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Preface

This RCPL Graduate Student Handbook is a guide for Regional & City Planning students at the University of Oklahoma. While it contains standard practices in the division and the College of Architecture, all students are still held to the rules and conduct set forth by the University of Oklahoma.

The OU Student Handbook and Graduate Student Handbook cover important aspects about being a student at OU. The OU Student Handbook covers policies and rules included academic integrity, facility use, student rights and responsibilities along with other policies. The full university OU Student Handbook can be located at this link: https://cqSpublish.ou.edu/content/studentlife/studenthandbook.html.

The College of Architecture Student Handbook highlights helpful phone numbers and connections to the university undergraduate student handbook. The College of Architecture Student Handbook is located at the following link: http://www.ou.edu/content/dam/Architecture/Forms/Student_Handbook-2014.pdf

The Graduate Student Handbook covers a vast amount of information relevant to all graduate students at OU. The Graduate Student Handbook includes information on financial support, graduate assistantships, paying tuition, training, writing center resource, academic standards, and graduate college deadlines. The full Graduate Student Handbook can be located at this link: https://www.ou.edu/content/dam/gradweb/documents/Publications/GSHandbook.pdf

This RCPL Student Handbook is intended to supplement the above handbooks, highlight division policies, and note various practices in the division. This document will evolve and include additional helpful sections to students as suggested by students and faculty in the program.

Acknowledgements

University of Kansas, Department of Urban Planning. KU Planning Student Handbook was a helpful resource in the creation of our student handbook.
Welcome to the University of Oklahoma! We are so excited you are joining the OU Regional & City Planning family! This handbook will probably only address some of your questions, but hopefully will still be a good start! We are continuously working on adding more helpful information in this handbook – so feel free to offer suggestions during your time with us!

Setting up your email

New students can create their OU email account by setting up your account on the Account Management page: https://accounts.ou.edu/ (follow the instructions under “I am New to OU”).

Under Accounts Management you can do the following after you set up your OU account:

1. ACCOUNT RECOVERY EMAIL
2. EMERGENCY ALERT INFORMATION (for notifications about risks, weather, and other emergencies – set up where you want to receive messages on your phone, email, etc)
3. EMAIL INFORMATION – you can set alias and have emails sent to one unified email as desired. You also can alter how your OU email reads (default will be FIRSTNAME.MiddleInitial.LASTNAME-1@ou.edu).
4. WEB ACCOUNT
5. ADDRESS AND PHONE NUMBERS
6. EMERGENCY CONTACTS
7. PASSWORD MANAGEMENT
8. ICEdot (invisible bracelet)

Tips and Advice

- If you cannot activate your OUNet Account online, please call the main campus IT Help Desk at (405) 325-4357 or visit their Support Web site at http://support.ou.edu/ for assistance.
- Access to your email account is governed by your OUNet account, which consists of the first four letters of your last name plus four digits generated by Main Campus IT, so this step must be completed first.
- There will be a delay between the time you are accepted into the OU Graduate College and the time that Main Campus IT generates your OUNet account.
- If you were recently a student at OU, your username and password should not have changed. Try logging in from that page; if you cannot, try using the New Users link.
- All students at The University of Oklahoma receive a default e-mail address (alias) of the form Firstname.I.Lastname-1@ou.edu, which defaults to your University-provided POP account. You may change the alias on your account via the http://account.ou.edu/ web page.
- You can forward your OU e-mail to an off-campus account (such as Hotmail, Yahoo, or AOL). However, both the University and the College of Architecture strongly recommend checking
your OU e-mail via your University-provided e-mail account, rather than forwarding it to an off-campus account. Experience has shown that e-mail forwarded to off-campus accounts does not always arrive at those accounts in a timely manner -- or sometimes at all.

- You may access your OU email from any web browser by going to the OU Mail Webmail page at https://exchange.ou.edu/. You'll be required to enter your OUNetID and password.

Enrolling in classes

Step 1: Activate OUNet Account - Activate your OUNet account to receive OU email, enroll, etc.

Step 2:
Prior to their first enrollment at OU, all students must take the mandatory online Sexual Misconduct Awareness training. Students should contact the OU IT Help Desk if they have any technical difficulties with the training site. The training takes only 10 minutes or so and is intended to insure your safety.

