course will help support your project startup with a mixture of both hands on and analytic sessions. This section of the course will cover different modes of communication, methods for achieving change and reflection on the values and ethical implications associated with sustainability projects. During this period project teams will submit a Project Plan and present a Project Pitch, defining the project goals and scope. Feedback from peers and course coordinators will be given regularly during this time to help shape the projects.

The third block in the *Project Delivery* phase. During this section of the course, the scheduled class time is reduced as more time is spent working independently in project teams. However, we will still continue to meet as a class throughout Progress meetings and seminars. The course will be concluded with a Project Film where each film will be presented at the end of the semester.

## 4. PROJECT OVERVIEW

At the heart of this course is a group project! This project can be about anything of you choosing, bounded only by the following guidelines.

- The project should be linked to sustainable development in some way, applying your theoretical and practical knowledge
- Project groups should consist of 4 team members. Whilst we will guide the group project formation, you will choose these groups yourself.
- The project will be planned and implemented over the course of the Fall semester so consider this in your ambition and time management
- The project doesn't have to be bound to Uppsala but this might simplify engaging stakeholders and understanding the context of your project
- The project doesn't have to reinvent the wheel but should have a clear set of goals/indicators that indicate the project has its own identity compared to existing projects
- The projects will not receive any funding from CEMUS

We really encourage you to

- Choose something you are **passionate** about, so you are motivated to work hard and have fun over the semester!



- Be open to meeting and learning from a variety of new people that have different backgrounds and skills but share common passions - you will be working together for some time.
- Be **ambitious** with this project. This is an opportunity to take a step out of traditional education, aim high and take a chance. A project not 'succeeding' in the traditional sense does NOT equate to failing this course!

The project has a number of submittable components to mark progress along the way, known as the Project Pack. You will read about these below.

Examples of previous projects undertaken in this course can be found at:

<http://projektbloggen.cemusstudent.se/>

## 5. COURSE EXAMINATION

In order to pass the course you need to fulfill the following examination requirements:

- Active participation in seminars throughout the semester. This includes
  - Project Based Seminars (which will relate closely to the group project)
  - Literature Seminars (which will relate closely to course literature and lecture content, carrying a preparation task)

Both forms of seminar will carry a specific make up task if missed.

- Completion of two individual assignments
- Complete the group Project Pack including
  - Project Pitch
  - Project Plan
  - Project Short Film

If these requirements are not sufficiently met, a supplement task may be issued.

The course is graded - **Fail, 3, 4, 5**

Individual **Assignment 2** will be used to give you a grade for this course. However, all course requirements are required to be met in order to pass the course.

### Individual Assignments

There are two individual assignments that relate to the literature and lectures. Specific assignment instructions will be posted on Studentportalen.



- Individual Assignment 1 is due at the end of the second week of the course. This assignment examines early understanding of sustainable development and other course themes.
- Individual Assignment 2 is due at the end of this semester. The assignment examines your ability to critically reflect on your project's success and sustainability with connection to course themes and literature.

## Project Pack

The core part of the examination is the Project Pack, documenting the progress of your project. This has three different components, created and submitted in groups. The three components include:

- *Project Pitch*

The aim of the Project Pitch is to practice pitching to a panel and audience. It examines your understanding of presentation techniques, and also acts as a feedback mechanism for the projects.

- *Project Plan*

The Project Plan is the strategic plan for how you will organise and 'realise' the project. By reading the Project Plan, a person outside the project should get a clear image of the background and motivation for the project, what the project will deliver and how you have plan to execute this. The key is to be very clear, specific and concise. This plan will help you operationalise your project using project tools, including the Project Game Plan, which will be introduced in a two part in-class workshop.

You will submit two versions of the Project Plan, one in mid October and one in late October. The latter version will be a revised version that incorporates feedback from peers and the course coordinators.

- *Project Short Film*

The aim of the Project Short Film is to communicate your project to a wider audience. It will be delivered at the end of the course with an open screening. It is important to start preparing early for the films, thinking about how you would like to construct your message and collecting content.



