

**Minnesota State University, Mankato
Urban and Regional Studies Institute**

Course Syllabus

**URBS 667 – Urban Studies Studio
Fall 2014**

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| Course ID | 002389 |
| Section | 01 |
| Class Time | Tuesday, 2:00 p.m. – 4:45 p.m. |
| Class Locations | Morris Hall 0112 |
| Textbooks (Optional) | American Planning Association. (2006). <i>Planning and Urban Design Standards</i> . New York, NY: John Wiley & Sons, Inc. Banovetz, J., Dolan, C., & Swain, J. (1994). <i>Managing Small Cities and Counties</i> . Washington D.C.: International City/County Management Association. Berke, P. R., Godschalk, D.R. and Kaiser, E.J. (2006). <i>Urban Land Use Planning, Fifth Edition</i> . Urbana, IL: University of Illinois Press. Newell, C. (Ed.) (2004). <i>The Effective Local Government Manager</i> . Washington D.C.: International City/County Management Association. |
| Instructors | Russell J. Fricano, Ph.D., AICP Assistant Professor Miriam Porter, Ph.D. Chair/Professor |
| Office | Morris Hall 106 D |
| Office Hours (Fricano) | Tuesday: 9:00 a.m. – 11:00 a.m. Wednesday: 2:00 p.m. – 5:00 p.m. Friday: 9:00 a.m. – Noon; 1:30 p.m. - 3:30 p.m. Meetings outside of office hours can be arranged by appointment. Availability during office hours may be periodically affected by faculty meetings or other mandatory activities. |
| E-mail address | russell.fricano@mnsu.edu miriam.porter@mnsu.edu |
| Telephone number | 507-389-1540 507-389-5032 |

COURSE DESCRIPTION

The Urban Studies Studio (URBS 667) is not like any other course in the URSI program since it is an advanced learning experience working on an applied “real world” problem for a client. The team approach to problem-solving will be stressed. Each participant working on the project will be responsible for bringing to the group the materials, ideas and skills that a professional planner or manager working in the public or private sector would be expected to produce. The overall project report (oral and written) and the constituent components will ultimately be brought together in the form of a professional presentation to the client, your fellow students and any other faculty who wish to attend. In the past, students have reported that, while challenging, this course was one of the most valuable experiences in their graduate education and community clients have been very pleased with the products of this Studio. This Capstone experience meets all professional organization competencies as well as mission specific competency. The course emphasizes, combines and integrates skills from other courses that introduce and explore skills which prepare ‘street ready’ professionals.

STUDENT LEARNING OUTCOMES

At the conclusion of this course students are expected to:

1. Understand the roles and relationships among key local and other government elected and appointed officials.
2. Develop skills in project management and team-work.
3. Learn how to communicate with and engage a diverse citizenry to identify and evaluate issues expressed by community stakeholders.
4. Understand the integration of local government resources including finance and personnel in supporting project development and implementation.
5. Acquire ability to select and analyze data to solve problems and make decisions to achieve organizational goals, objectives and policies.
6. Master oral and written presentation techniques.
7. Understand and embrace ethical practices in public service.

CLASS FORMAT

The participants in the studio will meet formally every week. At these meetings, the teams (or sub-groups) will review their project management plan, make an oral status report on their task assignments, agree on future tasks, and work together on project design, data analysis, etc. In addition, it will be expected that team participants will meet informally outside of posted class time to work through the processes leading to the completion of the project (e.g. meet with client, conduct field research). The final requirements of the Studio will be that each team will make a formal PowerPoint presentation of the project findings to the client and to the class and will prepare a written report describing findings, conclusions, recommendations, etc.

COURSE OUTCOMES

Class Participation: Students are expected to attend class on a regular basis, be punctual and actively participate in class discussions. Students sign an attendance sheet at the beginning of class. Extreme or repeated tardiness or leaving class early will not be considered attendance unless you have an excuse cleared with your instructor. If you exceed three absences you will be notified by your instructor. Students are also expected to complete all assignments in a timely fashion. Make-up tests and assignments will not be permitted except for excused absences. Late assignments will be subject to a loss of one point each successive day after the deadline. MNSU policies and procedures on class attendance and code of conduct will be enforced.

Cheating, Unauthorized Collaboration and Plagiarism: Cheating, unauthorized collaboration and plagiarism are serious forms of academic misconduct. MNSU Academic Policies and Procedures will be enforced accordingly. Students should be mindful that this can occur from copying the works of authorities or your peers and downloading of reports from the internet. In his previous assignment, your instructor has been very successful in spotting collaboration and plagiarism; don't let this happen to you!

Use of Cell Phones & Notebook Computers: When you text your family or friends or read social media postings during class, you are in class physically, but not mentally. For this reason, cell phone use is expressly prohibited during the class; cell phones are to remain off or in the silent mode during class. Notebook computers are to be used for note taking only. If there is an emergency that requires you to use your cell phones, this must be cleared with your instructor prior to class.

Course Schedule: The instructors reserve the right to make adjustments or changes to the course schedule, materials and assignments as determined necessary.

SERVICES FOR PERSONS WITH DISABILITIES

The University provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. Any student who desires information or assistance in arranging needed services for a disabling condition should first register with the Office of Disability Services located in 0132 Memorial Library, Office phone: 507-389-2825, TDD 711, then contact me as soon as possible.

OTHER CLASS SOURCES

- Arnstein, S. (1969) A ladder of citizen participation. *Journal of the American Institute of Planners*. 35 (4). 216-224.
- The Center for Liveable Communities. (1997) *Participation Tools for Better Land Use Planning*. Second Edition. Sacramento, CA: Local Government Commission.
- Coogan, E. (2000) *Successful Public Meetings: A Practical Guide*. Chicago, IL: American Planning Association.
- Green, Gary & Anna Haines. (2010). *Asset Building & Community Development*. Sage Publications: Thousand Oaks, CA.
- Johnson, W. (1997) *Urban Planning and Politics*. Chicago, IL: Planners Press.
- Klein, William R. (2000) "Building consensus." In Hoch, Charles J. Linda C. Dalton, and Frank S. So, eds. *The Practice of Local Government Planning*. Third Edition. Washington D.C: ICMA.
- Wirt, F. (1974) *Power in the City: Decision Making in San Francisco*. Berkeley, CA: University of California Press.
- Zartman, I. (1983) *The 50% Solution..* New Haven, CT: Yale University Press.

ATTENDANCE POLICY

A student is permitted one (1) unexcused absence for each credit hour generated by the class. For example, two (2) absences are allowed in a two-hour class.

GRADE DETERMINATION

| Grading Scale | | |
|-------------------|------------------|-------|
| Percent of Points | Number of Points | Grade |
| 90-100% | 90-100 | A |
| 80-89% | 80-89 | B |
| 70-79% | 70-79 | C |
| 60-69 | 60-69 | D |
| Less than 60% | ≤ 59 | F |

DESCRIPTION OF SPECIFIC ASSIGNMENTS

Evaluation: Students will be evaluated based on assignments, class participation, presentation and a written report. The grades for the Studio will be assigned through an evaluation done by faculty, student's peers, and the responses/feedback from the client.

Assignments: Assignments pertaining to research, written products data collection and analysis and other tasks needed to support the projects. As your studio activities lead up to the final project, assignments are given on a progressive basis: one builds upon the other.

Project: For the final requirements of the Studio course each team will make a formal PowerPoint presentation of the project findings to the client and to the class and will prepare a written report describing findings, conclusions, recommendations, etc. One finished professional document will be required that will become part of the permanent record and will be furnished to the client and will qualify as meeting the "Capstone" requirement and the Oral Exam requirement of the Graduate College.

Class Participation: See "Course Outcomes."