Instructor: Hilary Nixon
Office location: WSQ 216D
Telephone: 408-924-5852
Email: hilary.nixon@sjsu.edu
Office hours: By appointment.
Class days/time: TBD
Classroom: TBD
Prerequisites: Instructor consent and enrollment in the Master of Urban Planning program
Units: 1

**Course Catalog Description**
Discussion and analysis of experience in the planning field under internship programs. May not be counted towards the Master of Urban Planning program of study. Repeatable for credit with approval of the Graduate Student Advisor.

**Course Description and Course Learning Objectives**
This course is designed to give students an opportunity to enhance their understanding of the planning process through professional planning internship and work experiences.

Each student will participate in an internship/work experience with a planning–related public agency, private consulting firm, or community organization requiring at least 180 hours of professional planning work for the semester. Students will be given an opportunity to analyze and discuss professional planning fieldwork experiences under the internship/work program. Attention will be paid to the institutional setting of the fieldwork and the relationship between the internship/work and the objectives of the organization.

Students taking URBP 234 may not count the units earned towards the MUP degree requirements.

Students may enroll in URBP 234 for up to two semesters.

**Planning Accreditation Board (PAB) Knowledge Components**
This course partially covers the following PAB Knowledge Components: 4.2.3.
A complete list of the PAB Knowledge Components can be found at http://www.sjsu.edu/urbanplanning/courses/pabknowledge.htm.

**Required Course Texts**
No required course texts.

**Course Requirements and Assignments**
Your grade for the course will be based on the following assignments and other activities:

1. The satisfactory participation in 180 hours of internship/work activities

2. A report reflecting on what the student learned from the internship/work experience in light of the planning theories presented in URBP 200 and other departmental classes. Due December 12, 2016.

3. Submittal by December 12, 2016, of a completed “Certification of Professional Work Experience” form available at http://www.sjsu.edu/urbanplanning/docs/Intern_Completion.pdf. (Note, if the student has already submitted this form from a previous internship/professional work experience, submission again is not required.)

**Grading Information**
The report will be assigned a letter grade, which will be the semester grade as well, UNLESS the student does not complete the other requirements. All requirements must be met to pass the course unless other arrangements have been made with the instructor.

**Course Workload**
Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

**University Policies**
Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ Syllabus Information web page at http://www.sjsu.edu/gup/syllabusinfo/”

**Plagiarism and Citing Sources Properly**
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 will lead to grade penalties and a record filed with the Office of Student Conduct and Ethical Development. In
severe cases, students may also fail the course or even be expelled from the university.

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 common examples of plagiarism that you should be careful to avoid:

- Using a sentence (or even a part of a sentence) that someone else wrote without identifying the language as a quote by putting the text in quote marks and referencing the source.
- Paraphrasing somebody else's theory or idea without referencing the source.
- Using a picture or table from a webpage or book without reference the source.
- Using data some other person or organization has collected without referencing the source.

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 www.indiana.edu/~istd/overview.html
- Examples of plagiarism at www.indiana.edu/~istd/examples.html
- Plagiarism quiz at 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.