UNDERGRADUATE STUDENT HANDBOOK

DEPARTMENT OF COMMUNITY AND REGIONAL PLANNING
2016-2017 CATALOG
COLLEGE OF DESIGN

IOWA STATE UNIVERSITY

Revised July 2016

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INTRODUCTION

This Undergraduate Student Handbook is intended to help students in the Department of Community and Regional Planning. It should be used as a **supplement** to the *Iowa State University Courses and Programs 2016-2017* book (http://catalog.iastate.edu/). Much information contained in the Courses and Programs book is not repeated in the guide. Whenever you need information regarding policies and procedures, refer to one of these publications or contact your advisor or the department professional advisor.

About Planning

Planning is a profession that is dedicated to helping society manage change. Most planners work at the local level, but they are concerned with issues that affect the world Planners help communities manage changes to their economy and environment; improve quality of life through recommendations such as the use of public transit systems, development of walkable communities, development of affordable housing, sustainable practices, or historic preservation, make communities more livable by regulating land use, creating design guidelines, or developing finance packages; ensure that all members of the community are involved and represented in decision making processes, etc.

Planning has its roots in engineering, law, architecture, landscape architecture, social welfare, and government reform, but most contemporary planners are trained in the social sciences so that they can understand the society and the economy in which planning functions and in which plans must be implemented. Although many planners today combine design and people skills, many planners emphasize the social and economic aspects of planning in their education and in their work. Planning is people-oriented as much as it is future-oriented.

Planning at Iowa State University

ISU's Department of Community and Regional Planning is one of the nation's largest and oldest planning programs, with courses dating back to 1921. Our program is one of only 16 accredited undergraduate planning programs in the United States. You will learn in the classroom and in the field, led through the process by outstanding international faculty who are equally at home with the classroom theory and the real-world practice of planning. The program is structured to help you design your own program of study to meet your professional goals. You can choose a program of study that allows you to be a generalist in the field or you may choose to focus your studies in one of five focus areas: Community Development and Social Policy, Ecological and Environmental Planning, Physical Planning and Urban Design, Regional and International Planning, and Transportation and Land Use.

STUDENT/ADVISOR RESPONSIBILITIES

Iowa State University's academic advising program strives to enhance the student's intellectual and personal growth, to sharpen the student's decision-making skills, and to integrate the student's academic and future career plans. Each student in the department begins the program assigned to the department professional advisor. Once the student passes CRP 201 and reaches sophomore classification, the student is assigned a faculty advisor. A student may request to change his/her advisor by contacting the chair of the department. Requests to change advisors must have substantiated reasons.

Student Responsibilities

Students are responsible for articulating their educational and career goals and making plans to attain them. To do this, students are accountable for the following:

- Knowing University policies and procedures with respect to registration and schedule changes, and carrying out these procedures.

- Asking your advisor for assistance during your advisor's posted office hours. When that isn't possible, you are responsible for arranging a time to meet with your advisor.

- Assuring the accuracy of your schedule and making sure that the schedule is correct after schedule changes have been made.

- Knowing the requirements for the CRP degree and planning your semester schedules to meet those requirements.

- Monitoring the accuracy of your degree audit.

- Submitting the required ISU graduation application form during the semester prior to your last semester of classes.

Faculty Advisor Responsibilities

Faculty advisors assist students in formulating realistic educational and professional goals and in attaining them. To do this, faculty advisors are expected to do the following:

- Be available to consult with advisees during each advising/registration period. During the advising appointment, advisors discuss courses with students, and then give each student the RAN number required to use the AccessPlus registration system.

- Provide information about the requirements for the CRP degree.

- Provide guidance in the student's selection of required courses and electives that relate to the student's interests.

- Assist each student in monitoring the accuracy of the degree audit and notify the department professional advisor if corrections to the audit need to be made.

- Work with their advisees on academic warning/probation by meeting to discuss the advisee's academic intervention self-assessment, approving the academic intervention self-assessment in AccessPlus, and notifying the department professional advisor by email so the advisee's academic hold can be removed.

- Assist students when personal problems interfere with academic responsibilities. Refer students to appropriate college and university resources, such as the Dean of Students office, Student Counseling Service, Tutoring Service, Student Employment and Financial Aid Office, Department of Residence, Student Health Service, and Department of Public Safety.

Department Professional Advisor Responsibilities

The department professional advisor helps students and faculty advisors understand the University's advising procedures. In addition to the above faculty advisor responsibilities, the department professional advisor is expected to do the following:

- Coordinate undergrad advising in the department.

- Recruit students who will be an asset to the department.

- Orient new students to the university, its opportunities, and services.

- Explain alternative degree programs available in the college or university and help the student with curriculum decision-making.

- Answer questions for faculty advisors and/or their advisees that concern matters of procedures and curriculum when the faculty advisor is not sure of the information.

- Review degree audit change requests submitted by faculty advisors and/or their advisees.

- Sign forms that require an advisor's signature.

- Process minor request forms, multiple curricula forms, change of major/college forms, and withdrawal forms.

- Remove academic warning/probation holds after receiving the request from the faculty advisor.

- Review and confirm the accuracy of student degree programs for graduation.

- Assist students seeking re-entry and/or reinstatement to the College of Design and the CRP Department.

Please note: Dates for the advising and registration periods are included in ISU's Academic Calendar.

ACADEMIC PROCEDURES

Registration

Registration is the process of officially becoming enrolled in the University for a given term. Students must register for classes over the web through AccessPlus.

AccessPlus

To register, students must go to the AccessPlus page on the ISU web site at http://accessplus.iastate.edu/. You can log in to the AccessPlus system using your University ID number and your password. After logging in, select the Student tab and then select Class Registration. You will enter the four-digit registration access number (RAN) that you receive from your advisor. The AccessPlus system also allows you to see up to date information on course offerings.

