College of Urban and Public Affairs

Nohad A. Toulan School
of Urban Studies and Planning
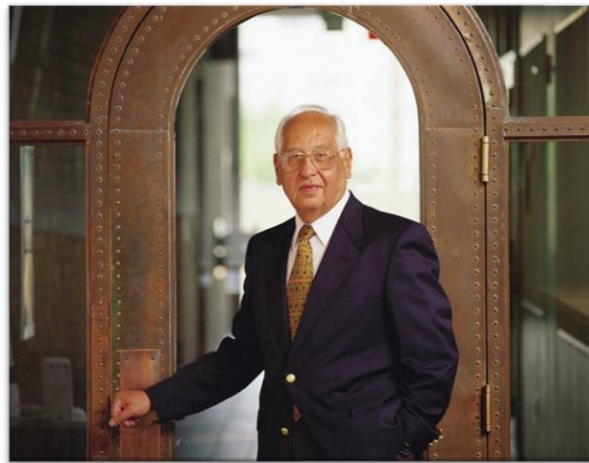
**Master of Urban Studies
Student Handbook**

Academic Year 2022-2023

Portland State
UNIVERSITY

This handbook provides Master in Urban Studies students
with important information about TSUSP requirements
pertinent to the pursuit of the MUS degree.

Students should also consult relevant pages in the University *Bulletin*.

Founding Dean, Nohad A. Toulan (1931-2013)

Toulan School of Urban Studies and Planning
College of Urban & Public Affairs
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1 CONTENTS

1 INTRODUCTION

1.1   College of Urban & Public Affairs (CUPA)

The College of Urban & Public Affairs (CUPA) joins the disciplines of urban studies, public administration, criminology & criminal justice, political science, economics, and international & global studies 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.

Dr. Sy Adler, a faculty member of the Toulan School of Urban Studies and Planning (TSUSP) is the Interim Dean of CUPA. His leadership ensures coordination and synergy among CUPA's schools and departments, the Mark O. Hatfield School of Government, the Nohad A. Toulan School of Urban Studies and Planning (TSUSP), the Department of Economics, and the Department of International & Global Studies. The College offers four doctorate programs, more than a dozen master degrees and graduate certificates, as well as a number of undergraduate bachelor degree programs. The College has several research institutes, centers and public service units. Full descriptions can be found at: http://www.pdx.edu/cupa/home.

1.2   Toulan School of Urban Studies and Planning

The mission of the Nohad A. Toulan School of Urban Studies and Planning is to contribute to the development of healthy and equitable communities through a multidisciplinary and 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.

The Nohad A. Toulan School of Urban Studies and Planning is one of the country's oldest urban studies programs, founded by Nohad Toulan in the late 1970s. Today, Dr. Greg Schrock serves as School Director, while our faculty members hold degrees from a variety of disciplinary fields (geography, political science, sociology, engineering, and economics) and interdisciplinary fields (urban planning, and urban studies) from prestigious institutions across the country. Faculty energetically pursue research on pressing urban issues both locally and elsewhere, and are funded by a range of public, private, local, state and national organizations.

2 PROGRAM STRUCTURE

This handbook provides MUS students with important information about general University master's degree requirements and the regulations specific to the Masters of Urban Studies. Students should also read relevant sections of the [University Bulletin](), particularly the section on graduate studies, which discusses University regulations not contained in this handbook.

2.1 Masters of Urban Studies

The MUS degree requires a total of 52 credits including a thesis:
- Core Required courses dealing with the analysis of urban phenomena (21 credits)
- Field Area coursework in a designated field or one designed by the student in consultation with the thesis committee chair (25 credits)
- Original research, a written thesis and an oral defense (6 credits)

2.1.1 Core Courses in Urban Studies

Each student must complete 21 credits of core courses. The core area requirements for the MUS degree include the following:

USP 613 Urban Economic and Spatial Structure	3 credits
USP 614 History and Theory of Urban Studies	3 credits
USP 617 Sociology and Politics of Urban Life	3 credits
USP 630 Research Design I	4 credits
USP 634 Data Analysis I	4 credits
USP 683 Qualitative Analysis	4 credits

2.1.2 Field Areas

Each student must complete 25 credits in a field area. Students generally select a field area among the following seven interdisciplinary fields defined by the School, which will be detailed below. However, a student with the support of the faculty adviser may self-design a field area:

- Community Development
- Economic Development
- Environment
- Gerontology
- Social Demography
- Transportation

