CRP 4900S – PLAN MAKING
UNDERGRADUATE STUDIO – CLASS SYLLABUS
KNOWLTON HALL – ROOM #259

READINGS/COSTS:  Readings, as well as research and review of various materials will be
assigned in class or electronically on a week-to-week basis.  You are not required to purchase a
formal text book for this class.  However, you will be asked to contribute to the purchase of a
finished document to present to the clients, and/or choose to purchase a copy of the plan for
your own portfolio.  Expect to travel to Fayette County as much as necessary during the
semester and spend time there to gain a thorough familiarity with the subject area.

COURSE OBJECTIVES:
You should upon completion of this studio:
• Gain an understanding of comprehensive planning;
• Have the ability to produce a comprehensive plan;
• Engage in effective service-learning;
• Organize and participate in community engagement, including stakeholder meetings
  and meetings with individuals;
• Utilize your specialty skills to make a significant contribution to professional grade
deliverables;
• Be able to communicate and produce deliverables in a collaborative work team; and
• Improve your research, writing, oral and graphic skills.

ACCREDITATION CRITERIA:
1) General planning knowledge: The comprehension, representation, and use of ideas and
information in the planning field, including appropriate perspectives from history, social
science, and the design professions.
   a) Purpose and Meaning of Planning: appreciation of why planning is undertaken by
communities, cities, regions, and nations, and the impact planning is expected to have;
   b) Planning Law: appreciation of the legal and institutional contexts within which
planning occurs;
   c) Human Settlements and History of Planning: understanding of the growth and
development of places over time and across space;
   d) The Future: understanding of the relationships between past, present, and future in
planning domains, as well as the potential for methods of design, analysis and
intervention to influence the future; and
   e) Dimensions of Planning: appreciation of interactions flows of people and materials,
cultures, and differing approaches to planning across regions.
2. **Planning skills:** The use and application of knowledge to perform specific tasks required in the practice of planning.
   a) Research: tools for assembling and analyzing ideas and information from prior practice and scholarship, and from primary and secondary sources;
   b) Written, Oral and Graphic Communication: ability to prepare clear, accurate and compelling text, graphics and maps for use in documents and presentations;
   c) Quantitative and Qualitative Methods: data collection, analysis and modeling tools for forecasting, policy analysis, and design of projects and plans;
   d) Plan Creation and Implementation: integrative tools useful for sound plan formulation, adoption, and implementation and enforcement;
   e) Planning Process Methods: tools for stakeholder involvement, community engagement, and working with diverse communities; and
   f) Leadership: tools for attention, formation, strategic decision-making, teambuilding, and organizational/community motivation.

3. **Values and ethics:** Values inform ethical and normative principles used to guide planning in a democratic society. The program shall appropriately incorporate issues of diversity and social justice into all required courses of the curriculum, including:
   a) Professional Ethics and Responsibility: appreciation of key issues of planning ethics and related questions of the ethics of public decision-making, research, and client representation (including principles of the AICP Code of Ethics, which will be provided);
   b) Governance and Participation: appreciation of the roles of officials, stakeholders, and community members in planned change;
   c) Sustainability and Environmental Quality: appreciation of natural resource and pollution control factors in planning, and understanding of how to create sustainable futures;
   d) Growth and Development: appreciation of economic, social, and cultural factors in urban and regional growth and change; and
   e) Social Justice: appreciation of equity concerns in planning.

**GRADING:**

1. Periodic Research Reviews (10%)
2. Peer Evaluations (10%)
3. 1st Draft Deliverables to client (15%)
4. Midterm Peer Reviews (5%)
5. 2nd Draft Deliverables to client (20%)
6. Studio showdown (5%)
7. Billable Hour Spreadsheet (5%)
8. Final Presentation (10%)
9. Final Deliverables to client (20%)
   A. Client Presentation (required)
   B. Class Attendance and Participation (Potential Deduction of Points)
A more detailed breakdown of how you will be graded follows below:

1. **Periodic Individual Research Reviews and Presentations (10 points):**
   Your Individual Research Reviews and Presentations will be graded on the level of student understanding (25%), depth of knowledge (25%) ability to communicate/share effectively (25%), recommendation / professionalism (25%).

2. **Peer Evaluation (10 points)**
   All students must contribute to the project in an equitable way. A peer evaluation will be required at least once during the semester. If there is more than one, your ultimate score will be averaged from the semester’s peer evaluations.

