

MCP

STUDENT HANDBOOK

FALL 2018



Master of Community Planning



SCHOOL OF
ARCHITECTURE,
PLANNING & PRESERVATION

Introduction	3
The Program	4
Curriculum	4
Course Waivers	4
Curriculum	5
Request for Course Waiver Form	7
Course Descriptions Link on Website	8
URSP 709: Internship (Required)	8
Courses Outside the Program	9
Master’s Thesis Option	10
Final Paper	10
Scheduling of Classes	11
Sample Schedule 1: Full Time (No Summer or Winter)	11
Sample Schedule 2: Full Time (with Summer Studio)	12
URSP Faculty Directory	13
Mentoring	14
Change of Mentor Form	14
Administrative Directory	15
Dual Degrees with the Master of Community Planning	17
Master of Architecture / Master of Community Planning Dual Degree (ARCP)	17
Master of Community Planning / Master of Landscape Architecture (LACP)	17
Master of Comm. Planning and Master of Historic Preserv. Dual Degree (CPHP)	18
Juris Doctor/Master of Community Planning Joint Degree (LCPL)	18
Certificates	18
Graduate Assistantships	19
First Year URSP Graduate Assistantships	19
Second Year URSP Graduate Internships: Practicing Professional Program	19
Outside Financial Assistance	20
Registration	20
Incomplete Grades	20
Graduation	21
Graduation Clearance	21
Student Awards	22
Graduate Student Policies and Guidelines	23

Graduate Ombudsman	23
Continuous Education	23
Grades	24
Leave of Absence	24
Obtaining a Student ID	24
Paying Tuition	24
Time Limitations	25
University Health Clearance	25
Program Lectures	25
Brown Bags/Seminars	26
Campus Resources	26
Library Resources	26
Computer Labs	26
Geographic Information Systems Resources	27
Professional Resources	27
Housing and Transportation	29
Housing	29
Transportation	30
Urban Studies & Planning Course Checklist (48 Credits)	31

Introduction

Welcome to the Urban Studies and Planning Program at the University of Maryland in College Park, MD. We are delighted with your choice to join us in making a difference in the quality of life of our communities and the residents who live in them. The URSP Student Handbook is but one resource that has been developed to assist you during your participation in our program.

The Urban Studies and Planning Program is an active community of scholars and educators, students and practicing professionals who analyze and address issues in metropolitan areas. Our curriculum of study blends theory with practice. Through classroom and field instruction, active participation in research, and community interaction, students examine the changing character and critical problems of modern urban development. Our curriculum of study promotes student understanding of the political, economic, institutional, and social context within which planners work. At the same time, it provides the technical skills and practical experience needed to address the urban issues of today. Our faculty -- through classroom teaching, off site field experiences as well as their own individual research interests -- provide a wealth of opportunities for the student to explore the urban environment, learn planning tools and techniques, develop insights into planning principles, and gain proficiency in the practices which define the planning profession.

There is no better place to study the urban context. We are in close proximity to the industrial city of Baltimore, the nation's capital of Washington, DC, and the state capital, historic Annapolis. We are near classic planned communities of Greenbelt, MD, Columbia, MD, and Reston, VA, as well as several highly-regarded examples of New Urbanism including Kentlands and King Farm (both in Maryland). Our locational advantage provides a wide range of student opportunities to learn from and work with international and national organizations, federal, state and local government agencies, as well as private and non-profit groups.

Many of our graduates continue to work in the region and maintain contact with the Program, allowing us to further leverage our locational advantage. Our local graduates are just small part of our broader network of alumni who have taken their experiences and work around the country from Florida to Alaska, Texas to Michigan, as well as around the world including Germany, Indonesia, Australia and Taiwan, to name a few of the countries in which they work.

This *Student Handbook* summarizes Program policies and guidelines, as well as provides resources to help make your stay a meaningful learning experience. Please do not hesitate to let me know (dawkins1@umd.edu) if you have any suggestions or questions.

The Program

The Urban Studies and Planning Program awards the Master of Community Planning (MCP) degree. It is a professional degree accredited by the Planning Accreditation Board (<http://www.planningaccreditationboard.org>). We are one of only two professionally accredited planning programs in the State of Maryland. More than 475 students have earned the MCP degree since the program's inception in 1973.

Additional information about the Program can be found at www.arch.umd.edu.

Curriculum

We offer a 48-credit MCP program that includes 24 credits of required courses in theory and methods/ technical skills in planning and the fundamentals of physical, economic and social planning. Also required is a 6-credit capstone studio class and a one-semester internship (also a capstone) that can be done for either 3 credits or for no credit. There are 15 credits of electives (18 if the student does the studio for no credits). The elective credits enable a student to develop expertise in one or two specific areas of planning, since 9 credits constitute a specialization. The student may choose to have one specialization that defines his/her expertise and take elective courses that allow him/her to explore additional principles and practices of planning. Additional information about the curriculum is summarized below.

Course Waivers

Students can petition to be waived out of a specific requirement using the Request for Waiver Form. All petitions must be approved by the student's faculty mentor and the Program Director. 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 (i.e. take another course in lieu of the waived class). The Request for Waiver Form can be found below.

Curriculum

The MCP is a 48-credit professional degree program combining a rigorous applied course of study with practical off-campus experience. It is comprised of eight required courses (24 credits); a required, 6-credit studio class; an internship (for 3 credits or no credits); and six elective courses (18 credits). If the internship is taken for no credit, the student must take an additional elective course to reach the 48 hours of required credits. Nine (9) elective credits must be in an area of specialization defined in consultation with the student's mentor. A full time student can complete the curriculum in two years without summer or winter study.

