

**SAN JOSÉ STATE UNIVERSITY**  
**URBAN AND REGIONAL PLANNING DEPARTMENT**  
**URBP 298B: SPECIAL STUDY – PLANNING REPORT COMPLETION**  
**SPRING 2012**

<b>Advisors:</b>	Asha Weinstein Agrawal, Richard Kos, and Hilary Nixon,
<b>Office location &amp; contact info:</b>	See course webpage at <a href="http://www.sjsu.edu/urbanplanning/courses/URBP298/298b.html">http://www.sjsu.edu/urbanplanning/courses/URBP298/298b.html</a>
<b>Class days/time:</b>	Meetings to be determined with advisor
<b>Prerequisites:</b>	Passage of URBP 298A and approval of the Graduate Advisor

### **Course Catalog Description**

Advanced individual research and report writing. Students work with a faculty advisor to complete a professional planning report that demonstrates their capacity to do independent research, analysis, and writing about a complex planning problem.

### **Course Description and Student Learning Objectives**

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 questions and/or goals
  - 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.**

## **Planning Accreditation Board (PAB) Knowledge Components**

This course partially covers the following PAB Knowledge Components: 4.2.3.(a), 4.2.3.(b), 4.2.3.(c), 4.2.3.(d), and 4.2.3.(f). A complete list of the PAB Knowledge Components can be found at <http://www.sjsu.edu/urbanplanning/courses/pabknowledge.htm>.

## **Course Requirements**

In URBP 298B, students complete the Planning Report that they began in URBP 298A.

## **Assignments and Due Dates**

Students must complete three drafts of the Planning Report as well as the final version. Draft and final versions are due on the following dates:

**First Full Draft – due 3/19 (recommended: 3/12).** This draft should be a good quality draft of the entire report from title page through to the bibliography and any appendices. To count as “good quality,” the draft 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 any further major additions. The draft should include all planned figures or tables. Also, the draft should be formatted following the style intended for the final draft (fonts, heading styles, etc.).

**Second Full Draft – due 4/16 (recommended: 4/9).** Students should turn in what they believe to be the finished report. However, students should also anticipate that their advisor may request additional modifications.

**Final report for instructor review – due 5/7.** The report should be entirely complete, including all last formatting and proofreading. Advisors will review the report to confirm that the student may prepare the final copy (pdf and bound paper versions).

**Finished report (pdf & print versions) – due 5/15.**

In addition, students who complete their planning report must respond to an online **exit survey** no later than **Monday, 5/21**. The survey is designed to gather input from graduating students on how effectively we serve students and how we might improve the MUP program. While completing the survey is voluntary and you can refuse to answer all or any part of the survey, the department will

not process your “Verification of Culminating Experience” memo required to complete graduation requirements until you respond to the invitation to complete the survey by the due date (those who prefer not to respond can opt out). The survey takes at most 15 minutes to complete, and all responses are confidential.

## **Format for the Final Report**

One bound copy of the report and a CD with the report presented as a single pdf file must be submitted to the student’s advisor.

The final printed report must follow these guidelines:

- Every chapter or major section of the report (Appendix, List of Figures, etc.) must start on an odd-numbered page, on the right hand page of the document.
- Include a cover page (in addition to the title page) with the report title, your name, and a representative graphic of your report (optional).
- Print the report double-sided.
- Print with a laser printer on acid-free paper. Two papers that students have used recently are Mohawk’s 28-lb “Color Copy 98, Bright White” paper, and Strathmore Ultimate White 100% Cotton paper. Test out the papers you are considering, using the same laser printer with which you will print the final document. Only with such a test can you make sure that the text will look crisp and that the paper will be heavy enough to work well with double-sided printing.
- Bind the report using a black “coil binding” (do not use the “plastic comb binding” used on many course readers). If you have any question about what binding to use, check the recent 298 reports in the department first, to see what the proper binding looks like.
- Put a clear acetate cover at the front of the report and a thick black, plastic cover sheet at the back.
- Attach inside the back cover a pocket containing a CD with the pdf. The CD must be labeled with the author’s name, the report title, and the semester of completion.

At the end of this green sheet is a sample title page showing the correct format to use. Students themselves may make all other document formatting decisions (e.g., line spacing, type font, and font size) in consultation with their advisors. Students may also choose to create a separate cover that is placed before the title page.

Students are advised to look at completed reports in the department office to see how they are printed and bound.

## **Grading and Evaluation System for URBP 298B**

URBP 298B is graded on a Credit/No Credit (CR/NC) basis.

Students enrolled in URBP 298B must complete the planning report in order to receive a grade of credit (CR) for that semester. Advisors will evaluate completed Planning Reports using a “rubric,” or scoring sheet, to determine that the report meets the department’s expected standards of professional quality analysis and writing. (See the rubric, below.) In order for students to receive credit for completing the Planning Report, the report must meet three criteria:

1. Receive an overall score of at least 26 points.
2. Receive scores of at least 8, 10, and 8 on Outcomes 1, 2, and 3, respectively.
3. Meet minimum quality standards on all elements evaluated in the rubric. (Occasionally a report might receive the required scores described in criteria 1 and 2, yet still fail to qualify as completed.)

***Receiving an NC in URBP 298B has the following implications:***

- An NC is the equivalent of failing the class. The NC will remain permanently on the student's record, though it is not included when the SJSU Office of Graduate Records calculates the student's GPA.
- Students who receive an NC in URBP 298B can only enroll again in URBP 298B if there is space in the class after all other students who want to enroll receive add codes.
- Students who receive an NC in URBP 298B will be placed on Administrative-Academic Probation. To be removed from Administrative-Academic Probation, a student must re-enroll in URBP 298B and receive a grade of CR.
- Students who received a second NC in URBP 298B will be disqualified from the MUP program.

