



URBAN STUDIES AND PLANNING PROGRAM STUDENT HANDBOOK

**SCHOOL OF
ARCHITECTURE,
PLANNING, AND
PRESERVATION**

**UNIVERSITY OF
MARYLAND
COLLEGE PARK**

**WWW.ARCH.UMD.EDU/URSP
301-405-6798**

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INTRODUCTION

The Urban Studies and Planning Program's Student Handbook provides a compilation of policies and practices that shape the program of study for the Master's of Community Planning (MCP) degree. Students are responsible for confirming policies and practices with the appropriate persons.

PROGRAM MISSION

The mission of the Urban Studies and Planning (URSP) Program at the University of Maryland, College Park is to bring together an active community of scholars and students to confront, with creativity and thoroughness, the issues facing metropolitan areas in the United States and around the world. Through instruction, participation in research and application projects, and community internships, students examine critical problems of twenty-first century urban development and ways to address these problems.

PROGRAM SUMMARY

The Master of Community Planning (MCP) is a professional degree accredited by the Association of Collegiate Schools of Planning (www.acsp.org) and the American Planning Association (www.planning.org). More than 270 students have earned MCP degrees since 1973, when the Planning Program began at the University of Maryland's Baltimore campus. In the 1980s, the Program moved to the College Park campus and merged with the Institute of Urban Studies, resulting in the Urban Studies and Planning Program. The aim of the program is to prepare planning practitioners who will be generalists with a specialization. The core curriculum emphasizes student understanding of the political, institutional and social context in which professional planners work with a variety of stakeholders to develop and implement plans, policies and programs. Areas of specialization include local and community economic development, housing, land use and environmental planning, urban design, transportation planning, international urban and regional development, and social planning, organizing and administration.

The 48-credit MCP program includes required courses in the concepts, process, context, and practice of planning, as well as specialization courses in an area of student interest. The program includes a studio (group planning practicum) and field placement. Students may complete the program full-time in two years or part-time in up to 5 years.

PROGRAM INFORMATION

LOCATION

College Park is the ideal location for studying the urban environment because of its proximity to the great cities of Annapolis, Baltimore, and Washington D.C. The historic state capital, a major industrial port, and the nation's capital are all within a 30-mile radius of College Park. In addition, several planned communities, including Columbia, Greenbelt, and Kentlands, are nearby in Maryland. We are located near the College Park Metro Station (Green Line). Shuttle buses are available that link the Metro with the campus. The location of the URSP Program enables students to intern at the international, national, regional, state, and local levels of government.

ADMINISTRATIVE STRUCTURE

Administratively, the Urban Studies and Planning Program is located within the School of Architecture, Planning, and Preservation. In addition, to supporting the Master of Community Planning degree, the School offers a Ph.D. in Urban and Regional Planning and Design, a Master of Historic Preservation through its Historic Preservation Program, as well as graduate and undergraduate degrees in

Architecture, through its Architecture Program. In addition, it provides support for the National Center for Smart Growth Research and Education. See Table 1 below for a listing of the Administrative Staff of the School.

THE NATIONAL CENTER FOR SMART GROWTH RESEARCH AND EDUCATION
(www.smartgrowth.umd.edu)

The State of Maryland has attracted national attention with its innovative "Smart Growth" initiatives to control urban sprawl and promote city and inner-suburb revitalization. In the year 2000, the University of Maryland's National Center for Smart Growth Research and Education was founded to help confront these concerns. URSP is one of the units in this multi-disciplinary center which is conducting a variety of research, evaluation and educational activities related to growth management in general, and "smart growth" in particular. Many of the Center's staff have their academic home in the Urban Studies and Planning Program.

THE PH.D PROGRAM IN URBAN AND REGIONAL PLANNING AND DESIGN
(www.arch.umd.edu/ursp/academics/degrees/phd)

The URSP Program is one of the affiliate units in the Ph.D. Program in Urban and Regional Planning and Design, offered by the School of Architecture, Preservation, and Planning. The 39 credit Program will prepare students to teach at the University level in departments of Urban Planning, Architecture, Historic Preservation, or Landscape Architecture, as well as qualify graduates to conduct research and participate in high-level decision-making in the public, private, and nonprofit sectors. Many of the faculty in the Ph.D. program have their academic affiliation with the Urban Studies and Planning Program.

**TABLE I
SCHOOL OF ARCHITECTURE, PLANNING, AND PRESERVATION
ADMINISTRATIVE STRUCTURE
FALL, 2004**

NAME	TITLE	EMAIL	LOCATION	PHONE NUMBER
DEAN'S OFFICE				
Garth Rockcastle	Dean	gcr@umd.edu	1212 Arch Bldg	301-405-5755
Ann Petrone	Administrative Assistant to the Dean	apetrone@umd.edu	1200 Arch Bldg	301-405-6283
Lee Waldrep	Associate Dean	lwaldrep@umd.edu	1246 Arch Bldg	301-405-6308
John Jeronimo	Associate Dean	jeronimo@umd.edu	1249 Arch Bldg	301-405-8628
Steve Sachs	Associate Dean	ssachs@umd.edu	1247 Arch Bldg	301-405-6314
Julie Meyers	Administrative Asst	jjarvis@umd.edu	1200 Arch Bldg	
Lisa Williams	Budget Office	lisawill@umd.edu	1200 Arch Bldg	301-405-6310
Monica Herrera	Finance Office	mherrera@umd.edu	1251 Arch. Bldg	301-405-6282
Nicholas Varzandeh	Information Tech.	nnader@umd.edu	1117 Arch Bldg	301-405-5312
URBAN STUDIES AND PLANNING PROGRAM (URSP)				
Jim Cohen	Director, URSP	jimcohen@umd.edu	1245 Arch Bldg	301-405-6795
Victoria Baker	Administrative Assistant (URSP and URPD)	vbaker@umd.edu	1200 Arch Bldg	301-405-6789
HISTORIC PRESERVATION PROGRAM (HISP)				
Donald Linebaugh	Director, HISP	dwline@umd.edu	1244 Arch Bldg	301-405-6309
Krista Johnson	Administrative Assistant (ARCH/HISP)	kkj@umd.edu	1200 Arch Bldg	301-405-2166
ARCHITECTURE PROGRAM (ARCH)				
Brian Kelly	Director, ARCH	Bkelly@umd.edu	1243 Arch Bldg	301-405-6299
PH.D. IN URBAN AND REGIONAL PLANNING AND DESIGN (URPD)				
Marie Howland	Director, URPD	mhowland@ursp.umd.edu	1204 Arch Bldg	301-405-6791
NATIONAL CENTER FOR SMART GROWTH RESEARCH AND EDUCATION (SG)				
Gerrit Knaap	Director, (SG)	gknaap@ursp.umd.edu	1112M Preinkert	301-405-6083
Rachelle Beasley	Coordinator	rbeasley@umd.edu	1112K Preinkert	301-405-6788

THE FACULTY AND MENTORING

The Urban Studies and Planning Program has eleven full-time faculty members (as of Fall, 2006). This is complemented with adjunct and affiliate faculty. In addition to their teaching, research and outreach activities, all full time faculty serve as “faculty mentors.” In their first year, all URSP students are assigned a faculty mentor. Mentors are assigned on the basis of mutual interest with the student, but also on the basis of their availability. We strive to have an equal number of students per faculty mentor. The mentor has the responsibility of guiding the student through the program and helping with course selection and registration. A mentor’s approval is required for class registration. The mentor is also responsible for advising and approving the “Final Paper”. If over the course of their study, a student feels more comfortable with another faculty member as mentor, the student can change by making a request with the Program’s Administrative Assistant and filling out a Change of Mentor form (Appendix A). The full time faculty members are listed in Table 2 below.

