URBP 298B: SPECIAL STUDY – PLANNING REPORT DEVELOPMENT  
SPRING 2014

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

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

Class days/time: Individual meetings to be determined with adviser.

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

Prerequisites: Passage of 298A, instructor permission, and approval of the Graduate Student Adviser.

Units: 3 units

Course Catalog Description

Advanced individual research and report writing. Students work with a faculty Adviser to complete a professional planning report that demonstrates their capacity to do independent research, analysis, and writing about a complex planning problem. Prerequisite: Passage of 298A and Graduate Student Adviser approval.

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 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, and analysis techniques.

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

This course partially covers the following PAB Knowledge Components: 2a, 2b, and 2c:

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

2.b) Written, Oral and Graphic Communication: ability to prepare clear, accurate and compelling text, graphics and maps for use in documents and presentations. [Partial: focus on text and graphics]

2.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](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 298B, students complete the Planning Report that they began in URBP 298A. Students must complete, at a minimum, three drafts of the Planning Report as well as the final version in addition to a “Statement of Understanding” submitted at the beginning of the semester to their adviser.
Statement of Understanding – due 1/28. Students prepare a detailed report outline, schedule of tasks, and also acknowledge that they have read the URBP 298B syllabus. The assignment guidelines can be downloaded from the course website.

Report:

Draft and final versions are due on the following dates:

First Full Draft – due 3/10 (recommended: 3/3). 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 adviser 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 4/7 (recommended: 4/1). Students should turn in an MS Word file of what they believe to be the finished report. (Text should be proofread, the document should have its final formatting, etc.) However, students should also anticipate that their adviser may request additional modifications.

Final report for instructor review – due 5/6. The report should be submitted as a pdf and should be entirely complete, including all last formatting and proofreading. Advisers will review the report to confirm that the student is ready to prepare the final pdf copy on a CD.

Finished report – due 5/13. See below for more detail on how to format this.

Each draft provides students an opportunity to practice and demonstrate the skills outlined in the three course learning objectives.

In addition, students who complete their Planning Report must respond to an online exit survey no later than Friday, 5/16. The survey is designed to gather input from graduating students on how effectively the MUP program serves students and how to improve the 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

Students must submit to their adviser a digital copy of the report on a CD, with the report saved as a single pdf file. The CD should be labeled with the student’s name, the month of graduation (i.e., May 2014), and the full title of the report. See the examples below.
The final report must follow these guidelines so that it may be printed, if needed:

- Optional: Include a cover page (in addition to the title page) with the report title, your name, the month and year of publication, and graphics and formatting of your choice.

- Include a title page that follows the formatting of the sample title shown on the very last page of this syllabus.

- 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.

Students themselves may make all other document formatting decisions (e.g., margin size, line spacing, type font, and font size) in consultation with their advisers.

Students are advised to look at a selection of printed 298 reports in the department office that present different ideas on how to format a 298 report.

**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: 978-0-226-81638-8). 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. Check with your adviser to see which system you should use.

**Grading and Evaluation System for 298B**

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

To receive a grade of Credit for 298B, students must complete a Planning Report that meets the department’s minimum standards for professional-quality analysis. Advisers evaluate completed Planning Reports using the following list of criteria:

1. Are the research questions and/or goals well defined and clearly stated?
2. Does the author demonstrate in-depth familiarity with relevant literature on the subject?
3. Is the methodology appropriate to answer the research question(s)?
4. Is the collected data sufficient in quality and depth to answer the research question?
5. Is the analysis direct, competent, and appropriate?
6. Are the conclusions sophisticated and based on the results of the analysis, as a logical extension of the findings?
7. Does the author show how his/her analysis and findings fit into the larger context of the literature and current professional practice?
8. Is the material logically organized, so that a reader can easily follow the writer’s train of thought?
9. Is the writing grammatically correct and free of typos?
10. Do tables and figures add useful/important information for the reader?
11. Is the report attractive and professional in appearance?
12. Are citations included where appropriate, and are footnotes and bibliography properly formatted?

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.

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
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.
Honors
At the end of each semester, faculty advisers will determine whether a completed Planning Report deserves special recognition as an “honors” report. Honors reports must demonstrate a high level of originality in the research question, methodology utilized, and/or the manner of analysis. All URBP 298 faculty advisers will then jointly review reports proposed for honors, and any students selected will be notified. Honors reports are posted on the department’s website and acknowledged at the MUP graduation ceremony.

SJSU ScholarWorks
The SJSU Library is digitally publishing and distributing SJSU graduate student Planning Reports in its SJSU ScholarWorks database. You are not required to participate in this opportunity, but if you are interested, please contact Crystal Goldman at the SJSU Library. Her phone number is 408-808-2015 and her email is crystal.goldman@sjsu.edu.

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 May 2014:

- Students must submit the Application for Award of Degree form to the Graduate Admissions and Program Evaluation Office by February 14, 2014. The form and instructions are at: 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 14, 2014. The form is at: http://www.sjsu.edu/gape/docs/graduation_date_change.pdf.

- Students must complete the Request for Course Substitution in Master’s Degree Program form if they decide to count towards the MUP degree a different set of classes from those listed on the Request for Candidacy and Graduate Degree Program form. This substitution form is at: www.sjsu.edu/gape/coes/course_substitution.pdf. This form must be signed by the Graduate Adviser, who will submit it to Graduate Admissions and Program Evaluation (GAPE) for you.

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 your adviser me 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.
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.

See next page for a sample title page for your finished report.