

Planning Administration and Ethics

URP 6061 – Fall 2023
Section 6061, Class # 19800
Wednesdays 1:55-2:45pm & Fridays 12:50-2:45pm
Rinker 230

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Office hours: Wednesdays 3-4pm in person or Zoom, or by appointment

This course surveys administration and management of public and private planning offices, and the ethics of the planning profession.

Course goals:

1. Describe the planning process
2. Describe what being a professional planner means
3. Recall the history of the planning profession
4. Describe the American Planning Association
5. Describe a professional planners' responsibility to the public, to an employer, and to the profession
6. Evaluate whether hypothetical facts constitute a violation of ethical rules by applying AICP Code of Ethics and Professional Conduct
7. Recognize the procedure the AICP Code of Ethics and Professional Conduct affords professional planners
8. Explain your values as a planner

Required textbook:

Levy, John M. *Contemporary Urban Planning*, 11th Edition (Routledge 2017) ISBN: 978-1-138-6638-2, or 978-1-138-6637-5. Additional materials will be provided on Canvas to relate the topics to current events.

Our Canvas site will contain all assignments, including online quizzes, and grades.

This syllabus is subject to minor change with advance notice to students. I am available during the weekly office hours listed above. Outside of these times, Canvas email is the best initial contact to ask questions or arrange an appointment. If needed, you can also reach me at kifrank@ufl.edu.

Class Format

UF policy requires us to meet in person during the scheduled class times (unless you have an excused absence). Since the pandemic is ongoing, vaccinations, masks, and social distancing are welcomed.

Assignments and Grading

<i>Assignment</i>	<i>Instructions (also see Canvas)</i>	<i>% of Grade</i>
<i>Attendance</i>	Class attendance is mandatory. Attendance will be taken randomly throughout the semester.	20%
<i>Case study assignments</i>	Three assignments related to a case study you select.	30%
<i>Public meeting</i>	Attend a public meeting in person and report.	15%
<i>Ethics hypotheticals</i>	Several throughout the course.	15%
<i>Final assessment</i>	One final assessment at course conclusion.	20%

An “A” grade requires demonstration of a solid understanding and application of the course topics, reflection and analysis, clear and compelling communication, proper citations and references, and timely submittal. A “B” grade is basically sound, but has a deficiency in one of the areas above. A “C” or lower grade has significant deficiencies.

Late assignments will be marked down 10% of the total grade if they are not turned in by the deadline, and an additional 10% for each week they are late. *Missed class* and *makeup work* are allowed with acceptable, documented, and prompt reasons for absence, with communication to me as early as possible:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>. The terms of making up missed work will be determined by me in discussion with you.

The relationship between letter grades and numeric grades is: (≥ 94.0), A- (≥ 90.0), B+ (≥ 87.0), B (≥ 83.0), B- (≥ 80.0), C+ (≥ 77.0), C (≥ 73.0), C- (≥ 70.0), D+ (≥ 67.0), D (≥ 63.0), D- (≥ 60.0), and E (< 60.0). Where A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, D-=0.67, E=0.0.

Accommodation for Students with Disabilities

To request classroom accommodation, you must first register with the Dean of Students Office. They will provide documentation and assistance.

Student Honor Code and Academic Honesty

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 Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. To read the Conduct Code: <https://sccr.dso.ufl.edu/process/student-conduct-code/>. If you have any questions or concerns, please consult with the instructor.

For guidance to avoid plagiarism and other Honor Code violations, see <http://www.correspondencestudy.ufl.edu/students/handbook/Plagiarism/PlagiarismAlert.html>. *I will screen all assignments for plagiarism using the text-matching tool Turnitin (<http://turnitin.com/static/index.html>).* You must submit work that is original to this course, unless it is used as a reference and properly cited. Guidance on use of AI is forthcoming.

Course/Instructor Evaluations

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 at <https://gatorevals.ua.ufl.edu/students/>. 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 <https://bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

Getting Help

Health and Wellness

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

Academic Resources

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).

About Professor Frank

Dr. Frank specializes in planning and engagement for sustainability, resilience, and social equity. Specific areas include sea level rise adaptation, ecosystem and watershed management, regional planning, rural planning, collaborative planning, neighborhood planning, and youth participation. She is the director of the Florida Center for Innovative Communities, which focuses on action research to design and pilot test new community engagement processes. She previously worked as a planning consultant and environmental engineer. She has a doctorate in City and Regional Planning from Georgia Tech and a master's degree in Community and Regional Planning from the University of Oregon. Her undergraduate majors were chemical engineering and mathematics.

SCHEDULE – DRAFT (see final syllabus on first day of class)

Class Date	Topics	Reading Due (TBD)	Assignment due (TBD)
Week 1	Introduction to the course		
Week 2	Planning profession		
Week 3	Planning institutions: Federal, state, and regional APA FL conference (excused absence)		
Week 4	Planning institutions: Local		
Week 5	Private sector planning participants		
Week 6	Civic engagement		
Week 7	Planning administration and budgeting		
Week 8	Program and project management		
Week 9	<i>No class due to Prof. Frank conference</i>		
Week 10	Planning process and evaluation		
Week 11	Planning ethics: Aspirational principles		

Week 12 Planning ethics: Rules of conduct

Week 13 Planning ethics: Rules of procedure

Week 14 *No class due to Thanksgiving holidays*

Week 15 Course synthesis

Week 16 Course conclusion (Wednesday)
No class (Friday)

Week 17 Finals week