



School of Architecture  
& Urban Planning

# Student Survival Manual: Master of Urban Planning

**2016-17**



Department of Urban Planning  
School of Architecture and Urban Planning  
P.O. Box 413, Milwaukee, WI 53201-0413

# SURVIVAL MANUAL: 2016-17

---

Greetings from the Faculty and from the Milwaukee Student Planning Association (MSPA)

We have assembled this manual to help acquaint urban planning students with a variety of procedures, services and persons with whom you are likely to have contact. We hope that it makes your life a little easier and removes some of the uncertainty of being a student at a large university.

Good luck.

Nancy Frank  
Chair  
Department of Urban Planning

## TABLE OF CONTENTS

### PART I. HISTORY OF THE UWM URBAN PLANNING PROGRAM: DEPARTMENTAL COMMITTEES, MEETINGS & FACULTY

1. History of Program.....	5
2. Faculty Meetings .....	6
3. Faculty Executive Committee .....	6
4. Admission & Scholastic Affairs Committee .....	6
5. <i>Faculty</i> .....	7

### PART II. THINGS TO KNOW CONCERNING THE PROGRAM

1. Registration .....	11
2. Faculty Advisors .....	11
3. Thesis.....	11
4. <i>Internship</i> .....	12
5. Credit Load.....	14
6. Independent Study .....	15
7. <i>Emphasis Options, Concentrations &amp; Certificates</i> .....	15
Emphasis Options .....	17
Economic Development Planning.....	17
Environmental Sustainability.....	19
Physical Planning and Urban Design.....	21
Transportation Planning.....	22
Urban Revitalization.....	23
General Option.....	23
List of Approved Electives .....	23
Concentration in GIS .....	25
Certificate in Real Estate Development.....	25
8. Student-Recommended Courses .....	26
9. Electives at UW-Madison .....	26
10. Department Policies Relating to Courses .....	26
11. Rotation of Evening Hours Core Courses.....	27
12. Departmental Honors .....	28
13. Writing Requirements .....	28
14. <i>Comprehensive Exam</i> .....	29
15. Joint Degrees .....	29
16. Software Tools and Training.....	30
17. Access to Room 194 .....	30

### PART III. SPECIAL PROBLEMS

1. Waiver of Courses .....	31
2. Transfer of Credit.....	31
3. Dropping & Adding Courses .....	32
4. Appeal/Grievance Procedure.....	32
5. Incompletes .....	33

**PART IV. FINANCIAL AID & WORK STUDY**

1. Work-Study, University Program .....	34
2. Working on Your Own .....	34
3. Departmental Assistantships .....	35
4. Fellowships.....	35
5. SARUP Awards .....	36
6. Graduate School Travel Support Program.....	36

**PART V. FACILITIES ON CAMPUS**

1. <i>Architecture and Urban Planning Building</i> .....	37
2. UWM Golda Meir Library .....	39

**PART VI. MISCELLANEOUS**

1. Milwaukee Student Planning Association (MSPA).....	40
2. Free APA Membership .....	40
3. Communication.....	41
4. Bulletin Board .....	41
5. Job Binder .....	41
6. Mentoring Program (MentPlan).....	41
7. Innovative Cities Lecture Series .....	42
8. Tea & Bikkies.....	42
9. Housing .....	42
10. Lost and Found.....	42
11. Student Health, Accidents, and Risk Management.....	42
12. Liability .....	43
13. Food and Drink .....	43
14. <i>Planning Students</i> .....	45

# PART I: HISTORY OF THE UWM URBAN PLANNING PROGRAM: DEPARTMENTAL COMMITTEES, MEETINGS & FACULTY

## 1. HISTORY OF THE UWM URBAN PLANNING PROGRAM

The Department of Urban Planning has just completed its 42<sup>nd</sup> year. Chartered by the UW Regents in June of 1974, the program's first students were admitted in the fall of 1974 and graduated in May 1976. The program received official recognition by AIP (now APA: the American Planning Association) in January of 1977, was re-recognized for 5 years in 1981, and in 1986 was fully accredited by the Planning Accreditation Board of AICP and ACSP. The program's first class was comprised of 15 students. Today, enrollment has grown to over 60 students.

The first members of the faculty began laying the foundation of the Master's in Urban Planning (MUP) program in 1972. After two years of discussing the structure of the program, course offerings, ties to other academic units, future faculty needs, and location within the University, the Urban Planning program began in 1974.

The faculty decided that a core of study was needed in the program. The first-year core consists of classes in Cities and Regions, Planning Theory, Planning Law, Basic Land Use Planning, and Planning Methods. Discussion amongst faculty about the purpose of each section of the core and whether its composition meets the program's educational objectives is ongoing. Changing technology led the faculty to include a Geographic Information Systems requirement beginning in the fall of 1998. A strong interest by many students in Urban Design later allowed students a choice of either GIS or Urban Design as a requirement. The program's second-year core focuses on the application of skills learned in the first year.

*Planning Policy Analysis (810)* was included to ensure that all program graduates have experience with various forms of program evaluation. The course was expanded to 6 credits to provide better training in presentation and communication skills.

*Applied Planning Workshop (811)* was designed to create an integrated experience for students. The course helps students approach real-world issues, with real clients, from a variety of perspectives by bringing together students with diverse personal interests in planning.

The twenty-one elective credits in the degree offer students a way to pursue more substantive areas of concern to planners. These electives can be taken inside or outside the Department of Urban Planning. The MUP program is enriched by allowing students to take graduate-level courses outside of the department, affording students a high degree of independence when selecting coursework.

The MUP program also offers "Emphasis Options," or areas of concentrated study that give students a greater depth of exposure to specific areas of planning. The emphasis options are meant to steer students toward relevant courses in their own areas of interest. Many of the courses included in each emphasis option are provide outside of the department.

## **2. FACULTY MEETINGS**

Faculty meetings are held throughout the semester at regularly scheduled times. Meetings are open to students and staff. Up to two (2) Milwaukee Student Planning Association Officers may vote at any single time on departmental business discussed at meetings.

Faculty meetings focus on items regarding the operation of the department. Among the more typical items discussed at meetings are: approval of committee recommendations on course offerings, discussion of student recruitment, rules and regulations governing students in the department, election of a chairperson, and departmental involvement with UW-Extension.

## **3. FACULTY EXECUTIVE COMMITTEE**

The Faculty Executive Committee is comprised of faculty members who have tenure in the department (those who hold rank of Associate Professor or Professor). The Committee is charged with making budgetary and personnel decisions. Many of the Committee meetings are open to students and staff. When dealing with specific personnel questions, such as faculty contract renewal, tenure decision, or merit pay increases, however, meetings are closed. Students are invited to attend the open portions of meetings in order to provide input on issues being discussed.

## **4. ADMISSION & AWARDS COMMITTEE**

The Admission and Scholastic Affairs Committee is charged with setting standards for admission, reviewing admissions applications as they come to the department, and making admission decisions. The Committee consists of two faculty members.

The Admission and Scholastic Affairs Committee also reviews student applications for various forms of fellowships (University Fellowships, Advanced Opportunity Program, Out-of-State Tuition Remission, etc.). The Committee ranks students for each fellowship and passes the recommendations on to faculty for their approval. The committee is also responsible for reviewing student petitions for course transfers and course waivers.

## 5. FACULTY

### **Nancy Frank, AICP**, Associate Professor and Chair

B.S., 1977 (Social Work), University of Wisconsin--Madison

M.S., 1978 (Criminal Justice), State University of New York at Albany

Ph.D., 1982 (Criminal Justice), State University of New York at Albany

Areas of Interest: Environmental planning, with a focus on water and carbon; resilience planning; sustainable development; public participation in planning.

Office: AUP 340; Telephone: 229-5372, frankn@uwm.edu

### **Carolyn Esswein, AICP, CNU-A**, Director of Community Design Solutions, Faculty Member

MUP/MArch., 1994, University of Wisconsin-Milwaukee

BS Interior Design, 1990, University of Wisconsin-Madison

Areas of Interest: Urban design; community development, public input.

Office: AUP 257; Telephone: 229-6165, cesswein@uwm.edu

### **Enrique Figueroa**, Associate Professor

A.S., 1971 (Animal Husbandry) Modesto Junior College

B.S., 1973 (Agricultural Education) California State University, Fresno

M.S., 1975 (Horticulture) University of California, Davis

M.S., 1982 (Agricultural Economics) University of California, Davis

Ph.D. 1986 (Agricultural Economics) University of California, Davis

Areas of Interest: Urban agriculture

Telephone: 229-2517, figueroa@uwm.edu

### **Kirk E. Harris**, Associate Professor

B.A., 1979 (Liberal Arts), Rutgers University

M.P.A., 1982, (Martin School of Public Policy and Administration), University of Kentucky

J.D., 1985, Thomas Jefferson Law School

Ph.D., 1992 (City and Regional Planning), Cornell University

Areas of Interest: Planning law; poverty; urban and social policy; social justice and equity in planning; political economy and African-Americans.

