



DOCTOR OF PHILOSOPHY IN CITY AND REGIONAL PLANNING

KNOWLTON SCHOOL

2016 WELCOME GUIDE

WELCOME

Welcome to the City and Regional Planning Program at the Ohio State University! I know the rest of the faculty and I look forward to getting to know you and your interests over the next several years.

This orientation packet contains most of the information you need to get started in the PhD in City and Regional Planning program this autumn. The packet includes lists of resources and contacts and guidance on how to register for classes among other things. When you have questions about your academic work, your advisor is your first stop. Should you require any advice concerning registration or other administrative processes, please feel free to write or call Jacquelyn Monnin in the Knowlton School Student Services Office.

The City and Regional Planning Program's orientation will occur before the fall semester starts. I urge you to attend this one-day event, which is designed to answer many of your questions about OSU and the PhD program and to allow you to meet our students and faculty informally. Additionally, the Graduate School will offer an orientation for incoming graduate students in the fall. We will send you the dates for these activities as the fall semester comes closer. You can also see the Knowlton School [orientation page](#) for updates.

Much of the information in this program is shared digitally. Please regularly check the [Knowlton School website](#) for the latest information. It is also important that you activate your OSU e-mail account, which the program uses as its main method of communicating with students. Information on how to activate your account is included in this welcome guide. Please make arrangements to have it automatically forwarded to another e-mail service if you will not be able to check your OSU e-mail regularly.

We hope you enjoy your time in the Program and that you take full advantage of the many opportunities for learning and professional growth—both in and outside of the classroom. I look forward to meeting and working with all of you.

Sincerely,

Rachel Garshick Kleit, PhD
Section Head, City and Regional Planning

RESOURCES

City and Regional Planning Administrative Faculty + Staff (2015-2016)

Name	Title	Office	Phone	Email
Rachel Kleit	City and Regional Planning Section Head	200F	614-292-5427	kleit.1@osu.edu
Maria Conroy	City and Regional Planning Graduate Studies Chair	225	614-292-8044	conroy.36@osu.edu
Gulsah Akar	City and Regional Planning PhD Program Chair	234	614-292-6426	akar.3@osu.edu
Jacquelyn Monnin	Graduate Programs Coordinator	100A	614-292-1404	monnin.69@osu.edu

Contact information for other Knowlton School faculty and staff can be found on the [Knowlton website](#).

Section Head: The City and Regional Planning Section Head serves as the head of the CRP program at Knowlton and handles higher level administration of undergraduate and graduate programs.

Graduate Studies Chair: The Graduate Studies Chair (GSC) serves as the head of the graduate program at Knowlton. Any forms and petitions including course substitutions, course waivers, credit hour increases, etc. typically must be signed off by the GSC.

PhD Program Chair: The PhD Program Chair handles admissions and recruitment efforts for the PhD program as well as other administrative functions for the program.

Faculty Advisors: Faculty advisors act as mentors to our students, assisting in the selection of electives and providing professional guidance.

Graduate Programs Coordinator: The Graduate Programs Coordinator is a useful resource for students in navigating the administration of the programs and clarifying program requirements in addition to policies and procedures.

Additional Resources

Knowlton School: knowlton.osu.edu

Ohio State University: osu.edu

Graduate School: gradsch.osu.edu

Registration and Online Student Center: buckeyelink.osu.edu

Student Services Center (*Financial Aid, Bursar's Office, Registrar's Office*): ssc.osu.edu

Housing: offcampus.osu.edu/off-campus-living

Transportation: tm.osu.edu

Parking: campusparc.com/osu

Office of Disability Services: ods.osu.edu

Office of International Affairs: oia.osu.edu

Student Health Services: shc.osu.edu

NEXT STEPS

Admissions Provisions

If provisions were stated in your admission letter, make sure to complete them prior to the beginning of your first semester. A common provision is sending your official transcripts to OSU Graduate Admissions. You would be required to send an official transcript if you previously sent an unofficial copy for your application and/or if your transcripts were submitted prior to your degree completion. Questions regarding transcripts may be directed to the OSU Graduate Admissions Office and their contact information can be found on their [website](#).