3. **1st Draft Deliverables to the client (15 points)**
   A well-defined, professionally crafted outline and overview must be created based on direction received from the Fayette County Commissioners (FCC). This document should clearly indicate the content of the proposed plan and its framework. Draft goals and objectives for the area should be articulated.

4. **Midterm Peer Review (5 points)**
   Your contributions to, and participation in, this review will be evaluated.

5. **2nd Draft Deliverables to the client (20 points)**
   A draft of the proposed plan must be created which addresses all the issues brought forth from the direction and dialog with Mr. Gentry and the FCC. Draft diagrams, charts, models, and data must also be included.

6. **Studio Showdown (5 points)**
   Your contributions to, and participation in, this competition will be evaluated. A first place finish will create the opportunity for bonus points.

7. **Billable Hours Spreadsheet (5 points)**
   Just as a paid consultant would, you must keep track of all your time spent on this project. A spreadsheet must be created which includes the specific activity completed and the amount of time allocated to it. This spreadsheet must be professional and include a signature box for you to verify its accuracy.
8. **Final Presentation (10 points)**
   Your participation in the final presentation of your plan to the FCC will be assessed based on its content, professionalism, confidence and overall effectiveness. Chances are, making quality presentations will be an important component of your job, so honing your skills in this area will be critical for your employment success.

9. **Final Deliverables to the client (20 points)**
   Your creation of a comprehensive land use and marketing plan for the Mid West Mega Commerce site must be completed and ready for submittal to the FCC. This document must include professional-grade text, diagrams, photos, and other items.

   A. **Presentation (required)**
      This event will be held during the last week of scheduled classes (specific date and time TBA). The class will present the final plan to the FCC.

   B. **Potential Deduction of Points:**
      *It is never my intent to punish students; however, to maintain fairness, these policies are necessary to ensure that all students enjoy a professional experience and to protect students who follow the rules:*

      All grading will be done as fairly and as consistently as is reasonably possible. Assignments up to 24 hours late will result in an automatic two letter grades dropped from the grade received. Assignments over 24 hours late will receive no credit. Missed first, second, or final drafts will also receive zero points. The instructor will take into consideration assignments that are late due to unforeseeable circumstances. There is no point in skipping class, or being late to class to finish an assignment because it will count as late if you turn it in after class starts.

      Students wishing to appeal the grading of an assignment must make the appeal in writing within five calendar days after an assignment is returned.

      The material in this fast-paced studio will be impossible to make up later. Assume that you will not be granted an incomplete due to high course load or other time constraints.

**ATTENDANCE**
Because you are professional planners, you will be expected to act like the professionals. Therefore, attendance will be taken during each class. Unexcused absences are never acceptable and more than two unexcused absences will result in an automatic an “E” grade for the course. (Imagine missing a week of work. You would be fired!)
PARTICIPATION
This is a difficult area to define, but it is crucial to the whole studio’s experience. I expect this studio to be a major focus of your effort for the term. That means, among other things, being prepared, attending class (and other activities that we schedule), participating constructively in class discussions, volunteering for tasks that will need to be done during the term, being flexible, helping out wherever help is needed, and so on. The jobs that need to be done during the term will cover a range of skills and will also range from large to very small, so there should be plenty of options for everyone to volunteer.

Some examples of the kinds of tasks we’ll need to get done during this studio include:
• Making phone calls to stakeholders
• Helping with logistics for meetings and field work
• Helping with logistics for inter-studio peer review and the client presentation
• Running errands
• Gathering information
• Creating high-quality graphics
• Taking photographs of the subject area

Keep track of what contributions you have made (I may not realize all the things you’ve done or forget in the rush of other things going on) and include the list as a separate page at the end of the term.

In addition, any behavior during the studio that infringes on the ability of other students to profit from the studio will not be tolerated and will be reflected in your grade. You will be guests in locations outside of Knowlton and should act in a way so that you will be considered outstanding representatives of OSU.

TEAM AND INDIVIDUAL PROJECTS
Each person in the studio will be assigned to prepare one or more elements of the project. In addition students will be organized into teams to focus on detailed research and development. Expect to be flexible and responsive to the times where individual work is needed and where team work is needed.

