

# Planning Studio

PLAN 31495 | CRN 22631 | Sec 1 | Spring 2021  
Mondays, 5:00-7:45pm | HyFlex - Remote  
**Geography, Planning, and Sustainability**  
Rowan University

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Online office hours by appointment  
only

## Introduction

Undergraduate planning students produce a “plan” or a “report” in this studio course. Under direct supervision of planning faculty, students undertake a planning project in collaboration with a local, regional, national, or international client. Working in small groups, students apply their relevant knowledge and skills gained from previous coursework. As appropriate, students engage community stakeholders and assess their interests. The final product of this studio course is a professional-level plan or a policy report.

## Objectives

Through coursework and activities, students will be able to:

- use prior knowledge and skills gained from all other courses in conducting a professional project and producing a professional-level plan or policy report
- articulate the primary reasons planning is undertaken by communities and the impact planning is expected to have.
- use GIS and other research tools for assembling and analyzing ideas and information from prior practice and scholarship, and from primary and secondary sources.
- prepare clear, accurate and compelling text, graphics and maps for use in documents and presentations.
- exhibit an understanding of data analysis, policy analysis, and design of projects and plans.
- use tools for stakeholder involvement, community engagement, and working with diverse communities.
- exhibit an understanding of tools for attention, formation, strategic decision-making, team building, and organizational/community motivation.
- apply economic, infrastructure, social, and cultural factors to urban and regional growth and change.
- exhibit an understanding of environmental, economic, and social/political factors that contribute to sustainable communities, and the creation of sustainable futures.
- define the roles of officials, stakeholders, and community members in planned change.
- identify planning’s implications on individual and community health in the places where people live, work, play, and learn.
- identify key issues in equity, diversity, and social justice that emphasize planners’ role in expanding choice and opportunity for all persons.

*Prerequisite: GEOG16.160 Introduction to Mapping and Geographic Information Sciences, PLAN31.280 Foundations of Planning and Environmental Design, PLAN31.385 New Jersey Planning Practice, PLAN31.486 Community Planning & Site Design*

## Textbook and Other Resources

- There is no required text for this course. All required and recommended readings, tutorials, and references will be provided in digital format via Canvas. These include book chapters and articles from academic journals, magazines, web sites, and blogs.
- This course will use Rowan Online Canvas, which is accessible from <https://online.rowan.edu>.

## Course Requirements\*

- **Class participation:** It is essential that all students are fully invested in creating a meaningful and effective online learning community. Class participation will be evaluated based on an individual's record of attendance in Zoom or Webex sessions and meaningful participation in class activities. Attendance is mandatory and will be recorded within the first five minutes of each session. Each week students will receive points for attendance and participation. Students must notify the instructor in advance if they will have to miss a synchronized online session, appear late, or leave early due to any critical reasons. Two late attendances will count as one absence. Three absences will result in a "zero" grade in class participation. An absence will be excused if arrangements are made with the instructor in advance for University recognized reasons that are accompanied by documentation. University recognized reasons for excused absences include: Official university activities, documented illness, death of a family member or loved one, inclement weather, and religious observance.
- **Weekly homework:** Students will submit homework on Canvas in each week. They may be assigned to do the same task or different types of tasks (individually or in group), depending on the project and needs. In some weeks, students may be asked to do multiple types of work, if needed. All homework activities will be directly related to the final project and expected to build a strong basis for the final report/plan. No late submissions will be accepted.
- **Journal:** Students will submit a 2-page journal/essay based on an individual activity outside of regular coursework but related to the overall theme of the final project. Details will be discussed in class.
- **Final Project:** Students will work on a major project throughout the semester. There may be submissions related to this project in each week. Detailed instructions will be provided in class or on Canvas. This will be a group project but everyone's contributions will be strictly defined and assessed (graded) independently. At the end of the semester, students will be asked to assign grades to their peers, which will carry a portion of the final grade of this course. The final output of the project will include a formal document and an online platform.
- **Presentations:** Students will verbally present their final project and its various components using PowerPoint slides. There may be several versions of this presentation. For class presentations, each student must participate and receive grades. For public presentations, a few selected students will represent the whole class and receive grades under the "final project" category. Detailed instructions will be provided in class.