Step 3: Enroll in courses - You can register for classes after being advised. (You can enroll prior to being advised. Advising can be done with the Graduate Liaison or your faculty mentor. The purpose is simply to make sure you are on track).

Enrollment over the web → ozone.ou.edu allows students to browse the class schedules and enroll in courses over the web. Using your OUNET ID and your personal password, you can look at the class schedule information and enroll.

How to enroll (also includes key dates for enrollment and ADD/DROP period):
http://www.ou.edu/enrollment/how_to/enroll.html

Full load of courses = 12 credit hours enrolled; Full –time student = minimum of 9 credit hours enrolled

For VARIABLE CREDITS – the university provides this guide to the steps to adjusting the variable credit hour number: (RCPL 6520 Field Studies, RCPL 5960 Directed Reading, RCPL 5980 Masters Thesis)

https://www.ou.edu/content/dam/portal/documents/Changing%20Variable%20Credit%20Course%20Hours.pdf
Arriving in Norman

International Students should register for the OU International Student Orientation: [http://www.ou.edu/cis/iss/norman-arrival/orientation-niso.html](http://www.ou.edu/cis/iss/norman-arrival/orientation-niso.html)

This orientation covers basics such as student group, setting up a bank account, and finding a cellular provider and essentially “settle” into their new life in Norman.

If you flew into Oklahoma then you likely arrived at the Will Rogers International Airport. The airport is located about a 30 minute car ride from campus.

OU provides free transportation to Norman (international students)- Free Airport Shuttle [http://www.ou.edu/cis/iss/norman-arrival/orientation-niso.html](http://www.ou.edu/cis/iss/norman-arrival/orientation-niso.html)

The University of Oklahoma is providing FREE transportation for all new international students from the OKC Will Rogers Airport to Norman, OK one week before classes begin. If you have booked or plan to book your flight to arrive during these dates, you are welcome to register your flight arrival time for free transportation once the transportation arrival time sign-up is available. Check back to this page closer to the beginning of the semester to sign up for free transportation. For questions, please email intlprog@ou.edu.

For U.S. Students: There are private Airport Express/Shuttle options (roughly $35 one way):


Housing

For the most part graduate students typically look for off-campus housing. The university has some links to options on how to find housing on the following link:

[http://www.ou.edu/coe/cbme/apply/housing.html](http://www.ou.edu/coe/cbme/apply/housing.html)

Parking Services & Transportation

This office covers many transportation-related issues. There are a total of 16,375 parking spaces on the Norman campus. You can purchase a parking permit, register your bike, pay parking citations all on this website:

[http://www.ou.edu/parking.html](http://www.ou.edu/parking.html)

Student parking permits are available for $215 and are valid from August until May for both the fall and spring semesters. For parking permits – if you purchase ahead of time they will mail it to you. Otherwise you have to pick it up at parking services:

OU Parking Services  
Stubbeman Place  
1107 Elm Ave.  
Norman, OK 73072-7124
The OU Parking Services does keep a fairly active Twitter feed to inform students when lots are full. One piece of general advice often given – if all of your classes are after 10:30 am (and you don’t plan on arriving early on campus) that you may forgo purchasing a permit and simply park at the free parking lot at Lloyd Noble and take the shuttle bus back to campus.

You may park permit-free on the north central side of the Lloyd Noble Center and ride the Cleveland Area Rapid Transit (CART) bus to the South Oval. The non-stop shuttle service from the LNC to the South Oval runs every 5 to 10 minutes from 7 a.m. to 6 p.m. and every 20 minutes from 6 to 9 p.m. Visit the CART website at www.rideCART.com.

CART Bus Services:  http://www.ou.edu/content/cart.html

Lloyd Noble shuttle route:  
http://www.ou.edu/content/cart/schedules/lloydnobleshuttle.html

Bikes on Campus: http://www.ou.edu/content/parking/bike_ou.html

We have several repair stations on and near OU Campus. One of which is located underneath the OU Stadium near the book store.

OU requires/recommends registering your bicycle to help reduce bicycle theft. Registration is free:  http://www.ou.edu/content/police/psafe/bike-security/bike-registration.html

New Student Orientation & Writing Workshop

Every fall the RCPL faculty holds a day and half orientation for incoming students. This is typically the week prior to classes starting. This is also an opportunity to help with any enrollment issues that are unresolved, get a tour of the building and meet your faculty and fellow students!