## **Academic Integrity Statement, Plagiarism, and Citing Sources Properly**

SJSU's Policy on Academic Integrity states:

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](http://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.

The policy on academic integrity can be found at <http://www.sjsu.edu/senate/S07-2.htm>.

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 examples of plagiarism that you should be careful to avoid:

- If you use a sentence (or even a part of a sentence) that someone else wrote and don't identify the language as a quote by putting the text in quote marks and referencing 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 your advisor 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. You should consult with your advisor about which style to use.

## **Accommodation for Disabilities**

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](http://www.drc.sjsu.edu).

## Honors

At the end of each semester, faculty advisors will determine whether a completed Planning Report deserves special recognition as an “honors” report. All faculty advisors will then jointly review reports proposed for honors, and any students selected will be notified. In order to be considered for honors, a report must receive a minimum numerical score of 36 for the final assessment. In addition, honors reports must demonstrate a high level of originality in the research question, methodology utilized, and/or the manner of analysis. Honors reports are posted on the department’s website.

## 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 Spring 2012:

- You must submit the **Application for Award of Degree** form to the Graduate Admissions and Program Evaluation Office by **February 16, 2012**. You can download the form and instructions from: [http://www.sjsu.edu/gape/docs/award\\_degree.pdf](http://www.sjsu.edu/gape/docs/award_degree.pdf).
- Students who have previously applied for graduation, but didn’t complete the requirements on time, need to submit the **Graduate Date Change Request for Award of Master’s Degree** form to the Graduate Admissions and Program Evaluation Office by **February 16, 2012**. Change of date forms can be downloaded from: [http://www.sjsu.edu/gape/docs/graduation\\_date\\_change.pdf](http://www.sjsu.edu/gape/docs/graduation_date_change.pdf).
- You must complete the **Request for Course Substitution in Master’s Degree Program** form if you have decided to count towards the MUP degree a different set of classes from those you 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](http://www.sjsu.edu/gape/docs/course_substitution.pdf). This form must be signed by the Graduate Advisor, who will submit it to Graduate Studies for you.

**PLANNING REPORT - ASSESSMENT OF STUDENT LEARNING OUTCOMES**

CRITERIA	Excel- lent	Good	Mar- ginal	Unaccept- able	NA	Rat- ing	Weight		
<b>Outcome 1.</b> Demonstrates ability to conceptualize problems from complex, real world situations so the problems are meaningful to clients, and are research worthy (maximum score: 12)								<b>0</b>	
1. Are the research <b>questions</b> and/or <b>goals</b> well defined and clearly stated?	4	3	2	1			0.5	0	
2. Does the author demonstrate in-depth familiarity with relevant <b>literature</b> on the subject?	4	3	2	1			1.5	0	
3. Is the <b>methodology</b> appropriate to answer the research question(s)?	4	3	2	1			1	0	
<b>Outcome 2.</b> Demonstrates ability to collect, analyze, and synthesize information from multiple sources (maximum score: 16)								<b>0</b>	
4. Is the <b>data collected</b> sufficient in quality and depth to answer the research question?	4	3	2	1			1.5	0	
5. Is the <b>analysis</b> direct, competent, and appropriate?	4	3	2	1			1.5	0	
6. Are the <b>conclusions</b> sophisticated and based on the results of the analysis, as a logical extension of the findings?	4	3	2	1			0.5	0	
7. Does the author show how his/her analysis and findings fit into the larger <b>context</b> of the literature and current professional practice?	4	3	2	1			0.5	0	
<b>Outcome 3.</b> Demonstrates ability to communicate effectively in writing and by expressing concepts in visual terms (maximum score: 12)								<b>0</b>	
8. Is the material logically <b>organized</b> , so that a reader can easily follow the writer's train of thought?	4	3	2	1			1	0	
9. Is the writing grammatically <b>correct</b> and free of typos?	4	3	2	1			0.5	0	
10. Do <b>tables</b> and <b>figures</b> add useful/important information for the reader?	4	3	2	1			0.5	0	
11. Is the report attractive and <b>professional</b> in appearance?	4	3	2	1			0.5	0	
12. Are <b>citations</b> included where appropriate, and are footnotes and bibliography properly formatted?	4	3	2	1			0.5	0	
<b>Overall Assessment:</b>	<b>Excellent</b>	<b>Good</b>	<b>Marginal</b>	<b>Unacceptable</b>				<b>Overall Score</b>	<b>0</b>

**Excellent:** As a supervisor, you would consider this work ready for public distribution without any substantial modification.

**Good:** As a supervisor, you would consider this work essentially sound, but in need of some refinement before public distribution.

**Marginal:** As a supervisor, you would conclude that the work contained some worthwhile elements, but required major revisions before public distribution.

**Unacceptable:** The work needs to be entirely redone.

**Note:** Passing reports must receive at least a score of 8, 10, and 8 on Outcomes 1, 2 and 3, respectively. To be considered for honors, reports must receive at least 36 points and demonstrate exceptional originality and creativity in the choice of research question, methodology, or analysis techniques.

“YOUR TITLE HERE”

A Planning Report  
Presented to  
The Faculty of the Department of  
Urban and Regional Planning

San José State University

In Partial Fulfillment  
Of the Requirements for the Degree  
Master of Urban Planning

By

Jean N. Doe

May 2012