Instructor: Laurel Prevetti  
Office location: Los Gatos Town Hall or Clark Building, Room 205  
Telephone: 408/354-6873  
Email: lprevetti@losgatosca.gov  
Office hours: After noted class sessions and by appointment.  
Class days/time: 4:30 – 7:00 p.m. on Monday, August 24, September 14, October 5, November 9, and December 7, 2015  
Classroom: Clark Building, Room 205  
Prerequisites: None.  
Units: 1 unit

Course Catalog Description
Advanced research and proposal writing. Students conduct background research and develop a preliminary research proposal that demonstrates their capacity to do independent research, analysis, and writing about a complex planning problem.

Course Description and Course Learning Objectives
This course provides students with the skills and knowledge to prepare the preliminary research proposal required to enroll in URPB 298A. Students will learn how to frame effective research questions and identify appropriate peer-reviewed literature relevant to their research topic. In addition, the class explores the question of how to identify which research methods might be appropriate to answer a research question. 

Upon successful completion of the course, students will be able to:
1. Conceptualize problems from complex, real-world situations so the problems are meaningful to the intended audience and research-worthy. 
2. Identify and summarize appropriate peer-reviewed literature relevant to a proposed area of research. 
3. Describe the key strengths and weaknesses of qualitative data collection methods for planning and policy analysis, such as interviews, focus groups, observations, and case studies. 
4. Prepare constructive, tactful feedback to help colleagues improve their writing.
Planning Accreditation Board (PAB) Knowledge Components

This course partially covers the following PAB Knowledge Components:

2. Planning skills: The use and application of knowledge to perform specific tasks required in the practice of planning.

   a) Research: tools for assembling and analyzing ideas and information from prior practice and scholarship, and from primary and secondary sources.

   c) Quantitative and Qualitative Methods: data collection, analysis and modeling tools for forecasting, policy analysis, and design of projects and plans.

A complete list of the PAB Knowledge Components can be found at http://www.sjsu.edu/urbanplanning/courses/pabknowledge.html.

Required Course Texts

Required

This class has two required books:


Recommended

The books listed below are about the research design process in general. All are available as e-books through the SJSU library.


The readings below will be helpful for learning about qualitative and survey methods. (For advice on quantitative methods and policy analysis, the textbooks from URBP 204 and URBP 236 are a good starting place.)


LeCompte, Margaret Diane, and Jean J. Schensul. Analyzing and Interpreting Ethnographic Data. Walnut Creek, CA: AltaMira Press, 1999. (A good book for learning about how to analyze interview or other qualitative data.)


**Course Assignments and Grading Policy**

Your grade for the course will be based on the following assignments and other activities:

<table>
<thead>
<tr>
<th>Assignments and Other Activities</th>
<th>Percent of Course Grade</th>
<th>Due Date (by Midnight)</th>
<th>Course Learning Objectives Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Theses: Evaluate past URBP Theses</td>
<td>10%</td>
<td>9/14/15</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Outline: Outline Preliminary Research Proposal</td>
<td>10%</td>
<td>9/28/15</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Writing: Peer Review Writing Sample</td>
<td>5%</td>
<td>10/5/15</td>
<td>4</td>
</tr>
<tr>
<td>Draft: Draft Preliminary Research Proposal</td>
<td>10%</td>
<td>11/2/15</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Final: Final Preliminary Research Proposal</td>
<td>65%</td>
<td>12/14/15</td>
<td>1, 2, 3</td>
</tr>
</tbody>
</table>

Additional details on each assignment will be distributed as class handouts.
Calculation of Final Course Letter Grade

Each assignment is graded with a letter grade. The final letter grade for the course is weighted based on the grade for each assignment according to the percentages in the table above. To do this, the letter grade for each assignment is converted to a number using a 4-point scale (A = 4.0, A- = 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D = 1, and F = 0). Then these numbers and the weights for each assignment are used to calculate a final, numerical grade for the course based on a 4-point scale. That number is converted back to a letter grade (A = 3.85+, A- = 3.50 – 2.84, B+ = 3.17 – 3.49, B = 2.85 – 3.16, B- = 2.50 – 2.84, C+ = 2.17 – 2.49, C = 1.85 – 2.16, C- = 1.50 – 1.84, D+ = 1.17 – 1.40, D = 0.85 – 1.16, F = 0 – 0.84).