2.1.2.1 Community Development

Required Courses:
USP 528 Concepts of Community Development
USP 607 Community Development Seminar
USP 616 Cities in the Global Political Economy
USP 689 Advanced Urban Politics and Sociology
*Plus appropriate advanced and/or specialized methods courses

2.1.2.2 Economic Development

Required Courses:
USP 517 Urban Economic Development Policy
USP 615 Economic Analysis of Public Policy
USP 572 Regional Economic Development
Choose One:
USP 591 Geographic Information Systems I
USP 654 Data Analysis II
Choose Two:
USP 510 Workforce Development
USP 510 Making It Local: Strategies for an Economy of Place
USP 546 Real Estate Development II
USP 551 Community Economic Development
USP 569 Sustainable Cities and Regions
USP 570 Transportation and Land Use
USP 578 Impact Assessment
USP 579 State and Local Public Finance
USP 588 Sustainable Development Practices
USP 590 Green Economics and Sustainable Development
USP 616 Cities in the Global Political Economy
* Plus appropriate advanced and/or specialized methods courses

2.1.2.3 Environment

Courses may be selected from the following regularly listed and periodically offered special topic offerings, in consultation with field area faculty.

USP 518 Energy and Society
USP 529 Green Buildings I
USP 549 Regional Planning and Metro. Growth Management
USP 569 Sustainable Cities and Regions
USP 571 Environmental Policy
USP 574 Socio-Technical Systems in the City
USP 582 Sustainable Transportation
USP 584 Negotiation in the Public Sector
USP 588 Sustainable Development Practices
USP 590 Green Economics and Sustainable Development
ESM 591 Ecological Concepts of Ecosystem Services
*Plus appropriate advanced and/or specialized methods courses

2.1.2.4 Gerontology

Required Course:
PHE 658 Perspectives on Aging

Plus aging-specific electives from the following list:

USP 564 Political and Administrative Issues in Aging
USP 585 Housing and Environments for the Elderly
NURS 672 Introduction to Family Caregiving for Older People (at OHSU)
PHE 556 Health Aspects of Aging
PHE 657 National Long Term Care Policy
PHE 659 Economics of Aging
PSY 562 Psychology of Adult Development and Aging
SOC 569 Sociology of Aging
*Plus appropriate advanced and/or specialized methods courses

2.1.2.5   *Social Demography*

Students interested in the Social Demography field area should contact Professor Aaron Golub, at
agolub@pdx.edu.

2.1.2.6   *Transportation*

Required Courses:
USP 537 Economics of Urban Transportation
USP 544 Urban Transportation Planning
USP 556 Urban Transportation: Problems and Policies
USP 570 Transportation and Land Use
USP 654 Data Analysis II
Choose One:
USP 655 Advanced Data Analysis: Structural Equation Modeling
USP 656 Advanced Data Analysis: Multilevel Regression
Choose One:
USP 682 Sustainable Transportation
USP 543 Geographic Applications to Planning
USP 565 Pedestrian and Bicycle Planning
USP 578 Impact Assessment
USP 579 State and Local Public Finance
USP 587 Travel Demand Modeling
CE 550 Transportation Safety Analysis
CE 553 Freight Transportation and Logistics
CE 555 Intelligent Transportation Systems
CE 558 Public Transportation Systems
CE 559 Transportation Operations
* Plus appropriate advanced and/or specialized methods courses

2.1.3   Thesis

Each student will conduct original research and complete a thesis. This requires registration for 6
credits of USP 503 Thesis and completion of the formal thesis process, which results in a written thesis
and an oral thesis defense.

2.2 Additional Options

2.2.1 Social and Policy Research Specialization

Students with an interest in enhancing their urban research skills may choose to specialize in Social and Policy Research. This option requires the completion of the following courses:

USP 536 Policy Evaluation Methods	3 credits
PA 555 Program Evaluation and Management	3 credits
Additional courses within the field	11 credits

2.2.2 Certificates

A number of graduate Certificate programs are available that may be pursued concurrently. These include:

- Energy Policy and Management
- Real Estate Development
- Transportation
- Urban Design
- Geographic Information Systems (GIS)
- Gerontology
- Sustainability
- Sustainable Food Systems
- Collaborative Governance

3 MUS PROGRAM PROCEDURES

3.1 Advising

Initially, students will be assigned an adviser by the MUS program director, who is also available throughout the student's program for advice on TSUSP and university requirements and procedures. Shortly after entering the program, students should make an appointment to meet with their faculty adviser to discuss requirements and program options and set out a tentative course of study. As students become more familiar with the program, specializations, and faculty, they may request a different adviser. The student should meet with the adviser at least once a quarter to discuss progress and to update/revise the student's course of study.

3.2 Program Proposal

If enrolled full time in the program, near the end of the first year the student, in consultation with the adviser and other faculty members, prepares an individual program of study. Part-time students will prepare their program when appropriate (determined in consultation with their advisor). The MUS program committee consists of a faculty member who will likely supervise the thesis and a second faculty member who will likely serve on the thesis committee. Both committee members must be regular or affiliated members of the TSUSP faculty. Changes in student interest and potential thesis topics can certainly result in subsequent changes in the program of study and the final thesis committee. But it is useful for students and faculty to have a working understanding of goals and plans mid-way through the student's coursework.

For Key Topics for Faculty-student Meetings see Appendix 1.

As a general rule, students should develop their official proposed program of study as soon as possible after completing 27 credit hours of coursework.- Program Proposal forms are available on the School's website under forms.

Students are responsible for completing the **Program Proposal form** and submitting it to the MUS Program Director with a cc to the Student Services Coordinator. Once it has been authorized, it will be circulated to the student's committee for signatures.

Prior to scheduling the thesis defense, students must have a program proposal, approved by the program committee and School Director, and must have completed all coursework.

3.3 Normal Progression of the MUS Program (Fall, Winter, Spring terms)

Full-time		Part-time	
Year 1:	Complete core courses (F, W, S) Take elective courses (F, W, S) File Program Proposal (S)	Years 1-2:	Complete core courses Take elective courses File Program Proposal
Year 2:	Complete elective/field area courses (F, W, S) Form thesis committee (F) Complete thesis research and writing (W, S) Oral thesis defense (S)	Years 3-4+:	Complete elective/field area courses Form thesis committee Complete thesis research and writing Oral thesis defense

3.4 Thesis Requirements

3.4.1 Thesis Committee, Proposal, Approval, and Defense

The thesis committee consists of three faculty members. The chair of the committee and at least one other member must be regular or affiliated members of the USP faculty; the third member may be any member of the University faculty. The chair must be a tenured or tenure-track faculty member or otherwise approved by the Graduate School. The thesis committee must be selected no later than the term prior to that in which the student intends to graduate. The GO-16m form to request appointment of the committee is available on the school website.

Students develop a formal proposal of their thesis research that outlines the problem, the theoretical and conceptual foundations of their study, and the proposed research methodology. The thesis represents original research and should result in the development of an original idea. The thesis must meet the standards of accepted scholarship in the relevant field. This includes a critical discussion of the literature related to the chosen problem, a discussion of pertinent theory and research methodology, a presentation of the research results, and a discussion of the implications of the results for future research.

The thesis committee members will review the proposal. If they approve it, the committee chair sends a letter to the School director indicating approval. Approval of the proposal must occur no later than the term prior to that in which the student intends to graduate.

If the research involves primary data collection from human subjects, the student will request approval from the Human Subjects Research Review Committee (HSRRC), which must be obtained well in advance of any data gathering. HSRRC may refuse to approve a proposal if the student began collecting data before securing approval.

The Graduate School must formally appoint the committee and authorize the scheduling of the thesis defense. The adviser must submit a [Request for Appointment of Master's Thesis Committee Form (GO-16M)](GO-16M) to the Graduate School no later than the last week of classes of the term BEFORE the student plans to graduate.

Once a thesis defense date has been set by the student and their committee, the student is responsible for reserving a room and for submitting details for the public announcement. The announcement should include date and time, title, abstract, as well as identify student, chair, and committee. Flyers or handouts are optional and generated by the candidate. All details are to be submitted to the front desk askusp@pdx.edu no later than two weeks before the defense where they will be added to the TSUSP events calendar and posted to faculty and student lists. (See Appendix 2 for template.) The oral presentation conducted by the thesis committee is open to the public.

The student must deliver a complete readable, typed defense draft of the thesis to all members of the approved committee no fewer than 14 days before the oral defense. All appointed members of the committee must be present for the oral examination, which must be held at least five weeks prior to the end of the term during which the student intends to graduate.

