U292: MURP PROFESSIONAL REPORT
DEPARTMENT OF PLANNING, POLICY, AND DESIGN -- UC IRVINE
FALL 2010

Class schedule: W, 10 AM-1:50
Primary location: Soc Sci Tower, room 220B
Alternate location: Soc Ecology I, room 300B
Instructors: Victoria Basolo and Ken Chew
Offices (Social Ecology I): Basolo 206D; Chew 205
Contact: basolo@uci.edu, chew@uci.edu
Office hours: Basolo W 3:30-4:30; Chew Th 10-12 and by appointment

Course Objectives[1]

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 includes 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 presentation. Students will also learn norms of professional practice. Of foremost importance is the norm: "all deadlines and deliverables are contractual."

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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[1] Components of this syllabus have been adapted from Professor Kris Day's previous delivery of this course. Otherwise © 2010, Professors Victoria Basolo and Kenneth Chew. The original content of this course (including but not limited to lectures, exams, handouts, and electronic files) is protected by copyright. Duplicating course material for profit without the written permission of the instructor is prohibited. This includes giving or selling material to commercial firms for further distribution.

DATE	TOPICS, ASSIGNMENTS, or ACTIVITY	READINGS	DELIVERABLES
Week 1 9/29 Faculty lead: Basolo & Chew	• Getting started: *Mechanics of the PR.* • Getting motivated: panel, "*The importance of writing in planning practice*" (Kimberly Brandt, City of Costa Mesa; Jeff Harlan, the Planning Center; Anna Pehoushek, City of Orange).	Pearsall, chapters 1 (know your purpose), 2 (know your audience)	Assign exercises 1 (problem statement, objectives, significance); and 2 (literature review).
Week 2 10/6 Faculty lead: Chew	• All begin in SST 220B. Research ethics and human subject protection. • Critique of problem statement*; concurrent sessions, SST 220B and SE I room 300B.*	Pearsall, chapter 7. Downloads (4): Dunn, C. M. & Chadwick, G. L <u>Protecting Study Volunteers in Research</u> (Ch. 1); Federal categories of Research (2 files); "Principles of Human Subjects Protection"	(1) Exercise 1 (problem statement) (2) Form 1 *(submit with all signatures to Janet Gallagher by 5 PM)*
Week 3 10/13 Faculty lead: Basolo	• Filling in background and finding what's already been done (researching the literature). • Reading: organizing your paper around your purpose and audience.	Pearsall, ch. 3 (organizing around purpose & audience)	
Week 4 10/20 Faculty lead: Chew	• Researching the literature, cont'd. (presenters: librarian subject specialists). *Consecutive sessions, tentatively @ 10 and 11:15 AM. Location: Langson Library, TEC room (first floor).*		Exercise 2 (literature review).
Week 5 10/27 Lead: Basolo	Small groups to monitor member progress. Group spokesperson presents to main class. All individuals responsible for written peer review (Exercise 3), deliverable Week 6. *Possible concurrent sessions.*	Pearsall, ch. 4 (writing clearly); <u>The Owl at Purdue</u> re: in-text citations, reference lists	Sentence outline (with preliminary references) + Form 2 cover sheet. Assign: Exercise 3 (formal peer review)
Week 6 11/3 Lead: Chew	• Panel: "*How to live well and finish reports too*" (professionals TBA).		Exercise 3 (peer review)
Week 7 11/10 Lead: Basolo	• Taming the PowerPoint monster • Catch-up and consolidation	Pearsall, chapters 5 (page design), 8 (visual thinking)	
Week 8 11/17	Student presentations with critique (*concurrent sessions, SST 220B and SE I 300B*)		
Week 9 11/24	Student presentations with critique (*concurrent sessions, SST 220B and SE I 300B*)		
Week 10 12/1	Student presentations with critique (*concurrent sessions, SST 220B and SE I 300B*)		First half of PR (see below)

Companion Document

Read this syllabus in conjunction with its companion document, "Professional Report (PR) Guidelines." The current version is Fall 2010, version 1.1 (September 23)

Assignments and Grading

SUBMIT ASSIGNMENTS IN TWO FORMATS. Submit assignments in print at the beginning of class _and_ as electronic files (via EEE) _by 4 PM on the afternoon preceding class_.

Grades for some assignments are determined in consultation with the PR faculty advisor.

Exercises	15 points (3 exercises @ 5 points)
Outline (+ form 2)	25 points
Oral presentation	10 points
First half of PR	50 points
	100 points

Section Enrollment

Students will receive random assignment to one of two course sub-sections, each led by one of the co-instructors. That co-instructor will be responsible for providing individualized feedback for students enrolled in the section. During certain weeks, the sections will hold concurrent sessions in separate classrooms (see primary and alternate locations in the syllabus header).

Readings

Pearsall, T. E. (2010). _The elements of technical writing_, 3rd edition. Boston: Allyn & Bacon. This text will primarily be useful as a reference.

Purdue University (2010_). 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 12/1*

The first half of the PR will be completed this quarter (20–25 pp. double-spaced, plus table of contents, appendices, and references). The report submission should be well written and error free, and should include:

0.   **Table of contents**
I.   **Introduction**
    (a)   Problem statement
    (b)   Definition of audience
    (c)   Objectives
    (d)   Significance

II.   **Background**. Describe the project area and population or any other contextual considerations that may need elaboration beyond what has already been set forth in the introduction.

III.   **Procedures: Information to collect**. Detail the specific information that will be collected for analysis (*e.g.*, case studies, GIS maps, census data, data from archival records, interviews). Describe the method of collection (*e.g.*, how you will acquire access to study sites, interview subjects, or archives).

IV.   **Procedures (plan of analysis)**. Describe the analytic process that will result in the answers (decision support) promised in your deliverable.

V.   **Recommendations.** Mock up the recommendations that you expect to be able to make at completion. Specify the stakeholders 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 specific tasks to be completed to finish report, including dates).

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.