New Student To-Do List

See the Graduate School's "[New Student To-Do List](#)" with information regarding activating your OSU email account, scheduling classes, obtaining your OSU ID and paying fees.

Important Dates

Refer to our [orientation page](#) for updates on important dates. See below for details on the university's academic calendar and registration/fee deadlines. Students who have been awarded a Graduate Associate position are required to be on campus to fill out necessary paperwork at least 2 weeks prior to the start of the term.

[OSU Welcome Week](#) | [OSU Academic Calendar](#) | [Registration and Fee Deadlines](#)

Financial Aid

If you are awarded a Graduate Associateship (GA), you must be enrolled by the tuition and fee due date in order for benefits to post. Details regarding GA positions are typically sent out in the summer. If you were awarded a GA position, you will be required to be in Columbus at least two weeks prior to the start of classes in order to fill out your paperwork. Monitor your email as instructions will be sent regarding next steps. You can refer to our [Graduate Associateships page](#) on our website to get an initial idea of what's to come. Note that new employees are required to present documents as part of the Employment Eligibility Verification (I-9) form. See the last page of the [form](#) for a list of acceptable documents. Photocopies are not acceptable, so be sure to have your documents with you in August when you come to fill out your paperwork. For information regarding financial aid opportunities, refer to the school's [financial aid page](#).

Course Registration and Buckeyelink

[Buckeyelink](#) is the main website for students to access the schedule of classes, register for classes, and view their statement of account and financial aid, etc through their student center. For detailed instructions on how to use your student center, please refer to the following resources:

[Student Center Help](#) | [Knowlton School Course Scheduling](#) | [Graduate School Course Registration](#)

Students are able to register for classes beginning at the end of March. After you have accepted your admission, it will take a few days for you to be assigned an enrollment appointment, which you'll be able to see in your student center to indicate the date and time when you can begin enrolling in classes. Students can continue to register for classes through the first couple of weeks of the semester. See the guides above and the [Registrar's website](#) for details on deadlines and processes. Prior to registering for

classes each term, you must complete a financial responsibility statement (see your student center). Until you complete this, you will have a hold on your account.

See the [PhD Handbook](#) and the [OSU Graduate School Handbook](#) for details on requirements. All incoming students should register for CRPLAN 7000 in the fall. Refer to your advisor for assistance in selecting courses. A list of upcoming CRP electives can be found on the [website](#). The schedule of classes on [Buckeyelink](#) can be used to search for courses offered at OSU in upcoming terms. The course catalog on [Buckeyelink](#) provides a list of all courses at OSU, not necessarily offered each term. 6000 level courses and above are graduate level. 5000 level courses are offered for both graduate and undergraduate credit (select the graduate section). 4000 level undergraduate courses outside of CRP can be used towards degree requirements if taught by a lecturer or faculty member. See OSU's [Find People](#) database for details on instructors. Most international students are required to take a written English composition placement test. Based on the results, students may be required to complete 1-2 English as a Second Language courses within their first year. These courses are in addition to your degree requirements.

Transfer Credit: Students who have earned a master's degree prior to beginning our PhD program can transfer in a block of 30 credit hours to use towards our PhD program. Talk with your advisor when you arrive on campus and see the Graduate Programs Coordinator for details on filling out the appropriate forms.

HOUSING + TRANSPORTATION



Explore Columbus!

[Experience Columbus](#) | [Columbus Alive](#) | [Columbus Underground](#) | [Live Work Play](#) | [OSU Campus Map](#)

Housing

Though there is graduate housing on campus, the majority of our graduate students live north, south or west of campus, some living farther out in the suburbs. See below for maps and websites.

[Columbus Neighborhoods Info](#) | [On-campus Housing](#) | [Off-campus Housing](#) | [Downtown Housing](#)
[Arena District Housing](#) | [Metro Rentals](#)

Residency

After 12 months of living in Ohio, students can establish Ohio residency and drastically reduce their tuition and fees. See the [Registrar's website](#) for details on the requirements and process of applying. Also note that Ohio established a new provision called "*Forever Buckeye*" which allows students to establish in-state residency if they graduated from an Ohio high school. If you want to establish residency, you should review the procedure and plan to move to Ohio accordingly.

Transportation and Parking

Buses

[COTA](#): Central Ohio bus system; All OSU students are required to pay a COTA fee, which is about \$14 per semester, and is included in the tuition and fees. This fee allows students to ride the COTA bus an unlimited amount of times by swiping their OSU ID. [CABS](#): OSU bus system, which is free for everyone.

Biking

Biking can also be an efficient way to get around the campus and the city. A bike trail runs along the Olentangy River from downtown northward for over twelve miles going past campus up to the suburb Worthington. There are also bike routes and racks throughout the campus area. [Ohio Bikeways](#)

Parking

Parking on campus requires a parking pass, which can be purchased through [CampusParc](#). Different lots and garages can be accessed with the different types of passes, which can range anywhere from \$20 a year to \$700 a year depending on your level of access.

FACILITIES + ADDITIONAL OPPORTUNITIES

Facilities

Offices

PhD students will be assigned an office which will be shared by 2-3 students. The Knowlton School's Administrative Associate, Carla Sharon, will work with students at the beginning of the year in assigning offices and distributing keys.

Computers

The school maintains over 400 computers for student use. All use the Windows 7 64-Bit operating system, and have over 60 software packages installed. In addition, there are about 13 other computer labs on campus which are available to OSU students. Each PhD office has 2 computers and there are additional computers in the CRP studio and in the 2 computer labs in Knowlton Hall.

Library

The Architecture Library is located on the fourth floor of Knowlton Hall and contains more than 50,000 volumes as well as access to numerous other libraries through OhioLINK. There are also about 20 other libraries on campus.



Additional Opportunities

The Knowlton School offers numerous opportunities for students to learn outside of the classroom and to interact with professionals in the various disciplines through our annual lecture series, conferences, competitions, charrettes, workshops, and other experiences throughout the year. The City and Regional Planning Student Association (CRPSA), is a great way to get involved. Take a look at the [Knowlton website](#) to see the types of events you have to look forward to! There is always something going on around campus and you can check out the calendar of events on the [OSU website](#) and the OSU [Student Union website](#) for details on Union sponsored events and our discount ticket program.

The school is very proud to host a wide range of domestic and international travel opportunities. In addition to international travel programs, students may pursue independent travel opportunities relating to research projects. Check out the travel page of the [Knowlton website](#) for details. The University also hosts many travel programs via the [Office of International Affairs](#).

It is also possible for students to complete a graduate minor or a dual degree program. More information regarding minors can be found on the [Graduate School website](#). Students may pursue a dual degree with any other graduate degree at OSU. If you are interested in pursuing any of these opportunities, consult with your advisor. Jacquelyn Monnin can provide information on requirements and procedures.

PHD IN CITY AND REGIONAL PLANNING

Students in the PhD program come from a variety of backgrounds, so the time required to complete the program will vary. Typically, a student will complete three years of course work and one year for their dissertation research, or two years for their coursework and two years for their dissertation.

CATEGORY	COURSE	CREDIT
Fundamentals Core	CRPLAN 7000 Contemporary Planning Research CRPLAN 7300 Planning Dissertations and Theses from Start to Finish	6
Planning Theory Core	CRPLAN 7100 City and Regional Planning Theory	3
Quantitative Methods	To be agreed upon with advisor	12
Teaching Practicum	CRPLAN 8200 Teaching Practicum in City and Regional Planning	1
Research Seminar	Non-credit seminar	0
Specialization	Two fields, agreed upon with advisor	24

TOTAL CREDIT HOURS REQUIRED TO GRADUATE: 46

STAGES OF THE PHD PROGRAM

The Doctor of Philosophy (PhD) in City and Regional Planning trains students to undertake interdisciplinary, independent, applied research on urban and regional problems and planning processes. Students go on to careers in academia or research organizations. The program flows in three stages:

1. Coursework to master theory, analytic tools in planning, and specializations, culminating in the Candidacy Examination. Students develop two areas of specialization, one from program-designated topics and the other developed with their advisor, depending upon their interests.
2. Formulation of a topic for dissertation research which must be approved by the dissertation committee.
3. Dissertation research, writing, and defense (presentation) in the Final Oral Examination.