To successfully register, follow these steps:

1. Review your degree audit in AccessPlus.

2. Verify the accuracy of your degree audit.

3. Check out the Schedule of Classes online at http://classes.iastate.edu/. Develop a preliminary class schedule based on class offerings and times.

4. Arrange a time to see your advisor and discuss what classes you wish to take. This should be done prior to your registration start date which can be found in AccessPlus.

5. Receive your registration access number (RAN) from your advisor.

6. Clear any holds on your registration that may apply.

7. Register for classes using AccessPlus.

Schedule Changes

For specific dates related to adds and drops of courses, see ISU's Academic Calendar. The semester is broken into three periods, with the following rules applying to each period.

Period I: through the fifth day of classes. Adds/drops may be processed by AccessPlus or on an Add/Drop Slip. Some courses require an instructor's signature. Drops do not count against the drop limit. Adds or Drops do not require any signatures--unless a course is full.

Period II: ends the third Friday after the day midterm grades are due (see date in ISU's Academic Calendar). DROPS and ADDS must be done on an Add/Drop Slip. Signatures of instructor and advisor are required and in some instances, college approval is needed. DROPS count against drop limit.

Period III: after the drop deadline through the end of the semester. Schedule changes will be approved only for extenuating circumstances as approved by the College Academic Standards Committee. Petition forms to process a late drop can be obtained at http://www.design.iastate.edu/StudentServices/files/drop_request_form.pdf.

For general information on registration and student scheduling, visit http://www.registrar.iastate.edu/students. For specific college policies on late adds and drops, contact your department professional advisor.

Enrollment Validation:

After registration you must validate your enrollment in each course. This means that you must attend one of the first two class meetings of a course after enrolled, or contact the instructor in the event of an emergency. If you do not validate your enrollment in this manner, you must drop the course if so directed by the instructor. **You must initiate the drop yourself. You will not be automatically dropped from the course if you fail to attend.**

Cancelation/Withdrawal from the University

Canceling your registration means you are dropping ALL your courses before the first day of the term. Other deadlines apply for some courses such as second half term courses. If you have registered and will not attend classes, you must CANCEL your registration at least one day prior to the first meeting date of your earliest course to avoid tuition assessment. Your course meeting dates are listed on your AccessPlus class schedule.

You must notify Iowa State University of your intent to cancel your registration. To process a cancellation, download the form in pdf format and follow the instructions on the form; go to 10 Enrollment Services Center; or email registrar@iastate.edu; or fax signed form to 515-294-2034.

Withdrawal means you are dropping ALL of your courses after classes have begun. To process a withdrawal, you must contact the department professional advisor and complete the Withdrawal form.

The tuition adjustment schedule lists the last day to cancel registration to receive 100% tuition & fee adjustment for standard sessions. NOTE: Contact the Office of the Registrar Tuition and Fees Area for cancel dates for non-standard Summer Sessions.

For more information on withdrawing from the university, refer to the *Iowa State University, Courses and Programs, 20016-2017* or contact the Student Services office in 297 Design.

Reentry

Students who have been absent from the University for twelve months or more must fill out a reentry form. Returning students are encouraged to complete the reentry form well in advance so they can register for classes during the appropriate registration period. Returning International students must also complete an updated information sheet for International students detailing their financial support for visa purposes.

Drop Limit

Students at Iowa State are limited in the number of courses they may drop in their undergraduate careers. Entering freshmen are allowed five course drops. Courses dropped during the first week of classes do not count against the drop limit. Students entering at or above the sophomore level are allowed four drops.

Audit

To audit a course means to enroll in the course without receiving credit for it. The instructor must approve all audits and students must register for audits by day 10 of the semester. Students are assessed fees as though they are taking it for credits, but it does not count toward full-time status. Changing a course from credit to audit requires

dropping the course and then adding it as an audit. If this occurs after day 5 of the semester, it *does* count against the student's drop limit.

Repeating a Course

Grades in all courses attempted remain on a student's permanent record. If a course is repeated under the designated repeat option only the second grade will be used to compute the cumulative GPA. A designated repeat form must be completed and submitted to the Registrar if the credit and/or course number has changed. For undergraduates, the repeated course option is limited to a maximum of 15 semester hours. If a student exceeds the 15-hour limit, courses may be repeated, but both grades will be used in computing the GPA.

Pass/Not Pass

Up to nine hours of unrestricted electives can be taken under the pass/not pass system of grading. Students who have earned 30 hours and are not on temporary enrollment are eligible to take courses pass/not pass. The deadline for changing to or from pass/not pass in a course is the drop deadline. See ISU's Academic Calendar for regulations and dates related to pass/not pass grading. **Any CRP course or courses used to complete the required general education categories and the required CRP categories cannot be taken as pass/not pass. These courses must be taken for a grade. If you change a course to pass/not pass, it will only count as an elective.**

AccessPlus does not allow courses to be added on pass/not pass basis. After registration, courses can be changed to pass/not pass. See the department professional advisor to initiate such a change.

Transfer Credits

Credits taken at another institution are initially evaluated by the Office of Admission in order to determine whether such credits are acceptable for credits at Iowa State. The Department of Community and Regional Planning will determine which transfer credits satisfy the requirements of the degree program. The department will follow the same procedure for student transfers from within the University. The last thirty-two credit hours prior to graduation must be completed at Iowa State. In cases of unusual circumstances these requirements will be waived if **prior approval is received from the advisor, chair of the Department, Dean of the College, and the Office of Admission.**

Transfer credits from other institutions have no impact on Iowa State's cumulative grade point.

Classification

Classification is determined by the number of credits completed:

Freshman	0-29 credits completed
Sophomore	30-59 credits completed
Junior	60-89 credits completed
Senior	90 credits completed

Calculating Grade Point Average

If you are unsure how to calculate your semester or cumulative grade point average, visit the GPA Calculator at http://www.registrar.iastate.edu/students/gpa-calc.

