

Assignments and Student Evaluation

Students will be evaluated through performance on several assignments.

1. Profile Choice (2%) – Due in class, January 18
2. Excel exercise (10%) – Email spreadsheet to instructor, by February 1
3. Downtown Development Case Study (10%) – Due in class, February 8
4. GIS Class Exercise (2%) – Email to instructor from Feb 15 class
5. 2010 Population Projection for Profile Communities (10%) – Due in class, February 22
6. Photoshop Class Exercise (2%) – Email to instructor from Feb 22 class
7. Illustrator Class Exercise (2%) – Email to instructor from Feb 29 class
8. Sketch-Up Class Exercise (2%) – Email to instructor from March 7 class
9. Final Project Report Cover via Photoshop/Illustrator (10%) – Due in class, March 14
10. Table Format Exercise (5%) – Due in class, April 4
11. Apr 18 or Apr 25 oral presentation of final report (20%)
12. April 27 written final report (25%)

Detail about assignments will be posted on Blackboard.

Class attendance will be relevant to final course grades in two ways. First, what goes on in class should be useful to student performance on assignments. Second, unsatisfactory attendance could make the difference between a C or B or between a B or A in borderline cases.

Interesting, Sometimes Even Recommended, Always Encouraged, But Not Required Readings Relevant to UPP502

A list of reading materials discovered along the way – all relate in one way or another to skills useful to a successful planner. My comments are in purple.

What Do Planners Do?

Hoch, Charles. 1994. *What Planners Do: Power, Politics and Persuasion*. Chicago: American Planning Association. [All planners-to-be should read and think about this one.](#)

Solnit, Albert. 1988. *The Job of the Practicing Planner*. Chicago: American Planning Association.

Powerpoint, Visual Display of Information:

Few, Stephen. 2004. *Show Me the Numbers: Designing Tables and Graphs to Enlighten*. Oakland, CA: Analytics Press.

Huff, Darrell. 1954. *How To Lie With Statistics*. New York: W.W. Norton.

Monmonier, Mark. 1996. *How to Lie With Maps. 2nd Edition*. Chicago: The University of Chicago Press.

Tufte, Edward R. 2002. *The Visual Display of Quantitative Information*. Second Edition. Cheshire, Connecticut: Graphics Press. [Recognized as a classic.](#)

Tufte, Edward R. 2003. *The Cognitive Style of PowerPoint*. Cheshire, Connecticut: Graphics Press.

Tufte, Edward R. 1997. *Visual and Statistical Thinking: Displays of Evidence for Making Decisions*. Cheshire, Connecticut: Graphics Press.

Public Engagement:

Arnstein, Sherry R. 1969. A Ladder of Citizen Participation. *Journal of the American Planning Association*. Volume 35, Number 4, 216-224. There are many internet references to this article. Two interesting ones that I have found are www.city.vancouver.bc.ca/publicprocessguide/ and www.ecoregen.com/people/engaging/ Interestingly, both of these are references for public participation processes outside the U.S. Also look at the website of the International Association of Public Participation, www.iap2.org

Doyle, Michael and Straus, David. 1982. *How to Make Meetings Work*. New York: Jove Books. An oldie, based on "interaction method"

Fisher, Roger; Ury, William; and Patton, Bruce. 1991. *Getting to Yes: Negotiating Agreement Without Giving In*, 2nd Edition. New York: Houghton Mifflin.

Macris, Natalie. *Planning in Plain English*. Chicago: American Planning Association. This is a short little piece that is well worth owning.

Schlossberg, Marc and Shuford, Elliot, "Delineating 'Public' and 'Participation' in PPGIS" *Journal of the Urban and Regional Information System*, Vol 16, No. 2, 2005

Streibel, Barbara. 2003. *The Manager's Guide to Effective Meetings*. New York: McGraw Hill.

Susskind, Lawrence and Field, Patrick. 1996. *Dealing With An Angry Public: The Mutual Gains Approach to Resolving Disputes*. New York: The Free Press.

Timm, Paul R. 1997. *How to Hold Successful Meetings*. Franklin Lakes, NJ: Career Press

Other:

Hoch, Charles, editor. 2000. *The Practice of Local Government Planning*, 3rd Edition. Washington. D.C.: International City Management Association. Particular attention to
Chap 3, Klosterman, "Planning in the Information Age"
Chap 17, Klein, "Building Consensus"

Klosterman, Richard. 1990. *Community Analysis and Planning Techniques*. Savage, Maryland: Rowman and Littlefield Publishers, Inc.