AREAS OF SPECIALIZATION (CONTINUED ON BACK)

Students must choose an area of specialization from the list below and a content area. A specialization requires 12 credit hours of advisor-approved, graduate level elective coursework. A content area requires an additional 12 credit hours of advisor-approved graduate level elective coursework in or outside the specialization.

For the specialization or content area, students can earn all 12 credit hours internally or they can meet the requirement from a combination of 6 internal credit hours and 6 external credit hours. External courses taken to meet either requirement can come from any department and must be approved by the student's advisor. Internal courses can come from the Masters or PhD level CRPLAN electives.

ECONOMIC PLANNING AND DEVELOPMENT

This field provides a foundation for economic planning and urban/regional economics. Increasingly, a solid foundation in economics has become essential to planning, and students in this specialization almost always will take some courses in the Department of Economics or possibly, Business Administration. The specialization does not mirror the field of economics, and differs in focus through an emphasis on market failure, spatial economics, urban and regional areas, and public intervention. Research might deal with improving communities or regions by increasing and diversifying economic activities to support residents, discovering what it takes to attract business to or to prevent businesses from leaving a distressed communities, understanding how housing, tourism, recreation, affect economic conditions, or how regulations, incentives and other policy mechanism affect economic development outcomes.

PHD IN CITY AND REGIONAL PLANNING

Students in the PhD program come from a variety of backgrounds, so the time required to complete the program will vary. Typically, a student will complete three years of course work and one year for their dissertation research, or two years for their coursework and two years for their dissertation.

AREAS OF SPECIALIZATION (CONTINUED)

HOUSING, COMMUNITY DEVELOPMENT AND NEIGHBORHOOD PLANNING

Historically, many social issues in urban areas have had a housing dimension, including problems associated with racial segregation, slum development, urban poverty and unemployment. As a result, many of the familiar urban laws, regulations and programs have been concerned with housing. This includes zoning laws, building codes, rent control, urban renewal, public housing and fair housing regulations. Hence, the specialization in housing has a long tradition in city and regional planning. Because of the large number of issues it must deal with, it also is truly interdisciplinary.

Housing includes the delivery of land, shelter, community facilities and physical infrastructure. Among the sectors participating are the construction industry; the finance sector; municipal, state and national sectors of government; the real estate management, brokerage, appraisal and development industry; and the engineering and design sector. Research in the housing field can be based on several disciplinary lines of inquiry, including Economics, Business Administration (Real Estate Economics and Finance), Design and Psychology. Research might deal with such topics as increasing the supply of affordable housing, expanding home ownership among low income groups, understanding the effectiveness of various incentives for encourage the development of affordable housing or housing for senior citizens, the constraints that block such development, the relationship between socio-demographic characteristics of people and their housing and neighborhood choices, or the effect of housing and neighborhoods characteristics on quality of life for different populations.

URBAN DESIGN/PHYSICAL PLANNING/AND BEHAVIOR

The urban design/physical planning and behavior field covers the relationship between human behavior and properties of urban places. Students will learn methods, theory and application of information to the resolution of environmental design problems. Included will be the study and theory of psychological, social and cultural factors in environmental design, and environmental programming and research. This may involve finding out ways in which the environment affects perception, cognition, evaluation and behavior, ways in which human behavior affects the environment, and ways to change human behavior to save the environment.

ENVIRONMENTAL PLANNING AND SUSTAINABILITY

The environmental planning and sustainability specialization allows students to pursue planning questions relating to the quality of the natural environment, natural resources management, and the policies and programs aimed at offsetting the environmental impacts of pollutant residuals in the environment. Research in this area ranges from questions of the assessment of natural environment and its carrying capacity for human activities, the environmental impacts of various activities, policy questions related to the disposal of water and air pollutants and solid and hazardous wastes, and the health consequences of environmental pollutants. It may also deal with the energy problem (of various energy sources, including gas, electricity, solar, geothermal and nuclear) at the technical, institutional and economic level.

TRANSPORTATION

Transportation or movement across space, is an integral part of the planning process; indeed, if transportation problems did not exist, then neither would planning. The transportation specialization in the PhD program addresses these concerns through a variety of possible topics, ranging from formal model building to a concentration on urban transportation.