PRACTICAL LEGAL CONCEPTS FOR NATURAL RESOURCE PROFESSIONALS

FOR6934   3 CREDIT HOURS   SUMMER C 2017

UNIVERSITY OF FLORIDA, SCHOOL OF FOREST RESOURCES AND CONSERVATION

DISTANCE LEARNING COURSE

VIA THE CANVAS COURSE MANAGEMENT SYSTEM

In case of technical difficulties while taking this online course, contact the UF HELP DESK: http://helpdesk.ufl.edu/ or 352-392-4357 (24/7)

INSTRUCTOR: Kathryn L. Mennella, J.D.
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Phone: 352-562-9188

COURSE WEBSITE: http://elearning.ufl.edu

COURSE COMMUNICATIONS: General course questions should be asked through the course discussion board so that all students can benefit from the response to the question. Private questions can be addressed to the Instructor through the Canvas Inbox (preferred) or through the Instructor's ufl.edu email address (see above).

Your instructor is readily available via email and will respond to email within a reasonable time, making every effort to respond to emails within 48 hours. If the 48 hour period falls on a weekend, the emails may not be answered until the following business day. Alternatively, the student may request a telephonic meeting or a virtual meeting. If you wish to schedule a one-on-one meeting with the Instructor, please notify the Instructor via email with a requested date and time and an alternative date and time.

REQUIRED TEXT: There is no required text for the course.

ADDITIONAL RESOURCES: The course modules will identify videos, articles, websites, and other reading resource materials that will be either required reading or suggested (optional) reading. All these materials will be made available via the Canvas course website.

COURSE DESCRIPTION: Survey of legal concepts, processes, institutions, and selected environmental laws pertinent to the work of natural resource professionals working primarily in Florida. Course includes a review of Florida's key environmental regulatory agencies, Florida's consumptive use permit and environmental resource permit programs, Florida's rulemaking and permitting processes, Florida's open government laws, and Florida's imperiled species program and the Endangered Species Act.

 PREREQUISITE KNOWLEDGE AND SKILLS: None.

PURPOSE OF COURSE: The course is designed to provide natural resource professionals practicing in Florida with a practical overview of basic legal concepts and processes, as well as key environmental regulatory programs they are likely to encounter in their professional work. The course fills a need identified by place-bound natural resource professionals (e.g., state agency staff) who have experience in natural resource management from a biological and ecological perspective, but lack any training needed in legal and governmental processes to advance in their careers. The course is not designed for lawyers or law students.

COURSE GOALS AND/OR OBJECTIVES: By the end of this course students will be able to:

- Identify the sources of law in the United States and differentiate between the various sources of law;
- Comprehend the basic language and organization of Florida statutes;
- Locate both federal statutes and rules, and Florida statutes and rules;
- Explain and distinguish between the primary environmental regulatory roles of the Department of Environmental Protection, the water management districts, the Florida Fish and Wildlife Conservation Commission, and the Department of Agriculture and Consumer Services;
- Summarize and explain key requirements of the Environmental Resource Permit and Consumptive Use Permit programs;
- Describe key components of conservation easements and prepare drafts of these components for review by appropriate legal professionals;
- Explain and effectively participate in Florida's rulemaking and permitting processes;
- Draft public records requests; and
- Recognize and avoid many ethical and Sunshine Law problems.

- Summarize and explain key regulatory requirements of the Endangered Species Act and Florida's imperiled species program.

INSTRUCTIONAL METHODS: The primary instructional methods for the course will include asynchronous lectures by the Instructor and guest lecturers that are recorded and posted to the course Canvas site, assigned readings and videos, live web sessions (Canvas conferences) during evening hours, preparation of VoiceThread presentations, brief papers concerning the topics addressed in the course videos, and quizzes.

COURSE TECHNOLOGY: This is a 100% online, distance education course delivered through the Canvas Course Management System. You will need regular access to an Internet-ready computer. Some prior computer experience is expected of each student enrolled in this course. You will need a working webcam and headset with microphone for this course.

Some assignments in this course use <u>VoiceThread</u>. You will use your gatorlink information to log in. Specific details about how to use VoiceThread for your assignments will be included in the assignment details in Canvas.

