CRPLAN 3300: PLANNING FOR AND WITH PEOPLE
COURSE SYLLABUS FOR SPRING 2013

Important Note: Any updates and new information on the knowlton.osu.edu/CRP3300 site supersedes this syllabus including potential updates of this syllabus and changes announced in class.

THE OHIO STATE UNIVERSITY City and Regional Planning Program
SPRING 2013
CLASSROOM: Pomerene Hall 0306
DAYS: Tuesdays and Thursdays
TIME: 12:45-2:05 pm
OFFICE HOURS: 10:00 pm to 11:00 pm on Tuesdays and Thursdays
INSTRUCTOR: Kyle Ezell, AICP, Associate Professor of Practice (Ezell is pronounced with a Long “E”. You may call me “Professor Ezell,” “Professor Kyle,” or simply “Professor”)
CREDITS: 3
CLASS WEBSITE: https://ksacommunity.osu.edu/group/CRP3300 (a.k.a. “The Website”)

GET IN TOUCH WITH PROFESSOR EZELL:

Email: ezell.5@osu.edu. I check emails as much as possible throughout the week. When you email me, please write “CRPLAN 3300: YOUR NAME” in the subject line.
Phone: You may call me any time between 9 a.m. and 5 p.m. at 614.580.8564. Leave a message and I will return your call as soon as possible.
Office: Knowlton 223.
Office Hours: Wednesdays from 1:00 pm to 2:00 pm. If at all possible, due to the large number of students I teach this term, it is important that you schedule an appointment to see me during this time. (Unfortunately, due to tight my teaching schedule (I have back-to-back courses), I will not be able to meet you before or after class lectures during this term.)

GET IN TOUCH WITH CHIH-HAO WANG (PRONOUNCED CHeee-HOW):

Chih-Hao, a Ph.D. candidate and my excellent teaching assistant, will be handling all administrative aspects of the class and will be in charge of grading many of your exercises. Please contact him first if you have specific questions about your assignments.
Name: Chih-Hao Wang, PhD candidate, City and Regional Planning, OSU
Office room: Knowlton 467
E-mail address: leatp02@gmail.com (Please write “3300: YOUR NAME” in the subject line.)
Office hours: 2:30 pm to 3:30 pm on Thursdays

COURSE OVERVIEW:

Public input and participation, hallmarks of democracy and of the city and regional planning profession, is sought by professional planners when making plans and shaping public policy. This is why planning professionals must know how to effectively engage the stakeholders they serve. Planners must also understand the roles of various participants (the politics) in a variety of
situations within the planning process. Finally, planners strive to reach under-represented groups in order to achieve a balance and inclusivity because all planners should be concerned with making sure that all voices are heard.

In this course you will learn the art and science of employing effective public participation within a diverse society. You will be introduced to general public participation theory, have the opportunity to design basic participation tools (and test them in practice), and, upon finishing the course, you will generally understand how to deploy and implement an effective public participation program.

COURSE OBJECTIVES:

In this course you gain a working knowledge of:

- General public participation theory;
- The purpose of public participation in the planning process;
- Types of public participation and their benefits and drawbacks;
- The potential costs of not employing a public participation in a planning process;
- The politics of planning and the public participation process;
- How information is treated in the public participation process;
- Communications skills and tools of yesterday, today, and tomorrow in public participation;
- Techniques of public participation design;
- Public participation process management; and
- Data analysis and management.

COURSE FORMAT

In this fast-paced course, topics will be delivered in two-week modules. Each of these modules will include 1. A lecture on a specific public participation tool; 2. Participation tool design; 3. Testing/practice using the tool in the field; and 4. Outcomes review/class discussion.

Because planners who administer public participation processes always work in teams, you will also be also required to work in teams.

COURSE WEBSITE:

“ The 3300 Website” is the course’s discussion and participation website. (https://ksacomunity.osu.edu/group/CRP3300) You are responsible for joining this site where your teams will post files for your assignments. Instructions and expectations on how to post will be announced during class. (Please note that I reserve the right to delete any posts due to size and storage constraints or inappropriate content.)

