

# MASTER OF URBAN AND REGIONAL PLANNING

## URP 6061 PLANNING ADMINISTRATION AND ETHICS

### Basic course information

Fall 2019 academic term  
3 credits  
Letter grading scheme  
No pre-requisites

### Instructor

W. Thomas Hawkins, JD, AICP  
Program Director and Lecturer  
Department of Urban and Regional Planning  
College of Design, Construction and Planning

### Contact information

(352) 294-1483 desk  
(352) 377-3141 cell  
Office location is 431B ARCH  
[hawkins@dcp.ufl.edu](mailto:hawkins@dcp.ufl.edu)

### Office hours

As an online instructor, I do not schedule regular office hours. You may call me or message me through Canvas during daytime hours (eastern standard time) seven days a week. If I am not available immediately, I will respond to your communication within twenty-four hours.

### Course description

Administration and management of public and private planning offices; ethics of planning profession.

### Course Objectives

#### Overall course

- Identify planning drivers and organizations
- Recognize phases of the planning cycle
- Attend to social interactions and capacity building during planning
- Engage in ethical planning

#### Planning profession

- Define what it means to be a professional, especially a planning professional
- Describe the history and current organization of the planning profession

#### Planning ethics

- Explain the importance of ethics, and the role of leadership
- Describe planners' responsibilities to the public, employers, and the profession

- Describe the kinds of ethical issues that planners and planning officials face
- Evaluate the appropriateness of a particular course of action

### Required Textbooks

Barrett, Carol D. *Everyday Ethics for Practicing Planners* (American Institute of Certified Planners 2001) ISBN: 1-884829-61-9.

Levy, John M. *Contemporary Urban Planning, 11th Edition* (Routledge 2017) ISBN: 978-1-138-6638-2, or 978-1-138-6637-5.

### Course Schedule

Week one: Introduction: Course Overview & Planning Profession and Ethics

Week two: Planning Institutions: Federal, State, Regional

Week three: Planning Institutions: Local

Week four: Planning Process

Week five: Planning Administration

Week six: Program and Project Management

Week seven: Implementation and Evaluation

Week eight: Conclusion

### Grading policy

The course includes the following assignment categories. The grades you earn on each assignment will contribute to your course grade in the following proportions.

Assignment	Description	Weight toward final grade
Discussions	Each week you will participate in class discussion.	20%
Case studies	You will submit four assignments related to your case study. Each assignment will have its own instructions and grading rubric.	30%
Quizzes	You will take several quizzes throughout the course.	20%
Final exam	You will take a final exam in the final week of the course.	30%

Letter grades and grade points correspond with these scores.

Grade	Grade points	Score
A	4.00	≥94%
A-	3.67	≥90% and <94%

B+	3.33	≥87% and <90%
B	3.00	≥84% and <87%
B-	2.67	≥80% and <84%
C+	2.33	≥77% and <80%
C	2.00	≥74% and <77%
C-	1.67	≥70% and <74%
D+	1.33	≥67% and <70%
D	1.00	≥64% and <67%
D-	0.67	≥60% and <64%
E	0.00	<60%

### Learning management system contains additional course information

The learning management system contains additional course information, including assignment descriptions and details on how the instructor will score individual assignments.

### Additional statements

Excused absences must be consistent with [university policies in the Graduate Catalog](#) and require appropriate documentation. [Additional information can be found here.](#)

[More information on UF grading policy may be found here.](#)

### Students requiring accommodations

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### Course evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Guidance on how to give feedback in a professional and respectful manner is available online.](#) Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, [or via this link.](#) [Summaries of course evaluation results are available to students here.](#)

### University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor 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.” [The Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to

appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### **Software use**

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### **Student privacy**

Federal laws protect your privacy with regards to grades earned in courses and on individual assignments. [More information is available here.](#)

## **Campus Resources**

### **Health and Wellness**

- U Matter, We Care. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352-392-1575 so that a team member can reach out to the student.
- The [Counseling and Wellness Center](#) provides a variety of services, including mental health counseling. You can contact the Counseling and Wellness Center by telephone at 352-392-1575.
- You can contact the [University Police Department](#) at 352-392-1111 (or 911 in case of emergency).
- Sexual Assault Recovery Services. You can contact the Student Health Care Center at 352-392-1161.

### **Academic Resources**

- [E-learning technical support](#), 352-392-4357 (select option 2) or [learning-support@ufl.edu](mailto:learning-support@ufl.edu), provides help with Canvas.
- The [Career Resource Center](#), Reitz Union, 352-392-1601, provides career assistance and counseling.
- [Library Support](#) provides various ways to receive assistance with respect to using the libraries or finding resources.
- The [Teaching Center](#), Broward Hall, 352-392-2010 or 352-392-6420, provides help with general study skills and tutoring.
- The [Writing Studio](#), 302 Tigert Hall, 352-846-1138, provides help brainstorming, formatting, and writing papers.
- Contact [Student Complaints Campus](#).
- Contact [On-Line Students Complaints](#).