



# MASTER OF URBAN PLANNING

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## Student Guide

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# MASTER OF URBAN PLANNING DEGREE STUDENT GUIDE

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## **PROGRAM MISSION AND RECOGNITION**

The Master of Urban Planning (MUP) Program is a professional degree that provides students with a strong foundation in the theory and practice of urban and regional planning. It enables students to be not only competitive for technical positions, but to also move into administrative positions. The Master of Urban Planning plays an integral role in the University's urban/metropolitan mission through practical real-world application.

The MUP program is designed to prepare students for career placement and advancement in a wide variety of settings. These include positions in the public sector as well as various private and non-profit planning organizations. The MUP curriculum is professionally oriented and designed to train leaders and advocates in the planning field. It covers a diversity of skills that planners can apply at all levels of government and in the private and nonprofit sectors. The curriculum is flexible and allows students to tailor courses toward specific needs.

The MUP Program was initially accredited by the Planning Accreditation Board (PAB) in 2009, and re-accredited in 2016, and is recognized by the Association of Collegiate Schools of Planning (ACSP).



The MUP program offers the opportunity to develop proficiency in the following areas: land use management, urban design, historic preservation, real estate development, economic and demographic analysis, and urban sustainability. In addition, students may focus their coursework within one or two specializations, which have optional tracks. Areas of specialization that are available include: 1) Community Development, and 2) Sustainability. The department of Urban and Public Affairs also offers a Graduate Certificate in Real Estate Development (GCRED). MUP students can obtain this Certificate as part of the Community Development concentration of the MUP degree.

Access to instructors in a variety of academic disciplines offers students a great opportunity to pursue interdisciplinary work. Courses are taught principally by faculty in the University's Department of Urban and Public Affairs, with faculty from the Departments of Geography and Geosciences and Sociology contributing to the program as well. The University's location within a large metropolitan area allows the faculty to give the curriculum an urban emphasis.

## **ADMINISTRATION AND ADMISSIONS**

The program's administrative offices are located in the Urban and Public Affairs

(UPA) building, 426 West Bloom Street, Louisville, KY 40208. Students can obtain application information from the administrative office, the Graduate School (Suite 105, Houchens Building), or online at [http://graduate.louisville.edu/request\\_info/admissions.html](http://graduate.louisville.edu/request_info/admissions.html).

Please note the following credentials must be supplied before a candidate can be considered for admission:

1. A completed graduate application form.
2. A transcript of all undergraduate as well as graduate work completed.
  - Applicants should have earned a bachelor's degree from an accredited institution with a minimum grade point average of 3.0.
3. A personal statement of interest to pursue the MUP degree. (No longer than two pages).
  - Applicants may also include a resume.
4. Two letters of recommendation.
  - At least one of these should be from someone familiar with the applicant's academic abilities.
5. Those applicants whose native language is not English and who do not hold a degree from an American University must show proficiency in English by scoring 210 or higher on the computer-based TOEFL (Test of English as a Foreign Language) examination or by successfully completing the exit examination for the advanced level of the intensive English as a Second Language Program at the University of Louisville.

Graduate Record Examination (GRE) scores are recommended, but are not required.

Other relevant factors such as experience in the field and motivation to enter public service may be considered in evaluating applications. Students not able to satisfy one or more criteria may appeal to the MUP Faculty Admissions Committee.

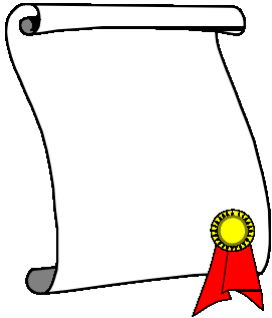
## **TRANSFER CREDIT**

Transfer of credit from other institutions will be approved consistent with the policies of the Graduate School. Six hours of credit may be transferable upon departmental approval. Up to an additional 6 hours may be transferred with Graduate School approval. A residency requirement of 24 semester hours must be satisfied at the

University of Louisville.

## **CAREER PLACEMENT**

Students are advised to check the job bulletin board (first floor, the UPA building) and the weekly UPA Newsletter for position listings. Faculty may also be available to provide counseling in certain program areas.



## **PRACTICAL TRAINING**

The curriculum facilitates practical training for students who have little professional experience. A distinction is made between in-service and pre-service students. In-service students are defined as individuals who are currently employed in a planning-related position. All other students in the program will normally be classified as pre-service. This distinction is of importance in determining whether the Practicum (which is intended for in-service students) or the Internship (which is intended for pre-service students), is pursued. Students should consult the Internship/Practicum Handbook, available on the departmental website [www.louisville.edu/upa](http://www.louisville.edu/upa).

## **STUDENT LIFE AND ORGANIZATIONS**

There is a very active student organization, Urban and Public Affairs Student Association (UPASA), in which students may participate. The organization hosts numerous activities during the academic year. Such activities include guest speakers, community service projects, and social events. Students are also encouraged to attend professional conferences, for instance, the annual American Planning Association—Kentucky Chapter conference.

## **PROFESSIONAL DEVELOPMENT**

Students are also encouraged to demonstrate their commitment to professionalism in urban planning by participating in community-wide public service organizations or by registering for membership in professional associations. The American Planning Association (APA) and the Congress for the New Urbanism (CNU) offer free student memberships

- Join the APA as a student: <https://www.planning.org/join/students/>
- Join the CNU as a student: <https://members.cnu.org/memberships>

The Graduate School, and the College of Arts and Sciences at UofL also offers professional development workshops and academies to all students during the school

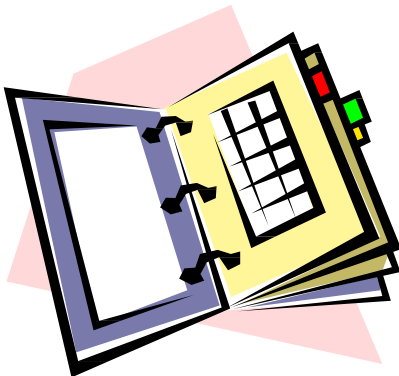
year free of charge. More information can be obtained at <http://louisville.edu/graduate/plan/>.

## **FINANCIAL AID**

Depending on budgets and availability, the Department of Urban and Public Affairs may be able to offer graduate research assistantships (GRAs) and partial tuition assistances. GRAs carry a yearly stipend, health insurance benefits, and are granted tuition remission. In return, students are required to carry at least nine hours of courses per semester and assist a faculty member for 20 hours per week over a 10 month period. In order to receive full consideration for an assistantship, applications should be received by March 1<sup>st</sup> for the upcoming academic year. Throughout the year, individual professors with outside funding sources may offer additional assistantships.

The University Student Aid Financial Office can provide you with more information regarding financial aid options, processes, and requirements. Please visit <https://louisville.edu/financialaid> for more information.

## **GRADES AND ACADEMIC STANDARDS**



Grades of A, B, or C are the only grades to be considered as passing. However, a D or an F will be used in calculating the grade point average. A maximum of six credit hours with a grade of "C" may count towards the completion of degree requirements.

A student must maintain a B average to remain in good standing in the MUP Program. Students whose graduate grade point averages fall below 3.0 (exclusive of incompletes) are placed on academic probation. Such students must bring the grade point average up to 3.0 within one semester. Students who fail to do this will receive a notice of termination from the program.

A student who accumulates a combination of three or more Incompletes (I) will not normally be permitted to register for more courses.

A student who has received a grade of C, D, or F may repeat that course upon the approval of the Graduate School. When a student repeats a course, the grade point average is calculated on the basis of the last grade attained.

## **COURSELOAD**

A typical course load for a full-time graduate student is nine to twelve semester hours. Over twelve hours may be taken with director's approval. Part-time students may elect to take three or six credits a semester. Students have discretion in regard to their pace of study, although GRAs are generally required to complete 21 credit hours per academic year.

