

INFO DOCUMENT FOR THE COURSE INDOOR AIR QUALITY (CIV-E3030), SPRING 2023

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1. Teaching timetable, location of the teaching and topic of each teaching event

- 28th February 2023 at 9:15-10:00 **Course info via Teams Meeting**; at 10-12 Self learning: General factors affecting indoor air quality (IAQ)
- 2nd March 2023 at 9:15-11:00 (lecture room R2, Rakentajanaukio 4): Ventilation and IAQ
- 7th March 2023 at 9:15-12:00 (lecture room R2, Rakentajanaukio 4): Dampness and mold
- 9th March 2023 at 9:15-12:00 (lecture room R2, Rakentajanaukio 4): Introduction to the course group work (conference publication + presentation)

OPTIONAL: INDOOR CLIMATE SEMINAR on 14th March 2023 in Messukeskus

<https://www.sisailmayhdistys.fi/Tapahtumat/Sisailmastoseminaarit/Sisailmastoseminaarit-2023>

- 16th March 2023 at 9:15-11:00 (lecture room R2, Rakentajanaukio 4): Methods and good practices for assessing IAQ
- 21st March 2023 at 9:15-12:00 (lecture room R2, Rakentajanaukio 4): Measurement methods
- 23rd March 2023 at 9:15-11:00 (lecture room R2, Rakentajanaukio 4): Indoor climate classification and IAQ guidelines
- 28th March 2023 at 9:15-12:00 EXCURSIO (company visit to Vahanen, Linnoitustie 5, 02600 Espoo)
- 3rd April 2023 at 14:15-16:00 (lecture room R2, Rakentajanaukio 4): Climate change and IAQ
- 4th April 2023 at 9:15-12:00 (lecture room R2, Rakentajanaukio 4): Individual article/seminar assignment presentations
- 13th April 2023 at 9:15-11:00 (lecture room R2, Rakentajanaukio 4): Course group work presentations (conference presentations)

2. Assessment method and criteria for the whole course

- Grade: 0-5 based on the learning report (the report contains 10 different parts* (*see Chapter 2. "The content of the learning report and points from each part"), which will be evaluated).
- Scale: 5 (= excellent), 4 (= very good), 3 (= good), 2 (= satisfactory), 1 (weak), 0 (= rejected).
- The learning report includes homework, individual assignments, pair work assignments, groupwork assignments as well as a learning diary within each part.
- Grading 0-5: 0-49 = rejected; 50-59 points = 1; 60-69 points = 2; 70-79 points = 3; 80-89 points = 4; 90-100 points = 5.
- Two presentation events (4th April 2023 at 9:15-12:00 and 13th April 2023 at 9:15-11:00) are mandatory.

3. The content of the learning report and points from each part

Part 1: General factors affecting indoor air quality (max. 7 points), self-learning 28th February 2023

Part 2: Ventilation and indoor air quality (max. 10 points), teaching 2nd March 2023

Part 3: Dampness and mold (max. 10 points), teaching 7th March 2023

Part 4: Methods and good practices assessing indoor air quality (max. 5 points), teaching 16th March 2023

Part 5: Measurement methods and measurement demonstration (max. 5 points), teaching 21st March 2023

Part 6: Indoor climate classification, indoor quality guidelines (max. 5 points), teaching 23rd March 2023

Part 7: Company visit (max. 5 points), 28th March 2023

Part 8: Climate change and indoor air quality (max. 5 points), teaching 3rd April 2023

Part 9: Individual article/seminar assignment (max. 18 points), teaching (presentation event) 4th April 2023

Part 10: Course group work (max. 30 points), teachings 9th March 2023 (info about the group work) and 13th April 2023 (group work presentation event)

4. Summary of the mandatory tasks that give points in each part

PART 1:

- Part 1, Task 1. (self-learning): “Air quality in various types of indoor environments”, max. 2 points
- Part 1, Task 2. Learning diary, max. 5 points