Unsatisfactory Academic Progress

For complete information concerning Academic Progress and Probation, please visit http://catalog.iastate.edu/academiclife/progressprobation/.   If you are placed on probation or dropped academically, you will be notified by AccessPlus and via email by a representative of the Academic Standards Committee of the College of Design. In the event you are dropped, you will be notified of the procedures required to seek reinstatement. It is **essential** that this procedure be followed before you will be considered for readmission. To seek reinstatement, contact the department professional advisor.

Honors Program

The Honors Program is meant to stimulate the high ability student and to allow the development of an individualized program of study.   The individualized program can provide a wider range of subjects and encourage the exploration of certain subjects in greater depth.

Students who graduate in the Honors Program will complete a self-directed independent project within the final year. Students are also required to enroll in at least two honors seminars as well as at least three honors courses. Students may apply for membership in the Honors Program after completing one semester at Iowa State, as long as 48 hours remain before graduation. The student is expected to have a GPA of at least 3.50. The College Honors Program is administered separately from the First-Year Honors Program. For additional information on the program visit http://www.design.iastate.edu/StudentServices/honorsprogram.php or contact your advisor.

Graduation

It is recommended that students set up an appointment with the department professional advisor in the semester prior to when they are planning to graduate, to discuss graduation requirements. Prospective graduates are responsible for indicating intent to graduate with your advisor one year prior to graduation.

During the semester prior to graduation: Submit your application via AccessPlus *student tab, graduation, application (upper left corner).* Deadlines to Submit Undergrad Graduation Applications:

- **Spring** (May) - Friday before Thanksgiving break

- **Summer** (August) - Friday before spring break

- **Fall** (December) - Last business day of May

After you have registered for classes for your final term, check your degree audit for accuracy and resolve any outstanding degree requirements with your adviser. If the degree audit needs further clarification, the student and advisor will be notified.   Questions regarding graduation procedures should be directed to the 210 Enrollment Services Center, phone 515-294-9372 or email graduation@iastate.edu.

For more information, visit http://www.graduation.iastate.edu/undergrad/undergrad-application.

Major/Curriculum Changes

If you want to change curricula, first explore the specifics of the programs in which you might be interested so you can be clear about the new requirements. The actual procedure begins with the department professional advisor, who fills out the File Transmittal Form for changing curricula and/or colleges. If you are transferring out of the college, pick up your college file from the Student Services office and then check into the new college and department.

Minors

Academic minors provide you with additional knowledge and experience beyond your CRP major. A minor is not required for the CRP degree, but it can be an asset in preparing for your career. It gives you something special to contribute to an office and offer to a potential employer when interviewing for jobs. It can help distinguish you from other job candidates who have a similar academic background. In fact, it's such a good idea that some advisors suggest that every student should have a minor – either an "official" minor or an "unofficial" minor.

Official Minor. An "official" minor is one that you declare. You must follow the requirements that the other department has set for the minor. This usually involves several required courses and several electives, with a total of at least 15 credits. An "official" minor appears on degree audit forms. An "official" minor also appears on your transcript but not on your diploma.

Unofficial Minor. An "unofficial" minor is one that doesn't fit into a single declared minor. Examples include behavioral design, urban design, outdoor recreation, historic preservation, outdoor learning and interpretation, and cultural landscape management. "Unofficial" minors are very flexible. They don't have course requirements or credit requirements. They don't appear on either your transcript or diploma. However, they can appear on your resume and in your job letters as an "area of concentration" or expertise that you have.

Declaring a Minor. If you are considering a minor, check the catalog for credit and course requirements. The Request for Minor form asks for a list of the courses to be taken for the minor, so you should consult with an academic advisor in the minor department, who also signs the form. Your department professional advisor signs the form and makes sure that courses will be marked appropriately on the degree audit, i.e., at least nine credits of the minor aren't used in any other category. The form also requires signatures from the minor college and the major college.

Multiple Curricula or Degrees

Depending on your career goals, you might consider completing another major or degree in addition to CRP. Discuss the possibilities with your advisor or the department professional advisor. The department professional advisor can assist with filling out the paperwork.

Degree Audit

A degree audit is a computerized representation of the courses required to graduate in your program of study and shows many different kinds of information. Your degree audit can be accessed in AccessPlus under the Student tab and then under Degree Audit. Use the degree audit alongside the curriculum sheet provided by the department. The categories and line numbers on the audit correspond to those on the curriculum sheet. Changes to the audits are made through the department professional Academic Advisor in 288 Design.

ACADEMIC INTEGRITY

The value of an education at Iowa State University depends greatly upon the quality of academic work and research completed by students at our institution. Each member of the Iowa State community has an opportunity to play an important role in promoting and preserving integrity on campus.

The academic work of all students must comply with all university policies on academic honesty. Examples of academic misconduct are:

- Attempting to use unauthorized information in the taking of an exam;
- Submitting as one's own work, themes, reports, drawings, laboratory notes, computer programs or other products prepared by another person;
- Knowingly assisting another student in obtaining or using unauthorized materials; or
- Plagiarism.
  - A useful link to understanding plagiarism, the consequences of plagiarism, and best practices for avoiding plagiarism is available at: http://instr.iastate.libguides.com/content.php?pid=10314.

Academic honesty policies are included in the *Policy On Academic Dishonesty* and *Code of Computer Ethics and Acceptable Use Policy*. These policies are references and / or included in the *Student Disciplinary Regulations*. In addition, students are responsible for following ethical standards adopted by the various colleges and departments. Students must also comply with the university policy on Research Misconduct. The policy prohibits research misconduct, which is fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results.

GRIEVANCE POLICY

Complaint Process for Students in Community & Regional Planning

Iowa State University is committed to treating all students fairly and respectfully. When a student encounters a problem on campus or feels she/he has been treated unfairly, the student should first try to resolve the issue informally with the faculty/staff member or department directly involved. Many issues can be resolved if a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns.