URSP 600: Research Design (3 credits)

URSP 601: Research Methods (3 credits)

URSP 603: Land Use Planning (3 credits)

URSP 604: The Planning Process (3 credits)

URSP 605: Planning History and Theory (3 credits)

URSP 606: Planning Economics (3 credits)

URSP 688L: Recent Developments in Urban Studies: Planning Technology (3 credits)

Social Planning Requirement

URSP 673: Social Planning (3 credits)

OR

URSP 688Z: Planning and Design in the Multicultural Metropolis (3 credits)

URSP 708 - Community Planning Studio
(6 credits)

Prerequisites (a grade of B- or higher):

- URSP600 (Research Design)
- URSP601 (Research Methods)
- URSP603 (Land Use Planning)
- URSP604 (Planning Process)
- URSP 605 (History and Theory)

Studios are offered at least once during the academic year, and periodically once during the summer. International studios (when offered) are limited to summer session.

Selected Community Planning Studio reports are available for online review

<p>A second 6 credit Community Planning Studio may be taken as an elective.</p>	<p>http://www.arch.umd.edu/ursp/projects.</p>
<p>URSP 709 – Internship (Field Instruction) Prerequisites (minimum of 24 credits and B- or higher in the following courses):</p> <ul style="list-style-type: none"> ● URSP600 (Research Design) ● URSP601 (Research Methods) ● URSP603 (Land Use Planning) ● URSP604 (Planning Process) ● URSP 605 (History and Theory) 	<p>Option A: for 0 Credits</p> <p>Option B: for 3 Credits applied to either the Specialization or Elective credit requirement</p> <p>The Internship Coordinator or Program Director must give prior approval for the proposed internship.</p>
<p>Specialization (9 credits)</p> <p>A specialization is comprised of a related set of courses which represents a subset of specialized knowledge. It is defined by the student in consultation with and approval of their mentor. A specialization helps define the course of study chosen by the student. Courses which meet the specialization requirement are NOT limited to program courses or University courses. Specialization courses may be taken outside of the University subject to mentor approval.</p>	
<p>Electives (9 credits with Option A above, 6 credits with Option B)</p> <p>Elective credits are chosen by the student in consultation with their advisor to complete their course of study. Students may use their remaining 9 credits in support of a second specialization.</p>	

Request for Course Waiver Form

Urban Studies and Planning Program

Student Name	Date
Mentor Name	
Nature of Waiver Request	<ul style="list-style-type: none"><input type="radio"/> Course Requirement<input type="radio"/> Pre - Requisite Requirement<input type="radio"/> Internship Requirement<input type="radio"/> Other _____
Describe in detail the Nature of the Request	
Provide a justification for the Request	
Student Signature and Date	
Mentor Signature and Date	
Program Director Signature and Date	
Make a copy for your Records	
Return Original to Program Administrative Assistant	

Course Descriptions Link on Website

Specific information on courses can be found at (<http://www.arch.umd.edu/ursp/courses>).

URSP 709: Internship (Required)

The Internship requires the student to work on planning related activities in an outside institution or organization. Its purpose is to have a student apply the classroom learning to a “real world” planning experience. The URSP internship requires students to complete 300 hours on the job (20 hrs. a week for the 15- week semester or 30 hours a week for 12 weeks during the summer).

Each student is responsible for securing their own paying or non-paying Internship. Students must receive prior approval from the Internship Coordinator for the selected internship. At that point, the Internship Coordinator will provide additional information regarding the Internship process (e.g. writing an Internship Journal and obtaining the supervisor’s evaluation).

Credits

The Internship may be taken for 3 credits or 0 credits. A student is limited to one internship taken for credit. If the Internship is taken for credit, students must register for URSP 709 and the credits are applied to either the Specialization or Elective Requirement. Internships taken for credit receive a final grade.

Journal

All students must maintain a weekly journal during the internship representing their reflections on the job as well as the lessons learned. The journal is to be submitted to the Internship Coordinator upon the completion of the internship. Details on the internship journal will be provided to interning students by the Internship coordinator at the beginning of each semester.

Grading

If the Internship is taken for a credit, the Internship Coordinator will be responsible for determining the final grade. The final grade will be based on a) the assessment by the on-site supervisor; and b) Internship Coordinator’s review of the student’s internship journal.

Waiving the Internship Requirement

Students may petition to waive the internship requirement if they are currently working in a planning-related job that meets the same requirements as an internship using the “Request for Waiver Form”.

Courses Outside the Program

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

(http://apps.gradschool.umd.edu/catalog/registration_policies.htm)

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 (9) credits from courses taken at other institutions may be applied towards our master's degree. You may NOT use these nine credits if you have used these same nine credits to meet the requirements of another completed degree. Before registering for any NON-University of Maryland courses, confirm with your mentor that the courses (a) will be accepted by Registrar's Office at the University of Maryland, and (b) they will be accepted by the Urban Studies and Planning Program and will apply toward the degree requirements. In practice, you should follow the steps below if you are planning to take courses outside UMD.

Semester PRIOR to registering	
1. Contact the department of interest	1. Obtain a listing of their courses available for the semester 2. Determine if the department has any special admission procedures for an Extramural or Special Student (or if there are any special rules for outside students taking their courses. (Confirm you can meet these requirements)
2. Contact the UMD Registrar's Office	Confirm that UMD will accept credits from the outside institution
3. Contact the UMD Bursar's Office	Students are charged University of Maryland tuition rates for any Consortium classes. Confirm that payment structure for the classes. If you are a Graduate Assistant, determine the policies regarding the application of tuition remission.
4. Speak to your mentor	1. Confirm that planned courses will meet program requirements 2. Confirm that proposed classes and their schedules will not conflict with URSP evening classes or other class obligations (e.g. field trips)

Master's Thesis Option

The MCP degree does not does not require a thesis or Final Paper. However, a student with a strong research interest may opt for the master's thesis. Under this option students may register for a maximum of six Master's Thesis Research Credits (URSP 799) which are applied toward the Elective credit requirements. The thesis is a substantial work of scholarship which is subject to examination and review by a Master's Thesis committee. Students interested in this option should speak to their mentor by the end of their first year of study, and carefully review the guidelines and policies set forth by the Graduate School regarding the Master's Thesis. Graduate School policies and guidelines regarding the Master's Thesis can be found at (<http://apps.gradschool.umd.edu/Catalog/policy.php?master-s-degree-policies>).