Office: AUP 322; Telephone: 708-955-3015, or (on campus) 229-5824, keharris@uwm.edu

### **Lingqian (Ivy) Hu**, Associate Professor

B.A., 2002 (Urban Planning), Nanjing University

M.P.L., 2006, University of Southern California

Ph.D., (Policy, Planning, and Development), University of Southern California

Areas of Interest: Transportation planning and policy; land use; urban economics

Office: AUP 338, Telephone: 229-5887, hul@uwm.edu

### **William (Bill or Hux) E. Huxhold, GISP**, Professor Emeritus

B.S., 1968, Northwestern University

M.S., 1973 (Engineering Management), University of Dayton

Area of Interest: Urban Geographic Information Systems.

Office: AUP 264; Telephone: 229-6954, hux@uwm.edu

**Mordecai Lee**, Associate Professor

B.A., 1970 (Liberal Arts) University of Wisconsin, Madison

M.P.A., 1972 (Public Administration) Syracuse University

Ph.D. 1975 (Public Administration) Syracuse University

Areas of Interest: Nonprofit Advocacy and Public Policy

Telephone: 229-2517, mordecai@uwm.edu

**Robert (Bob) Schneider**, Assistant Professor

B.A., 1999, (Geography & Mathematics) Augustana College, Illinois

M.R.P., 2001, (City and Regional Planning) University of North Carolina - Chapel Hill

Ph.D., 2011, (City and Regional Planning) University of California, Berkeley

Areas of Interest: Sustainable transportation and land use; data collection, modeling, and safety analysis; transportation and the built environment; multimodal travel behavior.

Office: AUP 334; Telephone: 229-4041, rjschnei@uwm.edu

**Sammis (Sam) White**, Professor Emeritus

B.A., 1965 (American History and Literature), Williams College, Massachusetts

M.C.P., 1967 (City Planning)

Ph.D., 1971 (City Planning), University of Pennsylvania

Areas of Interest: Public policy; economic development and job creation; education, especially that of central cities; neighborhood housing

Office: 161 W. Wisconsin Ave Suite 6000; Telephone: 227-3203; sbwhite@uwm.edu

#### **ASSOCIATED FACULTY:**

---

**Alan Horowitz**, Professor Emeritus of Civil Engineering

B.S., 1970 (Engineering), University of California Los Angeles

M.S., 1970 (Engineering), University of California Los Angeles

Areas of Interest: transportation planning; transportation systems design; travel forecasting; social and environmental impact of transportation systems.

Office: EMS E326; Telephone: 229-6685, horowitz@uwm.edu

## ADJUNCT FACULTY:

---

### **John Bohte**

Public Administration Policy  
Budgeting and Finance in the Public Sector (UrbPlan 630)  
jbohte@uwm.edu

### **Tim Casey**

Economic Development Coordinator, City of Brookfield  
Economic Development (UrbPlan 684)  
caseyt@uwm.edu

### **Rob Henken**

President, Public Policy Forum  
Transportation Planning and Policy (UrbPlan 771)  
rhenken@publicpolicyforum.org

### **Raymond Isaacs**

Architecture Faculty  
Studio in Urban Design and Physical Planning (UrbPlan 858)  
isaacs@uwm.edu

### **Terry Johnson**

UWM Center for Urban Initiatives and Research  
Introduction to GIS (UrbPlan 791)  
tgj2@uwm.edu

### **Greg Kessler**

Director of Community Development, City of New Berlin  
Land Use Planning Practices (UrbPlan 651)  
gkessler@newberlin.org

### **Larry Kilmer**

Housing Rehab Manager, ACTS Community Development Corporation  
Planning the Great Cities of the World (UrbPlan 315)  
lakilmer@uwm.edu

**Russell Knetzger**  
Planning Consultant  
Physical Planning and Municipal Engineering (UrbPlan 692)  
rknetzger@execpc.com

**Kurt Meingast**  
Computer Support  
Internet GIS (UrbnPlan 794)  
kurtm@uwm.edu

**Marissa Meyer**  
Assistant Professor  
Issues in Contemporary Urban Planning (UrbnPlan 140)  
meyer294@uwm.edu

**Arijit Sen**  
Architecture Faculty  
Studio in Urban Design and Physical Planning (UrbPlan 858)  
sena@uwm.edu

**John Sigwart**  
Civil Engineer (Retired), Miller Engineers and Scientists  
Physical Planning and Municipal Engineering (UrbPlan 692)  
jsigwart@att.net

**Sig Strautmanis**  
Vice President of Development, General Capital Group  
Introduction to Land Use Planning (UrbPlan 701)  
sig@generalcapitalgroup.com

**Paul Vepraskas, GISP**  
GIS Coordinator, City of Muskego  
GIS2 (UrbPlan 792), Internet GIS (UrbPlan 794)  
paulvepraskas@gmail.com

**Joyce Witebsky**  
Adjunct Professor  
Introduction to Urban GIS for Planning (UrbnPlan 791)  
witebsky@uwm.edu

## PART TWO: THINGS TO KNOW CONCERNING THE PROGRAM

### 1. REGISTRATION

Information regarding registration and class availability can be found in the **Schedule of Classes** published online before each semester (<http://www4.uwm.edu/schedule>). The first pages of the schedule list important registration procedures and registration time guidelines. **Students should always try to register during priority registration.**

If you have problems meeting tuition payments at the start of a semester, there is a procedure for tuition deferral. Consult the financial aid office for more information.

### 2. FACULTY ADVISORS

Students are assigned to advisors based on areas of emphasis. If you do not have a preferred area of emphasis, you can elect to be randomly assigned to an advisor. All faculty welcome the opportunity to answer your questions about career preparation, whether they are your assigned advisor or not.

### 3. THESIS

A student may elect to write a thesis for either three or six credits. A thesis is not a substitute for the comprehensive exam. It is considered as course work.

When electing to write a thesis, students must first find a topic that they would like to research in some depth and find a faculty member with a similar interest who is willing to oversee the thesis. Students must then prepare a written statement of intent, explaining what the topic is and how it will be researched.

Departmental procedure assumes that a student will have a topic, proposal, and advisor well before the beginning of the semester. Electing to write a thesis implies that the student has already done the groundwork in an area before commencing on the formal thesis.

## 4. INTERNSHIP

Internships are designed to grant credit to students performing planning related work in the public sector (with few exceptions). The student or a faculty member may make contact for a placement. At the beginning of the internship, students must file a brief proposal with the instructor overseeing the internship describing his/her project or expected assignment and the other terms of the internship. **A paper is required at the end of the internship documenting what was accomplished. Please see the “Debriefing” section on page 13 of this guide for instructions on what is required as part of the paper.**

Internship opportunities are emailed to the mup123 listserv. Information about past student internships is available in the Urban Planning workroom. Students should make direct contacts with organizations and agencies that interest them as possible internship sites. Each fall the department posts resumes of students seeking internships and jobs on the SARUP website. If you are having trouble finding an internship please consult with your faculty advisor.

### INTERNSHIP PROCEDURES

#### A. PROPOSAL AND REGISTRATION

A student intending to enroll for an internship for credit (UrbPlan 991) should submit a proposal for approval to his/her instructor, who may be any member of the Urban Planning faculty. Obtain the form for submitting the proposal from the SARUP advising office, Room 225 (or page 13 of this manual). On the form, identify the agency name, advisor name, address, and telephone number of the expected direct supervisor in the agency. Describe the work or assignments on which you will be engaged and identify the expected learning experience in terms of skills, methods, and/or planning-related experience you expect to acquire.

Have the faculty member review and approve the form, then submit to the Student Advising Office (AUP 225) no later than the deadline to add a course on PAWS.

#### B. INTERNSHIP

**To earn 3 credits for the internship, students must work at an agency for a minimum of 180 total hours.** This equates to 12 hours per week for the duration of the 15-week semester. An additional 3 credits may be earned for the semester if the student works 24 hours per week. The maximum number of credits a student can earn for an internship is six.

Internship students are allowed to receive pay for the hours they work at their respective agency, the amount of which (if any) shall be agreed upon by the student and the agency.

Students must complete their internship in accordance with the terms of their proposal. Proposal terms will be forwarded to the agency supervisor. The faculty supervisor and the agency supervisor will interact to monitor the student's performance and to resolve any difficulties that might arise out of any conflict between the student's academic commitments and employee tasks or responsibilities. The possibility of such conflicts should be openly discussed especially in the context of internships where students are receiving pay for their services.

Internship Proposal

Student Name: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Semester of Internship: \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Describe the nature of the work or assignments that you will be doing in this internship  
(Be as specific as possible.)

## C. DEBRIEFING

At the end of the semester and before the end of exam week, the student will forward to the faculty supervisor a report reviewing his/her experience in the internship, describing his/her accomplishments, and identifying the planning-related learning experience provided by the internship. The report may be accompanied by any relevant material which is evidence of work performed and of learning experiences. This report must be typewritten and be no shorter than 5 double-sided pages. Upon review of the report and after interaction with the student's agency supervisor, the faculty supervisor may schedule a meeting with the student to receive an additional oral debriefing of the student's experience.

