

DGP 7794, SECTION 2F38
1 CREDIT HOUR
439 ARCHITECTURE BUILDING
WEDNESDAY (PERIOD 9) 4:05-4:55

INSTRUCTOR: Dr. Kristin Larsen
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OFFICE HOURS: By appointment

COURSE WEBSITE: <http://elearning.ufl.edu>



COURSE COMMUNICATIONS: The best way to contact me is by email (see address above). If you have a question that you would like the whole class to see, you can post that to the discussion section of the class website in Canvas.

REQUIRED TEXTS: Readings will be assigned from a variety of sources during the class based on the topics you want to explore in this seminar.

STRONGLY RECOMMENDED TEXT: Clear concise writing is a critical skill in the discipline and profession of planning. A written report to a commission or client is the primary means, in addition to presentations, that you present your findings and recommendations. The following book will be an essential part of your library while you are a student in this program. I highly recommend you purchase it. The sections on concision and cohesion are especially helpful as they outline how to write clearly and persuasively.

Williams, J. M. (2010). *Style: Lessons in Clarity and Grace* (10th ed.). New York: Longman Publishers.

ADDITIONAL RESOURCES: Additional required readings, as listed in the syllabus, are on reserve at the Architecture and Fine Arts Library, on-line, or will be available as handouts in class.

COURSE OVERVIEW: This seminar is designed to assist doctoral students in multiple aspects of their career as a student and as an academic. We address topics, such as, writing your dissertation, developing a research agenda, preparing for the job market, the doctoral research

process, publications and peer review, conferences, and other related topics. At the completion of this course, students should understand multiple dimensions of their role as a doctoral student and as a budding academic. They have an opportunity to practice presentation skills and work in groups. This course is required of all doctoral students in the College of Design, Construction, and Planning (DCP).

COURSE STRUCTURE: This course is organized as a seminar that will involve a variety of teaching styles that include lectures, facilitated discussions, in-class exercises, and student presentations. The course consists of four elements: reading assignments, lectures and class discussion, in-class presentations, and written assignments. Writing well is a critical skill for academics. Thus, being able to effectively communicate your ideas and analysis of course material in writing will form an important component of this course.

In conjunction with the University of Florida's emphasis on technology in teaching, E-learning Support Services will be utilized in this class. Students should already be familiar with word processing, Internet-browsing software, and E-learning Support Services (<http://lss.at.ufl.edu>). If you do not know how to use the E-learning Support Services, contact them directly (learningsupport@ufl.edu) or (352) 392-4357.

COURSE POLICIES – STUDENT RESPONSIBILITIES & GRADING:

Grades will be assigned based on attendance, participation, a brief presentation, and a 2-page paper (single-spaced) that synthesizes ideas addressed in this class.

Attendance/Participation

A key part of this class is your engagement in discussions with your fellow classmates, speakers, and me that reflect your understanding of the class readings and presentations. Attendance scheduled at our regular meeting time is mandatory. Please arrive to class on time. Late arrivals distract your colleagues and me. Tardiness will count as an absence. If you expect to miss a class, please notify the instructor via e-mail in advance of class time. Excessive absences may justify a failing grade. Students will be expected to be prepared for class and participate in the class discussion.

The following rules apply to the class discussion:

- Be critical of ideas, not people
- Listen to everyone's ideas even if you don't agree
- Try to understand all sides of an issue
- Talk through issues, don't try to change others' minds
- Stay focused.
- Avoid overly long stories, anecdotes, or examples
- Don't dominate the conversation; let all participate

In summary, good participation requires careful listening, responding, asking questions, and making comments to others in the classroom. Each student should complete the readings prior

to class and be prepared to clarify understanding in the class discussion or contribute to thoughtful discussion of issues. If you have problems with the readings, you should speak to your instructors during office hours so that we can discuss this. If you are not comfortable talking in class, make an effort to talk to the instructors during office hours.

Brief Presentation

Each student shall do a 10-minute (maximum) in-class presentation on a topic related to your area of interest in the class.

Class Synthesis Paper

You must submit one 2-page paper (single-spaced) that synthesizes ideas addressed in this class. The paper should summarize the key points you wish to explore within one paragraph (3-5 sentences) and then critique these ideas.

References

Students may use a commonly accepted format for citations from their own field. For example, planning students must format all references should follow the format used by the *Journal of the American Planning Association* (JAPA) based upon the *Publication Manual of the American Psychological Association, 6th Edition* (2009). This method is called the parenthetical citations – reference list style or the reference list style; sometimes it is called the “author-date style, because the author’s name and the date of publication are critical elements for identifying sources (Turabian et al, 2007: 216).”

Citations should appear in the text as follows: (Hanson & Giuliano 2004) when using an idea from the text; or (Hanson & Giuliano 2004: 382) when using a specific quote on the indicated page (in this case, page 382). A good source of information on the APA format can be found on the website of the Writing Center at the University of Wisconsin – Madison or at the Owl at Purdue.

