



Master of community and regional planning Program Handbook 2017-18

Program Director: Professor Rich Margerum

Welcome to the master's program in community and regional planning (CRP) at the University of Oregon. The program has been awarding degrees since 1968 and is accredited by the Planning Accreditation Board. This accreditation means that we ensure our graduates are obtaining the key skills and knowledge important for success in the field.

Program Mission

Our goal is to prepare you to be a great planner and change agent, and to expose you to critical theories, questions, and issues that will help spur a career of ongoing learning. Our mission is:

The Community and Regional Planning program prepares innovative public leaders through a challenging and applied curriculum and an inclusive learning environment. It creates and disseminates new knowledge and engages in intensive partnerships to solve society's most pressing economic, environmental, and social issues.

In support of this mission, we have two main program goals that align with goals in the PPPM Department Strategic Plan:

1. Create a supportive, rigorous, and richly experiential learning environment that prepares students to become leaders in planning related fields.
2. Advance the state of knowledge in the field of planning by engaging in planning and planning-related research and scholarship.

Equity and Inclusion

Equity and inclusion is a key part of our mission and goals. We believe it is important for your graduate experience, but more importantly for your career working with diverse peers and communities. The goal in the PPPM Department is to create classes that are exciting, challenging and welcoming forums for wide-ranging discussions and debate about the critical issues facing society today. This requires a respectful and inclusive classroom atmosphere where everyone feels safe participating, all views can be heard and people are open to different perspectives.

Careers of Our Graduates

Graduates of the CRP program pursue a wide range of careers. The most successful students start working early with our Career Services Director. The following are positions that CRP graduates have successfully obtained upon graduation:

State and Federal Agencies

Southeast Sovereign Lands Coordinator, State of Utah Department of Natural Resources, Moab, UT
Regulatory Project Manager, U.S. Army Corps of Engineers, Eugene, OR
Watershed Program Manager, Colorado Department of Local Affairs, Denver, CO

Local and Regional Government

Outreach Specialist—Commuteride, Ada County Highway Division, Boise, ID
Planner, City of San Pablo, San Pablo, CA
Associate Planner, Tahoe Regional Planning Agency, Stateline, NV

Consulting Firms

Associate I/GIS Specialist, Nelson\Nygaard, Portland, OR
Real Estate Services Representative, CBRE, Portland, OR
Director of Economic Development, Eugene Area Chamber of Commerce, Eugene, OR

Nonprofit Organizations

Conservation & Stewardship Associate, Triangle Land Conservancy, Durham, NC
Transportation Planning Specialist, Eno/National Park Foundation, Sandy Springs, GA
Executive Director, Deschutes River Alliance, Portland, OR

The Curriculum

1. CORE (33 credits)

- **Core classes must be taken for letter grade unless offered Pass/No Pass only**

PPPM 611, Introduction to Planning Practice	4 credits
PPPM 612, Legal Issues in Planning	4 credits
PPPM 613, Planning Analysis I*	5 credits
PPPM 616, Planning Theory and Ethics	4 credits
PPPM 617, Human Settlements	4 credits
PPPM 610, Research Skills	2 credits
PPPM 610, Research Design (P/NP)	1 credits
PPPM 610, Professional Project Colloquium (P/NP)	1 credits
One of the following classes on Geographic Information Systems: <ul style="list-style-type: none">• PPPM 534 Urban Geographic Information Systems• PPPM 508 Advanced Urban Geographic Information Systems	4 credits
One of the following classes addressing land use: <ul style="list-style-type: none">• PPPM 610 Land Use Policy• PPPM 610 Growth Management	4 credits

*Students should have completed the equivalent of an undergraduate introductory statistics course prior to taking this class. Students are encouraged to complete this before enrolling in the program.

2. EXPERIENTIAL LEARNING (11 credits)

PPPM 623, Professional Development	1 credit
PPPM 625 & 626, Community Planning Workshop (Winter/Spring)	5+5 credits

3. FIELD OF INTEREST (24 credits)

Planning students select a field of interest to focus their elective work (see Appendix A). There are no formal concentrations, but the PPPM department is particularly strong in the following:

- Community Development
- Land Use and Built Environment
- Environmental Planning
- Public Involvement
- Nonprofit Management [option: concurrent Masters or Graduate Certificate]
- Sustainable Cities
- Ecological Design [option: concurrent Graduate Certificate in Ecological Design]
- Sustainable Transportation
- Public Policy [option: concurrent Masters, MPA program]

In choosing a field of interest (see Appendix A), students should consider:

- Undergraduate degree and prior work experience
- Current interest areas from UO courses and projects
- Career goals: immediate and 5 or 10 year goals

In selecting specific courses, students should consider:

- **Knowledge:** Classes that provide substantive understanding and theories in planning and related topic area (e.g., natural resources, transportation, land use). These more theoretical and analytical abilities that are important throughout your career.
- **Skills:** Classes that provide important analysis and technical skills (e.g., GIS, Cost-Benefit Analysis, Statistics, graphic design).

