

URBP 298A: Special Study: Planning Report Development Spring 2009

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Office hours/ contact info:	See course webpage at http://www.sjsu.edu/faculty/weinstein.agrawal/urbp298.htm
Class days/time:	Mondays, 7:15-10:00 pm
Classroom:	CL 302

Course Catalog Description:

Advanced research and report writing. Students develop a plan and complete the initial research to write a planning report that demonstrates their capacity to do independent research, analysis, and writing about a complex planning problem. Prerequisite: Passage of the Writing Skills Test, instructor consent, and Graduate Advisor approval.

Course Prerequisite:

In order to enroll in URBP 298A, students must:

- Pass the WST (this rule applies only to students who joined the MUP program in Fall 2006 or later).
- Demonstrate basic familiarity with the substantive topic they plan to research by completing a Preliminary Research Proposal, as described in the materials given out to students at the three 298 orientation workshops held in Fall 2008.

It is also strongly recommended that students take URBP 200, URBP 204A, and URBP 213 before enrolling in URBP 298A.

Objectives of the Planning Report Process:

The two-course sequence of URBP 298A and URBP 298B gives planning students an opportunity to prepare a Planning Report based upon independent research, analysis, and possibly design work about a complex urban or regional problem. Preparing this Planning Report is the capstone experience for students in the MUP program. Students draw upon the material they have learned from coursework, internships, and professional experience to demonstrate their ability to:

1. **Conceptualize problems from complex, real world situations so the problems are meaningful to clients and research-worthy.** In particular, students will be able to:
 - a. Define and clearly state a research question and/or goal.
 - b. Demonstrate in-depth familiarity with relevant literature on the research subject
 - c. Design a methodology appropriate to answer a research question

2. **Collect, analyze and synthesize information from multiple sources.** In particular, students will be able to:
 - a. Collect data of sufficient quality and depth to answer a research question
 - b. Perform direct, competent, and appropriate analysis to answer a research question
 - c. Draw sophisticated conclusions based on the results of the analysis, that are a logical extension of the findings
 - d. Show how the analysis and findings fit into the larger context of the literature and current professional practice
3. **Communicate effectively in writing and in visual terms.** In particular, students will be able to:
 - a. Organize material logically, so that a reader can easily follow the writer's train of thought
 - b. Write grammatically and free of typos
 - c. Create and integrate into the report tables and figures that add useful/important information for readers
 - d. Design reports that are attractive and professional in appearance
 - e. Include citations where appropriate, and format footnotes and bibliographies properly

In addition to these three requirements for the Planning Report, students are encouraged to demonstrate originality and creativity in the choice of research question, methodology, or analysis techniques.

Course Assignments and Grading Policy:

In URBP 298A, students begin the report writing process by crafting a research proposal, reviewing relevant literature on their Planning Report topic, completing an IRB proposal requesting permission to work with human subjects, and drafting parts of the final Planning Report. By completing these steps, students position themselves to successfully complete the Planning Report in URBP 298B.

To successfully complete URBP 298A and receive credit for the course, students must attend all scheduled class meetings, complete the assignments listed in the table below, and read all assigned materials.

Course assignments and due dates are listed in the table below:

Assignment	Due date*
1. Draft #1 of Research Proposal	Feb. 9
2. Draft #2 of Research Proposal	Feb. 23
3. Draft #1 of IRB Application	March 2
4. Final Research Proposal	March 9
5. Final IRB Application	March 16
6. Draft Literature Review	March 30
7. Final Literature Review	April 13
8. Draft report sections (4,000 words, or as decided between the advisee and the advisor)	May 13

*Note that assignments must be received by advisors by the end of day to qualify as “on time” except Draft #1 of Research Proposal which is due at 9:00 a.m.

Directions for assignments #1 through #7: See handouts on the Research Proposal, IRB Application, and Literature Review assignments.

Directions for assignment #8: Prepare a draft of at least 4,000 words of good quality writing (excluding citations) that will go into the final report.

This draft should not repeat information prepared for the research proposal and literature review assignments.

To count as “good quality,” the draft for assignment #8 must be written so that the meaning is clear to a reader at the sentence, paragraph, and macro-structural level, and the content must be complete enough that the student and advisor do not expect major additions for the final draft.

Due dates: Students are expected to hand in all draft and final assignments by the assigned due dates. Students who turn assignments in on time (including drafts) will normally receive comments from their advisor within five business days. For late papers, the turnaround time may well take ten or more business days, which could significantly impede a student’s ability to pass the course.

Tentative Course Schedule

(Subject to change with notice)

Jan. 26 – Class 1

Lecture: Introductions; overview of the 298 process and greensheet; explanation of research proposal assignment; framing a research question

Feb. 2 - Class 2

Lecture: Conducting case studies; conducting interviews; the IRB process

Reading: On-line documents about the IRB process and sample IRB proposals (see class website for the links)

Feb. 9: Draft #1 of research proposal due by 9:00 a.m.

