

**STUDENT HANDBOOK**

**PH.D. IN  
URBAN PLANNING AND POLICY**

**2008-2009 ACADEMIC YEAR**

DEPARTMENT OF URBAN PLANNING AND POLICY  
COLLEGE OF URBAN PLANNING AND PUBLIC AFFAIRS  
UNIVERSITY OF ILLINOIS AT CHICAGO

## LETTER FROM THE DIRECTOR

Dear Ph.D. Student:

Welcome to the Department of Urban Planning and Policy (UPP) at UIC. This handbook is a general guide to the Ph.D. in Urban Planning and Policy and should answer most of your questions. You should refer to this handbook and to the procedures contained in it to guide your plan of study. 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 work.

Much of the information in this Handbook is shared digitally. Please regularly check the UPP WebPages at <http://www.uic.edu/cuppa/upp/> and access your email account frequently to obtain communications from your advisor and information distributed through the UPP listserv, which is used to make most announcements.

We hope you enjoy your time in the Doctoral 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  
Head

## NOTICE

The purpose of this handbook is to provide information about the background, procedures, and policies of the Ph.D. 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 Office of Disability Services (ODS). Please contact ODS at 312-413-2183 (voice), or 312-413-0123 (TTY).

Greetings, Ph.D. students!

On behalf of the College of Urban Planning Ph.D. Students (CUPPS) I want to welcome you to the Urban Planning and Policy Program! It is a momentous decision to return to or continue school at the doctoral level, and I congratulate your commitment and motivation in taking on this challenge.

You are entering the department at an exciting time. Due to growth in the number of departmental Ph.D. students, as well as feedback from current and former students, the department is pleased this year to introduce a new organization designed to provide representation for its Ph.D. students. CUPPS is committed to promoting and sponsoring educational and social events, as well as being a forum for exchange of information and ideas to enhance the Ph.D. experience for our students. By acting as a liaison between the students, faculty, and administration, we hope that CUPPS will serve a valuable role in ensuring that the Ph.D. voice in the department is a strong one.

In our inaugural year, we plan to provide a number of events for the benefit of the CUPPA Ph.D. students. Among the upcoming activities planned are a welcome reception, workshops, brown bags, and lectures addressing issues such as teaching, publishing, and survival tips for making it through the program. Additionally, CUPPS has a Blackboard site which we hope will become a place to share information on upcoming events, conferences, calls for papers and presentations, and other relevant resources.

The UPP doctoral program is a demanding one, but excellent faculty, helpful staff, engaged students and the city itself combine to provide the backdrop for a successful and rewarding experience. We hope that during your time in the program you will take advantage of the opportunities offered to push the limits of your intellectual understanding of planning. We welcome you to the program, and hope that you are looking forward to the challenges and opportunities that lie ahead!

Best Regards,

Caitlin D. Cottrill

CUPPS Chair 2008-2009

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## 1. INTRODUCTION

This is a guide to program requirements and procedures of the Ph.D. program in Urban Planning and Policy. It will be changed from time to time as the program changes. The guide supplements the official UIC Ph.D. program rules and procedures described in the Graduate Study Bulletin and the Graduate College Procedures Manual. It does not supplant them. Students and faculty need to consult these sources when in doubt about rules and procedures. The Ph.D. program is offered by the Department of Urban Planning & Policy (UPP) of the College of Urban Planning and Public Affairs (CUPPA). In addition to the Ph.D. in Urban Planning and Policy, the Department offers a two-year professional program leading to a Master of Urban Planning and Policy (MUPP) degree.

A minimum of 96 semester hours of graduate credit is required for the Ph.D. degree, beyond the baccalaureate. Up to 32 credits toward the degree requirements may be granted for prior graduate work -- up to 24 credits can be awarded for a relevant previously completed master's degree and students may transfer up to eight credits for appropriate graduate work completed elsewhere that was not credited toward an earned degree, subject to faculty approval. The program is divided into four stages. They are: core, major coursework, career training and dissertation. Each is discussed in detail, along with other requirements and administrative procedures, within this handbook. The program requirements are summarized below:

### Core: (17 credits)

- UPP 510 – Data Analysis for Planning and Management I (or equivalent)
- UPP 580 – Dissertation Proposal Workshop. 1 hour
- UPP 583 – Advanced Planning Theory
- UPP 588 – Research Design and Evaluation
- UPP 589 – Data Analysis for Planning and Management II (or equivalent) or
- PA 544 – Qualitative Research Methods in Public Administration (or equivalent)

### Specialization: (minimum of 28 credits)

- Must include minimum of 8 credits in advanced theory in area of specialization
- Must include minimum of 8 credits in advanced methods

### Career Training: (12 credits)

- Teaching or research internship

### Advanced Standing: (up to 32 credits for previous graduate study)

- Up to 24 credits awarded for relevant previously completed master's degree
- Up to 8 credits awarded for non-degree coursework (if approved by faculty)
- Dissertation: (minimum of 12 credits)

Total credits required: 96

## **2. PROGRAM ORGANIZATION AND STUDENT-FACULTY RESPONSIBILITIES**

### **2.1. PROGRAM MISSION AND ADMINISTRATION**

The mission of the Ph.D. in Urban Planning and Policy is to prepare students for careers in teaching, applied research, and advanced professional practice in the formulation and evaluation of urban and metropolitan public policies, plans and programs. The specific objectives of the Ph.D. program are: (1) to prepare outstanding academics and teachers in five areas of the interdisciplinary fields of urban planning – Physical Planning, Urban Transportation, Community Development, Economic Development, and Globalization and International Planning – who shall make significant contributions to the professional education of planning students and to the intellectual advancement of the field. (2) Train strong researchers and policy analysts in the choice, use and critique of the most current analytical methods to investigate the impacts of policies, plans and programs on cities and metropolitan areas.

UPP is responsible for administering the Ph.D. Program. The Ph.D. Program is under the general supervision of the UPP department's Head, Professor Martin Jaffe, assisted by the department's Director of Graduate Studies, Professor Kheir Al-Kodmany.