To submit a complaint to the Community & Regional Planning Department, undergraduate students may contact Francis Owusu, Chair of the Department, at fowusu@iastate.edu or the Department Professional Advisor, Malinda Cooper, at macooper@iastate.edu.

Filing a Formal Complaint with Iowa State University

If the student is not satisfied after working with the Department to resolve the complaint, the student may use this website to file a formal complaint with the appropriate Dean or Senior Vice President. Formal complaints through this website are automatically tagged with the Net-ID used to login to this site's online form. This ensures that the complaint is clearly attributable to the student.

PROFESSIONAL AND RESEARCH OPPORTUNITIES

Internships

Internships provide you with quality work experience before you graduate. Actually, it's not necessary that it be called an "internship." The most important thing is that it's a quality work experience you can use to put your studio skills and concepts into practice, make additional coursework more meaningful, help refine your career goals, and gain a comparative advantage in job hunting.

The term "internship" implies guidance and direct supervision by a CRP professional. That's true of any quality work experience before you graduate. Other aspects of a quality work experience include increased responsibility, self-reliance, the opportunity to work on a variety of projects with a variety of people, and the production of portfolio-quality materials.

If you are interested in an internship and other quality work experiences, keep in touch with the department office, the Career Services coordinator, and your advisor. CRP 330 is a course that you can enroll in to get formal academic recognition of an internship, i.e. it shows up on your transcript. Students may take CRP 330 as a 1, 2, or 3 credit course. It is repeatable but a student can only earn a total of 3 credits. Internship experience is highly recommended but is not required. To receive CRP 330 credits, you need to gain approval for your internship by contacting the chair of the department in room 146. Forms for internships are available from the chair of the department. It is your responsibility to locate an internship if you desire to pursue it.

Student Organizations

American Planning Association (APA) Student Chapter

The undergraduate students in the department have their own professional organization, Planning Student Organization. You are encouraged to join and become an active member. They elect officers each year, and a student representative attends all faculty meetings. In addition, they organize a number of activities each semester, including:

- Promoting students/faculty interactions beyond the academic environment.

- Providing awareness of our national professional organization, the American Planning Association (APA). Many students join APA, and they pay reduced students fees. Forms are available in the CRP office, and the chair of the department has to certify, on the form, that you are a full-time student.

- Promoting the department through active participants in the Design Council, Government of Student Body, or programs such as VEISHEA, Homecoming, Focus, etc.

- Organizing the participation of students in the national and state annual meetings of APA.

Design Council

The Design Council is an interdepartmental organization that represents all students in the College of Design. A representative from each departmental club is present at all meetings, which are open to all students and faculty from the College of Design. The Council encourages communication and interaction between the various majors in

the College, and serves as a liaison between students and the College of Design administration. It also disperses funds to promote College activities.

AWARDS AND SCHOLARSHIPS

Each April the College of Design recognizes those students who have displayed excellent academic performance at the Annual Awards Day. The Department of Community and Regional Planning usually presents one award and four scholarships. To learn more about these awards and scholarships, visit http://www.design.iastate.edu/StudentServices/scholarships.php.

AICP Outstanding Undergraduate of the Year Award

The AICP Outstanding Undergraduate of the Year is presented to a senior in the Department of Community and Regional Planning who has displayed outstanding academic achievement and professional potential. There is no application process for this award. The CRP faculty votes on a list of qualified students each March.

Jeske Dual Degree Scholarship

The Jeske Dual Degree Scholarship is awarded to a student double majoring in CRP and in another program in the College of Agriculture and Life Sciences, College of Liberal Arts and Sciences, or College of Business. The award is given to a student in good academic standing with a minimum cumulative GPA of 2.5 and demonstrated financial need.

William A. Malone Scholarship

The William A. Malone Scholarship is presented to a prospective senior in the Department of Community and Regional Planning based on academic achievement. There is no application process for this award. The CRP faculty votes on a list of qualified students each March.

Marvin R. Springer Scholarship

The Marvin R. Springer Scholarship is awarded to a student who has completed the Core Design Program and is applying for entry to either the Community & Regional Planning or the Landscape Architecture degree program. The award is renewable each year in the CRP or LA program, up to a total award of $4,000, if a minimum 2.75 GPA is maintained and the student stays in the program. Demonstrated financial need is required. The student must submit a College of Design application, a 300-word written statement, and three letters of recommendation.

Murray B. Weir Scholarship

The Murray B. Weir Scholarship is awarded to an undergraduate or graduate student in either Community & Regional Planning or Landscape Architecture who has demonstrated financial need, high academic achievement and shows professional potential. The CRP faculty votes on a list of qualified students each March.

STUDENT SERVICES IN DESIGN & ACROSS CAMPUS

Design Student Services   297 Design   294-6983

The Design Student Services Office processes forms such as late drop slips, withdrawals, and curriculum changes; enforces the college's academic standards; maintains student records for the college; and coordinates orientation programs for new students. For additional information about their services, visit http://www.design.iastate.edu/SS/index.php.

Design Career Services   297 Design   294-0735

Design Career Services provides career development support to College of Design students and alumni. The emphasis is on the individual's personal quest for career success, utilizing internships as a vehicle for career development, and providing career-related educational programming. Career Services also coordinates employment opportunities available to design students, graduates, and alumni through CyHire, Iowa State University's online career management system. For additional information, visit http://home.design.iastate.edu/CareerServices/index.php.

Office of the Registrar   214 Enrollment Services Center   294-1840

The Office of the Registrar maintains student records. The AccessPlus System is maintained by the Registrar's Office. AccessPlus allows access to unofficial transcripts, ordering official transcripts, and the capability to change student addresses. For additional information about the Office of the Registrar, visit http://www.registrar.iastate.edu/.

Financial Aid   0210 Beardshear   294-2223

The Office of Student Financial Aid administers financial aid programs and counsels students in planning individual strategies to meet college costs.   The office assists students in locating part-time employment and provides information on loans, scholarships, and grants. For more information, visit http://www.financialaid.iastate.edu/.

