

Iowa State University

**Graduate Student
Handbook**

**Master of Community
and
Regional Planning**

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Department of Community and Regional Planning
College of Design
Iowa State University

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Message from the Director of Graduate Education

Dear Incoming Graduate Students,

Welcome to the STEM designated Master of Community and Regional Planning program at Iowa State University. The faculty and staff in the Community and Regional Planning (CRP) program are dedicated to helping you have a productive and enjoyable experience in graduate school. As part of that effort, we have prepared this handbook to help you get settled into life in the CRP department. The handbook covers topics ranging from orientation through faculty collaboration to graduation. We also encourage you to meet faculty members to discuss your interests and your course of study.

The information contained in this handbook is intended to expand on but not replace other university documents such as the Graduate College Handbook (<http://www.grad-college.iastate.edu/common/handbook/>). If you still have questions or concerns after perusing these documents, please do not hesitate to contact Ms. Jennifer Anderson (janders@iastate.edu) College of Design graduate recruitment coordinator (295 Design), Francis Owusu (fowusu@iastate.edu) CRP department chair (146 Design), myself (Biswa Das (bdas@iastate.edu)) director of graduate education (592 Design), or the appropriate university office.

Although the MCRP program will demand a lot of time and work, we sincerely hope you enjoy your time in Ames. Iowa State has a large number of excellent facilities and supports a wide range of cultural and sporting events. You can see world-class performing arts at the Iowa State Center, and there are many restaurants, taverns, clubs and other activities around the city of Ames. In short, work hard, relax well, and have an exciting and rewarding time at Iowa State.

Sincerely,

Biswa Das, Ph.D.
Associate Professor
Director of Graduate Education

Getting Started

ISU Card

The first thing you should do upon arriving on campus is to obtain your university identification card (ISU Card). Go to the ISU Card Office (0530 Beardshear Hall) to obtain your card. You will need to take with you a valid State or Federal issued ID (such as a Passport or Drivers' License) in order to obtain an ISU Card. You will also need your University ID Number (UID) or Social Security Number. International students who do not know their UID must check in with the International Students and Scholars office before obtaining an ISU Card. Your first ISU Card is free and this is a permanent card to be used while attending Iowa State. This card primarily serves as your library card, but it also can be activated as an ATM card as well as a swipe card for purchasing products and services around campus.

You must report the loss of your card immediately to the ISU Card Office, who will invalidate the lost card. There will be a charge for each replacement of an ISU Card. Disciplinary sanctions may be imposed for improper use of the ISU Card or attempts to obtain, by fraudulent means, any form of identification.

You must also notify the program if you lose your ISU Card. We will need to reprogram the door locks on the studios and classrooms in the College of Design to accept your new card number.

E-mail Account

To obtain an email account, go to <https://old.it.iastate.edu/services/cymail>. When you register for a Net-ID, your CyMail account will be created for you automatically as part of that process. Your email address is a combination of your Net-ID and the domain "iastate.edu". So, if your Net-ID is jstudent, your email address is jstudent@iastate.edu. To register for a Net-ID, go to [Net-ID Services](#) and click on "Need to register for a Net-ID?" You will need to know the ID number on your ISUCard. When you have an ISU email address, please inform the DOGE of your username. All students need an ISU e-mail account. The CRP department frequently makes announcements via e-mail that you would otherwise miss.

English Placement Test

Graduate students whose native language is not English must demonstrate adequate knowledge of the English language.

- If your native language is **not** English and you do **not** have a previous degree from a U.S. college or university or where the language of instruction was English, you must take the English Placement Test (EPT). The Applied Linguistics Program administers this test. You can obtain information about scheduling the test and what to expect here: <https://apling.engl.iastate.edu/english-placement-test/>.

The EPT is in addition to the TOEFL (Test of English as a Foreign Language), which is taken as part of the admissions process.

Registration

All students who attend classes at ISU must register and pay assessed tuition and fees. Until you have selected a major professor (usually done at the beginning of the third semester), the DOGE and/or your First Year Advisor will assist you in registering for classes. Registration for classes takes place via AccessPlus, ISU's online resource for accessing important and confidential university information and web applications. Further information on AccessPlus is available via the Solution Center (a division of ISU Information Technology) at www.it.iastate.edu. Visit <http://classes.iastate.edu> for the schedule of classes (which will give information on current course offerings, meeting times, instructors, and course web sites). Visit <http://catalog.iastate.edu/> to access the course catalog, which will give course descriptions, of all the courses available at ISU.