This course includes three live web sessions at 7:00 pm on designated Thursday evenings. These sessions are accessed in the Conference tab on the left-hand menu of the course in Canvas. Students will need a working webcam and headset to participate in these sessions. Students will have the opportunity to test their equipment with online staff before the first live session. **Attendance at these sessions is mandatory to receive full participation points for the class. Students who cannot attend live due to an excused absence established before the session can submit their assignment before the class, then view the recording and submit a follow-up comment or analysis via VoiceThread.**

COURSE POLICIES:

ASSIGNMENTS AND COMMUNICATIONS
- Read the Course Syllabus and all course documents in Canvas to gain an understanding of what this course entails.
- It is the student's responsibility to check the Canvas website on a regular basis for course materials, announcements, and assignments.
- You should check your GatorLink/Canvas e-mail accounts regularly.
- You are responsible for all course materials posted in Canvas and for all course work and other course assignments. It is the student's responsibility to ensure that the Instructor has received each of his/her assignments.
- All assignments are due as posted and detailed in "Assignments" in the Canvas site.

- All assignments are to be submitted in English. If you are taking this course in a foreign country, you must have your assignments translated into United States English prior to submitting them to the Instructor.
- Each assignment must be clearly marked with the student's name, the assignment name, and the date near the top of the assignment.
- All assignments are to be submitted via Canvas by the due date/time and not via email unless the Canvas system is down, in which case you must have a UF HELP DESK trouble ticket number on your assignment.
- Unless otherwise noted, all weekly assignments will be due at 11:59 p.m., Sunday night of each week.
- If the Canvas site is not working at the time of a deadline, it is your Instructor's prerogative to extend the assignment/assessment deadline to accommodate technical issues. Students will not be penalized or held responsible for campus-wide technical situations which are out of their control.
- The assignment due date and time is the end of that assignment and generally, no late turn-ins will be allowed (except in the case of Canvas or other technical issues as described above). However, as adults, students, and working professionals, we understand you must manage competing demands on your time. Should you need additional time to complete an assignment due to an unusual circumstance, please contact the Instructor well before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in receiving a zero for the assignments. Retroactive extensions are not granted.

MAKE-UPS: Any requests for make-ups due to technical issues must be accompanied by the ticket number received from the [UF Help Desk](#) when the problem was reported to them. The ticket number will document the time and date of the problem. You must e-mail your Instructor within 24 hours of the technical difficulty if you wish to request a make-up.

TIME MANAGEMENT: From a time management perspective, students should expect to spend a minimum of 10 hours per week on this course to complete the lectures, readings/videos, written assignments, and VoiceThread assignments. This does not include the time allotted for Quizzes and Live Sessions.

PARTICIPATION GENERALLY: *Participation is critical for this course, and will make the course more enjoyable and worthwhile for each student and the entire class.* One important way that you will participate involves VoiceThreads with your fellow students and the Instructor. Another important way to participate is through the Live Sessions scheduled throughout the semester, as described below.

LIVE SESSIONS: During the semester, there will be three online "Virtual Sessions" via the Canvas site. These live classroom sessions will be graded based on each student's participation and engagement. Each session will occur at 7:00 pm (Eastern Daylight Savings Time), last 75 minutes

and be an opportunity for interaction between the Instructor and students. Topics will include students' questions about the course or topics of the current and previous weeks. Students will be required to submit a question pertaining to the course material before the live session. The instructor will choose those questions that will be discussed during the live session, and students will be expected to pose the Instructor's chosen questions to the group.

TECHNICAL COMPUTER AND WRITING REQUIREMENTS:
- All submitted documents must be in Microsoft Word 97–2007 or later file type (.doc or .docx). For written papers, use 1" margins all around, line spacing at 1 ½ or double-spaced, and use an Arial or Calibri font set at 12 point.
- To eliminate problems during our Live Sessions, you must use a headset with built-in microphone. This is necessary to prevent the entire class from hearing your feedback echo if you are using the speakers on your computer, which results in no one being able to effectively communicate during the virtual sessions. Online discussions will be smoother and more productive if you set this up and test your headset with built-in microphone before attending the online sessions.

QUIZZES: This class will include periodic quizzes on the topics addressed in the videos and readings. The quizzes are open book and you will have 3 hours to complete each quiz.

ASSIGNMENTS: During some weeks there will be a short written paper that must be completed on the week's topic. Depending on the topics, the paper must be a minimum of 250 or 500 words. After you complete the week's assignment submit the document via Canvas to be graded.