Patton, Carl and Sawicki, David. 1993. *Basic Methods of Policy Analysis and Planning*, 2nd Edition. Upper Saddle River, New Jersey: Prentice Hall. This one was once the course textbook - it contains nuggets.
See:

- Chap 1 on Simple Methods of Policy Analysis
- Chap 4 on Quick Decision Analysis
- Chap 7 on Discounting Costs and Benefits
- Chap 8 on Equal and Standard Alternatives Methods

Note: Blackboard information is grouped into three "directories"....Course Information (INFO)
Course Documents (DOC) and Assignments (ASM)

Outline of Class Schedule and Major Assignments

<u>Week</u>	<u>Class Date</u>	<u>Topics</u>	<u>Readings Before Class</u>	<u>Assignments</u>
1	11-Jan-12	Introduction to Course Concepts What Do Planners Do? The Final Project	Syllabus and Schedule on Blackboard (INFO) Dandekar: Introduction and Planning Case Study pp. 1-20 Final Project Assignment (ASM) Profile Candidate List (ASM)	
2	18-Jan-12	Information Collection / Excel American FactFinder Excel Tips Library Date Resources Guest Speaker Becky Lowery Data and Map Librarian	Dandekar: chap. 1, 3 Explore www.census.gov see census links on blackboard blackboard (DOC) Lynda.com -- see blackboard for links (DOC) explore http://researchguides.uic.edu/	Choice of Profile Community Due in Class
3	25-Jan-12	Basic Data Analysis Descriptive Statistics; Inferential Statistics; Surveys	Dandekar: chap 4 Rowntree: chap 1-7	
4	1-Feb-12	Policy Analysis Benefit-Cost Present Value Decision Trees	Pattonchap4.doc (DOC) Patton chap5.pdf (DOC) Patton chap7.pdf (DOC) Steiner and Butler pp 314-316 (DOC)	Email Excel Exercise before 2/1/2011 Review Downtown Development (ASM)
5	8-Feb-11	Population Projections, Economic Base Projections and Extrapolation Economic Base Study	Rowntree: chap 8 Daniels: chap 7,8 (DOC) Klosterman: chap 2-4 plus Appendix A (DOC) MaxPop_v2.xls (DOC) Steiner and Butler pp 299-304 (DOC)	Hand in Downtown Development Report
6	15-Feb-12	Geographic Information Systems GIS Maps and Simple Analysis	link on Blackboard to in-class exercise materials (DOC)	Email GIS exercise from class
7	22-Feb-11	Photoshop Photoshop Basics Guest Speaker Nina Savar	Lynda.com -- see blackboard for links (DOC) link on Blackboard to in-class exercise materials (DOC) Steiner and Butler pp 336-344 (DOC)	Hand in 2010 Population Projection for Profile Suburb Email Photoshop exercise from class

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8	29-Feb-12	Illustrator		
Meet in Lab		Illustrator Basics	Lynda.com -- see blackboard for links (DOC)	Email Illustrator exercise from class
		Guest Speaker Nina Savar	link on Blackboard to in-class exercise materials (DOC)	
9	7-Mar-12	Google and SketchUp		
Meet in Lab		SketchUp basics	Lynda.com -- see blackboard for links (DOC)	Email SketchUp exercise from class
		Guest Speaker: Dr. Winkle	Chopra, chap 3, 7, 10 (DOC)	
10	14-Mar-12	Information Communication I		
		Oral Presentation	Dandekar: chap 8 In Blackboard (DOC)	Hand in Final Project Report Cover
		Powerpoint Issues	see Week 10 folder Lynda.com -- see blackboard for links (DOC)	
		How Not To Make a Presentation		
		Surprise Visitor		
	21-Mar-12	Spring Break --- No Class		
11	28-Mar-12	Information Communication II		
		Graphic Presentation	Dandekar: chap 9, 10	
		Tabular Presentation		
		Writing for Planning	www.liu.edu/cwis/cwp/library/workshop/citation.htm	
		Citations for References		
12	4-Apr-12	Participation and Meetings		
		Public Participation	in Blackboard (DOC)	Hand in Table Exercise
		Working with an Angry Public	see Week 12 folder Dandekar: chap 5, 6	
		Holding Meetings		
13	11-Apr-12	Negotiations		
		Negotiation	<i>Getting to Yes</i> is recommended	
		Guest Speaker: Dr. Winkle		
14	18-Apr-12	Student Presentations		
15	25-Apr-12	Student Presentations		

Final Written Profile Report Due 5pm, Friday, April 27 Hard Copy to Room B15 CUPPAH