4. SYNTHESIS (4 credits), pass/no pass only

PPPM 609, Terminal Project (Professional Paper)	4 credits
---	-----------

Students complete a professional project to learn about an issue in substantial depth, and apply analytic skills, write a concise, professional report, and orally present the findings. For details about requirements and expectations, see: <http://pppm.uoregon.edu/thesis-exit-project-resources>.

IMPORTANT Degree Program Policies

- All MCRP core classes must be taken for a grade, unless the class is designated as Pass/No Pass. PPPM requires 37 credits to be graded. If you receive waiver for a core class, the substitute must be for a grade. The UO requires that 24 of the total credits required must be graded credits.
- Students may apply no more than nine internship credits towards their final degree.
- Students may apply to waive a core requirement if they can demonstrate graduate level proficiency, but this does not reduce the number of total credit hours. Basic work experience

related to a topic is not sufficient. As an accredited program, we cannot waive core requirements without demonstrated proficiency. Course waiver forms must be signed by the course instructor, the student's advisor, and the program director. Forms are available here: <http://pppm.uoregon.edu/sites/pppm2.uoregon.edu/files/downloads/pdf/Waiver%20Request%20form.pdf>.

- No more than four professional (terminal) project credits (PPPM 609) can be counted toward the 72 total credit requirement.
- All students must complete a professional (terminal) project or thesis. If this is completed through a concurrent degree program at least one faculty member must be from PPPM, and the student must be able to demonstrate its relevance to the planning profession.
- A Field of Interest may include any graduate-level class, and there is no requirement for how many credits must be taken within the department (See Appendix A).

Selected UO Graduate School UO Policies

- Check all Graduate School policies for details: <http://gradschool.uoregon.edu>.
- Master's students may request to transfer a maximum of 15 graduate credits into their masters degree program. A [Request for Transfer of Graduate Credit](#) is available from the Graduate School and it must be submitted no later than the end of the term prior to completion of the degree. The following conditions must be met:
 - The grade(s) earned must be A+, A, A-, B+, B, or P;
 - The course(s) must be relevant to the degree program as a whole; and
 - The PPPM Department and the Graduate School must approve the transfer.
- Graduate tuition allows for up to 16 credits for graduate coursework in each term during the academic year. Registration in excess of 16 credits, up to a maximum of 18 credits, requires an additional per credit tuition fee assessment. The minimum registration requirement for any term is three graduate credits.
- To remain in compliance with the Continuous Enrollment Policy, graduate students must be registered for a minimum of three graduate credits each term. This includes students who are taking only comprehensives, or final examinations or presenting recitals or professional (terminal) projects. Students do not have to be registered during the summer.

Sample Two-Year Program

	Core	Experiential Learning	Synthesis (4) and Field of Interest (20)
Fall 1st Year	611 Intro to Planning Practice (4) 613 Planning Analysis I (5) 617 Human Settlements (4)	623 Professional Development (1)	
Winter 1st Year	610 Research Skills (2) OPTION: GIS or Advanced GIS (4) OPTION: Land Use or Growth Mgmt (4)	625 Community Planning Wkshp (5)	OPTION: Elective (4 or 2 cr)
Spring 1st Year	610 Research Design (1) OPTION: GIS or Advanced GIS (4) OPTION: Land Use or Growth Mgmt (4)	626 Community Planning Wkshp (5)	OPTION: Elective (4 or 2 cr)
Fall 2nd Year	616 Planning Theory & Ethics (4) 610 Prof. Project Colloquium (1)		OPTION: Elective (4 or 2 cr)
Winter 2nd Year	612 Legal Issues in Planning (4)		OPTION: Elective (4 or 2 cr) OPTION: Elective (4 or 2 cr)
Spring 2nd Year			609 Terminal Project (4) OPTION: Elective (4 or 2 cr) OPTION: Elective (4 or 2 cr)
	35	11	26 TOTAL 72

Concurrent Degrees

Students interested in completing concurrent degrees must be admitted to both programs. The guidelines for the concurrent degree are:

- Students interested in a concurrent degree program must 1) apply to both programs, and 2) meet with directors of both programs to develop an academic plan. Usually concurrent degrees decrease the time it takes to complete two separate degrees.
- A Declaration of Concurrent Degree form must be completed and approved by both program directors and the Graduate School. The concurrent degree form also must be completed and approved by Friday of Week 2 in the term of graduation.
- The CRP program will accept the core courses of the second graduate degree as field of interest credits.
- Students completing concurrent graduate programs may be able to have their thesis or professional (terminal) project fulfill both degree requirements. This is determined on a case-by-case basis.

