

Student Handbook

College of Urban and Public Affairs
Nohad A. Toulan School of Urban Studies and Planning

Master of Urban and Regional Planning

September 2011



For additional information, contact:
Nohad A. Toulan School of Urban Studies and Planning
Urban Center Building Room 350
503-725-5477
susp@pdx.edu

Contents

I.	This Handbook: Your Guide to the MURP	3
II.	Organizational Structure	3
A.	College of Urban and Public Affairs.....	3
B.	Nohad A. Toulan School of Urban Studies and Planning	4
III.	Program Structure.....	5
A.	Overview.....	5
B.	Core Courses	5
C.	Planning Workshop.....	6
D.	Specialization/Field Areas.....	6
1.	Specialization Field Area Faculty.....	6
2.	Specialization/Field Areas: Required Courses and Potential Electives	7
a.	Community Development.....	7
b.	Environment.....	8
c.	Land Use	8
d.	Economic Development.....	9
e.	Transportation.....	10
f.	Customized Specialization	10
E.	Electives	11
F.	MURP Specialization / Field Area Pathways	11
1.	Overview.....	11
2.	Pathways for students starting the program in Fall 2011.....	11
G.	Internship.....	13
H.	Field Area Project.....	14
IV.	MURP Program Dynamics.....	15
A.	Advising	15
B.	Degree Planning Form.....	15
C.	Waivers.....	16
D.	Transfer Credits	16
E.	Advanced Standing Credit for Professional Experience.....	17

I. This Handbook: Your Guide to the MURP

In an age where life presents people with increasingly complex situations, planning students wonder “What do I do next?” or “How does this thing work?” or the often bemoaned, “Where does this form get sent?” Planning students often wish they had a guiding principle, a beacon of hope, a source of knowledge greater than themselves. They wish they had a HANDBOOK. In this case, lucky you! Most of the answers are here, however, it’s up to you to read them. You might find a special place in your heart and your home office to keep a copy as well.

This handbook provides MURP students with important information about degree requirements and the regulations specific to the MURP program. Students must also read the relevant sections of the University Bulletin, particularly the section on graduate studies (pp.12, 59-71).

The faculty and staff of the Toulon School want you to have an enriching educational and personal experience with us. If you need help, please ask!

II. Organizational Structure

A. College of Urban and Public Affairs

The College of Urban and Public Affairs (CUPA) is the only place of its kind in the United States: a college that joins three cornerstone disciplines of contemporary life—urban studies, community health, and government—under one roof. We teach our students to flex boundaries and conceive new and practical approaches to stubborn problems. We offer students a hands-on regional laboratory—the Portland metropolitan area, world renowned as a forward-thinking model of civic engagement and livability—where they can design and carry out multi-disciplinary projects that address hot topics in transportation, health, sustainability, and globalization.

There are three schools within CUPA, each with several research institutes, centers and public service units:

- Nohad A. Toulon School of Urban Studies and Planning
 - Center for Urban Studies (CUS)
 - Center for Transportation Studies (CTS)
 - Initiative for Bicycle & Pedestrian Innovation (IBPI)
 - Community Environmental Services (CES)
- Mark O. Hatfield School of Government
 - Criminal Justice Policy Research Institute (CJPRI)
 - Institute for Non-Profit Management (INPM)
 - Center for Turkish Studies (CTS)
 - Institute for Tribal Government
 - National Policy Consensus Center (NPCC)
 - Executive Leadership Institute (ELI)

- School of Community Health
Institute on Aging (IOA)
Senior Adult Learning Center (SALC)
Center for Public Health Studies (CPHS)

In addition, the Institute for Portland Metropolitan Studies (IMS) which includes the Population Research Center is located in the Dean's Office.

B. Nohad A. Toulan School of Urban Studies and Planning

The Nohad A. Toulan School of Urban Studies and Planning (TSUSP) offers four degrees: a BA/BS in Community Development, a Master of Urban and Regional Planning (MURP), a Master of Urban Studies (MUS), and a Ph.D. in Urban Studies. In addition there are graduate certificates in Real Estate Development, Transportation, and Urban Design. The Toulan School of Urban Studies and Planning includes faculty whose appointments are solely with that School as well as faculty who are jointly appointed with other schools and research units in the College of Urban and Public Affairs and elsewhere in the University.

The mission of the Toulan School of Urban Studies and Planning is to assist in the development of healthy communities through an interdisciplinary program of teaching, research and public service. Faculty and students engage the intellectual, policy and practice aspects of urban studies and planning from the local to the international levels and actively participate in the analysis, development and dissemination of the innovations for which Portland and the Northwest are known.

Adopted by the Toulan School of Urban Studies and Planning Faculty on 17 March 2000.

The Director of the School and the MURP Executive Committee coordinate the MURP program. The curricula and requirements for all degree programs are overseen by the School's faculty as a whole, but subgroups of the faculty have specific responsibilities. There are groups of faculty associated with each of the Field Area within planning, listed under section III.D.1.

III. Program Structure

A. Overview

The MURP program provides preparation for professional planning practice. Graduates of the program will acquire skills and knowledge needed for gaining employment in public agencies, nonprofits, and private firms involved in the urban development process. This program is fully accredited by the Planning Accreditation Board and is structured as follows:

Total number of credits needed to graduate	72
Core course credits	43
Required Field Area course credits	15-16
Elective credits	13-14

B. Core Courses

Planning Sequence:

USP 540 History and Theory of Planning	4
USP 541 Dynamics of Planning Practice	3
<i>One of the following four courses:</i>	
USP 549 Regional Planning and Metropolitan Growth Mgmt	3
<i>or</i>	
USP 594 Planning in the Pacific Northwest	3
<i>or</i>	
USP 595 Reshaping the Metropolis	3
<i>or</i>	
USP 616 Cities in the Global Political Economy	3

Methods Sequence:

USP 533 Planning Methods I	4
USP 535 Planning Methods II	4
USP 531 Geographic Information Systems (GIS) for Planners	4
USP 584 Negotiation in the Public Sector	4

Analytical Sequence:

USP 515 Economics: Applications in Urban Studies	4
USP 525 Design Analysis in Planning	2
USP 553 Legal Processes in Urban Planning	1

Workshops

USP 558 Planning Workshop*	9
USP 559 Internship Seminar (formally Planning Practice Workshop)	1

* Students are required to have completed all other core course requirements, with the exception of USP 559, prior to entering USP 558 Planning Workshop.