URSP FACULTY	EMAIL	AREAS OF INTEREST	LOCATION	PHONE
Howell Baum (0201)	hbaum@umd.edu	Social Planning	1229 Arch Bldg	301-405-6792
Sidney Brower (0301)	sbrower@umd.edu	Physical Planning Urban Design	1230 Arch Bldg	301-405-6796
Alex Chen (0501)	achen@umd.edu	Community Studies	1217 Arch Bldg	301-405-6798
Kelly Clifton (joint appointment) (0401)	kclifton@eng.edu	Transportation	1220 Arch Bldg 1145 Eng Bldg	301-405-1945
Jim Cohen (0901)	jimcohen@umd.edu	Growth Management Planning history and theory	1245 Arch Bldg	301-405-6795
Chengri Ding (1201)	cding@umd.edu	International Development, Economic Analysis	1112L Preinkert Hall	301-405-6626
Reid Ewing (1101)	rewing1@umd.edu	Transportation	1112J Preinkert Hall	301-405-8751
William Hanna (0701)	bhanna@umd.edu	Social Planning International Development	01116 Caroline Hall	301-405-4005
Marie Howland (0601)	mhowland@umd.edu	Economics	1204 Arch Bldg	301-405-6791
Gerrit Knaap (1001)	gknaap@umd.edu	Economics Land Use	1112M Preinkert Hall	301-405-6083
Qing Shen (0801)	qshen@umd.edu	Urban Spatial Structure; Transportation Planning Policy	1215 Arch Bldg	301-405-6797

Note: All Faculty have a section number to be used when registering for an independent study.

THE STUDENT PLANNING ASSOCIATION (SPA) AND OTHER STUDENT RESOURCES

The Student Planning Association (SPA) serves as the students’ formal voice. URSP students are encouraged to attend the SPA meetings which are held once a week throughout the year. SPA acts as a clearinghouse from which to disseminate departmental information; creates opportunities to facilitate communication between students and faculty members, alumni, and professionals in the field. It also plans social events. SPA representatives attend the monthly Program meetings (though all students are welcome). The Association is administered by students elected to the various offices at the beginning of the Spring semester for a term of one year. SPA maintains a bulletin board in

Caroline Hall as well as one in the School. Anything from SPA meeting announcements to Coffee Hour details to new course information, SPA is the font of knowledge for URSP students. In addition, SPA disseminates a periodic email newsletters. There are many student associations on campus; a comprehensive listing can be found on the web at www.inform.umd.edu/studentorg and www.inform.umd.edu/student/campus_activities/.

PROGRAM RESOURCES

INFRASTRUCTURE

The activities of the URSP are distributed primarily among three buildings all within easy walking distance of one another. These include the School of Architecture Building, Caroline Hall, and Preinkert Hall.

THE ARCHITECTURE BUILDING

Most of the Urban Studies and Planning faculty are housed in the School of Architecture, Planning and Preservation Building, as are faculty from the Architecture Program, the Historic Preservation Program and the Ph.D. Program. The administrative staff of the Dean's office, the Urban Studies and Planning Program, as well as the Architecture and Historic Preservation Programs is also located in this building. The Administrative offices are open from 8:30 a.m. until 4:30 p.m. Mondays through Fridays. Most URSP courses are held in the Architecture Building. The building is accessible 24 hours a day. In addition, the building supports two computer labs, the School library, and the Slide and Video collection.

CAROLINE HALL

Many of the URSP graduate assistants have offices in Caroline Hall. In addition, a student computer lab, a lounge area, and a small conference room is located here. The main door to the building is opened from 8:30 am to 4:30 pm. However, smart-card ID readers are located at the west and south building entrances and on the computer lab door which enable access during non-business hours. All URSP students should have 24-hour access to Caroline Hall. If your ID does not allow access to the building, contact Victoria Baker (vbaker@umd.edu). In your message, provide your name and social security number, as well as a stating that you are currently a registered URSP student.

PREINKERT HALL

The National Center for Smart Growth Research and Education is housed in Preinkert Hall. Many of the Center's staff including Professors Gerrit Knaap, Chengri Ding, Reid Ewing, and Kelly Clifton have their academic homes in the Urban Studies and Planning Program. Preinkert Hall also is home to many of the Center's graduate assistants.

LIBRARY RESOURCES

Graduate students will find College Park's library facilities to be adequate for most purposes but resources are scattered. There are seven main integrated libraries: Art, Architecture, Chemistry, Engineering, McKeldin, Hornbake, and Performing Arts. McKeldin, the Graduate Library, has most of the books and journals; Architecture has a special set of planning and architecture books as well as a Slide collection; Hornbake is home to the non-print library, the Maryland Room, and several other special collections. Students may check materials out from any of these facilities (except those on reserve or classified as Government Documents).

The library system's web site, www.lib.umd.edu, has all the basic information: the catalogue database, on-line reference shelf, electronic journals, hours, directions, interlibrary loan, special

workshops, and so forth. Be sure to find out about the free interlibrary loan service that fills the gaps of materials not held in our library.

Don't forget that we are only seven miles from one of the world's great libraries--the Library of Congress, as well as other area libraries, especially those attached to universities.

COMPUTERS AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)

COMPUTER LABS

There is a computer lab in Caroline Hall, two in the Architecture Building. In addition, the campus supports open labs around campus. Many students use the labs located in Lefrak Hall for their statistics assignments. If your ID does not allow access to the building contact Victoria Baker (vbaker@umd.edu). In your message, provide your name and social security number, as well as a stating that you are currently a registered URSP student.

CAROLINE HALL

All URSP students have 24-hour access to the Caroline computer labs, once their ID card has been properly coded for access. The administrative assistant requests this privilege by providing Building Security office student's name and your Social Security number.

ARCHITECTURE BUILDING

In order to access the computer labs in the Architecture Building, you must attend an Orientation Session, at the beginning of every semester, i.e. twice per academic year. The Orientation sessions are provided at the beginning of every semester. The first orientation session of the academic year is given during the School's Welcome and Orientation generally scheduled during the last week in August. For updates on other orientation dates check the Architecture Computer Resource Center Website (<http://acrc.umd.edu/ACRC/INDEX.HTM>). The computer labs in Caroline Hall and the Architecture Building support Microsoft Office Suite, as well as other needed software.