Graduate Handbook

The Graduate College publishes a Handbook for all Iowa State University graduate students. The Handbook is a comprehensive resource for policies and procedures that pertain to graduate students and postdoctoral scholars. It contains important information and answers to many of your questions, and is updated annually. It is perhaps the single most useful source of information about graduate study. Members of the graduate faculty craft policies through their elective representatives on the Graduate Council. Faculty and staff in the Graduate College implement the policies as efficiently and fairly as possible. Students and faculty are invited to collaborate with their representatives on the Graduate Council to enact policy changes that may improve graduate education at Iowa State University. The Handbook is hosted on the Graduate College website and is fully downloadable (<http://www.grad-college.iastate.edu/handbook/>).

In addition to the Graduate College Handbook, it is important to be aware of important dates and deadlines related to your degree. Information on Graduate College deadlines and events can be found here: <https://www.grad-college.iastate.edu/calendar/>

Mailbox

If you work as a Teaching Assistant (TA) or Research Assistant (RA), you will be assigned a mailbox in the College Administrative Office (146 Design). You should check this location at least once a week for announcements and other important information. If we receive mail for you, it will be put into your mailbox with the assumption that you are checking it. However, please do not use the university mail services for personal mail delivery.

Graduate Student Office Space

Graduate students in CRP have their own studio space (562 Design). An ample number of desks are available for individual use. When claiming a desk to use for the semester, please first make sure no one else is using it. In some cases, students with compatible schedules may wish to share. The electronic lock on the door to the studio reads ISU Cards and your

card will be programmed for access to this space (the door is locked 24 hours a day). Try to avoid keeping valuable personal items (such as textbooks, computers, or other electronic devices) in this space. Though access is limited to MCRP students, thefts have occurred.

Important University Publications

Publication	What is it?	Web access
University Directory	Contact information for students, faculty & staff	http://info.iastate.edu/
University Catalog	Undergraduate & graduate courses and programs	http://catalog.iastate.edu/
Schedule of Classes	Current course offerings	http://classes.iastate.edu/
Graduate College Handbook	Complete guide to the Graduate College	http://www.grad-college.iastate.edu/handbook/
Thesis Checklist	Essential information for students producing a thesis	https://www.grad-college.iastate.edu/thesis/

These materials contain information useful to you as you progress toward your degree. All are available online. You are encouraged to bookmark the Graduate College Website (www.grad-college.iastate.edu). It is your primary source of information regarding requirements, procedures, deadlines and forms.

Credit Waiver

Students who have a bachelor's degree in city planning or students who have previously taken highly relevant coursework may waive up to 9 credits. If you are interested in exploring this possibility, please consult with the DOGE as early as possible as you embark on your graduate studies. The DOGE can provide a copy of the credit waiver form and explain the terms. The DOGE can also assist you in determining which courses might be eligible for the waiver. The waiver will then be reviewed by the department's Graduate Admissions Committee for approval. To finalize the decision, you will receive a copy of the signed waiver form and a copy will also be placed in your file.

Program Faculty

Name	Office	Phone	E-mail	Research Interests
Carlton Basmajian, Associate Professor	581 Design	294-6942	carlton@iastate.edu	U.S. planning history, regional planning, politics of planning, transportation, cemeteries
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, Associate Professor & DoGE	592 Design	294-7003	bdas@iastate.edu	Community economic development, regional economics, public finance, natural resource and environmental economics
Ted Grevstad-Nordbrock, Associate 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, Professor	583 Design	294-8979	haddad@iastate.edu	Social justice, spatial analysis for urban and regional issues, urban infrastructure, environmental planning, quantitative research methods
Jiwnath Ghimire, Assistant Professor	399 Design	294-5470	jghimire@iastate.edu	Disaster risk reduction, climate action planning, climate science utilization, land use planning, urban resilience, environmental justice, planning in Asia, spatial methods for planning, and transportation planning.
Neha Mehrotra, Associate Teaching Professor	329 Design	294-9154	neham@iastate.edu	GIS, urban design and visualization; historic preservation and land use planning
Francis Owusu, Professor, Chair	146 Design	294-7769	fowusu@iastate.edu	Planning in developing countries, neoliberalism, globalization and development policy, urban and economic development, sustainable development, public sector reforms and capacity building
Alenka Poplin, Associate Professor	487 Design	294-8097	apoplin@iastate.edu	GIS, smart cities, geogames for urban planning, geodesign
Jane Rongerude, Associate 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
Gary Taylor, Professor	286 Design	294-0214	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 Dr. Francis Owusu (fowusu@iastate.edu). The Director of Graduate Education for the MCRP program is Dr. Biswa Das (bdas@iastate.edu). For administrative support and questions about forms, deadlines, etc. please contact:

Jennifer Anderson
Director of Student Recruitment
Iowa State University College of Design
715 Bissell Rd 295 Design
Ames, IA 50011
515-294-7415

Department of Community & Regional Planning Mission Statement

Our mission is to improve communities/places and create globally aware citizens through innovative teaching, research and community engagement.

We *educate* students to become professional planners, critical thinkers and engaged global citizens who have the ability to contribute to a better world.

We partner with planning practitioners to *discover and implement* best practices to enhance the human experience and improve the natural, social and built environment.

We *engage with communities* to create vibrant and sustainable places. We promote *place-based research and inquiry* in Iowa and the Midwest.

MCRP Program-level Learning Outcomes

We educate students to become *professional planners and civic leaders who have the ability to bring about positive community change*. 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 apply knowledge of the purpose and history of planning to analyze contemporary planning issues and scholarship.
2. Graduates of the program will utilize planning theory, ethics, and the ideas of equity and social justice to make sound ethical judgments and develop more effective planning processes.

3. Graduates of the program will demonstrate a working knowledge of planning law and local government institutions regarding how plans and policies are developed and implemented.
4. Graduates of the program will be able to evaluate a planning process; critically analyze how social, cultural, and economic forces influence land use changes; be able to create alternative scenarios for the future; and have experience applying these ideas through active learning and real life experiences.
5. Graduates of the program will have a working knowledge of both qualitative and quantitative methods and demonstrate their ability to apply these methods to planning problems.
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.
7. Graduates of the program will demonstrate professional written, oral and visual communication skills utilizing multiple forms of media within a variety of educational and community settings.
8. Graduates of the program will demonstrate their knowledge and ability to create sustainable and resilient communities within a changing world.
9. Graduates of the program will demonstrate their ability to make strategic decisions, evaluate projects, and analyze policies.
10. Graduates of the program will conduct, in teams or independently, research that analyzes and evaluates a planning issue and proposes new ideas or potential solutions.

Progress Toward Your Degree

First Year Advisor

At the beginning of your first semester in the MCRP program, you will be assigned a temporary faculty advisor by the DoGE in consultation with the graduate admissions committee. That person will provide you advice and guidance regarding coursework and classes during your first year in the program. Your first year advisor will also be a source of information for your transition to graduate study. However, in addition to your first year advisor, the DoGE will also serve in an advisory role until you have selected your Major Professor.

Selecting a Major Professor

The Major Professor (an official Iowa State term) is responsible for advising you on requirements needed to complete your graduate degree(s), as well as helping you develop and write your capstone project (thesis), if you select to do a capstone project. During your first two semesters on campus, try to meet with different CRP faculty to discuss your interests. Ask for feedback and recommendations from your faculty advisor about who might be your Major Professor.

Developing Your Program of Study

Completing an approved program of study (POS) is necessary in order to receive a graduate degree from Iowa State. It is, quite simply, a list of all the courses that you take to

complete your degree. It is important for two reasons. First, the POS shows that you have completed the required courses and number of elective credits to complete your degree. Second, if you intend to specialize in a particular subfield of planning (such as land use, transportation, community design, environmental planning, preservation planning, etc.), your POS reflects that you have developed expertise in that subfield. After you have selected your major professor, you should arrange a meeting time to begin developing your POS.

Assembling Your Program of Study Committee

The Program of Study Committee (POSC) is responsible for approving your program of study (POS), as well as the capstone requirement to receive the MCRP. For those students who choose to do a capstone project, the POSC assists in the choice of project topic and provides guidance in the development and writing of the capstone project (thesis). Once you've identified your Major Professor, consult with them about who else might serve on your POS Committee. See the Graduate College Handbook (<http://www.grad-college.iastate.edu/handbook/>) for more detailed requirements about the composition of your POSC.

Once you have established who will be on your committee, you will need to complete the POSC form, which is available through AccessPlus. Once you have completed and submitted this form, it will be automatically routed to your major professor and committee members for approval. You will be notified via email if there are any problems with the form that require your attention. Once approved, you will be notified, and the form will remain on file and accessible through AccessPlus during the duration of your graduate studies at Iowa State.

Curriculum Requirements

The MCRP program is accredited by the Planning Accreditation Board in association with the American Institute of Certified Planners and the Association of Collegiate Schools of Planning. The MCRP requires completion of 48 total credits. Of these 48, 24 credits consist of core classes while the remaining 24 consist of electives and research or comprehensive exam preparation credits. Students should register for 12 credits per semester to complete the degree within a four-semester time frame. During the academic year, graduate students must be registered for a minimum of 9 credits per semester to be considered full-time. If you choose to take classes during the summer, you must be registered for a minimum of 5 credits to be considered full-time.

The 27-30 core credits for the MCRP degree are:

		Credits
CRP 563	Planning the American Metropolis	3
CRP 564	Introduction to Analytical Methods for Planning	3
CRP 566	Policy Analysis and Planning	3
CRP 568	Planning and Development	3
CRP 561	Planning Theory	3

CRP 592	Land Use and Development Regulation Law	3
CRP 532	Community Planning Studio	6
CRP 598	Comprehensive Exam –OR--	3
CRP 699	Thesis Research	6

Below is a basic timeline and order of classes that students can use as a guide for timely degree completion:

<u>Fall: Year 1</u>	<u>Spring: Year 1</u>
563	561
564	566
Elective	Elective
Elective	Elective

Summer: Students are encouraged to complete three months of work experience in a planning office between the first and second year of study.