LATE POLICY: Any late submissions due to technical issues MUST be accompanied by the ticket number received from the Helpdesk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request consideration.

GRADING POLICIES:

Your final course grade will consist of a weighted average of multiple written and VoiceThread assignments; multiple open book, timed quizzes; and active participation in multiple live virtual sessions, as follows:

Assignment	Percentage
Writing Assignments (some include VoiceThread)	45

Quizzes	45
Active Participation (Student Introduction, Live Sessions, Live Session Questions, Discussion Boards)	10

GRADING SCALE: Course grades will be assigned using the following scale:

A   94.00% and above Excellent Performance
A-   90.00% - 93.99%
B+   86.00% - 89.99%
B   83.00% - 85.99% Good Performance
B-   80.00% - 82.99%
C+   76.00% - 79.99%
C   73.00% - 75.99% Acceptable Performance
C-   70.00% - 72.99%
D+   66.00% - 69.99%
D   63.00% - 65.99% Weak Performance
D-   60.00% - 62.99%
E   Below 59.99% Unacceptable Performance

COURSE SCHEDULE:

Week	Date	Topic	Assignment(s)
1	May 8-14, 2017 (Add/Drop Week)	Course Introduction- Instructor welcome, expectations, and overview; Student profile; Student introductory VoiceThreads	Instructor Introductory Video; Read the syllabus; Student Profile; Student Introductory VoiceThreads
2	May 15-21, 2017	Sources of Law	Sources of Law Video; How to Read and Comprehend a Statute Videos; Readings; Sources of Law Quiz (Quiz #1)
3	May 22-28, 2017	Governor and Cabinet; Selected Environmental Regulatory Agencies	Governor and Cabinet Video; Dept. of Environmental Regulation Videos; Water Mgmt District Video;

			FFWCC Video; Dept. of Agriculture & Consumer Affairs Video; Readings; Writing Assignment #1 with VoiceThread; Submit questions for live session **Live Session #1**
4	May 29-June 4, 2017	Consumptive Use Permit (CUP) Program	Consumptive Use Permit Videos; Readings; Discussion Board Question/Response #1
5	June 5-11, 2017	CUP & Environmental Resource Permit (ERP) Program	CUP Minimum Flows & Levels Video; Environmental Resource Permit Videos; Readings
6	June 12-18, 2017	ERP Program	ERP Videos; Mitigation Banking Video; Readings; ERP & CUP Quiz (Quiz #2)
7	June 19-25, 2017	SUMMER BREAK WEEK (no class)	
8	June 26-July 2, 2017	Conservation Easements	Conservation Easement Video; Readings; Writing Assignment #2; Submit question for live session **Live Session #2**
9	July 3-9, 2017	The Rulemaking Process	Rulemaking Videos; Readings; Writing Assignment #3
10	July 10-16, 2017	The Permitting Process	Permitting Process Videos; Readings; Rulemaking and Permitting Quiz (Quiz #3)
11	July 17-23, 2017	Open Government	Florida's Open Meetings Videos & Public Records Videos; Readings; Discussion Board Question/Response #2; Submit question for live session

			Live Session # 3
12	July 24-30, 2017	Ethics in Government	Ethics Videos; Readings; Open Government Quiz (Quiz #4)
13	July 31-August 4, 2017	Imperiled Species	Endangered Species Act Videos; Florida Imperiled Species Program Videos; Readings; Writing Assignment #4

Disclaimer: This syllabus represents the Instructor's current plans and objectives. As the semester progresses, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at http://www.dso.ufl.edu/students.php.

NETIQUETTE; COMMUNICATION COURTESY: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. For further information and standards, please see:

http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf

GETTING HELP:

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu

- (352) 392-HELP - select option 2

- http://elearning.ufl.edu

Other resources are available at http://www.distance.ufl.edu/getting-help for:

- Counseling and Wellness resources

- Disability resources

- Resources for handling student concerns and complaints

- Library Help Desk support

The School of Forest Resources & Conservation cares about your experience and we will make every effort to address course concerns. We request that all of our online students complete a course satisfaction survey each semester, which is a time for you to voice your thoughts on how your course is being delivered.

If you have a more urgent concern, your first point of contact should be the Academic Programs Coordinator or the Graduate/Undergraduate Coordinator for the program offering the course. You may also submit a complaint to UF administration:

Students in online courses: http://www.distance.ufl.edu/student-complaint-process

Students in face-to-face courses:
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf