

Course Syllabus

I. Basic Course Information.

URP 6061 Planning Administration and Ethics
Fall 2022 Academic term
3 credits
Letter grading scheme
Prerequisite: none

II. Instructor Information.

Andrew Dickman, AICP, Esq.
a.dickman@ufl.edu
Mobile Phone: (305) 335-1303
Office Phone: (239) 302-2700
Assistant: Haley DeSanto

III. Office Hours.

You may call me, send me email, or message me through Canvas during daytime hours (eastern standard time) seven days a week. If I am not immediately available, I will respond to your communication as soon as is practical. If you would like to meet personally, I am happy to schedule a time convenient for us both. In addition, I reserve the hours from 9:00 AM to 12:00 PM EST every Wednesday to meet with students. You may schedule a meeting during these hours in advance. You may also meet with me in those hours unscheduled, though I will prioritize speaking with students who reserve time in advance.

IV. Course Description.

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

V. Course Goals/Objectives.

1. Understand the professional planning process.
2. Understand what it means to be a professional planner.

3. Recall the history of the planning profession.
4. Understand the role the American Planning Association.
5. Describe a professional planner's 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.

VI. Required Textbook(s).

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

VII. Course Schedule.

Week	Description
1	Introduction to course and to ethics
2	Planning profession and planning institutions--federal, state, regional (administration topic)
3	Planning institutions--local (administration topic)
4	Planning process (administration topic)
5	Planning administration (administration topic)
6	Program and project management (administration topic)
7	Implementation and evaluation (administration topic)
8	Aspirational principles (ethics topic)

9	Rules of conduct I (ethics topic)
10	Rules of conduct II (ethics topic)
11	Rules of procedure (ethics topic)
12	Student presentations
13	Student presentations
14	Student presentations
15	Student presentations
16	Review
17	Final assessment

VIII. Proportionate Assignment Weight.

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

Assignment or assignment group	Description	Weight toward final score
Discussions	You will participate in class discussions	10%
Case study assignments	You will submit three assignments related to a case study you select. Each assignment will have its own instructions and grading rubric.	30%
Quizzes	You will take several quizzes throughout the course.	20%

Ethics hypotheticals	You will respond to ethics hypotheticals throughout the course.	20%
Final assessment	You will take a final assessment	20%

IX. Correlation Between Score and Letter Grade.

Letter grades and grade points correspond with these scores.

Grade	Grade Points	Score
A	4.00	$\geq 94\%$
A-	3.67	$\geq 90\%$ and $< 94\%$
B+	3.33	$\geq 87\%$ and $< 90\%$
B	3.00	$\geq 84\%$ and $< 87\%$
B-	2.67	$\geq 80\%$ and $< 84\%$
C+	2.33	$\geq 77\%$ and $< 80\%$
C	2.00	$\geq 74\%$ and $< 77\%$
C-	1.67	$\geq 70\%$ and $< 74\%$
D+	1.33	$\geq 67\%$ and $< 70\%$
D	1.00	$\geq 64\%$ and $< 67\%$
D-	0.67	$\geq 60\%$ and $< 64\%$
E	0.00	$< 60\%$

X. Attendance Policy.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies
<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

If you are enrolled in a residential section of the course, absence from more than 15% of classes will result in you earning no credit for class attendance. If you believe that a specific absence should be excused pursuant to university policies, retain your records related to that absence. If you exceed the permitted number of absences, you may request some absences be excused and may provide supporting documentation.

XI. Learning Management System Contains Additional Course Information.

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

XII. Additional Statements.

Excused absences must be consistent with university policies in the Graduate Catalog. <https://catalog.ufl.edu/graduate/?catoid=10&navoid=2020#attendance>. and require appropriate documentation. Additional Information can be found here. <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

More Information on UF grading policy may be found here. <https://catalog.ufl.edu/graduate/?catoid=10&navoid=2020#grades%20https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

Students requiring accommodation. Students with disabilities requesting accommodation should first register with the Disability Resource Center. <https://disability.ufl.edu/>. (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. <https://gatorevals.aa.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 this link. <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students here. <https://gatorevals.aa.ufl.edu/public-results/>.

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 <https://sccr.dso.ufl.edu/process/student-conduct-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. <https://archive.registrar.ufl.edu/catalog0910//policies/regulationferpa.html>.

Our class sessions may be audio-visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the “chat” feature, which allows students to type questions and comments live. The chat will not be recorded or

shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

XIII. Campus Resources.

Health and Wellness

- The Counseling and Wellness Center (<https://counseling.ufl.edu/>) provides a variety of services, including mental health counseling. You can contact the Counseling and Wellness Center by telephone at 352-392-1575.
- U Matter, We Care. If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to you.
- You can contact the University Police Department (<https://police.ufl.edu/>) 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 (<https://elearning.ufl.edu/>) 352-392-4357 (select option 2) or learning-support@ufl.edu, provides help with Canvas.
- The Career Resource Center (<https://career.ufl.edu/>), Reitz Union, 352-392-1601, provides career assistance and counseling.
- Library Support (<https://uflib.ufl.edu/find/ask/>) provides various ways to receive assistance with respect to using the libraries or finding resources.
- The Teaching Center (<https://teachingcenter.ufl.edu/>) Broward Hall, 352-392-2010 or 352-392-6420, provides help with general study skills and tutoring.
- The Writing Studio (<https://writing.ufl.edu/writing-studio/>) 302 Tigert Hall, 352-846-1138, provides help brainstorming, formatting, and writing papers.
- On-Line Student Complaints (<https://distance.ufl.edu/getting-help/student-complaint-process/>) accepts complaints.