PART 2:

- Part 2, Task 1. Learning diary, max. 5 points
- Part 2, Task 2. pair work, max. 5 points

PART 3:

- Part 3, Task 1. In advance homework (homework before the teaching event 7th March 2023): “Indoor mould exposure: Characteristics, influences and corresponding associations with built environment”, max 5 points
- Part 3, Task 2. Learning diary, max. 5 points

PART 4:

- Part 4, Task 1, Learning diary, max. 5 points

PART 5:

- Part 5, Task 1. Learning diary, max. 5 points

PART 6

- Part 6, Task 1. Learning diary, max.5 points

PART 7:

- Part 7, Task 1. Learning diary, max. 5 points

PART 8:

- Part 8, Task 1. Learning diary, max. 5 points

PART 9:

- Part 9, Task 1. Individual article/seminar assignment: extended abstract (max 18 points) and presentation about the extended abstract (7-8 min presentation) (mandatory event).
(Learning diary is not needed from the Part 9)

PART 10:

- Part 10, Task 1. Group work: Conference publication (max 30 points) + conference presentation (10-12 min presentation) (mandatory event).
(Learning diary is not needed from the Part 10)

In addition to the mandatory “Part tasks”, the optional lecture tasks are important for your learning diary. Getting the grade 3-5 from each part’s learning diary requires (among other requirements) reflection on a lecture task in the learning diary. If you are unable to attend the lecture, do the task independently.

5. Deadlines

Part 1 deadline: 6th March 2023 at 23:59

Part 2 deadline: 6th March 2023 at 23:59

Part 3 deadline: 6th March 2023 at 23:59

Deadline for choosing the course project work group and topic is 6th March 2023 at 23:59

Part 4 deadline: 31st March 2023 at 23:59

Part 5 deadline: 31st March 2023 at 23:59

Par 6 deadline: 31st March 2023 at 23:59

Part 7 deadline: 14th April 2023 at 23:59

Part 8 deadline: 14th April 2023 at 23:59

Part 9 deadline: 14th April 2023 at 23:59 (Note! You must have the first whole version of the article assignment and your presentation slides ready by 3rd April 2023 (for the presentation event which would be on 4th April 2023).

Part 10 deadline: 14th April 2023 at 23:59 (Note! You must have the first whole version of the conference publication and your presentation slides ready by 12th April 2023 (for the presentation event, which would be on 13rd April 2023).

Remember to write your feedback and thoughts about the course within your learning report!

6. Learning diary

Write a learning diary text about the parts 1-8. The learning diary text is not required from the parts 9 and 10.

Length of the learning diary text: 500-1000 words (font: Times New Roman; font size: 11) per each required part.

How to write a learning diary:

A learning diary is a journal of your own work, thoughts, problems, questions, learning processes, conclusions, reflections. It is mental processing of things you have learned -but also of things you recognize are yet to be learned.

A learning diary is **NOT the same thing as a basic lecture diary** in which you just summarize the contents of a lecture. When writing a learning diary, you go beyond describing the simple facts presented during the lecture. Instead, you answer questions such as

What have I achieved?

How did I learn?

How did my skills improve?

How did I feel about it?

How shall I proceed the next time?

How can I use this in the future?

On reflection

Reflection is an integral part of a learning diary. Reflection is something we do every day when we are thinking what went well and what didn't, and why, and what are our feelings about it. After reflecting on something we may choose another way of doing things, or maybe not. By reflecting it is possible to find out how one thinks, processes information, and learns. Is there a way of doing them more efficiently?

Reflection can be done in a structured way, using a specific model. An easy model to adapt is the Gibbs' model of reflection. Following this model, you first describe the context (what has happened), and then proceed to thinking about your feelings and thoughts about it then and now, evaluate (how did things go) and analyse the situation, and finally, decide on future action.

For more information try googling "learning by reflection".

