

# PLAN 610 Community Planning Studio

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6 Units // H(0-8) // Winter 2021 =Remote Delivery  
Studio Schedule 2:00pm-6:00pm Mon-Tues-Thurs-Fri  
Primary Instructor Input Days Tuesdays and Thursdays – please see Schedule section

## INSTRUCTORS and Contact Information

**Course Manager** – Mary-Ellen Tyler [tyler@ucalgary.ca](mailto:tyler@ucalgary.ca) – cell phone: 403-804-9252

Maria Galdon – [maria.galdon@ucalgary.ca](mailto:maria.galdon@ucalgary.ca)

Kris Fox – [mk.fox1@ucalgary.ca](mailto:mk.fox1@ucalgary.ca), - MEDICAL LEAVE February 1, 2021- April, 2021

Sessional Instructors: Teresa Goldstein – [teresa.goldstein@ucalgary.ca](mailto:teresa.goldstein@ucalgary.ca), [teresa.goldstein@calgary.ca](mailto:teresa.goldstein@calgary.ca) (best), 403.512.0869

Doug Leighton – [douglas.leighton@ucalgary.ca](mailto:douglas.leighton@ucalgary.ca), 403.829.6935 (email best)

## Course Description

The overall objective of the Community Planning Studio is to introduce students to theoretical approaches and practical applications to land use planning and development issues in urban and suburban contexts. Students will be provided opportunities to identify, discuss and address challenges related to the implementation of contemporary urban design theories and principles in each of these settings. Application of this progressive learning will be provided through the preparation of master planning drawings and documents for a land development project area. Each project will offer a step-by-step introduction to community planning processes and essential planning policies to create developments that are well designed, economically feasible, socially inclusive and environmentally responsive.

## Online Delivery

This course will take place online via D2L and Zoom. Students are required to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions. If unable to participate live due to unforeseen circumstances, inform the instructor in advance to work out an alternative participation activity (e.g., watch the recordings, submit a brief reflection, and actively contribute to the follow-up online discussion).

## Course Learning Objectives

Upon successful completion of the course you should have developed an understanding of the knowledge, skills, and technologies required to:

1. Gain experience in documenting, analyzing and understanding communities and their evolution, specifically within the regional context of Alberta and Western Canada.
2. Develop knowledge of key theoretical frameworks (approaches to urbanism, sustainability, market analysis, infrastructure, transportation etc.), concepts and principles of community planning and their application through the exploration of an approach and methodology for community planning.
3. Gain experience in using an iterative design approach as it relates to community planning; wherein conducting research, analysis and design is not treated as a linear approach.
4. Demonstrate an understanding of 2D and 3D design thinking at various scales when addressing the existing site / landform / context, urban and natural systems, infrastructure and transportation systems, land use and built form in creating a community plan.
5. Demonstrate an understanding of 2D and 3D representation techniques in the context of existing and proposed site and design features.

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## Learning Resources

**Readings** There are no mandatory readings or a course text, though a bibliography will be provided with each project brief. Students are encouraged to explore these bibliographies as they will enhance your ability to relate to lectures and should influence the development of your design project. All of the readings are available through the Taylor Digital Library, with many in the form of e-books / e-periodicals.

### **Studio Mapping Resources**

Required base maps and aerial photos will be provided, or will be available from the Spatial and Numeric Data Services (SANDS) from the Taylor Digital Library or on-line (City of Calgary etc), and any additional information and associated costs will be at the discretion of the student.

### **Equipment & Software Needed**

For this course, you will need the drawing / drafting supplies and knowledge of the computer programs from the lists below. Please have those materials on hand and available at all times during class studio hours.

#### **Drawing & Drafting Supplies**

- Metric scales (scales ranging from 1:25 to 1:10,000 will be used)
- Rolling ruler with no-slip wheels (highly recommended by K. Fox)
- Pens, pencils and markers (black ink, different lead types)
- Colored pencils and/or markers (Prismacolor, AD or equivalent)
- Pencil sharpeners, erasers and erasing shield
- Drafting brush (clean up those big mistakes, optional)
- Drafting (or painters) tape or dots, (painters tape is more flexible)
- Rolls of trace paper: comes in 12", 18", 24", long rolls, yellow, canary or white.
- Other types of paper (vellum, bond, sketchbooks, craft etc)
- Cutting matt, metal straight edge and X-Acto knives (or equivalent)

#### **Graphics and Computer Skills**

Students should have some previous knowledge with the following:

- Image editing software, such as Photoshop
- Vector drawing software, such as Illustrator, AutoCAD / Vectorworks, Rhino etc.
- 3D modeling software, such as Rhino, SketchUp etc
- Desktop publishing software, such as InDesign / Adobe Acrobat
- Presentation software, such as InDesign, PowerPoint / Keynote, video players
- Software for mapping and infographics: GIS software, Excel (etc)

#### **Computer technology / remote learning requirements (D2L etc.)**

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection

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## Assessment and Evaluation Information

PLAN 610 is a graded course. Incomplete (INC) and deferred term (DT) grades will be issued only for documented circumstances for which the student is clearly not able to complete the work due to significant illness, injury, etc. (please refer to Note #2 at the end of the syllabus). Evaluation will be based on the elements listed below. There will be no final examination. *Assessment will be done on the basis of day-to-day performance as well as on the quality of work presented at reviews.* While the **product** of studio work is important, equally important is the student's ability to develop a practical, appropriate and coherent planning and design **process** (tangible progress between desk critiques is critical) and to work effectively with others as a team.

Students are expected to be in attendance for the entirety of each studio period and for all reviews. The course is scheduled for Mondays/Tuesdays/Thursdays/Fridays each week of the term. The instructors will be present on the days indicated in the course schedule. Scheduled studio days where the instructors are not present will serve as days for students to work without supervision. *Attendance, teamwork and engagement are expected as a requirement for progress in the planning and design process, and is characterized by active involvement in the work and class discussions.*

## Guidelines for Zoom Sessions in Online Classes

Students are expected to participate actively in all Zoom sessions and to turn on their webcam. Please join our class in a quiet space that will allow you to be fully present and engaged in the Zoom sessions. Students must behave in a professional manner during the session. Students, employees, and academic staff are also expected to demonstrate behavior in class that promotes and maintains a positive and productive learning environment.

## Teaching Approach

This is a studio-based course that will consist of lectures, field trips, studio work time, course projects and project presentations. Lectures will provide a survey of theoretical approaches to the course material, information about the regional context and technical instruction. Student work will consist of a series of projects that will gradually build towards the completion of a master plan. Much of the work will be done in a studio setting, where students will learn by doing, through input from instructors, collaboration with peers, and evaluation of assignments. It is essential that students bring project materials to scheduled studio times that demonstrate progress on their work during each scheduled class time. Project and course feedback will be provided through discussions during studio time and formal reviews. The more a student's work is presented and discussed, the more concrete feedback and clear direction will be offered by the instructors. The studio is largely self-directed, that is, you must work individually and as teams to identify the project scope, analyze the site, determine a vision and design principles, generate and present an integrated plan. The instructional team is there to support this iterative process through teaching, feedback and discussion. A combination of both individual and group work will be required for the studio. Students are expected to participate / contribute equally in all group assignments.

## Guidelines for Submitting Assignments

All assignments are to be uploaded to the course D2L site by the date / time indicated. If file sizes are too large, please arrange for other means of file delivery to the instructor. Hardcopies and models may be retained for accreditation purposes and gallery displays.

## Timely Completion of Projects

Unless agreed to by the Instructor on compassionate grounds, illness, or for reasons of academic accommodation (see note 2 below), assigned work that is handed in late will be penalized 10% of the total available grade per calendar day late (this includes weekends and holidays). Assignments more than two calendar days late will not be accepted and no credit will be given for them. Assignments must be handed in or presented during scheduled class hours.

A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded may have the item re-graded. The student shall discuss the work with the instructor within fifteen days of being notified about the mark or of the item's return to the class. More information can be found in the Graduate Calendar:

<http://www.ucalgary.ca/pubs/calendar/grad/current/gs-o.html>

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## Preliminary Course Assignment List & Evaluation Values

Project Phases*	Value
Phase I: Research & Infographics	20%
<ul style="list-style-type: none"> <li>• <i>Work assessed on individual student basis</i></li> </ul>	
Phase II: Analysis & 3 Design Concepts	20% total
<ul style="list-style-type: none"> <li>• <i>Work assessed on group basis</i></li> <li>• <i>Work assessed on individual basis</i></li> </ul>	<ul style="list-style-type: none"> <li>• 10%</li> <li>• 10%</li> </ul>
Phase III: Mid Review Master Plan Draft & Presentation	25% total
<ul style="list-style-type: none"> <li>• <i>Work assessed on group basis</i></li> <li>• <i>Work assessed on individual basis</i></li> </ul>	<ul style="list-style-type: none"> <li>• 20%</li> <li>• 5%</li> </ul>
Phase IV: Final Master Plan & Nodes Presentation	35% total
<ul style="list-style-type: none"> <li>• <i>Work assessed on group basis</i></li> <li>• <i>Work assessed on individual basis</i></li> </ul>	<ul style="list-style-type: none"> <li>• 20%</li> <li>• 15%</li> </ul>
<b>Total</b>	<b>100%</b>

\* Full descriptions of project deliverables available in project briefs.