## **COURSE SEMESTER HOUR REQUIREMENTS:**

Core Courses	18
Internship	3
Capstone Studio	6
Specialization/Electives	<u>15</u>
<b>TOTAL</b>	<b>42</b>

## **CORE COURSE REQUIREMENTS:**

The first year of study will consist of 12-15 credits of 4-5 core-required courses as shown below, plus 2-3 electives. *PLAN605 (Land Use and Planning Law) is offered every other year. If it is offered in a Spring semester, all students that have not taken it should get enrolled.*

## **FIRST YEAR REQUIRED COURSES:**

### **PLAN 601 PLANNING THEORY AND HISTORY (Fall)**

In-depth examination of urban and regional planning theory. The course also covers the history of planning and contemporary issues with a special emphasis on identifying consistent tensions and debates surrounding the role of planning and planners and the ethical obligations of planners in an increasingly urbanizing and diverse world.

### **PLAN 603 URBAN ECONOMICS (Fall)**

Application of economic theory to urban policy issues including metropolitan development, job creation, poverty, crime, transportation, environment, spatial structures, and other issues.

**PLAN 636 SITE PLANNING (Fall)**

A design focused course that will touches on a series of issues that include but are not limited to: rudimentary sketching, urban design principles, site design, floor plans, utility placement, and client relations.

**PLAN 605 LAND USE AND PLANNING LAW (Spring)**

Examination of pertinent legal issues, including ordinances, state and federal legislation, and court rulings impinging on planning and land use activities.

**PLAN 618 URBAN DEMOGRAPHY AND GIS (Spring)**

Introduction to urban demography and GIS using ArcGIS software, management of relational databases, and manipulation and graphical output of digital geo-spatial data.

*SECOND YEAR REQUIRED COURSES:*

**PLAN 604 APPLIED RESEARCH METHODS (Fall)**

Provides students with the basic analytical tools commonly used by professional planners and public administrators. The use of computers in applying these tools will be emphasized.

**PLAN 606 INTERNSHIP AND PROFESSIONAL PRACTICE (Fall)**

This course will help guide students through their internship paper, as well as cover topics in: government organization; the role of planning in governmental decision making; the planner's relations with citizens, politicians and administrators; tools for effective communication; strategies for dealing with conflict, pressure, and uncertainty; and ethics.

**PLAN 650 CAPSTONE STUDIO (6 hours) (Spring)**

This studio course integrates the various elements of the planning program while providing the opportunity to work on real planning problems.



## PLANNING INTERNSHIP/PRACTICUM

Every student will be expected to complete the 3 credit hour course: PLAN606 Internship and Professional Practice, which will include the field experience of an internship or practicum. Students should consult the Internship/Practicum Handbook for detailed guidelines and forms. Handbooks are available online or from the program coordinator. In order to register for an Internship or Practicum, the student must complete all applicable forms in the Internship/Practicum Handbook and return them to the advisor. The Internship/Practicum Handbook is available on the program website: <https://urbanlouisville.org/master-of-urban-planning>

☞ **Practicum.** Normally, the Practicum option will be pursued by in-service students. The Practicum enables students to fulfill requirements at their existing job sites and entails a research project pursued under the supervision of an MUP faculty member and field supervisor. Content may vary but the project should be relevant to the student's experience and workplace. The final written product will be evaluated by a supervising faculty member. The field supervisor will provide assessment through the MPA/MUP Practicum Evaluation survey.

☞ **Internship.** Normally pursued by pre-service students, the Internship generally includes an assignment to a position in a government or nonprofit organization for a minimum of 200 hours. This is carried out under the direction of both an agency supervisor and a faculty member. Students are required to keep a journal, which will be submitted to the supervising faculty member at the conclusion of the three credit internship. Students also complete a paper that is made available to the sponsoring agency and is evaluated by the faculty supervisor. The field supervisor will provide assessment through the MPA/MUP Internship Evaluation survey.

## **CONCENTRATION, ELECTIVES AND OUTSIDE COURSEWORK:**

The program offers two concentrations in Community Development (HCD) and in Sustainability (SUS). If the student chooses to complete a concentration, it is required to take five electives that are approved for the concentration. If a student is not enrolled in any of the two concentrations, this student should discuss with the program director about your five electives. In this case, the student will graduate with a degree of MUP, as a general planner.

