

# URP 6061: Planning Administration and Ethics

## ABOUT THE COURSE

### CREDIT HOURS

3 credits

### TERM

Fall 2024

### REQUIRED TEXT

There are no required textbooks for purchase. Our Canvas site will contain all readings, assignments, and resources.

### CLASS MEETINGS

Virtual, asynchronous course delivery via Canvas (<http://elearning.ufl.edu/>). There will be optional, pre-scheduled, synchronous guest lecturers throughout the semester. There will also be optional, pre-scheduled, synchronous class check-ins.

### COURSE DESCRIPTION

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

### PREREQUISITE SKILLS AND KNOWLEDGE

None.

## INSTRUCTOR

### KYLE DOST, AICP

Instructional Assistant Professor, Department of Urban and Regional Planning  
Director, Online Master of Urban and Regional Planning Program

**EMAIL:** [kyledost@ufl.edu](mailto:kyledost@ufl.edu)

**PHONE:** 352-294-1486

**OFFICE HOURS:** Please email to set up an appointment. Mondays 10:40-11:30am ET and Wednesdays 11:45am-12:35pm are dedicated times for office hours, but I am happy to meet outside of those hours if necessary.

**ABOUT:** Kyle Dost is faculty (Instructional Assistant Professor) with the Department of Urban and Regional Planning. He is also the Program Director for the online Master of Urban and Regional Planning degree program at UF. Prior to his roles at UF, he worked as a planning consultant in Miami. Kyle is currently

pursuing his Ph.D. at UF in interdisciplinary studies, combining landscape architecture, historic preservation, and community planning. He earned his master's degree in Urban and Regional Planning from the University of Florida (2017) and his bachelor's degree in Environmental Policy and Planning from Virginia Tech (2015). Kyle is originally from the Washington, D.C. area, but has been a Floridian since 2015. His primary areas of knowledge encompass water management, environmental planning, international development, cultural resources, and community engagement. He earned his AICP certification in 2021 and currently serves as the Co-Chair of the APA Sun Coast section in Tampa Bay.

## CANVAS

### COURSE WEBSITE

All materials are posted on the Canvas e-Learning University of Florida. The course may be accessed at: <http://elearning.ufl.edu/>

### COURSE COMMUNICATIONS

Send messages through Canvas for questions, guidance, or to request a meeting. Students should expect a response within 48 hours.

## COURSE POLICIES

### 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/>.

### LATE POLICY

Late assignments will be marked down 10% of the total grade if they are not turned in by the deadline. An additional 10% will be deducted for each week they are late. Extensions without deduction may be provided but will require acceptable, documented, and proactive/prompt reasons in discussion with the instructor.

### COURSE 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/publicresults/>.

## GRADING POLICIES

### GRADING

The grading scheme for this course is letter grade. For more information, see:

<https://student.ufl.edu/minusgrades.html>

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.

The relationship between letter grades and numeric grades is:

100-94 = A	93-90 = A-	89-87 = B+
86-83 = B	82-80 = B-	79-77 = C
76-73 = C	72-70 = C-	69-67 = D+
66-63 = D	62-60 = D-	Below 60 = E

The final course grade is the only grade eligible for rounding. When the decimal point is less than “0.50,” the grade will be rounded down to the nearest whole number; when the decimal grade point is greater than or equal to “0.50,” the grade will be rounded up to the nearest whole number. Examples:

- 82.49: rounds to 82 (B-)
- 82.50: rounds to 83 (B)
- 82.51: rounds to 83 (B)

## ASSIGNMENTS

Assignment	Instructions/description	Percent of grade
Discussions	You will participate in class discussions which aim to display understanding of previous course content.	15%
Engagements	You will complete an assortment of activities throughout the semester that correlate to class engagement. A list of engagement opportunities will be provided in Canvas. Not all engagements are required; students should choose which engagements to complete to reach a minimum point threshold.	25%
Case study	You will submit three assignments related to a case study you select. Each assignment will have its own instructions and grading rubric.	25%
Midterm assessment	You will complete a midterm assessment via Canvas.	15%
Final assessment	One final assessment at course conclusion, including short responses to prompts about the course topics and multiple choice questions related to the guest speakers and other content.	20%

## COURSE SCHEDULE

Week	Description
1	Introduction to course and to ethics
2	Planning profession and planning institutions: federal, state, regional (administration)
3	Planning institutions--local (administration)
4	Planning process (administration)
5	Planning administration (administration)
6	Program and project management (administration)
7	Implementation and evaluation (administration)
8	Aspirational principles (ethics)
9	Rules of conduct I (ethics)
10	Rules of conduct II (ethics)
11	Rules of procedure (ethics)
12	Student presentations
13	Student presentations
14	Student presentations
15	Review
16	Final assessment

## ADDITIONAL COURSE STATEMENTS

### UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. Students must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

### UNIVERSITY POLICY ON ACADEMIC MISCONDUCT

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

### ONLINE LEARNING

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 unmute 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.

## ASSIGNMENT POLICIES

Each assignment, where appropriate, has a grading rubric based on the instructions. Full credit requires the following: attending to the instructions, demonstrating a solid understanding of the course topics and goals, research and analysis if required, compelling writing and presentation, proper source attribution, and timely submittal.

Each student must submit work that is conducted by them alone, unless group collaboration is specified. Submissions must be original to this course (i.e. not the student's work from another course, unless it is used as a reference and properly cited). The instructor will screen assignments for plagiarism using the text-matching tool Turnitin (<http://turnitin.com/static/index.html>) and may choose to screen for AI generated language.

## 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](#)Links to an external site. 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.

Students must follow the University's Honor Code, which includes issues of cheating, plagiarism, and honesty. See <http://www.correspondencestudy.ufl.edu/students/handbook/Plagiarism/PlagiarismAlert.html> for guidance to avoid plagiarism and other Honor Code violations.

## SPECIAL NOTE REGARDING ADVANCED AUTOMATION TOOLS (E.G. CHATGPT)

Students are expected to use technology in this class; technology can be as useful for writers as a calculator is for mathematicians. Some tools such as styles, automated cross-references, and spell check in Microsoft Word may already be familiar to you. Other tools, such as ChatGPT for summarizing articles, may be less familiar. These tools require understanding, practice, and quality-control.

If students choose to utilize automated tools (e.g. artificial intelligence, learning tools like ChatGPT) the content and utilization must be appropriately cited. Further, these tools should not be used in a copy-paste fashion; at best, they can be attributed as a collaborator. Note that assignments, unless otherwise noted, must be completed individually – i.e. products of your own, unaided mind.

Failure to properly use, cite, or collaborate with automation tools is violation of the academic honesty policies. All submissions are subject to plagiarism and aid checks.

## NETIQUETTE & RESOURCES

## COMMUNICATION COURTESY

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, communications, and meetings: <https://teach.ufl.edu/wp-content/uploads/2020/04/NetiquetteGuideforOnlineCourses.docx>

## E-LEARNING SUPPORT

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- <http://elearning.ufl.edu/>
- (352) 392-HELP - select option 2

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the UF Help Desk when the problem was reported to them. The ticket number will document the time and date of the problem. You must email your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

## ACADEMIC RESOURCES

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.

[On-Line Student Complaints](#) accepts complaints.

## HEALTH AND WELLNESS

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.

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 you.

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.

## DISCLAIMER

This syllabus represents current plans and objectives. As the semester continues through the semester, these plans may need to change to enhance the class learning opportunities. Any course changes will be communicated clearly and proactively, with ample time for students to adjust.