Final Paper

Students also have the option to write a final paper. Unlike the thesis, the student does not need a committee to do the final paper. The paper can be an expansion of a paper developed for a course or be based on work done in an internship. The student can develop the paper through an independent study course with a maximum of three credits of URSP 788-Independent Study in Urban Studies and Planning. The Final Paper must reflect the student's individual and original work. The paper's audience can be educators and scholars ("academic papers") or at practicing planners and the interested public ("professional papers").

The final paper should be 30 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*.

For the final paper option, the student should provide a completed preliminary draft of the final paper at least three months before the student's graduation date. The student is then responsible for working with the mentor to make the needed revisions.

Deadlines for Optional Final Paper:

	Preliminary Draft	Final Paper (Approved)
December Graduation	End of September	Monday prior to Thanksgiving
Spring Graduation	End of February	3rd Monday in April
Summer	End of May	2nd Monday in July

Scheduling of Classes

Classes offered in any given semester are determined by demand and available resources. Students should speak to their mentor to determine course availability in any given semester to ensure that planned programs of study are feasible given projected class offerings. A student can complete the course of study within two years with careful planning. University guidelines mandate all students (full time and part time) must complete the degree within five years. University guidelines also mandate that the student must be registered for at least one credit in the semester the degree is to be awarded
http://apps.gradschool.umd.edu/catalog/registration_policies.htm

Sample Schedule 1: Full Time (No Summer or Winter)	
Fall I (12 credits)	Spring I (12 credits)
URSP 601 (3): Research Methods	URSP 600 (3): Research Design
URSP 603 (3): Land Use Planning: Concepts and Techniques	URSP 604 (3): The Planning Process
URSP 605 (3): Planning History and Theory	URSP 606 (3): Planning Economics
688L (3): Recent Developments in Urban Studies: Planning Technology	URSP 673 (3): Social Planning
Winter (0 credits)	Summer (0 credits)
Fall 2 (12 credits)	Spring 2 (12 credits)
URSP 708 Studio (6)	Elective 2 (3)
Specialization 1 (3)	URSP 709 (3): Internship - Elective 3
Elective 1 (3)	Specialization 2 (3)
	Specialization 3 (3)

Sample Schedule 2: Full Time (with Summer Studio)	
Fall I (12 credits)	Spring I (12 credits)
URSP 601 (3): Research Methods	URSP 600 (3): Research Design
URSP 603 (3): Land Use Planning: Concepts and Techniques	URSP 604 (3): The Planning Process
URSP 605 (3): Planning History and Theory	URSP 606 (3): Planning Economics
688L (3): Recent Developments in Urban Studies: Planning Technology	URSP 673 (3): Social Planning
Winter (0 credits)	Summer (6 credits)
	URSP 708 Studio (6)
Fall 2 (9 credits)	Spring 2 (9 credits)
Specialization 1 (3)	URSP 709 Internship - Elective 2 (3)
Specialization 2 (3)	Elective 3 (3)
Elective 1 (3)	Specialization 3 (3)

URSP Faculty Directory

Our faculty have a variety of teaching and research interests. Several have joint appointments with the National Center for Smart Growth. For the most up to date listing of our faculty, please go to the Program's website at (<http://www.arch.umd.edu/ursp/people>).

Faculty	Email	Areas of Interest	Location	Phone
Uri Avin Adjunct Faculty	uavin@umd.edu	Land Use Planning; Planning Process	1112A Preinkert	301-405- 7624
Ariel Bierbaum Assistant Professor	bierbaum@umd.edu	Housing and Transportation Policy, Public Education	1217 Arch	301-405- 6798
Casey Dawkins Program Director	dawkins1@umd.edu	Housing; Land Use	1245 Arch	301-405- 2158
C. Scott Dempwolf Adjunct Faculty	dempy@umd.edu	Economics	1123 Arch	301-405- 6307
Chengri Ding Full Professor	cding@umd.edu	International Development; Economic Analysis	1112L Preinkert	301-405- 6626
Fred Ducca Adjunct Faculty	fducca@umd.edu	Transportation	1112 Preinkert	301-405- 1945
Marccus Hendricks Assistant Professor	mdh1@umd.edu	Environmental Planning	1227 Arch	301-405- 2234
Hiroyuki Iseki Associate Professor	hiseki@umd.edu	Transportation	1112K Preinkert	301-405- 4403
Gerrit Knaap Full Professor	gknaap@umd.edu	Economics; Land Use	1112M Preinkert	301-405- 6083
Chao Liu Adjunct Faculty	cliu8@umd.edu	GIS Planning Technology	1226D Preinkert	301-405- 9515
Willow Lung-Amam Assistant Professor	lungamam@umd.edu	Comm. Developm ent; Social Planning; Urban Design	1126 Arch	301-405-62 89

Mentoring

Faculty mentors play a critical role in the student learning experience while in the Urban Studies and Planning Program. Mentors provide academic guidance as the student navigates his/her course of study, and provide professional insight and support as the student plans for his/her professional career. In order to register for classes, a mentor's approval is required. In practice this usually means a scheduled meeting every semester to discuss progress and future plans.

Mentors are assigned in the first semester of a student's study. If you need to register and do not yet have a mentor, contact the Program Director for course approval. The initial assignment of mentors is made by the Program Director, based on faculty availability and student interests (as best as can be determined). Certainly, students have the option of changing their assigned mentor as they continue their studies. In this case, they can submit a completed Change of Mentor form to the Program's Administrative Assistant.