GRADING
Scale:

A 93-100%: Excellent work that is among the very best in the class.
A- 90-92.9: Great work, but not as accomplished as those who are among the very best in the class.
B+ 87-89.9: Very good work that is much higher than average.
B  83-86.9: Above average, good work.
B- 80-82.9: Above average with room to improve.
C+ 77-79.9: Only slightly above average work.
C  73-76.9: Average work.
D+ 67-69.9: Below Average work.
D  63-66.9: Much below average work.
D- 60-62.9: Near failing.
E   <60: Failing

GRADE BREAKDOWN:

TEAM ASSIGNMENTS = 56/100 points (8 points for each of the seven modules)

You will post seven assignments on the “3300 site.” (Most people in 3300 will have already taken CRPLAN 2110. Please note that we will using the 3300 site as a depository for files, but most of these assignments are not blog posts as was the case in 2110, although some will be. Assignment instructions will be announced in class.) Grades/instructor comments will be handed out to teams at the beginning of class. Deadlines for assignment entries: 11:59 p.m. on the due dates to be announced on The Website and/or announced in class.

A word about working in teams: As should be clear to juniors in the BSCR program, in the professional world, planners always (without a single exception) work in teams. This is why, if you haven’t already perfected teamwork, you need to begin now to learn how to be a successful team member. You and your teammates will participate in designing, testing, and implementing public participation tools and discussing their successes and failures in class. Also, as happens in the real world of planning, teams are evaluated on the overall quality of the entire team’s work. Each team member will also evaluate their peers which will affect your grade. Please follow the directions below in order to receive the best grade possible.

Analysis and commentary

- When you start your assignments, please write intelligently. Use detailed paragraphs and a professional tone at all times.
- To receive full credit, each assignment must contain:
  a. Smart writing throughout that clearly explains the scope of the issue in sufficient detail (1000 words should be a minimum benchmark for the depth that will be necessary in these assignments unless otherwise noted.
  b. A level of scholarly detail that resembles a report (and not a Facebook post!)
  c. An appropriate combination of quality images, innovative charts, revealing graphs, illustrative sketches, and other graphic materials must be used in every that clearly represent each module’s topic.
- As in the real world of planning, you will work within your teams to decide equitable work assignments.
- Please do not upload your assignments without the approval of your team members. In other words, it is not in your best interest for one person to write the assignment one week and another person writes the next week and so on. In addition, you should make sure that your assignment copy flows; it should not seem like everyone in your group pasted it together. Just always keep in mind that these assignments are designed to be collaborative
efforts. Being professional with your team assignments means establishing ways to communicate as a team and making sure everyone takes responsibility for content.

- Strive for intelligent writing to keep your grade high. Please pay special attention to formality and depth in your posts to get full credit for your blog. Short, slang, or glib language or tone in your assignments is not appropriate and will not be tolerated. Please refrain from using “web-speak” or texting language of any kind please.
- More instructions will be provided for each assignment module during class.

PEER EVALUATIONS = 24/100 points (or 6 points for each of four evaluations)

As mentioned before, when you become professional planners, you will work in teams. You will also be evaluated on your contributions within each team—by your supervisors, by the boards and commissions and officials you will serve, by the public, and especially by your peers. While it is not possible to gauge comments by boards and the public, it is certainly possible to gather evaluations by your peers. So, at the end of every two topic modules (four times over the term), every member of each team will be required to provide a detailed evaluation the performance of their team members. Therefore, eight peer evaluations must be turned in by every team member over the term in order to provide sufficient input on each team member’s quantity of workload and quality of work.

FINAL EXAM = 20/100 points

A final exam will be administered at the end of the term. This exam will be multiple choice.

A NOTE ON REQUIRED PORTFOLIOS FOR BSCRP STUDENTS

If you are a BSCRCP major, you must turn in a professional planning portfolio during your last semester before you graduate. Your portfolio will be reviewed by the Undergraduate Program Committee. Portfolios are provided the following “grades” – exceptional, adequate, and needs work. In order to graduate from the BSCRPLAN program, every student must receive an “adequate” grade; however, we want all of yours to be exceptional. Your last assignment will be gathering materials from CRPLAN 3300 that will help you meet receive an “exceptional” grade on your portfolio and help you get a good planning or planning-related job. More information will be provided in class.

PROPOSED 2-WEEK MODULES / COURSE SCHEDULE

The following schedule is proposed. The schedule could be changed for any number of reasons (special opportunities, unanticipated class cancellations, etc.) Please be alert to any changes mentioned in class or over email.

Week 1: Introduction to CRPLAN 3300; establish teams

Week 2-3: Polling

Week 4-5: Survey Techniques

Week 6-7: Interviews
Week 8-9: Internet Tools

Week 11-12: The Design Charrette

Week 13-14: The Public Meeting

Week 15-16: How to Use What You Learned / Portfolio Item Gathering

Final Exam

Important Additional Notes

The importance of attendance: In courses past, I have been extremely pleased with the levels of student interest. I have found that student interest corresponds directly with attendance levels, and most students have been conscientious and professional. However, if you are one of the very few students who do not plan on giving 100% effort (and therefore decide not to attend class) you should probably not take 3300.