The slides from the presentations are posted on our website: 
http://www.ou.edu/content/architecture/regional_city_planning/resources/policies-forms.html

New Student Orientation Materials
Click on the following for: Overview of policies and program
Click on the following for: Research Writing
Click on the following for: Citations
Click on the following for: Types of Writing
For an interesting summary of survey results on Career Advice for Emerging Planners
Campus Map

For an interactive campus map: http://www.ou.edu/home/map.html

Below is just the South Oval area where the College of Architecture is located in Gould Hall.
ACADEMICS

ADMISSIONS

Admissions Process & Requirements
The Masters of Regional and City Planning (MRCP) degree requires two-years of full-time graduate study. The degree is designed for people seeking a professional degree in urban and regional planning, community and economic development, urban design, and transportation planning in the public and private sectors.

Requirements for Admission:
Prospective students must have a bachelor's degree from a recognized college or university. A minimum of a 3.0 GPA is required for full admission. However, conditional admission is granted for those students demonstrating ability to succeed in our program beyond simply the GPA measurement tool. Conditional admission may require a limited load of courses, some initial preparatory courses, or language skill preparatory courses. International students must have a minimum 550 TOEFL score.

When to Apply:
RCPL has what is called "rolling admissions". We work to admit students throughout the year. Although Fall semester admission is recommended to take advantage of the scheduled sequence of courses, Spring and Summer admissions are also possible.

Admissions Process:
To be admitted to the Regional and City Planning program, a student must first be admitted to the Graduate College of the University.

The first step to the process is to apply online through the Graduate College. The links to the Graduate College Admissions process are below:

Get Graduate Student Admission Info | Get International Grad Student Admission Info

The supplemental materials required for our program can be uploaded into the online applications form (This is NEW starting for admissions starting in Summer 2014 and Fall 2014). The letters of reference are also included within the online application system (the online system is called CollegeNet and is used by several universities for admissions). Please note: transcripts need to be sent to the Graduate College.

If you have individuals providing letters of reference/recommenders that prefer to mail (postal or electronic) directly to our division, you may provide the following address:

Graduate Liaison
Division of Regional and City Planning
College of Architecture
University of Oklahoma
830 Van Vleet Oval, Gould Hall
Norman, OK 73019

Email to the Graduate Liaison (Dr. K. Meghan Wieters at kmeghanwieters@ou.edu)
Scholarships & Graduate Assistantships

Get information concerning tuition waivers.
Get information about scholarship process

GRADING

The University of Oklahoma does not have + or – options for grades. The following is the formal grading policy for OU:

http://www.ou.edu/content/recordsandtranscripts/grading_policy/grades.html

Students’ grades in all courses are filed in the Office of Academic Records and become a part of the official records of the University. Current students can view grades (usually one week after finals are over) on the web by logging on to ozone.ou.edu.

The passing grades used are A, B, C, D, and under certain conditions, P and S. Nonpassing grades are F, U and NP.

A, the highest grade, is given for work of exceptional quality. D is the lowest grade for which credit is given in any undergraduate college and means that, although in the judgment of the instructor credit should be allowed for the course, a degree will not be conferred upon a student whose work is all of that level. In the Graduate College, however, the grade of D is failing, insofar as credit toward a graduate degree is concerned, and cannot be used to satisfy prerequisite requirements and/or requirements for certificates. F means failure. No credit hours or grade points are awarded for an F, but the credit hours are calculated into the cumulative grade point average.

S and U, meaning Satisfactory and Unsatisfactory, may be used in grading certain courses identified at the discretion of the degree-recommending college. Courses selected for S-U grading must be of a noncompetitive nature and the entire class must be graded on this basis. The S-U grades are considered neutral in the computation of a student’s grade point average. At the undergraduate level, a grade of S signifies work of D quality or better (except in the case of credit earned by advanced standing examination, when the grade of S represents work of C quality or better). In the Graduate College, the grade of S represents work of B quality or better. S must be used to indicate that a thesis or dissertation is satisfactorily completed, and is the only passing grade accepted for special problems, individual research and directed readings courses. The S grade may not be used for lecture/recitation courses except with the expressed approval of the graduate dean. The U grade is used to indicate that no credit is to be given for the work undertaken.