<u>Fall: Year 2</u>	<u>Spring: Year 2</u>
568	532
592	598 and Elective or 699
Elective	
Elective	

No foreign language is required for the MCRP degree.

Double Degrees

Students in the graduate planning program have the option of completing a double degree that marries the MCRP with a master's degree offered by another department on campus. Double degrees typically require completing core courses of both programs and a single capstone project/thesis. Currently, the department maintains six double degree programs.

MCRP and Master of Architecture (MARCH)
MCRP and Master of Landscape Architecture (MLA)
MCRP and Master of Science in Sustainable Agriculture (MS)
MCRP and Master of Urban Design (MUD)
MCRP and Master of Business Administration (MBA)

Details about the double degree programs can be found on the departmental webpage:
<https://www.design.iastate.edu/community-and-regional-planning/degrees/master-of-community-and-regional-planning/graduate-planning-degree-program/>

Certificates

In addition to the six double degree options, as part of your MCRP graduate studies students also have the option of completing two graduate certificates programs – Geographic Information Systems (GIS) and Preservation and Cultural Heritage (P+CH).

The Department of Community and Regional Planning (CRP) offers a multidisciplinary graduate certificate in Geographic Information Systems (GIS). The GIS certificate program is open to graduate students in all disciplines of the university. This is very popular Certificate because the job market is constantly looking for professional who know the technology. Students must complete a minimum of 13 graduate credits of GIS coursework to receive the certificate: 9 credits of GIS-related classes, 3 credits of a final project, and 1 credit of seminar. The final project can be a Professional Report or a Master Thesis, as long as the methodology incorporates GIS. In addition, students must maintain a grade-point average of B or higher in these courses. Interested students should visit <https://www.design.iastate.edu/community-and-regional-planning/degrees/gis-certificate-program/> or contact haddad@iastate.edu for guidance.

The Certificate in Preservation and Cultural Heritage (P+CH) is a multidisciplinary graduate program that provides the practical skills and background needed to succeed in the fields of historic preservation and cultural resource management. The certificate program is open to Iowa State University graduate students in any College of Design major, as well as those majoring in history, anthropology and related disciplines. To receive the certificate in Preservation and Cultural Heritage, a student must complete a minimum of 16 credits. Interested students should visit <https://www.design.iastate.edu/programs-minors/certificates/preservation-and-cultural-heritage/> or contact historicplaces@iastate.edu for guidance.

Study Abroad Opportunities

CRP is committed to helping students become engaged global citizens, planners who understand the challenges facing diverse cities and regions across the world today. To these ends, CRP supports a variety of study abroad options: short-term, faculty-led field travel; traditional semester-long programs, which fully immerse students in new and challenging international settings; and even external grants like the Fulbright US Student Program, which supports international travel for research and teaching. The university's [Study Abroad Center](#) and staff from the College of Design's study abroad office can assist students in identifying programs best-suited to their individual interests, academic courses of study, and financial capabilities. Recent opportunities have included short-term travel to London, Stockholm, Vienna, and Edinburgh. Opportunities are available in countries across North and South America, Europe, Africa, Asia, and Oceania.

Comprehensive Exam or Thesis

For students entering the MCRP program, a comprehensive exam is the primary capstone requirement to demonstrate their planning knowledge and their eligibility for graduation. A thesis option is available for those students who have a thesis requirement as part of their dual degree programs or who have a strong desire to complete a research project.

Comprehensive Exam

A comprehensive exam is the primary capstone requirement for the MCRP degree. The structure of the comprehensive exam will consist of 80 multiple choice questions and three short answer questions, to be completed in a three-hour proctored format. The exam is structured into four sections including:

1. Fundamental knowledge (30%): consists of 25 multiple choice questions related to the knowledge, purpose and history of planning, as well as planning theory, ethics, equity and social justice (from courses CRP 561 & CRP 563)
2. Foundations of practice (30%): consists of 25 multiple-choice questions related to planning law and local government institutions and how plans and policies are developed and implemented, in addition to being able to evaluate a planning process, critically analyze how social, cultural and economic forces influence land-use changes and create alternative scenarios for the future (from courses CRP 568 & CRP 592)
3. Analysis and Implementation (40%): consists of 30 multiple-choice questions related to qualitative and quantitative methods and a student's ability to demonstrate their ability to apply these methods, make strategic decisions, evaluate projects and analyze policies (from courses CRP 564 & CRP 566)

The exam is administered twice a year, typically around Thanksgiving break or spring break, so that students can take the exam without the distraction of other course requirements. A three- credit exam preparation course (CRP 598x) will be offered each fall and spring semester to assist students in their preparation to take the exam. Students may attempt the comprehensive exam three times. Failure to pass the comprehensive exam after three attempts will result in termination from the program.

Thesis

Students have the option of writing a **thesis** for their capstone project. Your major professor can help guide you with regard to this decision. A brief description of a thesis is provided below and in the table 1.

A master's **thesis** is a scholarly composition that demonstrates the ability of the author to do independent, creative research and writing. It explores in depth a problem or issue related to the major field of study. Since satisfactory completion of the thesis can constitute one of the most gratifying experiences in graduate study, the document should reflect the highest standard of scholarship and research, serving as a measure of quality for the student, major professor, and the program. For those writing a thesis, consult the Thesis Checklist: <http://www.grad-college.iastate.edu/current/thesis/checklist/>. The number of research credits for a thesis (CRP 699) is six.

Examples of completed theses are available from the Iowa State University Digital Repository and can be directly downloaded at <https://lib.dr.iastate.edu/>.

Final Oral Exam

Students who complete a thesis must give an oral defense of their project to qualify for graduation. At least three weeks before your oral defense, you will need to complete a "Request for Final Examination" form (available on AccessPlus). At least two weeks before your defense, you should distribute copies (either digitally or in hard copy form at the discretion of your committee members) of your complete thesis to each of your POSC members.

At your oral defense, you will present your project to your committee as well as interested members of the department. Your presentation will include questions from the audience as well as a detailed discussion with your committee members. At the conclusion of the defense, your committee will decide whether you have passed, passed conditionally, or failed to pass your defense. A "Report of Final Examination" form will be completed by your POS committee and must be submitted by the student to the COD graduate secretary immediately following the defense (146 Design).

Students who complete the comprehensive exam as their capstone requirement are not required to give an oral defense.

Human Subjects Research Approval

At Iowa State University, the Institutional Review Board (IRB) reviews all research involving human subjects, including proposals to gather data from subjects for theses, dissertations, and other student projects. Some professional report and thesis projects will be required to obtain Human Subjects Research Approval, (see policy at <https://www.compliance.iastate.edu/committees/irb>).

Table 1. Master's Thesis

	Thesis
Learning Outcomes	Capacity to develop and answer research questions Demonstration of full range of research skills, especially in the collection and processing of primary data or original use of existing data Understanding of the major theoretical debates related to research In-depth understanding of a special interest area or topic in planning
Literature Review	Thorough review of literature to demonstrate understanding of theoretical issues
Methodology	Thorough discussion of methodology and approach sufficient to justify choice
Research and Analysis	Thorough and original uses of data
Use/Contribution	Thesis builds on existing ideas and theories Contributes knowledge to profession/scholarly community
Format and Style	Follows format and style guidelines of Graduate College

Academic Standing

If a graduate student at Iowa State does not maintain a cumulative 3.0 (B) grade point average on all coursework taken, he/she may be placed on academic probation by the Dean of the Graduate College. While on academic probation a student will not be admitted for candidacy for a degree and if appointed to a graduate assistantship, he/she will not receive a tuition scholarship. In addition, failure to maintain good academic standing is also grounds for repeal of a graduate assistantship, so maintaining a "B" grade point average (or better) is extremely important.

A "C" is the minimum grade acceptable for courses that appear on the POS and counts toward fulfilling the requirements of the MCRP. In other words, if you receive a grade below a C in any class, the course will have to be repeated until a grade of C or higher is achieved, or the course must be removed from the POS.

Absences

Graduate students attending official Iowa State field trips or conferences/workshops related to professional development may request an excused absence from their classes for the duration of the event. Students must provide written evidence of their participation in the event. Requests for an excused absence should be made in writing to the department Chair. If the request is approved, students will receive an official excuse letter that should be presented to all course instructors prior to the absence. Students must make arrangements with their instructors to make up missed readings, assignments, quizzes, or exams.

Academic Misconduct

Academic Misconduct in any form is a violation of Iowa State University Student Disciplinary Regulations and will not be tolerated. This includes, but is not limited to: copying or sharing answers on tests or assignments, plagiarism, or having someone else do your academic work. Depending on the act, a student could receive an F grade on the test/assignment, an F grade for the course, and could be suspended or expelled from the University. See the Student Conduct Code available at <https://www.policy.iastate.edu/policy/SDR#4.2> for more details and a full explanation of Academic Misconduct policies. Details are also provided in Chapter 9 of the Graduate Student Handbook (<http://www.grad-college.iastate.edu/handbook/chapter.php?id=9>)

You are expected to practice academic honesty in every aspect of your study. Students who engage in academic misconduct are subject to university disciplinary procedures, as well as consequences with regard to their continuation in the MCRP program.

