

STUDENT HANDBOOK

MASTER OF

URBAN PLANNING

AND POLICY

2007-2008 ACADEMIC YEAR

URBAN PLANNING AND POLICY PROGRAM

COLLEGE OF URBAN PLANNING AND PUBLIC AFFAIRS

UNIVERSITY OF ILLINOIS AT CHICAGO

LETTER FROM THE DIRECTOR

Dear Student:

Welcome to the Urban Planning and Policy (UPP) Program at UIC. This handbook is a general guide to the MUPP program and should answer most of your questions. You should refer to this handbook and to the procedures contained in it to guide your choice of study focus. Remember to work closely with your advisor so that you can promptly find solutions to unusual problems, which may arise in the planning of your coursework.

Much of the information in this program is shared digitally so please regularly check the UPP WebPages at <http://www.uic.edu/cuppa/upp/>. It is also important that you get a UIC e-mail account and make sure that you are on our e-mail mailing list, since all communication from us will be sent to your UIC e-mail account. Please make arrangements to have our messages automatically forwarded to another e-mail service if you won't be able to check you UIC e-mail regularly.

We hope you enjoy your time in the UPP Program and that you take full advantage of the many opportunities for learning and professional growth—both in and outside of the classroom.

Sincerely,

Martin Jaffe
Director

NOTICE

The purpose of this handbook is to provide information about the background, procedures, and policies of the MUPP program, as well as present an introduction to graduate study at the University of Illinois in Chicago. More detailed information can be found on-line in the UIC Student Handbook, available from the Vice Chancellor for Student Affairs, and in the UIC Graduate College Catalog, available from the Graduate College. Each student is responsible for being informed and abiding by the rules and regulations in these documents.

The University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services and all activities at UIC. UPP students with disabilities who require accommodation must be registered with the Disability Resource Center (DRC). Please contact the DRC at 312-413-2183 (voice), or 312-413-0123 (TTY).

LETTER FROM THE UPPSA PRESIDENT

Greetings Students!

On behalf of the Urban Planning and Policy Student Association members and board, I congratulate you on your decision to pursue graduate studies at the Urban Planning and Policy (UPP) program in the College of Urban Planning and Public Affairs at the University of Illinois at Chicago. Welcome!

We live and work in a virtual living laboratory of planning right here in Chicago, but your educational experience will be even more global in scale. You are part of a remarkable College, with students of varying backgrounds and distinctive collaborative learning. I trust you will make the most of your experience here at UIC, and look forward to working with you in the future as a fellow MUPP.

UPPSA is an organization committed to furthering the educational and professional agenda of new and continuing students. Additionally, we serve as a point of contact between students and the administration, and hold positions on several committees within the College as well as the American Planning Association Illinois Chapter's Executive Board. We welcome your involvement with UPPSA, as it is committed students that continue to shape the organization and its goals.

With the 2007-2008 school year, a new slate of UPPSA programs is in the works. We will engage in a joint effort with members of the Public Administration Student Association to offer you a more enriching professional learning experience. In addition to monthly meetings, we will offer a new series of social-networking events, a professional speaker series, a job-shadow program, breakfast learn and shares, participation in competition design charettes, and fund-raising opportunities to provide travel means for the always engaging spring break trip and American Planning Association national conference in Las Vegas, Nevada this coming year. A new on-line interactive student newsletter serves as a means of connecting students through research and idea sharing initiatives.

The student's role in education is to challenge themselves and their peers to move beyond the known into the unknown – and then satisfactorily master new skills. You have the chance to realize this as a member of UPPSA and part of the UPP program. As you prepare for the new year, I leave you with this parting thought, for your time at UIC, and as a planning professional:

As for the future, your task is not to foresee it, but to enable it.

- Antoine de Saint Exupery, poet and pilot (1900-1944)

Best Regards,

Sarah Ciampi
UPPSA President 2007-2008

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1. BACKGROUND

This section describes the Urban Planning and Policy Program's institutional setting. This setting includes the University, the Graduate College, the College of Urban Planning and Public Affairs, the Urban Planning and Policy Program, and a variety of research centers.

1.1. THE UNIVERSITY OF ILLINOIS AT CHICAGO

The University of Illinois at Chicago (UIC) is one of the major research universities of the nation. Its historical evolution includes the post-World War II establishment of a branch of the Urbana campus at Chicago's Navy Pier, the formation of a separate Medical Center, the opening of the Chicago Circle Campus in 1965, and the consolidation of the Circle Campus and Medical Center in June 1982.

The current University of Illinois at Chicago is a comprehensive institution of higher education, located just to the south and west of Chicago's Loop. UIC ranks among the nation's top 50 universities in federal research funding and is Chicago's largest university with 25,000 students, 12,000 faculty and staff, 15 colleges and the state's major public medical center. The University has varied programs of teaching, research, and public service designed in response to the needs of its urban environment. Both day and evening programs of study are offered by the university in a wide array of professional fields and academic disciplines.

1.2. THE GRADUATE COLLEGE

As graduate students, MUPP and Ph.D students matriculated in the Urban Planning and Policy Program are also officially enrolled in the Graduate College. The Graduate College is the UIC administrative unit responsible for monitoring all graduate programs, and has final authority over admissions, special petitions, and determining fulfillment of graduation requirements. The Graduate College also offers graduate students access to a number of merit-based scholarship and fellowship programs.

1.3. THE COLLEGE OF URBAN PLANNING & PUBLIC AFFAIRS (CUPPA)

The Urban Planning and Policy Program (UPP) is one of several units in the College of Urban Planning and Public Affairs (CUPPA). CUPPA is a nationally recognized innovator in education, research, and public service in support of the nation's cities and metropolitan areas. The College traces its roots to 1973 and is now one of the nation's largest academic programs focusing on urban issues.

CUPPA plays a major role in the Great Cities Commitment, UIC's application of engaged research to meet the needs of the metropolitan Chicago region and other urban areas worldwide. The College also facilitates formation of partnerships with outside organizations, including government agencies, community groups, local corporation, and development institutions. CUPPA also hosts the College's Career Center website, which posts notices of jobs, internships and research assistantships. Job offerings are also circulated to the alumni listserv by the CUPPA Dean's office.

CUPPA offers professional programs of graduate study and conducts funded research, technical assistance projects, and community service activities through its affiliated research centers. The College offers an accredited professional program leading to a Master of Urban Planning and Policy (MUPP) degree and a Ph.D. degree in Urban Planning and Policy through the Urban Planning and Policy Program, Masters and Ph.D. degrees in Public Administration are also offered through CUPPA's Public Administration Program. A new Urban and Public Affairs bachelor's degree program enables upper-level undergraduate students to study emerging urban issues through seminars and courses taught by the faculty of both of CUPPA's graduate programs.

1.4. THE URBAN PLANNING AND POLICY PROGRAM (UPP)

The Urban Planning and Policy (UPP) Program offers the Master of Urban Planning and Policy (MUPP) graduate degree and the Ph.D. degree in Urban Planning and Policy. The MUPP Program, with over 150 full- and part-time students enrolled, is one of the largest graduate planning programs in the United States. The MUPP Program at UIC is fully accredited by the Planning Accreditation Board of the American Planning Association and Association of Collegiate Schools of Planning.

Since its creation in 1973, the MUPP program has graduated hundreds of students who pursue careers in planning and management throughout the nation and in many foreign countries. The MUPP program provides its students with basic problem-solving and analytical skills as well as substantive preparation in specific areas of concentration, including community development, economic development, globalization and international development, physical planning and urban transportation. Graduates are employed with a variety of public and private organizations engaging in economic or neighborhood development, city and regional planning, transportation planning, and housing. In the 2007-2008 academic year, with the support of the College, the UPP Program will be seeking departmental status from the University of Illinois Board of Trustees.

The Ph.D. Program in Urban Planning and Policy offers advanced study of critical urban development challenges facing cities and metropolitan areas in the 21st century. Blending urban planning and public policy perspectives, the doctoral program provides a unique and powerful resource for the advanced study of challenging urban problems and their complex remedies. Students participate in an interdisciplinary learning community of faculty and research staff conducting a mix of applied and theoretical studies. Graduates will leave as scholars well prepared for positions as university professors, professional researchers or in leadership roles in the public, private or nonprofit sectors.

1.5. UPP's MISSION AND GOALS

1.5.1. Mission. The Urban Planning and Policy Program fosters scholarship about cities, educates people to plan for cities, and offers advice to city makers and users.

1.5.2. Goals. The UPP Program pursues the following four goals:

Goal 1. Offer graduate professional education for people who want to do city

planning, study urban policy and create innovative improvements for human settlements in the region, the nation and abroad.

