PLAN 703
Professional Planning Practice

Winter Term 2021

Instructor: Kevin Curtis PhD, MCIP (Retired)
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Email: k2curtis@uwaterloo.ca
Office Hours: By Appointment

On-Line Discussions: Tuesdays - 1:00pm to 1:50pm; Thursdays - 10:00am to 10:50am

COURSE OUTLINE

Calendar Description:
PLAN 703 Professional Planning Practice (0.50) SEM Course ID: 011475. Professional practice responsibilities and ethics, administration methods, financing, and organization are considered in the context of the nature of organizations, politics and economics.

Prerequisite: Planning Graduate Students Only.

Recommended: PLAN 700 and PLAN 701.

Introduction:

This course builds on students’ understanding of planning theory, land use planning fundamentals and techniques, and major planning issues to examine key elements of how contemporary planning practice is undertaken in the public and private sectors. Consideration will be given to the expectations set out in the Canadian Institute of Planners (CIP) Professional Code of Conduct, the Ontario Professional Planners Institute (OPPI) Professional Code of Practice, the Professional Standards Board for the Planning Profession in Canada (PSB) certification process, and key elements of successful professional practice.

Course Objectives:

By the end of this course, students should be able to:

- Explain many of the key relationships between planning theory and panning practice.
- Explain how the CIP Professional Code of Conduct and OPPI Professional Code of Practice shape planning practice in terms of the public interest, professional responsibilities and ethics.
- Compare and contrast planning practice in the public and private sectors.
- Successfully address the key technical considerations and administrative considerations associated with developing Requests for Proposals (RFPs) for consulting services, and
submitting and evaluating proposals.

- Describe and compare the use of planning tribunals in different parts of Canada and critically reflect on arguments related to appeal processes and appeal rights.
- Speak in an informed manner about the use of planning tribunals in different parts of Canada, planning in Canada’s far north, planning for schools, the relationship between planning and economic development, and appreciate key facets of the transition from grad school to the first years of planning practice.

Learning Modes:

The course is organized into Weekly Learning Modules so that students can work independently at times that best fit their circumstances. Each weekly Module will consist of: a short video by the Course Instructor introducing the topic for that week; assigned readings and/or a PowerPoint presentation by the Course Instructor PPT presentations prepared by current or previous PLAN 703 guests one or two videos and/or short articles as appropriate weekly on-line discussions with professional planners.

The PowerPoint presentations, videos, and readings and any other material deemed appropriate by the Course Instructor will be posted on the course LEARN site.

It is the students’ responsibility to ensure they fully comprehend material covered in class. Please contact the Instructor by e-mail if you have specific questions. Answers to common questions will be posted as an Announcement on LEARN. Check the course LEARN site regularly as sometimes new or supplementary resources are added to the existing course material.

The twice weekly scheduled on-line discussions will occur via MS Teams. The discussions are an important source of additional information about course subject matter, an excellent opportunity to hear the perspectives of a broad range of professional planners, and make a few connections.

### SEQUENCE OF COURSE TOPICS

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Guests: Bobby Gauthier (WSP) &amp; Brenna MacKinnon (RMOW)</td>
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<tr>
<td>4</td>
<td>Feb 1 – 2 &amp; 4</td>
<td>Private Sector Planning Practice</td>
<td>Read Material on Learn</td>
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<tr>
<td></td>
<td></td>
<td>Guest: Bill Green (Founder, the GSP Group)</td>
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<tr>
<td>6</td>
<td>Feb 15</td>
<td>STUDY WEEK – NO CLASS!</td>
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<tr>
<td>7</td>
<td>Feb 22 - 23 &amp; 25</td>
<td>Starting Your Career: Thoughts From Recent Grads</td>
<td>No Readings</td>
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Assignments

All individual and team assignments are to be prepared with 1.5 line spacing and size 12 font (style your choice). Papers and assignments are to include a title page that consists of the student’s name and UW ID#, course title, and date of submission.

NOTE: Students may deposit supplementary information in footnotes, endnotes, tables, figures, and appendices. This content and the list of references will not be counted in the word total.

Drop Box: A Drop Box will be set up for each assignment.

### Assignment Schedule

<table>
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<tr>
<th>#</th>
<th>Assignment Distributed</th>
<th>Due Date (by 5:00PM)</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>January 18</td>
<td>February 5</td>
<td>Paper regarding professional planning responsibilities and ethics.</td>
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<tr>
<td>2</td>
<td>February 1</td>
<td>February 23</td>
<td>Paper comparing and contrasting public and private sector planning practice.</td>
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<tr>
<td>3</td>
<td>March 1</td>
<td>March 19</td>
<td>Project Proposal Assessment Paper</td>
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<tr>
<td>4</td>
<td>March 15</td>
<td>April 16</td>
<td>Planning Practice and Covid-19 Reflection Paper</td>
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Guests: Waverly Birch, Tharushe Jayaveer, Guarang Khandelwal, Corey Scott, Zoe Sotirakos, Pe Tollo

Guest: Anna Gesse (IBI)

Guest: Tim Van Hinte (Yukon Land Use Planning Council)

Guest: Jennifer Passey (WCDSB)

Guest: Aileen Murray (Mellor Murray)

Guests on April 8: Glenn Scheels (retired partner, the GSP Group & Dr. Mark Seasons)

Guest: Uzo Rossouw (MPAC), Dave Aston (MHBC), Krista Walkey (City of Guelph)

