



Course Number	PLAN 670 LO2- Special Topics	Classroom	Field Studies, In-class, Zoom
Course Name	Course Title: Municipal Planning Tools- Building Your Planning Tool Box		
Pre/Co-Requisites			
Instructor	Teresa Goldstein	Office Hours/Location	City Hall- 5 th Floor (by appointment only)
	Email: teresa.goldstein@calgary.ca (primary) Teresa.goldstein@ucalgary.ca		Phone: 403-512-0869
Class Dates	Mandatory real-time Zoom classes (October 04, 06, 08), Blended (October 05 – field trip and Zoom, October 07- in class and field trip).		
Instructor Email Policy	Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours.		
Name and Email of Teaching Assistant(s)			

Course Description

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. Primarily technical, application based learning, this course also features a variety of lectures/ discussions with current practitioners in the fields of Planning, Engagement, Real Estate and Land Development. 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 The existing 260 local area plans provide incomplete coverage across Calgary and are often outdated.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.

A working knowledge of the municipal planning system is an asset but not a requirement for success in the course. This course is well suited for all three SAPL degree programs, as each of the areas would have interactions with municipal planning systems in their future professional capacity. The final assignment is the culmination of the block week course work,

with the tools utilized throughout the week demonstrated in practice. No special software requirements needed.

Course Hours: 3 units

Online Delivery

This is a studio-based course that will take place online via Desire2Learn (D2L) and Zoom. Students are required to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions. Two in person field trips are planned for October 05- am and October 07- pm. If unable to participate live due to unforeseen circumstances, inform the instructor in advance to work out an alternative participation activity (e.g., watch the recordings, submit a brief reflection, and actively contribute to the follow-up online discussion).

Additionally, the course will consist of field trips, course projects and online project presentations. Lectures will provide a survey of theoretical approaches to the course material, information about the local context and technical instruction.

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.

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.”

Student 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?

Learning Resources

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.

Additional Classroom Conduct and Related Information

Guidelines for Zoom Sessions in Online Classes

Students are expected to participate actively in all Zoom sessions and to turn on their webcam. Please join our class in a quiet space that will allow you to be fully present and engaged in the Zoom sessions. Students must behave in a professional manner during the session. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment.

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

- Online Lectures
- Full-day field mentorship and guest lectures
- Online Job shadow training/ attendance at mock Corporate Planning Applications Group (CPAG), Council)
- Group work

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	30%	Outcomes 1, 2, 3, 4, and 5

	Area Plan program. The final project includes one in-class discussion/presentation on the final day (morning) and the final report (a chapter within 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

Assessment and Evaluation Information

Attendance and Participation Expectations:

This 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.

Students are expected to be in attendance for the entirety of each day.

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.

Guidelines for Submitting Assignments:

Timely Completion of Projects

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 penalized 10% of the total available grade per calendar day late (this includes weekends and holidays). Assignments more than two calendar days late will not be

accepted, and no credit will be given for them. Assignments must be handed in or presented during scheduled class hours.

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 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>):

Final Examinations:

A final assignment is prepared in lieu of a final examination.

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		
<i>Include information relevant to the class schedule, such as weekly topics, readings, and assignment due dates. For online, remote or blended courses include whether course activities are synchronous (i.e., real-time/Zoom) and asynchronous (i.e., students complete on their own time such as discussion boards, watching videos, etc.). It is recommended that important dates including the first day of classes, holidays, term breaks and last day of classes also be included.</i>		
Course Schedule Date	Topic	Assignments/Due Dates
October 04, 2021	City Council/ Introduction to course/ Local Area Planning/ Course Final Deliverables/ Studio Time	
October 05, 2021	Field study/ site visit day/ lecture	
October 06, 2021	Lecture/ Local Area Planning work/ Studio/ Industry Panel	
October 07, 2021	Corporate Planning Applications Group (morning) Field Trip-PM	
October 08, 2021	Presentations and findings (morning) Reflective Practice/ Guest lecturer	Presentation- 15 minutes (per group)
October 15, 2021	Final assignment submission	

Guidelines for Zoom Sessions
Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.
To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.
The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the Code of Conduct). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning

environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities.

Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g. [Student Non-Academic Misconduct Policy](#)). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>

If you are unable to attend a Zoom session, please contact your instructor in advance to arrange an alternative activity for the missed session (e.g., to review the recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

University of Calgary Policies and Supports

COVID-19 PROCEDURE FOR SICK STUDENTS: <https://ucalgary.ca/risk/sites/default/files/Covid-19%20Folder/COVID-19-Procedure-for-Sick-Students.pdf>

ACADEMIC ACCOMMODATION

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: <https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Accommodation-Policy.pdf>

Students needing an accommodation because of a disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities: ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf

Students needing an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to their instructor (contact information on first page above).

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/ .

ACADEMIC MISCONDUCT

Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>

Additional information is available on the Academic Integrity Website

at <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>.

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 unauthorized 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 (<https://www.ucalgary.ca/pubs/calendar/current/k.html>).

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

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.

SEXUAL VIOLENCE POLICY

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who

have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at <https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>

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://www.ucalgary.ca/secretariat/student-appeals>

OTHER IMPORTANT INFORMATION

Please visit the Registrar's website at:

<https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk