SAN JOSÉ STATE UNIVERSITY

URBAN AND REGIONAL PLANNING DEPARTMENT

URBP 298A: SPECIAL STUDY – PLANNING REPORT DEVELOPMENT

SPRING 2015

Instructors: Asha Weinstein Agrawal, Richard Kos, Hilary Nixon, and Laurel Prevetti

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

Class days/time: Five Mondays, 4:30-7:00 p.m. (January 26, February 9, February 16, March 2, and April 13)

Classroom: SH 240

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:
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 text that is grammatically correct 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**  
Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations.* 8th ed.  

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.  

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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 Research Proposal</td>
<td>February 9</td>
<td>1, 3</td>
</tr>
<tr>
<td>2. Final Research Proposal</td>
<td>February 23</td>
<td>1, 3</td>
</tr>
<tr>
<td>3. IRB Application</td>
<td>March 2</td>
<td>1, 3</td>
</tr>
<tr>
<td>4. Draft Literature Review</td>
<td>March 16</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>5. Final Literature Review</td>
<td>April 13</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>6. Draft report sections (4,000 words, or as decided between the advisee and adviser)</td>
<td>May 13</td>
<td>2, 3</td>
</tr>
</tbody>
</table>

Directions for all assignments are posted on the course URBP 298A course website.

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 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 #2) and final literature review (Assignment #5).
- Submit the IRB application to the SJSU IRB Coordinator. (The student’s adviser must approve the application before it is submitted.)
- Submit an acceptable assignment #6, draft report writing that totals at least 4,000 words.

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 URBP 298A and URBP 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 URBP 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

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 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 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/aec to establish a record of their disability.

You can find information about the services SJU 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.

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 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 Services
The SJSU Counseling 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 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.
URBP 298A – Spring 2015

COURSE SCHEDULE

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

January 26 – Class 1 (Instructor: Rick & Hilary)

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

February 9 – Class 2 (Instructor: Laurel)

Lecture: Conducting interviews; peer feedback on draft proposals.

Readings: 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.


Assignment: Draft research proposal due

February 16 – Class 3 (Instructor: Hilary)

Lecture: Analyzing qualitative data (e.g., interview notes or primary documents); the IRB process and Q&A session with Alena Filip, IRB Coordinator; review of the “candidacy form.”

Reading: On-line documents about the IRB process and sample IRB proposals (see class website for the links).

Homework: (1) Watch Alena Filip’s online IRB workshop videos, Parts 1 and 2 (www.sjsu.edu/gradstudies/irb/irb_workshop/index.html).

(2) Complete the IRB Application form (http://www.sjsu.edu/gradstudies/docs/irb_application.pdf) and bring a printed copy to class.

(3) Email Hilary three questions you have about completing your IRB protocol
narrative. The questions are due by noon on February 16, so that Hilary and Alena can review them before class.

(4) Watch Hilary’s “Analyzing Qualitative Data” and “Competing the Candidacy Form” videos (www.youtube.com/channel/UCqNA_41gePKlHNMim9UhSrw).

(5) Complete your “Petition for Advancement to Graduate Candidacy” form (www.sjsu.edu/gape/grad/candidacy_Mar2013.pdf) and bring a printed copy to class. (Failure to do this will result in your form not getting submitted on time to GAPE and a one-semester delay in graduation.)

February 23: Final research proposal due

March 2 – Class 4 (Instructor: Asha)

Lecture:  How to write a literature review assignment.

Assignment:  IRB application due

March 16: Draft literature review due

April 13 – Class 5 (Instructor: Rick)

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

May 13: Draft report sections (4,000 words of new material) due