Student Answer Center   Ground Floor Beardshear Hall   294-4469

Not sure where to go for answers for your questions? The Student Answer Center (SAC) provides one-stop assistance for general questions relating to Iowa State University and the surrounding community. They will answer your questions on the spot or direct you to the proper source. For additional information, visit http://financialaid.iastate.edu/sac/.

Academic Success Center   1060 Hixson-Lied Student Success Center 294-6624

For information about tutoring, supplemental instruction, and many other academic resources visit http://www.asc.dso.iastate.edu/.

Student Disability Resources 1076 Student Services Building   294-7220

For information about student disability resources and accommodations, visit http://www.asc.dso.iastate.edu/.

Student Counseling Service   3rd floor Student Services Building   294-5056

The general goal of the Student Counseling Service is to assist students in acquiring the skills, attitudes, abilities, and knowledge necessary to prepare for life. To meet this goal a professional staff helps students sort through their feelings, strengths, and options to develop new perspectives and coping skills. Trained counselors are available to work with students who are having difficulty with such concerns as curriculum choice, career goals, social and personal adjustment, substance abuse, and depression. Services are offered at no charge to Iowa State students and are strictly confidential. Students are urged to stop and visit with a counselor at the Student Counseling Service (third floor of Student Services Building) if they have concerns related to any of these matters. For additional information about their services, visit http://www.counseling.iastate.edu/.

LEARNING OUTCOMES: B.S. IN COMMUNITY & REGIONAL PLANNING

The Department of Community & Regional Planning educates students to be *critical thinkers and engaged global citizens who have the ability to contribute to a better world.* Graduates of the Community and Regional Planning program at Iowa State University will be skilled in understanding and articulating community problems and issues and be able to apply planning knowledge in a diverse and democratic setting, to the standards of conduct outlined by the American Institute of Certified Planners.

1. Graduates of the program will demonstrate essential knowledge of the purpose and history of planning.

Assessment: CRP 201, Alumni surveys

2. Graduates of the program will demonstrate knowledge of planning ethics, equity and social justice and be capable of making sound ethical judgments.

Assessment: CRP 331, CRP 383, Alumni & Employer surveys

3. Graduates of the program will demonstrate knowledge of planning law and local government institutions regarding how plans and policies are developed and implemented.

Assessment: CRP 492, Alumni & Employer surveys

4. Graduates of the program will be knowledgeable about the planning process; understand how social, cultural and economic forces influence land use changes; be able to develop alternative scenarios for the future; and have experience applying these ideas through active learning and real life experiences.

Assessment: CRP 301, CRP 383, CRP 432, Alumni & Employer surveys

5. Graduates of the program will have a working knowledge of both qualitative and quantitative methods and demonstrate their ability to apply these methods in order to analyze a planning problem or situation.

Assessment: CRP 301, CRP 432, STAT 101, Alumni & Employer surveys

6. Graduates of the program will engage communities, identify a range of tools that can be applied to different situations, and demonstrate their ability to expand participation, ensure inclusion, and give voice to diverse stakeholders.

Assessment: CRP 432, Alumni & Employer surveys

7. Graduates of the program will demonstrate professional written, oral and visual communication skills within a variety of educational and community settings.

Assessment: ENG 150, ENG 250, SPCM 212, CRP 301, CRP 432, Alumni & Employer surveys

8. Graduates of the program will be knowledgeable about the natural environment and understand the factors that create sustainable and resilient communities.

Assessment: CRP 293, Alumni & Employer surveys

9. Graduates of the program will be knowledgeable about diverse ideas, cultures and societies.

Assessment: DSNS 183, SOC 134, CRP 201, CRP 391, US diversity requirement.

10. Graduates of the program will have a basic knowledge about global issues that affect planning, urbanization, and societies.

Assessment: CRP 201, CRP 383, International perspectives requirement.

COMMUNITY AND REGIONAL PLANNING CURRICULUM SHEET

BS in Community & Regional Planning   2016-2017 Catalog (128 Total Credits)

University Requirement	6.0
International Perspectives	3.0
US Diversity (CRP 201)	3.0

* see http://www.public.iastate.edu/~registrar/courses/div-ip-guide.html

Communications	13.0
ENGL 150 (C- or better)	3.0
ENGL 250 (C- or better)	3.0
SP CM 212	3.0
ENGL 309 or 314	3.0
LIB 160	1.0

Humanities	9.0
Phil 201, 206, or 230	3.0
6 credits from approved list	3.0

Social Sciences	18.0
ECON 101 or 102	3.0
POL S 215	3.0
SOC 134	3.0
9 credits from approved list	3.0

Mathematical/Physical/Biological Sciences	13.0
STAT 101	4.0
MATH	3.0
6 credits of science from approved list	3.0
Science	3.0

Additional General Education Courses	6.0
300-400 Level (ENGL 309 or 314)	3.0
300-400 Level	3.0

College of Design Core	3-4
DSN S 183 or DSN S 102	

Electives (Remaining credits for a minimum of 128 cr.)