Assessment and grading:

0-5 points are given from each learning diary entry (parts 1-8. A learning diary text is not required from the parts 9 and 10).

Below are *very general guidelines* to give some idea what is required for each grade for each individual entry.

Points	The learning diary shows:
4-5	deep learning on the topics and the “big” picture; personal touch and applications, various perspectives.
3-4	wider learning and reflection; relations between topics, and personal context, applications.
2-3	some learning of the topics; personal perspective and reflection.
1-2	little or no reflection; descriptive “report”; misunderstood central concepts.
0	grave misunderstanding of the whole topic; no effort put in the work.

(Note that although the lecture tasks are optional, getting the grade 3-5 from each part’s learning diary requires (among other requirements) reflection on the lecture task.

Template

If you are not sure how to write your first learning diary entry, you can try using the template below until you find your own way.

Note, however, that this is not *the* way to write but just an example how you can begin. Adapt it to your own liking!

Learning diary

What?

Make brief notes of what you did: the lecture or seminar that you attended, the reading that you have done.

Why

Make brief analytical notes: why did you do it? How was it useful? What learning outcomes did it cover? What part of the assignment question is it helping you with?

Knowing why you are doing something helps you move from being a passive to an active learner.

Reaction

Make brief notes on your emotional response to the activity: notice the affective dimension to your learning. It allows you to build a picture of yourself as a learner and as a student.

NB: This reflection allows you to notice what and how you like to learn: the subjects and topics that you enjoy – and the ones that you do not like so much; whether you like lectures or reading, whether you enjoy group work or independent study. This means that you can choose modules and teaching and learning strategies that suit you

Learned

Make brief notes on all that you think that you learned from the lecture, class or reading. These notes are where you make your learning conscious, which improves both the quantity and quality of your learning. When we do not do this, we are in danger of leaving the learning

behind as we walk away from that lecture or close that book. You can make this section of your review as detailed and/or concise as you wish.

Goal setting

Make brief notes about what you will do next... nothing will ever give you ‘all you need to know’ on a subject. Therefore, you should always be thinking: What next?

7. Instructions and evaluation criteria for individual article/seminar assignment and presentation event

PART 9, TASK 1. Individual article/seminar assignment: extended abstract (max 18 points) and presentation about your extended abstract (7-8 min presentation) (mandatory event).

Select A or B:

- A) Individual article assignment: Read one selected journal article (see the list of the articles in the MyCourse and book one article for yourself) and prepare an extended abstract about the article and a 7-8 min power point presentation about your extended abstract.
- B) Individual seminar assignment: Participate to the national Indoor Climate Seminar 2023 in Messukeskus (NOTE THAT THE SEMINAR IS MAINLY IN FINNISH) 14th March 2023 at 8:45-16:15 and select one “full conference paper” (can be found from the Indoor Climate Seminar webpage) and prepare an extended abstract about the conference full paper and a 7-8 min power point presentation about your extended abstract.

Note! If you like to participate to the seminar, please register by 6th March 2023 via the link:

<https://www.sisailmayhdistys.fi/Tapahtumat/Sisailmastoseminaarit/Sisailmastoseminaari-2023>

Seminar fee for students is 35 eur + alv. 24 %

Instructions how to prepare an extended abstract can be found in the extended abstract template (see the document “*Template for extended abstract_Part 9*” in MyCourse).

Add the extended abstract and your power point slides (as image/images) to your learning report.

Mark your selection (“individual article assignment” or “individual seminar assignment”) to the MyCourse.