C. Planning Workshop

USP 558: Planning Workshop is the capstone course for the MURP program. MURP students work in teams of four to six to identify a planning theme that interests them, a client for a planning project that addresses the theme, and then the production of a professional planning product to meet the client's needs. Examples of past Planning Workshop products can be found on the TSUSP Website at:

<http://www.pdx.edu/usp/master-urban-and-regional-planning-workshop-projects>

A planning project must incorporate the elements of the planning process, particularly direct interaction and contact with affected citizens. Further, the Toulon School expects that Planning Workshop projects will address important regional issues and will help to lessen inequities by utilizing planning to better articulate the needs and aspirations of all communities, particularly those historically under-represented in public policy debates.

Students **WILL NOT** be able to take USP 558 until they have completed all MURP core courses (except USP 559). No exceptions. The course takes place over the Winter and Spring terms of the second year and involves a significant time commitment. Please plan accordingly.

All students eligible to enroll in USP 558: Planning Workshop in the winter of 2012 are urged to participate in Dr. Sumner Sharpe's USP 510: Project Management course during weeks 2-5 of Fall term, 2011. This course can be taken for credit, but you do not need to be registered to take this course. Project management is an essential skill needed for success in this course. The more familiar you are with the concepts and practices of project management, the more smoothly your workshop project will proceed.

An organizational meeting for all students planning on taking the Planning Workshop during AY 2011-2012 will be held on Friday, November 11, time and location TBA. Please make a note of it.

D. Specialization/Field Areas

The program offers five areas of specialization. A student must select at least one of these areas:

- Community Development
- Environment
- Land Use
- Regional Economic Development
- Transportation

1. Specialization Field Area Faculty

The table below lists faculty teaching in each of the Specialization areas. The first faculty member listed is the lead person for that Specialization and is the person to contact regarding questions about courses and course substitution.

Community Development	Environment	Land Use	Regional Economic Development	Transportation
<i>Bates</i> Gibson Bassett Abbott Adler Heying Sussman Ozawa Shandas Fang	<i>Shandas</i> Ozawa Miller Lutzenhiser McClintock Messer Seltzer Dill	<i>Bassett</i> Adler Seltzer Fang Gebhardt McClintock	<i>Sbrock</i> Seltzer Strathman Lutzenhiser Martin Jurjevich	<i>Dill</i> Strathman Adler Bertini Modeling Position (open)

2. Specialization/Field Areas: Required Courses and Potential Electives

a. Community Development

CD planning seeks to improve the physical, environmental, social, and economic conditions of communities through the empowerment and capacity building of the people who are part of those communities. CD planners develop a theoretical and practical analysis of structures of race/class/gender/ethnicity/sexuality, social and political history and ideologies, and the economy and political economy. CD planning practice also requires acquiring skills for: assessing the equity impacts of systems, policies and programs; generating inclusive engagement; and for organizing; as well as policy and technical skills in areas such as housing and real estate development, community economic development, and sustainable development. CD planners work in diverse settings, from the public sector, to grassroots and community-based organizations, to community development corporations, to international development organizations.

Required Courses:

USP 528: Concepts of Community Development

USP 550: Concepts of Citizen Participation

USP 551: Community Economic Development

Choose 2:

USP 523: Real Estate Development I

USP 526: Neighborhood Conservation and Change

USP 527: Downtown Revitalization

USP 545: Cities and 3rd World Development

USP 546: Real Estate Development II

USP 547: Planning for Developing Countries

USP 552: Urban Poverty in Critical Perspective

USP 557: Information Cities

USP 577: Urban Environmental Management

USP 580: Political Economy of Nonprofit Organizations

USP 585: Housing Environments for the Elderly

USP 590: Green Economics and Sustainable Development

USP 616: Cities in the Global Political Economy

USP 617: Sociology and Politics of Urban Life

BST 584: African American Community Development

b. Environment

The field focuses on the interactions between human and biophysical systems, including natural resource management, environmental protection, and ecosystem services. This includes the roles of institutions (both government and non-government), individuals, regulations, the market, and scientific uncertainty. The course sequencing for this specialization is designed for students to take USP 571 during their first year, and USP 512 in their second year.

Required Courses:

USP 512: Environmental Planning Methods

USP 571: Environmental Policy

Choose 1 or 2:**

USP 569: Sustainable Cities and Regions

USP 524: Site Planning

USP 536: Policy Evaluation Methods

USP 543: Geographic Applications to Planning

USP 577: Urban Environmental Management

USP 578: Impact Assessment

USP 588: Sustainable Development Practices

USP 590: Green Economics and Sustainable Development

USP 592: Geographic Information Systems II: Applications

USP 660: Policy Process

ECON 532: Environmental Economics

ECON 533: Natural Resource Economics

ESR 529: Environmental Impact Assessment

Choose 1 or 2:**

GEOG 546: Water Resources Management

GEOG 548: Urban Forest

GEOL 661: Environmental Geology

ESR 520: Ecological Toxicology

ESR 524: Wetland Ecology

ESR 525: Watershed Hydrology

ESR 526: Ecology of Streams and Rivers

ESR 528: Urban Ecology

**A total of three courses from these two lists are required.

c. Land Use

The land use field is concerned with the fundamental responsibilities assigned to city, county, and regional planning agencies. Its dual focus is comprehensive land use planning and urban growth management, as framed by the laws, economics, and cultural expectations associated with land ownership and development, and the engagement of interested parties from public, private, and civic sectors. Particular attention is paid to the lessons of planning history and urbanization, the ways in which politics and power have privileged or hindered groups and communities, the essential role of participation in planning, the uncertainties inherent in trying to anticipate the future, and new challenges arising from climate change and the necessity of achieving greater sustainability.

Required Courses:

USP 524: Site Planning
USP 542: Land Use Implementation
USP 555: Land Use: Legal Aspects
USP 579: State and Local Public Finance

Choose 1:

USP 569: Sustainable Cities and Regions
USP 526: Neighborhood Conservation and Change
USP 543: Geographic Applications in Planning
USP 547: Planning for Developing Countries
USP 550: Concepts of Citizen Participation
USP 568: Oregon Land Use Law
USP 570: Transportation and Land Use
USP 573: Housing Economics
USP 578: Impact Assessment
USP 588: Sustainable Development Practices

USP 523: Real Estate Development I
USP 546: Real Estate Development II

d. Economic Development

Economic development planning informs the efforts of public actors to secure sustainable, broad-based economic vitality and prosperity at a variety of spatial scales: nations, states, regions, cities, and neighborhoods. In this specialization, students learn diverse theories of how regional economies grow and change, methods and tools for analyzing regional economic outcomes, and policies and planning approaches that affect economic outcomes such as innovation, job and income growth, and poverty reduction.