Feb. 9 - Class 3

Lecture: Analyzing qualitative data (i.e., interview notes or primary documents); how to take notes

Feb. 23 - Class 4

Lecture: Explanation of the literature review assignment; review of when and how to cite sources

Feb. 23: Draft #2 of research proposal due to advisor

March 2: Draft IRB application due

March 9: Final research proposal due

March 16: Final IRB application due

March 30: Draft literature review assignment due

April. 13: Final literature review due

April. 20 - Class 5

Lecture: Review of document design principles; tips on using advanced MS Word features to format a report; what to expect in 298B

May. 13: Draft report sections (4,000 words) due

Grading and Evaluation System for 298A

URBP 298A is graded on a Credit/No Credit (CR/NC) basis. Students will receive a grade of CR for URBP 298A if they:

- Score a grade of B or better on the final research proposal (Assignment #4) and final literature review (Assignment #7).
- Submit the IRB application to the SJSU IRB Coordinator. (The student's advisor must approve the application before it is submitted.)
- Submit an acceptable draft of an additional chapter(s) that totals at least 4,000 words of good quality writing, as defined above in Assignment #8.

Students who receive an NC for URBP 298A must re-enroll in URBP 298A and:

- Re-do all assignments (draft and final versions) for which they did not receive a passing grade (B or higher) during the first semester.
- Attend any class sessions they missed, plus any additional sessions that the advisor feels the student would benefit from repeating.
- Enroll in 298A and 298B over two additional semesters.

In addition, receiving an NC in URBP 298A has the following implications:

- An NC is the equivalent of failing the class. The NC will remain permanently on the student's record, though the SJSU Office of Graduate Records does not include the NC when calculating the student's GPA.
- Students who receive an NC in URBP 298A can only enroll again in URBP 298A if there is space available, with the department giving enrollment priority to students who meet the prerequisites for 298A and have not yet enrolled in a semester of URBP 298A.
- Students who receive an NC in URBP 298A will be placed on Administrative-Academic Probation. To be removed from administrative-academic probation, a student must re-enroll in URBP 298A and receive a grade of CR.
- Students who receive a second NC in URBP 298A will be disqualified from the MUP program.

Citing Sources Properly

SJSU's Policy on Academic Integrity states:

Students should know that the University's Academic Integrity Policy is available at www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this

class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

When you prepare written materials for this class, you must be particularly careful to cite all your sources thoroughly and avoid plagiarism. Plagiarism is the use of someone else's language, images, data, or ideas without proper attribution. It is a very serious offense both in the university and in your professional work. In essence, plagiarism is both theft and lying: you have stolen someone else's ideas, and then lied by implying that they are your own.

Plagiarism on either draft or final work handed in to your advisor will lead to grade penalties and a record filed with the Office of Student Conduct and Ethical Development. It may also result in your failing the course.

If you are unsure what constitutes plagiarism, it is your responsibility to make sure you clarify the issues before you hand in draft or final work.

Learning when to cite a source and when not to is an art, not a science. However, here are some examples of plagiarism that you should be careful to avoid:

- If you use a sentence (or even part of a sentence) that someone else wrote and don't reference the source, you have committed plagiarism.
- If you paraphrase somebody else's theory or idea and don't reference the source, you have committed plagiarism.
- If you use a picture or table from a webpage or book and don't reference the source, you have committed plagiarism.
- If your work incorporates data someone else has collected and you don't reference the source, you have committed plagiarism.

The University of Indiana has developed a very helpful website with concrete examples about proper paraphrasing and quotation. See in particular the following pages:

- Overview of plagiarism at <http://www.indiana.edu/~istd/overview.html>
- Examples of plagiarism at <http://www.indiana.edu/~istd/examples.html>
- Plagiarism quiz at <http://www.indiana.edu/~istd/test.html>

If you still have questions, feel free to talk to me personally. There is nothing wrong with asking for help, whereas even unintentional plagiarism is a serious offense.

Citation style

It is important to properly cite any references you use in your assignments. The Department of Urban and Regional Planning uses Kate Turabian's "A Manual for Writers of Research Papers, Theses, and Dissertations, 7th edition" (University of Chicago Press, 2007, ISBN-10: 0-226-82336-9). Copies are available in the SJSU King Library. Additionally, the book is relatively inexpensive, and you may wish to purchase a copy. Please note that Turabian's book describes two systems for referencing materials: (1) "notes" (footnotes or endnotes), plus a corresponding bibliography, and (2) in-text parenthetical references, plus a corresponding reference list.

Campus Policy in Compliance with the Americans with Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

You can find information about the services SJSU offers to accommodate students with disabilities at the Disability Resource Center website at www.drc.sjsu.edu.

Important SJSU Graduation Procedures and Deadlines

There are some important procedures that students must complete by specific deadlines in order to graduate. You must complete the following form(s) to graduate in Fall 2009:

- The **Departmental Request for Candidacy and Graduate Degree Program** must be signed by the Graduate Advisor, who will submit it for you to the Graduate Studies Office. The form can be downloaded from www.sjsu.edu/gape/docs/candidacy.pdf. This form is due to the Graduate Studies Office by **March 31, 2009**. To ensure that it is received on time, turn in the form to the Graduate Advisor at least one week earlier.
- You must complete the **Request for Course Substitution Form in Master's Degree Program** form if you later decide to change the courses listed on the Request for Candidacy and Graduate Degree Program form. The form can be downloaded from www.sjsu.edu/gape/docs/course_substitution.pdf. This form must be signed by the Graduate Advisor, who will turn submit it to Graduate Studies for you. The form is due **at the beginning of the semester before you graduate**.

Admission for Returning Students

Students who have not enrolled in classes for two consecutive semesters will need to apply for reentry to the university before enrolling in URBP 298A. Applications are processed online at www.csumentor.edu.