

**Appalachian State University  
Department of Geography & Planning**

**Spring 2015**

**PLN 3432: Planning Techniques**

**Course Syllabus**

**Administrative Information**

Instructor: Ric Kolenda  
Time: MW 11:00 – 11:50 p.m.  
Location: Rankin Science West 349  
Office Hours: MW 8–9 a.m., 10–11 a.m. & 3–4 p.m.; F 8–9 a.m. & 10 a.m.–1 p.m. or by appt.  
Office: Rankin Science West 361  
Email: kolendars@appstate.edu  
Phone: (828) 262-7057

**NOTE:** The course syllabus provides a general plan for the course; deviations may be necessary. If a change does occur, sufficient notice will be given through AsULearn and class announcements.

**Course Description**

You've read about town and city planning. You've even taken coursework on planning. But how do you do planning? This course will introduce you to the rudimentary tools and techniques you need to become familiar with as you explore the field of planning and planning policy. This class is a mix of lecture and lab work. The lab work will require students to collect and analyze primary and secondary data during class hours and on their own time. As is the case with planning practitioners, the student's success depends on individual work as well as their contribution towards group projects.

**Course Materials**

**Required Text:**

Daniels, Thomas L., John W. Keller Mark B. Lapping, Katherine Daniels and James Segedy. *The Small Town Planning Handbook*. 3<sup>rd</sup> ed. Chicago, IL: APA Planners Press, 2007.

**Supplemental:** Dandekar, H., ed. *The Planner's Use of Information*, 2nd ed. Chicago, IL: APA Planners Press, 2003.

Other readings will be available online and/or posted on **AsULearn**.

**Course Requirements and Evaluation**

Class sessions will be a mixture of lectures, class exercises and discussions. Additional readings and course materials will be provided on AsULearn. Course grades will be determined as follows:

1. Planning in My City	15%
2. Interview Project	15%
3. Group Planning Project (3 parts)	30%
4. Group Urban Analysis Project (4 parts)	30%
5. Final Examination	10%

**Graded Assignments**

The **Planning in My City** paper is designed to allow students to hone their writing skills, learn to do research on the history and current plans and policies in a North Carolina city, and practice presenting the results of their research in the form of a short paper. The resulting paper should be 5-6 typed pages in which you present a concise overview of your assigned city’s history, planning goals, unique aspects, and governmental structure.

The **Interview Project** is a five (5) page paper based on an interview you will conduct with a planning professional.

**Group Assignments**

The **Group Planning Project** consists of 3 short writing assignments on a local planning project to be announced later. The three segments will be:

- Observation                    1 @ 3 pg
- Survey Exercise            1 @ 4 pg
- Visioning Exercise        1 @ 8 pg

The **Urban Analysis Project** is a group research project in which you will produce a thorough analysis of the population, economic, housing and land use needs and trends existing in your city.

This report should be somewhere between 10-15 pages (not including graphs, charts, maps, or photos). Reports will also be presented orally in front of the class at the end of the semester, with members of each group sharing responsibility for the oral presentation part of the assignment. The following segments should be covered in the report.

- Population & Growth 1 @ 3 pg
- Housing                        1 @ 4 pg
- Economic Analysis        1 @ 5 pg
- Presentation                1 @ 20 min

The **Final Examination** will consist of a combination of multiple choice, true-false, short answer and essay questions. It will draw on the class lectures and readings, and require students to assimilate materials learned throughout the entire course. It is worth 10% of the total grade. *Make-up exams will only be given for extraordinary conditions, and only at the discretion of the instructor. Final Exam Period is Friday, May 8, 3-5:30 p.m.*

**Class participation** is an important part of this course. Participation means that you actively engage in classroom discussions and in-class assignments.

***Student attendance is mandatory, and more than three (6) absences can be grounds for failure. Please consult with the instructor if you are in danger of getting a seventh absence. It is recognized that students may be unable to attend class as a result of observance of recognized religious holidays of the student's faith, serious illness, or family emergencies. In such cases, students are responsible for informing the instructor (in advance if possible), getting any missed material, and obtaining class notes and announcements from other students.***

***Assignments are due by the beginning of class or by the specified time via AsULearn. If you have materials that are hard-copy only, they must be turned in on time as well. Late assignments will be graded down substantially, and a passing grade will not be assigned unless all assignments are completed.***

Reports and exams are due by the beginning of class or by the specified time via AsULearn. If you have materials that are hard copy only, they must be turned in on time as well. Late assignments will be graded down substantially, and a passing grade will not be assigned unless all assignments are completed.