Required Courses:

USP 572: Regional Economic Development
USP 517: Economic Development Policy

Choose 1:

USP 554: Data Analysis II
USP 578: Impact Assessment

Choose 2:

USP 510: Urban Labor Markets
USP 510: Tourism and the City
USP 520: Applied Demographic Methods I
USP 521: Applied Demographic Methods II
USP 546: Real Estate Development II
USP 547: Planning for Developing for Countries
USP 551: Community Economic Development
USP 569: Sustainable Cities and Regions
USP 579: State and Local Public Finance
USP 590: Green Economics and Sustainable Development
USP 592: Geographic Information Systems II
USP 598: Introduction to Finance and Real Estate
USP 616: Cities in the Global Political Economy

e. Transportation

The transportation field focuses on how planners can foster an equitable, safe, efficient, and sustainable transportation system for people and goods. The field examines the significant influence transportation has on the health and well-being of every resident, impacting quality of life and the development of local and regional economies. It considers social, environmental and technological trends to ensure resource preservation and enhancement of regional economic productivity.

Required Course:

USP 556: Urban Transportation: Problems and Policies

Choose 3:

USP 537: Economics of Urban Transportation

USP 544: Urban Transportation Planning

USP 570: Transportation and Land Use

USP 587: Travel Demand Modeling

Choose 1 (3 credits, minimum):

(Note: if you take all 4 classes in the list above, you do not need to take a class from the list below.)

USP 507: Transportation Seminar (1 credit, can take more than once)*

USP 510: Sustainable Transportation

USP 543: Geographic Applications in Planning

USP 565: Pedestrian and Bicycle Planning

CE 555: Intelligent Transportation Systems

CE 558: Public Transportation

CE 559: Transportation Operations

CE 510: Transportation Safety Analysis

CE 510: Freight Transportation and Logistics

CE 510: Cost Benefit Analysis in Transportation (1 credit, can only take once)*

*Take a combination of these 1-credit courses to total 3 credits.

Note: The list of “choose 1” or “choose 2” courses (above) represent courses offered in the past and used by students to fulfill their specialization requirement. But courses can change—new ones are offered by the School and other departments and they also can disappear—as faculty retire, go on sabbatical, or as their teaching interests change. Students are encouraged to look across the university for courses appropriate to their field area; these need to be approved by the lead faculty person (the first person listed in the table above) for the field area. Inquiries should be directed via e-mail to the lead faculty person in that Field Area.

f. Customized Specialization

Students are also allowed to develop specializations customized to their particular needs. To do so, you need to follow a four-part process. (1) Make a formal proposal for the field with justification as to why the self-directed field is needed and how the interface of courses meets basic outlines for a history/theory, analytical approach and application course spread. (2) Give this proposal to your advisor to review; proposal should be signed by advisor at the beginning of the third quarter of the student's first year. (3) Submit the proposal to the MURP Executive for review and final approval; and (4) Ensure that your proposal is reflected in degree planning form which will be used by the Student Services Coordinator in verifying the DARs reports from the grad office.

Substitutions to the original proposal will be allowed with sufficient justification (e.g., planned course not provided in timely manner due to faculty sabbatical.) **At time of press, we have not finalized guidelines for students on the proposal (e.g., the type of courses appropriate); this will be done in the Fall quarter of 2011 and will be added as an addendum at that time.**

E. Electives

Students should choose elective courses that complement their program and interests. Elective courses must be graduate courses, and they must be taken for a letter grade. They may be taken in other departments. If you have a question as to whether a course will be acceptable as an elective, ask your adviser. Professional development courses are generally not acceptable as elective courses.

F. MURP Specialization / Field Area Pathways

1. Overview

What follows are pathways, by MURP specialization/field area, for staying on track to graduate in two years. This involves having all core courses done before the start of the winter term of the second year, and satisfying the field area core requirements, or field area requirements where choice is extremely limited. Note that not all field area requirements are shown, and that there are other possible solutions to this “puzzle.” These pathways should be used as a starting point in the discussion between student and adviser, and should not be regarded as required paths.

2. Pathways for students starting the program in Fall 2011

If you have questions about sequences and scheduling, check with your adviser!

	Community Development		
	Fall	Winter	Spring
1st Year	540 533 515 or 584	535 541 531 (or in S) 550 549 616	525 553 515 (or in F) 531 (or in W)
2nd Year	515 or 584 (if not in 1 st yr) 528 594	558 551	558 559

	Environmental Planning		
	Fall	Winter	Spring
1st Year	540 533 515 or 584	535 541 531 (or in S) 549 616	525 553 571 515 (or in F) 531 (or in W)
2nd Year	515 or 584 (if not in 1 st yr) 512) 594	558	558 559

	Land Use Planning		
	Fall	Winter	Spring
1st Year	540 533 515 or 584	535 541 531 (or in S) 549 542 616	525 553 515 (or in F) 531 (or in W)
2nd Year	515 or 584 (if not in 1 st yr) 579 594	558 555 524	558 559

	Regional Economic Development		
	Fall	Winter	Spring
1st Year	540 533 515 (must be taken in Fall)	535 541 531 549 616	525 553 572 531 (or in W)
2nd Year	584 517554 594	558	558 578 559

	Transportation		
	Fall	Winter	Spring
1st Year	540 533 515 or 584	535 541 531 549 616	525 553 556 515 (or in F) 531 (or in W)
2nd Year	515 or 584 (if not in 1 st yr) 544* 565* 594	558 537* 587*	558 559 570*

* These courses are possible choices within the Transportation Field Area.

G. Internship

Every student seeking the MURP degree must complete 400 hours of internship prior to or within one term of graduating. These hours may be done at one or more approved placements. The internship requirement was created to incorporate hands-on experiences with practice in the MURP program. We believe that this is important for enabling students to gain important insights into the field, link theory and practice early in their careers, build professional networks, establish practice-based credentials to offer future employers, and better articulate their own career goals. USP 559: Internship Seminar was created as a means for sharing internship experiences, promoting engagement in reflective practice, and tapping the combined knowledge and reach of the entire group of active MURP students to help all students seek and secure the internships that best enable them to develop as professionals.

Internships can be paid or unpaid, but must incorporate direct experience with professional planning practice, broadly interpreted. In most cases, work as a Graduate Research Assistant will not be eligible for meeting this requirement. Students with questions about proposed internship placements and satisfying the internship requirement should contact Ethan Seltzer, Internship Coordinator, prior to engaging in the internship.

To meet the internship requirement, MURP candidates must:

1) Attend and actively participate in **mandatory seminar meetings**, one in each of the first six quarters that you are in the MURP program, whether formally registered for the internship seminar or not. For AY 2011-12, the Internship Seminar schedule will be:

Friday, September 30, 2011

Returning Students: 9 am, Location TBA

Agenda: Information Exchange/Plans for the Year

First-year Students: 10 am, Location TBA

Agenda: Cascadia 101:Who Plans what, where?

Friday, February 24, 2012: 9 am, Location TBA

Agenda: Tips, leads, and assistance/Summer Internship Planning

Friday, June 8, 2012: Time and Location TBA

Agenda: Internship Celebration/Best and Worst

PLEASE PUT THESE DATES ON YOUR CALENDAR NOW. THANKS!

2) Log 400 Hours on the USP 559 D2L site. You will need an ODIN account to access D2L. A spreadsheet will be posted on D2L for you to use to log your hours, contact info for your internship supervisor, products, and comments.

3) Register for USP 559: Internship Seminar in your 6th or 7th term **only**, and **after** you have completed all 400 hours.

In addition, ALL students are strongly urged to either take or attend USP 510: Career Choices in Planning offered by Dr. Sumner Sharpe FAICP during weeks 2-5 of fall term. This seminar will build on the Cascadia 101 presentation offered in the first week of fall term, and will introduce students to the range of career paths available to planning students. In years past, the contact that students have had with guest speakers in this seminar has led to internship and job opportunities. Again, you can choose to either formally register for this one-credit course, or simply to attend as an unregistered student. Dr. Sharpe's seminar is extremely valuable for MURP students, and all are welcome to join the discussion. (Note: Dr. Sharpe will also offer USP 510: Project Management during these same weeks for second-year students anticipating participation in USP 558: Planning Workshop in winter and spring.)

H. Field Area Project

Students may choose to prepare a research paper or project in their Specialization Field Area that demonstrates a capacity to synthesize and apply knowledge. At least 3 and as many as 6 credits of USP 501 Research may be taken to prepare the paper or project.

MURP students doing field area projects must:

1. Find a chairperson who will accept responsibility for supervision;
2. Register for USP 501 Research. The chairperson will assist in completing a by-arrangement form for this purpose. MURP students may register for up to 6 credits to do a field area project. These credits count as electives.
3. Select, with the advice of the chairperson, one additional faculty member to complete the committee.

The final product need not be limited to a written text. A video, along with a script and notes, for example, may be appropriate. It should be of publishable quality, containing a problem definition, analysis, and a discussion of results and of the significance of the results for various audiences. The project is expected to involve original research, or result in the development of an original idea.

Once completed and approved by the faculty committee, four bound copies of the field area project must be delivered by the student to the department. Copies of field area projects by graduated students are in the CUPA library; where they are available for review.

Please see a further detailed description regarding the Field Area Project in Appendix A.

IV. MURP Program Dynamics

A. Advising

Student Services Coordinator

The Student Services Coordinator is the first stop advising resource for students. Questions about the program requirements, degree progression, policies of the university, and campus resources can be fielded by the Student Services Coordinator. The Student Services Coordinator also works with students to plan events and activities that relate to Toulon School functions. If you make changes to your program of study please inform Student Services.

Faculty Advisor

Once admitted, students are assigned a faculty advisor. The role of the faculty advisor is to help the student understand the field of urban and regional planning, think through various concentration options, and select courses that help the student gain the skills and knowledge to pursue their desired career path. **Incoming students are strongly urged to introduce themselves to their assigned advisor and discuss program requirements, concentration options, and set out a tentative course of study at the beginning of their fall term. Students are responsible for ensuring they have proper advising. You should make advising appointments and contact your professor when you have questions. It is recommended that you meet with your advisor once a quarter to discuss progress and to update/revise your course of study.**

As you proceed through the program you may want to change advisors (e.g., to have an advisor in your specialization area). This is entirely acceptable. Three small procedures should be followed: 1) ask the new faculty member whether s/he is willing to be your advisor; 2) tell your assigned advisor that you are changing advisors and 3) inform the Student Services Coordinator of the change so that she can route graduation paperwork appropriately when the time comes.

B. Degree Planning Form

To plan your program of study and ensure your timely graduation, we have created a nifty form that you need to fill out in consultation with your advisor. Officially this needs to be done two times—but AGAIN periodic advising meetings are strongly encouraged.

Year One Form Requirement: At the **beginning of Winter term** of your first year you should meet with your advisor to map out your program. The Degree Planning Form is used to facilitate and track this process. The form is available as an online under the Advising/Forms sections and in hard copy at the end of this Handbook. After meeting with your advisor, please drop off a signed a copy of the form off with the Student Services Coordinator who will keep it in your file. (You are advised to keep your own copy as well.)

You **MUST** ensure that any important details that affect or alter your program of study is included on the Degree Planning form. Examples of what might affect or alter your program include course waivers, substitutions, or transfer credits applied to your program of study. **These are all are explained below.**

Year Two Form Requirement: During the first **two weeks of February** (before you register for Spring classes), you should meet with your advisor to review the form and make any require revisions. Filling in this form at this point in the year will ensure that you have covered all the requirements for the

degree and will signal to School administration that it is okay to move your graduation paperwork forward. You will both sign the form and again drop it off with the Student Services Coordinator.

NOTE: the Degree Planning Form is now the SOLE form needed for the school. Previous forms (most importantly the Program Proposal Form, which your advisor MAY think also needs completion) have been replaced by this form and the Degree Audit Report (taken care of by the Student Services Coordinator).

The Degree Planning Form is found in Appendix B at the end of the handbook.

Miscellaneous Forms:

The **GO-17**, known as the Recommendation For The Degree, is completed by the School Office. Students need not handle this form.

The **GO-21**, known as the Proposed Pre-Admission Transfer Credit form, is only necessary for the subset of students who get such credits. If you need this form, you will learn about it.

