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## Fall 2023

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<b>Course Number</b>	PLAN 672.6 L01 Experiential Learning in Planning	<b>Classroom</b>	Field Studies, In-class
<b>Course Name</b>	Municipal Planning Tools- Building Your Planning Toolbox		
<b>Pre/Co-Requisites</b>			
<b>Instructor</b>	Dr. Teresa Goldstein	<b>Office Hours/Location</b>	By Appointment only
	<b>Email:</b> <a href="mailto:Teresa.goldstein@ucalgary.ca">Teresa.goldstein@ucalgary.ca</a> <b>Secondary:</b> tgoldstein@clc.ca	<b>Phone: 587-438-2561</b>	
<b>Class Dates</b>	November 06 - 08, 10 2023 (Combination of full and half days)		
<b>Instructor Email Policy</b>	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.		
<b>Name and Email of Teaching Assistant(s)</b>			

### Course Description:

The course will introduce students to the municipal planning process through a fast-paced, 4-day intensive exploration around planning tools, planning theories in practice, field studies, 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 The existing 260 local area plans provide incomplete coverage across Calgary and are often outdated.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:** 1.5 units

## **Delivery**

This is a practice-based course that will take place in-person. Two in person field trips are planned. If unable to participate live due to unforeseen circumstances, inform the instructor in advance to work out an alternative participation activity (e.g., submit a brief reflection, and actively contribute to the follow-up discussions).

Additionally, the course will consist of a course project, presentation and discussions. Lectures will provide a survey of practice-based 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.

(Only if the University transfers to online delivery only). This course will take place **online if applicable** via Desire2Learn (D2L) and Zoom. Students are required to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions. 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).

## **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) Student are expected to be reflective in their practice and think critically about the tools we use today – What part do practitioners 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?

Exploring beyond the “toolbox” 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.”

### **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.

### **Technology requirements (D2L etc.):**

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection
- [Student IT Resources](#)

### **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 an in-person teaching approach:

- Lectures
- Full-day field trip/ and guest lectures
- Job shadow training/ attendance at mock Development Applications Response Team (DART), 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 4 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 (afternoon) and the final report due following the presentation.	30%	Outcomes 1, 2, 3, 4, and 5
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:

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:

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>):

## 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.

### Guidelines for Submitting Assignments:

#### Late Assignments:

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>

**Final Examinations: N/A**

**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

The School of Architecture, Planning and Landscape will not permit the Flexible Grade Option (CG Grade) for any course offered by the School.

<https://www.ucalgary.ca/pubs/calendar/current/f-1-3.html>

## 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
November 06, 2023: 9am-1pm	Introduction to course/ Local Area Planning/ Course Final Deliverables/ Guest Lectures	
November 07, 2023: 9am-12pm	Field study/ site visit day/ group studio work/ Guest lecture	
November 08, 2023: 9am- 1pm	Infrastructure and Planning Committee (City Hall 9:30am) DART Review	
November 10, 2023: 11am- 5pm	Field Lecture (Downtown) Presentations and findings (afternoon), Reflective Practice	Group Presentation- 2-3 minutes (per person in a group setting)
November 10, 2023	Final Assignment	9pm via D2L
Please note- timing is approximate and could be slightly adjusted closer to the date. The instructor will notify students of any changes ahead of time.		

## University of Calgary Policies and Supports

### **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/university-policies-procedures/student-accommodation-policy>

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: <https://www.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/](http://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://www.ucalgary.ca/legal-services/university-policies-procedures/student-academic-misconduct-policy>

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 (<https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy>) 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 (<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 AND GENDER-BASED 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/legal-services/university-policies-procedures/sexual-and-gender-based-violence-policy> .

## **UNIVERSITY STUDENT APPEALS OFFICE**

If a student has a concern about a grade that they have received, they should refer to Section I of the Undergraduate Calendar (<https://www.ucalgary.ca/pubs/calendar/current/i-3.html>) which describes how to have a grade reappraised. In addition, the student should refer to the SAPL's Procedure for reappraisal of grades

## **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