

SAN JOSÉ STATE UNIVERSITY
URBAN AND REGIONAL PLANNING DEPARTMENT Gordon Douglas, ar

RickKos

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Class days/time

Students will work with one assigned adviser throughout the semester.
Students will complete course assignments and meet deadlines as listed on
the course Canvas page and in this syllabus.

Prerequisites:

- d. Show how the analysis and findings fit into the larger context of the literature and current professional practice
3. Communicate effectively in writing and in visual terms
In particular, students will be able to:
 - a. Organize material logically, so that a reader can easily follow the writer's train of thought
 - b. Write text that is grammatically correct ~~free~~ of typos
 - c. Create ~~and~~ integrate into the report tables and figures that add useful/important information for readers
 - d. Design reports that are attractive and professional in appearance
 - e. Include citations where appropriate, and format footnotes and bibliographies properly

In a

Assignments	Due Date	Learning Objectives
1. Statement of Understanding Students prepare a detailed report outline, schedule of tasks, and acknowledge that they have read the URBP 298B syllabus. The assignment guidelines can be downloaded from Canvas	Feb. 2 ^d	
2. Writing Group Participation. Students check in monthly about their progress with partners in assigned writing group. These checks will be via Zoom or other video conferencing software. A one paragraph summary of discussions should be emailed to the 298 Coordinator (Serena Alexander) by a group representative on the due dates listed at the right	Feb. 16 th Mar. 16 th Apr. 20 th	
3. First Full Draft of Planning Report This draft should be a good quality draft of the entire Planning Report from title page through to the bibliography and appendices. To count as "good quality," the draft must be written so that the meaning is clear to reader at the sentence, paragraph, and macro-structural level, and the content must be complete enough that the student and adviser do not expect further major additions. The draft should include all planned figures or tables and be formatted following the style intended for the final report (fonts, heading styles, etc.).	Mar. 16 th (Mar. 9 th recommended)	1, 2, 3
4. Second Full Draft of Planning Report Students should turn in an MS Word file of what they believe to be the finished report. (Text should be proofread, the document should have its final formatting, etc.) However, students should also anticipate that their adviser may request additional modifications.	Apr. 20 th	1, 2, 3
5. Feedback from an External Planning Professional Students obtain feedback on the second draft share it with their adviser.	Apr. 27 th	1, 2, 3
6. Final Report for Instructor Review. The report should be entirely complete, including all formatting and proofreading. Advisers will review the report to let students know if any revisions are needed. Submit the file as a PDF.	May 4	1, 2, 3
7. Finished Report Update your report as directed by your adviser and submit a copy of the final PDF	May 11	1, 2, 3
8. Exit Survey. Complete the MUP exit survey to share your experience in the MUP program. Details will be sent via email.	May 11	N/A

Format for the Final Report

Students must submit to their advisor a copy of the report saved as a PDF file.

On Canvas you will see a link to a document "Report Formatting Guidelines" that provides detail about how to format the final report.

Grading Information

URBP298B

Course Workload

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of fortyfive hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Honor s

At the end of each semester, faculty

of Master's Degree form (and a \$10.00 processing fee) to the Graduate Admissions and Program Evaluation Office (in the Student Services Center) by September 01, 2020. The form is at http://www.sjsu.edu/gape/docs/graduation_date_change.pdf

- x Students must complete the Request for Course Substitution in Master's Degree Program form if they decide to count towards the MUP degree a different set of classes from those listed on the Request for Candidacy and Graduate Degree Program form (recall that you completed this form URBP298A) This substitution form is at: <http://www.sjsu.edu/gape/forms/Request%20for%20Course%20Substitution%20in%20Graduate%20Degree%20Program%203.17.17> This form must be signed by the Graduate Adviser, who will submit it to Graduate Admissions and Program Evaluation (GAPE) for you. This form should be submitted to the Graduate Adviser September 01, 2020

University Policies

Per University Policy 396 university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) <http://www.sjsu.edu/gup/syllabusinfo/>

Plagiarism and Citing Sources Properly

Plagiarism is the use of someone else's language, images, data, or ideas without proper attribution. It is a very serious offense both in university and in your professional work. In essence, plagiarism is both theft and lying: you have stolen someone else's ideas, and then lied by implying that they are your own.

Plagiarism will lead to grade penalties and a record filed with the Office of Student Conduct and Ethical Development. In severe cases, students may also fail the course or even be expelled from the university.

If you are unsure what constitutes plagiarism, it is your responsibility to make sure you clarify the issues before you hand in draft or final work.

Learning when to cite a source and when not to is an art, not a science. However, here are some common examples of plagiarism that you should be careful to avoid:

- x Using a sentence (or even a part of a sentence) that someone else wrote without identifying the language as a quote by putting the text in quote marks and referencing the source
- x Paraphrasing somebody else's theory or idea without referencing the source
- x Using a picture or table from a webpage or book without crediting the source
- x Using data someone else person or organization has collected without crediting the source

The SJSU MLK Library provides a short (15 minutes) and informative plagiarism tutorial. The MUP faculty highly encourage all students to complete it. Details are here:

<https://libguides.sjsu.edu/c.php?g=853661&p=6111789>

Also, the University of Indiana has developed a very helpful website with concrete examples about proper paraphrasing and quotation. See in particular the following pages:

- x Overview of plagiarism at www.indiana.edu/~istd/overview.html
- x Examples of plagiarism at www.indiana.edu/~istd/examples.html
- x Plagiarism quiz at www.indiana.edu/~istd/test.html

If you still have questions, feel free to talk to your advisor personally. There is nothing wrong with asking for help, whereas even unintentional plagiarism is a serious offense.

Finally, you can use TurnItIn.com as a tool to help identify any text that may be plagiarized, so that you can fix the problem before submitting the assignment. When you submit assignments to Canvas, the system will generate a “report” that highlights the text that TurnItIn.com identifies as possibly plagiarized. The report will give you a “score” that shows how much text has been flagged. Please note that the TurnItIn.com reports are helpful but not perfect, and do not highlight a lot of material that isn’t actually plagiarized, and the reports can also potentially miss problematic text. Therefore, it is recommended that you ignore the numeric score and instead carefully review all text that is highlighted in the report, to see if anything needs revision.

You are encouraged to submit draft papers to Canvas well before the assignment due date, so that you can check the TurnItIn.com report and make any needed revisions before the assignment is due. If you submit a draft for this purpose, add a note to the instructor that says “draft only – not for review.” (The instructors promise you that they won’t look at these reports.) For instructions on how to find your TurnItIn.com reports in Canvas, see <https://community.canvaslms.com/docs/DOC-20>

If you still have questions after using all these online resources, feel free to talk to your instructor personally. There is nothing wrong with asking for help, whereas even unintentional plagiarism is a serious offense.

Citation style

It is important to properly cite any references you use in your assignments. The Department of Urban and Regional Planning uses Kate Turabian’s *Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition (University of Chicago Press, 2007, ISBN-13: 9780-816388). Copies are available in the SJSU King Library. Additionally, the book is relatively inexpensive, and you may wish to purchase a copy. Please note that Turabian’s book describes two systems for referencing materials: (1) “notes” (footnotes or endnotes), plus a corresponding bibliography, and (2) in-parenthetical references, plus a corresponding reference list. Check with your adviser as to their preferred citation style.

Library Liaison