Students must complete a total of six (6) credits of USP 503 Thesis. During the term of the thesis defense the student must be registered for a minimum of three (3) credits. Requirements for preparation of the thesis are outlined in the *PSU Bulletin*; style guidelines are available from the Graduate School.

3.4.2   University Graduate School Submissions

Prior to the thesis defense, the student will prepare a copy of the GO-16M form (*Request for Appointment of Master's Thesis Committee*) and submit the form to his/her adviser for their signature. The adviser will submit the form to the Director for signature and the School will send it to the Graduate School. This form must be submitted no later than the date indicated on the Graduate Candidates' Deadline schedule for the intended term of graduation (in general, about a week before finals week of the term BEFORE the student hopes to graduate).

Students are also responsible for submitting the *Application for Awarding of Master's Degree, or Graduate Certificate* form directly (no School signatures are required) to the Graduate School no later than the first week of the term of graduation. Copies of both forms are available on the Graduate School website, as are detailed descriptions of PSU requirements for graduate degrees, of which students should be aware and are responsible for observing. If TSUSP requirements are more stringent than Graduate School requirements, then the School requirements apply.

4 MISCELLANEOUS REGULATIONS AND PROCEDURES

4.1 Enrollment, Credits, Grades, etc.

4.1.1 Continuous Enrollment

Students must be continuously enrolled for at least one credit per term (excluding Summer) throughout their program, unless on an approved leave of absence.

Note: During the final term, during which the thesis is submitted, defended and approved, students must register for a minimum of 3-credits.

4.1.2 Leave of Absence

A student may petition for a leave of absence during their time in the program. A leave of absence period can range from one term to a full academic year; a period cannot be extended. Application for leave of absence, endorsed by the student's adviser or chair, and the MUS Program Director, must be filed in the School's Office no later than the last day to register for classes during the term for which leave is sought. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at PSU.

4.1.3 Grades

Students must receive a grade of at least "B-" in all core courses. A student receiving nine credit hours of grades below "B-" after admission to the program will be dropped.

4.1.4 Transfer of Credit

A maximum of 17 transfer credits may be requested for the MUS degree. Transferable credits are graduate credits with a grade of at least "B." Transfer credits will be granted only for courses that clearly fit into a student's program. The student's program committee and the School Director determine preliminary acceptability of transfer credit as part of a student's program.

If graduate courses taken while an undergraduate at Portland State and not used in a bachelor's degree are to be considered for use in the graduate program, use of such pre-admission credits earned at PSU for master's students are requested via a DARS exception, not the GO-21M form. This must be filed in the Graduate School no later than the term following admission to the graduate program. If transfer credit from another institution is to be presented, the Proposed Pre-Admission Transfer Credit form GO-21M must be filed in the Graduate School for approval. This form should be submitted early in the student's program; it must be approved before the GO-16M can be approved. These forms are available in the USP office and online.

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

4.1.5 Waivers

Students may request to waive one or more required course(s) based on previous academic work. The faculty member teaching the course for which the waiver is sought approves waivers. Note that in the

case of an approved course waiver, the student must take the equivalent number of credits in other courses.

4.1.6   Use of 400/500 Level Courses

No more than 12 credit hours of courses offered simultaneously at the 400 and 500 levels may be used as part of a student's program. This standard is designed to ensure 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.

4.1.7   Time Limits

For all Master degrees at Portland State University, 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.

4.1.8   Limit on "Credit By-Arrangement" Hours

Admitted Master students may include no more than 12 credits of [By-Arrangement](#) classes (501, 503, 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 readings 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.

4.1.9   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. 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.

4.1.10   Dual Degrees and Certificates

All coursework taken in the School or accepted for advanced standing while working on one of the USP degrees will count toward any other USP degree if: (1) the coursework meets the current curricular requirements of the second degree applied for, and (2) the coursework is approved by the faculty at the time of admission. If students in the master's program wish to enter the PhD program, they must formally apply and go through the admissions process. Courses may be applied to both the MUS degree and any PSU graduate certificate program. Adding a certificate to the student's program of

study requires submission of a GO-19 form. While up to one third of credits applied to a certificate may be approved transfer credits, a minimum of 15 credits of work for any certificate must be taken at PSU.

4.1.11 Graduation

Once the student has completed all requirements, a Recommendation for Degree (GO-17M) is completed and submitted by the School to the Graduate School. Complications, such as Incompletes, library fines, etc., may hold up graduation. Note that students must apply for graduation during the first week of the term in which they intend to graduate. The student is officially notified and receives a diploma soon after graduation exercises.

4.2 Student Responsibility

Students should be aware of the College and University policy on student responsibilities. This policy is as follows:

> *Students are responsible for knowing all regulations and procedures required by the University and the appropriate Master's 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 the requirements for the degree. The student is responsible for selecting a faculty adviser to assist in developing a preliminary course of study, determine deficiencies, and clarify special program policies and procedures. Programs have additional degree requirements beyond those listed in the PSU 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.*

Students not meeting academic standards or timelines may be dismissed from the program.

4.3 Electronic & School Communications

4.3.1 Email Account

All students must use their pdx.edu e-mail account as that is the standard method that the university uses to communicate with students. Students are advised to check this email account regularly, including over the summer, or have email from the account forwarded to another account that is checked regularly.

Students not enrolled for 6 months may have their account deactivated.

4.3.2 Google groups

The School manages several Google groups to use for communicating with students. All current MUS students are added to the following list:

MUS/PhD Students: USP MUS/PhD School News.

Students should not unsubscribe to this list, or you may miss important news. To keep the volume of email manageable, students are not allowed to post to this list. It is used primarily for official School announcements and on-campus jobs. Students will be removed from the list once they graduate.

There is a separate list for all off-campus opportunities. Students may opt in to this list and may stay on after graduation: Non-Campus Jobs: USP Non-Campus Jobs.

Students can manage their PDX Google groups by going to groups.pdx.edu.

4.3.3   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 at TSUSP. If you have a student event to list on the calendar, please contact the Office Coordinator.

4.3.4   Student Mailboxes

Mailboxes for students are housed in a filing cabinet in the School office, just across from 350D. Mailboxes should be checked regularly.

4.4   Computing Resources

Students have access to a variety of computing resources on campus and through the PSU Office of Information Technology. Note: hours for all labs are subject to change.

CUPA has a computer lab available for MURP students: the main CUPA lab (URBN 230), which is open M,T,Th from 9:00 am to 5:00 pm, and has 25 PCs and 2 Macs, including a couple with specialized software such as Adobe Creative Suite and GIS. A second lab, the Pernsteiner Instructor Lab (URBN 225), is available primarily for class instructional purposes, but occasionally MUS students may access this lab for group projects.

There are several other lab spaces around campus that have longer hours and/or more specialized software or hardware. The Office of Information Technology (OIT) has a free app called LabFind which will help you find the closest open computer lab, determine whether computers are available, search for specific applications, and discover printers nearby.

4.5   Additional Resources

4.5.1   Reporting, Assistance, and Feedback Options for Students

- Diversity, Equity and Inclusion related feedback and reporting: The USP Diversity, Equity, and Inclusion Committee identifies a variety of ways for students to give feedback (including via an anonymous form), seek assistance, and report a problem (focused on issues related to Diversity, Equity and Inclusion). Two ways are: email uspdei@pdx.edu or use anonymous feedback form. See webpage for more options.
- Portland State University Prohibited Discrimination and Harassment Policy - addresses the definition of discrimination and harassment and provides appropriate contacts for reporting cases.
- The Office of the Dean of Student Life houses the Academic Appeals process. Students who feel they have received a prejudiced or capricious academic evaluation may submit an Academic Appeal Request Form. Before students submit this request, students must have

appealed to the instructor, department chair and appropriate dean. Students should then read the Academic Appeals Guidelines to see if their grade dispute fits the purview of the Academic Appeal. For more information please visit the Academic Appeals website for links and full details; email askdos@pdx.edu; or call 503-725-4422.

4.5.2   Research and Writing Support

- **PSU Branford Millar Library:** The library has a wide variety of online and in-person resources for students. Good research starting points are the Urban Studies Research Guide and the Urban & Regional Planning Research Guide. Also, CUPA has a dedicated library faculty member, Emily Ford (forder@pdx.edu), who is available as a resource for MUS students, especially in accessing research databases and other digital media to support academic projects.

- The CUPA **Dirce Morani Toulan Library** is located on the 7th floor of Urban Center. Some course materials are available on reserve and for checkout there. It's also a nice, quiet place to study! Currently this space is under renovation but we expect this to be completed by the end of fall term 2022. A notification will be sent to the CUPA Community when the space formally reopens.

- **Writing Center:** PSU students have access to free, in-depth, one-on-one writing advice through the Writing Center, which is operated by the English Department. Special assistance is available to non-native speakers of English.

