

## Planning Administration and Ethics

URP 6061 – Fall 2024  
Section 6061  
Fridays 11:45am-2:45pm  
Rinker 220

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Office hours: Thursdays 11:30am-12:00pm and Fridays 11:00-11:30, or by appointment

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

Course goals:

1. Describe what being a professional planner means.
2. Describe planning institutions at local, regional, state, and national levels.
3. Identify the various private sector and civic participants in planning, and discuss how to engage them.
4. Recognize how planning institutions are administered, including budgeting, organizational systems, and project management.
5. Describe planning as a process, and discuss methods of evaluation.
6. Describe a professional planners' responsibility to the public, to an employer, and to the profession.
7. Apply the AICP Code of Ethics and Professional Conduct to real-world scenarios.
8. Explain your values as a planner.

No textbook is required. All reading materials will be provided on Canvas and/or Library Reserves.

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

This syllabus is subject to minor change with advance notice to students.

## 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 required and will be recorded throughout the semester. Classes will include lectures, guest speakers, and activities to enhance your understanding and provide feedback on your learning.	15%
<i>Essays</i>	Five short essays to engage with each module.	25%
<i>Public meeting</i>	See planning institutions in action: Attend a public planning meeting in person and report.	15%
<i>Case study</i>	Work in a small group to study a planning organization you select, and examine its context, structure, administration, planning processes, and ethical issues. Present in class 20 min + Q&A. Slides will include script.	25%
<i>Assessments</i>	Two assessment at midpoint and course conclusion consisting of short responses to prompts about the course topics and multiple-choice questions related to the guest speakers and student presentations.	20%

All assignments have grading rubrics that show the points for each part of the instructions. Overall, an “A” grade requires 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. The terms of making up missed work will be determined the professor in discussion with you. Refer to UF’s attendance policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

The relationship between letter grades and numeric grades is: A (≥ 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-( $\geq 60.0$ ), 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**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center: <https://disability.ufl.edu/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### **Academic Honesty and Avoiding Plagiarism**

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.

You must submit work that is *original to this course*, unless it is used as a reference and properly cited. Canvas will screen all written assignments for plagiarism using the text-matching tool Turnitin (<http://turnitin.com/static/index.html>). For guidance on avoiding plagiarism, including how to paraphrase, watch this video by the UF Writing Studio: <https://mediasite.video.ufl.edu/Mediasite/Play/27e154a024d8432aad8baa9d6f50f3d61d>.

### **Use of AI**

The assignments in this course are designed such that ChatGPT or other AI will not be helpful and may be counterproductive. Thus, you should not use AI for assignments in this course. If you use AI tools and do not declare this when submitting the assignment, it will be considered plagiarism.

### **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.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 <https://bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.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](mailto: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](mailto: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:* 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 – See Canvas for weekly readings**

<b>Class Date</b>	<b>Topics</b>	<b>Assignments to begin and due (Thursday)</b>
<b>Mod 1</b>		
Week 1 8/23	Introduction to the course	Begin Essay 1: Planning Profession
Week 2 8/30	Planning profession Planning ethics: Aspirational principles	Begin Public Planning Meeting
<b>Mod 2</b>		
Week 3 9/6	Planning institutions: Federal, state, and regional APA FL conference (excused absence if attend)	Essay 1 due Begin Essay 2: Planning Institutions
Week 4 9/13	Planning institutions: Local	Begin Case Study
Week 5 9/20	Private sector planning participants	Essay 2 due Begin Essay 3: Planning Participants
Week 6 9/27	Civic engagement	Case Study Selection due
<b>Mod 3</b>		
Week 7 10/4	Planning administration and budgeting (online) <i>No class (UF Homecoming)</i>	Essay 3 due Assessment 1 Begin Essay 4: Planning Administration
Week 8 10/11	Program and project management	Public Planning Meeting due
<b>Mod 4</b>		
Week 9	Planning process	Essay 4 due

10/18	<i>No class <u>UF Homecoming</u></i>	
Week 10 10/25	Planning process evaluation	
<b>Mod 5</b>		
Week 11 11/1	Case presentations begin	Case Study Presentation due Begin Essay 5: Ethical Scenarios
Week 12 11/8	Planning ethics: Rules of conduct Case presentations <i>No class (Prof. at conference)</i>	
Week 13 11/15	Planning ethics: Rules of procedure Case presentations	
Week 14 11/22	Course synthesis Case presentations	Essay 5 due
Week 15 11/29	<i>No class (Thanksgiving holidays)</i>	
Week 16 12/6	<i>No class Friday (Reading Day)</i>	
Week 17	Finals week	Assessment 2