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

Master of Urban and Regional Planning
Student Handbook

Academic Year 2015-2016
This handbook provides Master of Urban & Regional Planning students with important information about TSUSP requirements pertinent to the pursuit of the MURP degree.

Students should also consult relevant pages in the University Bulletin.

Toulan School of Urban Studies and Planning
College of Urban & Public Affairs
Portland State University
PO Box 751
Portland, Oregon 97207-0751

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

COLLEGE OF URBAN & PUBLIC AFFAIRS (CUPA)

The College of Urban & Public Affairs (CUPA) uniquely 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.

Dean Stephen Percy has been at PSU since 2014. His leadership ensures coordination and synergy among CUPA’s three schools, the Mark O. Hatfield School of Government, the Nohad A. Toulan School of Urban Studies and Planning (TSUSP) and the School of Community Health. 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. Each school has several research institutes, centers and public service units. Full descriptions of these research centers and institutes can be found at: http://www.pdx.edu/cupa/home.

TOULAN SCHOOL OF URBAN STUDIES AND PLANNING

The mission of the Nohad A. 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.

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. Jennifer Dill serves as School Director, and our faculty members hold degrees from a variety of disciplinary fields (geography, political science, sociology, and economics) and interdisciplinary fields (urban planning, sustainability science and urban studies) from prestigious institutions across the country. Faculty energetically pursue research on pressing urban issues and are funded by a range of public, private, local, state and national organizations.
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PROGRAM STRUCTURE

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: 46
Required Field Area course credits 15-16
Elective credits 13-14

CORE COURSES

Planning Sequence:
USP 540 History and Theory of Planning 4
USP 541 Dynamics of Planning Practice 3
USP 550 Participatory Planning 3

One of the following courses:
USP 549 Regional Planning & Metropolitan
Growth Management 3
USP 594 Planning in the Pacific NW 3
USP 595 Reshaping the Metropolis 3
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 Info. 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* 3-6
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.

PLANNING WORKSHOP
USP 558: Planning Workshop is the capstone course for the MURP program. MURP students work in teams of four to six members to identify a planning theme that interests them, a client for a planning project that addresses the theme, and then plan a professional product for the client. Examples of past Planning Workshop projects 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 Toulan 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 permitted to take USP 558 until they have completed all MURP core courses (except USP 559). 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 Planning Workshop in Winter are urged to participate in a Project Management course offered in the preceding Fall term. 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 arranging to take the Planning Workshop will be held Fall term, and the date/location will be circulated.

**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
- Economic Development
- Transportation

**SPECIALIZATION FIELD AREA FACULTY**

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. 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.

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<th>Community Development</th>
<th>Environment</th>
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<th>Economic Development</th>
<th>Transportation</th>
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SPECIALIZATION/FIELD AREAS: REQUIRED COURSES AND POTENTIAL ELECTIVES

Community Development
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: Participatory Planning
USP 551: Community Economic Development
Choose 2:
USP 510: Planning and the Housing Market
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: Urbanization and Planning in the Global South
USP 552: Urban Poverty in Critical Perspective
USP 557: Information Cities
USP 567: Urban Housing Policies
USP 577: Urban Environmental Management
USP 580: Political Economy of Nonprofit Organizations
USP 585: Housing and Environments for the Elderly
USP 590: Green Economics and Sustainable Development
USP 616: Cities in the Global Political Economy
USP 617: The Sociology and Politics of Urban Life
BST 584: African American Community Development

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: Advanced Natural Resource Economics
ESM 529: Environmental Impact Assessment

Choose 1 or 2**:
GEOG 546: Water Resources Management
GEOG 548: The Urban Forest
G 561: Environmental Geology
ESM 520: Ecological Toxicology
ESM 524: Wetland Ecology
ESM 525: Watershed Hydrology
ESM 526: Ecology of Streams and Rivers
ESM 528: Urban Ecology

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

### 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: Urbanization and Planning in the Global South
- USP 550: Participatory Planning
- 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

### 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 (with recommended 1-credit lab section)
- USP 517: Urban Economic Development Policy