### **Concentration in Sustainability (SUS)**

This concentration focuses on creating cities that are environmentally responsible, socially equitable, and economically viable. The goal is to create livable and resilient urban spaces that enhance quality of life for all. Select five electives from the following:

- Introduction to Sustainability (PLAN675)
- Land Use Planning (PLAN607)
- Sustainable Social-Ecological Systems (PLAN676)
- Environmental Policy (PLAN620)
- Environmental Law (PLAN680)
- Water Resources and Policy (UPA680)
- Land & Ecosystem Conservation (SUST703)

### **Concentration in Community Development (HCD)**

This specialization reflects the urban orientation of the University of Louisville and the Master of Urban Planning Program. It provides student with an understanding of various substantive component of community development, taking into account its economic, physical and social dimensions. Select five electives from the following:

- Real Estate Market Analysis (PLAN614)
- Land Use Planning (PLAN607)
- Urban Design (PLAN622)
- Real Estate Principles (PLAN631)
- Financial Management of Nonprofits (PADM 611)
- Urban Justice & Policy (PLAN680)
- Urban Transportation Planning (PLAN624)

## **Graduate Certificate in Real Estate Development (GCRED)**

This 12-credit hour certificate program is designed to equip graduates with the skills needed to make better real estate decisions with respect to investment considerations, market and site analysis and planning. This program is extremely practical for planning students who desire to work in private sector real estate planning and community development. For MUP students, the GCRED satisfies the requirements for the concentration in Community Development with the mandatory courses of PLAN614 (Real Estate Market Analysis) and PLAN631 (Real Estate Principles), and two electives.

### **ADDITIONAL ELECTIVE COURSES:**

In addition to the courses listed for each specialization, students are permitted to enroll for other relevant elective courses. Some optional electives are listed below:

PLAN 615	Spatial Statistics
GEOG 558	Introduction to GIS
GEOG 656	Advanced Spatial Statistics
GEOG 660	Qualitative Methods
PADM 606	Urban Policy Analysis
PADM 604	Public Budgeting and Finance
PADM 605	Public Management
PADM 611	Financial Management of Nonprofits
PADM 655	Economic Development
SOC 655	Social Problems
SOC 691	Environmental Justice

### **READING AND INDEPENDENT RESEARCH COURSES**

Under certain circumstances, students wanting to pursue topics in greater depth than is possible in a regular class may arrange with an appropriate faculty member for a readings or independent research course. Prior approval from the program director, a list of readings, and course requirements are required before registering for such courses. Normally, students must complete 18 hours of coursework before pursuing independent study. Students normally should take only one independent study course during the MUP program.

### **SCHEDULING AND TYPICAL COURSES OF STUDY:**

Courses will be scheduled so that full-time students can complete the degree within two years. Part-time students enrolling for two courses per semester will be able to complete the degree within four years. Late afternoon, evening, and Saturday courses

are offered as well as courses during the summer terms that will count toward the degree. Typical programs of study for full-time and part-time students are outlined below:

### PROGRAM EXAMPLE

*The Sustainability Concentration (MUP-SUS)*

<u>2023-24</u>		<u>2024-25</u>	
Fall, 23	Spring, 24	Fall, 24	Spring, 25
PLAN601 Planning Theory and History (T, 5:30pm-8:15pm)	PLAN605 Land Use and Planning Law (W, 5:30pm-8:15pm)	PLAN604 Applied Research Methods (M, 5:30pm-8:15pm)	PLAN650* Capstone Studio (M, Th, 5:30pm-8:15pm)
PLAN603 Urban Economics (M, 5:30pm-8:15pm)	PLAN618 Urban Demography and GIS (T, 5:30pm-8:15pm)	PLAN606 Internship and Professional Practice (T, 5:30pm-8:15pm)	PLAN607 Land Use Planning (T,Th, 4pm-5:30pm)**
PLAN636 Site Planning (W, 5:30pm-8:15pm)	PLAN680, ST: Urban Agriculture (F, 12pm-2:30pm)	PLAN676 Sustainable Social and Ecological Systems (T,Th, 4pm-5:15pm)	PLAN620 Environmental Policy (W, 5:30pm-8:15pm)
PLAN675 Introduction to Sustainability (Th, 5:30pm-8:15pm)	Or SUST602, Sustainable Natural Environment (Th, 3:15pm - 6pm)		
<i>12 credit hours</i>	<i>9 credit hours</i>	<i>9 credit hours</i>	<i>12 credit hours</i>