Planning Core		24.0
CRP 201	The American Metropolis	3.0
CRP 293	Environmental Planning	3.0
CRP 301	Planning Methods Studio	4.0
CRP 383	Theory of the Planning Process	3.0
CRP 391	Field Travel	1.0
CRP 432	Community Planning Studio	6.0
CRP 492	Planning Law, Administration and Implementation	3.0
CRP 498	Portfolio Development and Review	1.0

Planning Electives (choose from non-required CRP courses)		24.0
CRP 291	World Cities & Globalization	3.0
CRP 320	Urban Form	3.0
CRP 330	Professional Practice Seminar	1-3
CRP 376	Rural, Urban and Regional Economics	3.0
CRP 416	Urban Design and Practice	6.0
CRP 417	Urban Revitalization	3.0
CRP 425	Growth Management	3.0
CRP 427	Comparative Urbanism and Urban Studies	3.0
CRP 429	International Planning	3.0
CRP 435	Planning in Small Towns	3.0
CRP 436	Community Economic Development	3.0
CRP 442	Site Development	3.0
CRP 445	Transportation Planning	3.0
CRP 451	Introduction to Geographic Information Systems	3.0
CRP 452	Geographic Data Management & Planning Analysis	3.0
CRP 454	Fundamentals of Remote Sensing	3.0
CRP 456	GIS Programming & Automation	3.0
CRP 458	Web Mappings/GIS	3.0
CRP 460	Social Justice and Planning	3.0
CRP 475	Grant Writing	1.0
CRP 479	Public Finance and Planning	3.0
CRP 481	Regional and State Planning	3.0
CRP 484	Sustainable Communities	3.0
CRP 491	Environmental Law and Planning	3.0
CRP 494	Senior Seminar in Planning	3.0
	See schedule of classes for more CRP courses	

COMMUNITY AND REGIONAL PLANNING GENERAL EDUCATION COURSES

Approved List of General Education Courses

Humanities: (Select from)
All courses: AF AM, AM IN, ART H, CL ST, Foreign Language, HIST, PHIL, RELIG, THTRE, W S
Select Courses: DANCE - Non-performance, MUSIC - Non-performance

Social Sciences: (Select from)
All courses: ANTHR, CJ ST, ECON, ENV S (except 101, 173, 293), HD FS, POL S, PSYCH, SOC

Mathematical, Physical & Biological Sciences: (Select from)
ASTRO 120, 150, BIOL 101,155, 173, 211, 212,255,256 BOT 102, 202, CHEM 160, 163, 163L, GEOL 100, 101, GEN 260, MATH 104 or 150, 105, 140, 141, 142, 145, MTEOR 206, PHYS 101, 111, STAT 101, 104, or any higher level course in these disciplines for which these courses are prerequisites.

Additional General Education Courses
Select at least 3 credits at the 300 level or higher from the above courses

COMMUNITY & REGIONAL PLANNING FOUR & TWO YEAR PLANS

Recommended Four Year Sequence of Classes

1st Year	Cr.		Cr.	3rd Year	Cr.		Cr.
Fall		*Spring*		*Fall*		*Spring*	
CRP 201	3	ENGL 250	3	CRP 383	3	Planning Elective	3
DSN 183	3	SP CM 212	3	ENGL 309/314	3	Planning Elective	3
ENGL 150	3	Math	3	Planning Elective	3	Social Science	3
SOC 134	3	ECON 101/102	3	Planning Elective	3	Elective (300+)	3
Science	3	LIB 160	1	Humanities	3	Elective	3
		Elective	3			Elective	3
Total	15	*Total*	16	*Total*	15	*Total*	18
2nd Year				**4th Year**			
Fall		*Spring*		*Fall*		*Spring*	
CRP 293	3	CRP 301	4	CRP 498	1	Planning Elective	3
STAT 101	4	CRP 391	1	CRP 432	6	Planning Elective	3
POL S 215	3	PHIL 201/206/230	3	CRP 492	3	Planning Elective	3
Humanities	3	Science	3	Planning Elective	3	Social Science	3
Elective	3	Social Science	3	Elective	3	Elective	3
		Elective	3				
Total	16	*Total*	17	*Credits*	16	*Credits*	15

Total Cr. Hrs.   **128**

Recommended Two Year Sequence of Classes with 65 Appropriate Transfer Credits

1st Year	Cr.		Cr.	2nd Year	Cr.		Cr.
Fall		*Spring*		*Fall*		*Spring*	
CRP 201	3	CRP 301	4	CRP 383	3	Planning Elective	3
CRP 293	3	CRP 391	1	CRP 432	6	Planning Elective	3
Planning Elective	3	DSN S 183	3	CRP 492	3	Planning Elective	3
Planning Elective	3	Planning Elective	3	CRP 498	1	Planning Elective	3
Elective	3	ENGL 309/314	3	Elective (300+)	3	Elective	3
		Elective	3				
Total	15	*Total*	17	*Total*	16	*Total*	15

COMMUNITY AND REGIONAL PLANNING FOCUS AREAS

Undergraduate community and regional planning majors can choose from five different areas of focus for your studies, or you can be a generalist. Focus areas include: Community Development and Social Policy, Ecological and Environmental Planning, Physical Planning and Urban Design, Regional and International Planning, and Transportation and Land Use. The following lists contain course options for each specialty. Consult with your advisor for additional offerings.

Focus Area: Community Development and Social Policy

Possible Co-majors and/or Minors
- American Indian Studies
- Anthropology
- Economics
- Gerontology
- Human Development and Family Studies
- Sociology
- Technology and Social Change
- Women's Studies

Core Planning Electives
- CRP 417   Urban Revitalization
- CRP 429   International Planning
- CRP 435   Planning in Small Towns
- CRP 376   Rural, Urban & Regional Economics
- CRP 452   Geographic Data Management and Planning Analysis
- CRP 475   Grant Writing
- CRP 484   Sustainable Communities

Planning Related Elective
- Am In 210   Introduction to American Indian Studies
- Am In 310   Topics in American Indian Studies
- Am In 322   Peoples and Cultures of Native North America
- Anthr 201   Introduction to Cultural Anthropology
- Anthr 230   Globalization and the Human Condition
- Anthr 313   Kinship and Marriage in a Global Perspective
- Anthr 411   Applied Anthropology
- Econ 321   Economics of Discrimination
- Econ 320   Labor Economics
- Econ 344   Public Finance
- Geron 377   Aging and the Family
- Geron 463   Environments for the Aging
- Hist 240   Latina/o History
- Hist 354   History of African Americans II
- HD FS 239   Housing and Consumer Issues