## 6. COURSE FORMAT

The course will be a mix of the following classes. Attendance is expected in order to meet learning objectives in the course. Seminars and Workshops will carry a specific make up task if missed.

### Lectures

Lectures are important parts of the learning process where specially invited guest lecturers will focus on different aspects of sustainable development, project management and communication. These lectures will give you tools and broader perspectives before and during the implementation phase of the group project. Preparatory reading will help develop your understanding of the material discussed in lectures.

Understanding of lecture content will then be explored in seminars and written assignments.

### Seminars

There are two forms of seminar that will take place throughout the course:

- Project Seminars

Project Seminars are directly related to your project preparations, and will help guide your process through sessions on different tools. Absence from these workshops will require completion of a make-up task.

- Literature Seminars

Literature seminars examine your understanding of key course themes. Written preparation and active participation in all of the seminars is a requirement of the course.

Each seminar will have a instruction attached to it, detailing *specific tasks that should be prepared* before the seminar and the expectation for your participation in class. These tasks will be due before the relevant seminar. The overarching expectation for seminars entails coming to class prepared to discuss and engage in course literature and lectures to date.

*If the seminar requirements are not sufficiently met, a make-up task will be required.*

### Progress Meetings



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Regular Progress Meetings are held during the second half of the course. These meetings will combine one on one consultations with the course coordinators, and sessions with the larger class cohort. They are an opportunity to ask questions concerning your project progress, to seek feedback and reflect on the connection of the projects to broader course themes.

An instruction detailing how to prepare for Project Progress meetings will be uploaded to Studentportalen.

## Excursions

Students are encouraged to self organise excursions related to their projects or interests around Uppsala and Stockholm. In the past semesters students have arranged visits to:

- Biogasanläggning, Uppsala Vatten BioGas Plant
- Ramsjögård, a local organic farm
- Local schools

Let us know if you would like any advice or contacts for arranging such a trip!

## 7. COURSE LITERATURE

During the course you will read four books and articles from a course reader, as well as project specific material that you gather yourselves. In the course reader there is a guide for the reading of books and articles.

Make sure to come prepared to all lectures, workshops and seminars. The literature will also be available to read in the CEMUS library. Literature can be bought at Studentbokhandeln (Syslomanstgatan 7), or online at adlibris.se, bokus.se, lycknis.se etc.

### Course Books

- Holmes et al. (2011), **The Common Cause Handbook**, PIRC
- Lilliesköld and Eriksson (2009), **Handbook for Small Projects, Liber**
- Stibbe, A (2009), **The Handbook of Sustainability Literacy: Skills for a changing world**, Green Books
- Chouinard, Yvon (2006), **Let My People Go Surfing: The Education of a Reluctant Businessman**, Penguin Books
- Gladwell, Malcolm (2011), **Outliers: The Story of Success**, Little, Brown and Company



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**Note:** Let My People Go Surfing and Outliers is connected to Individual Assignment 2. Students will pick one out of the two choices.

## Course Reader

The course reader will be digital and available at Studentportalen.

A preliminary course reader can also be found on the course website.

<http://www.web.cemus.se/sdpmccoursereader/>

The course reader will be updated as the semester continues.

Please note, to access some of the literature on the course website, you must be simultaneously logged into Studentportalen when accessing the website.

## Project specific material

Besides the above literature you and your project group will need to find project specific academic material (books, articles and the like) that relates to your project in order to go in depth and gain further knowledge on different aspects of your work.

## 8. COURSE EVALUATION

A vital part of the CEMUS student led process is the evaluation we receive from our students - this helps create a dynamic education for everyone, and helps improve the course in the current and future semesters.

Evaluations will be held throughout the semester to provide a platform to reflect on and suggest change for the course as it progresses . A more extensive evaluation will also be held at the end of the semester.

We welcome suggestions and feedback for the course to make it the best experience possible.