P and NP, meaning Pass and No Pass, are used as grades in a course in which a student has enrolled under the pass/no pass option. P meaning Pass is used as a passing grade and indicates quality of C work or better. NP, meaning No Pass, is a nonpassing mark used to indicate no credit for a pass/no-pass option enrollment. The grades of P and NP are considered neutral in the computation of the student’s grade point average.
W, meaning withdrawal, is a neutral grade assigned when the student is passing at the time of withdrawal. A student who withdraws from a course with failing grades will receive the grade of F.

**University Regulations Governing Incompletes**

http://www.ou.edu/content/recordsandtranscripts/grading_policy.html

I is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The new university-wide incomplete Contract Form that all instructional faculty will be required to use when assigning a grade of INCOMPLETE, effective with the Fall 2014 semester, will include a grade if the work is not turned in by this date (Cannot be an “I”). The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of “I” will be changed to the permanent grade from the Incomplete Contract form. After a grade of I has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research and graduate problem courses.

Graduate College "I": With the approval of the instructor and Graduate College Dean, a graduate student may be granted up to a one-year extension for making up incomplete work. No petitions for extensions beyond one year will be considered. After the incomplete work is made up, the instructor shall promptly report the new grade to the Office of Academic Records so that it can be posted to the student’s transcript. In any case, the new grade must be posted to the student’s transcript within one year of the deadline for making up the incomplete work (including any extension, if granted). If the new grade has not been posted within this one-year time period, the student shall have one additional year in which to file an appeal with the Graduate Dean requesting that the proper grade be posted. If no such appeal is received by the Graduate Dean within this second year time period, the grade of "I" shall be changed to the pre-determined permanent grade.

All instructional faculty are required to use the university-wide Incomplete Contract Form (PDF) when assigning a grade of incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade.

If an incomplete is received, the “I” grade remains on the student’s record and the final grade is next to the “I” (example I/B).

**ACADEMIC INTEGRITY CODE**

The full Academic Integrity Code for the University of Oklahoma is included in this section. Additionally the RCPL adopted policy includes training of all students to insure you are aware of the policy and implication of Academic Misconduct.
Regional & City Planning Policy on Academic Integrity

In order to promote consistent understanding of academic integrity and academic misconduct the following policy has been adopted by Regional & City Planning:

All students should be aware and understand Academic Integrity and Academic Misconduct policy of OU. This information is available on the OU website under the Provost’s page.

Student Academic Integrity
http://www.ou.edu/provost/pronew/content/integritymenu.html

Academic Misconduct Code

In order to insure all RCPL graduate students begin their academic career in the department with a basic understanding of what constitutes plagiarism and how academic misconduct is handled at the University of Oklahoma:

(a) all incoming students must take the OU Library academic integrity tutorial (http://libraries.ou.edu/help/tutorials/academicintegrity/player.html) during the first semester of enrollment (Graduate Liaison to confirm before the end of ADD/DROP period of first semester);

(b) all full and part-time RCPL faculty must complete the OU Library academic integrity tutorial and present a certificate of completion to the Division Director by the by the second week of semester hired.

(c) All certificates submitted to the Graduate Liaison must indicate all questions were answered correctly.

Adopted: 11/5/2009
Date printed: 8/19/2010
Information/General Tips:

- The tutorial may be found at the following URL:  
  [http://libraries.ou.edu/help/tutorials/academicintegrity/player.html](http://libraries.ou.edu/help/tutorials/academicintegrity/player.html)

- (Alternate path: Go to the Library Home page, Tutorials at the bottom and Select the tutorial on “Academic Integrity: Avoiding Plagiarism” [http://libraries.ou.edu/help/tutorials/](http://libraries.ou.edu/help/tutorials/))

- The tutorial should only take approximately 13 minutes to complete.

- At the end of the tutorial each student will be required to print out their certificate of completion. You will be asked to fill in your name at the end of the tutorial prior to printing the certificate.

- You are permitted to retake the tutorial as many times as needed in order to achieve a 100% grade. The goal is to make sure you understand the issues and concepts. Only the certificate with report that automatically accompanies the certificate that satisfies the 100% grade should be submitted.

- These certificates will be kept on file in the department to confirm that every student is fully aware of basic understanding of this important academic issue.