Lewis, J. (2016); Read Material on LEARN

Howden Chapters 1 and 2; Moore Chapter 5

Read Other Material on LEARN

Read Material on Learn


Read Other Material on LEARN

Barton, T. (2017)

Donald & Hall (2015)


Read Other Material on LEARN

Christensen, K. (2017)
Student Evaluation

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Professional Responsibilities &amp; Ethics Paper</td>
<td>25%</td>
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<tr>
<td>Comparative Planning Practice Paper</td>
<td>25%</td>
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<tr>
<td>Project Proposal Assessment Paper</td>
<td>25%</td>
</tr>
<tr>
<td>Planning Practice &amp; Covid-19 Reflection Paper</td>
<td>25%</td>
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Requirements, Grade Penalties and Special Considerations

Rubrics: A marking rubric will be available to guide the preparation of all assignments.

Late penalty: A penalty of 10% per calendar day will be assessed for late assignments.

Requests for exemptions or compassionate considerations are to be discussed with the professor in advance or as soon as possible.

Required Readings and Web Resources


https://www.planning.org/ethics/ethicscode/
https://ontarioplanners.ca/oppi/about-oppi/professional-code-of-practice-standards
https://www.cip-icu.ca/Becoming-a-Planner/Codes-of-Professional-Conduct


Lewis, J. (2016) Why RFPs Often Suck (and how to make them better). IntelligentFutures.ca


**Resources Regarding Proposals and Consulting**

http://12most.com/2011/06/28/12-important-steps-responding-request-for-proposal-rfp/

http://www.writing.engr.psu.edu/workbooks/proposal_guidelines.pdf

http://project-proposal.casual.pm/


♦ **Intellectual Property:**

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo. Intellectual property includes items such as: Lecture content, spoken and written (and any audio/video recording thereof); Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides); Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final
exams); and

Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner). Course materials and the intellectual property contained therein, are used to enhance a student’s educational experience. However, sharing this intellectual property without the intellectual property owner’s permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual property of others online (e.g., to an online repository). Permission from an instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years. In many cases, instructors might be happy to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

♦ Academic Integrity:

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. The University’s guiding principles on academic integrity can be found here: http://uwaterloo.ca/academicintegrity. ENV students are strongly encouraged to review the material provided by the university’s Academic Integrity office specifically for students: http://uwaterloo.ca/academicintegrity/Students/index.html

Students are also expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for their actions. Students who are unsure whether an action constitutes an offense, or who need help in learning how to avoid offenses (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. Students may also complete the following tutorial: https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/academic-integrity-tutorial

When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline: https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71. Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance: https://uwwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70

♦ Note for students with disabilities: AccessAbility Services, located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

♦ Mental Health: The University of Waterloo, the Faculty of Environment and our Departments/Schools consider students’ well-being to be extremely important. We recognize that throughout the term students may face health challenges - physical and / or emotional. Please note that help is available. Mental health is a serious issue for everyone and can affect your ability to do your best work. Counselling Services
http://www.uwaterloo.ca/counselling-services is an inclusive, non-judgmental, and confidential space for anyone to seek support. They offer confidential counselling for a variety of areas including anxiety, stress management, depression, grief, substance use, sexuality, relationship issues, and much more.

♦ Religious Observances: Students need to inform the instructor at the beginning of term if special accommodation needs to be made for religious observances that are not otherwise accounted for in the scheduling of classes and assignments.

♦ Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 - Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please contact your Undergraduate Advisor for details.

♦ Appeals: A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 – (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm

♦ Unclaimed assignments: Unclaimed assignments will be retained for one month after term grades become official in quest. After that time, they will be destroyed in compliance with UW's confidential shredding procedures.

♦ Communications with Instructor and Teaching Assistants: All communication with students must be through either the student's University of Waterloo email account or via Learn. If a student emails the instructor or TA from a personal account they will be requested to resend the email using their personal University of Waterloo email account.

♦ LEARN: Users can login to LEARN via: https://uwaterloo.ca/learn-help/ Use your WatIAM/Quest username and password. Documentation is available at: http://av.uwaterloo.ca/uwace/training_documentation/index.html

♦ Turnitin: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students’ submissions are stored on a U.S. server, and are subject to the USA PATRIOT ACT, 2001; therefore, students must be given an alternative (e.g., scaffolded assignment or annotated bibliography) if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

♦ Research Ethics: The University of Waterloo requires all research conducted by its students, staff, and faculty which involves humans as participants to undergo prior ethics review and clearance through the Director, Office of Human Research and Animal Care (Office). The ethics
review and clearance processes are intended to ensure that projects comply with the Office’s Guidelines for Research with Human Participants (Guidelines) as well as those of provincial and federal agencies, and that the safety, rights and welfare of participants are adequately protected. The Guidelines inform researchers about ethical issues and procedures which are of concern when conducting research with humans (e.g. confidentiality, risks and benefits, informed consent process, etc.). If the development of your research proposal consists of research that involves humans as participants, the please contact the course instructor for guidance and see https://uwaterloo.ca/research/office-research-ethics

♦ Recording lectures:
  Use of recording devices during lectures is only allowed with explicit permission of the instructor. If allowed, video recordings may only include images of the instructor and not fellow classmates. Posting of videos or links to the video to any website, including but not limited to social media sites such as: Facebook, Twitter, etc., is strictly prohibited.