SAN JOSÉ STATE UNIVERSITY
URBAN AND REGIONAL PLANNING DEPARTMENT
URBP 298A: SPECIAL STUDY – PLANNING REPORT DEVELOPMENT
FALL 2014

Instructors: Asha Weinstein Agrawal, Hilary Nixon, and Blake Roberts

Office location & contact info: See course webpage at http://www.sjsu.edu/urbanplanning/courses/URBP298/index.html

Class days/time: Five Tuesdays, 7:30-10:00 p.m. (August 26, September 2, September 16, September 23, and November 18)

Classroom: DMH 164

Class website: http://www.sjsu.edu/urbanplanning/courses/URBP298/298a.html

Prerequisites: Passage of the Writing Skills Test and Graduate Adviser approval. Completion of a Preliminary Research Proposal approved in URBP 297P or prior to the start of the semester by one of the 298A advisers.

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

Units: 3 units

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.

Course Description and Course 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 question and/or goals
   b. Demonstrate in-depth familiarity with relevant literature on the research subject
   c. Design an ethical methodology appropriate to answer a research question

2. Collect, analyze and synthesize information from multiple sources. In particular, students will be able to:
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, and analysis techniques.

**Planning Accreditation Board (PAB) Knowledge, Skills and Values (KSVs) Covered in URBP-298A**

This course partially covers PAB KSV 2a: “Research: tools for assembling and analyzing ideas and information from prior practice and scholarship, and from primary and secondary sources.”

A complete list of the PAB Knowledge, Skills and Values components can be found at [http://www.sjsu.edu/urbanplanning/courses/pabknowledge.html](http://www.sjsu.edu/urbanplanning/courses/pabknowledge.html).

**Required Course Texts to Purchase**


Other readings will be determined in consultation with the student’s adviser.

**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 Institutional Review Board (IRB) proposal requesting permission to work with human subjects (if applicable), 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 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.
**Class meetings:** Students are required to attend all five class sessions. (Please note that students who miss a class session are at significant risk of failing an assignment, since the class sessions are specifically designed to help students succeed with the assignments.) Should you need to miss a class because of illness or family emergency, make sure to contact a classmate to get notes on the material missed. Faculty advisers will not be able to provide this assistance.

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

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Draft #1 of Research Proposal</td>
<td>September 9</td>
<td>1, 3</td>
</tr>
<tr>
<td>2. Draft #2 of Research Proposal</td>
<td>September 23</td>
<td>1, 3</td>
</tr>
<tr>
<td>3. IRB Application</td>
<td>October 7</td>
<td>1, 3</td>
</tr>
<tr>
<td>4. Final Research Proposal*</td>
<td>October 14</td>
<td>1, 3</td>
</tr>
<tr>
<td>5. Draft Literature Review</td>
<td>October 21</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>6. Final Literature Review</td>
<td>November 18</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>7. Draft report sections (4,000 words, or as decided between the advisee and adviser)</td>
<td>December 10</td>
<td>2, 3</td>
</tr>
</tbody>
</table>

*If your adviser deems the second draft of your research proposal to be of high quality, you will not need to submit a final research proposal.

**Directions for assignments #1 through #6:** See the course website for instructions on the Research Proposal, IRB Application, and Literature Review assignments.

**Directions for assignment #7:** Prepare a draft of at least 4,000 words (excluding citations) of good quality writing that will go into the final report. Upload the draft in MS Word format to the Assignments tab in Canvas (sjsu.instructure.com) on December 10.

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

To count as “good quality,” the draft for assignment #7 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 adviser 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 adviser 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.

**Calculation of Final Course Letter Grade**

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 #6).
• Submit the IRB application to the SJSU IRB Coordinator. (The student’s adviser 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 #7.

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 adviser 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.

**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 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 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](http://www.indiana.edu/~istd/overview.html)
- Examples of plagiarism at [www.indiana.edu/~istd/examples.html](http://www.indiana.edu/~istd/examples.html)
- Plagiarism quiz at [www.indiana.edu/~istd/test.html](http://www.indiana.edu/~istd/test.html)

If you still have questions, feel free to talk to your adviser 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-13: 978-0-81638-8). 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. Students should consult with their adviser regarding which system to use.

**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 your adviser as soon as possible, or see your adviser during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the AEC (Accessible Education Center) 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.

**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.

**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.

**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 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.
URBP 298A – Fall 2014

COURSE SCHEDULE

(Subject to change with notice in class or by email)

August 26 – Class 1 (Instructor: Asha)

Lecture: Introductions; overview of the 298 process and 298A syllabus; explanation of the research proposal assignment; guidelines for writing the “research methods” portion of the research proposal.

September 2 – Class 2 (Instructor: TBD)

Lecture: Conducting interviews; peer feedback on draft proposals.

Reading: Read sections from the following two articles, as explained below. Although both articles come from a website designed for people working in the “user experience” (UX) field, much of the advice about conducting interviews applies well to any type of interview.


   Be sure to watch at least 3 minutes of the embedded video, too.


September 9: Draft #1 of research proposal due

September 16 – Class 3 (Instructor: Hilary)

Lecture: Analyzing qualitative data (e.g., interview notes or primary documents); the IRB process; in-class workshop on completing the “candidacy form.”

Note: students must bring to class a copy of their unofficial SJSU transcript and, ideally, a laptop to complete their candidacy form.

Homework: Watch Hilary’s Analyzing Qualitative Data and IRB videos http://www.youtube.com/channel/UCqNA_41gePKIHNMIm9UhSrw then complete IRB form, and email Hilary by 5:00 pm with 3 questions about how to complete your IRB narrative.

Reading: On-line documents about the IRB process and sample IRB proposals (see class website for the links).
September 23 – Class 4 (Asha)

Lecture: How to write a literature review assignment.

Assignment: Draft #2 of research proposal due

October 7: IRB application due

October 14: Final research proposal due (if needed)

October 21: Draft literature review due

November 18 – Class 5 (Hilary & TBD)

Lecture: Review of document design principles; tips on using advanced MS Word features; what to expect in URBP 298B; tips for good report writing.

Assignment: Final literature review due

December 10: Draft report sections (4,000 words of new material) due