Forms of academic *misconduct include but are not limited to:*

Obtaining unauthorized information: Information is obtained dishonestly, for example, by copying graded homework assignments from another student, by working with another student on a take-home test or homework when not specifically permitted to do so by the instructor, or by looking at your notes or other written work during an examination when not specifically permitted to do so.

Tendering of information: Students may not give or sell their work to another person who plans to submit it as their own. This includes giving their work to another student to be copied, giving someone answers to exam questions during the exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.

Misrepresentation: Students misrepresent their work by handing in the work of someone else. The following are examples: purchasing a paper from a term paper service; reproducing another person's paper (even with modifications) and submitting it as their own; having another student do their computer program or having someone else take their exam.

Plagiarism: Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is so recognized by the copyright and patent laws. Literary offenses of this kind are known as plagiarism. This includes material published on the Internet.

Bribery: Offering money or any item or service to a faculty member or any other person to gain academic advantage for oneself or for another is dishonest.

Academic Dismissal

Graduate students enrolled in the MCRP Program may be dismissed for any one of the following reasons related to academic standards.

1. Failure to maintain a B (3.0) grade point average or better for two consecutive semesters.
2. Failure to identify a major professor and submit an approved POS and POSC within three semesters of matriculation.
3. Failure to complete all degree requirements within three years or six semesters (four years or eight semesters for part-time and double degree students).
4. Failure to pass the comprehensive exam after three attempts.

The DOGE will notify in writing any student who violates this policy. Their deficiencies will be identified and a meeting between the student, the DoGE, and the department chair will be scheduled to discuss the details of the case. The student will be notified in writing of the outcome. Dismissals for failure to maintain academic standards may be appealed to the Chair of the Department, who will notify the student in writing of the outcome. Details about the process are available in Chapter 9 of the Graduate College Handbook (<http://www.grad-college.iastate.edu/handbook/chapter.php?id=9>)

Grievances

If a graduate student believes a faculty member, in their academic capacity, has behaved unfairly or unprofessionally, or if a student feels that their scholarly or professional competence has not been evaluated fairly, a grievance may be filed. Two paths for filing a grievance are available to graduate students. One path is for grievances related to grades and instruction in a course. The other path is for grievances related to scholarly and professional competence. Both procedures start at the department or program level and lead through a series of steps to higher appeal channels. If a student's complaint relates to a general policy, they may also bring the matter to the attention of the Graduate and Professional Student Senate either by contacting the department senator or the president of the Graduate Student Senate. Students also have the right to complain directly to the Dean of the Graduate College. Detailed grievance procedures are outlined in Chapter 9 of the Graduate Student Handbook

(<http://www.grad-college.iastate.edu/handbook/chapter.php?id=9>).

Information about grievances can also be found in the ISU Course catalog (<http://catalog.iastate.edu/academics/#academicgrievancesappealstext>).

Student Employment, Assistantships and Scholarships

Graduate Assistantships

CRP has a limited number of assistantship opportunities available each academic year to highly qualified students. However, over the past five years 100% of all incoming students have received some form of financial assistance. Students will be notified via email when we are accepting assistantship applications. Most of our assistantships are quarter-time teaching or research assistantships and pay a modest monthly stipend. Benefits associated with graduate assistantships include a partial tuition scholarship (25 to 50%) and health insurance. Out-of-state students who receive graduate assistantships are eligible for in-state tuition rates.

Every graduate assistantship appointment has associated with it an expectation of work to be performed. A quarter-time assistantship has the expectation of approximately 10 hours of work per week. The faculty supervisor is responsible to see that this the student meets this obligation. This relationship is similar to an employee/supervisory relationship for other types of employment. Each graduate assistant must complete a Duties and Evaluation Form at the beginning of each semester in consultation with the faculty supervisor. This form is available from the faculty member who you report to. The form outlines the expectations of the graduate assistant. At the end of the assignment, the supervisor will evaluate the assistant's performance using the expectations that were outlined on the Duties and Evaluation Form.

The supervisor will share and discuss the completed Evaluation Form with the graduate assistant. A copy of the form will be retained by the faculty supervisor, a copy will be given to the graduate assistant, and a copy will be given to the DoGE to be kept on file. The Duties and Evaluation Form will help guide future employment decisions in the program as well as keep a record of the tasks that the graduate assistant was asked to complete during the term of employment. Because this form will also be kept on file in the program office, it may also be used for future recommendations made by the program faculty or staff. It is your responsibility to ensure that both portions of the Duties and Evaluation Form are completed at the end of each semester.

To be eligible for reappointment as a teaching or research assistant, students should meet the following criteria.

1. Satisfactory completion of prior appointment duties
2. Satisfactory academic standing (GPA above 3.0)
3. Satisfactory progress toward completing degree requirements (see Curriculum Requirements section above)
4. Compliance with Iowa State Student Disciplinary Regulations

However, ultimately, renewal is contingent on funding availability.