**Extra Credit:** From time to time, the instructor may offer the students opportunities to earn extra credit points on existing or for additional assignments. In addition, you are also encouraged to bring in newspaper and magazine articles related to current local planning issues up to three (3) times a semester. These articles can be on issues from anywhere in the world, but it is important that during the course of the semester everyone gets a sense of how public policy analysis works in the real world. Please email me at least 24 hours before class with your intention to present an article, including the title and a link to the article. No more than three (3) articles will be presented in each class, and will be chosen on a first-come first-served basis. Only one (1) article per person per class session. Extra credit points will be granted as following:

- 1<sup>st</sup> Article = 4 percentage points toward your final grade
- 2<sup>nd</sup> Articles = 3 percentage points toward your final grade (7 total points)
- 3<sup>rd</sup> Articles = 2 percentage points toward your final grade (9 total points)

For example, if your other assignments add up to 88% of 100% of the final grade, and you present 2 articles during the semester, your final grade will be based on 95% of 100%. Extra credit is not guaranteed, however, and will be offered only at the discretion of the instructor.

**Class Cancellation Policy:** If classes are cancelled due to inclement weather, you will still be responsible for the readings and lecture for that session. Lecture notes will be posted on AsULearn, and the instructor will be available for questions via email and AsULearn forums. The schedule may be adjusted to make up for missed classes.

**Computation of Grades:** Grades will be computed on the following scale:

A>93%; A-=90-93; B+=87-89; B=83-87; B-=80-83; C+=77-79; C=73-77; C-=70-73; D+=67-69; D=63-67; D-=60-63; F=<60

Please note that A="Excellent"; B="Above Average"; C="Average"; D="Below Average"; F=Failure. Coursework will not be "curved." Grades cannot be replaced or raised through "extra credit."

## **University & Course Policies**

### **Academic Integrity**

As a community of learners at Appalachian State University, we must create an atmosphere of honesty, fairness, and responsibility, without which we cannot earn the trust and respect of each other. Furthermore, we recognize that academic dishonesty detracts from the value of an Appalachian degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form and will oppose any instance of academic dishonesty. This course will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct Web Site: <http://www.studentconduct.appstate.edu>.

### **Statement on Student Engagement with Courses**

In its mission statement, Appalachian State University aims at “providing undergraduate students a rigorous liberal education that emphasizes transferable skills and preparation for professional careers” as well as “maintaining a faculty whose members serve as excellent teachers and scholarly mentors for their students.” Such rigor means that the foremost activity of Appalachian students is an intense engagement with their courses. In practical terms, students should expect to spend two to three hours of studying for every hour of class time. Hence, a fifteen hour academic load might reasonably require between 30 and 45 hours per week of out-of-class work.

### **Disability Services**

Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at <http://www.ods.appstate.edu> or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.

### **Religious Observances Policy**

Faculty members are required to make reasonable accommodations for students requesting to miss class due to the observance of religious holidays. All ASU students are allowed a minimum of two absences per year for religious observances. Up to two absences for such observances will be excused, without penalty to the student, provided that the student has informed the instructor in the manner specified in the syllabus. Notice must be given by the student to the instructor before the absence occurs and no later than three weeks after the start of the semester in which the absence(s) will occur. Arrangements will be made to make up work missed by these religious observances, without penalty to the student. For the purposes of this policy, ASU defines the term “religious observance” to include religious holidays, holy days, or similar observances associated with a student’s faith that require absence from class. Faculty, at their discretion, may include class attendance as a criterion in determining a student's final grade in the course. On the first day of class, faculty must inform students of their class attendance policy and the effect of that policy on their final grade; both policies must be clearly stated in the class syllabus.

**Course Policies**

In addition to these university-wide policies, the following apply to this course:

- (1) This course syllabus provides a general plan for the course; deviations may be necessary. Guest lectures and field trips might be scheduled along the way and students will be notified in advance.
- (2) When communicating via email or voicemail, please be sure to include the following information: full name, course name, course & section number.
- (3) All general questions regarding assignments and exams will be posted on the appropriate discussion forum in AsU Learn so that I may answer for the whole class. Only email me directly if you have a question or concern specific to you or your work. Please alert me if I or another student is not able to answer your question in a timely fashion.
- (4) Turn off cell phones and keep them off the desk during lectures. Text messaging during class is strictly prohibited and grounds for dismissal.
- (5) Laptops and tablets are allowed for instructional use only; any prohibited uses will be grounds for dismissal.
- (6) Final grades will not be posted or given out over the phone or via email.

A schedule of classes to follow shortly, but check AsU Learn for the most current information.