

**PLAN 606 Internship & Professional Practice
Syllabus – Fall 2022**

Course Description:

Application of internship experience to government organization; the role of planning in governmental decision-making; the planner's relations with citizens, politicians and administrators; strategies for dealing with conflict, pressure and uncertainty; and ethics

Class Times:

Tuesdays 5:30 pm to 8:15 pm (August 23 through December 13)

Class Location:

Center for Urban and Economic Research, 426 W Bloom Street, Room 117

Instructor Info:

Brian Davis, AICP, Planning & Design Manager, Louisville Metro Planning & Design Services
Work: 502-574-5160 Cell: 502-424-7181
Email: jbdavi07@louisville.edu and brian.davis@louisvilleky.gov

Office Hours:

Available Upon Request, preferably after class, or we can schedule a virtual meet up via Webex, Zoom, GoToMeeting, etc. pretty much any day/time other than Thursdays

Required Materials:

Internship/Practicum Handbook

Master of Urban Planning Program, Department of Urban and Public Affairs, University of Louisville

Planning Webcast Series

<https://www.youtube.com/user/PlanningWebcast/videos>

Assorted Articles/Readings at the Instructor's Discretion

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Course Description and Purpose:

The internship/practicum is a required component of Master of Urban Planning (MUP) program. Students enrolled in this course should plan to be starting (or have already started) their internship. The practicum/internship consists of 200 hours of work, approximately 20 hours per week, at a public agency, nonprofit organization, or other planning-related entity, over the course of a semester. The experience is intended to provide the student with relevant work experience and the opportunity to apply the foundations of urban planning to the larger community (local, regional, state, federal, or global). The goal of the internship/practicum is meet organizational needs while integrating theory and practice. Completion of the internship/practicum paper is a core component of this course. In addition to the internship/practicum requirements, this course is designed to introduce graduate students to the roles of planners in professional practice. Teams course modules, readings, assignments, and in-class exercises will provide an understanding of key skills necessary to be an effective planning practitioner.

Course Prerequisites:

This course is intended for students in their final fall term of the MUP program. Students are expected to have secured an internship/practicum PRIOR to the start of the course. Students and their internship/practicum supervisor must submit a completed the Memorandum of Understanding (at the start of the internship/practicum) and Evaluation (at the end of the internship/practicum) found in the MUP Internship and Practicum Handbook.

Course Objectives and Learning Outcomes:

At the completion of this course, you should be able to:

- Conduct sound and defensible research related to urban planning problems and questions.
- Critique different planning process methods and implement methods that prioritize equity, justice, and inclusion.
- Prepare clear, accurate and compelling text, graphics and maps for use in documents and presentations.
- Identify implement effective tools for leading planning teams and organizations. Students will be able to explain and work through issues related to ethics and professional responsibility in planning practice.

This course is designed to meet the Planning Accreditation Board's Learning Requirements from the Planning Skills and Values and Ethics categories, including:

- Research: tools for assembling and analyzing ideas and information from prior practice and scholarship, and from primary and secondary sources.
- Planning Process Methods: tools for stakeholder involvement, community engagement, and working with diverse communities.
- Written, Oral and Graphic Communication: ability to prepare clear, accurate and compelling text, graphics and maps for use in documents and presentations.
- Leadership: tools for attention, formation, strategic decision-making, team building and organizational/community motivation.

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- Professional Ethics and Responsibility: appreciation of key issues of planning ethics and related questions of the ethics of public decision-making, research, and client representation (including principles of the AICP Code of Ethics).

Course Policies and Expectations:

Student rights and responsibilities: Students are encouraged to discuss with the instructor any circumstances that might affect their performance (e.g. including physical or intellectual challenges, illness, or any events of which the instructor should be aware) before they have the chance to affect the course grade. Specific needs will be addressed on a case-by-case basis between the student and the instructor. Student rights, responsibilities, and code of conduct at UofL apply to this class.

Communication with Instructor: I am happy to answer your questions via email. I aim to respond to emails within 24 hours. However, you should assume that I might not respond to emails on weekends and generally not after 10 p.m. on weekdays. If you do not receive a response within that time period, please reach out again. Emailing me about an assignment due within 24 hours is a very bad idea. You are unlikely to get assistance in time to complete the assignment. Using complete sentences, appropriate tone, and proper salutations and signatures in emails are strongly encouraged. If you have a question or issue that you would prefer to speak with me about in-person, we can schedule a phone call or virtual meeting via Microsoft Teams. Please use email to coordinate this meeting with me.