Each component of the course valued at 25% or greater (Phase III & Phase IV) must be completed with a passing grade (i.e. minimum B-, or the 4-point or percentage equivalent) achieved, in order to pass the course as a whole. Because the studio work is evaluated during the interim and final reviews, all work must be completed on time, and all students must take part in the presentations and reviews. Late submission of material to be presented in studio reviews is not acceptable (grades will be deducted for work submitted later than the deadline specified in the course schedule, project brief or as discussed in class). For reviews / presentations, all work (printed hardcopies and digital) must be pinned up / uploaded **before** 2:00pm. It is mandatory to submit digital files of all coursework to D2L by 2:00pm on the dates specified in the course schedule.

Some work will be completed individually with some completed in groups. Students will receive a common grade for work done in groups, unless it is determined by the instructional team that there has been an unfair distribution of work or unequal completion of work, in which case group members shall be evaluated individually. Work planning and distribution for group work is the responsibility of the students. Students should be aware that they may be required to demonstrate what components they have contributed to in group work assignments should this be requested.

### A Note on Critical Review

Critical review of student work is vital to design projects. This is part of feed-back for learning purposes. Such reviews must not be misunderstood as indicators of standards and they are different from assessment or 'grading'.

Students have a responsibility to attend critical reviews at the appointed time as part of the learning process. Review panels are composed of internal and external experts for the appointed times and cannot be re-composed to consider late submissions. Consequently, late work will not receive a critical review, though it will be assessed with marks.

- **Critical Review:** May take place during the development phases of a project as well as at the time of the final submission. Its purpose is to identify strengths and weaknesses in the work and to offer suggestions to generally encourage the student. An encouraging critical review does not necessarily mean a good assessment result.

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- **Assessment:** May take place at a stage in a project or on final submission (or both). Its purpose is to value the work in terms of the objectives stated in the Syllabus and project brief and to express this as a grade. Students are expected to be aware of and comply with the academic regulations set out in the University of Calgary and Faculty of Graduate Studies calendars.

## Grading Scale

Final grades will be reported as letter grades, with the final grade calculated according to the 4-point range. Assignments will be evaluated by percentage grades, with their letter grade equivalents as shown.

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	

Notes: 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.

## Special Budgetary Requirements

Special budgetary requirements are limited to the optional purchase of course readings and, in specific courses, mandatory supplementary fees to cover certain expenditures, such as field trips. Mandatory supplementary fees must be approved by the University prior to implementation. Instructors are required to list and describe approved optional and mandatory supplementary fees for courses. This can include possible costs incurred for special materials, equipment, services, or travel.

### Optional

For certain courses students may be given the option of purchasing course readings. In these cases the cost of the reading package should be stated in the course outline. When course readings are available for purchase, a minimum of two copies of the readings must be made available at the SAPL Reception or online

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## Course Schedule\*

Date	In-Class / Lecture	Assignment / Deadlines	Teaching
Jan 11	Introductions & Semester Project Overview	<b>Begin Phase I</b>	KF/ DL/ MG/ MT
Jan 14	Lecture: A Survey of Planning (TG) / Studio work day		KF/ TG/ MG/ MT
Jan 15	Guest Lecture by John Brosz: Data, Infographics & Digital Tools @3pm Lecture: Infographics for Designers I & II (KF)		KF/ MG/ MT
Jan 19	Guest Lecture by Beverly Sandalack: The Evolution of Calgary's Built Landscape / Studio work day	Student project groups named by 5:00pm	KF/ MG/ DL/ MT
Jan 21	Studio work day		KF/ MG/ MT
<b>Jan 22</b>	<b>In-House Review: Research &amp; Infographics</b>	<b>Phase I Review</b>	<b>ALL</b>
Jan 26	<b>Phase II Overview</b> Contemporary Approaches to Urban Design (KF) Studio work day	<b>Begin Phase II</b> <b>Phase I Upload to D2L by 2:00pm</b>	KF/ MG/ MT
Jan 28	Guest Lecture O2 (Leif Olson) Open Space Planning and Geo-design / Studio work day		KF/ MG/ MT
Jan 29	Studio work day		KF/ MT
Feb 2	<b>NOTE: Kris Fox gone on Medical Leave as of Feb.1st</b> Lecture: Sustainability by Design (DL) Studio work day		MG/ DL/ MT
Feb 4	Studio work day		MG/ DL/ MT
Feb 9	Studio work day		MG/ MT
<b>Feb 11</b>	<b>Review: Analysis &amp; 3 Design Concepts</b>	<b>Phase II Review</b>	<b>TG/ MG/ DL/ MT</b>
<b>Feb 15</b>	<b>Alberta Family Day – No Class / University Closed</b>		
<b>Feb 16-19</b>	<b>Mid-Term Break Week – No Class</b>	<b>Phase II Upload to D2L by 12:00pm Feb. 18</b>	

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Date	In-Class / Lecture	Assignment / Deadlines	Teaching
Feb 23	<b>Phase III / IV Overview</b> Process for Developing a Community and Neighborhood Plan / Design Led Planning (DL)	<b>Begin Phase III</b>	MG/ DL/ MT
Feb 25	Guest Lecture: Neighborhood and Subdivision Design – Francisco Alaniz Uribe / Studio work day		MG/ MT
Mar 2	ULI Pecha Kucha / Studio work day		MG/ MT
Mar 4	Planning Guest Lecture Forum – guest lineup TBA		MG/ DL/ MT
Mar 9	Studio work day		MG/ MT
Mar 11	Legislative Framework and the Role of Policy – (TG) Studio work day		TG/ MG/ MT
<b>Mar 15-19</b>	<b>SAPL Block Week / No Classes</b>		
Mar 23	Studio Work Day		MG/ MT
<b>Mar 25</b>	<b>Review: Mid Review Master Plan Draft &amp; Presentation</b>	<b>Phase III Review</b>	<b>ALL</b>
Mar 30	<b>Phase IV</b> Studio Work Day	<b>Begin Phase IV</b> <b>Phase III Upload to D2L by 12:00pm</b>	MG/ MT
<b>Apr 1</b>	<b>In-House Progress Review: Numbers Day – Do Your Project Metrics Add Up?</b>	<b>In-House Progress Review</b>	TG/ MG/ MT
Apr 6	Studio Work Day		MG/ MT
Apr 8	Studio Work Day		MG/ MT
Apr 13	Studio Work Day / Production Crits		MG/ MT
Apr 15	Studio Work Day / Production Crits (last day of class)		MG/ MT
<b>Apr 16</b>	<b>Booklet to be sent to panel of critics</b>	<b>Upload by 8:00am</b>	
<b>Apr 20</b>	<b>Final Review; 1:00-6:00pm</b> <b>Review will be Apr 20 OR 21</b>	<b>FINAL Review (Phase IV)</b>	<b>ALL</b>
<b>Apr 22</b>	<b>Exit Interviews – times TBA</b> <b>Final Documentation Due</b>	<b>Upload to D2L &amp; printed material April 22 by 4:30pm</b>	<b>TBD</b>

\* - Note: dates, lectures and guest speakers subject to change.

**The university is closed on April 2 and 5 to observe Good Friday and Easter Monday. No classes will occur on those days.**

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## Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the [Code of Conduct](#)). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g. [Student Non-Academic Misconduct Policy](#)). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>

If you are unable to attend a Zoom session, please contact your instructor in advance to arrange an alternative activity for the missed session (e.g., to review the recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.



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## University of Calgary Policies and Supports

### COVID-19 PROCEDURE FOR SICK STUDENTS

<https://ucalgary.ca/risk/sites/default/files/Covid-19%20Folder/COVID-19-Procedure-for-Sick-Students.pdf>

### ACADEMIC ACCOMMODATION

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf>).

Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.

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/](http://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://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>

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 ([www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf)) 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>).

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## 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 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/policies/files/policies/sexual-violence-policy.pdf>

## UNIVERSITY STUDENT APPEALS OFFICE

If a student has a concern about the course, academic matter, or a grade that they have been assigned, they must first communicate this concern with the instructor. If the concern cannot be resolved with the instructor, the student can proceed with an academic appeal, which normally begins with the Faculty. <https://www.ucalgary.ca/secretariat/student-appeals>

## 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