Student Advising

Students are assigned a provisional academic advisor prior to their enrollment, but students are free to change academic advisors. They should confirm the change with their new advisors and submit a

Change of Advisor form (on the website at Current Students/Department Forms). CRP advising includes:

- **Individual Advising.** Each student is strongly recommended to meet regularly with their advisor to discuss their general progress and the selection of electives. Degree audits are available through DuckWeb. A mid-program review is strongly encouraged for all students. Getting the most out of these advising meetings also depends on your preparation. We suggest that you:
 - Review and print your DuckWeb degree audit
 - Bring a copy of your Professional Development Plan (assignment from Professional Development) to help focus your discussion, OR bring the following information
 - Some short and long term career goals
 - 1-2 job announcements that interest you
- **Terminal Project Advisor:** In your second year, you will complete a professional paper (Terminal Project) in consultation with a project advisor. Once you have finalized your project advisor, we recommend that you also use the same person as your academic advisor.
- **Career Advising:** Our Career Services Director is available for internship support and career advising. The Director helps teach the Professional Development course and supports students in a wide range of ways.

Internships

Internships are not required for the MCRP program, but they are strongly encouraged. The PPPM Department has invested heavily in our internship program, and our Career Services Director can assist you in developing and applying for career-building internships.

- The Internship Director is available to meet with students to discuss their career goals and internship options. Online resources are available at <http://pppm.uoregon.edu/internships>. The Internship Director also posts internships to the graduate student listserv.
- Students may register for PPPM 604 Internship after consultation with the Internship Director. The course is a variable-credit elective and should support a student's field of interest. Students may apply no more than nine internship credits toward their degree.
- RARE participants who apply nine credits from the program are not eligible to apply additional internship credits toward their degrees.
- The Internship Director offers consultations, workshops, and group advising on topics related to career and professional development.

Academic Standing

- Grades below C- are not accepted for graduate credit but are computed in the GPA. For pass/fail classes, a grade of pass is equal to or better than a B-.
- Students must maintain a 3.0 grade point average (GPA) to be in good standing in the program (a B- average is below 3.0). A 3.0 GPA is also required for graduation.
- Students have seven years to complete their master's degree while maintaining continuous enrollment (summer terms not included). Any credits taken more than seven years earlier than expected graduation date will not be counted towards degree.

Academic Calendar

The academic calendar, with add and drop deadlines, can be found on the Registrar's website, <http://registrar.uoregon.edu/calendars/academic?ts=Fall-2016>.

Graduate Teaching Fellowships

In winter or spring term of each academic year the department advertises its GTF positions for the following year. On occasion, additional departmental GTF positions will become available, and notices will be emailed and posted. For details on department GTF policies, see <http://gradschool.uoregon.edu/gtf/rights-and-responsibilities/gdrs>.

Students have been very successful obtaining administrative GTF positions throughout the university. Current listings are available throughout the school year on the Graduate School's website, <http://gradschool.uoregon.edu/gtf>

Transferring Credits

Students may petition PPPM and the Graduate School to transfer up to 15 graduate credits with a grade of B or higher, or pass, from another program if the credits: 1) are relevant to the program, 2) were taken within seven years of the date of graduation, 3) were not used towards a prior graduate degree, and 4) were taken at an accredited university. The Transfer of Graduate Credit form is available at the Graduate School's website at <http://gradschool.uoregon.edu/policies-procedures/masters/transfer>.

Graduation

Students must apply for their degree or certificate by the second Friday of the graduation term; see <https://gradschool.uoregon.edu/node/152> for details. In the term of graduation, students must be registered for three graduate credits. For more information about the Graduate School's requirements, see <http://gradschool.uoregon.edu/policies-procedures/masters>.

PPPM Questions

Our staff are great resources when you have questions. Here is the breakdown of their student support responsibilities. Also, see the Frequently Asked Questions on the PPPM website at <http://pppm.uoregon.edu/current/faq>

Shaun Haskins

Business Operations Manager

541.346.2859, haskins@uoregon.edu

- Event & Field Trip Cost Estimates
- Student Hiring (Hourly)
- State Driver Clearance
- Motor Pool Reservations
- Faculty Issues

Receptionist

541.346.3635, pppm@uoregon.edu

- Faculty Office Hours
- Keys & Computer Lab Access
- General Questions/Directions
- Room/Equipment Reservations
- State Driver Clearance
- Motor Pool Reservations

Heather Currie

Administrative Program Assistant

541.346.6018, hac@uoregon.edu

- Student Records
- Grad School & University Requirements
- Department & Program Requirements
- Petitions/Waivers/Leaves of Absence
- Preauthorization to Add Class
- Graduation Clearance
- Course Scheduling
- GE Payroll