Hostile-free learning: To assure a safe learning environment and enhance academic freedom of expression, UofL requests that classroom settings and the course proceedings be harassment-free and non-discriminating on the basis of race, gender, religion, national origin, disability and all other pejorative stereotypes. We will not challenge each other on a personal level, but rather learn in good faith and honor, respect one another as adults, value our diversity and never demean each other by our critical comments. This applies to all online discussion, interactions, and email exchanges.

Academic Honesty: Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. I expect your written work to be original products created for this course only. For more information, please see Students Rights and Responsibilities (Sections 5 and 6). <http://www.plagiarism.org/> is also a useful resource.

Syllabus Revision: The instructor reserves the right to modify any portion of this syllabus. As this is a benevolent dictatorship, when possible, students will be provided an opportunity to comment on a proposed change before it takes place.

Technology Expectations: All assignments are to be submitted via Teams. Please do not submit via email. Continuing and regular use of UofL email is expected. You must be able to use Internet search tools, access Teams, download documents, and upload assignments. If you need technical support, the IT Help Desk is available.

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Technical Support: If you need technical support with your university account, unlocking your password, accessing wireless, or other technical issues, contact the HelpDesk at (502) 852-7997. You can chat with a support expert or submit an email by visiting the HelpDesk Resources website.

University Guidelines and Policies

Title IX/Clery Act Notification: Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852- 2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111). Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer. For more information, see the Sexual Misconduct Resource Guide.

Anti-Racism, Diversity, and Inclusion: The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias. We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences – including race, ethnicity, gender, gender identity/expression, sexual orientation, age, socioeconomic status, disability, religion, national origin, or military status – that enrich a vibrant metropolitan research university. We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining and supporting students, faculty, and staff who reflect the diversity of our larger society. For more information, visit the Office of Diversity. The University recently launched an its Anti-Racism Agenda, pledging to take a stand against the systemic racism that continues to impact all of us, particularly our Black students, faculty and staff, and other stakeholders of color and from historically marginalized groups. We will take concrete action to lead to much-needed change on campus and in our community.

Students with Disabilities: The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (Stevenson Hall, 502.852.6938) for verification of eligibility and determination of specific accommodations. For more information, visit the Disability Resource Center.

Religious Holidays and Observances: Federal law and university policy prohibit discrimination on the basis of religious belief. It is the policy of the University of Louisville to accommodate students, faculty, and staff who observe religious work-restricted holy days. Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate

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students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing during the first two (2) weeks of term. Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodations under these guidelines. For more information, view the Calendar and Policy on Religious Holy Days and Observances.

University Closures/Delays: If the University of Louisville is closed due to a holiday, weather-related conditions or other unusual circumstances, planned real-time activities in classes will not be held. As an alternative, course activity will continue via Blackboard/Teams. It is the instructor's responsibility to post instructions for students on Blackboard/Teams. It is the students' responsibility to check Blackboard/Teams for an update from the instructor. If Blackboard/Teams is down, the instructor will communicate a plan via Blackboard/Teams as soon as the system is up and running. Continue to complete work as possible until the Blackboard/Teams is restored. If the University of Louisville is on a delayed schedule, on-campus classes are canceled up until a certain time, and classes that begin at or after the delayed time meet at their regular time and include the full instruction period. Coursework is due as planned and should be submitted via Teams.

Support Services

UofL Concern Center: A directory designed to help you find resources on campus based on various concerns (e.g. academic, emotional, financial, physical, sex and relationships, social, spiritual). If your concern is a crisis that requires immediate attention, please call ULPD at 502-852-6111 or call 911. Don't see your concern? No problem. Simply click the "Email Us" button at the bottom of the page and we will respond to your concern with resource information as soon as possible. For Louisville community resources, check out louieconnect.com. You can also report a concern for yourself or another student through the website.

Centerstone Adult Crisis Line: 1-800-221-0446 / TTY, call via KY Relay @ 711
National Suicide Prevention Lifeline: 1-800-273-8255
Crisis Text Line: Text HOME to 741741 in the US

Students facing hardship: Any student facing personal hardship who believes this may affect their performance in the course is urged to make use of resources at UofL that may be able provide assistance. These problems may include difficulty affording groceries or accessing sufficient food to eat every day, a lack of a safe and stable place to live, or many other scenarios. If comfortable doing so, you may consider notifying the professor to enable her to provide any resources she may possess.

Student Emergency Fund: <http://louisville.edu/dos/help/studentemergencyfund>

Cardinal Cupboard: Swain Student Activities Center W303 C (Third Floor)

Free Store: 108 E Cardinal Blvd. Louisville, Kentucky 40208

Library services are available for students in distance education-online courses, including off-campus access to online databases and Electronic Course Reserves. The UofL librarians are available to assist you with library services. For more information view the Library Services for Distance Education and Online Courses page.