See chapter 9 of the Graduate Student Handbook for more details regarding assistantship expectations (<http://www.grad-college.iastate.edu/handbook/chapter.php?id=9>).

Required Tests

Graduate students whose native language is not English and have been appointed as a Teaching Assistant (TA) are required to take the Oral English Certification Test (OECT). The purpose of this test is to assess how effectively internationally teaching assistants (ITAs) can communicate in English in typical everyday, academic, and classroom situations. This test is administered before the fall and spring semesters. You must pre-register for this test to ensure a seat is available for you. For more information visit <https://cce.grad-college.iastate.edu/speaking/oect-for-itas/overview>.

Scholarships

In addition to assistantships, the department also has a limited number of scholarships that are awarded each year, to support graduate students. These include:

AICP Outstanding Graduate Student of the Year Award

Awarded to a second-year graduate student for outstanding achievement, outstanding professional potential and active service in planning student affairs. Winner receives a certificate.

Murray B. Weir Scholarship Amount: \$1000

Awarded to a student who has demonstrated outstanding academic achievement, good citizenship and professional potential.

Burgess Graduate Scholarship

Established by Ms. Patricia Burgess, a former CRP faculty member, to support the research or writing of a thesis by a worthy student in the CRP graduate program.

Property Rights Scholarship

This scholarship is awarded to a student in his/her final year of study pursuing a master's degree in community and regional planning, based on a research proposal focused on agricultural property rights, farmland preservation or rural land issues.

Dr. Riad Mahayni Civic Planning Award

Established in honor of the late CRP Professor Emeritus, Dr. Riad Mahayni to support students who are collecting data for their graduate thesis and have demonstrated interest in civic engagement through volunteer, professional and/or academic experiences as determined by the administering authority. Preference is given to students participating in an international travel experience to collect data for their graduate thesis.

Information regarding the above scholarships and the application requirements, plus additional scholarships that are offered by the College of Design that are open to students of any major is available at <https://www.design.iastate.edu/current-students/scholarships/scholarship-search/> Information on ISU scholarships can be found at <https://www.admissions.iastate.edu/scholarships/> or <https://www.grad-college.iastate.edu/faculty-and-staff/finance/>.

Graduation

Applying for Graduation

Very early in the semester you plan to graduate, you will need to complete an “Application for Graduation” on AccessPlus. The purpose of this form is to put your name on the list of graduate students planning to graduate in that semester. In addition, be sure to consult the Graduate College web site for the appropriate deadlines for the semester in which you plan to graduate.

Tying Up Loose Ends

You cannot graduate with “Incomplete” marks for any credits appearing on your POS. It is your responsibility to meet the specified requirements for such courses and ensure that the instructors of such courses submit a “Grade Report to the Registrar” form.

The DOGE must review, approve, and sign off on your thesis (or professional report) before you will be allowed to graduate. After your defense, submit a final copy of your thesis to the DOGE, and upload a copy to the Digital Repository.

After Graduation

Before you leave Ames, you should return any library books that you have in your possession. Any key(s) issued to you must also be returned to the Key Desk in the General Services Building. Do NOT leave your keys with the DOGE or department staff. A fee will be incurred for any unreturned keys.

You should also inform the department chair of your new address and join the ISU MCRP LinkedIn group. Our alumni records allow us to communicate quarterly departmental news to you.

Getting Involved

CRP Grad Club

The undergraduate and graduate students in CRP have each organized their own student organization. Its respective members run each club independently. However, because of the relatively small size of the CRP program, the clubs often collaborate with one another and with other clubs around campus.

The goal of the planning clubs is to provide an avenue for students to learn more about the field of urban, community, and regional planning. Each club typically offers special educational, networking, and career development opportunities such as traveling to planning offices, arranging for guest speakers on planning topics, and attending planning conferences.

Leadership of the CRP Graduate Student Club is elected at the end of each fall semester for the upcoming year. The club maintains an active schedule of meetings and events.

American Planning Association

Students are encouraged to participate in activities sponsored by the national American Planning Association (APA) as well as the Iowa state chapter (Iowa APA). The APA (<https://www.planning.org>) holds an annual conference every spring, which brings together professional planners from communities around the United States. Students can receive free registration fees by volunteering to work during the conference. The Iowa APA (<http://www.iowa-apa.org/>) holds an annual conference every fall for planners working in Iowa and neighboring states. The state chapter provides funding to offset the cost of registration for students who want to attend. MCRP students are strongly encouraged to attend one or both of these conferences at least once during your time at Iowa State. The CRP Grad Club typically organizes group travel and lodging for those planning to attend the conferences.

Graduate and Professional Student Senate (GPSS)

GPSS represents the graduate and professional student's perspective on campus issues and serves as a liaison between graduate/professional students and the university administration. Each department is permitted to have at least one GPSS representative. The GPSS is also responsible for Professional Advancement Grants (PAG). PAGs support travel to conferences or professional meetings and for research outside of a person's degree program. Additional information is available at <https://www.gpss.iastate.edu>.