## D. EVALUATION

The student's successful completion of an internship and the grade awarded will be based on the instructor's evaluation of the student's performance and what the student has learned throughout the course of the internship. The evaluation will be based on the following:

- fulfillment of objectives and expectations as set out in student's proposal;
- performance in fulfilling tasks and assignments, as reported by agency supervisor;
- learning experience in performing in agency environment, as evidenced in student's report and agency supervisor's evaluation; and,
- new planning-related concepts, methods, and/or skills learned and/or applied in internship, as evidenced by student's report and assessed by faculty and agency supervisors.

## 5. CREDIT LOAD

According to the University, a full course load is eight to twelve credits for a graduate student. If a student wants to finish in two years, without transfer credits or summer school, he/she must take twelve credits every semester. **The faculty expects students to spend approximately 9 hours each week *outside of class* for a 3 credit course. A total of 48 hours of both in-class and outside study for a 12 credit load is expected.**

In the past, most students who have had part-time jobs of less than fifteen hours per week have been able to handle twelve credits per semester. Many who have worked more than fifteen hours per week have reduced their course load to nine credits. We recommend a reduced load when over fifteen hours of work is being done on other pursuits. With the current course "drop" policy, a student can drop a course with no penalty until the eighth week of the semester if the load is too heavy. Because of the benefits of peer interaction and concentrated attention, the MUP program caters largely to full-time students. The Urban Planning Department has a general rule that a degree must be finished within seven years of its initiation.

Only students in good standing may be granted an overload. An overload of 13 credits is granted automatically for students enrolled in Geography, 403, Remote Sensing. An overload of 15 credits is granted automatically to students enrolled in Urban Planning 991, Internship. Other overload requests are at the discretion of the chair and Graduate School.

## 6. INDEPENDENT STUDY

An Independent Study can be initiated either by faculty or by students. A formal procedure must be followed if credit is to be given.

Obtain a registration form for independent study from the SARUP advising office, room 225. Complete the form and submit it to the faculty member you will be working with, along with a two-page statement indicating the topic to be pursued, the procedure by which the topic will be explored, the specific product which will be produced, and (in most cases) a partial bibliography. The statement must be approved and signed by the faculty member agreeing to supervise the independent study.

Return the form to the advising office staff in order to obtain a PAWS registration code for independent study. Provide a copy of the two-page statement to the faculty member.

## 7. EMPHASIS OPTIONS AND CONCENTRATIONS

In addition to core credit, students must take 21 credits of electives. Some students choose a general option, taking electives in a number of different content areas—e.g., economic development, housing, environmental planning, etc. Other students may choose to pursue a specialization by completing (1) an emphasis in Economic Development, Environmental Resources Planning, Physical and Urban Design, Transportation Planning, or Urban Revitalization, (2) a concentration in urban geographic information systems, or (3) a certificate in Real Estate Development.

**NOTE: Students seeking specialization in GIS, along with a master of urban planning, should complete the GIS concentration.** The GIS concentration offered through the MUP program should not be confused with the Certificate in Urban Geographic Information Systems, which may not be completed as part of a master of urban planning degree.

The department offers emphasis options to fulfill a variety of objectives, including communicating to prospective students the areas of planning in which students can expect to find course work beyond the introductory level. Some emphasis areas include one or more required courses. All emphasis options require students to complete a substantial number of elective credits (15-18) within the identified emphasis area. All of the emphasis options involve taking some courses outside the department, consistent with the interdisciplinary nature of the field of planning. For students admitted to the program, the emphasis options are designed:

1. To guide students who have a particular area of interest into those courses available on campus that best serve particular interests;
2. To suggest areas of concentration which have some reality in the job market;
3. To give the student an area of substantive knowledge that helps to differentiate them from other planners in the job market; and,
4. To promote interaction between students and faculty in different core disciplines related to planning.

***Students are not required to have an emphasis.*** Students may elect to pursue a “General Option” (see page 22 for “General Option”)

Each emphasis area advisor identifies appropriate courses in consultation with the urban planning faculty and associated faculty in other departments. For this reason, emphasis areas differ in the number of courses recommended. **Emphasis areas completed by students are not listed on the student's UWM transcript**, with the exceptions of Urban Geographic Information Systems and Real Estate Development.

**The program offers two "transcript-designated" concentrations: Urban Geographic Information Systems (GIS) and Real Estate Development.** Unlike the emphasis options below, which are not noted on a student's graduate transcript, the GIS concentration and certificate in Real Estate Development will be specifically noted on the transcript. A Concentration in GIS takes the place of the GIS certificate for those students completing the Master of Urban Planning degree.

## Emphasis Options

### A. Economic Development Planning, Advisor: Nancy Frank

Economic development is often the foremost concern of a municipality. Housing markets, social welfare, and environmental concerns are intricately tied to the health of the local economy, the local tax base, and the ability of workers to get and keep good jobs. Planners have the opportunity to challenge and guide the development of local and regional economies in ways that are environmentally sound, equitable and efficient.

Students in this option learn the theories and analytical methods of economic development that will enable them to meet the continuing demand for economic development planners. Students may emphasize the development of places through course work on real estate and urban economics; or they may elect to study the experience of workers through course work on labor economics and the nature of occupations. Students interested in this emphasis might consider doing an economic planning internship as part of their coursework (UrbPlan 991 Internship: 3-6 credits).

Courses such as UrbPlan 630 (Budgeting and Finance in the Public Sector), UrbPlan 684 (Planning Local Economic Development), and UrbPlan 762 (Housing Markets and Public Policy) are generally offered annually. Other special topics courses (UrbPlan 692) are offered slightly less frequently. Make sure to consult with your advisor frequently in creating an academic plan over the course of your studies. This will help to ensure that you take the classes in this emphasis area best suited to your interests.

#### **Urban Planning Courses:**

##### Required Course:

UrbPlan 684 Planning Local Economic Development

##### Elective Courses:

UrbPlan 630 Budgeting and Finance in the Public Sector

UrbPlan 692 Special Topics in Urban Planning (varies)

Other economic development courses may be offered

#### **Other Elective Courses:**

Elective courses here may have prerequisites in the field. It is best to check with the individual instructor prior to beginning the course to determine whether it is possible for you to take the course without prerequisites. In addition, courses not listed here may be relevant to your particular area of interest, and may be eligible for this emphasis option. Check with the emphasis advisor about other courses that may be counted in this option. Also, watch the Schedule of Classes ([www4.uwm.edu/schedule](http://www4.uwm.edu/schedule)) for *variable topic* courses offered in other departments that may be related to economic development planning.

##### Recommended Electives:

Africol 319 African American Urban History

Africol 326 Economic Problems of Black Business

Arch 780 The Built Environment and Real Estate Development  
Bus Adm 481 Real Estate Finance  
Bus Adm 482 Valuation of Real Estate  
Bus Adm 483 Property Development and Management  
Econ 403 Business Cycles  
Econ 415 Economics of Employment and Labor Relations  
Econ 447 Labor Economics  
Econ 448 Economics of Human Resources  
Econ 712 Urban Economic Theory  
Econ 713 Regional Economic Theory  
Sociol 443 Organizations, Occupations and Professions  
Urb Std 720 Theory and Method in Local Economic Development

## **B. Environmental Sustainability, Advisor: Nancy Frank**

Sustainability has become a well-established approach in urban planning. It consists of environmental, social, and economic components. Planners frequently encounter environmental sustainability issues in their work. This option is designed to hone students' understanding of environmental problems and to explore the ways in which local plans and policies can improve (or worsen) the natural environment and conserve (or deplete) natural resources. Typical topics addressed include energy and water planning, natural resource management, responsible design such as New Urbanism, and brownfield remediation. Students interested in this area of emphasis will learn theories about sustainability and will also be given the chance to work on applied projects in the Milwaukee area.

Courses such as UrbPlan 880 (Challenges to Urban Sustainability) and UrbPlan 762 (Housing Markets and Public Policy) are generally offered annually, while other special topics courses (UrbPlan 692) are offered slightly less frequently. Make sure to consult with your advisor frequently in creating an academic plan over the course of your studies. This will help to ensure that you take the classes in this emphasis area best suited to your interests.

### **Urban Planning Courses:**

#### Elective Courses:

UrbPlan 692 Special Topics in Urban Planning (choose one of the following):

Brownfields Remediation and Redevelopment

Planning for Sustainable Energy

Planning Design Concepts and Methodology

Water Resources Planning

\*Check semester course schedule for relevant environmental topics

UrbPlan 762 Housing Markets and Public Policy

UrbPlan 880 Challenges to Urban Sustainability

### **Other Elective Courses:**

Elective courses here may have prerequisites in the field. It is best to check with the individual instructor prior to beginning the course to determine whether it is possible for you to take the course without prerequisites. In addition, courses not listed here may be relevant to your particular area of interest, and may be eligible for this emphasis option. Check with the emphasis advisor about other courses that may be counted in this option. Also, watch the Schedule of Classes ([www4.uwm.edu/schedule](http://www4.uwm.edu/schedule)) for *variable topic* courses offered in other departments that may be related to environmental sustainability planning.