**Choose 1:**
- USP 654: Data Analysis II
- USP 578: Impact Assessment

**Choose 2:**
- USP 510: Workforce Development
USP 510: Making It Local: Strategies for an Economy of Place
USP 520: Applied Demographic Methods I
USP 521: Applied Demographic Methods II
USP 523: Real Estate Development I
USP 546: Real Estate Development II
USP 547: Urbanization and Planning in the Global South
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: Applications
USP 616: Cities in the Global Political Economy
RE 521: Real Estate Finance I

**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.

**Choose 4:**
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 587: Travel Demand Modeling
USP 585: Pedestrian and Bicycle Planning
USP 583: Transportation Finance
USP 514: Transportation Seminar (1 credit, can take up to 3 times)*
USP 543: Geographic Applications to Planning
USP 511: Pedestrian and Bicycle Planning Lab (2 credits)
CE 510: Transportation and Health
CE 510: Travel Survey Methods
CE 550: Transportation Safety Analysis
CE 553: Freight Transportation and Logistics
CE 555: Intelligent Transportation Systems
CE 556: Traffic Engineering
CE 558: Public Transportation Systems
CE 559: Transportation Operations

**Choose 1 (3 credits, minimum):**
(Additional course from above, or from below.)

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

**Note for All Field Areas**

The lists 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. These lists are not intended to be exhaustive. 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. If approved, you will need to submit this to the chair of the MURP Executive Committee to be entered into the Degree Audit Reporting System (discussed below).
**Customized Specialization**

Students may be allowed to develop specializations customized to their particular needs. To do so, you need to consult with your adviser early on in your program of study. Core courses are still required.

**Electives**

Students should choose elective courses that complement their program and interests. Elective courses must be graduate (i.e., 500-level or higher) 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.
MURP SPECIALIZATION / FIELD AREA PATHWAYS

OVERVIEW
The following pathways, by MURP specialization/field area, provide planning examples for staying on track to graduate in two years. This involves having all core courses completed 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. Timing for 'choose one' courses (549, 594, 595 and 616) varies; consult the PSU Course Planning Guide for updated information. This course must be taken prior to enrollment in USP 558.

PATHWAYS FOR STUDENTS STARTING THE PROGRAM IN FALL 2015
If you have questions about sequences and scheduling, check with your adviser!
Toulan School of Urban Studies & Planning – Example MURP Pathways based on 2015-2016 scheduling
Average load = 12 credits per term for 72 credits total (46 core + 26 S&E). See Course Planning Guide for anticipated course offerings in 2015-16.

Bolded numbers are core classes required for the degree.
Unbolded* denotes classes required for the specialization. Certain requirements may be met by multiple courses. Certain field areas allot varying credits for electives.
See section “Specialization/Field Areas: Required Courses and Potential Electives” for additional specialization requirements, and check the current Bulletin for extra clarification. Review details of requirements and any proposed substitutions with faculty adviser.

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<tr>
<th>Community Development</th>
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<th>Winter</th>
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<td><strong>2nd Year</strong></td>
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## Environmental Planning

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<td>571* [3]</td>
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## Land Use Planning

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<td>531 (or in W) [4]</td>
<td>571* [3]</td>
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<td>550 [3]</td>
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## Economic Development

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<td>515 or 584 (if not in 1st yr) [4]</td>
<td>558 [3]</td>
<td>578* (or 654 in F) [3]</td>
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<td></td>
<td>654* (or 578 in S) [4]</td>
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INTERNSHIP

Every student seeking the MURP degree must complete 400 hours of internship prior to graduating. You may obtain these hours 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 Andree Tremoulet, 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. The internship seminar meeting schedule will be distributed via email.

PLEASE PUT THESE DATES, PROVIDED ON APPENDIX E, ON YOUR CALENDAR NOW. THANKS!

2) Log 400 hours of internship activity. Currently, the log is kept on the USP 559 D2L site. You will need an ODIN account to access D2L. To record your internship hours, go to the “Quizzes” tab under the course tools, go to the quiz for the quarter, and fill in the blanks. This will create a record of your internship activity term by term. The log may migrate to a different platform during your time at PSU; further information will be provided if this occurs.