## Evaluation

The class is scored out of 452 total points. Nothing will be weighted. However, depending on the project progress and various needs, some points may be modified. If that happens, you'll get notification before an assignment is due. You can keep track of your progress in the class using Canvas. Please feel free to reach out to me with any grading questions and do not wait until the last minute.

Class participation (1 pt for attendance + 2 pts for participation in 14 online sessions)	42 pts
Weekly homework (10 for HW1; 20 pts for 12 other assignments each)	250 pts
Final project (final products + various activities throughout the semester)	100 pts
Presentations (final presentations + other presentations throughout the semester)	40 pts
Journal	20 pts
Total	452 pts

## Expected Responsibilities and Attitude

- **Time allocation:** Students are expected to spend 4-7 hours (est.) per week for this course outside of regular class sessions.
- **Communication:** Email is the preferred form of communication for any course or topic questions, or any issues that arise during the semester. For course-related correspondences, you must use your Rowan email accounts. You are expected to check email every day and visit the Canvas course page on a regular basis. In addition, Rowan emails will be used for conveying urgent or emergency notices (such as class cancellation due to any emergency). One-one online/phone meeting requests with the instructor should be arranged via emails. You may expect to receive a response within one business

day (<24 hours during the work week, longer on the weekend or other announced period). To ensure clear and professional communication, please ensure your emails include the following four components:

- A greeting
- The course info in the title or text of the email (e.g. Community Planning);
- A detailed question; and
- Closing with your full name.

▪ ***Submission and grading policies:***

Unless otherwise noted, assignments must be uploaded/submitted on Canvas before class starts. In this course, the final products will be dependent on all the other assignments due in every week. Therefore, late submissions will not be allowed unless there is an actual emergency situation. In that case, you must contact me and discuss options.

▪ ***Supplies to purchase:***

- There is no textbook but students need to buy a home gardening kit, including soil, pots, and seeds.

- ***Academic integrity:*** Plagiarism is the unacknowledged use of another individual's ideas, words, labor, or assistance. All coursework submitted by a student, including papers, examinations, laboratory reports, and oral presentations, is expected to be the individual effort of the student presenting the work. When it is not, that assistance must be reported to the faculty. If the work involves the consultation of other resources such as journals, books, or other media, those resources must be cited in the appropriate style. All other borrowed material, such as suggestions for organization, ideas, or actual language, must also be cited. Failure to cite any borrowed material, including information from the Internet, constitutes plagiarism. Academic dishonesty, in any form, will not be tolerated. According to Rowan University policy, students committing any act of academic dishonesty may fail the course, be suspended from the university, or both. You will find Rowan University's policy on academic integrity here:

<https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy>

Never (1) turn in an assignment that you did not write yourself—fully or partially, (2) turn in an assignment for this class that you previously submitted in another class, (3) use others' ideas or work without citation, or (4) cheat on an exam or quiz.

## Grading Scale

Letter Grade	Score	Letter Grade	Score
A	94 and Up	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	59 and Below

## Tentative Schedule

Note: Except for changes that substantially affect implementation of the evaluation (grading) statement, this schedule is a guide for the course and is subject to change with advance notice. All readings—required or additional—will be shared via Canvas.