Recreation

When you need a break from academics, Iowa State offers plenty of choices for recreation. The ISU Recreation Services provide fitness programs, outdoor recreation, intramural sports, sports clubs, and state-of-the-art recreation facilities. More information can be obtained from

<https://www.recservices.iastate.edu>.

Athletics

If you are interested in intercollegiate athletics, Iowa State's teams compete in the Big 12 athletic conference. For ticket information and all the news about your favorite teams, check out the official Iowa State University Athletics web site at www.cyclones.com.

Performing Arts

If you are accustomed to theater and the arts, big-name entertainers, symphonies, museums, ballet and rock concerts, then you will feel right at home at Iowa State. Visit <http://www.theatre.iastate.edu/> for additional information. The Iowa State Center is the local stop for nationally touring music acts and theatrical productions: <https://www.center.iastate.edu/>

Campus Resources

Center for Excellence in Learning and Teaching

Campus Address: 3024 Morrill Hall

Phone: 515-294-5357

Fax: 515-294-1860

Email: celt@iastate.edu

Web: www.celt.iastate.edu

Graduate College

Campus Address: 1137 Pearson Hall

Phone: 515-294-4531

Fax: 515-294-3003

Web: www.grad-college.iastate.edu

Within the Graduate College is the Center for Communication Excellence. This Center offers a wide array of helpful services specifically for graduate students. These include but are not limited to research writing workshops, including how to format a thesis, as well as grant writing workshops. More information is available at <https://cce.grad-college.iastate.edu> (look under events). The Center for Communication Excellence also offers a wide variety of programs to assist graduate students with respect to improving a students' writing and speaking skills, especially for those of you, who are not native English speakers. One-on-one consultations are available, as well as peer learning groups and workshops are all available through the center. Here is a link to their web page <https://cce.grad-college.iastate.edu/about-us>. Look under the Writing and Speaking tabs for the information. Check out what they offer and remember, this is all free and available to you.

International Students and Scholars Office

Campus Address: 3241 Memorial Union

Phone: 515-294-1120

Fax: 515-294-8263

Email: isso@iastate.edu

Web: www.isso.iastate.edu

The mission of the International Students and Scholars Office (ISSO) is to provide immigration and cross-cultural expertise to create a welcoming and supportive environment for all international students throughout their university experience. Because laws and regulations governing legal presence in the U.S. change frequently, it is important to consult ISSO for the latest information and to understand how it applies to your individual situation.

Student Counseling Service

Campus Address: 3rd floor, Student Services Bldg., 2505 Union Drive

Phone: 515-294-5205

Web: <https://www.counseling.iastate.edu/>

Student Counseling Services (SCS) provides clinical and campus-based services to help students achieve their educational and personal goals. SCS supports the holistic well-being of every Iowa State student and promotes a healthy and inclusive community through clinical services, outreach, consultation, crisis intervention and collaboration with campus partners.

Student Employment Center

Campus Address: 0640 Beardshear Hall

Phone: 515-294-JOBS (5627)

Email: studentjobs@iastate.edu

Web: <https://www.financialaid.iastate.edu/student-employment-center/>

The Student Employment Center provides several resources to students regarding student employment.

Students & Scholars Health Insurance Program

Campus Address: 3810 Beardshear Hall

Phone: 515-294-4800

Web: <https://sship.hr.iastate.edu>

Department of Community & Regional Planning Assistantship Duties and Evaluation Form

Please provide an outline of your Graduate Assistant's (GA) duties and expectations for the assignment. You should discuss these expectations with the GA at the beginning of the assignment. The faculty supervisor should keep a copy of these expectations and provide a copy to the Graduate Assistant.

Assistant _____
Semester & Year _____

Supervisor _____
Course or Project _____

Please list the duties to be completed by the Graduate Assistant below:

The duties listed above have been discussed and understood by both the assistant and faculty member. These duties are appropriate and have been agreed to.

Graduate Assistant signature _____ Date _____

Supervising Faculty signature _____ Date _____

At the end of the assignment, please provide an assessment of the Graduate Assistant's (GA) performance. You should discuss your evaluation with the GA. The faculty supervisor should keep a copy of this evaluation, provide a copy to the Director of Graduate Studies, and a copy to the Graduate Assistant.

Supervisor rating of GA (as applicable):	Exceeds Expectations	Meets Expectations	Below Expectations
Dependability and reliability			
Consistent communication			
Timeliness in completing required tasks			
Professionalism in attitude and work quality			

Comments (please explain any criteria checked as "Below Expectations")

This evaluation has been discussed and understood by both the assistant and faculty supervisor.

Graduate Assistant signature _____ Date _____

Supervising Faculty signature _____ Date _____