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

ADVISING

FACULTY ADVISER
Once admitted, students are assigned a faculty adviser. The role of the faculty adviser 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 adviser 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 adviser when you have questions. It is recommended that you meet with your adviser 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 advisers (e.g., to have an adviser in your specialization area). This is entirely acceptable. Two small steps should be followed: 1) ask the new faculty member whether s/he is willing to be your adviser and 2) tell your assigned adviser that you are changing advisers.

DEGREE PLANNING FORM
The Degree Planning Form is the most important document for tracking progress toward the degree. It needs to be filed in a timely manner and updated as changes are made. It is especially critical that you address transfer credits, course waivers, and substitutions early and follow through with updating the Degree Planning Form including documentation of any approved changed to the program.

Filling out the Degree Planning Form is a two-step process:

Year One Form Requirement: During the Fall term, meet with your adviser to map out your program. The Degree Planning Form is used to facilitate and track this process. After meeting with your adviser, please drop off a signed copy of the form with the Office Coordinator who will keep it in your file. (You are advised to keep your own copy as well.) The degree planning form should be submitted within the first two weeks of the Winter term.

Year Two Form Requirement: During the first two weeks of February (before you register for Spring classes), meet with your adviser to review the form and make any required revisions. Filling out this form at this point in the year will ensure that you have covered all the requirements for the degree and will signal 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 Office coordinator.
All courses taken, transfer credits, preadmission credits, substitutions, waivers and adviser-approved electives must be listed on the form in order to appear in the DAR (Degree Audit Reporting) System, which determines readiness to graduate. During Fall/Winter of the second year, students should request a DARS audit online (http://www.pdx.edu/ogs/dars). Any necessary additions or corrections identified by the student should be communicated to the faculty adviser; the adviser will request that necessary changes be made to the DARS report by contacting the MURP Executive Chair.
The Degree Planning Form is found in Appendix B at the end of the handbook and http://www.pdx.edu/usp/current-students/grad/forms. The Degree Planning Form should be submitted to the USP Office Coordinator and filed for each student.

**MISCELLANEOUS FORMS**

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

The GO-21 is the Transfer Credit form. It is only necessary for the subset of students who get such credits. This form is found online under the Office of Graduate Studies forms.

**WAIVERS AND SUBSTITUTIONS**

Students may request to waive one or more required course(s) based on previous academic work or professional experience, or to substitute courses for those on the required list. These are two different procedures!

**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 should forward the approval (e.g., approval email from faculty member) to the Office Coordinator and MURP Executive Committee chair, and submit an updated Degree Planning form if necessary.

Note that in 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.

**Substitutions** allow a student to use a course in place of a required course. Students wanting to substitute a course should meet with their faculty adviser to discuss whether a substitution is appropriate. Substitutions must be approved by the field specialization faculty as a group. Students must request and justify the substitution to the field specialization chair (the first name listed under the specialization). The student should submit documentation of this approval to the Office Coordinator and MURP Executive Committee chair, and an updated Degree Planning Form for the student’s file. Course substitutions should be clearly indicated on the Degree Planning Form.

**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.

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, and were completed within 7 years of the projected graduation date. 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. You will likely need to submit a course syllabus, and possibly also completed work from the course. You will need to complete and submit a GO-21M form, available from the Office of Graduate Studies website [http://www.pdx.edu/ogs/].

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. You are limited to 12 “reserve” credits only.

Graduate credits taken at PSU on a post-baccalaureate basis prior to admission to the program must be approved by the adviser as part of the degree, listed on the Degree Planning Form, and submitted to the MURP Executive Committee Chair to be entered into the DARS system.

INTERNSHIP WAIVER FOR PROFESSIONAL EXPERIENCE
A MURP student may request a waiver of the 400-hour internship requirement if she or he has recent planning-related professional experience. 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 five years of admission to the program may be used. A request for waiver should be submitted to the MURP Internship Coordinator and the chair of the MURP Executive Committee, and approved by them. Students obtaining a waiver are waived from taking USP 559, Internship Seminar; however, they must replace that credit elsewhere in their degree program. Students may still opt to take USP 559, in which case they are exempted from the requirement to log 400 hours as a condition of course completion.