#### Recommended Electives:

Arch 326 Energy Design Fundamentals

Arch 584 Urban Landscape Architecture

Arch 788 Introduction to Green Building and Urban Landscapes

Bio Sci 505 Conservation Biology

Civ Eng 492 Environmental Impact Assessment

Geog 403 Remote Sensing: Environmental and Land Use Analysis

Geog 464 Environmental Problems

Geog 475 Geography of Soils  
Geo Sci 401 General Soil Science  
Geo Sci 463 Physical Hydrogeology  
Geo Sci 464 Chemical Hydrogeology  
Geo Sci 465 Advanced Environmental Geology

## C. Physical Planning and Urban Design, Advisor: Carolyn Esswein

Physical planning—the layout of cities and small areas within cities—is one of the major specialization areas within urban planning. In fact, the term “planning” is sometimes thought to be synonymous with physical planning, land use planning, and urban design. Many planning graduates find that their first job is primarily concerned with land use issues, often involving enforcement of a city’s land use ordinances. Physical planning encompasses orderly, efficient, and equitable development and arrangement of land, the provision of infrastructure to serve different land uses, preservation of natural and historic assets in the community, and aesthetic considerations in the development of land. The comprehensive plan, zoning code, development standards, and design guidelines are important tools in physical planning. In addition, physical planning involves the planning and implementation of public facilities and associated civic spaces. Urban design focuses on coordinating the physical elements of a city (buildings, open spaces, etc.) to create places that add value and people enjoy.

### Urban Planning Courses:

#### Elective Courses:

UrbPlan 651 Land Use Planning Practice I  
UrbPlan 751 Introduction to Urban Design and Physical Planning  
UrbPlan 857 Urban Design as Public Policy  
UrbPlan 858 Studio in Urban Design and Physical Planning

### Other Elective Courses:

Elective courses here may have prerequisites in the field. It is best to check with the individual instructor prior to beginning the course to determine whether it is possible for you to take the course without prerequisites. In addition, courses not listed here may be relevant to your particular area of interest, and may be eligible for this emphasis option. Check with the emphasis advisor about other courses that may be counted in this option. Also, watch the Schedule of Classes ([www4.uwm.edu/schedule](http://www4.uwm.edu/schedule)) for *variable topic* courses offered in other departments that may be related to physical planning and urban design.

#### Recommended Electives:

Arch 340 Urban Design  
Arch 383 Landscape Architecture  
Arch 560 Introduction to Historic Preservation  
Arch 584 Urban Landscape Architecture  
Arch 780 The Built Environment and Real Estate Development  
Civ Eng 594 Physical Planning and Municipal Engineering

#### D. Transportation Planning, Advisors: Ivy Hu, Bob Schneider

Many urban planning solutions are dependent on the availability and effectiveness of good transportation systems. A transportation system that is efficient for people, goods, and services is among a community's greatest assets. Similarly an inefficient system can cripple a community. The transportation planning option is comprised of courses which deal with both transportation engineering and transportation policy planning. A number of departments, including Civil Engineering and Mechanics, Geography, Economics, and Urban Planning, offer coursework in transportation.

##### **Urban Planning Courses:**

###### Required Courses:

UrbPlan 771 Transportation Policy and Planning  
Civ Eng 590 Urban Transportation Planning

###### **Other Elective Courses:**

Elective courses here may have prerequisites in the field. It is best to check with the individual instructor prior to beginning the course to determine whether it is possible for you to take the course without prerequisites. In addition, courses not listed here may be relevant to your particular area of interest, and may be eligible for this emphasis option. Check with the emphasis advisor about other courses that may be counted in this option. Also, watch the Schedule of Classes ([www4.uwm.edu/schedule](http://www4.uwm.edu/schedule)) for *variable topic* courses offered in other departments that may be related to transportation planning.

###### Recommended Electives:

UrbPlan 692 Special Topics: GIS and Transportation  
UrbPlan 772 Pedestrian and Bicycle Transportation  
Civ Eng 492 Environmental Impact Assessment  
Civ Eng 592 Traffic Control  
Civ Eng 594 Physical Planning and Municipal Engineering  
Civ Eng 790 Transportation Systems Design  
Civ Eng 792 Methods of Transportation Analysis  
Civ Eng 794 Traffic Planning and Operations  
Civ Eng 940 Topics in Transportation

## **E. Urban Revitalization**, Advisor: Nancy Frank

The cities of the U.S. have been struggling for decades against the lure of the suburbs. There have been some victories, but much remains to be done. This emphasis option explores several aspects of urban redevelopment, starting with housing (the largest user of land) and real estate, and the discussion of how the urban market has responded to a variety of innovative initiatives. This option includes a mix of electives which touch on the social and economic aspects of our cities.

### **Urban Planning Courses:**

#### Required Courses:

UrbPlan 662 Land Use Planning for Urban Redevelopment

UrbPlan 762 Housing Markets and Public Policy

#### **Other Elective Courses:**

Consult with your advisor on further elective options

## **F. General Option**, Advisor: Any faculty member of your choice or advisor assigned as incoming student.

Planning involves a variety of subjects and processes. A basic assignment of planners is to make connections between individual elements and the larger whole. Students who take electives in a variety of substantive areas are better able to link these elements together. Students also give themselves additional flexibility in terms of both their initial and subsequent jobs. Students who select this option should take two courses in at least one area to become more familiar with certain subjects, but the other choices are varied. For example, a student pursuing the general option might take two of the courses listed in economic development, and then divide the remainder of electives, (five courses) among the other emphasis areas (see **elective courses listed in other emphasis areas**).

### **LIST OF APPROVED ELECTIVE COURSES – may be taken as an elective by students, regardless of option (last updated, Fall 2016):**

Anthro 431 Urban Anthropology

Anthro 449 Economic Anthropology

Anthro 450 Political Anthropology

Anthro 940 Seminar in Problems in Cultural Anthropology

Arch 557 Behavioral Factors in Housing Design

Arch 560 Introduction to Historic Preservation

Arch 749 Urban Design as Public Policy

Arch 780 The Built Environment & Real Estate Development

Arch 845 Studies in Urban & Community Design Theory

Bus Adm 481 Real Estate Finance

Bus Adm 483 Property Development and Management

Bus Adm 733 Organizational Development

Bus Adm 740 Management Information Systems, Concepts, & Languages

Bus Adm 744 Management of Information Systems  
Bus Adm 747 Systems Analysis and Design  
Civ Eng 413 Environmental Engineering  
Civ Eng 490 Transportation Engineering  
Civ Eng 492 Environmental Impact Assessment  
Civ Eng 590 Urban Transportation Planning  
Civ Eng 594 Physical Planning and Municipal Engineering  
Civ Eng 790 Transportation Systems Design  
Civ Eng 792 Methods of Transportation Analysis  
Econ 712 Urban Economic Theory  
Econ 713 Regional Economic Theory  
Econ 749 Urban Public Finance  
Econ 774 Economic Development: Theory  
Econ 775 Economic Development: Policy  
Geog 403 Remote Sensing: Environmental & Land Use Analysis  
Geog 405 Introductory Cartography  
Geog 430 Geography of Transportation  
Geog 934 Seminar: Urban Geography  
Pol Sci 450 Urban Political Problems  
Pol Sci 751 Seminar in Public Policy Formation  
Pol Sci 972 Interest Groups and Public Policy  
Pol Sci 974 Seminar in Politics and Public Policy  
Psych 705 Information Processing  
Psych 750 The History of Psychology

### **Student-Initiated Approved Electives**

If a student wishes to take a course as an approved elective which does not appear on the list, he/she may do so as long as the elective is relevant to urban planning. Students should obtain the advice of the department chair or their advisor if any question might be raised about the appropriateness of a course. Students also may suggest that courses be added to the list of approved electives. Please submit a note to the department chair with an explanation of the course's relationship to planning, warranting its acceptance as an approved elective. The note should be accompanied by as much documentation of the course format and content as possible (Outline, Syllabus, Reading Lists, etc.).

## Transcript-Designated Concentration in GIS, Advisor: Ivy Hu

The GIS concentration requires UrbPlan 791, 792, and 793, plus 6 credits of GIS-related electives approved by the faculty advisor.

The concentration in GIS provides the skills and experience needed by professional planners to develop and use spatial analysis technology in both public and private organizations to improve their service delivery, management, and policy planning activities. The concentration provides planning students with those state-of-the-art skills for using and analyzing data spatially in planning for improvements in transportation, housing, economic development, environment, natural resources, and related fields.

### Required Courses:

UrbPlan 791 Introduction to Urban Geographic Information Systems for Planning  
UrbPlan 792 Using Urban Geographic Information Systems (GIS) for Planning  
UrbPlan 793 Applied Projects in Urban Geographic Information Systems

## Transcript-Designated Certificate in Real Estate Development, Advisor: Harvey Rabinowitz

The transcript-designated certificate in real estate development is designed for those planners seeking additional skills related to the process of financing and developing property. Planners may work for private sector developers, nonprofit sector developers (such as economic development corporations and community development corporations), or for community development departments in the public sector. In any of these contexts, having a strong understanding of real estate principles and tools can be an asset for professional success.