Evaluation criteria for the extended abstract:

Area evaluated

<p>The extended abstract is clear, logical, and well organized (easy to follow). Max. 5 points</p> <ul style="list-style-type: none"> Extended abstract is clear, logical and well organized to maximize readers understandability. The length of the extended abstract is within the given recommendation (max. 2 pages).
<p>The whole content of the extended abstract is appropriate. Max. 5 points</p> <ul style="list-style-type: none"> Information is accurate and includes a clear description of the results and their importance.
<p>Details in the extended abstract are minimized so that main points stand out. Max. 5 points</p> <ul style="list-style-type: none"> Extended abstract deals with the most important content of the study.
<p>The language of the report is acceptable and understandable, and the abstract looks visually good. Max. 3 points</p>
<p>TOTAL POINTS (MAX 18)</p>

Instructions for individual article/seminar assignment presentations (4th April 2023 at 9:15-12:00)

- Individual assignment presentations will be given on-site in Otaniemi in groups of about 10 students.
- Prepare to present your assignment (**a 7- 8 min presentation**)
- Prepare to write down a few comments about each presentation. While other students give their presentations, make constructive feedback notes to Presemo (or make notes to yourself and later move your comments to Presemo):
 - What is good in the presentation?
 - What could be improved?

You can pay attention for example to these questions:

- Presentation is clear, logical and organized.
- Presentation is easy to follow.
- Details are minimized so that main points stand out.
- Presentation slides are well designed and look visually good.
- Presentation slides are easy to read, and content is appropriate.
- The presentation lasts for the time allotted to it.

NOTE: The presentation event is a mandatory part of the course.

Upload the part 9 (parts 1-9) of your learning report by 14th April 2023 at 23:59

(Note! You must have the first whole version of the article assignment and your presentation slides ready by 3rd April 2023 (for the presentation event which would be on 4th April 2023).

8. Instructions and evaluation criteria for the course group work and group work presentations (PART 10, TASK 1)

Teaching events on 9th March 2023 at 9:15-12:00 (info about the course group work) and 13th April 2023 at 9:15-11:00 (course group work presentations)

Instructions for the course group work

Choose the group and topic in MyCourses (Assignments-section) by 6th March 2023 at 23:59 (max. 4 persons in a group).

- Contact your group members to begin the work! Email list can be found in MyCourses.
 - Note! Doctoral students: If you wish to do the work by yourself, please send email to heidi.salonen(at)aalto.fi and suggest your own topic.
- Prepare a conference publication (see the given Template in MyCourses: “*Template for conference publication_Part 10_group work*”) and 10-12 min presentation about your conference publication.
- You must have the first whole version of the conference publication and your presentation slides ready by 12th April 2023 (for presentation event).
- Presentation event (MANDATORY) on 13th April 2023 at 9:15-11:00
- Final version submission (Part 10): 14th April 2023 at 23:59.

Instructions for the course group work presentations (presentations will be on 13th April 2023 at 9:15-11:00)

1. Group work presentations will be in lecture room R2, Rakentajanaukio 4
2. Prepare to present your group work (conference publication) (**10-12 min presentation**)
4. Prepare to write down a few comments about each presentation. While other groups give their presentations, make constructive feedback notes to Presemo (or make notes to yourself and later move your comments to Presemo:
 - What is good in the presentation?
 - What could be improved?

You can pay attention for example to these questions:

- Presentation is clear, logical and organized.
- Presentation is easy to follow.
- Details are minimized so that main points stand out.
- Presentation slides are well designed and look visually good.
- Presentation slides are easy to read, and content is appropriate.
- The presentation lasts for the time allotted to it.

NOTE: The presentation event is a mandatory part of the course.

Assessment and grading of group work

Final grade of the course group work based on the “conference publication”. However, the “conference presentation” is mandatory and teacher as well as other students will give the feedback to each group.

Evaluation criteria for the conference publication (group work):

Area evaluated
Definition of research scope and goals Max. 3 points <ul style="list-style-type: none">• Definition of research scope• Presentation of goals in the article
Content and structure of the article Max. 11 points <ul style="list-style-type: none">• Scientific quality of the article• Structure of the article
Methods, conclusions Max. 12 points <ul style="list-style-type: none">• Description of research methods• Correctness of the result• Conclusions, quantity, quality, and relevance
Language and graphic design Max. 4 points
TOTAL POINTS (MAX. 30)