Other Grading and Assignment Issues

All assignments are due by the date shown above. Late work is accepted and will be marked down for each day that it is late. For example, if the work was submitted on time, it would have received an A. Because it was submitted two days late, it received a B+. There is no extra credit.

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.

Academic Integrity Statement, Plagiarism, and Citing Sources Properly

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf requires 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 Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

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.

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*, 8th edition (University of Chicago Press, 2013, ISBN 780226816388). 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. In this class, students may use either style as long as they do so consistently throughout an assignments. It is strongly recommended that students use the same style for all assignments to become proficient in that style.

Accommodation for Disabilities

If you need course adaptations or accommodations because of a disability, or if you need to make 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 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/acc to establish a record of their disability.

You can find information about the services SJSU offers to accommodate students with disabilities at the Accessible Education Center website at www.sjsu.edu/aec.

Accommodation to Students’ Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to
honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.

**Consent for Recording of Class and Public Sharing of Instructor Material**

Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material. You must obtain advance permission from the instructor for each class that you wish to record.

**Library Liaison**

The SJSU Library Liaison for the Urban and Regional Planning Department is Ms. Toby Matoush. If you have questions, you can contact her at toby.matoush@sjsu.edu or 408-808-2096.

**SJSU Writing Center**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. The SJSU Writing Center is located in Room 126 in Clark Hall.

**SJSU Counseling and Psychological Services**

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling and Psychological Services website at http://www.sjsu.edu/counseling.

**Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.
Classroom Protocol

Proper decorum in the classroom is critical. As a courtesy to your colleagues, cell phone use for calls, texts, games, web use, or other activities is permitted during class time. Phones may be used during breaks. Laptops and tablets may only be used for taking notes.
## Course Schedule

(Subject to Change with Fair Notice)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24/15</td>
<td>Overview</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>9/14/15</td>
<td>-Research Questions&lt;br&gt;-Peer Review&lt;br&gt;-Overview of 298A and B</td>
<td>Turabian, Chapters 1 and 2&lt;br&gt;Johnson, Chapters 3 thru 6</td>
<td>Honors Theses Assignment</td>
</tr>
<tr>
<td></td>
<td>Before 9/28/15</td>
<td>None</td>
<td>Meet with instructor</td>
</tr>
<tr>
<td>9/28/15</td>
<td>No Class</td>
<td>None</td>
<td>Preliminary Research Proposal Outline</td>
</tr>
<tr>
<td>10/5/15</td>
<td>-Lessons Learned from Peer Review&lt;br&gt;-Writing Narrative/Learning from Outline&lt;br&gt;-Research Methods</td>
<td>Turabian, Chapters 3 and 4</td>
<td>Peer Review Assignment</td>
</tr>
<tr>
<td></td>
<td>Before 11/2/15</td>
<td>None</td>
<td>Meet with instructor</td>
</tr>
<tr>
<td>11/2/15</td>
<td>No Class</td>
<td>None</td>
<td>Draft Preliminary Research Proposal</td>
</tr>
<tr>
<td>11/9/15</td>
<td>Discuss Proposals and Research Methods</td>
<td>Rugg and Petre</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Before 12/7/15</td>
<td>None</td>
<td>Meet with instructor</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Reading</td>
<td>Assignments Due</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
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<td>-------------------------</td>
</tr>
<tr>
<td>12/7/15</td>
<td>- Discuss Proposals</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>- Prepare for 298A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/14/15</td>
<td>None</td>
<td>None</td>
<td>Final Preliminary Proposal</td>
</tr>
</tbody>
</table>