UNIVERSITY OF CALGARY
SCHOOL OF ARCHITECTURE,
PLANNING AND LANDSCAPE

Winter 2024

Course Number	PLAN628	Classroom	PF2140
Course Name	Professional Planning Practice		
Pre/Co-Requisites			
Instructor	Francisco Alaniz Uribe	Office Hours/Location	Office: PF3201/Zoom Office Hours: By appointment
	falanizu@ucalgary.ca		Phone: 403.220.7527
Class Dates	Th 09:00 - 12:00		
Instructor Email Policy	Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours.		
Name and Email of Teaching Assistant(s)	TBD		

Course Description:

This course considers various plans, policies, regulatory processes, legal institutions and administrative frameworks involved in urban and regional planning. Examines the role of planners in municipal development processes related to land use re-designations, development permits, subdivision and appeals. Discusses professional planning issues, including ethics, relationships with clients, the public, and other professions. Discusses practice options for graduates, including professional certification/registration.

The course will consist of lectures, invited guests and site visits. All of these will contribute to the thorough understanding of the planner's role in the land use and development process of regions, cities, towns and neighbourhoods. A series of exercises will provide an opportunity for experiential learning of the different roles of the professional planner during the initiation of a typical municipal planning process. During these exercises, the student will have an opportunity to work one-on-one with the instructor during the planning, development and generation of the deliverables.

Students will build knowledge on the diversity of the planning practice and the complexity of their future role in building sustainable, resilient and equitable communities. They will gain skills in developing a request for proposals (RFP) as well as in response to an RFP, which

contributes to a thorough planning process. All while obtaining an understanding of the legal framework of the regulatory process.

Course Hours: 3 units

Course Learning Outcomes:
Upon completion of this course, students will know and be able to:
1. To build an understanding of the planners role in the regulatory and planning process, and the legal connotations of their future practice.
2. To expose students to the diversity of the planning practice along the different scales, from regional planning to neighbourhood planning and land subdivision.
3. To develop an understanding of the professional registration within the Alberta Professional Planners Institute and to initiate this process.
4. To gain a complete understanding of the ethical responsibilities of a planner.

Learning Resources:
Required readings, textbooks and learning materials:
Recommended readings, materials and data sources will be provided in class. Reference books:
Canadian Institute of Planners Code of Professional Conduct: http://cip-icu.ca/Careers-in-Planning/Codes-of-Professional-Conduct
Alberta Professional Planners Institute resources:
https://www.albertaplanners.com/resources/planning-resources
Canadian Institute of Planners online resources: http://cip-icu.ca/Resources/Resource-Library

Additional Classroom Conduct and Related Information
Assessment Components:
Evaluation will be based on three assignments and class-to-class participation. The work will be completed individually. Class participation will be evaluated by engagement during the course. Any anticipated absence should be communicated to the teaching team as soon as possible.

Assessment Method	Description	Weight	Aligned Course Learning Outcome
Professional Planning Comparison	This first assignment is intended to explore and critically analyze the different planning practices being visited during the term. We will visit both public and private planning offices which will differ in their approach, focus and type of projects they deal with.	30%	1,2
Request for Proposals	This assignment is intended to recreate the process of the procurement of planning services. You will be darting a Request For Proposals (RFP) which is the document published by a client inviting consultants to bid for a contract of planning and design services. In this case you will be acting as a municipality requesting services for the completion of a statutory or not statutory plan. This will be submitted digitally only. No in-person event will be part of this deliverable.	30%	1,2,3,4
Response to Request for Proposals	This assignment is intended to provide students with a practical experience of developing a proposal of work that clearly outlines the methodology and approach for a project as well as the project team responsible for executing the	30%	1,2,3,4

	project. This is in response to a Request For Proposals (RFP). A proposal defines the problem, outlines methodology and approach, draws a work plan and clearly defines expectations and deliverables. This will be submitted digitally only. No in-person event will be part of this deliverable.		
Participation	Participation is expected and evaluated by attending classes and actively engaging in the discussion, class exercises and discussion quizzes.	10%	1,2,3,4

Assessment and Evaluation Information

Attendance and Participation Expectations:
Participation in all site visits, in-person lectures and Zoom class time is expected. Any anticipated absence should be communicated to the teaching team as soon as possible.

Guidelines for Submitting Assignments:
Specific guidelines for each assignment will be included on each assignment brief when that phase of the project is introduced.

Final Examinations:
There won't be a final examination.

Expectations for Writing *(https://www.ucalgary.ca/pubs/calendar/current/e-2.html):*
All writing included in the assignments should be original work of the student and include references when appropriate using APA 7th Edition (see subsection on Academic Misconduct). Responsible use of ChatGPT and other AI tools is allowed, but the student is responsible for all content, and content needs to be cited accordingly. For example, using ChatGPT to edit text created by the students is allowed, but not for the creation of the content. It can also be used as a research search engine, but the original citation of the information generated is required. Therefore, students need to double-check the facts provided by the AI tool. In the same way, generative AI could be used to create images, but you should be citing those images appropriately using APA 7th Edition AI guidelines:
https://apastyle.apa.org/blog/how-to-cite-chatgpt
This is an additional aid to help you understand how to reference AI tools:
https://libguides.ucalgary.ca/c.php?g=733971&p=5302331

Late Assignments:
Grades will be deducted for work submitted later than the deadline specified in the assignment brief or as discussed in class. One grade will be deducted per late day (e.g. an A will be downgraded to A-).

Criteria that must be met to pass:
In order to pass the course students are required to complete all assignments and achieve a combined passing grade.

Grading Scale:

Grade	Grade Point Value	4-Point Range	Percent	Description
A+	4.00	4.00	95-100	Outstanding - evaluated by instructor
A	4.00	3.85-4.00	90-94.99	Excellent - superior performance showing comprehensive understanding of the subject matter
A-	3.70	3.50-3.84	85-89.99	Very good performance
B+	3.30	3.15-3.49	80-84.99	Good performance
B	3.00	2.85-3.14	75-79.99	Satisfactory performance
B-	2.70	2.50-2.84	70-74.99	Minimum pass for students in the Faculty of Graduate Studies
C+	2.30	2.15-2.49	65-69.99	All final grades below B- are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements.
C	2.00	1.85-2.14	60-64.99	
C-	1.70	1.50-1.84	55-59.99	
D+	1.30	1.15-1.49	50-54.99	
D	1.00	0.50-1.14	45-49.99	
F	0.00	0-0.49	0-44.99	

A student who receives a "C$^+$" or lower in any one course will be required to withdraw regardless of their grade point average (GPA) unless the program recommends otherwise. If the program permits the student to retake a failed course, the second grade will replace the initial grade in the calculation of the GPA, and both grades will appear on the transcript

The School of Architecture, Planning and Landscape will not permit the Flexible Grade Option (CG Grade) for any course offered by the School.
https://www.ucalgary.ca/pubs/calendar/current/f-1-3.html

Topic Areas & Detailed Class Schedule

Course Schedule Date	Topic	Assignments/Due Dates
Jan 8 – 12	Introduction and overview	
Jan 15 – 19	Planning offices visits	
Jan 22 – 26	Planning offices visits	
Jan 29 – Feb 2	Planning offices visits	
Feb 5 – 9	Planning offices visits	
Feb 12 – 16	Winter SAPL Block week	
Feb 19	Family Day Observed	
Feb 19 – 23	Winter Term Break	
Feb 26 – Mar 1	Work procurement	Feb 28. Assignment 1 due

Mar 4 – 8	Planning Law	
Mar 11 – 15	Diversity of planning practice	
Mar 18 – 22	Ethics and professional reg.	Mar 20. Assignment 2 due
Mar 25 – 28	Indigenous Planning	
Mar 29	Good Friday – University closed	
Apr 1	Easter Monday – University closed	
Apr 2 – 5	Spatial justice and planning	
Apr 8 – 9	End of classes	Apr 8. Assignment 3 due

Indicate the following dates:
- If applicable, dates, times and locations of all approved class activities scheduled outside of regular course hours

University of Calgary Policies and Supports
ACADEMIC ACCOMMODATION
It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy

Students needing an accommodation because of a disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities:https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf. Students needing an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to their instructor (contact information on first page above).

SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/ .

ACADEMIC MISCONDUCT
Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:
https://www.ucalgary.ca/legal-services/university-policies-procedures/student-academic-misconduct-policy
Additional information is available on the Academic Integrity Website
at https://ucalgary.ca/student-services/student-success/learning/academic-integrity.

COPYRIGHT LEGISLATION:

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy (https://www.ucalgary.ca/pubs/calendar/current/k.html).

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

SEXUAL AND GENDER-BASED VIOLENCE POLICY

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/legal-services/university-policies-procedures/sexual-and-gender-based-violence-policy .

UNIVERSITY STUDENT APPEALS OFFICE

If a student has a concern about a grade that they have received, they should refer to Section I of the Undergraduate Calendar (https://www.ucalgary.ca/pubs/calendar/current/i-3.html) which describes how to have a grade reappraised. In addition, the student should refer to the SAPL's Procedure for reappraisal of grades

OTHER IMPORTANT INFORMATION

Please visit the Registrar's website at: https://www.ucalgary.ca/registrar/registration/course-outlines for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk