URBP 234: FIELD STUDY SEMINAR
FALL 2013

Instructor: Asha Weinstein Agrawal
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Office hours: Listed for each week at http://tinyurl.com/6qdm9cw
Class days/time: TBD
Classroom: TBD
Prerequisites: Instructor consent and enrollment in the Master of Urban Planning degree program
Units: 1

Course Catalog Description
Discussion and analysis of experience in the planning field under internship programs. 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 experiences.

Each student will participate in an internship 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 program. Attention to will be paid to the institutional setting of the fieldwork and the relationship between the internship 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 to Purchase**
Insert complete textbook and/or course reader information here. Please include the ISBN and where students can buy the text and/or course reader. If electronic reserves at the library are used, please provide information regarding how students can access this material.

It is strongly recommended that you format the texts listed here using the citation style you ask students to use for the course. Doing so models for students good citation formatting practices.

**Course Requirements:**

1. The satisfactory participation in 180 hours of internship activities
2. A report of 5 – 10 pages reflecting on what the student learned from the internship experience in light of the planning theories presented in URBP 200 and other departmental classes. (Due December 9, 2013.)
4. Attending class sessions on the first and last weeks of the semester, and participating in the discussions held during these meetings.

**Calculation of Final Course Letter Grade**
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. Students who do not attend the 2 class meetings, complete the internship hours, or turn in the Certification of Professional Work Experience form will fail the class.

**Other Grading and Assignment Issues**
If the report is turned in late, the grade will be reduced by 1/3 of a grade (e.g., from A to A-) for each day it is late.

**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**
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 Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all

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infractions to the Office of Student Conduct and Ethical Development" (Academic Senate Policy S07-2). The policy on academic integrity can be found at [http://www.sjsu.edu/senate/S07-2.htm](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 plagiarized.
- If you use a picture or table from a web page or book and don’t reference the source, you have plagiarized.
- If your paper incorporates data someone else has collected and you don’t reference the source, you have plagiarized.
- If you paraphrase somebody else’s theory or idea and 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](http://www.indiana.edu/~istd/overview.html)
- [Examples of plagiarism at http://www.indiana.edu/~istd/examples.html](http://www.indiana.edu/~istd/examples.html)
- [Plagiarism quiz at http://www.indiana.edu/~istd/test.html](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*, 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 should use the system of footnotes and a bibliography.

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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 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.

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 408-928-2096.

SJSU Writing Center
The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at http://www.sjsu.edu/writingcenter.