COMMUNICATION

LISTSERV
TSUSP faculty and staff frequently send out important announcements about the program, deadlines, graduate research assistantships, internships and jobs. The primary way we communicate with the student body is through the murpschoolnews e-mail list. You must fill out your listserv/directory sign-up sheet at orientation in order to be added to the list. If you change e-mail addresses you should notify the Office 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 Office 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 at TSUSP. If you have a student event to list on the calendar please contact the Office Coordinator.

**STUDENT MAILBOXES**
Mailboxes for students are housed in a filing cabinet in the School office. Mailboxes should be checked regularly.

**GRADUATE RESEARCH ASSISTANTSHIPS (GRAs)**
Graduate assistants divide their time between their studies and various assignments such as assisting faculty members in research, 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.)

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.

In addition, students may hold hourly positions on campus, which typically do not offer tuition waivers. Students with GRAs may hold hourly positions as well, but are limited to a total 0.49 FTE in any given pay period. Students without GRA appointments may work student hourly positions up to 0.75 FTE.

**OTHER GRADUATE DEGREES**

**DUAL MASTER DEGREES**
The School offers 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 are generally able to complete both degrees in three years. Students completing dual degrees, especially the MURP-MPH dual degree, are recommended to pursue the Custom specialization option described above.

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.

OTHER TSUSP GRADUATE DEGREES
All coursework taken in the Toulan School of Urban Studies and Planning or accepted for advanced standing while working on one Urban Studies degree 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 a Master’s program wish to enter the Ph.D. program, they must formally apply and go through the admissions process.

GRADUATE CERTIFICATES
Many MURP students are interested in completing a graduate certificate in Energy, Real Estate Development, GIS, or Sustainability 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 certificate. 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.

GRADUATE GOVERNANCE
MURP students play an important role in the governance of the Toulan School of Urban Studies and Planning in conjunction with University policies. 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 Toulan 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, two 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.

MISCELLANEOUS REGULATIONS AND PROCEDURES

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, you are required to 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.

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. Courses that are only offered on a Pass/No Pass basis may be counted, if approved by the student’s adviser as part of her or his degree program.

USE OF 400/500 LEVEL COURSES
It is strongly advised that no more than 12 credit hours of courses offered simultaneously at the 400/500 level, such as 456/556, be used as part of a student's program. 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. If you have questions, please contact your adviser.

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.

“CREDIT BY-ARRANGEMENT” HOURS
In addition to regularly scheduled courses, students may register for courses “by arrangement” with individual faculty, either to conduct research of interest to the student, faculty member, and/or an external partner (USP 501) or to complete a “reading and conference” around a specific subject or body of literature not covered in other classes (USP 505). The number of credits may vary, but 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 expected to develop a proposal with specific tasks, deliverables and timelines, in consultation with the faculty member. If
you wish to do a by-arrangement course with a faculty member, please contact her or him early; faculty are not obligated to work with interested students, and so it may be necessary to make alternative arrangements with other faculty. By-arrangement courses within USP (USP 501/505) may be completed only with regular TSUSP faculty (i.e., those listed on page 9), not adjunct or affiliate faculty. Students may complete by-arrangement courses with faculty in other PSU departments (under 501/505 course codes in those departments), but are strongly encouraged to obtain their faculty adviser’s approval before doing so. Enrollment forms for by-arrangement courses are available from the TSUSP Office Coordinator, and must be submitted with faculty approval by the end of the first week of classes.

MURP 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 MURP Executive Committee. 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.

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.pdx.edu/sites/www.pdx.edu.ogs/files/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.

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 these general types: (1) graduate assistantships through faculty-led, externally-funded research; (2) teaching opportunities, (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.

**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.

**Teaching Opportunities**

A limited number of paid grader positions are available on an as-needed basis. MURP students should make their interest and availability known to the School Director.