C. Waivers

Students may request to waive one or more required course(s) based on previous academic work or professional experience. To give an example: you were a geography major who earned a special certificate in GIS. You can waive the MURP GIS coursework on the basis of this academic work as you already have sufficient proficiency in GIS. Note that in the case of an approved course waiver, the student does not get to claim the credits associated with the waived course; the equivalent number of credits must be earned by taking other courses.

Waivers are given at the discretion of the faculty member teaching the course for which the waiver is sought. You do need to prove your case for the waiver. Students are advised to write a note to the faculty member explaining the request for the waiver; the waiver request should be accompanied by evidence (i.e., syllabi, assignments, and graded outcomes) for review by the faculty member. If a waiver has been granted, the student's Degree Planning form should be updated and a new copy submitted to the Student Services Coordinator.

D. Transfer Credits

A request to transfer credits is different from a request to recognize a course for waiver. A transfer credit reflects a course that you took prior to enrollment in the MURP, but was NOT utilized for another degree. You want PSU and TSUSP to recognize the course and count it toward the total credits you need to graduate with your MURP. Example: you took a course on planning for public transit at a university in order to learn more about planning as a field. You would like to transfer the credits in and have the course count as an elective for your transportation planning field area.

A maximum of 24 transfer credits may be requested to be counted toward your MURP degree. To be eligible, transferable credits must be graduate level courses in which you earned a grade of "B" or higher. Transfer credits will be granted only for courses that readily fit into a student's program. Preliminary acceptability of transfer credit as part of a student's program is determined by the student's adviser, the chair of the MURP Executive Committee, and the School's Director.

If graduate courses taken while an undergraduate at Portland State **and not used in a bachelor's degree** (*note difference with waiver*) are to be considered for use in the graduate program, the Reservation of **Graduate Credit form GO-10** must be filed in the Office of Graduate Studies no later than the term following admission to the graduate program. If transfer credit from another institution, or from Portland State for courses taken prior to admission, is to be presented, the **Proposed Pre-Admission Transfer Credit form GO-21** must be filed in the Office of Graduate Studies for approval. This form should be submitted early in the student's program and it must be approved before the GO-12 can be approved. This form can be obtained from the Office of Graduate Studies web site (<http://www.gsr.pdx.edu/forms/go-21.pdf>)

See the discussion about pre-admission and transfer credit in the Graduate Studies section of the PSU Bulletin for additional information.

Transfer credits should also be listed on the Degree Planning Program form

E. Advanced Standing Credit for Professional Experience

A MURP student may request advanced standing for the 1-credit USP 559 Planning Practice Workshop. The student should supply evidence in the form of reports, publications, or other relevant materials and indicate the level of responsibility the student had for the preparation of the materials submitted. Only professional work completed within seven years of the date the degree is granted and completed before admission to the program may be used. A request for advanced standing credit will be reviewed by the student's adviser and the chair of the MURP Executive Committee, and approved by them. If advanced standing credit is approved, the student is considered to have fulfilled the internship requirement.

F. Communication

Listserv

The School frequently sends out important announcements about the program, deadlines, graduate research assistantships, internships and jobs. The primary way we communicate with the student body is the through **murpschoolnews e-mail list**. You must fill out your listserve/directory sign up sheet at the beginning of the term in order to be added to the list. If you change e-mail addresses you should notify the Student Services Coordinator.

Subscribers can view list information and change their preferences (e.g., receive a daily digest instead of individual messages, change the address to which messages are delivered) at <https://www.lists.pdx.edu/lists/listinfo/murpschoolnews>.

Directory

The TSUSP Directory is published in Fall and includes contact information for students, faculty and staff. To appear on the Directory you must submit a sign up sheet giving us the right to include your details. The sign up sheet will be distributed during Orientation. If your contact information changes you need to notify the School Student Services Coordinator and the Office of Admissions.

Website

The TSUSP website has a great deal of information regarding the program, internships, student work and other interesting information related to the Student experience and urban planning in Portland. The School website is maintained by the front office staff. The website has a calendar which is updated on a

weekly basis. Please check the calendar often to keep up with what's going on TSUSP. If you have a student event to list on the calendar please let us know.

G. Graduate Research Assistantships (GRAs)

The Toulan School of Urban Studies and Planning offers graduate assistantships which are awarded annually to qualified students. Assistantships are reviewed annually and can be held for a maximum of two academic years. **It is necessary to reapply each year.**

Graduate assistants divide their time between their studies and various assignments such as assisting faculty members in research, classroom instruction, or related work in one of the research centers. In return, they receive a monthly stipend and tuition waiver for their services. Graduate assistants must register for and successfully complete a minimum of **9 credit hours per term**. All GRAs will also automatically be registered for assistantship-related Practicum or Research credits each term (IST 501A/601A or IST 509A/609A.) These credits cannot apply toward any degree, do not generate tuition charges, and cannot count toward the 9-credit enrollment requirement. (But we want you to know about them, nonetheless.)

Continuing students must apply for assistantships by **April 7** of the preceding academic year. The necessary forms are available in the School office and online (<http://www.pdx.edu/usp/forms>). Students with a conditional admission are not eligible for assistantships.

In addition to the GRAs offered through the School, individual faculty members and centers or institutes hire GRAs using external funding for specific research projects. There is no centralized system for these positions. Timing depends entirely upon the project and funding source. Students interested in GRA positions are encouraged to talk with faculty doing work in their field of interest and look for announcements on e-mail lists. However, MURP students should be aware that balancing a GRA, courses, and other responsibilities can be difficult. Students should not expect to hold a GRA *and* internship at the same time they are taking a full load of courses.

H. Other Graduate Degrees

1. Dual Master Degrees

The School participates in a number of dual master degree programs. We have a dual degree with Civil Engineering (with a focus on transportation planning) as well as with the School of Community Health (with a focus on health promotion). These degree programs have separate documentation that you should obtain. With *very careful planning*, students *may* be able to complete both degrees in three years. Dr. Bassett is the current contact person in TSUSP for the Dual Degree with Community Health.

But first, you need to know about the bigger picture! The PSU Bulletin includes the following language on dual master's degrees:

Dual master degrees. No credits applied toward a master degree at PSU, once that degree is achieved, may be applied to the earning of another master degree at PSU, except for the special arrangement provided for the dual master degree program. In the case of the dual master degree program, a graduate student may work concurrently toward the completion of the requirements of two PSU master degrees in complementary disciplines where an overlap of coursework or research (not culminating experience) occurs. The dual degree program is planned in consultation with and approved by the advisers from each program. The courses to be accepted

concurrently for the two degrees shall be determined by the department(s) involved but may not exceed one-third of the required quarter credits for a degree. If the two master's programs have different totals for course credits, the one-third limit is determined by the smaller credit total. To ensure time for adequate planning, applications for admission to the dual degree program are made early in the graduate studies. Admission to the second program in the dual degree program must be attained no later than the term prior to the term in which the final coursework is completed for the first degree. A memo of agreement signed by both advisers and listing the specific courses which will be used for both degrees must be approved by the Office of Graduate Studies before graduation with the first degree. These forms are available in the Office of Graduate Studies.

2. Other TSUSP Graduate Degrees

All coursework taken in the Toulon School of the Urban Studies and Planning or accepted for advanced standing while working on one Urban Studies degrees will count toward any other Urban Studies degree at a different level if: (1) the course work meets the current curricular requirements of the second degree applied for, and (2) the course work is allowed by the faculty at the time of the program approval. If students in the Master program wish to enter the Ph.D. program, they must formally apply and go through the admissions process.

3. Graduate Certificates

Many MURP students are interested in completing a graduate certificate in Real Estate Development, GIS, Sustainability or Urban Design in addition to their MURP degree. Students should be aware that this will require coursework beyond that required by the MURP degree and will likely extend their program beyond two years. This is particularly true for the GIS and Urban Design certificates. Students interested in transportation should specialize in transportation, rather than completing the graduate certificate in transportation.

Students interested in a certificate should discuss the option carefully with their adviser to plan their program. Your focus should be on completing the MURP degree requirements in a timely manner.

I. Graduate Governance

MURP students play an important role in the governance of the Toulon School of Urban Studies and Planning. But before giving you those details, however, here's the bigger picture. All matters of graduate study are subject to University-wide policies and procedures established by the Faculty Senate upon recommendation of the Graduate Council. The Vice Provost for Graduate Studies is responsible for conducting the affairs of the Office of Graduate Studies and for certifying to the Registrar candidates who have fulfilled the requirements for the MURP degree. The Toulon School Director coordinates the programs, and the Dean of the College of Urban and Public Affairs has ultimate authority over administration. The faculty of the School is responsible for curricula and special degree requirements.

MURP Students are involved in school governance through participation on three committees. First, students serve on the MURP Executive Committee. This committee has primary responsibility for the MURP degree, including formulating and changing the MURP curriculum. Elections for MURP executive committee membership are held in the spring term. A detailed description of the responsibilities of MURP Executive Committee members is contained in Appendix D. The second official governance role for MURP students is as the Representative to the Faculty. This person attends monthly faculty meetings and is intended to serve as a liaison to the faculty and to communicate faculty actions/deliberations to the MURP student body. Finally, students are recruited to serve on the MURP

Admissions Committee. This role is more ad hoc with the number of needed students being determined by the volume of applications. We encourage students to volunteer for this assignment. Recruitment of volunteers is done through announcements on the student list serve as well as through Planning Club.

J. Miscellaneous Regulations and Procedures

1. Continuous Enrollment

Students must be continuously enrolled for at least three credits per term (excluding Summer), unless on an approved leave of absence, including the terms during which they complete a field paper. The School Director has the discretion to grant exceptions; these will be granted largely for students who have completed all requirements except a field paper. If unable to maintain continuous enrollment, fill out the Leave of Absence request form for approval by the School Director. Leaves may be granted for a period of one to three terms, and extended for an additional three terms. A maximum of six terms of leave may be granted during the student's tenure in the program.

2. Grades

Students must receive a grade of "B-" or above in all core courses. A student receiving more than nine credit hours of "C" grades after admission will be dropped from the MURP program. All courses for MURP program credit must be taken on a graded basis except for USP 558 Planning Workshop and USP 559 Planning Practice Workshop, which are taken on a Pass/No Pass basis.

3. Use of 400/500 level courses

It is strongly advised that no more than 12 credit hours of courses offered simultaneously at the 400 and 500 levels be used as part of a student's program. (These are known as "slash courses", e.g., 410/510.) This recommendation is designed to insure that coursework is largely at the graduate level and in classes where the majority of other students are graduate students. Students whose programs require a significant amount of coursework in other departments may need to exceed the recommendation, and may do so with the consent of their committee.

4. Time limits

For all Master degrees, all work must be completed within seven years, and no work more than seven years old may be accepted towards the degree. This rule applies equally to terminal Master degrees, to Master degrees taken en route to a Ph.D., and to transfer credits applied to a Master degree.

5. Limit on "Credit By-Arrangement" Hours

Admitted Master students may include no more than 12 credits of by-arrangement classes (501 and 505) in their programs. In cases where more than 12 credits are needed because of the lack of regularly scheduled classes, a waiver must be submitted for approval by the Director after a review by the relevant Executive Committee. It is expected that such credits will be commensurate with the demands of regular course offerings, approximately 3.5 hours of work per week for each credit hour. Students are permitted to arrange a reading and conference course (USP 505) to earn credit that may be related to a particular work experience, however, it is expected that such credits will reflect the normal expectations of a by-arrangement course mentioned above, and will not be granted solely for the work experience.

MURP students may not register for practicum credit (USP 509), or get by-arrangement credit for professional development courses or for participation in professional conferences.

6. Guidelines for Incomplete Grades

All students seeking a grade of "I" in a USP course should fill out a standard form prepared by the School which is available at http://www.gsr.pdx.edu/forms/incomplete_grade.pdf. Completion of the form involves crafting an acceptable statement about when and how the incomplete will be removed within the university's one-year limit. The form must be signed by the instructor and a copy retained for the instructor's records. In the absence of such a signed form, the instructor will assign a grade on the basis of work completed. If the student does not remove the incomplete within the time agreed upon, the instructor will also assign a grade based on work completed to that point.

Petitions for removal of incomplete grades beyond the one year deadline set by the University will be approved by the School only in the case of extenuating circumstances.

7. Graduation

After the student has completed the necessary coursework a Recommendation for Degree (GO-17M) is forwarded to the Office of Graduate Studies. Barring complications such as incompletes, library fines, etc., the student will graduate. The most important thing to remember is that **students must apply for graduation in the Office of Graduate Studies during the first week of the term in which they intend to graduate**. The GO-17M form will be filed by the department once the application for graduation is submitted by the student. After graduation, you will be officially notified and receive your diploma.