The certificate in real estate development requires 21 credits of course work. Unlike the typical MUP program of study, students in the real estate development certificate program must complete a thesis as part of the required course work. **Students who wish to have their Real Estate Development certificate appear on their transcript should contact the advising office to ensure that the certificate is included on transcript requests.**

## 8. COURSES OUTSIDE THE DEPARTMENT THAT STUDENTS HIGHLY RECOMMEND

Arch 780 The Built Environment and Real Estate Development  
BusAdm 393 Business Ethics & Social Responsibility  
BusAdm 481 Real Estate Finance  
BusAdm 483 Property Development and Management  
BusMgmt 725 Governance and Executive Leadership of Nonprofit Organizations  
CivEng 492 Environmental Impact Assessment  
CivEng 590 Urban Transportation Planning  
CivEng 592 Traffic Control  
CivEng 594 Physical Planning and Municipal Engineering  
CivEng 790 Transportation Systems Design  
PubAdm 630 Budgeting and Finance in the Public Sector  
PubAdm 965 Municipal Management  
UrbStd 945 The Internal Structure of the City

## 9. ELECTIVES AT UW-MADISON

The UW-Madison Department of Urban and Regional Planning has entered into a cooperative agreement with our program allowing students to take courses in either program. For information on electives at UW-Madison see <http://urpl.wisc.edu/academics/courses.php>.

## 10. DEPARTMENT POLICIES RELATING TO COURSES

*This posting is to comply with UWM Faculty Document No. 1895, pertaining to the Uniform Syllabus Policy. These are the general policies of the department relating to participation by students with disabilities, accommodation of religious observances, academic misconduct, complaint procedures, grade appeal procedures, sexual harassment policy, courses for which final exams are not mandatory, and other standing policies.*

### A. Participation by Students with Disabilities

If you need special accommodation in order to meet any of the requirements of a course in Urban Planning, please contact the Student Accessibility Center (Mitchell Hall, room 112, 414-229-6287) and inform the course instructor.

### B. Accommodation of Religious Observances

Students will be allowed to complete examinations or other requirements that are missed because of a religious observance.

### **C. Academic Misconduct**

The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for the respect of others' academic endeavors. Suspected academic misconduct will be investigated and, in the event of a finding of misconduct, may result in sanctions, including suspension and expulsion.

A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.

### **D. Complaint Procedures**

Students are strongly encouraged to discuss any complaints about the conduct/content of a course with the instructor. Students may direct complaints to the department chair. If the complaint involves an alleged violation of a specific University policy, it may be directed to the department chair or to the appropriate university office responsible for enforcing the policy.

### **E. Grade Appeal Procedures**

A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the *course* resides. For graduate courses, see the Graduate School web page, <http://uwm.edu/graduateschool/academic-appeals-procedure/>. For undergraduates, a more detailed description of the grade appeal policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-28 and UWM Faculty Document #1243.

### **F. Sexual Harassment**

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well being of the students, faculty, and staff. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working environment.

## **11. ROTATION OF EVENING HOURS CORE COURSES**

A list of the semesters in which part-time students may expect specific core courses to be taught in the evening (after 4:30 pm) is available. Please contact the department chair for a current list. The department makes every attempt to offer courses in the evening at least as often as indicated in the course rotation.

## 12. DEPARTMENTAL HONORS

In recognition of academic excellence and honorable conduct by students who have completed the requirements for the Master's degree in Urban Planning, the Department faculty awards honors to those graduates who have met the following qualifications:

1. A cumulative GPA for all courses of 3.67 or higher;
2. Compliance with the student Honor Code of the School of Architecture and Urban Planning; and
3. Evidence of the ability to uphold the Code of Ethics of the planning profession.

All graduating students are evaluated at the end of their final semester by the Urban Planning Department faculty in accordance with the above criteria and those who meet these qualifications are awarded an Honors certificate at the School of Architecture and Urban Planning graduation ceremony.

## 13. WRITING REQUIREMENT

Clear and effective writing is a critical skill for planners. The Urban Planning program encourages improvement in students' writing skills by emphasizing writing improvement across the curriculum, especially in core courses.

In some cases, students require more intense instruction to improve their skills to the level considered necessary for planning practice. In these instances, students may be required to take a writing course as part of their program of study.

During the fall semester, student writing is assessed in core courses and students with a writing deficit are identified by course faculty. Subsequently, student written work is reviewed by a faculty committee to determine whether the student should take a writing course. Students will be notified before the beginning of the spring semester if a writing course is required. The student should complete an approved writing course by the end of the spring semester. The course must be approved by the department chair. The course requirement may also be fulfilled during the Winterim session if an approved course is available. If an appropriate graduate level writing course is available, the course will count toward the 48 credits required for the MUP degree. If an appropriate graduate writing course is not available, the student may be required to complete an undergraduate course, which will not count toward the 48 credits required for graduation.

Writing is a required element of the comprehensive exam. Students whose writing does not meet the level of proficiency required on the comprehensive exam will be required to complete additional written work (such as taking a writing class) in order to pass the comprehensive exam requirement.

The following writing courses are recommended for students seeking to improve the quality of their writing. Note that courses offered only for undergraduate credit will not count toward the credits required for graduation.

### Undergraduate

English 201 Strategies for Academic Writing

English 205 Business Writing

English 206 Technical Writing

English 432 The Rhetoric of Argument

### Graduate

English 430 Advanced Writing Workshop

English 433 Creative Non-fiction for Publication

English 435 Professional and Technical Writing

## 14. COMPREHENSIVE EXAM

The comprehensive exam is distributed at the end of the spring semester of the first year and is due in mid-August. The purpose of the comprehensive exam is to assure that students have achieved a sufficient level of competence in the core knowledge required for planning. The comprehensive exam is a tool used to determine whether students require additional instruction related to some knowledge and skills required for planning. The comprehensive exam also provides an opportunity for students to integrate their knowledge and skills in different courses to address and solve real planning problems. Students may pass portions of the exam but be required to do additional work to improve other areas before passing the entire exam. Additional work may include non-credit work with a faculty member or taking additional course work to improve skills or knowledge in a particular area. The areas of competency identified in the comprehensive exam are: statistical analysis (740), planning methods (721), urban development theory (720), land use planning and planning law (701 and 702), planning theory and ethics (711), and writing.

## 15. JOINT DEGREE PROGRAMS

Students in one of the three joint degree programs—Architecture, Public Administration, or Civil Engineering---need to consult Joan Simuncak, SARUP's graduate advisor, the department chair, and/or the faculty advisor for the joint degree program. **Consultation should be early and often.**

In most cases, students are advised to complete the 700-level required courses in urban planning during their first year of study. Required courses in the other field of study are taken in place of electives throughout the first two years of study. Typically, the third year of study is entirely in the other field.

Students are typically admitted to the MUP program as a joint student. A student admitted as an MUP-only student may transfer into any of the joint degree programs after completing an additional application to be admitted to the degree program in the second field. Being admitted to a joint program after a student has begun the MUP program may result in a longer time-to-degree than if the student had originally started both programs simultaneously.

## 16. SOFTWARE TOOLS AND TRAINING

Department has free access to ESRI (GIS) online training. Email Nancy Frank ([frankn@uwm.edu](mailto:frankn@uwm.edu)) for access. See also: [uwm.edu/gis/resources/](http://uwm.edu/gis/resources/)

*NEW THIS YEAR: LYNDA.com* – search UWM site or go to: [uwm.edu/lynda](http://uwm.edu/lynda)

A huge wealth of online trainings for just about any software you can imagine, plus sessions covering data visualization, web design, coding languages, and more. (Adobe Suite, AutoCAD, Microsoft Office, Google SketchUp, ESRI, SPSS, etc.)

UWM Learning Techniques: low-cost (\$15-35) instructor-led software trainings here on campus for Microsoft Office and Adobe suite products. [uwm.edu/learningtechniques/](http://uwm.edu/learningtechniques/)

Additional classes can be found through MATC for those looking to improve their skills with various design software. (AutoCad, InDesign, Photoshop, etc.)

## 17. ACCESS TO ROOM 194

Students can be given permission to have 24/7 access to the computers in room 194. They must request permission from their instructors, then access will be added to their ID cards once the permission is approved. Access to this room ends on the last day of classes each semester.

## PART THREE: SPECIAL PROBLEMS

### 1. WAIVER OF COURSES

If you have already completed course work that is largely duplicated by the required core, some of the core may be waived for you. Forty-eight credits are still required, but you would be able to choose electives to fill in for the number of credits of core that were waived. To obtain credit for the course, you need to pursue transfer credit, see below.