Students MUST follow the University’s policy regarding cheating and the use of copyrighted materials. Students are responsible for reading and abiding by the University’s student code of conduct and the University Honor Code (see <http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>). Under the Student Honor Code, “on all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: ‘On my honor, I have neither given nor received unauthorized aid in doing this assignment’” (6C1-4.040(a)). There are also rules governing plagiarism. If you directly quote someone or use an idea from another source, you must attribute those words or that idea. Failure to follow the rules in the Student Honor Code will result in failure on that paper and consequently will result in a failure in this course. In addition, possible disciplinary action may be brought under the Judicial Process for Academic Honesty Violations. If you are unclear about what constitutes plagiarism, please make an appointment with either one of us

to discuss this. You can also consult the above website and the graduate catalog for further information.

Grades will be based on the following scale:

A (100%-93%), A- (92%-90%), B+ (89%-88%), B (87%-83%), B- (82%-80%), C+ (79%-78%), C (77%-73%), C- (72%-70%), D+ (69%-68%), D (67%-58%), D- (57%-55%), E (below 55%).

For information about the grade point values the university associates with each course letter grade, see: <http://www.isis.ufl.edu/minusgrades.html>

ASSIGNMENTS: On all papers, unless otherwise indicated, the following shall apply: The text of the paper should meet the minimum paper length – meet the minimum number of complete double-spaced pages in length. Margins should be no more than one inch on the left side and one inch on the right side and the font no larger than 12 point. Please number all pages. In preparing the written assignments, you should review two chapters in Williams’ *Style: Lessons in Clarity and Grace* – “Cohesion and Coherence” and “Concision.”

I expect that all graduate students should be able to accomplish the requirements for the course – a "B" grade, but do not hesitate to mark lower when a student does not meet a minimal standard for graduate-level work. "A" grades require performance well beyond the average -- e.g., quality, depth, and synthesis of ideas as well as originality and/or creativity.

Meeting deadlines matters! All assignments are due to me through the Canvas course site on the due date and time. Late assignments will be marked down half a grade for each day they are late (i.e., from a B+ to a B for being a day late). A day is defined as 24 hours and begins immediately after the beginning of class on the day that the paper is due (i.e. the paper is due at 9:35 on Monday and you submit it at 9:40– that paper is now marked down for being one day late). Further, I do not accept resubmittal of papers in an effort to improve your grade.

WRITING ASSISTANCE: The online resources to assist you in writing are extensive. The Dial Center for Written and Oral Communication (<http://www.cwoc.ufl.edu/>) at the University of Florida has an online writing lab that can assist you in several different aspects of writing. You can use the writing lab to get one-on-one help on every area of composition from basic grammar and mechanics to topics like essay organization, style, and argument. The writing lab also allows you to ask questions with a passage of up to 500 words. The lab offers writing forums, models of essays, and glossaries of common errors in writing. You can also test your grammar skills by rewriting “Ten Sentences.”

Many other universities offer online handbooks on writing. I have found the following three particularly useful:

- a) The University of North Carolina at Chapel Hill (<http://www.unc.edu/depts/wcweb/handouts/index.html>),

- b) The University of Wisconsin (<http://www.wisc.edu/writing/Handbook/>)
- c) Purdue University (<http://owl.english.purdue.edu/>).

I found the following handouts particularly helpful while editing papers:

<http://writing.wisc.edu/Handbook/index.html>

<http://writing.wisc.edu/Handbook/Style.html>

The online handbooks described above discuss many aspects of writing. Students at the graduate level should be prepared to write a critical argument rather than simply describe relationships. If you have any questions about what is expected at the graduate level, please see the instructor.

Changes

As the course develops, we may make changes in the readings or assignments, and scheduling. If there are theories, issues, ideas or readings that you want included in this course, please let us know. This is your course, and we will make time for any new ideas, within the limits of reason and time. You should be willing to devote some of your time to finding material and leading discussion on those new ideas.

Policy regarding use of cell phones, laptops, & other electronic devices

All electronic devices will be shut down during the class so you can turn your full attention to your fellow students, the guest speakers, and me.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>) via the Disability Resource Center. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

NETIQUETTE: COMMUNICATION COURTESY: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Abuse of this system and its tools through disruptive conduct, harassment, or overall disruption of course

activity will not be tolerated. Conduct that is deemed to be in violation with University rules and regulations or the Code of Student Conduct will result in a report to the Dean of Students.

GETTING HELP:

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

If you have an issue that cannot be resolved at the program level, students have the right to file a complaint with the Office of the Ombuds at <http://www.ombuds.ufl.edu/>.

The University is required to provide both current and prospective students with contact information for filing complaints with its accrediting body and the appropriate state agency for handling complaints in a student's resident state. The University of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor, master, specialist, engineer, doctoral and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Florida. If you would like to file a complaint with the Southern Association of Colleges and Schools Commission on Colleges, download the SACS Complaint Procedures Form (PDF).