8. Student Responsibility

Students are responsible for knowing all regulations and procedures required by the University and the appropriate Masters program. In no case will a regulation be waived or an exception granted because of ignorance of the regulation or the assertion that a student was not informed by the adviser or other authority. Students should be familiar with information published in the *PSU Bulletin*, including the sections listing requirements for the degree. Programs have additional degree requirements beyond those listed in the *Bulletin*. The University reserves the right to require the withdrawal of students who fail to accept their responsibilities, as evidenced by conduct or scholastic achievement.

K. Academic Honesty and Integrity

Graduate students have a primary and unique relationship and responsibility to the faculty of their academic programs, upon whose recommendations masters degrees are awarded. A major feature of their responsibility is adherence to the principles of academic honesty and integrity. The University assumes that students are honest, that all course work and examinations represent their own work, and that all documents supporting their admission and graduation are accurate and complete. Academic honesty is a requirement for all graduate activities and any violation is grounds for disciplinary sanctions as provided by the University Student Conduct Code. Violations of this policy include, but are not limited to:

- *Cheating in examinations and course assignments*: the willful use or provision to others of unauthorized material in written or oral examinations or in course assignments.
- *Plagiarism*: the appropriation of language, ideas, and products of another author or artist and representation of them as one's own original work; failure to provide proper identification of source data; use of purchased or borrowed papers in graduate courses without complete identification of the source.

- *Selling or offering to sell course assignment materials:* knowing, or under circumstances when a reasonable person has reason to know, that all or a substantial part of the material is intended to be submitted by another person in fulfillment of a course requirement.
- *Academic fraud:* furnishing false or incomplete information to the University with the intent to deceive; forging, altering, or misusing university documents or academic forms which serve as the basis for admission, course study, or graduation; misrepresenting a person's identity to an instructor or other University official.

Allegations of violating any part of this policy that cannot be resolved within the School shall be submitted to the Vice Provost for Graduate Studies. If the Vice Provost concludes there are grounds to believe the allegations are well founded, the matter shall be referred to the Graduate Council.

Following procedures established by the Graduate Council, the allegations and a student's response shall be considered. The decisions of the Graduate Council are final. If a violation is established, the following academic actions may be taken:

1. Denial or rescinding of credit for the course in which the violation occurred.
2. Academic probation for one calendar year, during which the student cannot apply for advancement to candidacy, receive or continue to hold a graduate assistantship, or register for more than nine graduate credits in graded courses.
3. Academic disqualification for one to three calendar years, during which the student cannot register for any graduate courses at PSU and cannot apply any PSU course work completed during the disqualification to any graduate degree or certificate program. The student's admission to any graduate degree or certificate program will be canceled. The student must petition for re-admission after the completion of the period of disqualification.
4. Denial or rescinding of the award of the graduate degree.

After final action by the Graduate Council all materials related to the violation are forwarded to the Office of Student Affairs to determine if violations of the Code of Student Conduct have occurred.

V. Appendices

1. **Appendix A: Field Area Project Description**
2. **Appendix B: Degree Planning Form**
3. **Appendix C: Lab Policies—Room 220**
4. **Appendix D: Responsibilities of MURP Exec. Committee Student Representatives**

A. Field Area Project Description

Some Master of Urban and Regional Planning (MURP) students elect to complete a Field Area Project (FAP) during their tenure in the program. A FAP can be an enriching experience through deep investigation into a specific planning topic. This description below is to help MURP students understand the objectives of the FAP and to organize the process for its timely completion.

A FAP is an opportunity for a MURP student to investigate a specific planning topic in partnership with faculty readers. The FAP should meet at minimum the following objectives:

- Address a student-identified planning issue related to an area of scholarly interest;
- Demonstrate the student's ability to pose a researchable question, to design an approach to investigating the question, to carry out that research, and to communicate their findings in a well written, high quality essay; and
- Generate new and/or insightful information about a contemporary planning issue or about an issue of planning practice, education, or process.

A FAP is not a thesis or dissertation. It is not expected to be voluminous. It is not expected to be exhaustive in its coverage, research, or results. A FAP is acceptable when it meets or exceeds the standards for a professional work. A FAP is exceptional when:

- the topic is contemporary and important;
- the research question is clear and unambiguous;
- the approach to addressing it employs is relevant and elegant; and
- the presentation communicates the findings, ideas, and intent of the author in a clear and concise manner.

A FAP is an individual and original piece of work, but it benefits tremendously from interaction with readers, other students and faculty, practitioners, and community members. Completed FAPs are available for review in the CUPA library, and with the help of the faculty, students may consider identifying examples of exceptional FAPs.

The FAP can be completed in the two years of the MURP program if the student begins to plan early and sustains their interest throughout the program. Below is an outline for completing the FAP. This schedule is provided only as a suggestion for completing the FAP – some students may work with their faculty readers to develop other, more appropriate timelines.

A few things to note:

Faculty are generally not on contract during summer months and may not be available to meet. Students should work with faculty advisors to arrange a meeting schedule that acknowledges summer involvement by faculty advisors.

- 1) Do not expect readers to return drafts immediately. Make every effort to allow for sufficient time to work on drafts of the FAP.
- 2) Turn in four (4) copies of the FAP during finals week in the term in which you will graduate: one copy for each reader (2); one for your file, and one for the CUPA library.

Schedule for Completing the FAP		
Step	Activity	Timing
1	Identify a field that you're interested in.	During Winter of 1st Year
2	Identify a contemporary planning issue or an issue of planning practice, education, or process associated with that field.	
3	Develop a brief description of your intentions.	
4	Identify a first reader and revise and refine your project description. Develop a detailed work plan with deadlines.	During Spring of 1st Year
5	Provide a detailed workplan, including deadlines, an outline and bibliography	
6	Work with your first reader to identify a second reader.	By Fall of 2nd Year
7	Maintain regular contact with your first and second reader.	Throughout the Process
8	Meet your deadlines or negotiate new ones with your readers.	During Fall and Winter of 2nd Year
9	Complete draft no later than the end of Week 6 in the quarter of graduation.	Spring of 2nd Year

A few things to note:

Faculty are generally not on contract during summer months and may not be available to meet. Students should work with faculty advisors to arrange a meeting schedule that acknowledges summer involvement by faculty advisors.

- 1) Do not expect readers to return drafts immediately. Make every effort to allow for sufficient time to work on drafts of the FAP.
- 2) Turn in four (4) copies of the FAP during finals week in the term in which you will graduate: one copy for each reader (2); one for your file, and one for the CUPA library.

MURP Degree Planning Form

This form is used to plan your program. Complete it with your advisor by the end of the second week of winter term of your first year. To get you started, the form includes the required core classes that are only offered once a year. Please note your specialization courses with an (S) and your Elective courses with an (E). See back of this form for more instructions and details.

Name: _____
 Specialization: _____
 Advisor: _____
 Date prepared: _____

	Fall	Winter	Spring	Summer
	Course	Course	Course	Course
	cr.	cr.	cr.	cr.
1st year	USP 540: Hist. & Theory	USP 541: Pub. Part, Div., Eth.	USP 553: Leg. Proc.	
	USP 533: Ping. Meth. I	USP 535: Ping. Meth. II		
		USP 525: Design Analysis		
	<i>subtotal</i>	<i>subtotal</i>	<i>subtotal</i>	<i>subtotal</i>
	8	9	1	0
2nd year		USP 558: Ping. Wkshp.	USP 558: Ping. Wkshp.	
			USP 559: Intern/Ping. Pract.	
	<i>subtotal</i>	<i>subtotal</i>	<i>subtotal</i>	<i>subtotal</i>
	0	3	7	0
3rd year				
	<i>subtotal</i>	<i>subtotal</i>	<i>subtotal</i>	<i>subtotal</i>
	0	0	0	0

General advice:

USP 540 should be taken before 541.
 USP 533 is a pre-requisite for USP 535. They should be taken in sequence in the same year.
 You must have completed all of your core courses before enrolling in USP 558 in Winter.
 Those core courses include 515, 525, 531, 533, 535, 540, 541, 553, 584, and 549/594/595/616 but not 559.
 You only enroll in USP 559 once as a class for credit, usually in your 6th term.

DEGREE PLANNING FORM cont.

Please list any transfer credits or courses that were waived here. Note that you must also fill out the G0-21 form and submit it to the School Office for signatures in route to the Office of Graduate Studies. The form is found online under the Graduate Student forms section.

Note that a **course waiver only waives the class and not the credits**. You must have 72 credits to graduate. All waivers require the instructor's signature:

Waivers

I. Required courses waived because of previous academic work:

Course Title and Number Signature of Instructor

_____	_____
_____	_____
_____	_____
_____	_____

Transfer Credits

III. Courses completed prior to admission to PSU for which advanced standing has been awarded:

Course Title and Number Date Complete Institution

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Adviser Notes/ Signature

201_

201_

C. Lab Policies—Room 220

As is noted above, computer labs in the Urban Center are primarily CUPA labs. There is one exception, which is the computer facilities established in Room 220. This computer lab space has been availed for MURPs enrolled in workshop to use to facilitate group work in which you need to talk (strictly forbidden in the other labs.) The following are the rules of use for room 220. You will be asked to sign this form when enrolled in workshop in order to use the room.

MURP Computer Lab – Rules of Use

Room 220

Room 220 operates as both a computer lab for the MURP program and as an instructional space. The room is available for students to use as a computer lab only when classes are not in session; a schedule of room use will be posted outside the door for the current quarter. Use of this space is considered a privilege and misuse of the equipment or space will result in the suspension of access.

To use this room you must adhere to the following rules:

- 1) You must be a MURP and currently enrolled in Workshop. Non-MURPs will be considered on a case by case basis for access if they are enrolled in a MURP course that requires access to work, for instance, on a group project.
- 2) You have gotten authorized access. Initially we will be issuing keys for the room; over time we hope to have key card access. Enrolled MURPs will have their student IDs validated to obtain access to the building. This will be provided only upon signing the declaration below that you have read and understood all the rules associated with the lab space.

If you let students into the lab who do not have key card or key access you are in violation of the policy and will lose your access.

- 3) **You will not bring food or drink into the lab.** As with the university wide labs, food and drink is prohibited. A bus tray for storage of water bottles will be provided in the room. Food will also be prohibited in the room during class periods as it sets a bad precedent.
- 4) Other basic rules:
 - a. The lab will be available for group work as well as individual work. That is, talking is allowed. If you need silence, you probably want to find another lab.
 - b. The computers are intended to give users access to expensive or difficult to obtain software (e.g., ARC GIS, SPSS, Basecamp); users who need those programs have priority. If you are doing non-course related work on a terminal (e.g., checking Facebook, reading Gawker), your fellow students can ask you to surrender the computer to give them access. The intention is to facilitate coursework, including workshop; please do private computing on your private computer.
 - c. Printing: At present there are no printers in the lab. If you need to print materials such as posters or GIS maps you will need to be in contact with the CUPA lab manager (Ms. Jane Lee) to get your documents printed in the Instructional Classroom (room 225, formerly GIS lab). You need to submit appropriate documents (e.g., pdfs; GIS maps) to her in a timely fashion, which means a full week prior to the date upon which you need them. Jane's contact is: janely@pdx.edu.

Certification: I have read all of the above and agree to adhere to the rules governing lab access and utilization in Room 220.

Name: _____ Date _____

Signature: _____

D: Responsibilities of MURP Exec. Committee Student Representatives

MURP Executive Committee Student Representatives

Roles & Responsibilities

(Adopted by MURP Exec, Feb. 18, 2010)

Committee overview

The MURP Executive Committee circulates ideas in advance of further action and sends up proposals to the full faculty board. Issues it addresses: program core, specializations, electives, scheduling, general administrative and governance topics, or other related matters. Meetings are open.

Student representatives

Two 2nd-year student reps, who get two votes. They are expected to discuss committee topics with students, and communicate student issues, priorities and concerns to the committee.

Responsibilities

Representatives are responsible for ensuring the following tasks take place.

I. Election

- Current reps conduct the election
- Timing: Spring, before the last two committee meetings.
- Voting eligibility: Anyone who is enrolled in the next year. (Alternatively, anyone who files a GO-12 form in 1st week of spring term is not eligible)

II. Communication

- Make students aware of the opportunities and process for expressing concerns and issues to the committee
- Post committee's meeting dates and times, and post its meeting notes
- Notify students of committee proposals in advance
- Give reports to Planning Club or Report to Planning Club executives

III. Representation

- Incoming reps to attend Fall Orientation, introduce themselves, and describe purpose of the position
- Help students access the channel to voice issues when they arise
- Give information and perspectives in committee discussions
- Express student views on proposals
- Vote on committee proposals

IV. Student Input

- Advise on mechanisms such as surveys and Town Hall forums and contribute to those instruments, to relay information on what input the committee is interested in obtaining.

