



<b>Course Number</b>	PLAN628	<b>Classroom</b>	Zoom
<b>Course Name</b>	Professional Planning Practice		
<b>Pre/Co-Requisites</b>			
<b>Instructor</b>	Francisco Alaniz Uribe	<b>Office Hours/ Location</b>	Office: PF3201/Zoom Office Hours: By appointment
	falanizu@ucalgary.ca		Phone: 403.220.7527
<b>Class Dates</b>	Th 09:00 - 12:00		
<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>	TBD		

**Course Description**

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.

**Course Hours:** 3 units

## Online Delivery

This course will take place online via Desire2Learn (D2L) and Zoom. There will be some in person sessions based on the availability of guest speakers and we will also conduct in person office visits. Students are required to participate in the synchronous Zoom sessions as well as the office site visits and in person lectures. If unable to participate live due to unforeseen circumstances, inform the instructor in advance to work out an alternative participation activity. Zoom sessions will not be recorded.

## 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.

## 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>

## Technology requirements

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 Zoom connection
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Broadband internet connection
- Student IT resources: [https://ucalgary.service-now.com/it?id=kb\\_article&sys\\_id=86e7438013753ac06f3afbb2e144b031](https://ucalgary.service-now.com/it?id=kb_article&sys_id=86e7438013753ac06f3afbb2e144b031)

## 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.

## Assessment Components

Evaluation will be based on three assignments and class-to-class participation. The work will be completed individually. Class participation will be evaluated by engagement during the course. 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. This will be submitted digitally only. No in-person event will be part of this deliverable.	30%	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. This will be submitted digitally only. No in-person event will be part of this deliverable.	30%	1,2,3,4
Participation	Participation is expected and evaluated by attending classes and actively engaging in the discussion, class exercises and discussion quizzes.	10%	1,2,3,4

### Assessment and Evaluation Information

#### *Attendance and Participation Expectations:*

Participation in all site visits, in-person lectures and Zoom class 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.

**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. 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.).

### **University of Calgary Policy and Support**

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/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/university-policies-procedures/accommodation-students-disabilities-procedure>

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 behaviour 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](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 (<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