Tiffany Benefiel

Administrative Program Assistant

541.346.2685, benefiel@uoregon.edu

- Website Edits
- List Serv Management
- Event Coordination

Appendix A: Master of Community and Regional Planning: Sample Fields of Interest

Each CRP student must develop a field of interest (24 credits) through graduate level course work. There are no formal concentrations, but the PPPM department is particularly strong in the areas listed below. Students are welcome to take classes in other departments, but some classes may have prerequisites or be limited to majors. It is your responsibility to check these restrictions. In choosing a field of interest, you should work with your advisor to consider career goals, job requirements and the areas of work you find most interesting. You should consider classes that provide both knowledge (theory and concepts) as well as skills (techniques and approaches). *Note: courses in other departments change names and schedules periodically; check departments and UO schedule for current listings.*

Community Development

PPPM 507 Impact Philanthropy

PPPM 532 Justice and Urban Revitalization

PPPM 546 Socioeconomic Development Planning

PPPM 581 Fundraising for Nonprofit Organizations

PPPM 586 Philanthropy and Grant Making

PPPM 610 Social Enterprise

PPPM 680 Managing Nonprofit Organizations

PPPM 629 Public Budget Admin

AAD 551 Community Cultural Development/Creative Placemaking

Other relevant courses and departments: International Community Development (International Studies), Urban and Regional Economics (Economics)

Land Use and Built Environment

PPPM 508 Environmental Impact Assessment

PPPM 538 Transportation Issues in Planning (Bicycle Planning)

PPPM 610 Land Use Policy

PPPM 610 Growth Management

PPPM 542 Sustainable Urban Development

PPPM 543 Natural Resource Policy

Other relevant courses and departments: Urban and Regional Economics (Economics), Landscape Architecture, Architecture, Geography, Law

Environmental Planning

PPPM 508 Environmental Impact Assessment

PPPM 610 Land Use Policy

PPPM 610 Growth Management

PPPM 543 Natural Resources Policy

PPPM 544 Environmental Policy

PPPM 548 Collaborative Planning and Management

Other relevant courses and departments: Resource and Environmental Economics (Economics), Environmental Justice, Sustainability (Environmental Studies), Environment and Development (Geography), Sustainable Business Practices, Lifecycle Analysis (Management), Landscape Analysis (Landscape Architecture)

Sustainable Cities

PPPM 538 Transportation Issues in Planning (Bicycle Planning)

PPPM 610 Growth Management

PPPM 542 Sustainable Urban Development and Design

PPPM 507 Natural Hazard Mitigation

Other relevant courses and departments: Economics, Environmental Studies, Political Science, Law. See also: Ecological Design Graduate Certificate in College of Design

Public Involvement

PPPM 518 Introduction to Public Law
PPPM 548 Collaborative Planning and Management
PPPM 552 Public Participation in Diverse Communities
PPPM 633 Public Management
PPPM 507 Public Sector Leadership

Other relevant courses and departments: Ethnic Studies, Political Science, Sociology, Environmental Studies, Journalism and Communication

Nonprofit Management

PPPM 507 Volunteer Management
PPPM 507 Strategic Communications
PPPM 522 Grant Proposal Writing
PPPM 525 Project Management
PPPM 526 Strategic Planning for Management
PPPM 548 Collaborative Planning and Management
PPPM 565 Program Evaluation
PPPM 581 Fundraising for Nonprofit Organizations
PPPM 586 Philanthropy and Grant Making
PPPM 680 Managing Nonprofit Organizations
PPPM 684 Public and Nonprofit Financial Management
PPPM 687 Nonprofit Board Governance
PPPM 688 Nonprofit Management Consultancy

Other relevant courses and departments: Fundraising Communication (Journalism); Nonprofit Law and Management Clinic (CRES), Nonprofit Law (Law)

Public Policy

PPPM 507 Policy Simulation
PPPM 518 Public Law
PPPM 565 Program Evaluation
PPPM 628 Public Sector Economics
PPPM 629 Public Budget Administration
PPPM 633 Public Management
PPPM 636 Public Policy Analysis
PPPM 656 Quantitative Methods
AAD 562 Cultural Policy

Other relevant courses and departments: Health Economics (Economics), International Water Policy (Environmental Studies), Politics and Political Analysis (Political Science), Education

Sustainable Transportation

PPPM 538 Transportation Issues in Planning (Bicycle Planning)
PPPM 542 Sustainable Urban Development
PPPM 610 Land Use Policy
PPPM 610 Growth Management

Other relevant courses and departments: Economics, Environmental Studies, Law.

Ecological Design

PPPM 538 Transportation Issues in Planning (Bicycle Planning)
PPPM 610 Land Use Policy
PPPM 610 Growth Management
PPPM 542 Sustainable Urban Development

Other relevant courses and departments: Ecological Design Graduate Certificate in College of Design