Goal 2. Create, disseminate, and apply multi-disciplinary knowledge about urban and public affairs.

Goal 3. Conduct educational, research and public service activities that improve human settlement, especially in metropolitan regions.

Goal 4. Receive recognition as one of the top five planning schools in the United States.

For further information, contact the Urban Planning and Policy Program at (312) 996-5240 or at upp@uic.edu. More information about the UPP Program is available on the web at <http://www.uic.edu/cuppa/upp/>

1.6 PEOPLE

1.6.1 UPP Faculty

Kheir Al-Kodmany	Physical planning, quantitative analysis, and urban design; co-Director, Urban Data Visualization Lab
Philip Ashton	Housing finance, community economic development, urban revitalization
John Betancur	Economic development and sociology; interim Director, Institute for Research on Race and Public Policy
Douglas Gills	Community and economic development
Charles J. Hoch	Physical planning, housing planning and policy
Martin S. Jaffe	Land use and environmental planning, physical planning; Director, UPP Program
Kazuya Kawamura	Freight transportation, transportation economics, environmental justice
Raffaella Y. Nanetti	International planning, community development, and social capital strategies

Brenda K. Parker Beginning January, 2008	Political economy, program evaluation, and urban and public affairs
David C. Perry	Economic development, planning theory and political economy; Director, Great Cities Institute
Janet Smith	Housing, community development, poverty and race issues; co-Director, Voorhees Center for Neighborhood and Community Improvement
Piyushimita (Vonu) Thakuria	Transportation, statistics, and quantitative methods; Interim Director, Urban Transportation Center
Nik Theodore	Economic development, labor markets, urban policy; Director, UI Center for Urban Economic Development
Rachel N. Weber	Local and regional economic development, industrial location, and public finance
Curtis R. Winkle	Health planning, management skills, program evaluation, statistics
Maira Zellner	Environmental planning
Tingwei Zhang	Quantitative analysis, urban design, international planning

1.6.2. UPP Adjunct and Visiting Faculty

William A. (Max) Dieber , Co-Director, Urban Data Visualization Lab	UPP 502 - Planning Skills: Computers, Methods and Communication
Joseph DiJohn	UPP 563 - Transportation Management
Yingling Fan , Visiting Assistant Professor	UPP 562 – Urban Transportation II UPP 510 – Data Analysis for Planning and Management I
Rich Kordesh	UPP 540—Community Development
Simon McDonnell , Visiting Assistant Professor	UPP 514 – Economic Analysis for Planning and Management
Erica Pascal	UPP 553 - Land Use Law
Jim Peters	Historic Preservation
Leslie Pollock	UPP 555 - Physical Planning: Comprehensive Planning, UPP 557 - Site Planning

Steven Schlickman	UPP 565 - Transportation Special Topics: Transportation Project Funding & Finance
Michael Shiffer	Visualization, transportation, quantitative methods
Thomas P. Smith	UPP 558 - Land Use Planning
Ron Thomas	UPP 517 - Regional and Metropolitan-Wide Planning and UPP 594 - Topics: Public Participation
James Van Der Kloot	UPP 555 - Environmental Planning
Kermit Wies	Transportation and Site Planning
Ferhat Zerín	Physical Planning studios

1.6.3. UPP Professors Emeriti

Shirley Buttrick	Professor Emeritus. BA, Brooklyn College; MA, University of Michigan; MA, University of Chicago, SSA; DSW, Catholic University of America (1969). Former Dean of UIC's Jane Addams College of Social Work from 1976-1981.
George Hemmens	Professor Emeritus. BA, University of Illinois (1957); MRP, University of North Carolina (1959); PhD, Massachusetts Institute of Technology (1966). Planning theory, urban development, and public policy.
Chuck Orlebeke	Professor Emeritus. BA, Calvin College (1957); MA, Michigan State University (1959); PhD, Michigan State University (1965). Public finance, urban policy, and management skills.
David Ranney	Professor Emeritus. BA, Emeritus, Dartmouth (1961); MA, Syracuse (1965); PhD, Syracuse (1966). Economic development.
Ashish Sen	Professor Emeritus. BS, Calcutta University (1962); MA, University of Toronto (1964); PhD, University of Toronto (1971). Statistics and quantitative methods, transportation.

1.6.4. UPP Staff

Ann Barnds, abarnd1@uic.edu, Assistant to the Director for Administration
Wei Liu, weiliu@uic.edu, Assistant to the Director for Budgeting
Hazel Brown, memi@uic.edu, Admissions and Records Officer
William A. (Max) Dieber, maxdbr@uic.edu, co-Director, Urban Data Visualization Lab

Nina Savar, nsavar@uic.edu, GIS Coordinator, Urban Data Visualization lab

1.7 THE URBAN DATA VISUALIZATION LAB

UPP's Urban Data Visualization Lab conducts computer-based urban and regional visualization research serving UIC faculty, students, local officials, and the general public. As a component of UPP's academic program, the Lab trains graduate students in Urban Planning and Policy to employ integrated analytical methods combining databases, geographic information systems (GIS), statistical, object-oriented and agent-based modeling, three-dimensional graphics, video, Web, and virtual reality programming.

The Lab accesses and assembles spatial databases, undertakes complex spatial analyses, develops systems for demand-responsive information, and supports and conducts research and teaching that advances the state of the art in urban and regional spatial analysis, data visualization and the enhancement of the public's access to and understanding of technical information. The Lab's agent-based modeling initiative also gives students the tools to develop sophisticated "what-if" scenarios to enable local decision-makers and citizens to better assess alternative planning policies.

For more information, please contact either Prof. Kheir Al-Kodmany, kheir@uic.edu, or William A. (Max) Dieber, maxdbr@uic.edu, UDVL Co-Directors. Prof. Tingwei Zhang, Prof. Brenda Parker, and Prof. Moira Zellner are UPP faculty who are also affiliated with the Lab.

1.8. CUPPA RESEARCH CENTERS

The College of Urban Planning and Public Affairs has six research centers, most of which are directed or co-directed by UPP faculty. Most of these Centers also employ Urban Planning and Policy students as research assistants.

These CUPPA Research Centers are:

1.8.1. [The University of Illinois Center for Urban Economic Development \(UICUED\)](#)

UICUED provides technical support services to public, private, and community bodies in activities relating to community economic development and the retention and expansion of existing industry and commerce. Many students and faculty of the Urban Planning and Policy program participate in projects sponsored by this Center. UICUED's Director is Prof. Nik Theodore.

UICUED addresses the economic needs of Chicago and other urban centers. Its major emphasis is on retaining and expanding the economic base of metropolitan areas and improving conditions for low- and moderate-income and minority populations. UICUED pursues this goal through technical assistance to community organizations and local governments and through engaged urban policy research. UICUED'S professional staff have

backgrounds in economics, urban planning, community organizing, business administration, social work, education, and the social sciences.

For further information, please contact UICUED at (312) 996-6336.

1.8.2. [Nathalie P. Voorhees Center for Neighborhood and Community Improvement](#)

In 1979, Nathalie P. Voorhees Center for Neighborhood and Community Improvement was founded with a major gift from Alan and Nathalie P. Voorhees. Since its founding, the Voorhees Center has developed a reputation for responding to the technical assistance and research needs of many community organizations and coalitions in the Chicago area. The Voorhees Center is co-directed by Prof. Janet Smith and by Yittayih Zelalem.

As a center unit within the College of Urban Planning and Public Affairs, the Voorhees Center offers hands-on experience to graduate students in the Masters of Urban Planning and Policy (MUPP) program. Graduate students and staff together undertake the research and outreach required to maintain the Center's strong commitment to community development in Chicago's neighborhoods.

For further information, contact the Voorhees Center at (312) 996-6637.

1.8.3. [The Urban Transportation Center \(UTC\)](#)

The Urban Transportation Center (UTC) is a major resource for analyzing and proposing solutions to transportation-related problems. This multidisciplinary CUPPA research unit draws on the talents of faculty and students from several of UIC's colleges. The center provides research assistantships for its graduate students, research offices, computers, and administrative services for externally supported research projects. The UTC's interim Director is Prof. Vonu Thakuriah.

The center's objective is to enhance opportunities for collaboration of faculty and graduate students so that its roles is best seen as an extension of department-based research. Through its recruitment and support of graduate students, the center seeks to make an important contribution to departmental graduate degree program.

For further information, contact the Urban Transportation Center at (312) 996-4820.

1.8.4. [The Great Cities Institute \(GCI\)](#)

The Great Cities Institute established March 1, 1995, provides opportunities for interdisciplinary, applied, research work to UIC scholars as well as students and project members outside. GCI is a key component of UIC's Great Cities Initiative and serves as a focal point for new initiatives in interdisciplinary work aimed at addressing urban issues in Chicago and other metropolitan areas. The Great Cities Institute consists of faculty, known as Scholars, selected from UIC departments and released from teaching to pursue their research projects for periods ranging from a semester to several years. In addition, the

institute accommodates faculty and professionals from elsewhere for sabbaticals or through other arrangements.

The institute's work focuses on the integration of disciplines relevant to urban issues. It emphasizes issues of coordination and integration among areas such as health, education, public safety, urban development infrastructure and technology, social work culture and arts, and public affairs. GCI is directed by Prof. David Perry.

For further information, contact the Great Cities Institute at (312) 996-8700.

1.8.5. The Survey Research Laboratory (SRL)

The Survey Research Laboratory (SRL), of the University of Illinois at Chicago is a research and service unit established in 1964. At both its Chicago and Urbana offices SRL employs survey specialist in sampling, data collection, data reduction, and data processing. It has a staff of twenty survey professionals from various disciplines, including project coordinators, who direct and conduct entire surveys.

SRL provides survey research services to the faculty, staff, and students of the University of Illinois at Chicago and Urbana; other academic institutions; local, state, and federal agencies; and others working in the public interest. The laboratory maintains a staff of survey specialists from a variety of disciplines and provides the several services.

Project coordinators at SRL are experts in survey design, project management, questionnaire construction, and analysis. They provide the major link between project sponsors and SRL section staff members, guiding a survey through all the component phases from design and budgeting to analysis and report writing. The Sampling Section has the experience and capability of employing the most sophisticated sampling procedures. This section has access to computer files listing all working telephone exchanges in the United States, census data, and other sampling resources.

For further information, contact SRL at (312) 996-5300.

1.8.6. The Institute for Research on Race and Public Policy (IRRPP)

The Institute for Research on Race and Public Policy (IRRPP) is a multicultural research center that examines the intersection of race/ethnicity and public policy in a comparative context. The focus is on policy relevant research that has implications for historically under-represented people of color, with particular attention to Latinos and Blacks in urban settings. IRRPP draws on the abilities of those with expertise in urban planning and community economic development, education, the social and behavioral sciences, social work, business, and the health sciences to promote, coordinate, and conduct multicultural and multidisciplinary research designed to improve knowledge and understanding of historically under-represented groups.

Acting in partnership with the community and policy makers, IRRPP supports action-oriented, socially relevant research that seeks to improve the quality of life and to raise social consciousness on the local, state, national, and international levels. The Institute provides mechanisms through which those customarily left out of the policy process can more effectively participate in the development, implementation, and dissemination of policy research products. This leads to research that is more culturally-grounded and of greater practical utility to communities of color. IRRPP also houses the Community Consulting Network (CCN), an organization offering an innovative model for delivering organizational capacity building services to community-based organizations. The interim Director for IRRPP is Prof. John Betancur.

For further information, contact the Institute for Research on Race and Public Policy at (312) 996-6339.

1.9. AFFILIATED RESEARCH CENTERS

The faculty and students of the Urban Planning and Policy Program also work for two research centers outside of the College of Urban Planning and Public Affairs. Their descriptions follow:

1.9.1 The City Design Center

The City Design Center (CDC) was founded in 1995 by faculty in the College of Architecture and the Arts (CAA) and the College of Urban Planning and Public Affairs (CUPPA). Housed within CAA, the Center is directed by Professor Roberta Feldman of the School of Architecture. The CDC takes a multi-disciplinary approach to the advocacy of design in the public interest, bringing faculty from both colleges together with community residents and public and nonprofit agencies to address design problems of common interest.

The CDC has an expanding range of programs of interest to UPP students, including Affordable Housing Design, Revitalizing Urban Business Districts, and Neighborhood Heritage Preservation. The CDC carries out these programs through a range of activities including sponsored research projects; national and international conferences and symposia; and UPP and Architecture studio courses. Many of these programs involve UPP students, primarily from physical planning, as research assistants.

For more information, contact the City Design Center at (312) 996-4717.

1.9.2. Institute for Governmental and Public Affairs (IGPA)

The Institute of Governmental and Public Affairs (IGPA) has a dual mission: to perform and distribute research on public policy issues and the public decision-making process, and to promote the application of research to the issues and problems confronting decision-makers and others who address public issues. IGPA does this by basic and applied problem-solving research, communicating research results to other researchers through scholarly publications, and applying research results through public service and continuing education programs that help practitioners understand and address the issues they face.

For more information, contact IGPA at (312) 996-6188.

2. GENERAL INFORMATION FOR MUPP STUDENTS

This section contains information on the academic advising, financial aid, the UPP student association and professional organizations.

2.1. ADVISING

Incoming students are assigned a UPP faculty member, who serves as an interim advisor. The advisor helps students to prepare a schedule for completion of required core courses and can discuss concentration options. Students should meet with their advisors at least once per semester to discuss their progress in the MUPP program and to plan their next semester's work.

During the first year of study, students should decide on an area of concentration. Students sometimes change advisors. This may occur as students choose or change their areas of concentration or because of particular needs dictated by thesis or project topics. Students should feel free to request a change of advisors when necessary, who will be responsible for providing assistance in planning remaining coursework and completing all degree requirements. Hazel Brown should be notified of such changes at (312) 996-6211.

Advisors are prepared to offer help in the following ways:

- Assisting with a schedule for completion of concentration courses and electives
- reviewing registration plans for consistency with program requirements
- answering routine questions about concentration requirements, thesis/project procedures, leaves of absence, and continuity of registration
- securing internship placements

2.2. REQUIRED PLAN OF STUDY

Your approved plan of study must be on file by the 5th week of your second full or part-time semester in order to avoid an advising hold on your registration. Complete a draft of your plan of study form, meet with your advisor, make revisions to the plan of study and submit to your advisor for approval. A copy of the form is shown at the end of this document. The form can also be found online as described below.

2.3 FINANCIAL AID

2.3.1. Research Assistantships (RAs)

RA awards through UPP are usually but not always made at the time of admission. The award letter will state the amount, the hours of work required, and the length—either one semester or a full academic year. Renewal or extension of an award is not automatic; you must apply in writing to the UPP director well before the end of the semester for a renewal.

RA awards through UPP are granted only to full-time students enrolled for 12 or more hours of credit per semester and who will not be employed at the time of admission. RA

appointments usually include tuition and fee waivers of most base tuition and fee charges, but normally will not include a waiver of the tuition differential required of all students matriculated in the UPP program. Graduate students who hold academic appointments as assistants for the spring semester and for whom tuition and service fees were waived in the spring are entitled to a waiver for the summer term immediately following if they do not hold a summer assistantship, provided they are registered for at least three hours during that summer term.

Because the UPP Program does not have permanent funds for RAs, the availability of funds cannot be determined with precision. Some awards are made at various times during the academic year. This happens when new money becomes available from an external grant or contract or when students who had received an award commitment change their plans. Notices of new RA appointments are posted on-line on the College's Career Center website (which requires a current UIC ID and password to access).

Please remember that if you do receive an assistantship, in general a research assistantship through the university will not count as an internship (unless work for the Center's clients is done under the direction of the client).

2.3.2. Tuition and Service Fee Waivers

Each year UPP is allocated a fixed number of tuition and service fee waivers by the Graduate College. Awards are usually made at the time of admission for either one semester or one academic year. A renewal or extension is not automatic. Tuition and service fee waivers require full-time study (12 hours minimum). They are not available for part-time students.

Students interested in being considered for a tuition and service fee waiver must submit a personal statement and Proof of Expected Family Contribution from the FAFSA. Awards are made on the basis of financial need and academic progress.

2.3.3. Minimum Registration Requirements

If you are receiving financial assistance, you must meet the minimum registration requirement each semester or you will be charged tuition. The Graduate College will not approve exceptions to these requirements as listed below.

Tuition and service fee waiver

Fall and Spring semesters:	12 hours (note that UPP policy differs from the Graduate College policy).
Summer semester:	6 hours

Research Assistantships

Domestic students:	12 hours
Foreign students:	

<i>25% appointment</i>	12 hours
<i>33% appointment</i>	10 hours
<i>40% appointment</i>	8 hours
<i>Summer - all students</i>	3 hours

2.4 UPP STUDENT ASSOCIATION

The Urban Planning and Policy Student Association (UPPSA) provides students in the Urban Planning Program with the opportunity to expand upon their coursework, through the creation and support of extracurricular social, academic, philanthropic and professional activities and events. Such activities include the annual job/internship fair, neighborhood tours, movie nights, monthly meetings and social gatherings. With UPPSA's assistance in fundraising, students attend the American Planning Association Annual Conference. The organization also selects the MUPP representative for the Student Representatives Council of the American Planning Association.