4.5.3   Health and Wellness

- **Center for Student Health and Counseling (SHAC)** [https://www.pdx.edu/shac/] provides mental health, physical health, dental health and testing services.

- **Disability Resource Center (DRC)** [http://www.pdx.edu/drc/] helps make the university accessible to students with disabilities, by working with students and faculty to develop an accessible and inclusive learning environment.

- **Campus Rec** offers access to fitness equipment and classes, outdoor adventure trips, and more. Membership is included in your tuition.

- **Campus Public Safety** [https://www.pdx.edu/cpso/] offers late-night campus escorts, self-defense classes and other resources to help you feel safe on campus.

- **CARE Team** offers support to students facing crisis situations ranging from mental health to homelessness.

- **PSU Food Pantry** [https://www.pdx.edu/student-access-center/] provides support for members of the PSU community facing food insecurity.

4.5.4   Diverse Student Resources

The university offers a number of resources for students from diverse and underrepresented populations, and/or facing barriers to academic success, including:

- **Diversity & Multicultural Services**: https://www.pdx.edu/dmss/

- **Cultural Resource Centers**: http://www.pdx.edu/cultural-resource-centers/

- **Queer Resource Center**: https://www.pdx.edu/queer/

- **Women's Resource Center**: https://www.pdx.edu/wrc/

- **Veteran's Resource Center**: https://www.pdx.edu/veterans-resource-center/

- **Services for Students with Children**: https://www.pdx.edu/students-with-children/

5   GOVERNANCE AND FACULTY

The Urban Studies master's program is governed by the Urban Studies Executive Committee, which is made up of School faculty and students elected by their peers. All major program decisions are reviewed and approved by the full faculty of the School at TSUSP faculty meetings, which are open to the public. A MUS Program Director provides administrative support, fields program questions, and supports students generally. Dr. Jennifer Dill will serve as the MUS Director for 2022-2023.

5.1   MUS Faculty

The Toulan School faculty holds degrees from a variety of disciplinary fields (geography, political science, sociology, and economics) and interdisciplinary fields (urban planning, sustainability science and urban studies). The faculty is organized into field area groups to offer specializations within the MUS program. These field area groups play central roles in the master's program, as noted previously. Faculty members within these groups conduct research, often collaboratively, which may suggest to students ideas for class papers and dissertation topics.

Faculty and their field area interests are listed in Table 1.

In addition to the regular Toulan School faculty, others across campus have designated "affiliated" status, which enables these professors to play critical roles in our MUS program, including serving as the required second TSUSP faculty member on thesis committees. A list of TSUSP affiliated faculty is shown in Table 2.

5.2   Graduate Governance

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 the Graduate School is responsible for conducting the affairs of the Graduate School and for certifying to the Registrar candidates who have fulfilled the requirements for the MUS degree. The School Director coordinates both programs, and the Dean of the College of Urban and Public Affairs has ultimate authority over their administration. The faculty of the School is responsible for its curricula and special degree requirements.

Students are involved in governance as elected members of the Executive Committees and the Admissions Committee, and as representatives at faculty meetings. Elections are held in Spring term for service the following academic year.

Table 1. Faculty Interests by Field Areas
Faculty details and office hours can be found here.

	Planning	Community Development	Environment	Gerontology	Social Demography	Economic Development	Transportation	Regional Science
Adler	X	X						
Bates	X	X						
Carder (affiliated)				X				
Corbin	X	X	X					
Dill	X						X	
Fang	X	X			X			
Gebhardt	X	X			X			
Golub	X	X					X	
Horst	X	X	X					
Liu			X			X	X	X
McKinney		X	X			X		
McSharry McGrath		X						
Newsom (affiliated)				X				
Schrock	X					X		X
Tunalilar				X				
Wang	X						X	X
Xiao	X		X			X		
Zapata	X	X						

Table 2. TSUSP Affiliated Faculty

Faculty	Department
Jennifer H. Allen	Public Administration
L. Rudolph Barton	Department of Architecture
Paula Carder	School of Community Health
Heejun Chang	Geography
David Ervin	Department of Economics
David Johnson	Department of History
Robert Liebman	Sociology
Christopher Monsere	Civil & Environmental Engineering
Jason Newsom	Psychology
Gerald Sussman	International and Global Studies

6   FINANCIAL ASSISTANCE

Graduate degree study is expensive. Financial aid is available for full time graduate students (those taking nine credit hours per term). This aid is of five general types: (1) graduate assistantships available through the College of Urban and Public Affairs; (2) graduate assistantships through faculty-led, externally-funded research; (3) loans and work study available through the University's Office of Financial Assistance, and (4) awards, grants, and scholarships available through PSU. Information about these awards will be circulated to students annually.