Change of Mentor Form Urban Studies and Planning Program	
Student Name and Date	
Current Mentor	
New Mentor Requested	
Student Signature and Date	
New Mentor Signature and Date	
Student keeps copy for his/her records	
Original copy given to Program's Administrative Assistant	

School of Architecture, Planning, and Preservation

Administrative Directory

The Urban Studies and Program is located within the School of Architecture, Planning, and Preservation. We are part of a multidisciplinary environment of study which supports graduate degree programs in Architecture, Historic Preservation, Real Estate Development as well as Urban Studies and Planning. Our Ph.D. Program in Urban and Regional Planning and Design is a school wide program that supports students from all these disciplines. The School provides unique opportunities for students to explore and work with others, and appreciate the diversity and complexity of working in the urban environment.

Name	Title	Email	Location	Phone
Dean's Office				
Don Linebaugh	Dean	dwline@umd.edu	1212 Arch Bldg.	301-405-6309
Ingrid Farrell	Asst. Dean, Internal Affairs & Budget	ifarrell@umd.edu	1107-C Arch Bldg.	301-405-6310
Mary-Lee Seaman	Admin. Assistant to the Dean	mseaman@umd. edu	1200 Arch Bldg.	301-405-9421
Andrea Morris	Asst Dean of Development	aemorris@umd.edu	1247 Arch Bldg.	301-405-8628
Monica Herrera	Finance Office	mherrera@umd.edu	1107-A Arch. Bldg.	301-405-6282
Fabian Gomez	IT Director	gomezf@umd.edu	0113 Arch Bldg.	301-405-6328
Urban Studies and Planning Program (URSP)				
Casey Dawkins	Director, URSP	dawkins1@umd.edu	1244 Arch Bldg.	301-405-6795
Kristen Tepper	Program Assistant	ktepper@umd.edu	1200 Arch Bldg.	301-405-0753
Architecture Program (ARCH)				
Brian Kelly	Director, ARCH	bkelly@umd.edu	1246 Arch Bldg.	301-405-4592
Nancy Goslin	Program Assistant	ngoslin@umd.edu	1200 Arch Bldg.	301-405-0325

Historic Preservation Program				
Dennis Pogue	Director and Assoc. Professor	dpogue@umd.edu	1246 Arch Bldg.	301-405-6309
	Program Assistant	@umd.edu	1200 Arch Bldg.	301-405-0753
Real Estate Development Program (MRED)				
Margaret McFarland	Director, Colvin Institute	mmcf@umd.edu	1243 Arch Bld.	301-405-6790
Maria Day-Marshall	Director, Real Estate Dev.	mdaymars@ umd.edu	1245 Arch Bld.	301-405-6795
Gerard Boulin	Program Coordinator	gboulin@umd.edu	1200 Arch Bldg.	301-405-9415
Ph.D. in Urban and Regional Planning and Design				
Casey Dawkins	Director, URSP	dawkins1@umd.edu	1244 Arch Bldg.	301-405-6795
National Center for Smart Growth Research and Education (NCSG)				
Gerrit Knaap	Director, (SG)	gknaap@umd.edu	1112M Preinkert	301-405-6083
Cynthia Williams	Coordinator	cwilliams@umd.edu	1102 Preinkert	301-405-9700
Lynda Walker	Admin Asst	lrkent@umd.edu	1102 Preinkert	301-405-6283

Dual Degrees with the Master of Community Planning

Dual Degrees with the Master of Community Planning degree take advantage of the rich multidisciplinary environment within the School of Architecture, Planning, and Preservation as well as with other units with close affinities with the Planning Program. Dual degrees allow students to apply credits from one degree to another degree thus requiring fewer credits overall if taking the two degrees separately.

Detailed information on the Dual Degrees offered in conjunction with the Master of Community Planning can be found at <http://www.arch.umd.edu/ursp/dual-degrees-ursp>).

Master of Architecture / Master of Community Planning Dual Degree (ARCP)

The dual degree combines course work from the Architecture and Urban Studies and Planning programs to enable a student to complete both the [Master of Architecture](#) (M.ARCH.) and [Master of Community Planning](#) (MCP) 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.

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.II sequence.

Applicants for the dual degree in Architecture and Community Planning should use the following four-letter code on the online application: ARCP. Contact: Program Directors Brian Kelly (bkelly@umd.edu) for Architecture and Casey Dawkins (dawkins1@umd.edu) for Planning.

Master of Community Planning / Master of Landscape Architecture (LACP)

This dual degree master's program enables graduate students to obtain both the existing Master of Community Planning (MCP) degree and the existing Master of Landscape Architecture (MLA) degree in an integrated format. The program enables graduate students interested in community planning and landscape architecture to complete these complimentary degrees by using courses in the partnering programs to satisfy specialization

and elective requirements. The dual degree enables students to complete the MCP and either of the two MLA degrees in a shorter period of time than if they earned one degree first and then enrolled in the other degree program, as shown below.

Applicants for the dual degree in Landscape Architecture and Community Planning should use the following four-letter code on the online application: LACP Contact: Casey Dawkins, Program Director (dawkins1@umd.edu)

Master of Comm. Planning and Master of Historic Preserv. Dual Degree (CPHP)

This 60-credit dual degree program combines coursework from the Urban Studies and Planning, and Historic Preservation programs to enable the student to complete both the Master of Community Planning and Master of Historic Preservation degrees with fewer credits than would be needed to complete the two separately.

Applicants must apply to each program separately and be accepted by both programs. However, the same statement of purpose, letters of reference and GRE records may be used in both applications.

Applicants for the dual degree in Historic Preservation and Community Planning should use the following four-letter code on the online application: CPHP. Contact: Casey Dawkins, Program Director (dawkins1@umd.edu)

Juris Doctor/Master of Community Planning Joint Degree (LCPL)

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.

Applicants for the dual degree in Law and Community Planning should use the following four-letter code on the online application: LCPL. Contact: Law School Admissions Office (410) 706-3492.

Certificates

A post-baccalaureate or graduate certificate represents a subset of a specialized body of knowledge and is awarded for the successful completion of a minimum of 12 credit hours of graduate-level work in a defined subject area. The Urban Studies and Planning Program collaborates with several units across campus to offer a certificate program in historic preservation. In addition, there are several university wide certificate programs that MAY be obtained concurrently with the completion of the MCP degree. Additional information about

Certificates can be found at (<http://www.arch.umd.edu/ursp/certificate-programs>).

Graduate Assistantships

Information on Campus Policies and Guidelines regarding Graduate Assistantships can be found at (www.gradschool.umd.edu/catalog/assistantship_policies.htm). Graduate assistantships are highly competitive and are awarded based on a variety of factors including but not limited to academic achievement, professional experience, and specialized skills. If a student does not receive a URSP program graduate assistantship, students are encouraged to search outside the program for assistantships. A full listing of assistantships within different programs outside the program is available at: <https://ejobs.umd.edu> .

First Year URSP Graduate Assistantships

URSP have a limited number of “graduate assistantships” which it allocates at the beginning of the academic year. Graduate assistants typically work 10 (Part time) or 20 hours (Full time) per week under the supervision of a faculty supervisor. In return, they receive a stipend and tuition remission benefits based on their Full or Part-time status. The total financial package is based on available resources and the number of hours worked. The awards are usually for first year students and are based on Grade Point Average, GRE score, professional experiences, extracurricular activities, and statement of purpose. Students receiving 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, faculty members who are conducting externally funded research may need student assistance. In this case, they hire the graduate students with whom they want to work; the student must have the appropriate background and skills to be considered.

For more information regarding financial opportunities, students should contact Casey Dawkins, Director (301- 405-6795 or dawkins1@umd.edu).

Second Year URSP Graduate Internships: Practicing Professional Program

The GA Internship Program is designed for second year students. It provides an opportunity for students to apply to different agencies and departments within the State of Maryland government. In the past, students have worked at Maryland Department of Housing and Community Development, Maryland Transportation Authority, Maryland Department of Transportation, Prince George’s County Planning, Montgomery County Planning, as well as other agencies. Priority for hiring for these positions goes to students who had program

assistantships during their first year. However, there are usually additional openings for students who did not.

Students in the program can use the positions to satisfy their internship requirement (for credit or without).

For more information regarding the Practicing Professionals Program, students should contact Casey Dawkins, Director (dawkins1@umd.edu).

Outside Financial Assistance

Women and minority students should also consider approaching the American Planning Association, which annually (in June) provides several graduate fellowships in the amount of \$2000 to \$4000. Award amounts and application deadlines vary from year to year, so interested students should visit the APA website (www.planning.org). 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 (<http://www.financialaid.umd.edu/>) There is also a range of part-time planning-related jobs in the Washington metropolitan area.

Registration

In order to register, students are required to contact their mentor to review their course selections. All URSP courses have “blocks” which prevent online registration. The student's mentor approval of the student's course selection is required for the blocks to be removed. Once an agreement between the student and the mentor is reached, your mentor will ask Kristen Tepper, Program Assistant, to remove the course “blocks”. Once the course blocks have been removed, the student will be able to complete the online registration process. The process generally takes no more than a week after the mentor requests that the blocks be removed. If the mentor is not available, the student should seek out Casey Dawkins (dawkins1@umd.edu).

Incomplete Grades

Students formally graduate with the satisfactory completion of all degree requirements. 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 a letter grade. Students are not eligible to graduate in the semester, year when he/she originally registered for a course that has not been completed. The student will be eligible to graduate no earlier than the semester that the Incomplete for the course is replaced with a satisfactory grade.

Graduation

There is a Campus wide Convocation as well as a School-wide Graduation ceremony in both the Fall and Spring semesters. The precise dates are will be reported on the Campus Academic calendar (<http://www.provost.umd.edu/calendar/>) Students who complete their course of study in the summer can walk in the School’s Spring graduation ceremony but will receive a Summer degree, and may walk in the Winter graduation ceremony. Academic regalia is required for both ceremonies. The Urban Studies and Planning color is Peacock Blue.

Graduation Clearance	
1. At the beginning of the semester of planned graduation	I. Check Graduate School website for Academic Deadlines http://www.gradschool.umd.edu/calendar/deadlines II. Identify Forms needed to Graduate a. Application to Graduate b. Approved Graduation Form c. Certification of Master’s Degree without Thesis
2. You must be registered for at least one credit in the semester (including the summer) in which you plan to graduate.	
a. Application to Graduate http://www.testudo.umd.edu/candapp/	Student can apply on-line without a mentor or the Director’s signature.
b. Approved Program Form http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/approved_program_form.pdf	<ul style="list-style-type: none"> o Complete the Form o Mentor Signature o Director signature o Director forwards completed form to Graduate School
c. Certification of Master’s Degree without Thesis http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/certification_of_masters_degree_without_thesis.pdf	<ul style="list-style-type: none"> o Student completes form o Mentor review and signature o Director review and signature o Director forwards to Graduate School

Student Awards

During the Spring graduation ceremonies, graduating students are recognized for their academic excellence as well as their contribution to the Program and the Profession. These honors are as follows.

<p>Melvin Levin Outstanding M.C.P. Student Award</p>	<p>Dr. Mel Levin was chairman of the Urban Studies and Planning program at the University of Maryland, College Park from 1978 to 1989. This award recognizes the student's high level of scholarship, as well as the student's leadership and commitment to enhancing the quality of the program. The student epitomizes the planning student we seek to recruit and ultimately graduate into the profession planning field.</p>
<p>Samuel J. LeFrak Award</p>	<p>Samuel J. Lefrak was one of the foremost leaders in the housing industry of the 20th century. He is credited with making several important contributions to urban revitalization in New York City. This award is presented to a MCP student in recognition of the student's scholarship and commitment to the vision and goals of the planning profession.</p>
<p>Larry Reich Award</p>	<p>Larry Reich was Baltimore City Department of Planning Director 1965 – 1990 and was a central figure in the City's Downtown Renaissance, a proponent of community-based planning and neighborhood initiatives, and an opponent of proposed highways that would have obliterated some of Baltimore's most historic neighborhoods. The Larry Reich Award is given to a M.C.P. student who has shown initiative and leadership in an area of urban revitalization or economic development.</p>
<p>AICP Student Award</p>	<p>The American Institute of Certified Planners Award is given to the Urban Studies and Planning Program student with an extraordinary excellent in academic achievement</p>
<p>Robert Janes Award</p>	<p>Robert Janes was a University of Maryland Sociology professor who created the University's Urban Studies program. Responding to the urban unrest of the 1960s, he established a broad, multi-disciplinary program aimed at preparing practitioners who could improve city conditions. The Robert Janes award is given to an URSP graduating student for contributions to the mission of the Urban Studies and Planning Program.</p>
<p>URSP Outstanding Graduate Assistant Award</p>	<p>This award is presented to a graduating student (or students) in Urban Studies and Planning whose work performance as a Graduate Research Assistant and/or Teaching Assistant has been outstanding.</p>

Graduate Student Policies and Guidelines

Students should review the Graduate School website for campus policies regarding Graduate Study. (<http://www.gradschool.umd.edu/students>) Below are selected policies which may be of use to Graduate Students. Students are encouraged to access the Graduate School website for a complete list of campus guidelines and policies as they affect graduate students <http://www.gradschool.umd.edu/>

Graduate Ombudsman

The Ombudsperson is an impartial, independent and confidential resource for graduate students at the University who helps to surface and resolve school issues. The Ombudsperson can also help to affect positive change by providing upward feedback on patterns of problems and complaints to appropriate senior officers. More information on the Ombuds can be found here: <https://www.gradschool.umd.edu/about-us/ombuds-office>

Continuous Education

All graduate students must register for courses and pay associated tuition and fees each semester, not including summer and winter sessions, until the degree is awarded.

A student who fails to register and who has not requested and received a waiver of registration or "Leave of Absence for Childbearing, Adoption, Illness or Dependent Care" will be notified by the Graduate School after the first day of classes that he or she must register for the current semester. The Graduate School will also inform the Graduate Director of the graduate program that the student is in jeopardy of termination. If the student does not register, he or she will be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement.

A student who is dismissed for non-registration may appeal dismissal during a 30-day period following the end of the semester of non-registration. If the student does not appeal or if the appeal is denied -- and the student wishes to continue in the Graduate School -- the student must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree or advance to candidacy.

<http://apps.gradschool.umd.edu/Catalog/policy.php?registration-policies>

https://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/petition_for_waiver_of_continuous_registration.pdf

Grades

The grades awarded for coursework may be A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. Courses taken outside the department and so approved by the student's mentor and Program Director may (if within the credit limit) be taken pass/fail. 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.

Leave of Absence

A leave of absence for childbearing, adoption, illness, or dependent care normally must be requested and approved prior to the beginning of the academic term for which it is being requested. A letter of request should be addressed to the Dean of the Graduate School and should provide a detailed explanation of the circumstances leading to the request and a justification of the time requested (one semester or one year). The request must be approved by the student's faculty advisor and Graduate Director prior to submission to the Graduate Dean. The faculty advisor, Graduate Director, and/or Graduate Dean may request a doctor's statement. Approved leaves will stop the student's "time-to-degree clock."

Request for Leave of Absence:

https://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/request_for_leave_of_absence.pdf

Obtaining a Student ID

Student IDs are available in the Mitchell Building. To obtain an ID, you must be registered for classes and you must have proof of identity, such as a valid driver's license or passport. Student IDs are used by students to withdraw books from libraries, ride the UM Shuttle buses, gain admission to most athletic, social, and cultural events, as a UMD prepaid debit card for food establishments and printing services and as a general form of identification on campus.

Paying Tuition

Tuition, fees, and other University charges may be paid by mail, online (<http://www.umd.edu/bursar>) or in person at the Cashier's Window of the Bursar's Office, 1135 Lee Building, 8:30 a.m. - 4:30 p.m., Monday through Friday. The University accepts checks and Visa, MasterCard, American Express, and Discover cards for payment. Checks should be made payable to "The University of Maryland." Each student is individually responsible for his or her bill and for meeting payment deadlines. Failure to meet these deadlines may result in late charges or cancellation of registration.

University courses are subject to differential tuition rates. Graduate assistants should be aware that the application of tuition remission to courses outside the Urban Studies and Planning Program are subject to confirmation by the Bursar's Office. Students are forewarned to confirm the applicability of their tuition remission award for courses outside the Program.

Time Limitations

With the exception of the six semester hours of graduate level course credits applicable for possible transfer to the master's degree and certificate programs, all requirements for the master's degree or graduate certificate must be completed within a five-year period. Time taken for an approved Leave of Absence for Childbearing, Adoption, Illness or Dependent Care does not count toward this five-year limit.

University Health Clearance

All 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. A first-year student will not be allowed to register for a Spring semester if the health records are not submitted during the prior Fall semester.

Program Lectures

The classroom experience is complemented with student opportunities to meet and discuss the challenges and opportunities for the urban environment with practitioners in the field. Faculty will bring in guest lecturers to their courses. However, Program wide opportunities to hear leaders in the planning field, discuss their work and lessons learned.

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 a campus wide lecture on an issue critical to the urban environment. The following day, a morning seminar is held to discuss in greater the issues raised during the lecture. All URSP graduate assistants are required to attend these 2 Lefrak Lecture 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, the topic of this series is "The Neighborhood and the City." All URSP graduate assistants are required to attend.

Brown Bags/Seminars

Programs in the School, along with the National Center for Smart Growth Research and Education, sponsor seminars / brown bags and special events throughout the year. Students are strongly encouraged to attend these sessions.

Campus Resources

Library Resources

Students will need a University ID to take advantage of the University of Maryland's library facilities. Students may check materials out from any of these facilities (except those on reserve or classified as Government Documents). Books are also available in kiosks located in the Architecture Building.

The School of Architecture maintains its own satellite Architecture Library and Visual Resource Collection. These facilities contains planning and architecture books as well as a visual support resources including cameras and video recording equipment for student use. Detailed information about the facilities can be found at their specific website.

University of Maryland Library System (www.lib.umd.edu)

School of Architecture, Planning, and Preservation Library
(<http://www.arch.umd.edu/mapp/libraries>)

School of Architecture, Planning, and Preservation Visual Resources Collection
<http://www.arch.umd.edu/mapp/visual-resources-collection>

For questions about library facilities or have research questions, contact:

Cynthia G. Frank,
Director, Visual Resources Collection
301-405-6321 / cfrank@umd.edu

Computer Labs

The School supports three computer labs: (1) a PC computer lab in Caroline Hall and two labs in the Architecture Building (one PC – based and one MAC – based). In addition, the campus supports open labs around campus, including labs in Lefrak Hall.

If you do not have access to a specific building, (i.e. your University ID does not provide access), contact, Kristen Tepper ktepper@umd.edu with a request and justification.

Geographic Information Systems Resources

GIS courses

The URSP Program offers two GIS- relevant courses

- (1) URSP 688L - Planning Technologies (required)
- (2) URSP 688M - Intermediate GIS)

Students can check course listings for their availability.

Students can also look for GIS course listings in the Geographic Sciences department.

The University of Maryland libraries offer a number of GIS resources for students, including free workshops and the associated presentation materials as well as supporting an inventory of government GIS shapefiles available to the public. In addition the Library supports free online courses by ESRI which cover a wide range of GIS topics and skills

(http://www.esri.com/software/landing_pages/training/online?utm_source=google-adwords&utm_medium=ppc&utm_content=esri-training-online&utm_campaign=esri-online-gis-training&creative=69114834441&keyword=training%20esri&matchtype=b&network=s&device=c&gclid=COKj-ffUxMYCFYsWHwodz5sAVQ).

To sign up for a class, please contact gis@umd.edu with the name of the course or courses you are interested in to obtain registration codes.

Detailed information about UMD GIS Library resources can be found at

Basic Information: <https://www.lib.umd.edu/gis>

GIS datasets: <http://lib.guides.umd.edu/gisdata>

For additional information contact UMD GIS Librarians:

Kelley O'Neal: kelleyo@umd.edu

Celina Nichols: cnichol5@umd.edu

Professional Resources

MAPP Career Services: There is a part time Career Advisor, Kristen Tepper, ktepper@umd.edu, who can offer individualized resume review and other career advice. The URSP Career Services page can be found here: <http://www.arch.umd.edu/ursp/career-services-ursp>. Please visit here for job listings and other offerings. MAPP also offers a Career Fair in February.

University of Maryland Career Center: <http://www.careercenter.umd.edu/home.cfm> :

The Center provides career and job opportunity information, advice and support from listing current job opportunities to publicizing career web links to providing individual consultation services.

URSP Jobs Listserv: The URSP Jobs Listserv disseminates job and internship opportunities as

they are received by the Program. Contact Casey Dawkins (dawkins1@umd.edu) to subscribe to the list.

The American Planning Association (www.planning.org)

The National American Planning Association is the primary association representing planning professionals. Their website provides a wealth of information that would be of interest to those in the planning community, as well as the doorway to an extensive network of professional <http://ncac-apa.org/planners>.

Every year there is a National Conference of the American Planning Association (usually in April), which provides an opportunity to learn about the latest developments in the profession as well as entrée with a network with individuals who share your interests and concerns. You are encouraged to participate and share your work through student paper and poster presentations. The program and the local APA chapters sometimes can provide partial financial support for students presenting their work. Conference student volunteers are sometimes offered conference registration discounts. Notably, each first year URSP student receives a free first year membership with APA.

National APA has local regional chapters throughout the country. We are fortunate that we are located between two regional chapters, the Maryland APA chapter (<http://www.marylandapa.org/>), and the National Capital Area Chapter (NCAC) APA Chapter.

The APA Maryland Chapter represents the State of Maryland excluding Montgomery and Prince George's County (<http://www.marylandapa.org/>). The **National Capital Area Chapter (NCAC)** covers the Washington DC region, including parts of Northern Virginia, and Montgomery and Prince George's county (<http://ncac-apa.org/>). Both local APA chapters have a faculty and student representative from the Program, and our alumni have been or continue to be members of the local chapter's Executive Boards. Both local APA chapters sponsor a Regional APA Conference every two years. Students are encouraged to attend.

The Association of Collegiate Schools of Planning (ACSP)

ACSP is a consortium of university-based programs offering credentials in urban and regional planning. Acting together, the ACSP member school faculty are able to express their shared commitments to understanding the dynamics of urban and regional development, enhancing planning practices, and improving the education of both novice and experienced planners. It provides a resource for those students considering a career in planning education (<http://www.acsp.org/about/mission>).

Student Planning Association (SPA)

<https://www.facebook.com/UMDStudentPlanningAssociation>

The URSP Student Planning Association (SPA) is the student liaison to the Program's Director and Faculty. SPA acts as a clearinghouse to disseminate Program information; to foster and encourage communication among students, Program faculty, alumni, and professionals in the field. All Urban Studies and Planning students are members of SPA. SPA representatives attend the monthly Program meetings (though all students are welcome), and represent the Program

at the local regional APA Chapter meetings. All students are encouraged to attend the SPA meetings which are held throughout the year.

Career related events are the signature programs of SPA. They include:

Annual Alumni Career Fair: Each spring with support from the Program, SPA hosts the Annual Alumni Career Fair. This evening event invites 4-5 alumni and practicing professionals to share their experiences and insights, provide advice as to how to prepare for the job market, as well as offer suggestions as to how improve one's resume.

Lunch with Alumni: The Student Planning Association's newest initiative, "Lunch with Alums" is a collaboration with the Program and its network of alumni. It connects small groups of students with a common professional interest and goals with an alumnus with a shared interest. Students and alumni meet at mutually agreeable time and place, usually near the alumni office, to discuss over lunch or coffee career plans, career aspirations, professional advice, and networking opportunities. Students who are interested in participating should email SPA and identify their interested fields.

Networking Opportunities: SPA, as well as professors, maintains a close network of alumni working in the area. Students are always welcomed to reach out to professors to for a list of alums who are willing to meet and discuss urban planning in the area over a coffee.

YOUNG INNOVATIVE PROFESSIONAL PLANNER SUPERSTARS (YIPPS): YIPPS is a network of like-minded young planners in the Washington DC region. It began in 2007 and now has a membership of over 500 planners who participate in activities ranging from networking opportunities to informational tours to happy hours. <https://yippsdc.wordpress.com/>

Housing and Transportation

Housing

While currently there is no on-campus graduate housing at the University of Maryland, there are two all- graduate student housing options in close proximity to campus. These are Graduate Hills and Graduate Gardens. This apartment community is located on University property, but is managed by a private company. Students in the program have typically chosen to live in College Park, Silver Spring, Takoma Park, Greenbelt, Washington DC, and Baltimore.

The Off-Campus Housing Services Office in the Stamp Student Union provides a wide range of print and online services to assist you with your housing search. Resources include OCH101, a searchable database of available rental properties; and Roommate Finder, another database where students can search for others with similar interests. For personal assistance or more information please visit Off-Campus Housing Services located at 1110 The Stamp. You may also call 301-314-3645 or email och@umd.edu.

Several apartment buildings have high concentrations of UMD Grad Students. All of the following apartments are on or near Shuttle UM (campus bus) routes.

Graduate Hills: 3424 Tulane Drive, Hyattsville, MD

Graduate Gardens: 3424 Tulane Drive, Hyattsville, MD

University Square Apartments: 157 Westway, Greenbelt, MD

Lakeside North Apartment Homes: 430 Ridge Road, Greenbelt, MD

Franklin Park: 6220 Springhill Drive, Greenbelt, MD

Seven Springs Village: 9310 Cherry Hill Road, College Park, MD

Mazza Grandmarc: 9530 Baltimore Avenue, College Park, MD

Campus Gardens: 2200 Phelps Road, Hyattsville, MD

Transportation

Busses: The C2, C8, J4, and F6 Metro buses provide service to the University of Maryland campus. <http://www.wmata.com/bus/>.

Shuttles: The shuttle busses, free to students, serve an area extending several miles from campus, and they also go to several Metro/subway stations. The shuttle buses leave from near the student union and Regents Garage. The schedules are at <http://www.transportation.umd.edu>.

Metro (Subway): Metro's College Park Station is located on the Green Line. Students must then take a transfer shuttle from the station to campus. The shuttle runs every 5-7 minutes during the day, and every 20 minutes at night. On weekdays, metro runs 5am - 12am. On weekends, metro runs 7am - 3am.

Biking: The Campus Bike shop has bike mechanics on staff to help you keep your bike running smoothly. The Bike Shop does not sell parts, but will recommend what you need, and will gladly teach you how to repair and maintain your bike. Location: Cole Student Activities Building, lower level - near the tunnel entrance

Parking: Students are eligible to apply to purchase a pass for parking in lots that begin with a number. URSP students typically buy passes for Lot 1 or stadium garage for covered parking. Parking passes cost about \$250 for the academic year, or about \$150 for a semester.

Commuter Trains (MARC): There are three specific lines of the MARC: the Camden line, with service from downtown Baltimore to Washington, D.C.; the Penn Line, with service from Perryville, MD (Cecil County) to Baltimore and Washington, D.C.; and the Brunswick Line, with service from Martinsburg, WV and Frederick, MD to Washington, D.C.

Urban Studies & Planning Course Checklist (48 Credits)

The checklist is designed to track student progress. During advising, students should have this form with updated information available for review.

Name:

Email:

Mentor:

Area of Specialization:

Beginning Sem/Year:

Expected Graduation Sem/Year:

Requirements (30 credits)	Cr	Sem/Yr	Grade
URSP 600 - Research Design	3		
URSP 601 - Research Methods	3		
URSP 604 - Process	3		
URSP 605 - History and Theory	3		
URSP 688L - Planning Technology	3		
URSP 708 - Studio	6		
URSP 709 - Internship. Option For Credit / Not for Credit A one semester internship is REQUIRED, but may be taken for credit or not. If taken for credit (3), they count toward the 18 Elective credits. Students must maintain an online journal			
Physical Planning Course - URSP 603 Land Use Planning	3		
Social Planning Course - URSP 673 or URSP 688Z	3		
Economic Planning Course - URSP 606	3		
Electives and Specialization Courses (18 cr)	Cr	Sem/Yr	Grade
1. Specialization 1	3		
2. Specialization 2	3		
3. Specialization 3	3		
4. Elective 1	3		
5. Elective 2	3		
6. Elective 3	3		
Total	48		