GIS SOFTWARE AND CLASSES

Arcmap, an ESRI product, is the GIS software package available in the Architecture Lab. The Program offers a one-semester mapping course URSP 612 Geographic Information Systems for Urban Planning which provides an introduction to Arcmap. It is offered once per academic year. The Department of Geography, Civil and Environmental Engineering, and Landscape Architecture also offer GIS courses.

PROGRAM LECTURES

SATURDAY SEMINARS

The University of Maryland is located between the two of the most interesting urban laboratories in the Nation – Washington D.C. and Baltimore City. The program has extensive ties with both. Each academic semester a trip to each city is arranged to provide students a first hand view of the people and place. First year students are required to attend both seminars.

SAMUEL J. LEFRAK LECTURE

With support from a gift from developer and College Park alumnus Samuel J. LeFrak, the department sponsors the annual Samuel J. LeFrak Lecture Series, featuring visits by distinguished urbanists. Usually held in the Fall on the College Park campus, the event covers two days, where the guest lecturer conducts two seminars and presents one lecture on an issue critical to the urban environment. All URSP graduate assistants are required to attend at least 2 of the 3 events.

CARL N. RUSKIN MEMORIAL LECTURE

Carl N. Ruskin was an alumnus of the Program who contributed significantly to neighborhood planning and design in the city of Baltimore. Usually held in the Spring, in Baltimore, the topic of this series is "The Neighborhood and the City." All graduate assistants are required to attend.

LEADERSHIP TRAINING AND DEVELOPMENT

Every Fall semester (generally a Saturday in October), the School sponsors a schoolwide workshop on Leadership Training and Development. Students from all the School's disciplines participate in this limited enrollment event. During this full day session, practicing professionals discuss the challenges and opportunities of leadership. This is a required event of all first year URSP students.

In addition, the Program sponsors seminars, brownbags and special events throughout the year. Students are strongly encouraged to attend these sessions. In some instances, these events require the attendance of URSP students.

COURSES OUTSIDE THE PROGRAM

Students can take courses outside of the Urban Studies and Planning Program. Such outside courses typically meet specialization and elective requirements.

UMCP is a partner within the local higher education consortium. The Consortium of Universities of the Washington Metropolitan Area includes: American University, Catholic University, Gallaudet University, George Mason, George Washington, Georgetown, Howard University, Marymount University, Mt. Vernon College, Trinity College, The University of the District of Columbia, and our University of Maryland, College Park. Only nine credits in courses taken at other institutions may be counted towards our master's degree (the nine credits may not have been used to meet the requirements of another degree). Be sure that outside courses, in the consortium or other institutions, are approved by your mentor. Also check to make sure that the registrar will transfer the credits. Course registration at these universities is fairly simple if you plan ahead. One semester *before* you take a course, first contact either the Registrar's Office or the department of your interest for a listing of courses that are available for the semester in question. Ask, in particular, if you need to complete special admission procedures as an Extramural or Special Student; sometimes, special rules apply. Next, speak with your mentor about the compatibility of your chosen course to URSP requirements. Finally, prior to having your course approved, check to see if the course schedule at the Consortium university agrees with URSP evening schedules and your other obligations.

TRANSPORTATION

The campus is served by its own shuttle system (Shuttle UM), Metro busses, and (about a mile away) the College Park station of the area's "subway" system. The shuttle busses, free to students, serve an area extending several miles from campus, and they also go to several Metro/subway stations. The shuttles leave from near the student union. The schedule is on <http://www.inform.umd.edu/shuttle>.

COMMUNICATION

Department information is distributed in a number of ways. E-mails are sent regarding job postings, announcements of events and activities, as well as reminders regarding deadlines and other administrative affairs. Finally all URSP students are encouraged to subscribe to the urban planning listserv which is available to all students and faculty in the URSP Program. The listserv serves as the Program's electronic bulletin board. All messages sent to the listserv are received by all members of the listserv. To participate in the listerv you must first subscribe to the list.

To subscribe, send mail to: listserv@listserv.umd.edu. The message (not subject header) should contain the following: *Subscribe urbanplanning name-of-subscriber*. For example, Fred Olmstead would send email to listserv@listserv.umd.edu with the message: *Subscribe urbanplanning Fred Olmstead*.

After you subscribe, you can then send messages to all subscribers to the list. Messages to be posted are sent to: urbanplanning@umd.edu. It is strongly encouraged that you subscribe to the list.

All first, second and third year URSP students have a mailbox in Caroline Hall where program announcements are placed. Also, periodically check, the bulletin boards in both Caroline Hall and the School of Architecture for updates on administrative deadlines, jobs and internships; events, general planning news as well as SPA events. Campus information is available in the daily Diamondback student newspaper, the monthly Faculty Voice as well as the Outlook. If you have not been receiving Program emails or do not have a Caroline Mailbox and desire one, please contact Victoria Baker, the Program's Administrative Assistant (vbaker@umd.edu or 301-405-6789) and provide your current contact information, phone and email.

PROGRAM MEETINGS

URSP usually holds monthly meetings attended by members of the faculty and open to all Program students. In the event of voting, a designated representative of the Student Planning Association (SPA) is allocated one vote.

PROFESSIONAL RESOURCES

URSP is accredited by the American Planning Association (APA). APA is organized to advance the art and science of planning and to foster the activity of planning -- physical, economic, and social -- at the local, regional, state, and national levels. The objective of the APA is to encourage planning that will contribute to public well-being by developing communities and environments that meet the needs of people and society more effectively. All URSP students should consider joining the APA; membership forms are available from the APA website. Student members are urged to join and participate in APA local chapters -- National-Capital Area Chapter (Washington D.C. metropolitan area, including Montgomery County and Prince George's County (www.members.tripod.com/NCAC_APA) or the Maryland chapter (www.marylandapa.org), including most of the State. Both chapters have monthly meetings and both have a student representative from the Program. In addition, the URSP Alumni are

always available to assist the Program in such activities as student recruiting, mentoring, and career workshops. It encourages and facilitates student-alumni networking. Many graduates of the Program are now planning professionals in DC and Maryland, and they are happy to talk with current students about the professional world.

URSP ASSISTANTSHIPS AND OTHER SUPPORT

URSP has a limited number of "assistantships" which it allocates at the beginning of the academic year. Assistants typically work 10 or 20 hours per week under the supervision of a faculty supervisor. In return, they receive a stipend and tuition remission benefits based on the number of hours worked. URSP assistantships are principally used as a recruitment tool. The awards are for first year students and are based on Grade Point Average, GRE score, professional experiences, extracurricular activities, and statement of purpose. Students receiving Program assistantships are reviewed every semester. Graduate assistants are responsible for confirming with their supervisor, their funding status for the following semester. Generally, students are notified of reappointments in April.

In addition, planning and other faculty may be conducting externally funded research, and may need student assistance. In this case, they hire the graduate students with whom they want to work; in other words, the student must have the appropriate background and skills.

