



**UNIVERSITY OF CALGARY**  
SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE

<b>Course Title: Municipal Planning Tools- Building Your Planning Tool Box</b>			
Course Number	EVDS 683.94		
Pre/Co-Requisites	n/a		
Instructor Name	Teresa Goldstein	Instructor Email	<a href="mailto:Teresa.goldstein@calgary.ca">Teresa.goldstein@calgary.ca</a> (best) <a href="mailto:Teresa.goldstein@ucalgary.ca">Teresa.goldstein@ucalgary.ca</a>
Office Location	City Hall- 5 <sup>th</sup> Floor (by appointment only)		Phone: 403.512.0869
TA Name		TA Email	
Class Dates	Fall 2019 (October 21-25, 2019)		
Class Times	9:00am to 5pm		
Class Location	Downtown campus (Classroom D- CBD Lab), Field studies, Calgary Municipal Building (City Hall), Various		

<b>Course Information / Description of the Course</b>
<p>The course will introduce students to the municipal planning process through a fast-paced, 5-day intensive exploration around planning tools, planning theories in practice, political/governmental acumen, and reflective practice. As an intermediate level course, broad explorations of each topic will be provided. The intention is to build on their existing planning knowledge and expose students to the many daily interactions that go into planning. The City of Calgary is currently in the process of redoing their current local area planning system. The existing 260 local area plans provide incomplete coverage across Calgary and are often outdated. The City's intent is to replace these plans with a new set of modernized local area plans that have citywide coverage. The students will work through this program as a conceptual avenue to explore current planning and municipal tools.</p>

<b>Learning Resources</b>
<p>This is a studio-based course that will consist of lectures, field trips, studio work time, course projects and project presentations. Lectures will provide a survey of theoretical approaches to the course material, information about the local context and technical instruction.</p> <p>Project and course feedback will be provided through discussions during studio time, presentations and formal reviews. The instructor is there to support this process through teaching, feedback and discussion.</p>

### Learning Style and Teaching Approach:

The course will be offered through a combination of the following teaching approaches:

- Lectures
- Full-day field mentorship and site visit
- Job shadow training/ attendance at mock Corporate Planning Applications Group (CPAG), Council)
- Site Visit/ mobile planning lectures
- Studio work/ Group work

**Readings** will be assigned to complement the lectures. Students will be required to complete these readings prior to the related lecture. You may be questioned in class regarding these readings – please come prepared.

Technology requirements (D2L etc.):

Word processing  
Adobe Creative Suite

### Course Learning Outcomes

At the end of this course, students will be expected to apply skills and concepts learned in class to a future local area plan.

- 1) Work to refine and identify misalignments within planning and issues at the municipal planning level;
- 2) work within the municipal planning context in real time to identify and determine policy gaps;
- 3) collect, analyze, and consolidate planning information;
- 4) begin to recognize political considerations embedded in planning outcomes; and
- 5) concisely communicate both written and verbal findings and recommendations.
- 6) Exploring beyond the “tool box” provides an opportunity for self-reflection and discussions around our own set of planning values and visions that inform our work as planners. Through professional practice, job shadowing, mobile lectures, industry discussions, and group project work, students will be exposed to “a day in the life of a planner.”

Students are expected to be reflective in their practice and think critically about the tools we use today – What part do they play in the planning process? How are the tools evolving to meet the pressures of a modern planning system? Are these tools still relevant? What is missing from our current system? What can you do to enhance the planning process as future planners?

Assessment Components			
Assessment Method	Description	Weight	Aligned Course Learning Outcome
Local Area Plan site work	Students are required to attend and participate through a guided site visit of the local area plan.	20%	Outcomes 3, 5 and 6
Studio/ Municipal Planning Department Work	Students are required to attend 5 days of the Course and participate in planning department work.	30%	Outcomes 1, 2, 4 and 6
Local Area Assignment	Students will work in groups within the Local Area Plan program. The final project includes one in-class discussion/presentation on the final day (morning) and the final report (a chapter within	30%	Outcomes 1, 2, 3, 4, and 5

	the new local area plan—due following the end of the Course).		
Group Engagement	Students will work within a group setting and prepare/ present.	10%	Outcome 5
Reflective Practice	Students will engage in a reflective practice discussion around their visions and values that they bring forward to the field of planning.	10%	Outcome 4 and 6

<p><b>Assessment and Evaluation Information</b></p> <p>Attendance and Participation Expectations:</p> <p>EVDS 683.94 is a graded course. Incomplete (INC) and deferred term (DT) grades will be issued only for documented circumstances for which the student is clearly not able to complete the work due to significant illness, injury, etc. (please refer to Note: Academic Accommodation at the end of the syllabus). Evaluation will be based on the elements listed above. There will be no final examination. Assessment will be done on the basis of day-to-day performance as well as on the quality of work provided as the final deliverable. While the product of the course work is important, equally important is the student’s ability to develop as a practitioner and to work effectively with others as a team.</p> <p>Students are expected to be in attendance for the entirety of each day.</p> <p>Some work will be completed individually with some completed in groups. Students will receive a common grade for work done in groups. Attendance, teamwork and engagement are expected as a requirement for progress and is characterized by active involvement in the work and class discussions.</p> <p>Guidelines for Submitting Assignments:</p> <p><b>Timely Completion of Projects</b></p> <p>Unless agreed to by the Instructor on compassionate grounds, illness, or for reasons of academic accommodation (see note at the end of the syllabus), assigned work that is handed in late will be <u>penalized 10% of the total available grade per calendar day late</u> (this includes weekends and holidays). <u>Assignments more than two calendar days late will not be accepted</u>, and no credit will be given for them. <u>Assignments must be handed in or presented during scheduled class hours.</u></p> <p>A student who feels that a piece of graded term work (term paper, etc.) has been unfairly graded may have the paper re-graded. The student shall discuss the work with the instructor within fifteen days of being notified about the mark or of the item’s return to the class. More</p>
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information can be found in the Graduate Calendar:

<http://www.ucalgary.ca/pubs/calendar/grad/current/gs-o.html>

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

## Grading Scale

Grade	Grade Point Value	4-Point Range	Percent	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.

Topic Areas & Detailed Class Schedule		
Course Schedule Date	Topic	Assignments/Due Dates
October 21, 2019	City Council/ Introduction to course/ Local Area Planning/ Course Final Deliverables/ Studio Time	
October 22, 2019	Lecture/ Local Area Planning work/ Studio/ Industry Panel	
October 23, 2019	Site visit day	
October 24, 2019	Corporate Planning Applications Group (morning)/ Studio work (afternoon)	
October 25, 2019	Presentations and findings (morning) Reflective Practice/ Guest lecturer	Presentation- 15 minutes (per group)
November 01, 2019	Final assignment submission	

## Media and Recording 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 may use media recordings to capture the delivery of a lecture.

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 Policies and Supports

### **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/](http://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](http://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>