

# MASTER OF URBAN AND REGIONAL PLANNING

## URP 6061 PLANNING ADMINISTRATION AND ETHICS

### Basic course information

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Fall 2020 academic term  
3 credits  
Letter grading scheme  
No pre-requisites

### Instructor

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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  
Zoom room: thomashawkins; Zoom password: UFplanning

#### *Office hours*

I reserve the time from 10:00 AM to 11:30 each Wednesday for meeting with students.

In addition, 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.

Finally, I am happy to schedule a time to meet with you other than my regularly scheduled office hours.

### Course description

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

### Course Objectives

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#### 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

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Weitz, Jerry. The Ethical Planning Practitioner, 1st Edition (Routledge) ISBN: 9781138735217

Levy, John M. Contemporary Urban Planning, 11th Edition (Routledge 2017)

ISBN: 978-1-138-6638-2, or 978-1-138-6637-5.

### Course Schedule

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Introduction: Course Overview & Planning Profession and Ethics

Planning Institutions: Federal, State, Regional

Planning Institutions: Local

Planning Process

Planning Administration

Program and Project Management

Implementation and Evaluation

Conclusion

### Grading policy

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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%

Assignment	Description	Weight toward final grade
Case study	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

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

### Additional statements

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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

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### 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, 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.