Finally, graduate teaching assistantship opportunities are sometimes available outside the Program. You are encouraged to ask faculty about possible opportunities, as well as visiting the web-site at www.personnel.umd.edu. For more information regarding financial opportunities, students should contact Jim Cohen, Director (301-405-6795 or jimcohen@umd.edu)

Minority students should also consider approaching the American Planning Association, which annually (in June) provides several graduate fellowships in the amount of \$2000 to \$5000. Award amounts and application deadlines vary from year to year, so interested students should call the APA in Chicago (312) 431-9100 or visit the APA website (www.planning.org). Indeed, all students should check out their website and be sure to stop at Educational Opportunities and Careers in Planning, where you'll find scholarship and much other information – including links to information on careers in planning, planning commissioner training, and professional development opportunities.

In terms of other financial support check with the Financial Aid Office (www.testudo.umd.edu/financials.html). There is also a range of part-time planning-related jobs in the Washington metropolitan area.

JOBS AND INTERNSHIPS

Professor Howell Baum regularly sends out job and internship announcements via email. Make sure you're getting these messages, and use them for short-range or long-range planning. You can contact Howell Baum (hbaum@umd.edu) to insure that you are on his mailing list.

In addition, a Career Center is located in room 3100 of the South Wing of the Hornbake Library building; this center should be an early stop on your degree agenda. Find out what resources they have that will assist you in a job search; their databank of job listings, internships for graduate students, and specialized services are of great importance. The Career Center, and its subsidiary Student Employment Center, may be contacted at 301-314-7225. Of course, there are now many on-line web sites offering extensive job announcements. (For instance, check out <http://www.monster.com>.)

THE MASTER OF COMMUNITY PLANNING (MCP)

CURRICULUM DESCRIPTION

COURSE WORK

The MCP is a 48-credit professional degree program combining a rigorous applied course of study with practical off-campus experience. The curriculum can be divided into four categories; (1) Required Core Courses (21 credits); (2) Required Spread Courses (9 credits); (3) Specialization (9 credits) and (4) Elective Courses (9 credits). (See Appendix b: Required Class Checklist)

The required Core Courses can be divided into (a) methods and theory and (b) studio and internship. The required Spread Courses represent one course in each of three broad planning areas (physical, economic, social). The Specialization courses represent electives totaling at least nine credits in a mentor-approved and supervised specialization (e.g., economic development, housing, land use and environmental policy, transportation planning, urban design, social planning, and international planning). Finally, the elective courses are those of your own choosing in consultation with your mentor which will help round out your education.

Should a student wish to waive out of a specific requirement, a petition identifying the course to be waived, and the justification, must be submitted to and approved by the faculty mentor. In turn, a Core Advisor must approve the waiver as well. All petitions for waiver are considered on a case by case basis. If a course requirement is waived, the student is still responsible for fulfilling the 48 credit course requirement. The approved petition with signatures should be submitted to the Program for filing. The Core Advisors are URSP faculty who have been designated as being responsible for a particular field of study or course. A summary of the curriculum is provided below with Core Advisors Listed. (See Appendix C: Core and Spread Requirement)

REQUIRED CORE COURSES

Methods and Theory (12 credits)

URSP 600: Research Design (3 credits)
Core Advisors (Chen and Shen)
URSP 601: Research Methods (3 credits)*
Core Advisors (Chen and Shen)
URSP 604: The Planning Process (3 credits)
Core Advisor (Cohen)
URSP 605: Planning History and Theory (3 credits)
Core Advisor (Cohen)

**Note regarding URSP 601: Research Methods: Students registering for this course are required to have a pre-requisite of an approved statistics course or the equivalent knowledge. If students have not taken a statistics course, an approved course at UMD may be taken and the credits will count as an elective towards the master's degree. Currently approved statistics courses include EDMS 451, EDMS 645, ECON 422, and PUAUF 610. If you have any concerns regarding this course or prerequisites, feel free to consult the instructor.*

Required Core Courses: Practice (12 credits)

URSP 708 - The Studio (6 credits): During a student's last Fall or Spring semester (or in some instances during the Summer), s/he must take the capstone planning studio. The prerequisite for the studio is 24 credits including the four methods and theory core courses. The studio allows the student to work directly with a community and its stakeholders regarding a particular planning problem that the community is facing.

During a student's last Fall or Spring semester (or, if offered, an international studio in the Summer),

s/he should take the six-credit capstone planning studio.

The prerequisite for the studio is 24 credits including the four core courses: URSP600 (Research Design); URSP601 (Research Methods); URSP604 (Planning Process); and URSP 605 (History and Theory).

The studio allows the students to work directly with a community and its stakeholders regarding a particular planning problem that the community may be facing. Recent summer studios were held in Mexico City, Mexico; St. Petersburg, Russia; and Capetown, South Africa. Due to team approach of the studio, enrollment is typically limited. A student may take a second studio as an elective. (Core Advisors: Brower, Cohen, and Hanna)

URSP 709 - Internship (3 credits): The internship requires students to complete 300 hours on the job (20 hours a week for the 15-week semester or 30 hours a week for 12 weeks during the summer),. The prerequisite for the internship is 24 credits including the four core courses (URSP600 Research Design); URSP601 (Research Methods); URSP604 (Planning Process); and URSP605 (History and Theory).

The purpose of the internship is to allow students to practice “real world” planning while giving them an opportunity to reflect on their experiences by completing an internship journal. Students may petition to waive the internship if they are currently working in a planning-related job that meets the same requirements as an internship, but the work requirement remains the same. The Mentor and Core Advisor review the petition for approval.

Each student is responsible for securing her/his placement. However, the internship coordinator and other members of the faculty provide guidance. Internships vary in terms of their organizational structure, type, size, etc. The internship can be either paid or not; that is to be worked out between the student and the organization. A student is limited to one internship for credit. Professor Howell Baum (*hbaum@umd.edu*) manages the mailing list that announces jobs and internship opportunities as they become available. Contact him to insure that you are on his internship mailing list. (Core advisor: Baum)

SPREAD COURSES (9 CREDITS)

Students must take one course in each of the following fields:

Economic Planning (3 credits): *URSP 606* (Urban Economics and Policy) is generally the course used to fulfill this spread requirement. Students who have significant coursework in economics, may petition to be waived out of the Economics spread requirement. Similarly, if a student has had no background in economics, it is advisable that the student take an introductory microeconomics course prior to taking *URSP 606*. Students should discuss this with his/her mentor before enrolling in *URSP 606*. (Core Advisors: Howland, Knaap)

Physical Planning (3 credits): *URSP 603* (Land Use Planning) is generally the course used to fulfill this spread requirement. Other courses may, in special circumstances (but be sure to get unambiguous approval), be used as a substitute upon Program approval. Check with your advisor if you would like to substitute another course for *URSP 603*. Such waivers are made on a case by case basis. (Core Advisors: Brower and Cohen)

Social Planning (3 credits): There are two courses that fulfill this spread requirement, *URSP 673* (Social Planning) or *URSP 662* (International Planning). The former gives more emphasis on community capacity building, whereas the latter's emphasis is more cross-cultural. Of course, both courses may be taken, one counting as an elective or specialization course. (Core Advisor: Baum and Hanna)

SPECIALIZATION (9 CREDITS)

At least nine credits must be devoted toward a mentor-approved area of specialization. Possible specializations include, but are not limited to, economic development, community development, transportation planning, environmental planning, urban design, regional planning/growth management, planning policy, housing, social planning, international planning, and land use planning. A unique specialization may be created with the mentor's consent. Students should work with their mentors in choosing courses that fulfill these requirements. The specialization may include courses outside of the Program, or even outside the UMCP campus.