### **2.2. ADVISORS**

Your most important faculty contact during the program is your advisor. An advisor is assigned to you at the time of your admission, based on your statement of research interests in your application to the doctoral program. Given the long and close relationship involved, it is important that your advisor share your interests and that you feel comfortable with your advisor. Therefore, as your area of interest becomes clearer you may wish to change advisors. If you contemplate a change please discuss the situation with the Director of Graduate Studies whose approval is necessary for the change.

Any regular member of the UPP faculty (those holding full-time appointments as assistant, associate, or full professor, who are members of the Graduate College) may serve as an advisor. You can expect your advisor to help you put together your program of study in your area of specialization, tell you what additional work in research methods you need, help you with identifying a dissertation topic, critique your dissertation proposal and dissertation, provide general career advice, etc. You, however, have responsibility for keeping your advisor aware of your progress and seeking advice when it is needed.

## **3. REQUIRED COURSES**

Consistent with the specific objectives of the Ph.D. Program in Urban Planning and Policy, which train students for traditional academic positions – academic/teacher or applied researcher – the Program's components are a mix of mandatory and flexible requirements, to be tailored to the different needs and aspirations of the student. To this purpose, the core courses and competency courses assure that all students achieve a common level of analytical skills and theoretical understanding. Students must demonstrate competency in urban theory, policy evaluation, statistics and economic analysis through a previous master's degree or coursework.

### 3.1. CORE COURSEWORK

The core courses are intended to give all doctoral students expertise in advanced urban theory, policy evaluation, and data analysis. Normally, these doctoral-level courses build on the competence demonstrated by the student's prior course work in a master's degree in planning or a closely related field. If a student is inadequately prepared, deficiencies are remedied by requiring specific course in the UPP master's degree program, such as History and Theory of Urban Planning (UPP 500) or Urban Space, Place and Institutions (UPP 501). Since the Ph.D. is a research degree, all doctoral students are also expected to be competent in basic data analysis, equivalent to Data Analysis for Planning and Management I (UPP 510).

All Ph.D. students are required to take advanced planning theory (UPP 583) and Research and Design and Evaluation (UPP 588). They must also enroll in UPP 580 – Dissertation Proposal Workshop before preparing their dissertation proposal. In addition, doctoral students must also develop advanced research skills in either quantitative or qualitative analysis, depending on their research interest. Therefore, they must elect to take a course in advanced quantitative analysis, such as Data Analysis for Planning and Management II (UPP 589) or its equivalent, or an advanced course in qualitative analysis, such as Qualitative Research Methods in Public Administration (PA 544) or its equivalent.

### 3.2. WAIVER OF CORE COURSES

Waivers of core courses must be approved before taking the qualifying exam. Such waivers are granted by the Director of Graduate Studies upon the request of your advisor and on the recommendation of the current instructor of each course you wish to have waived. You need to provide your advisor with documentation establishing that the material of each such course has been covered in a course you have previously taken. The form for a waiver in the MUPP program provides a good template. Forms can be accessed at <http://www.uic.edu/cuppa/upp/academic/waiver.doc>.

Please note: **Waivers of core courses do not result in recognition of credit towards the Ph.D. degree.** A waiver just means that the core course would be duplicative of coursework already taken so it need not be taken for the Ph.D. degree. Additional courses must therefore be taken to fulfill the 96 credit requirement for the doctoral degree.

## 4. PLAN OF STUDY

We require each student in the Ph.D. Program to develop a written plan of study. The plan of study must be approved by an advisory committee comprised of the student's advisor and two additional faculty members. This plan serves as a guide that outlines how the student expects to meet the program requirements. Specifically, the plan of study includes a definition of the student's specialization and intended course work, a discussion regarding how the student meets the career training requirement, and an identification of interests that will lead to a topic for the student's dissertation.

### 4.1. SUBMISSION OF DRAFT PLAN

A draft Plan of Study should be prepared by the student and submitted to the student's advisor as early as possible after matriculating into the doctoral program, *but no later than by the end of the second semester of study*. The plan will be reviewed by the student's advisor, who may suggest additional advanced course work offered by academic units within the College or the larger University that might be useful in furthering the student's substantive knowledge, analytical skills, and research interests. The advisor may also suggest names of additional advisory committee members, based on the interests expressed in the draft Plan of Study.

### 4.2. SELECTION OF AN ADVISORY COMMITTEE

An advisory committee consisting of your advisor and at least two additional faculty members eligible to serve on a preliminary examination committee must approve your plan. It is up to you and your advisor to select your advisory committee, with the approval of the Director of Graduate Studies. Generally it is a good idea to achieve balanced advice on your program by selecting faculty who complement (not duplicate) your advisor's areas of expertise. While it is not a requirement, students typically choose committee members who later may agree to serve on their prelim committee (see below for requirements for prelim committee membership). After your plan is approved by your advisory committee, it must be filed with the Director of Graduate Studies.

### 4.3. FORMAT OF THE PLAN

Your plan needs to contain the following elements:

Dissertation Research. Your plan of study should discuss your plans for dissertation research. A detailed proposal is not needed at this time. However, you need to identify your general area of interest and the theoretical and methodological courses you will need to prepare yourself to write a dissertation in that area. Changes in your dissertation plans should be included in subsequent amendments of your plan of study. Such amendments are expected to be submitted in writing.

Course Listings and Supporting Narrative. The plan of study should contain a list of required courses which have been taken or which are scheduled to be taken. Next, a list of proposed courses which are selected to fulfill your specialization requirements should be presented. This list of specialization courses must be introduced by a narrative which explains how you have defined and conceptualized your area of specialization. Be sure that the narrative answers the following questions:

- What is the area of specialization?
- What are the policy issues you are interested in?
- What theory is relevant?
- What research skills will you need?

The course listings in your plan of study should include a listing of other courses you have taken and intend to take which do not fit in the area of specialization. If these other courses represent a secondary policy or methodological interest, or has some other coherence, a brief discussion is required.

Career Training. Your plan must also discuss how you intend to meet the career training requirements. The various career training options are discussed in Section 6 of this handbook. If you are seeking a waiver of the career training requirement because of previous experience, your plan should note your request to have this requirement waived and present sufficient documentation.

#### 4.4. APPROVAL

After the Director of Graduate Studies approves your advisory committee, and you submit your Plan of Study to your advisor and advisory committee members, your advisory committee will meet with you to consider your plan. This consideration may take place in an informal meeting chaired by your advisor, where you will summarize your plan for the advisory committee members and discuss any questions, suggestions, or clarifications they may offer during your presentation. When the committee agrees that your program is feasible and appropriate to your objectives, **the plan and an approval letter from your advisor should be filed with the Director of Graduate Studies.**

Subsequent changes in your program must be approved by your advisor. If you make a major change in your plan of study, you must resubmit the revised plan to an advisory committee for its review and approval. You may resubmit the plan to your original advisory committee or have a new committee appointed, depending on the extent of the changes you are requesting. A major change consists of a change in your area of specialization, or substitution for forty percent or more of the courses originally in the specialization element of the plan of study.

## 5. AREA OF SPECIALIZATION

**The specialization requirement provides an opportunity to develop in-depth knowledge in a substantive area of interest.** Specializations require at least seven courses (28 credits) in the area of interest. Courses are chosen by the student with the consent of the advisor and approved in the plan of study review. Two of the courses must cover theoretical topics and two of the courses must cover advanced research design and methods.

Typically, a student pursues one of the five substantive areas that are supported in the master's degree program: Physical Planning, Urban Transportation, Community Development, Economic Development, and Globalization and International Planning. However, a student may develop another specialization area with faculty approval. The course work plan is developed around guidelines that suggest that the student should eventually be prepared to evaluate and contribute to the academic and professional literature in the area of interest; the student should demonstrate mastery of research methods that are appropriate for conducting research in the area of interest; and the student should acquire the ability to critically evaluate policies, program, and planning procedures related to the area of interest.

In choosing courses in the area of specialization you can draw upon all relevant units in the University. As a general rule, in designing your program you should balance your interest in broad coverage of an area (a variety of courses from different perspectives, all at the same level of difficulty) with the need to develop depth through courses that build on each other with increasing theoretical and analytical sophistication. If in doubt, lean toward more depth.

Of equal importance with developing conceptual and practical knowledge in your area is development of research competence. Over the course of your career you may do many different research tasks ranging from fundamental research on the underlying causes of problems to applied research on methods and techniques of professional practice. Part of your doctoral program should be devoted to developing basic research skills which will prepare you for doing dissertation research, and on which you can build during your career.

Research centers within the College of Urban Planning and Public Affairs -- the Great Cities Institute, the Urban Transportation Center, the Center for Urban Economic Development, the Voorhees Center for Neighborhood Improvement, the Institute for Research on Race and Public Policy, and the Survey Research Laboratory -- as well as UIC's City Design Center and Institute for Environmental Science and Policy, offer a rich array of research assistantship appointments and seminar opportunities. We strongly urge you to take full advantage of the research opportunities by seeking an affiliation with a research center whose mission is most relevant to your area of specialization.

## 6. CAREER TRAINING

**All students are required to demonstrate competence in the areas of teaching or research.** The career training requirement can be satisfied by the choice of one of the following options: (1) research, whereby the student participates in a research project in collaboration with a faculty member or a team of faculty members; (2) teaching, whereby the student either teaches an undergraduate course or co-teaches a master's level course under faculty supervision.

A maximum of 12 credits of independent study toward the degree may be earned in completing the training requirement. The number of credits granted will depend on the actual task undertaken. As a general guide, 12-credits would require full-time employment for at least one semester.

Your plan of study should include a statement on how and when you intend to fulfill this requirement. Career training cannot be undertaken until you have completed at least one full year of coursework. It is strongly recommended that you not attempt to complete this requirement until you have completed or nearly completed your coursework, especially if you elect the research or teaching option.

*Students with little or no prior academic experience must complete one of the career training programs described below. Written agreements regarding the professional career training requirement are required. They must be filed with the Director of Graduate Studies before initiating this phase of program activity.*

### 6.1. RESEARCH OPTION

*The student participates in a research project in collaboration with a faculty member or a team of faculty members. Projects will focus on an actual problem in public policy analysis, will involve working directly with agencies and organizations related to the problems selected, and will contain a substantial field research component. The student works as a full research colleague and is involved in all aspects of project design, execution, analysis, and report preparation. The student will make a formal presentation, oral and written, on the project. A research assistantship appointment with one of the College's research centers may fulfill this option.*

The research option is particularly recommended for students who intend to pursue a career in applied research. It is intended to give you first hand experience in typical problems of fitting research protocols to problem contexts where experimental designs are difficult or impossible to achieve. Suitable projects should cover the full range of activities from problem formulation to the development of policy/program implications of findings and focus on a problem involving practical action.

### 6.2. TEACHING OPTION

UPP students choosing the teaching option will either take complete responsibility for teaching an undergraduate course or co-teach a masters-level course in the MUPP program. This can only be done with the permission of the Director of the Urban Planning and Policy Program.

Students selecting this option are expected to audit the course in question and prepare a detailed set of course notes, assignments, and reading materials; 6 hours of credit may be

earned for this effort. An additional 6 hours of credit may be earned for the delivery of the course and the preparation of a formal evaluation of the teaching experience.

Written agreements about requirements for these independent studies must be approved by the supervising faculty member, the Director of Graduate Studies, and the Director at least one semester prior to the semester in which the course will be offered.

In general, the student will be responsible for preparing and delivering the assigned course and evaluating the teaching experience. Course preparation will include monitoring the delivery of the course by a regular faculty member, developing a detailed syllabus and lecture notes, selecting readings, and preparing assignments. Course evaluation will include analysis of student performance, course and teacher evaluation forms, and reformulation of the course, as necessary. A paper summarizing the evaluation is required.

This option is recommended for those interested in pursuing a career that includes college teaching. Appendix A contains a set of recommended procedures for use in the Teaching Option.

## 7. TRANSFER OF CREDITS

### *Credit for Prior Master's Degree*

Doctoral candidates who have previously earned a master's degree or its equivalent approved by one of the regional accreditation associations or by the agencies recognized by the Council on Post Secondary Education may be granted 24 semester hours of credit toward the doctoral degree if approved by the program and the Graduate College at the time of admission. The 24 hours are subtracted from the total hours required from the doctorate. The 24 hours are not counted toward the maximum allowed transfer credit limit or computed in the cumulative GPA or Degree GPA. A petition is not required.

### *Transfer Credit*

In addition to the 24 hours doctoral students may receive from a completed master's degree or its equivalent 8 additional hours can be transferred in from non-degree coursework completed by one of the regional accreditation associations or by the agencies recognized by the Council on Post Secondary Education. In addition to these 8 additional hours, doctoral students may transfer in no more than 25 percent of the remaining hours required for the degree. For the Urban Planning and Policy Program which requires 96 hours of coursework for completion of the doctoral degree, the formula used to establish the total number of hours that can be transferred into the degree is as follows:

Total Hours:	96
Credit for Prior Master's Degree:	24
Credit for non-degree coursework:	<u>8</u>
<b>Total Remaining:</b>	<b>64</b>

**25% of 64 hours is 16 total additional hours** that can be transferred into the doctoral degree with the Director of Graduate Studies approval. This limit is for courses taken as a student in another college at UIC or another institution, but not coursework taken in a different program within the Graduate College at UIC. Transfer credit is considered only for courses in which the student received a grade of A or B. Credit earned more than six calendar years before admission to the Graduate College is not usually accepted for transfer.

A *Graduate Petition for Transfer Credit Toward an Advanced Degree* is required for all transfers of credit except the 24 hours of credit for a prior master's degree and the 8 hours of credit for non-degree coursework. The graduate program evaluates the student's petition and makes a recommendation to the Graduate College. The petition should show the courses recommended for transfer by the graduate program and the number of semester hours of credit received. Students must attach to the petition an original transcript showing grades if courses were not taken at UIC, and a certification from the registrar or college dean of the applicable institution stating that the courses are graduate-level and were not used toward fulfillment of the requirements for a degree if not self-evident from the transcript itself.

## 8. PRELIMINARY EXAMINATION

Upon completion of the course work listed in the plan of study, the student takes a written preliminary examination that is specifically tailored to the substantive area of interest. An oral examination may also be required at the discretion of the committee.

**The preliminary examination should be taken upon completion of all coursework, and may be taken during the final semester of coursework.** An approved plan of study must be on file prior to taking the preliminary examination. You need to initiate the examination process by first discussing your intention with your advisor who then needs to notify the Director of Graduate Studies.

### 8.1. THE PRELIM COMMITTEE

With the help of your advisor you should *identify a committee of at least five persons*. Two must be members of the Graduate Faculty. (See the Director of Graduate Studies for a list of Urban Planning and Policy Program faculty members who also belong to the Graduate Faculty.) Faculty of the Department of Urban Planning and Policy must also comprise a majority of your preliminary examination committee.

On recommendation of the Director of Graduate Studies, the Dean of the Graduate College appoints the committee under the direction of a chairperson, normally your advisor using the form at <http://grad.uic.edu/pdfs/CommRecForm.pdf>. The committee then develops an individual exam tailored to your plan of study and research interests. The committee should review the general content of the exam with the student to verify the appropriateness of the topics to be covered, but students are not allowed to formulate or select questions. Because the committee appointment and exam preparation takes some time, you should notify the Director of Graduate Studies of intentions in writing, one semester prior to the date you wish to take the exam.

### 8.2. EXAMINATION FORMAT

**The preliminary examination is a written test covering your program of study.** It may, at the discretion of the committee, also include an oral review of the written examination.

The written exam will be in two sections. Normally one section will be on conceptual and theoretical issues and related research problems in your area of specialization and related general planning knowledge and skills. The second section will be on policy and program issues, and related practice problems in your area and related general planning issues.

It is expected that interrogation will not be confined to the content of specific courses, but will be conducted in a manner to determine whether the student has mastered a definite field of knowledge and is able to evaluate its potential for further advances. The student should satisfy the committee that he or she is able to integrate his or her field of specialization with the larger domains of knowledge and understanding. The preliminary examination should not be devoted to any protracted discussion of the student's thesis research.

The examination is given under the honor system. The student may be allowed to use books and notes. A maximum of six hours is allowed for completing each of the two sections of the exam. The place of the exam is at the convenience of the student. The exam responses must be submitted, typewritten, word processed or typeset, to the committee within seven days after receipt of the exam. The extra time is allowed so that you may have the

examination typewritten or word processed. You are not permitted additional library research, review or study time after you read the examination.

The examination must be reviewed and graded by the committee within two weeks of receipt of the completed examination. The committee may give a temporary grade and request an oral review; or it may grade the examination: pass, pass with qualification, or fail.

If the examination is passed with qualifications, specific requirements such as successful completion of a course or courses, or completion of research and writing assignments may be added. If an oral review is held, it is limited to a discussion of the written examination for the purpose of giving you an opportunity to clarify your original answers, extend them if necessary, and respond to committee criticism. The oral review should be held within one week of preliminary grading of the examination. If all or part of the examination is failed, it may be repeated a second time. A third examination is not permitted.

## 9. DISSERTATION

Dissertations often attempt to extend the work begun by others in order to develop new insights or to reconcile conflicting research results. Many of these dissertations are conducted using the same methodological frameworks as previous studies. Other dissertations develop from the application of new or innovative methodologies or conceptual frameworks, and still others involve the definition and analysis of research questions which has never been raised before. Course credit for dissertations is obtained under UPP 599. All students must register for Dissertation Proposal Workshop (UPP 580) before developing their thesis proposal.

### 9.1. THE DISSERTATION PROPOSAL

#### 9.1.1. Development of the Proposal

The student works with his/her Dissertation Committee to develop a dissertation proposal. After or concurrently with the Dissertation Proposal Workshop (UPP 580) students normally develop their dissertation proposal and will register for Independent Study (UPP 593) under the call number of the faculty who is their dissertation advisor.

#### 9.1.2. Registration after Approval of Dissertation Proposal

After the dissertation proposal is accepted and formally approved by the Dissertation Committee, the student must satisfy two registration requirements: (A) register for a minimum of 4 credit hours of Ph.D. Thesis Research (UPP 599) per semester, while the dissertation work is carried out. Waiver of this requirement may be obtained by petitioning the Graduate College through the UPP program office; and (B) have registered for a minimum cumulative total of 12 hours of UPP 599 at the time of graduation.

#### 9.1.3. Content of the Dissertation Proposal

A dissertation proposal should contain, at a minimum:

1. A discussion of the specific research problem and its significance. This should include a clear statement of the problem and why it is important and to whom.
2. Identification of the relevant theoretical literature and a statement on how that literature will be used in formulating your research. You also need to describe how your proposed work fits in with the existing literature.
3. Identification of the public policy/practice issues associated with your subject and a preliminary assessment of how your research may contribute to resolving such issues.
4. Discussion of the research methodology to be used.
5. Identification of special data or informational needs, potential problems or other issues pertinent to your research, and a discussion of how they will be resolved.
6. A preliminary outline of the completed dissertation.

**All dissertation proposals must contain a discussion of existing empirical and theoretical literature on the topic of interest.** Students submitting proposals for an

application of new analytical frameworks or methodologies to previously defined problems should identify major alternative ways of defining and studying their research topic and justify the approach they intend to use. Students who intend to pursue fundamentally new lines of research that are not associated with any body of relevant literature must provide a discussion of the feasibility of the proposed research.

#### 9.1.4. Human Subjects Research

If the dissertation work involves human subjects, including survey type data collection, use of existing data, focus groups, or interviews, IRB training is required and the IRB form has to be submitted to an approved by the unit's, College's, and University's Institutional Review Boards (see thesis manual).

Information on the IRB review process, forms and training can be found at <http://www.research.uic.edu/protocolreview/irb/index.shtml>.

### 9.2. DISSERTATION COMMITTEE

After the student selects a dissertation committee chair, the chair and the student identify appropriate faculty members who may agree to serve on the student's dissertation committee. Appointment of a dissertation committee follows a process similar to the selection of the student's preliminary examination committee. The Director of Graduate Studies proposes; the Dean of the Graduate College appoints. **The committee consists of at least five persons, two of whom must be full members of the Graduate Faculty. The chair and the majority of the committee have to be from the UPP faculty. The committee must be approved by the Director of Graduate Studies and appointed by the graduate college using the form <http://grad.uic.edu/pdfs/CommRecForm.pdf>**

**The dissertation proposal is examined by your proposed committee at an oral hearing similar to the preliminary exam.** You must present copies of the proposal to the committee at least **one week** in advance of your hearing. The committee may accept wholly, accept with specific required changes, or reject the proposal. The committee must notify the Director of Graduate Studies in writing of its action.

Depending on working arrangements with your advisor and other dissertation committee members, you will have systematic review and obtain reaction to your work as it progresses. Regular interaction with your committee is strongly encouraged both at the research stage (especially as you modify your original plan due to data problems, etc.), and in the writing stage (getting early reviews of chapters). However, approval of the dissertation, in part as well as whole, is reserved for the dissertation defense. A memo indicating the type of review and advising arrangements decided by your committee should be filed with the UPP office.

Please note that the preliminary examination must be successfully completed before the dissertation proposal is presented.

### 9.3. THE DISSERTATION

To make sure that the draft of the dissertation meets the Graduate College procedural and format requirements, the student should obtain a copy of the "Graduate College Thesis Manual" and comply with its rules.

#### 9.4. THE DISSERTATION DEFENSE

**The final, official step in the PhD process in the Program is the presentation and defense of the dissertation.**

You must present a complete draft of the dissertation for the defense. It need not be presented in the final format required for submission to the Graduate College, but it must be typewritten in standard format, and contain all data, footnotes, bibliography, and appendices that will appear in the finished version. You must present the dissertation to the committee at least **ten days** before the scheduled defense. Instructions for formatting the thesis are provided by the graduate college in the thesis manual:

<http://grad.uic.edu/pdfs/thesismanual.pdf>

The defense itself is an oral review and discussion of the dissertation by your dissertation committee, where you will present and defend your research thesis. The defense is normally held in 262 CUPPA Hall, in a public meeting open to all members of UIC's academic community. At the completion of the defense the committee votes either to accept the dissertation, to accept the dissertation subject to completion of specific modifications, or to reject the dissertation. If the dissertation is rejected, the committee must advise you on whether and how the dissertation may be improved. The committee must report its findings in writing to the Director of Graduate Studies in addition to filing its report to the Graduate College.

Once the thesis is accepted by the committee all that remains is to complete the requirements for filing it, pay your bills and accept our congratulations.

## 10. STUDENTS BEING IN GOOD STANDING

The Graduate College handbook states that students may only continue in a graduate program if they are in "good standing". It states that "*being in good standing involves:*

- removing all limited status admission conditions
- having a minimum graduate degree GPA of 3.00
- making satisfactory progress toward the degree requirements, including a project or thesis if required.

Graduate programs may require a higher level of performance and may apply criteria in addition to those stated above. If a student fails to meet the performance or other criteria stated by the program as determined by the Graduate College, the program may notify the Graduate College to initiate dismissal."

Because individual graduate programs may require a higher level of performance, the Urban Planning and Policy Program further defines the meaning of "good standing" to include the requirement that PhD students:

- maintain a B average every semester when enrolled;
- refrain from withdrawing from classes after the first ten days of class without an approved leave of absence petition;
- maintain a continuity of registration, with a minimum of 4 credits a semester, until official approval of dissertation proposal;
- meet the designated milestones (plan of study, preliminary exam, dissertation defense) according to schedule and within a reasonable time frame.

The UPP Program Director, in consultation with the student's advisor, may contact the Graduate College to recommend the dismissal of any student who fails to make satisfactory progress toward the completion of the doctoral degree. In interpreting "satisfactory progress" and "reasonable time frame," the UPP Director will use the degree program deadlines established by the Graduate College: <http://grad.uic.edu/cms/?pid=1000037>. Normally this will be seven consecutive calendar years unless an approved leave of absence is granted.