- HD FS 341   Housing Finance and Policy
- HD FS 360   Housing and Services for Families and Children
- HD FS 395   Children, Families, and Public Policy
- LA 274   The Social and Behavioral Landscape
- Pol S 310   State and Local Government
- Pol S 334   Politics and Society
- Pol S 344   Public Policy
- Soc 235   Social Problems and American Values
- Soc 305   Social Psychology: A Sociological Perspective
- Soc 310   Community
- Soc 330   Ethnic and Race Relations
- Soc 331   Social Class and Inequity
- Soc 332   The Latino/Latina Experience in U.S. Society
- Soc 341   Criminology
- Soc 345   Population and Society
- Soc 464   Community Action and Leadership
- W S 201   Introduction to Women's Studies
- W S 203   Introduction to Lesbian Studies
- W S 205   Introduction to Queer Studies
- W S 425   Intersections of Race, Class and Gender

Internship Ideas

Government Agencies
- Iowa Finance Authority
- Office of Public Housing
- U.S. Department of Housing and Urban Development (Iowa Office)
- Iowa Department of Human Rights – Bureau of Community Services
- Iowa Division of Persons with Disabilities
- Iowa Department of Elder Affairs
- State Division of Latino Affairs
- Iowa Department of Economic Development

Local Housing Authorities

Nonprofit organizations:
- Habitat for Humanity
- Upper Des Moines Opportunity, Inc.
- Mid-Iowa Community Action, Inc.
- Des Moines Neighborhood Redevelopment Corporation

Focus Area: Ecological and Environmental Planning

Possible Co-majors and/or Minors
- Environmental Studies
- Economics
- Political Science
- Sociology

Core Planning Electives
- CRP 293   Environmental Planning
- CRP 417   Urban Revitalization
- CRP 484   Sustainable Communities
- CRP 442   Site Development
- CRP 475   Grant Writing
- CRP 451   Geographic Information Systems
- CRP 452   Geographic Data Management and Planning Analysis
- CRP 491   Environmental Law

Planning Related Electives
- Anthr 230   Globalization and the Human Condition
- Agron 260   Soils and Environmental Quality
- Agron 450   Issues in Sustainable Agriculture
- Biol 101   Introduction to Biology
- Biol 173   Environmental Biology
- Biol 204   Intro to Biodiversity
- CE 326   Principles of Environmental Engineering
- CE 372   Engineering Hydrology and Hydraulics
- Econ 376   Urban and Regional Economics
- Econ 380   Environmental and Resource Economics
- EnvS 130   Natural Resources and Agriculture
- EnvS 201   Introduction to Environmental Issues
- Env S 324   Energy and Environment
- EnvS 382   Environmental Sociology
- Env S 390   Internship in Environmental Studies
- For 475   Urban Forestry
- Hist 472   U.S. Environmental History
- Hort 424   Sustainable and Environmental Horticulture Systems
- LA 373   Landscape Architecture History
- LA 461I   Introduction to GIS (environmental planning apps)
- Mteor 404   Global Change
- NREM 120   Intro to Renewable Resources
- Soc 382   Environmental Sociology

Internship Ideas
- Local governments (sustainability planning, parks planning, biodiversity planning)
- Iowa Natural Heritage Foundation, Nature Conservancy, other conservation NGOs
- Waste management agencies, like Bluestem or MetroWaste
- State government agencies, either "conservation" side or "pollution mgmt/prevention" side

For career/skills/opportunities information, search listings at:
- GenGreen   www.gengreen.org
- Tree Hugger Jobs   www.treehugger.com
- Green Career Central   www.greencareercentral.com
- High Country News   www.hcn.org
- GreenCorps   www.greencorps.org

Skill/Field Areas

<u>Environmental land use</u>: soil erosion/hydrology/buffering, GIS and landscape modeling, landscape ecology, site design and subdivision control, site-to-site subdivision green infrastructure

<u>Community and environment</u>: sustainable communities, healthy communities, environmental justice, managing risks such as lead paint and asbestos, building healthier communities through local food networks, recreational opportunities and green infrastructure

<u>Environmental policy</u>: economics, law, public participation, risk and health, environmental politics

Focus Area: Physical Planning and Urban Design

Possible Co-majors and/or Minors
- Design Studies
- Engineering Studies
- Technology and Social Change

Core Planning Electives
- CRP 416   Urban Design and Practice
- CRP 417   Urban Revitalization
- CRP 435   Small Town Planning
- CRP 442   Site Development
- CRP 475   Grant Writing

Planning Related Electives
- CE 111   Fundamental Surveying I
- DSN S 221   History of Western Architecture I
- DSN S 222   History of Western Architecture II
- DSN S 274   The Social and Behavioral Landscape
- DSN S 446   Interdisciplinary Design Studio
- LA 402   Urban Design

Internship Ideas
- All cities with a planning and development department, transportation or housing department.
- CDBG (Community Development Block Grant) with offices in the main Iowa cities.
- Iowa Department of Economic Development (IDED).
- Iowa Department of Transportation (IDOT).
- RDG Planning and Design. RDG is a network of planning and design professionals including architects, community planners, interior and graphic designers, landscape architects and mechanical/electrical engineers. RDG has offices in Des Moines, among other locations.
- Tallgrass Historians L.C. (Cultural Historical Studies). Historical research and environmental consulting firm that works on cultural resource management, historic preservation, museum consulting and corporate archival services. They have an office in Iowa City.
- Jane Mobley Associates (JMA). Public involvement firm comprised of a core group based in Kansas City, Missouri. JMA works in the areas of public involvement both in outreach and gathering input, community relations, media relations and special interest group communications.
- SIMPCO. Siouxland Interstate Metropolitan Planning Council. Transportation planning, community and economic development, housing.
- Metropolitan Area Planning Agency (Omaha---Council Bluff). Regional planning, transportation planning, community development, environmental planning.
- ECIA (East Central Intergovernmental Association). Association of local governments focused on building regional collaboration.