To request a course waiver, a memo must be sent to the chairperson of the Admissions Committee. State the core segments that should be waived and what previous work justifies the request. You should submit a reading list or a course syllabus from the previous work and a transcript. (If the transcript you submitted when applying to the department shows this work, you need not submit another).

### 2. TRANSFER OF CREDIT

Graduate course work completed prior to admission to the MUP program may be considered for transfer. Two sets of procedures and requirements must be met: those of the Graduate School and those of the Urban Planning Department. Both processes can be time-consuming. Students should initiate the process as soon they enter the program.

#### The Graduate School

In order for courses to be considered for transfer, they must have been: graduate level; completed within the last five years; received a grade of "B" or better, (or something equivalent); and not have counted toward a previous degree. No more than nineteen credits may be transferred.

If you have taken courses which you think are transferable, submit an official transcript of the courses and an application for transfer of credit to the Graduate School. Your transcript is probably already on file with your original application to UWM, in which case you need not submit another. Transfer Credit Evaluation form can be obtained at <http://uwm.edu/graduateschool/student-forms/>.

The Graduate school will make its decision and send a notice to the Urban Planning Department. That notice must be signed by our chairperson and returned to the Graduate School before the transaction is made official. The student will be notified by mail when credits are actually transferred.

#### Department Policy

The Urban Planning Department must also decide if your previous graduate work merits application to the MUP degree. Submit a letter or memo to the chairperson of the Admissions Committee asking that your credits be considered for transfer. Include in the memo a list of courses you wish considered and an estimation of what UWM courses are approximately equivalent to these in terms of course content. (You can consult a school bulletin or talk with a professor in the appropriate department to find out what UWM courses correspond with yours). Along with your letter or memo, submit copies of reading lists or syllabi for your courses. If these are not available, write down the readings you did and a description of the course

and assignments, and submit this. A transcript showing the course and grade is needed; if you submitted this with your original application, it is already in your folder and another is unnecessary.

### 3. DROPPING & ADDING COURSES

You may add and drop courses via PAWS (<http://paws.uwm.edu>) until the deadlines posted on the PAWS website. If you wish to add a course that has been filled, see the instructor and/or attend the first class to request a signature allowing you to add the course. To determine when the last day to drop courses with no special excuse and with no notation on your transcript is, and the time period in which you may drop courses with no special excuse, but with a notation on your transcript, consult the UWM **Schedule of Classes** (<http://www4.uwm.edu/schedule>).

**The department chair's and instructor's signatures are required on all drops after week eight. Planning students should note that dropping any core course can cause serious sequencing problems that can result in the delay of the receipt of the Master's Degree.**

Poor performance in a course will not by itself be accepted as a reason for dropping that course after week eight of the semester. Medical issues (accompanied by a doctor's written statement) that have affected or are likely to affect a student's performance in a course will be accepted as sufficient cause for dropping that course after the eighth week of the semester. Major personal problems or emergencies that have a significant effect on a student's performance in a course may also be accepted as a reason for dropping a course after the eighth week of the semester.

Students should note that instructors are prepared to give students an assessment of their progress in a course up to the deadline for dropping without signatures (through the eighth week of the semester).

### 4. APPEAL/GRIEVANCE PROCEDURE

Appeals of rules and regulations which fall within the purview of the Graduate School should be addressed directly to the Associate Dean for Student Services. The nature of the appeal and substantiating reasons must be described in writing by the student to the Associate Dean and must be supported in writing by the appropriate faculty member or graduate program representative. Appeals forms are available in the Advising Office, AUP 225.

A graduate student who receives an adverse decision in an academic matter (e.g., request for a late course drop, grades, scholastic programs, and graduation decisions) may appeal the decision to the appropriate authority within the department, school or college in which that decision was made. In pursuing an appeal/grievance the student must observe the following sequence:

Step 1: The student appeals to the faculty member or faculty body responsible for making the initial decision within 30 working days of the action which prompted the appeal/grievance. If requested by the student, the faculty member or body provides the student with a written statement of the reason for the adverse decision.

Step 2: If the Step 1 decision is not in the student's favor, the student may, within 10 working days from the date the Step 1 decision is communicated to the student, appeal to the body designated by the graduate faculty of the student's program to hear appeals. This appeal must be in writing with substantiating reasons

given for the appeal. In the event that any of the members of the body hearing the Step 2 appeal were involved in rendering the Step 1 decision being appealed, they must be replaced for the purpose of hearing the Step 2 appeal. Substitute members will be chosen by the program using established program appeal procedures. If necessary, the dean of the school or college in which the program is located may be asked to appoint replacement members of the committee. If the Step 1 decision that is being appealed was handled by the committee for hearing appeals in the program, the Step 2 appeal should be made to the appropriate appeals committee of the school or college. If such a committee does not exist, the dean of the school or college should appoint an ad hoc committee to handle the appeal.

Step 3: If the Step 2 decision is negative, the student may, within 10 working days from the date of notification of that decision, appeal to the dean of the Graduate School. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought. All documentation must be forwarded to the Graduate School's associate dean for academic programs. The associate dean reviews the case and forwards the appeal with a recommendation to the dean of the Graduate School, who may choose to seek advice from the Graduate Faculty Council Subcommittee on Appeals.

In appeals dealing with academic matters that fall within the purview of the faculty, the Dean of the Graduate School will respect the faculty decision.

## 5. INCOMPLETES

If a student does not complete all the requirements for a course on schedule, and if he/she can work out an agreement for completion of that work on a timely basis, an instructor can give a grade of I for that semester. However, all work for that course must be completed within one year, or the grade will be changed automatically from an "I" to a PI (Permanent Incomplete). This is a University rule. A grade of incomplete is appropriate only when the following conditions are present:

1. You have done satisfactory work in a substantial fraction of the course requirements prior to grading time and provide the instructor with evidence of potential success in completing the remaining work.
2. Extraordinary circumstances, not related to class performance, such as illness or family emergency, have prevented you from finishing the course requirements on time.

An Incomplete will not be given to enable you to do additional work to improve a grade.

Reasons for requesting the Incomplete must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the Incomplete, including the dates for submitting all remaining work. The instructor may deny a request for an Incomplete and assign a letter grade based on the work completed at that point. It is your responsibility to initiate a request for an Incomplete.

You are also responsible for seeing that the Incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a letter grade (including an F) or to a PI (Permanent Incomplete) if you fail to meet the deadline for completion.

## PART 4: FINANCIAL AID AND WORK STUDY

### 1. WORK STUDY UNIVERSITY PROGRAM

Work Study support is generally limited to an average of twenty hours per week while classes are in session and a total of forty hours per week during authorized vacation periods. Rates of pay for student jobs on and off campus vary based on the complexity of the job, the student's qualifications, and past work experience. Application forms and further information on deadlines and procedures to be followed can be obtained from the Department of Financial Aid, Mellencamp Hall room 162.

**Work study applications can take as long as six weeks to be processed. Be sure to enroll early.** Various public planning agencies have signed agreements for work-study positions. This is an excellent way for qualified persons to gain both income and relevant experience.

### 2. WORKING ON YOUR OWN

Planning students frequently obtain placements with various public and private agencies in the metropolitan area. Placements in the past have included the mayor's office, the Community Development Agency (CDA), the Social Development Commission (SDC), the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the Department of City Development (DCD), and the Common Council.

These placements have been very useful in terms of both experience and income. **Students can very easily become absorbed by their placements, much to the detriment of their classwork. Be forewarned and be prepared. Either keep your work hours in bounds, or be ready to take a reduced course load. We caution those who seek to work more than fifteen hours per week while maintaining a 12-credit load.** Such work may be eligible for credit as an internship (see pg. 11 for Internships).

The Urban Planning Department posts internships on a clipboard in the workroom and in a binder in the advising office in room 225. Internship postings are also announced via email. Each fall, the Urban Planning Department publishes student resumes on the SARUP website and notifies over 200 agencies in the Milwaukee area of these resumes. Placements opportunities may start at any time. **Work experience is invaluable in helping graduates find permanent employment.**

### 3. DEPARTMENTAL ASSISTANTSHIPS

There are three types of assistantships—teaching, research and project assistantships. The Urban Planning Department has traditionally made use of teaching and project assistantships. Both teaching and project assistantships are contractual agreements in which a student contracts to complete a specified number of hours work per week and the department contracts to pay a salary for the work completed.

Teaching Assistantships usually involve the running of discussion groups in undergraduate course offerings. The Urban Planning Department usually appoints two persons to these positions. A Teaching Assistant is hired for first-year courses when the departmental budget allows.

Project Assistants (PAs) vary in the tasks they are assigned. They may help faculty undertake research projects with which they are involved. They may also be assigned administrative duties such as putting readings on reserve, or collecting data needed by faculty. PA duties vary from semester to semester. Thirteen hours of work per week is required for a 0.33 PA appointment.

Teaching Assistant (TA) and Project Assistant (PA) appointments made in the department are based on the following criteria:

1. Strength of an applicant's admissions record, including undergraduate GPA, GRE scores, performance in course work beyond the undergraduate level, the student's personal statement in the admissions file, and letters of recommendation.
2. Special skills related to the job requirements of a particular position.
3. Academic performance in the Masters of Urban Planning program.
4. In the case of reappointment, satisfactory performance in the current year graduate assistantship.