ELECTIVES (9 CREDITS)

These nine credits may be used as electives, additional specialization courses, or a second area of specialization. Graduate courses at the 600 level and above are generally accepted. A total of up to nine credits may be taken at the 400 level to fulfill Program requirements.

THE FINAL PAPER

Students are required to prepare and receive faculty approval of a "final paper". It should demonstrate the student's ability to think critically and analytically, and to write clearly and concisely.

Papers may be written expressly for this purpose or may be based on other sources, including papers developed for courses or independent study, or papers based on work, internship or studio. The final paper must be the student's individual and original work. Papers may be directed at educators and scholars ("academic papers") or at practicing planners and the interested public ("professional papers"). As to content, the paper should:

- Define the problem or issue and indicate why it is important.
- Place the problem or issue within the context of theory and/or current discourse.
- Show familiarity with available information, the state of knowledge, and previous studies on the topic.
- Explain the methodology used.
- Spell out implications for planning theory and/or practice.
- Indicate the limitations of the paper and suggest follow-up research.

The final paper should be 20 to 40 double spaced pages with 12 point type and one inch margins. It should include a brief abstract. It should follow conventions of style and organization as required by such academic publications such as the *Journal of the American Planning Association*, or professional publications such as *Planning* magazine.

Students are to discuss possible paper topics with their mentor during their first year of study. Further, in the semester prior to the one in which the student plans to graduate, the mentor should be informed, in writing, of the topic, including a brief outline, as well as potential sources of information. Three months before the student's graduation date, a completed preliminary draft must be submitted to their mentor for review. The student is then responsible for working with their mentor to make the needed revisions. The deadline for a completed and approved final paper depends on the expected semester for graduation.

DEADLINES FOR FINAL PAPER

	<u>Prelim Draft</u>	<u>Final Paper (approved)</u>
December grad	End of September	Monday prior to Thanksgiving
Spring Grad	End of February	3 rd Monday in April
Summer Grad	End of May	2 nd Monday in July

Warning: A student who does not meet the deadlines in an appropriately substantive manner may be denied graduation in the semester in question.

In writing and submitting final papers, students are held accountable to the University of Maryland's *Code of Academic Integrity*.

For further information see, "*URSP Guidelines for the Final Paper, January 2004*".

GUIDELINES FOR THE FINAL PAPER

Prior to graduation, each MCP candidate must submit and receive faculty approval of a paper (the "final paper") that is well organized, and logically argued, that uses evidence appropriately and shows a command of the English language, and that is strong enough to warrant publication in an academic or professional publication. It should show a potential employer what the student is capable of. For this purpose, a student may submit a paper written specifically for this purpose, or a rewrite of a paper done for another course, or a paper written as independent study, or a paper based on work done during an internship, or job, or a community planning studio. The final paper must be the student's individual and original work.

TOPIC

Papers may be directed at educators and scholars ("academic papers"), or at practicing planners and the interested public ("professional papers"). In academic papers the emphasis should be on contributing to theory and knowledge; appropriate methods include data collection and analysis, the systematic observation of activities or attitudes, and a critical review of current theory. In professional papers the emphasis should be on providing information and models that planners can apply in practice; appropriate methods include case histories and comparisons, and reviews of the nature, origin, purpose, effectiveness and consequences of particular applications or programs. Both types of papers must display a solid knowledge of relevant material in the courses of the graduate program.

REQUIREMENTS AND FORMAT

The final paper should be 20-40 double-spaced pages with 12 point type and one-inch margins. It should include a brief abstract. It should follow conventions of style and organization required for articles in academic publications such as the *Journal of the American Planning Association* or the *Journal of Planning Education and Research*, or in professional publications such as *Planning* magazine and reports published by reputable planning agencies.

In all cases, students should demonstrate an ability to think critically and analytically, and to write clearly and concisely. As to content, the paper should:

- Define the problem or issue and indicate why it is important. Place the problem or issue within the context of theory and/or current discourse.
- Show familiarity with available information, the state of knowledge, and previous studies on the topic.
- Explain the methodology used.
- Spell out implications for planning theory and/or practice.
- Indicate the limitations of the paper and suggest follow-up research.

APPROVAL PROCESS

During the first year: The student should discuss possible topics with his/her mentor.

In the semester prior to the one in which the student plans to graduate: Inform his/her mentor, in writing, of the topic of the paper. Include a brief outline, and indicate potential sources of information.

Three months before graduation (see dates under Deadlines): *Submit completed draft to his/her mentor. The mentor will review the manuscript and may approve it, approve with changes, or require extensive*

additional work. The student is responsible for making needed revisions by the final deadline.

One month before graduation (see dates under Deadlines): Submit the completed final paper.

At any point in the review process the mentor has the option of giving the paper to another faculty member for review. However, it is the mentor who makes the final approval/disapproval decision, which (if negative) can be appealed to the full faculty.

DEADLINES

For *December graduation*, a student should submit a final draft of the paper to her/his mentor by the end of September. This will enable the mentor to provide the student with feedback and allow sufficient time for revisions. The paper should be approved by the mentor by the Monday prior to the Thanksgiving break.

For *Spring graduation*, the final draft should be submitted to the mentor by the end of February, and the paper should be approved by the third Monday in April.

For *Summer graduation*, the final draft should be submitted to the mentor by the end of May, and the paper should be approved by the second Monday in July.

A student who does not meet the deadlines in an appropriately substantive manner may be denied graduation in the semester in question, and will be eligible to graduate in the semester when the Final Paper is approved (assuming that other course requirements have been met. Campus policy requires that students be registered and pay for at least one course credit in the semester, year of graduation. Consequently,

ACADEMIC INTEGRITY

In writing and submitting final papers, students are held accountable to the University of Maryland's *Code of Academic Integrity*. The code includes sanctions against fabrication and plagiarism. According to the code, fabrication is "intentional and unauthorized falsification or invention of any information or citation in an academic exercise". Plagiarism is "intentionally or knowingly representing the words or ideas of another as one's own in an academic exercise". Students who are suspected of fabrication and/or plagiarism in writing their final paper are subject to the University's formal review procedures for cases of alleged academic dishonesty.