In addition, the student association is a vehicle for student input into the administration of the program, through student representation in faculty meetings and on various Program committees.

2.5 PROFESSIONAL ORGANIZATIONS

There are a number of professional organizations in the fields of planning and policy analysis which students may wish to join. Most offer reduced student membership rates. These include:

- [American Planning Association](#)
- [American Health Planning Association](#)
- [American Public Health Association](#)
- [American Society for Public Administration](#)
- [Association for Public Policy Analysis and Management](#)
- [International City Managers Association](#)
- [Metropolitan Planning Council](#)
- [National Association of Housing and Redevelopment Officials](#)
- [Planners Network](#)
- [Transportation Research Board](#)
- [Urban Land Institute](#)

3. THE MUPP PROGRAM

The graduate program is fully accredited by the Planning Accreditation Board of the American Institute of Certified Planning and the American Planning Association

There are ten long-term goals of the Masters of Urban Planning and Policy Program that are intended to provide students with the knowledge, skills and competence to become planning practitioners. (Approved March 5, 2004)

Goal 1: An awareness of the institutional and structural forces that influence the development of urban areas and the lives of urban residents.

Goal 2: Competence in state-of-the-art technology used in planning analysis.

Goal 3: The skills necessary to design and evaluate the feasibility, fairness, and potential effectiveness of alternative projects, programs, and policies.

Goal 4: Knowledge of the processes for implementing public plans and programs, particularly in the chosen area of Concentration .

Goal 5: A comprehensive program offering Concentration s in community development, economic development, physical planning, transportation planning and global and international planning, as well as the opportunity to develop a user-defined Concentration subject to faculty approval.

Goal 6: Exposure to the issues of efficiency, equity and social justice.

Goal 7: Experience in planning through internships, masters' projects, studios or research assistantships.

Goal 8: Exposure to practitioners through guest lectures and site visits.

Goal 9: Exposure to a diverse faculty and student body.

Goal 10: An advanced degree in urban planning and job placement assistance.

3.1. MUPP CURRICULUM

The MUPP curriculum has five components including core courses, a Concentration, the methods requirement, the professional practice experience, and either a master's project or thesis. There is also room in the curriculum for electives. Of the 60 credit hours, at least 8 hours must be in methods courses, beyond those required in the core. Methods courses taken as part of a Concentration may be counted toward this requirement.

3.1.1. DISTRIBUTION OF CREDITS

Component	Number of Courses (4 credit hours for each course)	Credit Hours
Core	5	20
Concentration	3	12
Electives	2-5	8-20
Professional Practice Experience	1	4
Masters Project or Thesis	1 (project) to 4 (thesis)	4 (project) to 16 (thesis)
TOTAL	15 *	60 *

3.1.2. THE CORE

There are five core courses required for the MUPP degree. The core courses provide the backbone of planning knowledge for all MUPP students. Students should pay close attention to the order in which they take the core courses. The core courses provide valuable skills and conceptual tools that students will use in more specialized studies. Students should consult with their adviser about the appropriate sequence of core courses based on program requirements and their specialization.

Required Core Courses

UPP 500 History and Theory of Urban Planning
 UPP 501 Urban Space, Place and Institutions
 UPP 502 Planning Skills: Computers, Methods and Communications

UPP 505 Plan-Making
UPP 506 Plan-Making Studio

Prerequisite Structure: Graduate Standing

Scheduling Goals

We attempt to have UPP 500, 501 and 502 taught three times per year, with UPP 505 and 506 taught in the spring semester. Full-time students should plan on taking UPP 502 during the fall semester and UPP 505 and 506 during the spring of their first year; part-time students taking evening courses should plan on taking UPP 502 prior to taking UPP 505 and 506 during the spring of their second year. UPP 505 will be offered in the evening, while the UPP 506 studios will be offered during both during the day and the evening. However, all scheduling goals are tentative and are subject to change.

3.1.3. CORE COURSE WAIVERS

Students who have previously covered course material substantially similar to what is included in a core course may request a waiver of that course. If you wish to pursue this option, you should discuss it with any faculty member who teaches the course in question. Then if you come to an understanding that a waiver makes sense, you should submit a brief memorandum to the faculty member you consulted. The faculty member will sign off on the request and forward it to the UPP Director for inclusion in your record.

KEEP IN MIND THAT A WAIVER DOES NOT REDUCE YOUR TOAL CREDIT HOURS REQUIRED TO GRADUATE, BUT IT DOES ENABLE YOU TO TAKE AN ADDITIONAL COURSE IN YOUR CONCENTRATION OR ELECTIVE.

The waiver form can be found online on the UPP webpage. A copy of the form is shown at the end of this document.

3.2 AREAS OF CONCENTRATION

The concentration requirement is the completion of 12 hours (three courses of four credit hours each) of approved coursework in one of the concentration areas of community development, economic development, transportation, globalization and international development, physical planning, or in a student designed *and* advisor approved concentration.

3.2.1 Community Development (CD) Concentration

Learning to foster urban improvements in aging neighborhoods offers demanding challenges for students of community development. The coursework includes the careful review of current theories about local organizing, asset management, citizen participation, ethnic and racial relations and government development policy. Students learn the arts of political communication, neighborhood planning, equity planning and consensus building at the grass roots level.

Requirements

UPP 540 Community Development I: Theory
UPP 541 Community Development II: Practice
UPP 54_ Community Development Elective

Prerequisite Structure: None

Scheduling Goals (Subject to Change)

Course	Semester	Time
Community Development I	Fall	Day/ Night Alternating
Community Development II	Spring	Day/ Night Alternating
Community Development Elective	Spring	Day/ Night Alternating

3.2.2. Economic Development (ED) Concentration

The modern city prospers when the local economy produces a diverse assortment of jobs. But the roller coaster of economic boom and bust often takes a heavy toll on local residents. Plants shut with little warning and the burdens of economic growth fall unevenly across the urban landscape. Cities and regions can take actions to improve the benefits of growth, reduce the costs and anticipate and counter their uneven distribution. The economic development Concentration first teaches students how to analyze the local economy and then use this analysis to formulate effective economic policies.

Requirements

UPP 530 Economic Development I: Analysis
UPP 531 Economic Development II: Planning
UPP 53_ Economic Development Elective

Prerequisite Structure

- It is recommended but not required that students take UPP 514, Economic Analysis for Planning and Management.
- UPP 530 Economic Development I is a prerequisite for UPP 531 Economic Development II.

Scheduling Goals (Subject to Change)

Course	Semester	Time
Economic Development I	Spring	Day/ Night Alternating
Economic Development II	Fall	Day/ Night Alternating
Economic Development Elective	Spring	Day/ Night Alternating

3.2.3. Globalization and International Development Concentration

Globalization is an ongoing process, transforming the political economies of nations around the world. It is affecting the spatial and social dimensions of cities and regions and the nature of planning. Students learn about the contested tenets of globalization, proceed to comparatively investigate specific impacts of globalization on cities and regions, and acquire skills in policy formulation and integrated development programming as place-specific responses to changes induced by globalization. The G&IP Concentration courses focus on the following regional blocks: North-America, European Union and the Mediterranean, Pacific Rim, and Latin America

Requirements

- UPP 520 International Planning I: Globalization and Development Theory
- UPP 521 International Planning II: Comparative Policies and Programs
- UPP 52_ International Planning Elective

Prerequisite Structures

- None

Scheduling Goals (Subject to Change)

Course	Semester	Time
International Planning I	Spring	Day/ Night Alternating
International Planning II	Fall	Day/ Night Alternating
International Planning Elective	Fall	Day/ Night Alternating

3.2.4. Physical Planning (PP) Concentration

The built environment provides the physical container for the growth and development of urban settlements. The physical planning concentration takes students through a three step curriculum. An introductory course introduces students to the language of physical planning at different scales. A methodological course follows that provides a basic foundation in concepts of visual reasoning, integrating this understanding with quantitative and verbal reasoning skills. Finally, students participate in a capstone studio course. The studio requires students to prepare a physical development plan or project for a real world client. Students may select UPP 552: The Urban Planning Studio or UPP 556: The Urban Design Studio. Urban Design Studio undertaken with architecture and is 8 credits. Especially important are electives in site planning, development finance, land use law and land use planning.

Requirements

UPP 550 Physical Planning I: Theoretical Foundations or UPP 550: Physical Planning: Special Topics

UPP 551 Physical Planning II: Methods or UPP 557 Site Planning

UPP 552 Physical Planning III: Studio or UPP 556 Urban Design Studio

Prerequisite Structure

Physical Planning I, II and III must be taken in order of sequence. They may not be taken simultaneously.

Scheduling Goals (Subject to Change)

Course	Semester	Time
Physical Planning I	Fall	Day/ Night Alternating
Physical Planning II	Spring	Day/ Night Alternating
Physical Planning III (+ Urban Design as a co-requisite)	Fall	Day/ Night Alternating, 6 contact hours

3.2.5. Urban Transportation (UT) Concentration

The urban transportation concentration prepares students for professional practice in public and private transportation agencies. Emphasis in coursework is placed on the role of transportation of urban areas; the definition of transportation problems in terms of accessibility to sites of employment, housing, social services and recreation; the design of analysis for studying the physical, financial, and institutional feasibility of service provision mechanisms; the process of selecting projects for implementation; and system operation management.

Requirements

UPP 560 Urban Transportation I: Introduction
UPP 562 Urban Transportation II: Policy and Methods
UPP 563 Urban Transportation III: Laboratory

Prerequisite Structure

UPP 510, Data Analysis for Planning and Administration I, would be very useful for brushing up on quantitative skills.

Urban Transportation I is a prerequisite for Urban Transportation II and III.

Urban Transportation II and Urban Transportation III can be taken simultaneously.

Scheduling Goals (Subject to Change)

Course	Semester	Time
Urban Transportation I	Fall	Day/ Night Alternating
Urban Transportation II	Spring	Day/ Night Alternating
Urban Transportation III	Spring	

3.2.6. Student Designed Concentration

Students with special interests or career goals may design their own concentration in consultation with a faculty adviser. A student designed concentration must be approved by the Director of the UPP program and a copy of the approved proposal should be placed in the student's file.

3.3. THE PROFESSIONAL PRACTICE EXPERIENCE

The Professional Practice Internship (UPP 590) consists of 300 hours of field-work. Students must have their internships approved by Prof. Kheir Al-Kodmany, UPP's Director of Graduate Studies. UPP 590 may be waived for students who come to the program with professional planning experience or are already employed in a public or private agency doing planning.

Students who are considering waiving the requirement for UPP 590 should consult with their advisor or UPP program staff to discuss eligibility for a waiver and alternatives to UPP 590.

Field work placements should be selected according to the following criteria:

1. The agency should be interested in the purpose of the fieldwork, committed to making the experience worthwhile for the student, and capable of handling the student's needs.
2. The assignment should be related to the student's interests and area of concentration.
3. The student should have a clearly identifiable supervisor and a definable work task.
4. The assignment should usually result in a specific work product.

In order to ensure that all parties to the fieldwork assignment have a clear understanding of what is involved the Internship Agreement, forms are available on the UPP webpage. The Internship Agreement form needs to be signed by the student, his or her prospective supervisor, and the Director of Graduate Studies. This agreement will establish Final Work Product (if applicable) and specific learning objectives, at the beginning of the internship. Students will also complete an evaluation of the internship with a written Summary Report that includes:

- Description of activities performed during placement, including any changes from the Internship Agreement;
- An evaluation of how well the internship integrated knowledge and skills covered in UPP course work;
- What the student gained from the experience (including problems encountered and methods of problem-solving);
- Extent to which student achieved learning objectives identified in Internship Agreement;
- and
- A copy of any Final Work Product as identified in the Internship Agreement (if applicable).

3.3.1. Internship Fair and Career Center

Students are encouraged, in consultation with their advisor or other faculty, to seek out appropriate internship placements on their own. In order to facilitate summer internship placements, the UPP Program organizes an Internship Fair during the spring semester. Representatives of public and non-profit agencies and private-sector consulting firms come to campus for the Fair and interview students for internships. Prospective graduates may also be interviewed for full-time jobs at this event.

Job and internship notices are also posted online on the College's website, www.uic.edu/cuppa, under CUPPA's Career Center hyperlink. You must be a current UPP student (or have graduated within the prior six months) to use this employment service. You will need your UIC ID and password in order to access this secure website.

3.3.2 Internship Waiver

The internship requirement may be waived for those students who come to the program with professional planning experience or are already employed in a public or private agency. A request for a waiver should be endorsed by the DGS. To qualify for a waiver a student must submit a resume, a detailed statement of professional experience, date of employment and the name and contact information for the work supervisor.

KEEP IN MIND THAT A WAIVER DOES NOT REDUCE THE TOTAL CREDIT HOURS REQUIRED TO GRADUATE, BUT IT DOES ENABLE YOU TO TAKE AN ADDITIONAL COURSE IN YOUR CONCENTRATION OR ELECTIVE.

3.4. MUPP MASTER'S PROJECT AND THESIS GUIDELINES

3.4.1 Purpose

The master's project or thesis is the final requirement of the MUPP program. The purpose of this requirement is to give the student experience in the conceptualization of a research or planning problem, the development of a methodology for addressing the problem, and the preparation of a document which carries out the analysis and communicates the results and conclusions reached.

3.4.2. Thesis and Project Differences

The thesis and project differ with respect to content, credit hours, and advising requirements.

A project is usually an exercise in applied research directed toward an actual planning problem. The project may focus on the definition of the problem, the context of the problem, and the analysis of alternative solutions or issues in implementation, monitoring, and evaluation. The primary focus in the project is the substance and the context of the planning application. A project is often developed in the context of a student's professional job experience or internship. When this applies, it should be clear that the student has direct and personal responsibility for any work product submitted as a master's project. Any questions on this point should be discussed with the faculty advisor.

Masters projects carry 4 hours of credit. Students are required to write and secure approval of a masters project proposal prior to registering for masters project hours. The project proposal can be reviewed and approved by any UPP faculty member.

A thesis is a more traditional piece of academic research, and frequently involves the analysis of historical materials and use of secondary sources. An exploration of planning theory or research methods would also be appropriate for a thesis. There are specific format requirements for theses. Students writing theses should obtain a copy of these guidelines from the Graduate College.

Students can earn from 8 to 16 hours of credit for thesis research. Thesis proposals must be reviewed and accepted by a faculty committee constituted according to requirements of the Graduate College.

Students who select the thesis must present their work to a formal thesis examination committee. The thesis committee must include three members of the UIC faculty. The chair of the committee must be a member of the UPP faculty. At least two of the committee members must be permanent members of the UIC Graduate Faculty. Most associate and full professors are members of the UIC Graduate Faculty.

Sample of projects and theses completed by MUPP graduates are available in the Architecture and Art Library, third floor Douglas Hall.

3.4.3. Registration

After students have completed a project or thesis proposal and have secured faculty approval, they should register for UPP 597 (project) or UPP 598 (thesis).

Both projects and theses receive either an “S” or “U” grade.

Students who do not complete their thesis or project work in one semester are required to register and pay for zero credit hours of UPP 597 or UPP 598 each semester until their work is completed.

3.4.4. Thesis and Project Proposals

The thesis or project proposal should contain a statement of the topic and a work plan. The thesis and project form can be found on the UPP website under Academic and Forms: <http://www.uic.edu/cuppa/upp/academic/academic-5.htm>

Thesis Proposal Format

1. Description of the research question or hypothesis.
2. Discussion of the importance of the topic.
3. Review of previous work and relevant theory.
4. Work tasks.
5. Management plan.
6. Outline of thesis document.

Project Proposal Format

1. Statement of the planning or policy problem.
2. Discussion of the importance of the problem, and previous work on it.
3. Work tasks.
4. Management plan.
5. Outline of project report.

The thesis committee or project advisor may require submission of a literature review or data collection plan as part of the proposal.

The work tasks should describe all steps which will be required to complete the thesis/project.

The management plan should include a project timetable indicating when specific work tasks will be started and completed, and anticipated level of effort for each task. The management plan should also include a schedule for submitting intermediate and final written reports, and an outline of all such documents.

The management plan should clearly indicate which tasks have been previously completed (e.g., as internship projects) or which will be completed by others (e.g., another student's work, consultants, agency staff).

The procedure for preparing the proposal is as follows:

- Draft a proposal covering the points listed above.
- Discuss it with your advisor and revise as necessary.
- Identify two or three faculty willing to serve on the committee (if the thesis option is being used).
- Schedule a formal meeting to discuss the proposal.

3.4.5. Filing the Approved Proposal

Once the proposal has been approved by the project advisor or thesis committee, the student's advisor should submit an approval form to the Director of Graduate Studies.

3.4.6. Renegotiating the Proposal

Any changes in the project or thesis should be discussed with the advisor or thesis chairperson. Significant changes should be approved in writing and filed with the MUPP office.

Any changes in thesis credit hours must be approved by the thesis committee and by the Director of UPP in writing. Students do not normally receive additional credit unless the scope of work is changed. Difficulty in getting or analyzing data is not a sufficient reason for changing the amount of credit to be awarded.