The department may designate that for certain positions only incoming students or only continuing students are eligible. When the department designates such eligibility requirements for a position, the selection criteria above are applied only to those students who meet the eligibility requirement.

Assistantships are usually awarded to superior students and are contingent upon continued performance. The awards are for one year at a time. A new competition is held each year for these positions. The Urban Planning Department tries to keep at least four positions each year.

### 4. FELLOWSHIPS

The Graduate School administers a number of UWM fellowships through its Fellowship Committee. Each individual department makes nominations for these awards. The Fellowship Committee, composed of University faculty, makes final fellowship award decisions. Awards are based on merit and are highly competitive. Fellowships are cash awards and do not involve a contractual agreement for work during the semester.

Students who wish to be considered for fellowship awards must have completed an application for them by mid-January. Both incoming and continuing students are eligible for these awards, but a student may only receive a University Fellowship for one year. Applications for fellowships can be picked up from either the Urban Planning Department office or the Graduate School office. A listing of the UWM fellowships, as well as external financial resources, can be found on the Graduate School Financial Support webpage (<http://www.graduateschool.uwm.edu/students/financial-support/>).

## **5. SARUP AWARDS**

Dean Bob Greenstreet spends a substantial portion of his time securing donations for student awards. Due to his success in this area, the School of Architecture and Urban Planning offers a large number of awards each year. Although individual awards range between \$1000 and \$2000, on average, some students receive multiple awards each year. Watch for application information during the academic year.

## **6. GRADUATE SCHOOL TRAVEL SUPPORT PROGRAM**

The Graduate School Travel Support program offers partial funding to UWM master's and doctoral students for presenting scholarly and creative works at conferences, performances, or exhibitions. Students are encouraged to submit applications six months *before* the event. (<http://www.graduateschool.uwm.edu/students/financial-support/graduate-student-travel-award/>)

## PART FIVE: FACILITIES ON CAMPUS

### 1. THE ARCHITECTURE AND URBAN PLANNING BUILDING

There are a number of facilities available in the AUP building for student use. Hours and other information regarding their use are posted outside room doors.

Resource Center – Shardha Natraj, Room 146, 229-5244

The Resource Center houses periodicals, journals, books and samples of buildings. Students can also check out slides from the slide library.

Media Center – Paul Olsen, Room 272, 229-6157

The Media Center has a variety of equipment and supplies available for student use. Students can photograph drawings and use the dark room for developing prints. Chemicals are provided, but students must supply their own paper, film and camera.

Shop – William Krueger, Room B79A, 229-5073

Each user of the shop must be certified on certain tools before they may be used without supervision. There are a limited number of hand tools available and a full range of power tools. Students may use the shop for model building, furniture repair, etc. Assistance is available to all students.

Building – Steve Heidt

Report building problems to the Building Chair, Steve Heidt: heidt@uwm.edu or 229-5237

Computers – Labs in rooms 150 and 194, classroom in 158

Three computing labs and several computer-based studios offer SARUP students, faculty, and staff access to a wide range of software packages including Computer-Aided Design (CAD), Geographic Information Systems (GIS), and standard office applications. Laser printing, large-scale plotting, CD-ROM recording and tape backup are also available. SARUP maintains a comprehensive Web site for access to course information, faculty/staff data, and a wealth of other resources. Students can also create their own Web 'home pages' and link them to the SARUP home page to publish their credentials, works, and portfolios online.

Students must have a username and password in order to access the network. Students can use and access their network folder from every computer in the school. Computer labs around campus are open seven days per week (except during vacations) and hours of operation are posted outside each room.

Upon special request, students may be granted 24-hour access to the computer lab in Room 194 on a per-semester basis. Students can use the computers in the workroom during hours that the labs are closed. Some UWM general access labs have longer hours. Although it is possible to access files on the SARUP network from a general access lab on campus, it is recommended for the sake of convenience that students save their files to a flash drive or to the University's PantherFile system in order to work on it in another lab.

If you have a specific IT need or have issues with University computers please contact Julie Reindl or Kurt Meingast in room 292.

Computer Room Front Desk and Reserve Room – The computer lab in room 150 is staffed by personnel who can help with hardware and software problems. Staff can also provide smart board supplies, classroom computer keyboards, and computer carts and projectors for checkout. You must leave your student ID with personnel at the computer room front desk in order to check out items.

Snack and Vending Machines – Room 124

Third Coast Design Centre, Inc. – Third Coast Design Centre, an independent non-profit organization, sells architecture and urban planning supplies and books at a discount, as well as snacks and beverages. Membership is required for purchases. Hours: 8:30-4:30 Monday through Fridays during the fall and spring semesters, with occasional weekend, evening, and summer hours. Third Coast Design Centre is located in AUP 124.

Access – The AUP building is open from approximately 7:00 a.m. to 9:00 p.m. Mon. – Fri., and 12:00 p.m. to 6:00 p.m. Sat/Sun during the school year. Before or after hours, you will need your pass card to enter. Outside parking (metered) between the building and the soccer field is available until from 3:00 p.m. until 2:00 a.m. Approximately 130 spots are available for free overnight parking in the Engineering and Mathematical Sciences (EMS) lot from 8:00 p.m. until 7:00 a.m. See <http://www4.uwm.edu/map/parkingmap.cfm> for a parking map. If you feel unsafe walking to the EMS lot, you may contact BOSS (Be on the Safe Side - <http://www4.uwm.edu/boss/>) between 5:00 p.m. and 1:00 a.m. After 1:00 a.m., call campus police (229-4627) who will give you a ride to your car.

Student ID/sensor cards can be used to open the exterior doors to the Architecture and Urban Planning Building at all times and are issued at Room 143 in the Student Union. The use of a Student ID/sensor card is a privilege and responsibility extended to students of this school and is not available to students in other schools. Students should utilize their card in a manner that will maximize the security of the students, faculty and staff.

A lost card must be reported to Dee Nordgren in AUP 240 **immediately**. This will enable the school to deactivate the sensor card and will assist in maintaining the security of building users. Students who lose their card must go to Room 143 in the Student Union to obtain a replacement card. The School of Architecture and Urban Planning retains the right to revoke a student's sensor card at any time for any reason. You understand that non-return of the sensor card and non-payment of the fee will result in a hold being placed on your records, registration, transcripts, etc.

**You are the only person authorized to use this sensor card. You may not transfer or loan it to any person for any reason. You may not use the card to allow someone without access to a building or computer lab to use the facility during closed hours. The security system automatically records all entries by name, card number, date, and time.**

Planning Studios – Rooms 204, 212, and 208 (workroom) have been allocated to the department as studios for planning students. Each studio contains workstations for which students are responsible. **Students are strongly recommended to keep their studio locked when unoccupied** in order to avoid thefts and/or unaccountable disappearances of private effects. **Keys to the workrooms can be obtained**

from the UP Administrative Assistant in Room 260 (Phone: 229-5563). There is a \$40 fee to replace a lost key.

**Please keep your studio and workroom clean. Keeping the workroom and studios clean is a common courtesy for all students who use these facilities.** If you spill food or drink, please clean it up using the cleaning supplies in the workroom. If you need additional cleaning supplies please see the UP Administrative Assistant or Dee Nordgren in the SARUP office room 260. Please do **not** leave food in the workroom refrigerator past its expiration date. Please cover your food when using the microwave. UWM facilities management does not clean tables, microwaves, or refrigerators in the studios or workroom. Do **not** leave old papers or newspapers on workroom tables. Unclaimed papers will be discarded. Unclaimed property will be relocated to the lost and found in room 260.

## 2. UWM GOLDA MEIR LIBRARY

The UWM Library offers many services to its students. Books may be checked out on the first floor in the west section of the library. The west section also includes card catalogs and an extensive collection of periodical guides and author indexes.

The first floor east section of the library contains periodicals, newspapers, and reserve reading material. Reserve material is checked out for two-hour periods and is listed in a file arranged alphabetically by faculty member's last names.

A microfilm/microfiche reader can be found in the basement of the library.

The inter-library loan office (first floor west) will order books or media from other libraries if it is unavailable at UWM. The database services office (first floor west) offers computer-generated annotated bibliographies. Annotated bibliographies can be very helpful at the start of a major research project or independent study.

## PART SIX: MISCELLANEOUS

### 1. MILWAUKEE STUDENT PLANNING ASSOCIATION (MSPA)

The Milwaukee Student Planning Association is a student organization that provides networking opportunities for students pursuing careers in planning. MSPA also promotes the planning profession by sponsoring seminars, lectures, and tours related to contemporary urban issues in Milwaukee, Wisconsin, and throughout the United States.

MSPA membership is open to current and prospective students in any field – not just urban planning. Though MSPA caters mostly toward planning students, the organization has recently broadened its scope to create educational opportunities for students, faculty, staff, and alumni not academically tied to planning. By opening MSPA events to everyone, the organization provides a community service and gives positive exposure to the planning profession.