Color codes:    Group 1                      Group 2                      Group 3

Week	Dates	Lecture/Discussions/Activities	Due (before class unless noted)
<b>Module 1: Final project design (research design)</b>			
<b>1</b>	01/25		• Intro Survey
<b>2</b>	02/01	• Discussion – Research design • Glassboro Food & Health Equity Coalition meeting, 02/05 @ 3pm	• HW – 1
<b>3</b>	02/08	• Guest lecture: Sonya Harris, Founder and CEO, Bullock Garden Project LLC. • Start home garden projects	• HW – 2 • Data analysis plan (types of data to be collected, created, or edited, field verification methods, suitability analysis criteria and weight, photo library) • Literature review plan (types of literature to be reviewed, case studies) • Community engagement plan (Stakeholder selection and recruitment, questions for surveys, interviews, and focus groups)
<b>Module 2: Content preparation and assembly</b>			
<b>4</b>	02/15	Reviews, discussions, and presentations	• HW – 3 • Data collection, creation, and verification, photo library • Literature review • Final questions for surveys, interviews, and focus groups, launch survey
<b>5</b>	02/22	Reviews, discussions, and presentations	• HW – 4 • Maps, tables and charts • Literature review • Conduct interviews
<b>6</b>	03/01	Reviews, discussions, and presentations	• HW – 5 • Suitability study • Case study reviews • Conduct interviews
<b>7</b>	03/08	Reviews, discussions, and presentations	• HW – 6 • Suitability study • Case study reviews • Conduct focus groups
<b>8</b>	03/15	• Reviews, discussions, and presentations • Design charrette	• HW – 7 • Online web portal (story map) • Glassboro history, context, & current regulations • Report on surveys, interviews, and focus groups
<b>9</b>	03/22	• Reviews, discussions, and presentations • Glassboro Food & Health Equity Coalition meeting, 03/26 @ 3pm	• HW – 8 • Design proposals • Compilation of literature review, case studies, and context (with revision) • Report on surveys, interviews, and focus groups
<b>10</b>	03/29	Reviews, discussions, and presentations	• HW – 9 • Design proposals 3D visualization • Recommendations (policies, programs, projects)

			• Journal
<b>Module 3: Report production and presentation</b>			
<b>11</b>	04/05	Presentations	<ul style="list-style-type: none"> <li>• HW – 10</li> <li>• Complete draft report</li> <li>• Complete draft web portal</li> </ul>
<b>12</b>	04/12	Discussion – draft report and web portal	<ul style="list-style-type: none"> <li>• HW – 11</li> <li>• Audio/video clip recording</li> <li>• Report on home garden – 5</li> </ul>
<b>13</b>	04/19	Work session	<ul style="list-style-type: none"> <li>• HW – 12</li> <li>• Revised report and web portal</li> </ul>
<b>14</b>	04/26	Final in-class presentations	<ul style="list-style-type: none"> <li>• HW – 13</li> <li>• Further modification of report and web portal</li> <li>• Exit Survey</li> </ul>
<b>15</b>	05/03	Public presentation	<ul style="list-style-type: none"> <li>• Final report/web portal due</li> </ul>

## Resources

(Note: These are the resources for regular semesters and some resources may be available little differently in Spring 2020 due to the pandemic-related policies and regulations.)

### Writing Center

The writing center, located in the Campbell Library, 1st floor, can assist you with your writing assignments for any class. The center tutors offer 30 to 60 minute sessions, including face-to-face appointments, online tutoring. It is a free resource for students, faculty, and staff. For appointments: 856-256-4367. To learn more visit: <http://www.rowanwritingcenter.com>.

### Tutoring service

Tutoring Services offers academic support in a variety of subjects in order to improve educational achievement. Tutoring is available free of charge to all Rowan University undergraduate students. Small-group or drop-in tutoring is available in most subject areas. To learn more visit: <http://www.rowan.edu/home/advising/current-students/tutoring-services>.

*Academic Coaching* provides students in the EOF/MAP program with an academic coach for one-on-one weekly meetings to support students in the acquisition of academic skills such as note-taking, time management, organization, and studying and test-taking strategies. If interested, contact [successcenter@rowan.edu](mailto:successcenter@rowan.edu).

### Special needs and accommodations

Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3rd floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. Any student who has a need for accommodation due to documented disability should contact the instructor as soon as possible. Students seeking support around these issues can find more information and resources at <http://www.rowan.edu/studentaffairs/asc/disabilityresources>.

Students who anticipate an absence due to a scheduled religious observance should contact the faculty personally to make arrangements.