3.4.7. Submitting the Final Document

Two bound copies of completed masters project must be filed with the MUPP office along with a letter of acceptance from the project advisor. If you plan to graduate in the same semester that you complete your project, you must submit your approved copies by the TWELFTH week of the semester and by the SIXTH week during the summer term.

3.5. PLANNING TO GRADUATE?

You should file your Graduation Request Form only in the semester that you are actually intending to complete your degree requirements. Completion of the 60 hours for the MUPP degree requires students to not only fulfill 52 credits of coursework but also complete the internship and the internship seminar, and submit your approved master's project or thesis to the UPP program on or before its due date.

If you cannot complete all of your degree requirements within the semester in which you have already filed your petition for graduation – for example, by not completing your master's project on time – then you must re-file your Graduation Request Form in the semester in which all your degree requirements will be satisfied. If you file your Graduation Request Form in the spring semester, then you may participate in CUPPA's commencement ceremony held that spring, provided that you re-file your Graduation Request Form and complete your degree requirements by end of the following summer semester.

If both the Director of Graduate Studies and your academic advisor deem that it is unlikely that you will be able to complete your degree requirements by the end of the summer semester following commencement, you will *not* be allowed to participate in that year's commencement ceremony, despite filing your Graduation Request Form for that spring semester. Since the completion of your degree requirements will carry forward into the next academic year if not completed during the summer semester, you will only be allowed to participate in the CUPPA commencement to be held the following spring.

4. FORMS

Many of the forms required by the Master of Urban Planning and Policy Program and the Graduate College can be found on the UPP webpage. Several of them are reproduced below:

PLAN OF STUDY
Urban Planning and Policy Program

The Urban Planning and Policy program believes it is important for students to receive good advising. During the first month of your second semester it is important that you meet with your advisor to discuss your plan of study. Your approved plan of study must be on file by the 5th week of your second full or part-time semester in order to avoid an advising hold being placed on your registration.

Complete a draft of your plan of study form prior to meeting with your advisor. Meet with your advisor to discuss your plan of study and make revisions as needed. The final plan of study needs to be submitted to your advisor for approval.

Student Name: _____

Date Submitted: _____

Advisor Name: _____

	Semester	
	Completed / Planned	
Core		
UPP500	_____ / _____	
UPP501	_____ / _____	
UPP502	_____ / _____	
UPP505	_____ / _____	
UPP506	_____ / _____	
Specialization		
Course I: _____	_____ / _____	
Course II: _____	_____ / _____	
Course III: _____	_____ / _____	
Methods		
Course I: _____	_____ / _____	
Course II: _____	_____ / _____	
Specialization Electives		
Course: _____	_____ / _____	
Course: _____	_____ / _____	
Course: _____	_____ / _____	
Other Courses		
Course: _____	_____ / _____	
Course: _____	_____ / _____	
Course: _____	_____ / _____	
Internship		

What semester do you plan on taking your internship? _____

What is the type of internship placement you are seeking? _____

If you are planning to request a **waiver** of the internship, what is the basis of your waiver request?

Master's Thesis /Project

What semester will you be submitting your proposal? _____

Do you plan to do a project or a thesis? _____

Project: I plan to register for UPP 597 for 4 credit hours during the _____ semester.

Thesis: I plan to register for UPP 598 for the following semester(s) for a total of 8 to 16 credit hours.

Semester_____	Number of Hours_____
Semester_____	Number of Hours_____
Semester_____	Number of Hours_____
	TOTAL HOURS_____

What ideas do you have for a topic? _____

Comments:

APPROVALS (May be done by email or signatures on a hard copy.)

Student's Signature: _____ Date _____

Advisor's Signature: _____ Date _____

DGS Signature: _____ Date _____

COURSE WAIVER REQUEST FORM
Urban Planning and Policy Program

MUPP students who have taken graduate-level courses at other institutions that are similar in content and rigor to UPP required and elective offerings may request a course waiver. In rare instances, students with substantial undergraduate training in a particular field may also request a waiver of a required course.

Students with Planning-related work experience may be able to waive UPP 590.

A course waiver does not reduce the total number of credit hours required to complete your degree, but it does enable you to take an additional course in your specialization or an elective.

INSTRUCTIONS: To begin the process, first discuss your request with any faculty member who teaches the course you wish to have waived. If you come to an understanding that a waiver is warranted, submit this form to the faculty member, along with any documentation you can to support your request. This might include a hyperlink to a description of the course you took elsewhere or a hard-copy syllabus. If everything is in order, the faculty member will sign off on the request and forward it to the UPP Director of Graduate Studies for approval and inclusion in your student file.

Date: _____

Student Name: _____

Course(s) for which a waiver is requested: _____

Justification for Waiver:

Course Instructor: _____ Date: _____

Director of Graduate Studies: _____ Date: _____

INDEPENDENT STUDY/INDEPENDENT RESEARCH PROPOSAL
Urban Planning and Policy Program

Student: _____ UIN _____ has my
permission to register for UPP 593 / UPP 596 (circle one), Sec. _____,
Call #: _____, _____ Semester, 20____, for _____ hours*. Student will undertake
course work with my supervision. A written report is required. Please complete the
following (if space provided is insufficient, please attach another sheet to this form):

1. Give a brief description of the type of research or study to be undertaken during the
above semester:

2. Please provide a statement of research goals and objectives:

3. Indicate the nature of the final project report to be submitted:

Signed by:

* UPP 593, 1-8 hrs. , S/U grade; UPP 596, 1-4 hrs.

Professor: _____ Date: _____

Director of Graduate Studies: _____ Date: _____ **MA**

MASTERS THESIS/PROJECT PROPOSAL APPROVAL
Urban Planning and Policy Program
(Attach Proposal)

Student's Name: _____ UIN: _____

Title of Thesis or Project:

Thesis or Project Advisor

Name:
Faculty Rank:
Department:
Graduate College Membership (yes or no):

Reader 1 (Thesis Only)

Name:
Faculty Rank:
Department:
Graduate College Membership (yes or no):

Reader 2 (Thesis Only)

Name:
Faculty Rank:
Department:
Graduate College Membership (yes or no):

Registration Plans

Project: I plan to register for UPP 597, call number # _____, for 4 credit hours during the _____ semester.

Thesis: I plan to register for UPP 598, call number # _____, for the following semester(s) for a total of 8 to 16 credit hours.

Semester _____ Number of Hours _____

Semester _____ Number of Hours _____

Semester _____ Number of Hours _____

TOTAL HOURS _____

Human Subjects Review

Please **check** the appropriate line and give any required rationales after reading clickable definitions and talking to your project or thesis advisor.

This is a proposal for a project that is not “research” as defined under [45 CFR 46.102 \(d\)](#). “Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.” ***If you check this box, you must include a rationale explaining why it is not research below.*** *An appropriate rationale would be that the project does not seek to develop or contribute to generalizable knowledge, but rather seeks to help solve a specific planning or policy problem. Any persons interviewed, whose records are reviewed or who are otherwise involved in the project must be treated ethically.*

Rationale: _____

This is a proposal for “research” that does not involve “[persons](#)” in any way. Note that population census data includes “persons.”

This is a proposal for “research” that involves “persons” but not “[human subjects](#).” ***If you check this box, you must include a rationale explaining why it involves persons, but not human subjects below.*** *An appropriate rationale would be that the research will not obtain either of the following:*

1. *Data about a living individual through intervention or interaction with that individual, or*
2. *Identifiable private information about a living individual*

Research with persons may not start until your proposal is fully approved.

Rationale: _____

This is a proposal for “[research involving human subjects](#).” An approved Institutional Review Board (IRB) [application](#) and related [training](#) is required before recruitment of human subjects can begin.

Approvals

The undersigned agree that the project or thesis is appropriate for the degree and agree that it should be subject to the Humans Subjects Review status checked above.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

(Thesis only) Reader 1 Signature: _____ Date: _____

(Thesis only) Reader 2 Signature: _____ Date: _____

DGS Signature: _____ Date: _____

UPP Director Signature: _____ Date: _____

REPLACE THIS PAGE WITH YOUR PROPOSAL

USING APPROPRIATE FORMAT BELOW

Thesis Proposal Format

1. *Description of the research question or hypothesis.*
2. *Discussion of the importance of the topic.*
3. *Review of previous work and relevant theory.*
4. *Work tasks.*
5. *Management plan.*
6. *Outline of thesis document.*

Project Proposal Format

1. *Statement of the planning or policy problem.*
2. *Discussion of the importance of the problem, and previous work on it.*
3. *Work tasks.*
4. *Management plan.*
5. *Outline of project report.*
6. *Rationale for project designation as “Not Research” (Required only if you checked “Not Research” in the project approval form.) An appropriate rationale would be that the project does not seek to develop or contribute to generalizable knowledge, but rather seeks to help solve a specific planning or policy problem.*

The thesis committee or project advisor may require submission of a literature review or data collection plan as part of the proposal.

The work tasks should describe all steps which will be required to complete the thesis/project.

The management plan should include a project timetable indicating when specific work tasks will be started and completed, and anticipated level of effort for each task. The management plan should also include a schedule for submitting intermediate and final written reports, and an outline of all such documents.

The management plan should clearly indicate which tasks have been previously completed (e.g., as internship projects) or which will be completed by others (e.g., another student's work, consultants, agency staff).

UPP Director Signature: _____ Date: _____

5. COURSE DESCRIPTIONS

5.1 UNDERGRADUATE

403 Introduction to Urban Planning. 3 OR 4 hours. Patterns of city growth, physical, socio-economic, and environmental issues. Contemporary planning issues. Future of cities. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s):* Advanced undergraduate standing or consent of the instructor.

420 Great Cities: London and Chicago. 1 TO 8 hours. Comparative investigation of urban, economic, social, and political issues in the two global cities. Includes classes, study, and living in London. Field work required. *Prerequisite(s):* Junior standing or above and selection by the Office of Study Abroad admission committee.

5.2. MUPP CORE COURSES

500-level courses require graduate standing.

500 History and Theory of Urban Planning. 4 hours. Analysis of the development of the planning field and of the theories that have been developed for planning for change in the urban community.

501 Urban Space, Place and Institutions. 4 hours. Political and economic approaches to urban structure and change. Includes intergovernmental relations, administrative organization and planning initiatives in urban space and institutions. *Prerequisite(s):* Graduate standing in the Master of Urban Planning and Policy program or consent of the instructor.

502 Planning Skills: Computers, Methods and Communication. 4 hours. Focuses on the use of computers to learn methods and communication skills commonly used in planning practice. *Prerequisite(s):* Graduate standing in the Master of Urban Planning and Policy program or consent of the instructor.

505. Plan-Making. 4 hours. This course, along with UPP 506, Plan-Making Studio, uses concurrent lecture and lab to instruct students on the art and craft of making plans. Students learn how to combine knowledge, skills and values in each of three major areas of plan making: framing problems, composing alternatives and devising implementation strategy. *Co-requisite:* UPP 506.

506. Plan-Making Studio. 4 hours. Studio where students learn to think synthetically by demonstrating they can use the interdisciplinary knowledge and skills addressed in UPP 505, Plan-Making, to compose problems, alternatives and strategies for practical planning cases. *Co-requisite:* UPP 505.

5.3. GENERAL MASTERS AND PH.D COURSES

507 Computer Topics in Urban Planning. 4 hours. Specialized computational abilities for various planning areas including data base, project scheduling, statistics, graphics, and simulations. Topics will vary each semester. *Prerequisite(s):* Graduate standing in the Urban Planning and Policy program.

508 Geographic Information Systems for Planning. 4 hours. Applications of Geographic Information Systems to urban planning and policy making. Same as GEOG 589. *Prerequisite(s):* Graduate standing in urban planning and policy or consent of the instructor.

510 Data Analysis for Planning and Management I. 4 hours. Basic introduction to data analysis techniques most commonly used in urban planning. Addresses issues of decision-making based on limited or imperfect information. *Prerequisite(s):* Consent of the instructor.

514 Economic Analysis for Planning and Management. 4 hours. Basic micro, macro, and welfare economics theory; related analytical concepts including input-output, economic base, benefit cost. Economic forces which shape urban areas and affect public policy. *Prerequisite(s):* Consent of the instructor.

516 Issues of Class and Race in Planning. 4 hours. Critically examines the significant role of race, class, ethnicity and gender as factors in planning public policy formation, implementation, and evaluation. *Prerequisite(s):* Consent of the instructor.

517 Regional and Metropolitan-Wide Planning. 4 hours. History of regional planning. *Prerequisite(s):* UPP 500.

5.4 CONCENTRATION COURSES BY AREA

5.4.1. Globalization and International Development

520 International Development I: Theory and Applications. 4 hours. Overview of international development theories and their practical applications. Particular emphasis is placed on globalization. Urban versions and applications of these theories. *Prerequisite(s):* Consent of the instructor.

521 International Development II: Comparative Planning and Policies. 4 hours. Policies and practice of public sector planning and development in three regional areas of the world: Europe, South America, and Asia. *Prerequisite(s):* UPP 520 or consent of the instructor.

525 International Development: Special Topics. 1 TO 4 hours. Special topics selected for intensive analysis in international development planning. May be repeated to a maximum of 8 hours. Students may register in more than one section per term. *Prerequisite(s):* Consent of the instructor.

5.4.2. Economic Development

530 Economic Development I: Analysis. 4 hours. Theoretical perspectives, data, data sources and research techniques for analysis of regional, metropolitan and neighborhood economies. *Prerequisite(s):* UPP 504.

531 Economic Development II: Planning. 4 hours. Overview of development strategies including financing, business development, industry retention and human resources; implementation and evaluation. *Prerequisite(s):* UPP 530.

533 Development Finance Analysis. 4 hours. Financial feasibility analysis for residential, commercial, and industrial projects. Financial valuation and accounting principles, legal interests in real estate, and tax issues affecting cash flow and returns on investment. *Prerequisite(s):* UPP 504.

535 Economic Development: Special Topics. 1 TO 4 hours. Special topics selected for intensive analysis in economic development. May be repeated to a maximum of 8 hours. Students may register in more than one section per term. *Prerequisite(s):* Consent of the instructor.

536 Urban Employment Planning. 4 hours. The importance of employment as a focus in planning and policy making. History, theories and methodologies of urban markets; labor market analysis methodologies and emergent public policies. *Prerequisite(s):* UPP 504 or consent of the instructor.

537 Economic and Environmental Planning. 4 hours. Analytical and economic methods for environmental planning and management. Applications to selected problems. *Prerequisite(s):* UPP 504 or UPP 554.

5.4.3. Community Development

540 Community Development I: Theory

4 hours. Critically examines community development as a field of practice, policy intervention, implementation and analysis; emphasis on community and social dynamics of disadvantaged groups. *Prerequisite(s):* Consent of the instructor.

541 Community Development II: Practice

4 hours. Examines the methods and techniques used or adapted in community development as a field of planning practice, analysis and evaluation: emphasis on community based settings, applications and foci. *Prerequisite(s):* Consent of the instructor.

542 Metropolitan Housing Planning

4 hours. Urban housing market structure and dynamics; impacts of government housing policy on market; development of local housing plans. *Prerequisite(s):* UPP 504 or consent of the instructor.

543 Planning for Community-Based Health and Human Services

4 hours. Investigates the needs of special populations such as the elderly or mentally ill, the role of the planner in serving these groups and community based strategies to meet needs.

544. Urban Revitalization and Gentrification

4 hours. Studies urban change and policies in U.S. cities since World War II. It pays special attention to changes associated with socio-economic restructuring and globalization, the challenges posed by them, and public and private responses.

545 Community Development: Special Topics

1 TO 4 hours. Special topics selected for intensive analysis in community development. May be repeated to a maximum of 8 hours. Students may register in more than one section per term. *Prerequisite(s):* Consent of the instructor.

547 Community Organization Practice

4 hours. Critically examines the context, development, status, and problems of organizing groups within communities of place, conditions and interest at various levels of analysis, relative to public formation, implementation and evaluation. *Prerequisite(s):* UPP 540 and UPP 541 and consent of the adviser and the instructor.

548 Community Development Methods and Techniques

4 hours. Community development methods including needs assessment, asset mapping, capacity building, resources mobilization, project planning and program evaluation. Includes field work. *Prerequisite(s):* Credit or concurrent registration in UPP 540 and Credit or concurrent registration in UPP 541; and consent of the instructor.

5.4.4. Physical Planning

550 Physical Planning I: Theoretical Foundations

4 hours. Physical form, economic characteristics, social qualities and government structure of cities, suburbs and regions; theories of urban spatial organization and planning. *Prerequisite(s):* Consent of the instructor.

551 Physical Planning II: Methods

4 hours. Fundamentals of construction and infrastructure of cities and regions, including site engineering and landscape architecture, natural environmental factors, utilities and infrastructure, cost/benefit analysis, context of local government and planning process. *Prerequisite(s):* UPP 550.

552 Physical Planning III: Studio

4 hours. Analysis, evaluation, and development of land use and urban design plans for selected projects and clients. *Prerequisite(s):* UPP 551.