MSPA is funded through donations by planning-related professional companies and organizations, individual donors, and the Student Association Committee at UWM. If you would like to help contribute to MSPA, you can either become an MSPA member or make a donation.

The primary functions of MSPA are: (1) to foster mutual support among the urban planning students through social events and professional activities; (2) to provide student representatives on faculty committees; and (3) to act as a contact point between the urban planning students and the community in order that information about planning can be exchanged.

Past activities have included: (1) annual fall picnic in Lake Park; (2) tours of interesting redevelopment projects in Milwaukee and Chicago; (3) sponsoring the department Holiday party; (4) helping MSPA members register for conferences; (5) resume and professional development sessions, and, (6) an end of the year party at a Milwaukee Brewers game.

Membership fees are \$40 (amount subject to change – likely to be lower), which entitles members to a variety of events and educational networking opportunities each year. Please consult an MSPA representative for information about joining MSPA and upcoming events.

#### 2016-17 Officers

Marion Ecks  
William Griffith  
Sarah Bregant  
Joseph Widing  
Benjamin Block

Elections for new officers will be held during the spring semester.

## 2. FREE APA MEMBERSHIP

All students enrolled in the Urban Planning program receive one-year free membership to the APA. Students wishing to decline this outstanding benefit from the APA should notify Joan Simuncak before the end of add/drop period.

## 3. COMMUNICATION

Each faculty member has a mailbox located in Room 260. Teaching and Project Assistants also have mailboxes. All planning students have mailboxes in the workroom. These mailboxes are used for all interdepartmental written communications.

**EMAIL:** The department, individual faculty members, and students will use the student email reflectors (an automated mailing list) to make important announcements, including notification of meetings and internship opportunities. Be sure to check your email regularly. Students are encouraged to use email to communicate with each other. For the 2016-2017 academic year the addresses are:

mup123@uwm.edu =	all MUP students; course and career related communication ( <b>faculty do not receive mup123 communications</b> )
dupfaculty-list@uwm.edu =	all full-time and half-time faculty; any subject

Joint degree students and part-time students may opt to be listed on different lists at different times during their time in SARUP. Any student may request that an off-campus email address be used instead of or in addition to the automatically assigned UWM email address.

## 4. BULLETIN BOARD/ DRY ERASE BOARD

The bulletin board and dry erase board located in Room 208 are used for various informational purposes. Notices concerning courses, conferences, meetings, student chapter activities, and general information will be posted from time to time.

## 5. JOB BINDER

The Job binder located in Room 208 contains recent and past job postings that might interest students.

## 6. MENTORING PROGRAM (MentPlan)

The Urban Planning Alumni Association Chapter and the Milwaukee Student Planning Association (MSPA) offer a mentoring program (MentPlan). The program pairs Urban Planning students with graduates of the MUP Program who are currently employed in the Milwaukee area and provides students with advice on career goals, employment opportunities, and life in the planning profession. Information about the program is emailed at the start of the school year. If you are interested in finding a mentor, please contact an MSPA officer or the department chair.

In addition to pairing students with career mentors, MSPA also pairs incoming students with second-year students of similar interests. Forming relationships with senior students in the program helps ensure first-year students receive helpful advice on which classes to take and what student life is like in the MUP program. If you would like to be paired with a second-year mentor student, please contact an MSPA officer or the department chair.

## 7. INNOVATIVE CITIES LECTURES

Each year the Department of Urban Planning provides a free lecture series for students, APA certified professionals, and other community members. The lecture series invites planning professionals from outside the department to come and share their expertise in the Planning field with lecture attendees. Lectures are held about every three to four weeks. Watch your email for lecture announcements.

## 8. TEA & BIKKIES

Tea & Bikkies is held every Friday at 1:00 PM in the SARUP commons. T&B events consist of informal lectures about Architecture and Urban Planning related issues in Milwaukee. Look for T&B posters around SARUP to learn about upcoming speakers.

## 9. HOUSING

Milwaukee offers students a wide variety of affordable housing options. Most students new to Milwaukee live in the immediate UWM area, often referred to as the "East Side." The East Side is loosely defined as area north of North Avenue, south of Capitol Avenue, east of the river, and west of the lake. In general, housing becomes more expensive as one approaches the lake and less expensive as one crosses the river into the River West neighborhood. Housing information can be obtained through the off-campus housing office (<http://www.aux.uwm.edu/nho>) or in local newspapers.

## 10. LOST AND FOUND

See receptionist in Room 260.

## 11. STUDENT HEALTH

The UWM Norris Student Health Center (NHS) is available to students and focuses on providing primary medical and nursing care, mental health services and preventive care. **It is strongly recommended that all students have health insurance that includes emergency room and hospitalization coverage.** The UWM Student Association offers a Student Health Insurance Plan which covers most major medical illnesses or injuries. Brochures which describe both Norris Student Health Center services, as well as the Student Health Insurance Plan, are available at many locations on campus. Please consult these brochures or NHS directly for more information.

### What to do in case of an accident!

If you or a friend is hurt on campus (to and from classes, in a classroom or lab, or off campus, i.e., field trip, research site, etc.), you may seek help in a variety of ways:

- If you are mobile and can get yourself to the Student Health Center during their hours, you may seek help from them.
- In the campus area, if you are unable to travel without assistance, and the situation doesn't warrant an ambulance, you may call the University Police and they will take you to the Student Health Center or Columbia Hospital.
- In the case of serious and/or life threatening injury, University Police should be called without hesitation (9-911). They will immediately dispatch emergency personnel.

## 12. LIABILITY

The University does not provide blanket medical coverage to students or other visitors to the campus. However, should an injury or property damage occur which is the result of the negligence of a University employee, a claim can be filed against the University. If you have suffered financial loss because of such an incident, contact the Risk Management Office in Engelmann Hall 270 or phone 229-5079 or 229-3805.

Additionally, if you become a University student employee, the State's coverage will extend liability protection to you for your work-related negligent acts which may cause injury or property damage to others. For more information on Student Health, Accidents, and Risk Management, see <http://www4.uwm.edu/usa>

## 13. FOOD AND DRINK

An abbreviated listing of East Side establishments where one can grab a bite to eat or unwind.

### On Campus:

Gasthaus	basement of union	inexpensive food and drink
Union food court (The Atrium)	first level of union	fast food court
Kenwood Inn	third level of union	relaxed dining with daily menus
The Grind	Union, NW Quad, Main Library	coffee shop
Restor	NW Quad	organic convenience foods

### Immediate Campus Area

Roast	Locust and Maryland	coffee shop, sandwiches, salads
-------	---------------------	---------------------------------

### Downer Avenue Area

Café Hollander	Downer and Belleview	restaurant and bar
Henry's	Downer and Belleview	restaurant and bar
Sendiks on Downer	Downer and Park	deli, market
Starbucks	Downer and Webster	coffee shop
Bel Air Cantina	Downer and Belleview	taqueria

### Oakland Avenue

Cold Stone Creamery	Oakland and Locust	ice cream
Cousin's Subs	Oakland and Locust	fast food sandwiches
Domino's Pizza	Oakland and Hampshire	pizza
Harry's Bar & Grill	3549 N. Oakland (Shorewood)	restaurant and bar

Jimmy John's	Oakland and Hampshire	fast food subs
Lisa's Pizzeria	Oakland and Linwood	pizza
Noodles & Company	Oakland and Kenwood	fast food noodles dishes
Oakland Gyros	Oakland and Locust	Greek food
Qdoba	Oakland and Kenwood	fast food Mexican restaurant
SoLo	Oakland and Locust	Italian restaurant and bar
Subway	Oakland and Locust	fast food sandwiches
Shahrazad	Oakland and Locust	Middle Eastern restaurant
Shawarma House	Oakland and Locust	Middle Eastern restaurant
<b><u>North Avenue Area</u></b>		
Colectivo Coffee (formerly Alterra)	Prospect and Kenilworth	coffee shop
Beans and Barley	North and Kenilworth	organic and vegetarian deli
Chubby's Cheesesteaks	Oakland and Kenilworth	sandwiches
Grecian Delight	North and Oakland	Greek
G-Daddy's BBC	North and Farwell	bar and restaurant
Jalisco's	North and Prospect	Mexican
Hooligans	North and Farwell	restaurant and bar
Hotch Spot	North and Kenilworth	sandwiches, soups, salads, organic, vegetarian
Ma Fischer's	Farwell and Kenilworth	late-night diner
Qdoba	Prospect and Ivanhoe	Mexican fast food
Suburpia	North and Prospect	sandwiches
Von Trier's	North and Farwell	bar and beer garden
Whole Foods	North and Prospect	grocery store w/ deli
<b><u>Other</u></b>		
City Market	2205 E. Capitol Drive	coffee, breakfast, sandwiches, salads, etc.
Comet Café	Farwell and Irving	restaurant and bar, vegan options
Estabrook Park Beer Garden	Capitol and Estabrook Pkwy	Beer Garden