Note: The Western Regional Graduate Program (WICHE) offers in-state tuition to PSU students in Urban Studies graduate programs who are residents of AK, AZ, CA, CO, HI, ID, MT, NV, NM, ND, SD, UT, WA, and WY. Application for WICHE tuition rates must be made through the Office of Graduate Studies prior to the taking classes.

6.1   USP Graduate Assistantships

At this time, no graduate assistantships are available through the School for the 2021-22 academic year. Normally, these assistantships cover full-time tuition (not including student fees) and pay a monthly stipend for assisting in teaching and/or research.

Funds available for assistantships vary considerably from year to year. Therefore, assistantships are awarded on the basis of availability of funds, the academic performance of the applicant and, for those who have held graduate assistantships in the past, their previous performance as graduate assistants.

Efforts are made to continue the funding of those who have received assistantships and performed effectively in this capacity. However, students should note that continuing aid is not always possible, due to funding limitations. No student whose performance as a graduate assistant is rated as unsatisfactory will be considered for subsequent assistantships. Normally, no student may receive more than *nine terms* of funding as a graduate assistant from regular School assistantship funds. (This limitation does not apply to externally-funded assistantships.)

Graduate assistants may be asked to perform a wide range of academic and administrative duties. However, it is the policy of the program to utilize graduate student assistants primarily for research and instructional duties which not only aid the faculty, but constitute developmental opportunities for the student.

6.2   Faculty-led Graduate Assistantships

Many faculty obtain funding from external sources to conduct specific research projects. These projects often include funding for graduate research assistantships (GRAs) which cover tuition and pay a stipend, as described above. The individual faculty member, as the principal investigator (PI) on the project, hires and manages these GRA positions. Some faculty will advertise these positions through the School e-mail lists. Other times, faculty may offer positions to students they are advising or have had in courses. Positions may start anytime during the year and may last anywhere from one term to two or more years, depending upon the funding source. Students should let faculty within their areas of interest know that they are interested in a GRA position and what skills they might bring to a research project.

6.3 Loans and Work Study

6.3.1 Federal Direct Stafford Loan

Graduate students may be eligible for up to $20,500 in the Unsubsidized Stafford loan per academic year. [Office of Federal Student Aid](). There are lifetime limits on the total amount of Stafford loans per academic year. There also are lifetime limits on the total amount of Stafford loans that students may borrow both at the graduate and undergraduate level.

6.4 Awards through the University

PSU maintains a central scholarship and award database which includes search capabilities, information on awards, and access to online application forms. The database is available at http://www.pdx.edu/scholarships/ . Applications are available through the Scholarship Database unless otherwise noted. Students should also check the [School website]() for listings.

Some of the graduate awards available are as follows:

- Ernie Bonner Equity Planning Endowed Scholarship
- Frank Roberts Community Service Scholarship
- Helen Oliver Memorial Fellowship Award
- Maurie Clark Endowed Fellowship
- President's Equal Access Scholarship
- PSU Laurels Tuition Remission Program
- Robert and Rosemary Low Memorial Award
- University Studies Peer Mentor Scholarship
- Toulan Memorial Scholarship

6.5 CUPA Dean's Hardship fund

Contact Ryan Moczulski, the Dean's Fiscal Coordinator/Accountant, by either email at rmocz2@pdx.edu or phone at 503-725-5234. This is an option in addition to university level emergency financial assistance and other financial services.

7 ACADEMIC HONESTY, INTEGRITY AND ETHICS

All students have the responsibility to themselves, their fellow students and the faculty to adhere to the highest standards 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, or products of another author or artist and representation of them as one's 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.

Allegations of violating any part of this policy that cannot be resolved within the College shall be submitted to the Associate Vice Provost and Dean of the Graduate School. If the Associate Vice Provost and Dean of the Graduate School 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:

- Denial or rescission of credit for the course in which the violation occurred.
- Academic probation for one calendar year, during which time 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.
- Academic disqualification for one to three calendar years, during which time 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 readmission after the completion of the period of disqualification.
- Denial or rescission 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.

