

PLANNING ADMINISTRATION AND ETHICS

URP 6061, 3 CREDITS, SPRING 2020

MONDAYS 9:35-12:35PM, NORMAN 1239

INSTRUCTOR: Dr. Kathryn Frank, ARCH 464, kifrank@ufl.edu, 352-294-1495

OFFICE HOURS: By appointment; contact the instructor to schedule.

COURSE WEBSITE: See Canvas, <http://lss.at.ufl.edu>

COURSE COMMUNICATIONS: Private questions should be sent to the instructor through the course management system (Canvas). You will receive a reply within 24 hours during the workweek and within 48 hours on weekends.

REQUIRED TEXTS:

No textbook purchases are required. All required readings are available through the course website. Required readings will be provided in the final syllabus on the first day of class.

PREREQUISITE KNOWLEDGE AND SKILLS: None.

PURPOSE OF COURSE: This course will prepare students to ethically and effectively work with and within public, private, and nonprofit sector planning organizations, and to join the planning profession.

COURSE GOALS AND/OR OBJECTIVES: By the end of this course, students will be able to:

- Recognize the drivers for public and private sector urban and regional planning, including plans and policies, and the individuals and organizations involved.
- Identify and design the phases of the planning cycle.
- Guide social interactions and capacity building during planning.
- Analyze and evaluate planning and planning organizations.
- Engage in ethical planning and interactions within organizations.

HOW THIS COURSE RELATES TO THE STUDENT LEARNING OUTCOMES IN THE MURP PROGRAM: This is a required course in the MURP program.

TEACHING PHILOSOPHY: Planning administration and ethics relate to complex and varied situations, which require judgment informed by professional and organizational standards. Thus, the topics are best learned through cases, role-play scenarios, peer presentations and discussion, and personal reflection.

INSTRUCTIONAL METHODS: The course consists of 8 modules spanning the dynamic institutional landscape of public sector planning. Module 1 introduces the planning profession, and planning ethics. Modules 2 and 3 cover the functions and instruments of planning institutions (organizations, policies, and procedures) at scales from federal to local. Module 4 focuses on planning processes, and, within them, meetings and negotiations. Modules 5 and 6 examine the administration (management) of planning organizations, programs, and projects. Modules 7 and 8 provide a framework for evaluating and improving planning institutions.

Classes will include instructor, guest, and student presentations, discussions of the required readings, role-play exercises, and group project meetings. All classroom materials, such as presentation slides and exercises, will be posted on the course website.

The assignments consist of one individual case study selected by the student, one group project analyzing a local planning organization, and five individual short essays related to the readings and classes.

COURSE POLICIES

ATTENDANCE POLICY: Attendance is required, because classes present important topics not completely addressed by the readings, there are class discussions and exercises, and the assignments use material covered during class. Readings for each module should be completed prior to the second week of the module. Attendance will be taken randomly throughout the semester. If you miss a class, check Canvas and inquire with classmates. Absence can be waived for UF-excused reasons with prompt documentation.

LATE/MAKE-UP POLICY: *Late assignments* will be marked down 10% of the total grade if they are not turned in by the deadline, and then an additional 10% for each week they are late (including weekends). *Makeup work* is allowed for UF-excused reasons with prompt documentation. See <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>. The terms of making up missed work will be determined by the instructor in discussion with the student.

ASSIGNMENT POLICY: Each assignment has a grading rubric based on the instructions. In general, full credit requires following instructions, demonstrating a solid understanding

of the course topics, research and analysis, compelling writing and presentation, proper source attribution, and timely submittal.

Students **MUST** follow the University's Honor Code, which includes issues of cheating, plagiarism, and honesty. See

<http://www.correspondencestudy.ufl.edu/students/handbook/Plagiarism/PlagiarismAlert.html> for guidance to avoid plagiarism and other Honor Code violations.

Each student must submit work that is conducted by them alone (unless group collaboration is specified) and original to this course, i.e., not the student's work from another course (unless it is used as a reference and properly cited). ***The instructor will screen all assignments for plagiarism using the text-matching tool Turnitin*** (<http://turnitin.com/static/index.html>).

UF POLICIES

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

COMMUNICATION COURTESY: All members of the class are expected to follow rules of common courtesy in all class discussions and email messages. The instructor and students will together establish ground rules at the beginning of the semester.

GETTING HELP

For issues with technical difficulties for E-learning, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

GRADING POLICIES

ASSIGNMENTS:

<i>Assignment</i>	<i>Instructions</i>	<i>% of grade</i>
<i>Attendance</i>	Come to class every week. Attendance checked randomly.	10%
<i>Essays</i>	Write 5 essays focused on modules and peer review	30%
<i>Case #1 planning actors and process</i>	Apply modules 1-4 to case #1, submit presentation with script; and peer review a fellow student	30%
<i>Case #2 planning administration and evaluation</i>	For assigned planning case #2, in small groups, apply modules 5-7, and present individual posters	30%

GRADING SCALE:

The relationship between letter grades and numeric grades is: A (≥ 94.0), A- (≥ 90.0), B+ (≥ 87.0), B (≥ 83.0), B- (≥ 80.0), C+ (≥ 77.0), C (≥ 73.0), C- (≥ 70.0), D+ (≥ 67.0), D (≥ 63.0), D- (≥ 60.0), and E (<60.0). Where A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, D-=0.67, E=0.0.

COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

COURSE SCHEDULE

ADJUSTMENTS: This syllabus represents the current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

COURSE MODULES:

Module 1 – Introduction: Course Overview & Planning Profession and Ethics

Weeks 1-2

Assignment

- Essay 1

Module 2 – Planning Institutions: Federal, State, Regional

Weeks 3-4 (No class week 3 MLK Jr Day)

Assignment

- Case Selection

Module 3 – Planning Institutions: Local

Weeks 5-6

Assignment

- Essay 2

Module 4 – Planning Process

Weeks 7-8

Assignment

- Essay 3

Module 5 – Planning Administration

Weeks 9-11 (No class week 9 spring break)

Assignment

- Case #1 presentation

Module 6 – Program and Project Management

Weeks 12-13

Assignment

- Essay 4

Module 7 – Implementation and Evaluation

Weeks 14-15

Assignment

- Case #2 group presentations with posters

Module 8 – Conclusion

Week 16

Assignment

- Essay 5