**Loans and Work Study**

**Federal Direct Stafford Loan**

These loans are available to Portland State University graduate students through the cooperation of the University and the U.S. Department of Education. Both interest subsidized and unsubsidized loans are available. Repayment begins six months after the student drops below half-time status, or leaves the University. The federal government pays interest on the subsidized loans while the student is in school. Unsubsidized loan eligibility is based on the difference between the student’s cost of attendance and the financial aid awarded. Repayment begins while the student is still enrolled. The federal government does not make interest payments. Annual loan maximums for graduate students receiving either subsidized or unsubsidized Perkins Loans is $10,000.

**Federal Perkins Loan**

This federally funded loan program is available to graduate students who demonstrate exceptional financial need. This is a long term, low interest rate loan for which repayment commences nine months after the student is no longer enrolled on at least a half-time basis.

**Work Study**

Graduate students are eligible for Federal Work Study Funds. Federal Work Study is a need-based program in which the Federal government pays from 70-90% of student wages and the institution or agency pays the remainder. This program assists students who demonstrate a need for part-time employment to pursue a college education. Sources of work include metropolitan non-profit agencies and/or campus employment. For other student employment opportunities contact the Advising & Career Services Office at 503-725-4005, University Services Building, Room 402.

**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. Deadlines for these awards vary, but are generally in the winter and spring. Some of the graduate awards available are as follows:

**Helen Oliver Memorial Fellowship Award**
This is an annual cash award given to a graduating student with an official degree (includes Ph.D.) who demonstrates the promise of being a responsible and mature civic leader. The award is not based on need or scholastic achievement (although good scholarship is assumed), but rather on good character and dedicated spirit.

**Robert and Rosemary Low Memorial Award**
This scholarship gives special recognition to academically qualified graduate students with physical handicaps. Eligible students must be admitted to Portland State University as regular graduate students. Selection will be based on scholarship and academic potential. Financial need may be considered, but is not a requirement. Deadline for application is April 1 for the following academic year.

**PSU Laurels Tuition Remission Program**
These are annual awards of tuition credit equivalent to the instructional portion of graduate fees for full and part-time Portland State University graduate students. Awards are merit-based. Financial need is a consideration for some of these awards. Deadline for application is April 1 for the following academic year.

**Frank Roberts Community Service Scholarship**
This is a $2,000 award plus remission of instructional portion of tuition charges up to 16 credits for 3 terms, awarded to a Portland State University graduate student who exemplifies a spirit of public service and commitment to education. Applicants must be admitted to a Portland State University graduate program, in good academic standing, and enrolled for at least 6 credit hours per term. They must also have excellent undergraduate portfolios and demonstrate financial need.

**President's Equal Access Scholarship**
The purpose of the President's Equal Access Scholarship is to attract outstanding students from diverse backgrounds and experiences, including racial and ethnic backgrounds that are traditionally underrepresented in higher education. Portland State University's President's Equal Access Scholars maintain good standing, contribute to the campus learning environment, and share their unique strengths and diverse perspectives through their involvement in on-campus activities and participation in community service. Application is available at http://www.pdx.edu/diversity/welcome-our-campus.

**University Studies Peer Mentor Scholarship**
For juniors, seniors, and graduate students who have a minimum GPA of 3.25. Graduate applicants must be current PSU students or admitted to a graduate program for fall term 2015. Must be excellent writers, and have excellent interpersonal skills and the ability to work in a culturally diverse environment. Students receiving this scholarship act as mentors in Freshman Inquiry or Sophomore
Inquiry courses for which they receive an additional monetary award. They must be willing to work 20 hours a week as an undergraduate mentor and 10 as a graduate mentor.

**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.

**STUDENT RESPONSIBILITY**

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 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.

**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:

a. **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.

b. **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.

c. **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.

d. **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.
APPENDICES
Appendix A: Field Area Project Description
Appendix B: Degree Planning Form
Appendix C: Lab Policies—Room 220
Appendix D: Responsibilities of MURP Exec. Committee Student Representatives
Appendix E: Internship: Mandatory Internship Seminars
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. The 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 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 advisers to arrange a meeting schedule that acknowledges summer involvement by faculty advisers.