- Please submit this paperwork to the RCPL Graduate Liaison.
In order to print out your results:

When you have passed all 5 quizzes (entire tutorial can be repeated until you have passed), above is the final screen.

“Congratulations, you passed and completed the tutorial on Academic Integrity: Basic Assumptions of College-Level Writing. To keep a record that you have successfully completed this tutorial, you will need to click the “PRINT” button below. Remember to fill in your name”

When you click “PRINT”, a window will pop up where you can type your name (it is a small box, some instructors may opt to have students use SoonerID).

The next screen that will pop up separate from the tutorial will have 2 simple tables – 1 indicating you have completed the quizzes successfully and all the questions.

You can copy (CTRL+A) this document and paste (CTRL+V) into a word document to save in your files. You also can print this document from this final screen.

SCREENSHOT/PRINTSCREEN OPTION

Some students/browsers seem to have some odd issues with the print option at the final screen. BEFORE you click the print button. . . choose a print screen of the final screen (Multiple ways to do this, depending on the computer: ALT+PRTSCN, Fn+PrtScrn, etc). PASTE into a Word Document, print normally and sign it indicating you personally completed the tutorial and that screenshot is the completion screen.
UNIVERSITY OF OKLAHOMA  ACADEMIC INTEGRITY CODE

http://integrity.ou.edu/files/Academic_Misconduct_Code.pdf

1 GENERAL PROVISIONS

1.1 Basic Principle of Academic Integrity

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

1.2 Scope

This Code applies to all work for any class or other academic activity conducted by a Norman Campus unit, excluding the College of Law. It also applies to other academic activities such as enrollment, withdrawal from classes and the like. Misconduct in admissions is not covered except when discovered after the student's classes begin. Violations of expectations for orderly conduct in instructional activities shall be governed by the Student Code and by such rules as the Provost may establish or approve.

1.3 Definition of Academic Misconduct

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. The Provost shall develop policies and instructional materials to illustrate specific forms of misconduct such as fraud, plagiarism, and improper collaboration.

1.4 Integrity Council

The Integrity Council shall be an organization of students that maintains and promotes academic integrity on the Norman Campus. Assisted by faculty, staff and administrators, it shall fulfill the investigative, adjudicative, and advisory functions provided in this Code and otherwise promote integrity on the Norman Campus. The Provost shall approve the Council's procedures as well as bylaws and membership requirements. The Integrity Council shall be advised by a board appointed by the President, with representation from faculty, students, and others as appropriate.

1.5 Integrity Pledge

Instructors are encouraged to advise students of the requirements of the University Academic Integrity Code and its application to any assignments, examinations, policies and procedures in the course. Although the Code is binding on student conduct by its own force, instructors may additionally choose to remind students of the importance of the Code by formal or informal means. An example of a formal reminder would be to have students attest in writing that they have complied with the Code with regard to a specific assignment or examination. An informal reminder may be an oral statement made to the class that the Code is binding with respect to a collaboration or research project.

2 REPORTING ACADEMIC MISCONDUCT
Any person may report suspected misconduct to an instructor (or to the relevant administrator as appropriate), or to the Integrity Council. Instructors and administrators who receive a report or otherwise learn of suspected misconduct may first investigate and should report the matter to the Integrity Council as described below.

3 INFORMAL RESOLUTION: THE ADMONITION

3.1 Choosing the admonition. An admonition is a warning from the instructor to the student. It may be accompanied by a grade reduction up to a zero on the assignment and/or additional required work. An admonition is not an adjudication of academic misconduct. However, in any subsequent misconduct proceeding the admonition will establish the student’s familiarity with integrity standards. Admonitions are typically appropriate when the student’s conduct would count as misconduct but is better addressed through an immediate instructional response rather than referral to the Integrity Council. Admonitions are not appropriate for egregious misconduct, or for cumulative examinations, and other semester-long assignments, or for graduate assignments such as general examinations. Ordinarily no student should receive more than one admonition.

3.2 Conditions for imposing the admonition. An instructor who elects to use the admonition option shall inform the student of the nature of and basis for the misconduct; explain the grade reduction or other requirement to be imposed; and inform the student how to contest the decision. The Provost shall approve rules to report admonitions, ensure that students may contest them, and restrict their use in repeat or egregious cases.