## 9. COURSE TEAM



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**Katie Markcrow (Course Coordinator)** grew up on the north coast of NSW, Australia and studied Wildlife Biology, and has recently completed the Master's Programme in Sustainable Development at Uppsala University.

**Isabel Baudish (Course Coordinator)** grew up in Sydney, Australia and studied a combined Bachelor of Renewable Energy Engineering and Development Studies. After an exchange in Uppsala she decided to return for her masters in Entrepreneurship at UU.

**Malin Östman (Course Resource Person)** will be supporting the course by managing administration and examinations.

If you have questions, please contact us through the **course email** at [sdpmc@cemus.uu.se](mailto:sdpmc@cemus.uu.se)

Alternatively visit us at CEMUS located in Geocentrum (Villavägen 16, Uppsala). You can also find our contact details and other information about CEMUS at: <http://www.web.cemus.se/>

## 10. CEMUS

### About CEMUS

CEMUS' aim is to advance and inspire education and knowledge within the field of environment and development studies, as well as other boundary-transcending issues connected to sustainable development. CEMUS began as an initiative by students in the early 90's and CEMUS courses are, in large part, still run by students today. In January 2007, CEMUS joined the Uppsala Center for Sustainable Development (CSD Uppsala) in conjunction with Uppsala University and SLU, the Swedish University for Agricultural Sciences. The courses at CEMUS are built in collaboration between students, course coordinators, teachers, researchers, university administrators and societal actors.

WEB: [www.cemus.uu.se](http://www.cemus.uu.se)

COURSE PORTAL: <http://www.web.cemus.se/sdpmc/>

FACEBOOK: <https://www.facebook.com/cemusuppsala/>

TWITTER: <https://twitter.com/CEMUSUPPSALA>

NEWSLETTER: Sign up at <http://www.web.cemus.se/contact/>

### CEMUS Education



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The education at CEMUS focuses on a comprehensive understanding of the challenges of sustainable development. This demands innovative teaching methods and an interdisciplinary approach. Since its inception, CEMUS courses have been run by students with the continual support of work groups and educational staff, whose members include professors and researchers from both Uppsala University and SLU (Swedish University of Agricultural Science).

CEMUS' primary point of departure and approach is based on what has become known as Education for Sustainable Development (ESD). Through democratic, realistic and extensive work modes, this teaching method strives to motivate students to heighten their critical thinking skills, as well as encourage responsibility and engagement in the issues of sustainable development.

The courses at CEMUS also function as a complement to the universities' specialised and disciplinary education. CEMUS is constantly widening its scope to address the most current debates in our society, as well as requests from students. Around 600 students per year take part in one or more of the many different courses offered at CEMUS.

## CEMUS Opening Lecture

This year's opening lecture will be given by Anders Wijkman, co-president of the global think tank Club of Rome and chairman of the Governing Board of Climate-KIC.

**Date:** Monday 3rd September

**Time:** 18.15-20

**Location:** Humanistiska Teatern, Engelska Parken

More information can be found here :

<http://www.web.cemus.se/3-sep-cemus-inaugural-lecture-fall-2018-with-anders-wijkman/>

## CEMUS Courses

This Fall CEMUS is offering the following courses:

- Hållbar utveckling A, 30 hp
- Global Challenges and Sustainable Futures, 7.5 credits
- Sustainable Development - Project Management and Communication, 15 hp
- Global miljöhistoria, 7.5 hp
- Critical Perspectives on Sustainable Development in Sweden, 7.5 credits
- The Global Economy – Environment, Development and Globalisation, 15 credits
- Climate Change Leadership in Practice, 30 credits



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- Klimatet, energin och det moderna samhället, 7.5 hp
- Interdisciplinary Science, 5 credits
- Sustainable Development – Worldviews and Visions – A Seminar Series, 5 credits

MORE INFO: <http://www.web.cemus.se/education/>

## CEMUS Forum

The scope of the CEMUS model is not limited to the classroom setting. CEMUS Forum organizes open lectures, conferences and festivals on education for sustainable development, film showings, discussions, workshops and a variety of other events. Much of this work is done in collaboration with students, in the envisioning, planning and delivery stages. These events are intended to attract not only current university staff and students, but also alumni, government officials, interested individuals and organizations. The aim of this work is to extend the educational core of the center by bridging the gaps between the theoretical and the practical, the young and the old and the academic and non-academic worlds, as well as to create a meeting place for people interested in interdisciplinary education and sustainable solutions.

At the beginning of every semester, CEMUS Forum hosts a **Project Café**. This is a great way to get involved with current projects at CEMUS and share new ideas and projects you would like to make happen.

The schedule for the project cafe for this semester is **Thursday 13th September 15:15-17**. This will be held in the CEMUS Library, Villavägen 16, Geocentrum

CONTACT: [sanna.gunnarson@cemus.uu.se](mailto:sanna.gunnarson@cemus.uu.se)

## CEMUS Research Forum

Cemus Research Forum (CEFO) is an interdisciplinary research school for PhD students that focus on broad environment and development-related issues. As a PhD student associated to Cefo you aim to participate actively in CEFO's research seminars (about 5 seminars per term) and propose activities according to your own research interest. The courses and the seminars are also open for those doctoral students that are not associated to CEFO.

## Student Life at CEMUS



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In parallel to courses, CEMUS students have the opportunity to realize their visions for a more sustainable culture, and expand and apply their learning. CEMUS hosts a number of different student groups and extra curricular projects related to sustainability, working across a broad range of projects - these include but are not limited to Fossil Free Uppsala University (divestment), Climate Justice Platform, Ekolibria (high school outreach), STEPS Hub (applied sustainability workshops) and Flood Magazine (Student Editorial). To learn more about these projects, start your own and/or connect with others it is recommended to attend the Project Cafe on the **13th September 15-17 in the CEMUS Library**.

## 11. PRACTICAL INFORMATION

CEMUS is open between 09:00 and 15:30, Monday to Friday. If you want to study in the library outside these hours or during weekends, you need a **key card**. The key card also gives access to the main Geocentrum entrance, which is locked after 17.00 and before 08.00. To get a key card, you first need to be registered to a course.

As a **new student** you need to have a current course registration to obtain a campus card. You also need to activate your user account beforehand, to be able to receive the email containing campus card instructions.

Information on how to activate your user account can be found at <https://konto.weblogin.uu.se/index.html>. The instruction message is usually sent out 24 hours after the activation, but sometimes it can be a delayed a further day. Instructions on how to obtain your campus card will be sent to the email address registered to you in the student database. Once you have ordered the card according to the instructions, you will be notified via email when your card is available for pickup at your campus reception desk. When you collect the campus card you will need to show an approved identification (driver's licence, passport etc).

### CEMUS Library/Lab/Lounge

In the CEMUS Library/Lab/Lounge you will find literature related to environment and development issues, magazines, journals and other publications, such as master and doctoral theses. You can also have a cup of coffee from library self-service 'cafe', slouch in the sofas and read the course literature. **The library is a shared space for staff, coordinators and students – please respect the guidelines posted in the library to ensure a pleasant work and study environment for all.** It is possible to book the library for CEMUS-related activities; however, educational activities such as seminars have precedence. All the course literature for CEMUS courses is available there, including



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several shelves of reference books. These may **only be read inside the library**, and are not to be taken home.

## **Geocentrum library**

The Geocentrum Library is located down the hall from CEMUS. Copies of the CEMUS course literature are available for borrowing there. You can also go there to borrow books from the CEMUS library (only the ones that are marked with the Geo-library system).

