

# Course Syllabus

## URP6061 - Planning Administration and Ethics

### Faculty Contact Information

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Kathryn Frank, Ph.D

Email: [kifrank@ufl.edu](mailto:kifrank@ufl.edu) (Links to an external site.)

Phone Number: (352) 294-1485

### Course Description

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This course provides students with a working knowledge of how planning administrations operate as local public bureaucracies. We examine substantive and procedural aspects of planning and managerial issues that apply to organizations everywhere.

We will examine institutional and ethical decision-making frameworks within which planners carry out their day-to-day responsibilities and with which they relate to the wider world. The course also provides an opportunity for students to apply those frameworks to practical examples of planning practice.

### Course Objectives

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- Know what is expected of a 'professional,' especially the required code of ethics.
- Apply theoretical understandings of ethics to real world situations.

- Conceptualize the influence that environmental, organizational and political (power) systems have on planning.
- Understand differences between various local government types and structures and the impacts these have on planning practice.
- Examine an issue as a case of planning administration and ethics.
- Appreciate how various areas of activity interact with planning administrations, for example planning and government, planning and the marketplace, citizen participation.
- Be able to access the tools and strategies of public participation and engagement.
- Consider the ethics and administration of planning in diverse contexts.
- Learn the methodical study of planning ethics and administration; conceptualize and operationalize a public interest criterion in a case study.
- Know the differences that organizational size, shape and culture have on planning and planning administration.

## Required Materials

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- Barrett, C. (2002). *Everyday ethics for practicing planners*. APA Planners Press.(ISBN 978-1884829611).
- Zucker, P. (2007). *The abzs of planning management*. (2 Ed.). Walla Walla, WA: west coast publishers.
- Lawrence Susskind and Jeffrey Cruikshank. 20016. *Breaking Roberts Rules: The New Way to Run Your Meetings, Build Consensus and Get Results*. Oxford University Press.
- Fisher, Ury, and Patton. 2011. *Getting to Yes: Negotiating Agreements Without Giving In*. Penguin Books.

## Course Outline

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<b>Module</b>	<b>Topics Covered</b>
Module 1: Professionalism and ethics	Planning as a profession Historical influences
Module 2: Contexts, systems, and types	The contexts, systems, and types of planning
Module 3: The public interest	Frameworks for thinking about the public interest
Module 4: Participation	The quality of participation
Module 5: Planning tools and processes	The administrative and legal categories of planning tools The case study
Module 6: Structural influences on planning administration and ethics	Government, laws, and planning
Module 7: Organizational shape and command structures	Organizational structures and their cultural effects
Module 8: Application and practice	Detailed application of administrative and ethical frameworks to the planning practice case.

## Course Grade

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<b>Assignment</b>	<b>Points Possible</b>
Identify a planning issue	150
Ethics paper	200
Outline final paper	200
Review classmates' outline	100
Planning admin case study	200
Code of ethics quiz	150
<b>Total:</b>	<b>1000</b>

## Grading Scheme

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<b>Letter Grade</b>	<b>Percentage</b>	<b>Grade Points</b>
A	94-100%	4.00
A-	<94-90%	3.67
B+	<90-87%	3.33
B	<87-84%	3.00
B-	<84-80%	2.67
C+	<80-77%	2.33
C	<77-74%	2.00
C-	<74-70%	1.67
D+	<70-67%	1.33
D	<67-64%	1.00
D-	<64-61%	0.67
E	< 61%	0.00

For greater detail, see the Grades section of the Graduate Catalog for the University of Florida. It also contains the policies and procedures, course descriptions, colleges, departments, and program information for UF.

## Course Participation and Discussion Boards

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While face-to-face attendance is not required, students need to make use of the various tools in to develop a learning community.

### Make-up Work and Exams

No late work will be accepted. Computer problems that arise during submission will not be accepted as an excuse for late work. All work must be completed and submitted by the designated time in Sakai or you will not receive credit for the assignment.

In the event that you have technical difficulties with e-Learning, please contact the UF Help Desk. If your technical difficulties will cause you to miss a due date, you MUST report the problem to Help Desk. Include the ticket number and an explanation of the issue based on a consult with Help Desk in an e-mail to the instructor to explain the late assignment/quiz/test. The course faculty reserves the right to accept or decline tickets from the UF Help Desk based on individual circumstances.

## Course Communication

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The best way to communicate with the instructor is via email, though phone calls can of course be arranged. You can expect an answer to an email within 24 hours.

### Netiquette

Course communication should be civilized and respectful to everyone. The means of communication provided to you through e-Learning (e-mail, discussion posts, course questions, and chats) are at your full disposal to use in a respectful manner. 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.

Refer to the [Netiquette Guide for Online Courses](#) (Links to an external site.) for more information.

## Student Support Services

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As a student in a distance learning course or program, you have access to the same student support services that on campus students have. For course content questions contact your instructor.

For any technical issues you encounter with your course please contact the UF computing Help Desk at 342-392-HELP (4357), select option 2. For Help Desk hours visit: [Information Technology–UF Computing Help Desk](#) (Links to an external site.).

Other resources are available at [Student Services|Distance Learning](#) (Links to an external site.) for:

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

## University Policies

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University policies on such matters as add/drop, incomplete, academic probation, termination of enrollment, reinstatement, and other expectations or procedures can be found in the [graduate student handbook](#) (Links to an external site.) and at the [Dean of Students website](#) (Links to an external site.).

## Student Honor Code

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Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the [UF Student Honor Code](#) (Links to an external site.)

The Honor Pledge

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the 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."

## Special Accommodations

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Students requesting disability-related academic accommodations must first register with the [Disability Resource Center](#) (Links to an external site.).

The Disability Resource Center will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

## Complaints

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Should you have any complaints with your experience in this course please visit [Student Complaints](#) (Links to an external site.) to submit a complaint.