THE MASTER'S THESIS

A student with a strong research interest may prepare a master's thesis (an approved thesis meets the requirement of a final paper). Typically, six elective credits are earned. A student considering the Ph.D. degree should consider this option. The thesis is a substantial work of scholarship supervised by one faculty member and overseen by a thesis committee of three faculty members. Students interested in this option should speak to their mentor.

REGISTRATION

A mentor's approval is required for student online registration. To insure that students meet course requirements, and that the course is not oversubscribed, all URSP courses have "blocks" which prevent online registration unless the student has proper approval from the Mentor. Mentors must approve those courses which you wish to take. Each semester, before registering, students are required to contact their mentor (in person, or by phone, or by email) to discuss their course of study. Once an agreement is reached, your mentor will provide Lee Waldrep, Associate Dean (lwaldrep@umd.edu), with your name, and approved courses. Generally, this is done by email. In turn Professor Waldrep will remove the "blocks". Once the blocks have been removed he will send you an email to inform you that the blocks have been removed, allowing you to register on line. In general, after agreeing with your mentor as to what courses to take, most students send an email to their mentor to confirm their agreement. In turn, the mentor forwards the email to Lee Waldrep, who will remove the block, and email a confirmation back to the student. The process generally takes less than 72 hours from the time the student sends the initial email. If the mentor is not available, the student should seek out the Director of Graduate Studies, Jim Cohen (jimcohen@umd.edu) or the Program Director.

PROGRAM COMPLETION

TIMING

The University rule calls for completion of degree requirements within five years (a petition to extend the time an additional year may be approved). Courses taken more than five years in the past may not (at the Program's discretion) be applied to one's degree program. You must be registered for at least one credit in the semester in which you will to graduate.

PLANNING A COURSE LOAD

The M.C.P. degree requires 48 credits from approved courses. That is, one must take 12 credits for four semesters to finish in two years. Many courses are only offered once a year so course planning and sequencing are essential. Be sure to consult the Graduate Catalog, the Program brochure, and your mentor in planning your graduate work and when available look at the URSP schedule of classes for future semesters.

INCOMPLETE WORK

Students formally graduate with the satisfactory completion of all degree requirements (course work and Final Paper). In some instances, a student may receive a grade of I (Incomplete) or NG (No Grade) for a course. A student may not graduate until either is removed and replaced with an appropriate grade. Further, the student will formally graduate in the semester, year when the work has been completed. The student will not be eligible to graduate in the semester, year when he/she originally registered for that course. For example, suppose in Fall, 2006, you receive an I (Incomplete) for your last course needed to fulfill Program degree requirements and graduate. You complete the work in Spring, 2007 and receive a grade of B. In this case, the I (Incomplete) received in the Spring, 2006 semester will be replaced with a B, BUT, you will be only allowed to graduate in Spring, 2007, i.e. the semester, year in which the work was completed. FURTHER, Campus policy requires that you be registered for at least one credit in the semester, year you graduate. Consequently, in this example, you would have to register and pay for one course credit for the Spring, 2006 semester in order to formally graduate.

In a similar fashion, students will formally graduate in the semester, year in which the Final Paper is approved. Further, students must be registered and pay for at least one course credit for that semester in which the Final Paper is approved.

The university rule calls for completion of degree requirements within five years (a petition to extend

the time an additional year may be approved). Courses taken more than five years in the past may not (at the Program's discretion) be applied to one's degree program. (See Appendix I)

WAIVERS

Should a student wish to waive out of a specific course or sequence requirement, a petition describing the request with justification, must be submitted to and approved by the student's mentor. In turn, a Core Advisor must approve the waiver as well. The approved petition with signatures should be submitted to the Program Office for filing.

The Core Advisors are URSP faculty who have been designated as being responsible for a particular field of study or course. Course waivers or sequence modifications may be granted in exceptional circumstances, e.g. material has already been covered. If a student believes that a course should be waived, discuss the issue with your mentor. If there is agreement, complete a waiver form (See Appendix B) and have it supported by your mentor and the appropriate Core Advisor. All waivers are evaluated on a case by case basis. In addition, waiving out of a course does not mean waiving out of credit. Generally, students will be required to take another course in lieu of the waived our course to satisfy the overall credit requirement. The fact that a requirement is waived for one student does not guarantee that the requirement will be waived for another student. Each student has his or her special set of circumstances which determines the final decision.

GRADUATION CLEARANCE

Students should register for their final semester and then apply for graduation clearance. You must be registered for at least one credit during the semester or summer in which you plan to graduate. The form to certify for a non-thesis master's degree must be completed, signed, and hand-carried to the main office.

Fill out the approved program form available from the program office. Be sure your "Program Checklist," obtained from the departmental office, is completed. The mentor checks to make sure all requirements have been completed and must sign off on your program.

STUDENT AWARDS

Each year during the Spring graduation ceremonies, awards are given to students demonstrating academic excellence in the field of urban studies and planning. These honors are as follows:

- *Outstanding M.C.P. Student Award*: for outstanding academic work during Master's Program
- *Samuel J. LeFrak Award*: for contribution to the community during Master's Program
- *Theresa Fiscus-Moriarty Award*: for outstanding final paper in Environmental Planning
- *Larry Reich Award*: for the outstanding MCP final paper,
- *AICP Student Award*: for the highest GPA of the graduating Master's students,
- *Robert Janes Award*: in recognition of leadership and significant contribution to the field
- *Alumni Award*: in recognition of outstanding achievement in both theory and practice of planning

GRADES

The grades awarded for coursework may be A, B, C, D, or F. Pluses and minuses are now awarded but are not yet accounted for in calculating a grade point average. Courses taken outside the department and so approved may (if within the credit limit) be taken pass/fail. If coursework takes

more time than allotted in the semester, an I (incomplete) can be issued. Check with the individual instructor for more information.

To receive the master's degree, a student must have a GPA of at least 3.0. This may include grades below B if they are balanced by sufficient A-level work.

PAPERWORK AND PROCEDURES

UNIVERSITY HEALTH CLEARANCE

According to the University's latest policy, incoming students **MUST** present their health records to the Health Center (314-8180) before registering for courses. Students must provide proof from their physicians of shots taken in previous years, including inoculation for rubella, measles (2 doses), mumps, and, in the case of an international student, a recent chest X-Ray or tuberculosis test.

MANDATORY ADVISING

You are required to see your mentor for course approval. Upon reaching mutual agreement, the mentor will request (generally through email) clearance for registration from the Associate Dean for Student Affairs. In turn, the Associate Dean will inform the student (via email) when the registration blocks have been removed, i.e. the student has been cleared. At that point, the student may register on-line. In the absence of the mentor, the mentor or the Director may designate another faculty member to initiate the approval.

REGISTERING FOR COURSES

The easiest way to register is on-line, after the student is "cleared" for registration (www.testudo.umd.edu). The Maryland Automated Registration System (MARS) allows students to register for courses, review their past semesters' grades, or access their student accounts over the telephone. Students only have access if they have been approved by the Registrar's Office and have been provided with a PIN number. The section on MARS in the Schedule of Classes for the current semester is especially helpful. Students may also contact the Registrar's Office (314-8240) or MARS (403-0500) for further assistance.

Due to limited course capacity, students are encouraged to register as early as possible. If a course you want to take is filled, immediately go to the department or instructor and ask to "oversubscribe" the course. Usually, faculty members will accommodate you - especially if it's a course that you need to maintain your progress in the program.

JOINT DEGREES AND UNIVERSITY-WIDE CERTIFICATE PROGRAMS

A number of campus programs and consortia of programs offer graduate certificates or degrees which may be obtained concurrent with the program's master's degree. Possibilities include:

JURIS DOCTOR/MASTER OF COMMUNITY PLANNING JOINT DEGREE (LCPL)

The University of Maryland School of Law on the Baltimore campus (UMB) will accept up to 9 credits of M.C.P. course work towards the J.D. degree, and the Urban Studies and Planning Program will accept up to 9 credits of J.D. course work towards the M.C.P. degree. This means that students who complete both programs can save up to 18 credits (contact James Cohen Jimcohen@umd.edu).

Applicants must apply to each program separately and be accepted by both programs. Only grades of B or better may be transferred. Credits from the M.C.P. program can be transferred to the Law program only if they are taken while the student is enrolled in the Law program and vice versa. This

means that students cannot take advantage of the transfer of credits if they have already completed either of the programs. For more information about the Law program, contact: Law School Admissions Office (410) 706-3492.

MASTER OF ARCHITECTURE I / MASTER OF COMMUNITY PLANNING DUAL DEGREE (ARCP)

See Lee Waldrep (lwaldrep@umd.edu) for Architecture and James Cohen (jimcohen@umd.edu) for Planning.

The dual degree combines course work from the Architecture and Urban Studies and Planning programs to enable a student to complete both the M.ARCH.I and M.C.P. degrees with fewer credits than it would take to complete the two separately. Students of the dual degree program acquire specialized knowledge tailored to understanding the urban environment from several perspectives. Students learn how social, economic, and political forces have led to the development of human habitats. The emphasis on urban design in the dual degree program yields an education that is particularly applicable for persons interested in the revitalization of metropolitan areas and their center cities.

The dual degree program will enable students to develop and enhance their urban design skills and abilities, including: the design of buildings and urban environments; the evaluation of community needs; the analysis of economic conditions; and the awareness of the political nature of planning in a representative democracy.

Applicants must apply to each program separately, and be accepted by both programs; however, the same GRE scores, statement of intent, and letters of reference may be repeated in both applications. Students possessing a four-year Bachelor's degree in Architecture or a related degree are encouraged to apply for the dual degree program. Candidates possessing degrees other than a B.S. in Architecture are eligible for participation in the dual degree program, but they will be reviewed for placement in the M.ARCH.I sequence.

To receive the dual M.ARCH.I / M.C.P. degree students must satisfactorily complete 72 credit hours of course work, submit a thesis pro-seminar document of publishable quality, and do a thesis in architecture. The path to graduation takes seven semesters.

For more information see web page <http://www.inform.umd.edu/EdRes/Colleges/ARCH> or contact the School of Architecture, University of Maryland, College Park, MD 20742. Office hours are Monday through Friday 8:30 AM to 4:30 PM (EST). Architecture Program Office: (301) 405-6284.

CERTIFICATE IN HISTORIC PRESERVATION

This 24 credit interdisciplinary program develops expertise to become researchers, interpreters, curators, restorationists, archeologists, preservation-planners, conservators, and administrators in the multi-faceted field of historic preservation. With careful planning, a student can complete a certificate and master's degree requirements without exceeding 48 credits. Required courses include HISP 600, HISP 700, a survey of preservation law, and fifteen core course credits. To apply, submit a letter to the Committee on Historic Preservation (contact Sidney Brower sbrower@umd.edu).

CENTER ON AGING, GRADUATE GERONTOLOGY CERTIFICATE PROGRAM

The Certificate Program requires the completion of 18 credit hours in gerontology. Master's level Certificate candidates must complete either a Master's thesis or two seminar papers on an aging-related topic. Additional information may be obtained from the Center on Aging at 405-9167 or at www.inform.umd.edu/aging.

SCHOOL OF PUBLIC AFFAIRS CERTIFICATE PROGRAM

The School of Public Affairs offers six specialized certificate programs, each of which requires 18 credit hours of courses in the School. (It may be possible to count 12 or 15 of the credits towards the URSP degree.) The offering of specializations includes methods of policy analysis; national security policy; public management; public policy and private enterprise; housing finance and development; and environmental policy. Check www.puaf.umd.edu and your mentor.

WOMEN'S STUDIES GRADUATE CERTIFICATE PROGRAM

Courses can be selected to supplement the URSP curriculum, and also may be incorporated into your degree program as a specialization if you obtain approval from your mentor in URSP and the Women's Studies Program. The Certificate requires the completion of 18 core credit hours, as well as 9 other credits chosen in consultation with their mentor in the Women's Studies Program. Additional information may be obtained from the Women's Studies Program at 405-9190.

THE LATIN AMERICAN STUDIES CENTER CERTIFICATE PROGRAM

A fledgling program, the Certificate currently offers courses at the undergraduate level (400-level courses count towards our degree, up to a total of 12 credits). Interested students should contact the Center at (301) 405-3665.

PH.D. IN PUBLIC POLICY

Urban Studies and Planning and the Policy Sciences Ph.D. program at the University of Maryland at Baltimore County (UMBC) have worked out a cooperative agreement whereby M.C.P. students interested in pursuing a Ph.D. can save approximately one year of course work in UMBC's Policy Sciences Program. Applicants must apply to each program separately, and be accepted by both programs. Students may apply jointly to both programs or may apply to the UMBC Ph.D. program after having been enrolled in or having completed the M.C.P. at College Park.

Credits from the following UM courses can be counted towards the 30 hours of required core and disciplinary concentration course credits in the UMBC Ph.D. program: URSP 600 (Research Methods), URSP 601 (Research Design), and URSP 606 (Urban Economics and Public Policy). Additional appropriate and relevant courses may be acceptable substitutes for UMBC Policy Sciences core and disciplinary concentration courses with the agreement of the Policy Sciences Ph.D. Director.

In addition, with the approval of the UMBC advisor in the policy track in which the student chooses to specialize, it may be possible for a student to transfer into the Ph.D. program additional credits for UM courses that are appropriate and directly related to that track. The student should discuss these courses with the track advisor at UMBC and, if still at UM obtain the UMBC track advisor's permission prior to taking the courses.

The maximum number of UM credits that can be transferred to the UMBC Ph.D. Policy Sciences program is 24. Up to 9 hours of credit for course work taken in the UMBC Ph.D. program may be transferred to the UM M.C.P. program if the courses are relevant to the M.C.P. program. If the maximum number of credits are transferred from both institutions, a student could receive an M.C.P. from UM with 39 course credits at UM (instead of the normal 48) and 9 credits transferred from UMBC. A student could receive a Ph.D. from UMBC with 24 course credits at UMBC (instead of the normal 48) and 24 credits transferred from UM, plus the dissertation. Students who have completed the M.C.P. degree are eligible.

For more information about the Policy Sciences program, contact: Sally Helms, Administrator of Academic Affairs, Policy Sciences Program, UMBC (410) 455-3202 helms@umbc2.umbc.edu.

OTHER

CAMPUS INFORMATION WEB SITES

There is a lot of information available on campus web sites. At www.inform.umd.edu/arch, general School and Program information is available; at www.testudo.umd.edu, you can find out about campus parking, commuter services, library services, housing, dining services, the career center, financial aid, etc. Also there, you can read the Schedule of Classes as well as register for classes. At www.inform.umd.edu, you can find out about academic departments, recreation opportunities, computer labs, dining services, the shuttle buses, graduate assistantships, the code of student conduct, etc.

HAVING FUN

Being in class and doing homework are joyous fun. However, there's even more. The SPA organizes many events, from happy hours, hiking events and BBQs.

There are lots of recreational opportunities on campus. The Campus Recreation Center, located on North Campus between Cumberland and Ellicott Communities, is the newest recreation building. It's state-of-the-art. *Warning:* be sure to bring your Student ID or Membership Card so you can run, play racquetball, lift, swim, and so forth. Also, beware of the day locker policy, and remember to remove your lock!

Sources of recreational information include the campus's publication, "College Park, A Downtown Guide," available at the Student Union, and the free "City Paper," published weekly in Washington, DC (available Thursday afternoons in the McKeldin entry area and elsewhere on and off campus) and on-line.

The area has many good yet inexpensive restaurants as well as places for music and dancing. Among the top area restaurants in the Baltimore – Washington metropolitan corridor. And planning – and the creations of planners and developers – can also be fun!! Check out Greenbelt, a very important planned community of the 1930s, Bethesda Row, the successful recent creation of Federal Realty, Columbia, Reston, King Farms, Kentlands, and of course Pierre L'Enfant's planned city, Washington, D.C.

FOR THE NEXT EDITION

Please send suggestions and corrections for the next handbook edition to Victoria Baker, Administrative Assistant (vbaker@umd.edu).

**CHANGE OF MENTOR FORM
URBAN STUDIES AND PLANNING PROGRAM**

From :

To :

I hereby request that my assigned mentor be changed

Name of requesting student:

(please print)

Signature of requesting student:

Date :

Signature of new mentor:

Date :

RECORDED BY:

(Program Office Personnel)

Date :

Comments (if any):

The Administrative Assistant files original in student folder. The student should keep a copy for his/her records.

**REQUEST FOR WAIVER FORM
URBAN STUDIES AND PLANNING PROGRAM**

Describe your waiver request. I wish to waive out of...

1. course requirement
2. pre-requisite requirement
3. other _____

Please describe in detail the nature of your request and your justification.

Signatures:

Student _____ Date_____

Mentor _____ Date_____

Core Advisor _____ Date_____

Make a copy of this form for your own records.

Please return this completed form to Program Office with a copy of your courses completed to date for filing in your student folder.

CORE AND SPREAD REQUIREMENTS

Core courses represent courses which are required for completion of the MCP degree. The spread requirement requires that each student take one course in each of the three planning areas: physical, economic and social. In each of these areas, acceptable courses have been identified. Should a student wish to waive out of a specific requirement, a petition identifying the course to be waived, and the justification must be submitted to and approved by the student mentor. In turn, a Core Advisor must approve the waiver as well. The approved petition with signatures should be submitted to the Program for filing.

CORE REQUIREMENTS

Methods (Chen and Shen): URSP 600 and URSP 601
Process (Cohen): URSP 604
History and Theory (Cohen): URSP 605
Internship (Baum): URSP 709
Studio (Brower, Cohen, Hanna): URSP 708

SPREAD REQUIREMENTS

Physical (Brower, Cohen): URSP 603
Economics*(Howland, Knaap): URSP 606
Social (Baum, Hanna): URSP 662, URSP 673

*Students are strongly encouraged to have taken an introductory microeconomic course prior to URSP606

PROPOSED 2 YEAR MODEL

Updated 5/7/07
 Name:
 University ID #:
 Mentor:
 Area of Specialization:

REQUIREMENTS	SEMESTER
URSP 600 (Research Design): Fall ONLY	Spring, Year 1
URSP 601 (Research Methods): Fall and Spring ONLY	Fall, Year 1
URSP 604 (Process): Fall ONLY	Fall, Year 1
URSP 605 (History and Theory): Fall ONLY	Fall, Year 1
URSP 708 (Studio: 6 cr) Fall, Spring or Summer	Summer, Year 1 or any subsequent semester
URSP 709 (Internship: 3 cr)	Summer, Year 1 or any subsequent semester
Physical Course____603_____: Spring Only	Spring, Year 1 or Spring, Year 2
Social Course____673 (or 662)____:	Fall (or Spring), Year 1 or Year 2
Economic Course____606____: Fall Only	Fall, Year 1 or Fall, Year 2

Electives or Specialization	Semester
Course_____	Spring, Year 1
Course_____	Spring, Year 1 or 2
Course_____	Fall or Spring, Year 2
Course_____	Fall, or Spring, Year 2
Course_____	Fall or Spring, Year 2
Course_____	Fall or Spring, Year 2

REQUIRED CLASSES CHECK LIST

The checklist is designed to track student progress. During advising, students should have this form with updated information available for review. The mentor needs to sign off on the "Final Paper Approved" below. At that point, the checklist as well as Final Paper should be returned to Victoria Baker at the School of Architecture, Planning, and Preservation.

Updated 08/24/06

Name:

University ID #:

Mentor:

Date of first year of study:

REQUIREMENTS	CREDITS	GRADE
URSP 600 (Research Design)	3	
URSP 601 (Research Methods)	3	
URSP 604 (Process)	3	
URSP 605 (History and Theory)	3	
URSP 708 (Studio)	6	
URSP 709 (Internship)	3	
Physical Course – URSP 603	3	
Social Course – URSP 673 or URSP 662	3	
Economic Course – URSP 606	3	

Area of Specialization: _____

ELECTIVES AND SPECIALIZATION COURSES	CREDITS	GRADE
Course _____	3	
Course _____	3	
Course _____	3	
Course _____	3	
Course _____	3	
Course _____	3	

Final Paper Title : _____

DEADLINES

Notes: 1) A student who does not meet the deadlines in an appropriately substantive manner may be denied graduation in the semester in question); 2) See "URSP Guidelines for the Final Paper for more detailed information.

	Date	Mentor's Initials
Preliminary Discussion (1 st year)		
Paper Topic Outline (Semester prior to projected graduation semester)		
Preliminary Draft (Three months prior to graduation)		
Final Paper Approved (One month prior to graduation)		