## **The Language Workshop (Språkverkstaden) at Uppsala University**

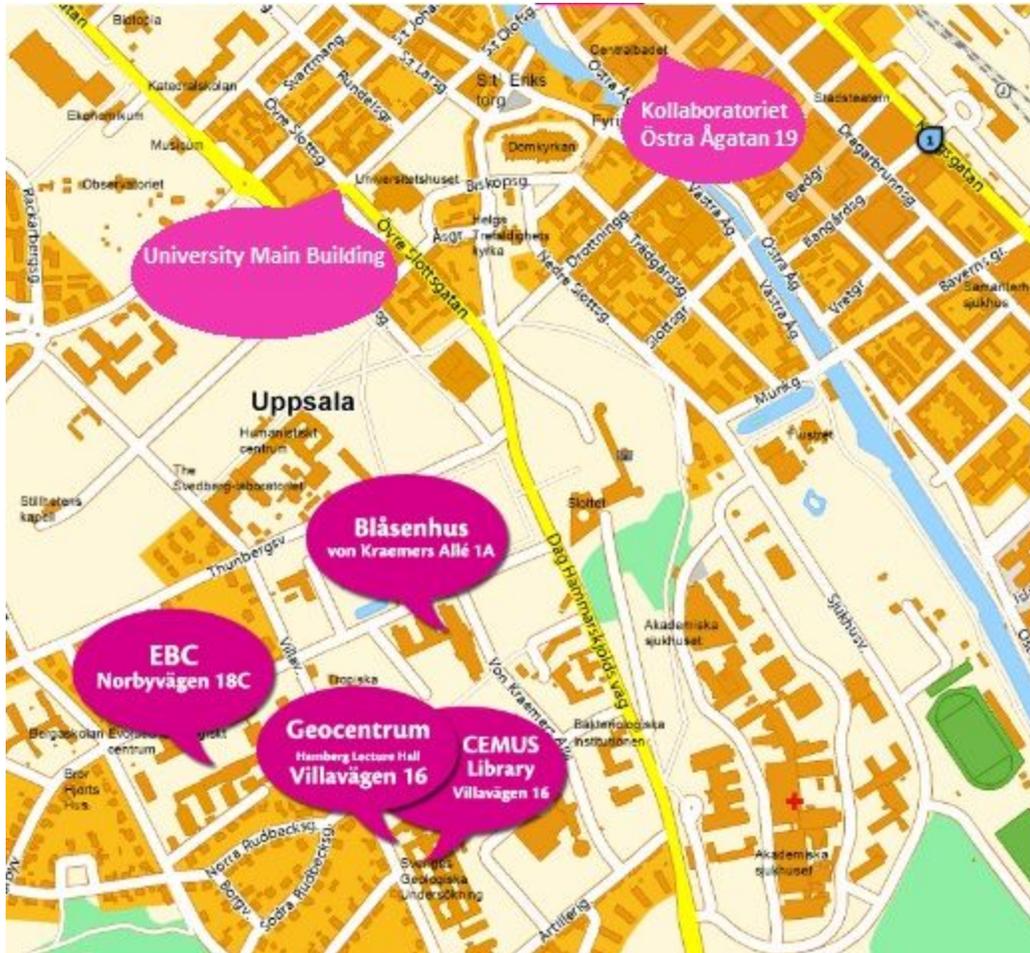
The Language Workshop offers consultations about written and oral presentations on an individual basis in both Swedish and English. It is free of charge and available to all students on the undergraduate and master's levels. We strongly encourage you to get in touch with the Language Workshop if you are struggling with a paper or want to improve your written English.

[www.sprakverkstaden.uu.se](http://www.sprakverkstaden.uu.se)

## **Important Locations**

Here are the most commonly used lecture halls and rooms:

- **Blåsenhus**  
House 12, 13 and 14. For example Blåsenhus 12:010 means House 12, Floor 0, Room 10.
- **Geocentrum, Villavägen 16**  
Smålands  
CEMUS library
- **EBC (Evolutionsbiologiskt Centrum)**  
White building on the corner of Villavägen/Norbyvägen between Geocentrum and Engelska Parken
- **Kollaboratoriet**  
Located at Östra Ågatan 19, across from the Fyris River and next to Gamla Torget



We look forward to an exciting semester!  
// Katie, Isabel & Malin