Students should read the *University Bulletin* for more information about academic honesty. In addition, the PSU Library has a wealth of information on plagiarism, citations, and other useful topics, such as: Avoid Plagiarism and How to Cite Your Sources Research Guide.

8   APPENDIX 1

8.1   Key Topics for Faculty-student Meetings

In recognition that successful working relationships benefit from clarity and a mutual understanding of expectations and process, the Urban Studies Executive Committee proposes the following communication structure for students meeting with their faculty advisers.

Initial advising conversation(s)

1. Discuss student's research interests, and identify resources both internal and external (e.g. other faculty, other students, PSU departments, research centers, etc.)
2. Go over the student's timeline. For example, if they're a MUS, is it important that they graduate in two years? What needs to happen to meet that deadline? Break it down step by step and make a work plan.
3. Discuss departmental culture and some basics about how things work and what to expect. (This will hopefully be supplemented by the orientation, but this is an opportunity for the student to ask questions that they might not have felt comfortable asking or thought to ask during the orientation in an informal setting)
4. Set expectation that students meet with their advisors at least one time in the first quarter of the program
5. Establish preferred communication methods and regularity of meetings.
6. Create a template agenda that addresses topics students are often confused about in the program

Field area papers and exams

1. What is the objective of this part of the program?
2. What is needed to successfully meet those objectives?
3. What is the timeline, and what are each of the steps?
4. Communication
   o What is the expectation for faculty response time for edits and questions? (*this can vary on a case-by-cases basis, just as long as it is clearly established)
   o What is the best way to communicate with faculty?
   o What is the best way to schedule a meeting?
   o How should the student make edits and submit documents? (if faculty has a preferred method)
   o Are any resources, including other students' papers and exams available?
   o What kind of exam preparation can the student expect to receive? (e.g. an overview of the types of questions that will be asked, a suggested time limit, or anything else at faculty's discretion.)

Thesis/Dissertation

1. What is the objective of this part of the program? (e.g. should this be a work that could be published as a book, or does it function more as a learning experience?)
2. What is needed to successfully meet those objectives?

3. What is the timeline, and what are each of the steps?
4. Are there ramifications for not staying on the timeline, including having to exit the program?
5. What is the plan if this happens? (e.g. check-in with students)
6. Communication:
    o What is the expectation for faculty response time for edits and questions? (*this can vary on a case-by-cases basis, just as long as it is clearly established)
    o What is the best way to communicate with faculty?
    o What is the best way to schedule a meeting?
    o How should the student make edits and submit documents? (if faculty has a preferred method) Is there a style preference?
    o Funding ideas, if-needed.

9 APPENDIX 2

9.1 Sample format for announcement of MUS Thesis Defense

Use Calibri or similar font; size 11 or 12 pt

Student sends email to: Erin Wennstrom (epw@pdx.edu); cc to Pauline Duffy (pauline@pdx.edu)
Email Subject Line: MUS Thesis Defense of (Student's Name)

Title: XXXX
Committee: Dr. XXX (Chair), Dr. XXX, Dr. XXX
Date and ti**me**: Thursday, June 9th, 2022, 10:00 am - 12:00 am PST
Location: If in-person on campus, include building and room #
Location: Online via Zoom
Zoom meeti**ng link**: https://pdx.zoom.us/j/89905338241
Zoom meeti**ng ID**: 899 0533 8241
Candidate: Student's name

Abstract

Cities do not exist in a vacuum. They are in constant competition for talented, educated individuals and growing, innovative businesses - even if that competition is not explicit or specific. Traditionally cities have been left with two economic development paths to help diversify their economies: attract talent but without jobs, or attract business but without a strong talent pool. However, due to technological advancements, exacerbated by the pandemic, a new and growing workforce that can work from anywhere has emerged, remote workers.

Many remote worker attraction strategies have been deployed throughout the US in an attempt to capture remote workers. However, only one, Tulsa Remote, designed its program in a way that integrates remote workers into the community. So far, Tulsa Remote has successfully recruited 1,300 remote workers in four years. This paper investigates the strengths and weaknesses of the Tulsa Remote program. The findings indicate 1) that the Tulsa Remote program is replicable. The strengths of Tulsa Remote, particularly the planning behind its community integration component, can be adopted and executed elsewhere. 2) Communities interested in fostering a remote worker attraction strategy should not target "boomerang" participants (individuals that have already lived in the area). 3) Marketing place-based amenities to remote workers should be conducted authentically.