



Professional Planning Practice

F 09:00 - 12:10

EVDP 621

H(3-0)

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Description of the Course

This course considers various plans, policies, regulatory processes, legal institutions and administrative frameworks involved in urban and regional planning. Examines the role of planners in municipal development processes related to land use re-designations, development permits, subdivision and appeals. Discusses professional planning issues including ethics, relationships with clients, the public, and other professions. Discusses practice options for graduates including professional certification/registration.

The course will consist of lectures, invited guest and site visits. All of these will contribute to the thorough understanding of the planner's role in the land use and development process of regions, cities, towns and neighbourhoods. A series of exercises will provide an opportunity for experiential learning of the different roles of the professional planner during the initiation of a typical municipal planning process. During these exercises the student will have an opportunity to work one-on-one with the instructor during the planning, developing and generation of the deliverables.

Students will build knowledge on the diversity of the planning practice and the complexity of their future role in building sustainable, resilient and equitable communities. They will gain skills in developing a request for proposals (RFP) as well as to response to an RFP, that contributes to a thorough planning process. All while obtaining an understanding of the legal framework of the regulatory process.

Learning Resources

Recommended readings, materials and data sources will be provided in class. Reference books: Canadian Institute of Planners Code of Professional Conduct: <http://cip-icu.ca/Careers-in-Planning/Codes-of-Professional-Conduct>

Alberta Professional Planners Institute resources: <https://www.albertaplanners.com/resources/planning-resources>

Canadian Institute of Planners online resources: <http://cip-icu.ca/Resources/Resource-Library>

Course Learning Outcomes

1. To build an understanding of the planners role in the regulatory and planning process, and the legal connotations of their future practice.
2. To expose students to the diversity of the planning practice along the different scales, from regional planning to neighbourhood planning and land subdivision.
3. To develop an understanding of the professional registration within the Alberta Professional Planners Institute and to initiate this process.
4. To gain a complete understanding of the ethical responsibilities of a planner.

Assessment Components

Evaluation will be based on three assignments. The work will be completed individually. Class participation will not be evaluated directly but it is a key component of the grade for each deliverable. Participation in all site visits, lectures and studio work is expected. Any anticipated absence should be communicated to the teaching team as soon as possible.

Assessment Method	Description	Weight	Aligned Course Learning Outcome
Professional Planning Comparison	This first assignment is intended to explore and critically analyze the different planning practices being visited during the term. We will visit both public and private planning offices which will differ in their approach, focus and type of projects they deal with.	30%	1,2
Request for Proposals	This assignment is intended to recreate the process of the procurement of planning services. You will be drafting a Request For Proposals (RFP) which is the document published by a client inviting consultants to bid for a contract of planning and design services. In this case you will be acting as a municipality requesting services for the completion of a statutory or not statutory plan.	35%	1,2,3,4
Response to Request for Proposals	This assignment is intended to provide students with a practical experience of developing a proposal of work that clearly outlines the methodology and approach for a project as well as the project team responsible for executing the project. This is in response to a Request For Proposals (RFP). A proposal defines the problem, outlines methodology and approach, draws a work plan and clearly defines expectations and deliverables.	35%	1,2,3,4

Assessment and Evaluation Information

Attendance and Participation Expectations:

Participation in all site visits, lectures and studio time is expected. Any anticipated absence should be communicated to the teaching team as soon as possible.

Guidelines for Submitting Assignments:

Specific guidelines for each assignment will be included on each assignment brief.

Final Examinations:

There won't be a final examination

Expectations for Writing (<https://www.ucalgary.ca/pubs/calendar/current/e-2.html>):

All writing included in the assignments should be original work of the student and include references when appropriate (see subsection on Academic Misconduct).

Late Assignments:

Grades will be deducted for work submitted later than the deadline specified in the assignment brief or as discussed in class. One grade will be deducted per late day for example an A will be downgraded to A-.

Criteria that must be met to pass:

In order to pass the course students are required to complete all assignments and achieve a combined passing grade.

Grading Scale

Final grades will be reported as letter grades, with the final grade calculated according to the 4-point range.

Grade	Grade Point Value	4-Point Range	Percentage	Description
A+	4.00	4.00	95 - 100	Outstanding - evaluated by instructor
A	4.00	3.85-4.00	90 - 94.99	Excellent - superior performance showing comprehensive understanding of the subject matter
A-	3.70	3.50-3.84	85 - 89.99	Very good performance
B+	3.30	3.15-3.49	80 - 84.99	Good performance
B	3.00	2.85-3.14	75 - 79.99	Satisfactory performance
B-	2.70	2.50-2.84	70 - 74.99	Minimum pass for students in the Faculty of Graduate Studies
C+	2.30	2.15-2.49	65 - 69.99	All final grades below B- are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements.
C	2.00	1.85-2.14	60 - 64.99	
C-	1.70	1.50-1.84	55 - 59.99	
D+	1.30	1.15-1.49	50 - 54.99	
D	1.00	0.50-1.14	45 - 49.99	
F	0.00	0-0.49	0 - 44.99	

A student who receives a "C+" or lower in any one course will be required to withdraw regardless of their grade point average (GPA) unless the program recommends otherwise. If the program permits the student to retake a failed course, the second grade will replace the initial grade in the calculation of the GPA, and both grades will appear on the transcript.

Media and Recordings in Learning Environments

Part 1

University Calendar: <https://www.ucalgary.ca/pubs/calendar/current/e-6.html>

Recording of lectures (other than audio recordings that are pre-arranged as part of an authorized accommodation) is not permitted.

Students may not record any portion of a lecture, class discussion or course-related learning activity without the prior and explicit written permission of the course instructor or authorization

from Student Accessibility Services. For any other use, whether by duplication, transcription, publication, sale or transfer of recordings, written approval must be obtained from the instructor for the specific use proposed. Any use other than that described above constitutes academic misconduct and may result in suspension or expulsion.

Part 2

The instructor will notify all students and guests in the class that the event is being recorded. If a student or guest wants to take steps to protect privacy, and does not want to be recorded, the instructor will provide the individual (s) with an alternative means of participating and asking questions (e.g., passing written notes with questions). Students cannot be penalized for choosing not to be recorded in situations where participation is part of the course. Students must be offered other ways of earning participation credit that do not involve recording.

Any video-recording would be intended to only capture the instructor and the front of the classroom. Students/other participants would not necessarily be visible on video recordings.

University of Calgary Policy and Support

ACADEMIC ACCOMMODATION

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

ACADEMIC MISCONDUCT

Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when: (a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work, (b) parts of the work are taken from another source without reference to the original author, (c) the whole work (e.g., an essay) is copied from another source, and/or, (d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved. While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence. Any suspicion of plagiarism will be reported to the Dean, and dealt with as per the regulations in the University of Calgary Graduate Calendar.

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

COPYRIGHT LEGISLATION:

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Student information will be collected in accordance with typical (or usual) classroom practice.

Students' assignments will be accessible only by the authorized course faculty. Private

information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

UNIVERSITY STUDENT APPEALS OFFICE: If a student has a concern about the course, academic matter, or a grade that they have been assigned, they must first communicate this concern with the instructor. If the concern cannot be resolved with the instructor, the student can proceed with an academic appeal, which normally begins with the Faculty. <https://ucalgary.ca/student-appeals/>

More student support and resources (e.g. safety and wellness) can be found here: <https://www.ucalgary.ca/registrar/registration/course-outlines>