- Des Moines Area Metropolitan Planning Organization (DMAMPO). Organization focused on establishing a comprehensive, coordinated, and transportation planning process for the Des Moines metropolitan area.

Focus Area: Regional and International Planning

Possible Co-majors and/or Minors
- Environmental Science
- Environmental Studies
- International Studies

Core Planning Electives
- CRP 291   World Cities and Globalization
- CRP 376   Rural, Urban, and Regional Economics
- CRP 429   International Planning

Planning Related Electives
- Anthr 325   People and Cultures of Africa
- Anthr 418   Global Culture, Consumption, and Modernity
- Econ 355   International Trade and Finance
- Econ 385   Economic Development
- Env S 342   World Food Issues: Past and Present
- Env S 404   Global Change
- Pol S 340   Politics of Developing Areas
- Pol S 343   Latin American Government and Politics
- Pol S 349   Politics of Russia and Soviet Successor States
- Pol S 350   Politics of the Middle East
- Pol S 356   Theories of International Politics
- Pol S 381   International Political Economy
- Soc 382   Environmental Sociology
- Soc 411   Social Change in Developing Countries
- W S 435   Women and Development

Internship Ideas
Regional Development
- Metropolitan Planning Organizations (visit the website of the Association of Metropolitan Planning Organization for a list, www.ampo.org)

Nonprofit organizations:
- Habitat for Humanity
- Upper Des Moines Opportunity, Inc.
- Mid-Iowa Community Action, Inc.
- Des Moines Neighborhood Redevelopment Corporation

<u>International Development</u>
- Opportunities on Campus (e.g., Center for Sustainable Rural Livelihoods, http://www.srl.ag.iastate.edu/)
- Government agencies involved in international development (USAID, Peace Corps, etc.)
- Bilateral and Multilateral organization in development work (World Bank, ILO, etc.)
- Local and national nonprofit organizations involved in international development work (CARE, Partnership to Cut Hunger and Poverty in Africa, www.africanhunger.org; Iowa Resource for International Service, http://www.iris---center.org)
- NGOAbroad provides customized international volunteer options and helps people enter international humanitarian work (http://www.ngoabroad.com/)

Focus Area: Transportation and Land Use

Possible Co--majors and/or Minors
- Civil Engineering
- Transportation Logistics
- Engineering Studies
- Environmental Studies

Core Planning Electives
- CRP 293   Environmental Planning
- CRP 320   Urban Geography
- CRP 376   Rural, Urban and Regional Economics
- CRP 442   Site Development
- CRP 445   Transportation Policy Planning
- CRP 451   Introduction to GIS
- CRP 484   Sustainable Communities

Planning Related Electives
- CE 350   Introduction to Transportation Planning
- CE 451   Urban Transportation Planning Models
- Econ 344   Public Finance
- Pol S 344   Public Policy

Internship Ideas
- Planning departments in cities or counties
- Metropolitan Planning Organizations
- Regional Planning Councils
- Iowa Department of Transportation (located here in Ames)
- Community & Regional Planning Faculty and Staff

CRP FACULTY DIRECTORY

Name	Office	Phone	E-mail	Research Interests
Carlton Basmajian, Associate Professor, DoGE	578 Design	294-6942	carlton@iastate.edu	US planning history, regional planning, cemeteries, rural housing and development
Tim Borich, Associate Professor	126 Design	294-8707	borich@iastate.edu	Community, rural, economic and leadership development, multi-community collaboration, public policy, rural sociology, complex organizations
Susan Bradbury, Professor	377 Design	294-8720	bradbury@iastate.edu	Community economic development, small town and rural planning and Canada-U.S. Borderlands
Biswa Das, Assistant Professor	592 Design	294-7003	bdas@iastate.edu	Community Economic Development, Regional Economics, Public Finance, Natural Resource and Environmental Economics
Ted Grevstad-Nordbrock, Assistant Professor	585 Design	294-2528	tedgn@iastate.edu	Historic preservation, preservation planning, heritage tourism, critical heritage studies, urban revitalization, gentrification and displacement, neoliberal urban governance, GIS and spatial technologies for preservation
Mônica Haddad, Associate Professor	583 Design	294-8979	haddad@iastate.edu	GIS, human development, social equity issues and public investments, regional policies
Sara Hamideh, Assistant Professor	399 Design	294-5676		Post disaster planning, planning methods,
Neha Mehrotra, Lecturer	329 Design	294-9154	neham@iastate.edu	GIS, urban design and visualization; historic preservation and Land use planning
Francis Owusu, Professor, Chair	585 Design	294-7769	fowusu@iastate.edu	Planning in developing countries, development policy, urban and economic development, sustainable development, planning methods
Alenda Poplin, Assistant Professor	487 Design	294-8097	apoplin@iastate.edu	GIS, geogames for urban planning, Geovisualization, interactive mapping

Jane Rongerude, Assistant Professor	477 Design	294-5289	jrong@iastate.edu	US Housing policy, community development and revitalization, spatial implications of planning and state interventions in systems of poverty management, qualitative research methods
Youngme Seo, Assistant Professor	492 Design		yseo@iastate.edu	
Dave Swenson, Adjunct Assistant Professor	177 Heady	294-7458	dswenson@iastate.edu	Community/regional economic analysis, economic input studies, public finance and tax policy, community change and worker mobility issues, public program and project evaluation
Gary Taylor, Associate Professor	286 Design	294-2973	gtaylor@iastate.edu	Land use law, state and local regulation of the development process, state/local fiscal relationships, intergovernmental cooperation and contracting, mediation of land-use disputes

Program Administration

The chair of Department of Community and Regional Planning is Francis Owusu (fowusu@iastate.edu).
Malinda Cooper is the CRP Academic Advisor. Please contact her for administrative support and questions about forms, etc.:

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Audrey Kennis is the Multicultural Liaison Officer for the College of Design. Please contact her for guidance on issues related to diversity in the College of Design:

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