If a major life event of any kind is impacting your schoolwork beyond 1 week in the form of absences, tardiness, difficulty focusing in-class or completing coursework please contact the Office of Student Life/Dean of Students. Their office is equipped to assist students undergoing difficult life events, including communicating with your professors if temporary accommodations are needed to help you through a difficult period. To request a meeting with the Vice President for Student Life and Dean of Students, please e-mail Martha Aderinto at [williamsm@rowan.edu](mailto:williamsm@rowan.edu) or 856.256.4283.

### **Counseling and psychological services**

The Wellness Center at Winans Hall provides physical and mental health services for students, such as time management, test anxiety, relationship issues, career assessment tools, and crisis situations. You can make an appointment during business hours at 856-256-4333. After hours call 856-256-4922 to speak with a counselor on call. If you are in crisis call 856-256-4911. <http://www.rowan.edu/studentaffairs/counseling/>.

### **Stress and anxiety student support**

College, while fun and fulfilling, can be a very stressful time. Everyone can agree dealing with academics, work and relationships on a daily basis is a lot to handle. If you're looking for someone to talk to and a way to de-stress, check out Healthy Campus Initiatives Stress and Anxiety Student Support Group. This peer-led non-clinical is a great way for students to meet one another, learn about stress and how to cope with it. The group meets every Monday at 2:00 p.m. in the Wellness Center Training Room starting on September 10<sup>th</sup>. No appointment needed. Contact Allie Pearce ([pearce@rowan.edu](mailto:pearce@rowan.edu)) for more information.

### **STARFISH**

The Rowan Success Network powered by Starfish® is designed to make it easier for you to connect with the resources you need to be successful at Rowan. Throughout the term, you may receive email from the Rowan Success Network team (Starfish®) regarding your academic performance. Please pay attention to these emails and consider taking the recommended actions. Utilize the scheduling tools to make appointments at your convenience (i.e. Tutoring, Advising, Financial Aid, etc.). Additional information about RSN may be found at [www.rowan.edu/rsn](http://www.rowan.edu/rsn).

### **Emergency information**

During an emergency situation, please check the Rowan website for updates on campus closing. Also check your Temple emails around 5 pm for announcement specific to this class. If I cannot make it to campus due to inclement weather, other emergencies, or illness, I will send an email and post an announcement to Blackboard.

### **Rowan University's Statement on Diversity**

Rowan University promotes a diverse community that begins with students, faculty, staff and administration who respect each other and value each other's dignity. By identifying and removing barriers and fostering individual potential, Rowan will cultivate a community where all members can learn and grow. The Rowan University community is committed to a safe environment that encourages intellectual, academic, and social interaction and engagement across multiple intersections of identities. At Rowan University, creating and maintaining a caring community that embraces diversity in its broadest sense is among the highest priorities.

### **Rowan University Sexual Misconduct and Harassment Reporting, and Title IX**

Rowan University and its faculty and staff are committed to assuring a safe and productive educational environment for all students. Title IX makes it clear that sexual misconduct and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against protected categories such as race, national origin, etc.

University faculty and staff members are required to report any instances of sexual misconduct or harassment, to the University's Title IX Coordinator so that the appropriate resources and support options are provided. What this means is that as your professor, I am required to report any incidents of sexual misconduct and harassment that are directly reported to me, or of which I am somehow made aware.

If you are the victim of sexual misconduct or harassment, please reach out to these resources:

Confidential Resources: The Wellness Center, Winans Hall, 856-256-4333, [www.rowan.edu/wellness](http://www.rowan.edu/wellness)

Non-Confidential Resources: Office of Student Equity and Compliance (OSEC), Savitz Hall 203, 856-256-5830

Public Safety, Bole Annex, 856-256-4911

Other reporting information is available here: [go.rowan.edu/titleix](http://go.rowan.edu/titleix)

### **Conflicts in examination periods during finals week**

<http://www.rowan.edu/provost/policies/documents/ConflictsinExaminationPeriodsDuringFinalsWeek.pdf>