553 Land Use Law

4 hours. Legal constraints on land use control; constitutional and statutory principles and judicial review. *Prerequisite(s):* Graduate standing or consent of instructor.

554 Environmental Planning

4 hours. The relationship of federal and state environmental policies and legislation to urban and regional planning efforts. *Prerequisite(s):* Consent of the instructor.

555 Physical Planning: Special Topics

1 TO 4 hours. Special topics selected for intensive analysis in such areas as housing and urban design. May be repeated to a maximum of 8 hours. Students may register in more than one section per term. *Prerequisite(s):* Consent of the instructor.

556 Urban Design Studio

8 hours. Methods and tools for analysis, policy making and evaluation of urban spaces including theoretical approaches and trends, design elements, social dimensions, methods, policy formulation, computer applications, and project examples. *Prerequisite(s):* Consent of the instructor.

557 Site Planning

4 hours. Quantitative and qualitative tools for analysis and evaluation of site plans, including standards of site plans, spreadsheet computer models, elements of site design, landscape architecture, and red penciling site plans.

558 Land Use Planning

4 hours. Urban land use planning strategies and various land use control techniques which can be employed to carry out development policies; social implications of land use policy and practice. *Prerequisite(s):* Consent of the instructor.

5.4.5. Urban Transportation**560 Urban Transportation I: Introduction**

4 hours. Transportation planning and linkages between it and urban land use and regional economic development. Recent trends, traditional problems and emerging issues.

561 Urban Transportation II: Policy and Methods

4 hours. Formation and implementation of transportation policy at the national, regional, and local levels. Students will prepare an in-depth study of a major policy issue. *Prerequisite(s):* UPP 560 or consent of the instructor.

562 Urban Transportation III: Laboratory

4 hours. Software packages for urban transportation planning, transportation GIS and air quality modeling. Heavy reliance on case studies. *Prerequisite(s):* UPP 561 or consent of the instructor.

563 Transportation Management

4 hours. Transit system planning, scheduling, pricing policy, and management; traffic control techniques and demand management; paratransit alternatives. *Prerequisite(s):* UPP 560.

565 Transportation: Special Topics

1 TO 4 hours. Examination of specific and current problems in urban and regional transportation. Topics to

be determined at the time the course is offered. May be repeated to a maximum of 8 hours. Students may register in more than one section per term. *Prerequisite(s)*: UPP 560 and consent of the instructor.

569 Infrastructure Management

4 hours. Integrated approach to the management of infrastructure systems: design, construction, operations, maintenance and rehabilitation of facilities. Performance of facilities, approaches to management, and available tools and developing technologies. Same as CEMM 580. *Prerequisite(s)*: IE 201 or the equivalent or consent of instructor. Recommended background: Familiarity with computer spreadsheets.

5.5 PhD ONLY

580 Dissertation Proposal Workshop

1 hours. Before students embark on their PhD research, they should have the opportunity to work with other students and faculty on refining their dissertation proposals. The dissertation workshop will help students identify their audience, select appropriate methods, and demonstrate the significance of their original research. *Prerequisite(s)*: Consent of the instructor.

583 Advanced Planning Theory

4 hours. Study of theoretical ideas and debates about planning; the rational model and its competitors; critical review of planning methods and practice; composing alternative plans. *Prerequisite(s)*: Consent of the instructor.

586 Topics in Urban Planning Research

4 hours. Course highlights research activities and opportunities related to research centers. May be repeated.

587 Planning and Policy Research Practicum

4 hours. Ph.D. students work with a faculty member on engaged research related to their discipline. The topic and scope is determined by mutual agreement. *Prerequisite(s)*: UPP 586 and consent of the instructor. Open only to Ph.D. degree students.

588 Research Design and Evaluation

4 hours. Methods used to evaluate policies and programs; quasi-experimental designs, valuation problems, and emerging evaluation methods. Prerequisite: Consent of instructor

589 Data Analysis for Planning and Management II

4 hours. Advanced topics in data analysis and model building including specific models used in urban planning. *Prerequisite(s)*: UPP 503.

5.6 GENERAL COURSES

590 Professional Practice.

4 hours. 300 hours of practical planning experience through an internship placement approved by the Urban Planning and Policy Program. Satisfactory/Unsatisfactory grading only. *Prerequisite(s)*: Graduate standing in urban planning and policy, 12 credits at the 500 level in urban planning, and an approved internship agreement.

591 Professional Practice Experience

4 hours. Reviews issues and problems in professional practice; analyzes prerequisites for rational, strategic, and ethical planning; considers career options; defines professional goals. Includes professional experience for students without professional planning experience. *Prerequisite(s)*: Graduate standing in urban planning and policy and an approved internship agreement or waiver of the internship.

593 Independent Research in Urban Planning and Policy

1 TO 8 hours. Advanced study and analysis of a topic selected by a student under the guidance of a faculty

advisor. Satisfactory/Unsatisfactory grading only. May be repeated. Students may register in more than one section per term. *Prerequisite(s)*: Consent of the instructor.

594 Topics in Urban Planning and Policy

1 TO 4 hours. Intensive analysis of selected planning problems or policy issues. May be repeated to a maximum of 12 hours. Students may register in more than one section per term. *Prerequisite(s)*: Consent of the instructor.

596 Independent Study in Urban Planning and Policy

1 TO 4 hours. Advanced study and analysis of topic selected by student under the guidance of faculty advisor. May be repeated. Students may register in more than one section per term. *Prerequisite(s)*: Consent of the instructor.

597 Master's Project Research

0 TO 4 hours. Preparation of plan, research report, or other document which demonstrates readiness for professional planning responsibility. Satisfactory/Unsatisfactory grading only. *Prerequisite(s)*: Open only to degree candidates, upon approval of student's faculty advisor.

598 Master's Thesis Research

0 TO 16 hours. Preparation of a major research paper under the guidance of a faculty committee. Satisfactory/Unsatisfactory grading only. *Prerequisite(s)*: Open only to degree candidates, upon consent of the director of graduate studies.

599 Ph.D. Thesis Research

0 TO 16 hours. Individual study and research. Satisfactory/Unsatisfactory grading only. May be repeated. *Prerequisite(s)*: Open only to degree candidates, upon approval of topic by the dissertation committee.

6. ACADEMIC CALENDAR

Fall Semester 2007

August 28, M	Instruction Begins
September 4, M	Labor Day holiday. No classes.
September 8, F	Last day to complete late registration and last day to add or drop a course.
September 15, F	Last day to file for graduation this term.
November 3, F	Last day to submit approved thesis/dissertaion for graduation this term.
November 23 - 24, Th - F	Thanksgiving holiday. No classes.
November 27, M	Last day for Graduate College to receive certificates of approval for master's project for graduation this term.
December 8, F	Instruction ends.
December 11 - 15, M - F	Final examinations.
December 16, Sa	Semester ends.

Spring Semester 2008

January 15, M	Martin Luther King, Jr. Day. No classes.
January 16, Tu	Instruction begins.
January 26, F	Last day to complete late registration and last day to add or drop a course.
February 2, F	Last day to file for graduation this term.
March 23, F	Last day to submit approved thesis/dissertaion for graduation this term.
March 26 - 30, M - F	Spring vacation. No classes.
April 13, F	Last day for Graduate College to receive certificates of approval for master's project for graduation this term.
May 4, F	Instruction ends.
May 7 - 11, M - F	Final examinations.
May 12, Sa	Semester ends.
May 13, Su	Commencement

Summer Session 2008

May 28, M	Memorial Day holiday. No classes.
May 29, Tu	Instruction begins.
June 1, F	Last day to complete late registration and last day to add or drop a course.
June 8, F	Last day to file for graduation this term.
July 4, W	Independence Day holiday. No classes.
July 6, F	Last day to submit approved thesis/dissertation for graduation this term.
July 13, F	Last day for Graduate College to receive certificates of approval for master's project for graduation this term.
July 18, W	Instruction ends.
July 19 - 20, Th - F	Final examinations.
July 21, Sa	Session ends.

7. STUDENT ACADEMIC GRIEVANCE PROCEDURES

UIC has adopted administrative procedures that have been put into place in order to address complaints or grievances regarding issues of academic standing while a student is enrolled at the University, or any academic decision made about them by an agent (faculty or staff member, administrator, committee) of the University of Illinois at Chicago which directly and adversely affects the student. Appendix A of this document addresses complaints of discrimination in any activity, policy, rule, standard, or method of administration that is related to the operation of the University's programs.

The most current copy of these administrative procedures may be found online on the Graduate College's website:

http://www.uic.edu/depts/oaa/faculty/FINAL_VERSION_STUDENT_PROCEDURES.pdf