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.
# B. MURP Degree Planning Form

Complete this form with your adviser by the end of second week of winter term of your first year. Include all courses you propose to take for your MURP degree to total 72 credits.

You will update this form in consult with your adviser before Spring registration of your final year.

To get you started, the form includes the required core courses that are only offered once a year.

Please note your Specialization Courses with an S, Electives with an E. See the back of this form for more instructions.

Name: ___________________________ Student Number ___________________________ Adviser: ________

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<td>Course</td>
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<td>USP540 History and Theory</td>
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<td>C</td>
<td>USP541 Dynamics of Plan</td>
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<td>USP533 Plan Methods</td>
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<td>C</td>
<td>USP535 Plan Methods</td>
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| Year 2           |                       | USP558 Plan        | 3                   | C                   | USP558 Plan        | 6                   | C                   |
| USP559 Internship| 1                   |                    |                    |                     |                     |                     |                     |
| Subtotal         | 0                   | Subtotal           | 3                   | Subtotal           | 7                   | Subtotal           | 0                   | 10                  |

| Year 3           |                       |                     |                     |                     |                     |                     |                     |
| Subtotal         | 0                   | Subtotal           | 0                   | Subtotal           | 0                   | Subtotal           | 0                   | 0                   |

General Advice:
USP 540 must be taken before USP 541.

Credits

________________________ Total Credits
USP 533 is a prerequisite for USP 535. They should be taken in sequence the same year.
You must have completed all of your core courses before enrolling in USP 558 in Winter term. The only core course that can be taken simultaneously with 558 is 559, the internship credit. You only enroll in 559 once, this is usually done in your sixth term. Inform Student Services of changes to program!

**Waivers:** These waive only the course, you still have to make up the credits to achieve the 72 required to graduate. All waivers require the signature of the instructors. Waivers are given if you have previous academic work (e.g., GIS as a geography major) that makes the course unnecessary or redundant with your previous training. A note should be on file stating approval.

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**Required courses waived because of previous academic work**

**Transfer Credits:** Transfer credits are credits you have accrued at another university that have not been used for another degree. They have been approved for use by your faculty adviser.
You must submit transcripts and the GO-21 form to the Office of Graduate Studies

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**Preadmission Credits:** Credits taken at PSU prior to admission to the MURP that you have had approved to count for your degree. This no longer requires a form and can be taken care of via DARs Exceptions

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**Adviser Notes / Signature**

Year 1  Meeting held: ________________________ (date)  Adviser Signature: ________________________

Year 2  Meeting held: ________________________ (date)  Adviser Signature: ________________________
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 in order to use the room.

**MURP Computer Lab Room 220—Rules of Use**

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) 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 are not authorized, 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 bin 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. Monica Morillas) 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. Monica’s contact is: upalabs@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.
**E: INTERNSHIP: MANDATORY INTERNSHIP SEMINARS**

Every student seeking the MURP degree must complete 400 hours of internship prior to or within one term of graduating. You may obtain these hours 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, learning about the profession from planners 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 Andree Tremoulet, 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 Academic Year 2015-2016, the Internship Seminar schedule will be:

**Friday, October 9, 2015**  
All MURPs: 10 am to 12 noon (returning MURPs may leave at 11:15 or stay until 12 noon)  
Room TBA  
Topics: What students do for internships, intro to planning in the region

**Friday, January 8, 2016**  
All MURPs: 10 am to 12:00 noon  
Room TBA  
Tentative Topic: Representing what you can do (resumes)

**Friday, April 1, 2016**  
All MURPs: 10 am to 12:00 noon  
Room TBA  
Tentative Topic: The hiring process

**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. To record your internship hours, go to the “Quizzes” tab under the course tools, go to the quiz for the quarter, and fill in the blanks. This will create a record of your internship activity term by term.

3) Register for USP 559: Internship Seminar once, ONLY in a term during or after you complete all 400 hours, which is usually your fifth or sixth term.