## **11. IMPORTANT DATES**

All students must file a request to graduate at the beginning of the semester in which they plan to graduate. See <http://grad.uic.edu/cms/?pid=1000030>.

Two graduate theses (with complete paper work) are due in the graduate college around mid semester. To participate in the May commencement exercises, student must defend, edit and submit their thesis by mid March. NO EXCEPTIONS!!!

## **12. ACKNOWLEDGEMENT**

This handbook has evolved as a collective work of the UPP faculty. It was originally written for the Interdisciplinary Doctoral Program in Public Policy Analysis by James Foerster and has gone through several subsequent revisions by James F. Foerster, Martin S. Jaffe, Charles J. Orlebeke, Ashish K. Sen, Raffaella Y. Nanetti and Curtis R. Winkle.

In 2007-08, the handbook for the Ph.D. Program in Urban Planning and Policy was revised by Martin Jaffe and Curtis R. Winkle. These revisions were based on the doctoral program proposal approved by the UPP faculty and initially developed by the Ph.D. Committee in 1996-97 (chaired by Raffaella Y. Nanetti and Philip J. Bowman, respectively). This 2008-09 Ph.D. Handbook was further revised by Martin Jaffe.

Suggestions for improving the program and this guide are welcome. Please give them to the Director of Graduate Studies.

## 13. APPENDICES

### APPENDIX A: PROCEDURES FOR THE TEACHING OPTION OF THE Ph.D. CAREER TRAINING REQUIREMENT

**All UPP doctoral students are being trained as university faculty, so are required to demonstrate competence in teaching and research.** Career training is satisfied by (1) research, as shown by the successful completion of your advanced coursework and the passing of your preliminary examination, the preparation of your dissertation and the successful defense of your thesis, and (2) teaching, whereby you either teach an undergraduate course or co-teaches a master's level course under faculty supervision.

A maximum of 12 credits of independent study toward the degree may be earned in completing the teaching requirement, with the number of credits granted depending on the actual teaching undertaken.

Your plan of study should include a statement on how and when you intend to fulfill the teaching requirement. Teaching cannot be undertaken until you have completed at least one full year of coursework. It is strongly recommended that you not attempt to complete this requirement until you have completed all of your coursework and have successfully passed your preliminary examination.

#### 1. GENERAL CONSIDERATIONS

UPP students will either take complete responsibility for teaching an undergraduate course or co-teach a masters-level course in the MUPP program. This can only be done with the permission of the Head of the Department of Urban Planning and Policy.

Students are expected to audit the course in question and prepare a detailed set of course notes, assignments, and reading materials; 6 hours of credit may be earned for this effort. An additional 6 hours of credit may be earned for the delivery of the course and the preparation of a formal evaluation of the teaching experience.

Written agreements about requirements for these independent studies must be approved by the supervising faculty member, the Director of Graduate Studies, and the department's Head at least one semester prior to the semester in which the course will be offered.

In general, the student will be responsible for preparing and delivering the assigned course and evaluating the teaching experience. Course preparation will include monitoring the delivery of the course by a regular faculty member, developing a detailed syllabus and lecture notes, selecting readings, and preparing assignments. Course evaluation will include analysis of student performance, course and teacher evaluation forms, and reformulation of the course, as necessary. A paper summarizing the evaluation is required.

#### 2 TEACHING PROCEDURES

1. The student is expected to assume full responsibility for an undergraduate planning course or to share responsibility for a master's-level graduate course with a UPP faculty member.
2. Ordinarily, the student should have taken or audited the course and have developed a day-by-day chronicle of course activities, along with commentaries on method

- delivery, concepts or techniques emphasized, choice of readings, sequencing, and alternatives.
3. The instructor responsible for the course will monitor the student's preparation and delivery of the course. The student and instructor should meet at least 6 months in advance of the course to develop a common understanding of responsibilities and expectations. These should be recorded in a memo, along with a timetable for the preparation of a draft syllabus, reading list, and lecture notes, discussion questions on readings, exams and assignments.
  4. The first step in course development should be the preparation of a 5-10 page concept paper discussing the themes of the course, the concepts or techniques to be emphasized, the pedagogical approach to be used, and a list of instructional goals and objectives. The student should discuss this paper with the instructor/monitor, and with other faculty members. It is especially important to review this paper with those who teach prerequisite courses and those courses which list the subject course as a prerequisite.
  5. After review and revision of the course prospectus the student should refine the timetable for the production of course materials by inserting the details of activities to be completed in preparing the course. It is very important, in this schedule, to provide time for evaluation of alternative delivery options and for evaluation of the appropriateness of day-to-day discussion, topics, lectures, readings and assignments to instructional goals. It is expected that the student will provide time for an independent review of the literatures relevant to the course in this timetable.
  6. To be safe, the student should plan on completing an outline of the course and daily lesson plans at least 1 month prior to the scheduled starting date of the course. This will allow time for review and revision as necessary.
  7. After completing preparation, the student should prepare sample answers to exam questions and assignments, and review those in light of course content and instructional objectives. Course materials may need to be revised at this point.
  8. A short (5-10 pages) description of the structure of the course and choices made in its development should be prepared at this point. The emphasis of this paper should be a discussion of why the proposed structure is the best.
  9. The student should keep a journal on the daily events of the course, including notes on what went well, what did not, and what changes should be considered the next time the course is delivered (and why). The supervising instructor (or co-teacher) should supply the student with written comments on daily activities addressing these same questions.
  10. Assignments and exams should be graded by the student, and reviewed by and discussed with the instructor.
  11. At the end of the course, the student should review the initial prospectus paper, the course journal, and the list of instructional objectives and prepare a short (5-10 pages) paper evaluating the course and indicating what changes should be made the next time it is delivered.
  12. The supervising instructor will provide the student with a written set of comments

evaluating the course.

13. The student should review student course evaluations and the supervising instructor's comments and meet with the instructor to discuss the teaching experience.
14. A short summary of this discussion should be prepared and incorporated with the student's self-evaluation.
15. The course syllabus and self-evaluation should be filed with the Program office as part of the student's permanent record.
16. Twelve hours of independent study credit is normally awarded for the teaching option. It is graded as follows.
  - 6 hours for preparation
  - 6 hours for delivery, revision of prepared materials, and analysis of the delivery of the course.

Students may not register for credit in the course they are teaching.

The Program provides many opportunities for students to satisfy the teaching requirement of the Ph.D. program, but it cannot guarantee paying positions. Students who teach for academic credit should not expect to receive monetary compensation for their efforts.

### 13.1. APPENDIX B: UPP COURSE DESCRIPTIONS

#### **101 Introduction to Urban Studies**

**3 hours.** General survey of urban issues and experience using an interdisciplinary approach.

#### **202 Planning Great Cities**

**3 hours.** What makes a city great, how cities change, can cities be planned, and how planners plan; characteristics of Great Cities and current urban planning issues.

#### **302 Great Cities Internship**

**6 hours.** Provides students an opportunity to apply theoretical knowledge and conduct research in metropolitan organizations through field placements and seminars. Same as POLS 302. *Prerequisite(s):* Junior or senior standing and grade point average of 3.00, or consent of the instructor.

#### **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.

#### **461 Urban and Regional Transportation Methods**

**3 OR 4 hours.** Methods and models for analyzing and forecasting transportation requirements, costs and capacities. Same as CEMM 404. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s)*: Consent of the instructor.

#### **470 Cohort Seminar for Urban Developers**

**3 OR 4 hours.** Application of the financial calculator, use of spreadsheets, and other tools commonly used in real estate-based urban development projects. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s)*: Consent of the instructor.

#### **471 Housing and Community Development for Urban Developers**

**3 OR 4 hours.** Housing policy at federal, state and local levels affecting urban housing markets. Emphasis on assessment of market conditions affecting community development decisions. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s)*: UPP 470 or consent of the instructor.

#### **472 Development Finance For Urban Developers**

**3 OR 4 hours.** Key financial principles of real estate development, particularly those related to the financing of affordable housing. How to develop a real estate pro forma. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s)*: Consent of the instructor.

#### **473 Organizational Essentials for Urban Developers**

**3 OR 4 hours.** Theory and practice of management in public and non-profit settings. Focus on developing communication, leadership and legal skills for each step in development. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s)*: Consent of the instructor.

#### **474 Community Development Process for Urban Developers**

**3 OR 4 hours.** Developing affordable housing: development team, acquisition strategy, legal issues, construction management and project sustainability, as it pertains to different types of housing developments. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s)*: Consent of the instructor.

#### **475 Sustaining the Housing for Urban Developers**

**3 OR 4 hours.** Introduces students to a range of management issues: property management and maintenance, resident relations and services, and financial/ asset management as it relates to sustaining affordable housing. 3 undergraduate hours. 4 graduate hours. *Prerequisite(s)*: Consent of the instructor.

#### **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.

*Prerequisite*: UPP 502

### **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.

*Prerequisite*: UPP 502

### **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.

### **512 Evaluation Methods**

**4 hours.** Methods used to evaluate policies and programs; quasi-experimental designs, valuation problems, and emerging evaluation methods. *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.

**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.

**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.

**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 problematic 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.

**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.

**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.

**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.

**584 Methods of Policy Analysis**

**4 hours.** Analytic, allocative and evaluative techniques in public policy analysis. Preparation of case studies in problem analysis and policy recommendation. *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.

**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.



## APPENDIX C: UPP FACULTY AND STAFF

### Faculty

<a href="#">Kheir Al-Kodmany</a>	Physical planning, quantitative analysis, and urban design
<a href="#">Philip Ashton</a>	Housing finance, community economic development, urban revitalization
<a href="#">John Betancur</a>	Economic development and sociology
<a href="#">Douglas Gills</a>	Community and economic development
<a href="#">Charles J. Hoch</a>	Physical planning, housing planning and policy
<a href="#">Martin S. Jaffe</a>	Land use and environmental planning, physical planning
<a href="#">Kazuya Kawamura</a>	Freight transportation, transportation economics, environmental justice
<a href="#">Raffaella Y. Nanetti</a>	International planning, community development, and social capital strategies
<a href="#">David C. Perry</a>	Economic development, planning theory and political economy
<a href="#">Janet Smith</a>	Housing, community development, poverty and race issues
<a href="#">Piyushimita (Vonu) Thakuriah</a>	Transportation, statistics, and quantitative methods
<a href="#">Nik Theodore</a>	Economic development, labor markets, urban policy
<a href="#">Rachel N. Weber</a>	Local and regional economic development, industrial location, and public finance
<a href="#">Curtis R. Winkle</a>	Health planning, management skills, program evaluation, statistics
<a href="#">Moira Zellner</a>	Environmental planning
<a href="#">Tingwei Zhang</a>	Quantitative analysis, urban design, international planning

### Adjunct and Visiting Faculty List

<a href="#">William A. (Max) Dieber</a>	UPP 502 - Planning Skills: Computers, Methods and Communication
<a href="#">Joseph DiJohn</a>	UPP 563 - Transportation Management
<a href="#">Erica Pascal</a>	UPP 553 - Land Use Law
<a href="#">Leslie Pollock</a>	UPP 555 - Physical Planning: Comprehensive Planning
<a href="#">Steve Schlickman</a>	UPP 565 - Transportation Special Topics: Transportation Project Funding & Finance
<a href="#">Thomas P. Smith</a>	UPP 558 - Land Use Planning
<a href="#">James Van De Kloot</a>	UPP 555 - Environmental Planning

### 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 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. 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.

### Staff

Hazel Brown, [memi@uic.edu](mailto:memi@uic.edu), Admission and Records Officer

Wei Liu, [weiliu@uic.edu](mailto:weiliu@uic.edu), Assistant to the Director for Budgeting

Ann Barnds, [abarnd1@uic.edu](mailto:abarnd1@uic.edu), Assistant to the Director for Administration

## APPENDIX D: ACADEMIC CALENDAR

### Fall Semester 2008

August 25, M	Instruction Begins
September 1, M	Labor Day holiday. No classes.
September 5, F	Last day to complete late registration and last day to add or drop a course.
September 12, F	Last day to file for graduation this term.
October 31, F	Last day to submit approved thesis/dissertation for graduation this term.
November 25, M	Last day for Graduate College to receive certificates of approval for master's project for graduation this term.
November 27 - 28, Th - F	Thanksgiving Holiday, No classes
December 5, F	Instruction ends.
December 8 - 12, M - F	Final examinations.
December 13, Sa	Semester ends.

### Spring Semester 2009

January 12, M	Instruction begins.
January 19, M	Martin Luther King Day, No classes
January 23, F	Last day to complete late registration and last day to add or drop a course.
January 30, F	Last day to file for graduation this term.
March 20, F	Last day to submit approved thesis/dissertaion for graduation this term.
March 23 - 27, M - F	Spring vacation. No classes.
April 10, F	Last day for Graduate College to receive certificates of approval for master's project for graduation this term.

May 1, F

Instruction ends.

May 4 - 8, M - F

Final examinations.

May 9, Sa

Semester ends.

May 13, Su

Commencement

## Summer Session 2009

### 4-Week Session

May 18, M Instruction begins.

May 18, M Last day to cancel registration for the 4-Week Session only with a 100% refund of tuition and fees.

May 20, W Last day to complete late registration for the 4-Week Session; last day to drop or add a course(s) online or make section changes for 4-Week Session; last day to drop individual courses via *Student Self-Service* without receiving W (Withdrawn) grade on academic record for the 4-Week Session.

May 25, M Memorial Day holiday. No classes. June 3, W Last day for undergraduate students to use optional late drop with college approval and receive grade of W on academic record.

June 9, Tu [CampusCare](#) deadline to [submit waiver forms](#).

June 11, Th Instruction ends for 4-Week Session.

June 12, F Final examinations for 4-Week Session. 4-Week Session ends.

### 8-Week Session

June 9, Tu [CampusCare](#) deadline to [submit waiver forms](#).

June 15, M Instruction begins.

June 15, M Last day to cancel registration for the 8-Week Session with a 100% refund of tuition and fees.

June 19, F Last day to complete late registration for the 8-Week Session; last day to drop or add a course(s) online or make section changes for 8-Week Session; last day to drop individual courses via *Student Self-Service* without receiving W (Withdrawn) grade on academic record for the 8-Week Session.

July 3, F Independence Day holiday. No classes.

July 17, F Last day for undergraduate students to use optional late drop with college approval and receive grade of W on academic record.

August 5, W Instruction ends.

August 6–7, Th–F Final examinations for 8-Week Session.

August 7, F 8-Week Session ends.

## APPENDIX E: PhD ADVISING WORKSHEET

### Department of Urban Planning and Policy

Student: \_\_\_\_\_

Course	Completed	Sem-ester	Actual Credit	Credits	Notes <sup>1</sup>
<b>PREREQUISITES</b>					
UPP500 – History and Theory of Urban Planning					No Credit
UPP501 – Urban Space, Place and Institutions					No Credit
UPP 504 – Economic Analysis for Planning and Management					No Credit
<b>REQUIRED COURSES</b>					
UPP503 –Data Analysis for Planning and Management I				4	
UPP589 - Data Analysis for Planning and Management II				4	
UPP 580 – Dissertation Proposal Workshop				1	
UPP583 – Advanced Planning Theory				4	
UPP588 – Evaluation Methods				4	
				17	
<b>OTHER COURSES</b>					
1					
2					
3					
4					
5					
6					
7					
				At least 20	
<b>Course</b>	<b>Completed</b>	<b>Sem-ester</b>	<b>Actual Credit</b>	<b>Credits</b>	<b>Notes</b>

<sup>1</sup> Indicate waivers and transfer credits

<b>SPECIALIZATION</b>					
1 UPP512 or equivalent (e.g. PA 540)				4	
2				4	
3				4	
4				4	
5				4	
6				4	
7				4	
				28	
<b>DISSERTATION</b>					
Dissertation Proposal Writing Seminar <sup>2</sup>				4	
UPP 599 – Doctoral Dissertation				16	
				20	
<b>CAREER TRAINING</b>					
591-Professional Practice Seminar or UPP 593-Independent Research in Urban Planning and Policy				6	
UPP 593-Independent Research in Urban Planning and Policy				6	
				12	
<b>TOTAL</b>					
				<b>96</b>	

<b>OTHER REQUIREMENTS</b>					
Plan of Study					
Preliminary Exam					
Committee appointment form					
Proposal					
Request to graduate					
Defense					
<b>OTHER REQUIREMENTS (cont.)</b>					
Dissertation					

<sup>2</sup> Not required, but highly recommended

## APPENDIX F. DEGREE REQUIREMENTS FROM GRADUATE CATALOGUE

### Doctor of Philosophy in Urban Planning and Policy

***Minimum Semester Hours Required:*** 96 from the baccalaureate, up to 32 from the master's.

#### ***Coursework***

***Required Courses:*** UPP 503 (or equivalent), 580, 583, 588 and 589 (or equivalent). Student must demonstrate competency in urban theory, policy evaluation and economic analysis through previous master's degree or coursework.

***Plan of Study:*** Each student must have a written plan of study approved by an advisory committee.

***Specialization Courses:*** At least 28 hours must be taken in the area of specialization, selected in consultation with a faculty committee. At least 8 hours in advanced research design and methods are required in the area of specialization. Specializations include physical planning, urban transportation, community development, economic development, international development or another faculty approved specialization.

#### ***Examinations***

***Preliminary Examination:*** Required; written. An oral examination may also be required at the discretion of the committee.

#### ***Dissertation***

Required.

#### ***Other Requirements***

***Career Training:*** Students must complete an internship in a public or private agency; a collaborative faculty/student research project; or classroom teaching under faculty supervision. No more than 12 hours of credit for career training can be applied to the degree.