\*6 credit hours

\*\* May replace PLAN607 with Neighborhood Planning Studio in Spring, 2025

MUP Core Courses
concentration electives

*The Community Development Concentration (MUP-HCD)*

<b>2023-24</b>		<b>2024-25</b>	
<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>
PLAN601 Planning Theory and History (T, 5:30pm-8:15pm)	PLAN605 Land Use and Planning Law (W, 5:30pm-8:15pm)	PLAN604 Applied Research Methods (M, 5:30pm-8:15pm)	PLAN650* Capstone Studio (M, Th, 5:30pm-8:15pm)
PLAN603 Urban Economics (M, 5:30pm-8:15pm)	PLAN618 Urban Demography and GIS (T, 5:30pm-8:15pm)	PLAN606 Internship and Professional Practice (T, 5:30pm-8:15pm)	PLAN607 Land Use Planning (T,Th, 4pm-5:30pm)**
PLAN636 Site Planning (W, 5:30pm-8:15pm)			
PLAN614 Real Estate Market Analysis (T, Th, 4pm-5:15pm)	PLAN622 Urban Design (M, 5:30pm-8:15pm)	PLAN631 Real Estate Principles (Distance Education)	PLAN624 Urban Transportation Planning (T,Th, 4pm-5:30pm)***
<i>12 credit hours</i>	<i>9 credit hours</i>	<i>9 credit hours</i>	<i>12 credit hours</i>

\*6 credit hours

\*\* May replace PLAN607 with Neighborhood Planning Studio in Spring, 2025

\*\*\* Subject to change

MUP Core Courses
concentration electives

The MUP Option (MUP)

<b>2023-24</b>		<b>2024-25</b>	
<b>Fall</b>	<b>Spring</b>	<b>Fall</b>	<b>Spring</b>
PLAN601 Planning Theory and History (T, 5:30pm-8:15pm)	PLAN605 Land Use and Planning Law (W, 5:30pm-8:15pm)	PLAN604 Applied Research Methods (M, 5:30pm-8:15pm)	PLAN650* Capstone Studio (M, Th, 5:30pm-8:15pm)
PLAN603 Urban Economics (M, 5:30pm-8:15pm)	PLAN618 Urban Demography and GIS (T, 5:30pm-8:15pm)	PLAN606 Internship and Professional Practice (T, 5:30pm-8:15pm)	2 electives
PLAN636 Site Planning (W, 5:30pm-8:15pm)			
1 elective	1 elective	1 elective	
<i>12 credit hours</i>	<i>9 credit hours</i>	<i>9 credit hours</i>	<i>12 credit hours</i>

\*6 credit hours

MUP Core Courses

Electives

## TECHNOLOGY

MUP students will use three essential software applications: Microsoft Office, SketchUp, and ArcGIS.

### *Microsoft Office*

Microsoft Office is a suite of productivity tools widely used for writing papers/reports, preparing presentations, and conducting data analysis. It includes essential applications such as Word, Excel, and PowerPoint. All enrolled students are eligible for free access to Microsoft's Office365 suite of software online and downloadable on up to five devices. Please check <https://louisville.edu/its/get-help/its-for-students> for more information.

### *SketchUp*

SketchUp is a popular 3D modeling software widely used in architecture, design, and planning. It offers a user-friendly interface and powerful tools for creating 3D models and visualizations. You will use this Software for PLAN636, Site Planning. Please contact the course instructor for more information about Software.

### *ArcGIS*

ESRI's ArcGIS is a powerful geographic information system (GIS) software widely used for spatial analysis, mapping, and data visualization. The Department shares a University site license for ESRI ArcGIS software, and that makes the most current version available to students. Please note that ArcGIS is designed to run on the Windows operating system. If you own a Mac machine, you may need to install a parallel or utilize schools computers available in the lab.