TRACKING TIME
As a project consultant, you are responsible for billable hours on a project. A billable hour is the amount of time that can be charged to a project based on effort. This is measured in increments of 15 minutes. If you worked on a project for 2 hours and 15 minutes, you would report this as 2.25 hours. You will be responsible for tracking your billable hours on this project using Excel or a similar system approved by me. Each time you work on the project you should enter the time. If you are in the field you should track the time and then enter it at your earliest convenience. Every student must keep their track time up to date with accurate accounting by 11:59 pm each Sunday. Students are expected to spend 2-3
hours each week outside of class for every credit hour of classwork. The in-studio time is considered project management time where the team meets to learn about their assigned tasks, generate ideas, engage in discussion and work in collaboration. This will be highly variable by week based on the activities in the studio. This means by the end of the 14 week semester you will have billed over 100 hours through the time keeping system. Include a signature box which indicates that the information provided is accurate.

ATTITUDE
In high-demand studio settings, I expect you to have a professional attitude. Negative attitudes, including troublemaking, inflexibility, “drama,” and not following through will simply not be tolerated.

MISCONDUCT
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.

BEING LATE
Do not be late for studio. Arriving on-time for class is expected, so make appropriate arrangements. Respecting others, including their time, is critical in a productive work environment.

TEXTING AND PHONE USE
You are prohibited from texting in class and I have zero tolerance for this. You may not answer your phone in class. Please turn your ringers off. If you have an emergency, please
let me know and you may be allowed to take the call outside. Otherwise, you will be courteous by not talking on your phone.

**IN-CLASS COMPUTER USE DURING LECTURE**
It is very distracting when students use their computers to take notes during class lectures. *Do not open your laptops during our in-class sessions* unless otherwise given specific permission by me.

**“FACEBOOKING”**
Your Facebook / Twitter (or any other social media) friends can wait until after you finish your studio work. Do not use social media during your work time.

**PLAGIARISM**
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 with the permission of that person. Any instances of academic misconduct will be reported to the Committee on Academic Misconduct (University Rule 3335-5-487).

**OPPORTUNITIES FOR ADDITIONAL PLANNING EXPOSURE**
My full-time job as the senior planning officer for the nearby City of Upper Arlington, Ohio ([www.uaoh.net](http://www.uaoh.net)) includes Board of Zoning and Planning (BZAP) and City Council meetings on most Monday evenings starting at 6:30pm. In order to enhance your overall experience, I will occasionally be providing an overview of pending issues for discussion. A schedule of the BZAP meetings will be provided, and you may choose to attend these public meetings to observe how city government functions. My staff reports and other documents will be made available to you. These meetings are open to the public and are held at the Municipal Services Center in Council Chambers at 3600 Tremont Road, Upper Arlington, Ohio 43221 (across from OSU Golf Courses near Kenny Road).

**GUEST SPEAKERS/LECTURERS**
Once again, to enhance your overall studio experience, I will occasionally bring in a guest lecturer to address a specialty topic in greater detail. These individuals are volunteering their time, so they must be treated with utmost respect and courtesy. Please be engaged in the discussion and ask good questions. Hand written ‘thank you’ notes for speakers are encouraged!
STUDIO SECTION MIDTERM PEER REVIEWS  
Wednesday, March 6th through Friday, March 8th

Held in the Knowlton Main Space in front of the 170s classrooms, the clients and at least two invited planning practitioners will review your work. All students are required to attend to participate in this review. Arrangements to use the MAIN SPACE or the Gallery in Knowlton Hall must be made through Phil Arnold arnold.781@osu.edu (he will send you a confirmation receipt). You will be responsible for setting the rolling walls to form a review corral in plenty of time before your guests arrive. You may also be required to chip in up to five dollars to purchase refreshments for your guests. Most of these guests will need to mark their calendars far in advance. KSA Director Mike Cadwell should also be invited to these reviews. His email is Cadwell.1@osu.edu.

SPRING ’14 STUDIO SHOWDOWN  
Monday, April 21st at 5:30 in Knowlton Room #190: All materials must be turned in electronically to Kyle Ezell for review by Thursday, April 18 in order for the jurors to have sufficient time to review. ATTENDANCE AT THIS EVENT IS MANDATORY.

The studio showdown is a roughly hour-long contest between the three sections and juror ed by Director Mike Cadwell and two planning practitioners. A 15-minute presentation will be prepared for a 5-minute Q/A period. The jurors will analyze the process that leads to the final product. Director Cadwell in particular wants to see the research and decision-making process in these presentations as much as the finished part. A limited number of presenters will be selected.

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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