Class schedule: W, 11—1:50
Location: Soc Sci Lab (SSL) room 171
Instructor: Ken Chew
TA: Tamer El Gindi
Offices (Social Ecology I): Chew 205, El Gindi 320
Contact: chew@uci.edu, telgindi@uci.edu
Office hours: Chew M 11-12 and by appointment; El Gindi by appointment—windows: Tu 1:30-3:30, W 2-3:30, Thu 1:30-3:30

Course Objectives

This course supports students in their effort to complete the professional report (PR) component of the Master of Urban & Regional Planning (MURP) capstone requirement. The course may include lectures or workshops, guest speakers, and critiqued student presentations.

Students will learn to elevate both the quality of their analysis and the clarity of their professional communication, both oral and written. Students will also learn norms of professional practice. Of foremost importance is the norm: "all deadlines and deliverables are contractual."

Specific Learning Outcomes

Through completion of this course, students will be able to:

1. Articulate the specific writing purpose of professional reports.
2. Identify the implicit and explicit expectations of professional report readers.
3. Formulate a writing focus in terms of a planning problem.
4. Recognize when institutional review is needed for human subject protection.
5. Discern and explain the differences between advocacy and decision support.
6. Justify the organization of their PR in terms of purpose and audience.
7. Access and appropriately analyze information most relevant to a planning problem.
8. Negotiate an advance schedule for regular client consultation.
9. Articulate a means for ongoing personal improvement of professional writing.
10. Demonstrate the conventions of effective visual and graphic communication.
11. Articulate the norms of U.S. planning practice with respect to work flow and deadlines.
12. Provide decision support for a real world planning client.

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<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPICS or ACTIVITY</th>
<th>DELIVERABLES</th>
<th>REFERENCE READING</th>
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<td><strong>Watch the due dates! (They shift throughout the week.)</strong></td>
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| Week 1| 10/3 • Mechanics of the PR.  
        • Know your purpose.  
        • Know your audience.  
        • Research ethics and human subject protection.                                                                                                   | Due► Friday (10/5): prelim client, topic info for advisor matching            | Pearsall, chapters 1, 2, 3, and 7 (writing ethically)  
        Downloads: Dunn, C. M. & Chadwick, G. L  
        Protecting Study Volunteers in Research (Ch. 1);  
        Federal categories of Research (2 files);  
        “Principles of Human Subjects Protection” |
| Week 2| 10/10 • Critique of problem statements (Exercise 1 submittals)  
         • Situating your efforts in the landscape of previous efforts (literature review).                                                                                                               | Due► Tuesday (10/9): draft 300-word problem statement  
         Due► “Committee Agreement” (Form 1) by 10/12 |                                                                                                                                                                                                                  |
| Week 3| 10/17 1-on-1 meetings during scheduled class time; no regular class                                                                                                                                         | Due► Sunday (10/21): literature review.  
         The Owl at Purdue re: in-text citations, reference lists |                                                                                                                                                                                                                  |
| Week 4| 10/24 • Critique of literature reviews  
         • Skeleton construction (outlines)                                                                                                                                                                          |                                                                               |                                                                                                                                                                                                                   |
| Week 5| 10/31 • 1-on-1 meetings; no regular class  
        • Association of Collegiate Schools of Planning (ACSP) annual meeting, Cincinnati, OH                                                                                                                  | Due► Friday (11/2): “Plan of action” (outline with Form 2).                   |                                                                                                                                                                                                                   |
| Week 6| 11/7 • Critique of outlines                                                                                                                                                                                                                                              |                                                                               |                                                                                                                                                                                                                   |
| Week 7| 11/14 • Page design  
        • Visual thinking  
        • Public speaking and PowerPoint                                                                                                                                                                          |                                                                               | Pearsall, chs. 5, 8;  
        “Speaking about numbers,” ch. 12 in Miller.                                                                                                       |
| Week 8| 11/21 Student presentations with critique                                                                                                                                                                         |                                                                               |                                                                                                                                                                                                                   |
| Week 9| 11/28 Student presentations with critique                                                                                                                                                                         |                                                                               |                                                                                                                                                                                                                   |
| Week 10| 12/5 Student presentations with critique                                                                                                                                                                         | Due► Friday (12/7): first 1/2 of PR.                                                                                                           |                                                                                                                                                                                                                   |
Companion Document

Read this syllabus in conjunction with its companion document, “Professional Report (PR) Guidelines.” The current version is Fall 2012, version 1.0 (August 31)

Assignments and Grading

SUBMIT ASSIGNMENTS IN TWO FORMATS. Submit assignments in print at the beginning of classes and as electronic files (via EEE DropBox). ♦Nota Bene♦ In some cases we shall need the electronic file up to several days preceding class. Unless noted, the hour due is 5 PM.

292A grades will be determined by the 292A instructor. Nonetheless, always keep your other committee members in the loop.

Approximate weights:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Problem Statement (form 1)</td>
<td>10</td>
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<tr>
<td>Literature Review</td>
<td>10</td>
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<tr>
<td>Outline (form 2)</td>
<td>10</td>
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<tr>
<td>Participation (class peer review)</td>
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<td>Oral presentation</td>
<td>10</td>
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<tr>
<td>First half of PR</td>
<td>50</td>
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References


Purdue University (2011). *The Owl at Purdue (APA formatting and style guide).* [http://owl.english.purdue.edu/owl/resource/560/01/] [APA = American Psychological Association]
First half of PR, due December 7, 2012

The first half of the PR will be completed this quarter (20–25 pp. double-spaced, plus table of contents, appendices, and references). The submittal should professional in content, style, and form.

0. Table of contents
   I. Introduction
      A. Problem statement
      B. Intended audience (stakeholders)
      C. Significance
      D. Objectives (what you promise to deliver)

   II. Background. Description of the place, population, institutional history, or any other contextual considerations that may need elaboration beyond what has already been set forth in the introduction, including a summary and assessment of previous efforts bearing on the problem (the “literature review”).

   III. Procedures:

      A. Information acquisition. Description of the specific information that will be collected for analysis (e.g., case studies, GIS maps, census data, data from archival records, interviews), and the methods of collection (e.g., how you will acquire access to study sites, interview subjects, or archives).

      B. Plan of analysis. How the collected information will be analyzed to derive the decision support items promised in your deliverable.

   V. Recommendations. Mock up the recommendations that you expect to be able to make at completion. Reiterate the stakeholders (audience) to whom these recommendations will be addressed.

   VI. Figures (photographs, graphs, maps, charts, etc.). Include figure numbers, titles, and source citations.

   VII. Timeline (week by week outline of internal deadlines for specific tasks).

   VIII. References, complete and in proper APA format

Oral presentations (10-minute limit) should consist of a professional quality PowerPoint presentation that summarizes key points from above.