As the entry course for students who want to be accepted to the City and Regional Planning major, I expect that only serious students to be enrolled. So if you choose not to come to class, you can’t expect to be taken seriously (by me or by your teammates). Do not miss class!

It is your responsibility to sign the attendance sheet that will be passed around during every class. If your name is not on the attendance sheet, you are considered to be absent. Unexcused absences are never acceptable. Since this course only meets twice a week, missing two classes is the same as missing an entire week. Missing class not only hurts you; it also hurts your teammates who will be forced to work around your absence. Therefore, missing 2 unexcused absences will result in a grade of E and you will be asked to vacate the class. No exceptions. The reason for this rule is simple—it’s about fairness. Students who miss class must rely on the benevolence of their teammates to do their work for them that cannot be caught up. It is not fair for those students to spend time filling you in when new work continues to demand their time and attention. So, as a rule of thumb, consider that you will be a “borderline case” for a major point deduction if you miss even one class. Just one absence (even a lecture) can directly impact you or team’s work. If you absolutely must miss class, please bring a military, doctor’s, or other official type of excuse. I will remind you about the importance of being present in the first several class periods. Again, I rarely have any issues with attendance and am very happy with the quality and dedication of the vast majority of my students.

Professionalism: The BSCR is a professional program. I expect you to consider yourself a professional in 3300.

Grading: All grading will be done as fairly and as consistently as is reasonably possible. Students who intend on appealing an assignment grade must make the appeal in writing within five (5) calendar days after an assignment is returned.

Plagiarism will not be tolerated in the classroom. Plagiarism is passing off as one’s own ideas, words, writings, etc., which belong to another. You are committing plagiarism if you copy the
work of another person and turn it in as your own even if you have the permission of that person. Any instances of academic misconduct will be reported to the Committee on Academic Misconduct (University Rule 3335-5-487).

**You may not do outside work during class:** This fast-paced class is too busy to become a study hall for other coursework. Please concentrate only on the material from 3300 during the class period.

Being late for class: Most students in 3300 are eager and ready so do not be late for class. Because we will be working in the field during many class periods, it is possible that you will literally be left behind if you are late.

**Turning in Assignments and Assignment Lateness:** As mentioned previously, assignments will be posted on The Website. Late blog entries up to 24 hours will receive a deduction of TWO letter grades. Assignments not posted within 24 hours after the official deadline will be considered missing. Missing assignments will receive 0 points. (Except for extreme situations upon approval of the instructor.)

**Texting:** You are prohibited from texting in class and I have a zero tolerance policy for this. If you are caught texting during class OR during the exercises, you will be immediately called out (and potentially asked to leave).

**Phone use:** You may not answer your phone in class. Please turn your ringers down. If you have an emergency please let me know and you may be able to take the call outside. Otherwise you will be courteous by not talking on your phone.

**In-class computer use:** There is no reason for you to use a computer during class lectures so I do not allow them to be used unless otherwise indicated or announced. You will be asked to close your computers during class if you break this rule. Later in the quarter, we will employ the use of personal laptops and the web for class; you will be required to bring and use your computers for the last few periods.

**Incomplete grades:** Please assume that you will not be granted an incomplete due to high course load or time constraints. The material in this fast-paced, team-oriented course will impossible to make up later.

**Professional conduct:** Students are expected to conduct themselves in a professional manner and to abide by the provisions in the Code of Student Conduct. Students should appreciate diversity, and they should conduct themselves professionally with members of the same or opposite gender and/or from different ethnicities and cultures.

Students should represent themselves in a professional manner in forums that have public access. This includes information posted on social networking sites such as Facebook. Information on these pages is often screened by potential employers, and unprofessional material can have a negative impact on job or graduate school prospects.

Any forms of sexual harassment or intimidation will not be tolerated. The University’s Code of Student Conduct and Sexual Harassment Policy are available on the OSU web page.
Sexual harassment includes inappropriate behavior among two or more students; between students and faculty; and among faculty. The actions can take place in physical, verbal, or written forms. When a complaint is received, the situation will be investigated by the academic department and possibly by the police even if the harassment was done anonymously or possibly as a jest. Being found guilty of harassment, even if it was nominally done in jest, can be professionally damaging.

**Disability Statement:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall to coordinate reasonable accommodations for students with documented disabilities.

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