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Writing Center: The University Writing Center is available for online appointments: <https://louisville.edu/writingcenter/appointments-1/appointments>. They also provide both online live chat sessions and, when that's not possible, they can respond to your draft in writing through an eTutoring session. Learn more at the Writing Center website.

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Course Requirements and Grading:

Internship/Practicum Paper – Completion of the internship/practicum paper is a core component of this course. Please consult the *Internship/Practicum Handbook* for requirements, format, etc. **(600 points towards final grade)**

KRS 147A Orientation & Continuing Education Training – KRS 147A.027(1)(b) states “Each planning professional, zoning administrator, and administrative official, and each planning professional’s deputies and assistants, shall, within one (1) year prior to being employed, or within one hundred twenty (120) days of employment, attend a minimum of eight (8) hours of orientation training....” As a planning student, you will be required to complete 7.5 hours of training via the Planning Webcast Series Youtube Channel (we’re doing 7.5 hours since most videos are approved for 1.5 hours). Students may choose any combination of videos from 2021 and 2022 (be sure to check the date that is typically on the first slide). The instructor will provide an evaluation form that must be completed for each video and turned in by Tuesday, November 29. **(250 points towards final grade)**

* Any students who volunteer/attend sessions during the 2022 OKI Regional Planning Conference (September 29 & 30 at the Louisville Marriott Downtown, visit okiconference.com for details) may substitute sessions there for Planning Webcast Series videos on a 1:1 basis.

Assignments – Throughout the course of the semester, students will be assigned a variety of assignments on various topics to coincide with class discussions (total of five assignments). These assignments may include, but are not limited to, factual research, defending your opinion on a subject matter, brainstorming, etc. Late assignments will be docked one letter grade per class meeting beyond when the assignment is due. **(250 points towards final grade)**

Mock Planning Interview – At the end of the semester each student will have a simulated interview for a planning position. Students will be graded on appearance and performance, just like a real interview. **(100 points towards final grade)**

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CLASS SCHEDULE <i>(tentative, instructor may amend at his discretion)</i>	
Week 1	<u>Tuesday, August 23</u> – Course Introduction and Overview
Week 2	<u>Tuesday, August 30</u> – Professional Planning: Private vs. Public (Assignment #1 Due: Cover Letter/Resume Assignment) <i>Special Guest: Mike Hill, AICP, Land Design & Development</i>
Week 3	<u>Tuesday, September 6</u> – Allied Professionals <i>Special Guest: Beth Stuber, PE, Louisville Metro Planning & Design and Sarah Beth Sammons, ALSA, Booker Design Collaborative</i>
Week 4	<u>Tuesday, September 13</u> – Planning Ethics (Assignment #2 Due: Professional Planner Interview)
Week 5	<u>Tuesday, September 20</u> – Planning at Different Levels of Government <i>Special Guest: Laura Mattingly, AICP, US Army Corps of Engineers</i>
Week 6	<u>Tuesday, September 27</u> – Planning at Different Scales (Assignment #3 Due: Dream Job Assignment) <i>Special Guests: Brian Howard, AICP, Owensboro Metropolitan Planning Commission and Andrea Pompei, AICP, Bourbon County Joint Planning Commission</i>
Week 7	<u>Tuesday, October 4</u> – NO CLASS (Midterm Break)
Week 8	<u>Tuesday, October 11</u> – Comprehensive Plans <i>Special Guest: TBD</i>
Week 9	<u>Tuesday, October 18</u> – Neighborhood Plans <i>Special Guest: Michael King, Louisville Metro Office of Advanced Planning & Sustainability</i>
Week 10	<u>Tuesday, October 25</u> - Zoning & Subdivision Regulations <i>Special Guest: Brian Mabry, AICP, Kendig Keast Collaborative</i>
Week 11	<u>Tuesday, November 1</u> - (Assignment #4 Due: Comp Plan Analysis Project)
Week 12	<u>Tuesday, November 8</u> – Planning Commissions, BOZAs, Etc.
Week 13	<u>Tuesday, November 15</u> – Public Hearings (Assignment #5 Due: PC/BOZA Assignment)
Week 14	<u>Tuesday, November 22</u> – Orientation & Continuing Education Training Review Internship/Practicum Paper Prep
Week 15	<u>Tuesday, November 29</u> – Mock Interviews/Internship/Practicum Paper Prep
FINAL	<u>Tuesday, December 13</u> – Internship/Practicum Paper Presentations