4 INTEGRITY COUNCIL INVESTIGATION

Upon receipt of a report of misconduct, the Integrity Council shall investigate unless the case is referred back to the instructor for review and informal resolution. The Integrity Council shall adopt investigation procedures that ensure fundamental fairness to the students involved, protect the community’s interest in enforcement of standards, and prompt resolution of cases. These procedures shall include:

(a) Notice to the student, no later than 30 regular class days of when the incident is discovered;

(b) a grade of "N", a temporary neutral grade, to be assigned while the matter is pending;

(c) referral to an appropriate Integrity Council designee(s), who will answer questions and counsel the student as to the rights available under the Code, and be available to the student throughout the investigation process as an informative resource only;

(d) the option to seek further advice or counsel from a designated student advisor, including UOSA general counsel;

(e) a report of findings, in writing, that shall be provided to the student, the instructor or other administrator reporting the incident, and other university officials with a need to know.

At the conclusion of the investigation, the matter may be concluded by dismissal, if insufficient evidence exists to support a finding of responsibility; default, if the student fails to respond to reasonable notice; admission of responsibility by the student; or hearing.
5 HEARINGS

Upon the student's request for a hearing, the matter shall be assigned to an Integrity Council Inquiry Panel. The Inquiry Panel shall consist of two students, two faculty members, and a student chair. The case shall be adjudicated according to procedures that honor the following principles:

(a) Students are entitled to the presumption of innocence.

(b) Students are entitled to a reasonably prompt hearing.

(c) Hearings are not adversarial: the Panel shall be primarily responsible for eliciting information from all relevant sources, which shall ordinarily include the instructor, investigator, and student.

(d) The student shall represent himself or herself but may be advised by his or her Integrity Council advisor.

(e) Responsibility for misconduct must be established by a preponderance of the evidence.

(f) At the conclusion of the hearing the Panel shall deliberate and decide by majority vote whether the student is responsible for an act of misconduct.

If a student is found not responsible for misconduct, the matter shall be dismissed. If a student is found responsible, the Panel shall recommend an institutional penalty to the Provost and may make recommendations to the instructor as to the grade penalty.

6 REMEDIATION FOR MISCONDUCT

In any case resolved with a finding of responsibility for misconduct, a grade reduction may be imposed by the instructor and institutional remediation may be imposed by the Provost.

6.1 Grade reduction. Grade reductions are determined and imposed by instructors. Grade reductions may exceed the value of the assignment in which the misconduct occurred and may also be accompanied by requirements to complete a substitute assignment or examination.

6.2 Institutional remediation. The remedial sanctions noted below shall be imposed by the Provost, upon consultation with the Integrity Council. Additional guidelines and interpretations for these sanctions may be adopted by the Provost. The Integrity Council shall publish descriptions of typical cases in which particular consequences are imposed.

Censure. Censure is a written reprimand for violation of integrity standards and a warning that a further act of academic misconduct will result in more severe action. Censure shall not be noted on a student's transcript, but will be noted in the student's education record.

Service and Instructional Alternatives. In appropriate cases, a student may be allowed to complete a voluntary community service or instructional exercise in lieu of suspension or expulsion.

Suspension. Suspension is loss of student status for a period of not less than one academic session. Credits earned elsewhere during the suspension shall not be accepted by the university. A notation of
the suspension shall be made on the student’s transcript and shall remain there until the student graduates, or permanently, depending on the severity of the offense.

Expulsion. Expulsion is termination of student status for an indefinite period, usually intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student’s transcript and will remain there permanently. Reconsideration of any expulsion is not guaranteed; it occurs at the discretion of the Provost, in consultation with the Integrity Council.

7. RECORDS

The Provost shall establish a schedule for the maintenance of misconduct records and procedures for students to request early expungement of records for good cause shown.

8. APPEALS AND RECONSIDERATION

Appeals must be based on procedural irregularities so substantial as to deny the student a fair hearing; or on new and significant evidence that could not have been discovered by a reasonably diligent student. Appeals shall be decided by the Provost. The President and the Board of Regents reserve the right to review, at their discretion, any decision for manifest error or inequity.

9 EFFECTIVE DATE

This Code shall be effective when the President and Provost complete the initial appointment of officers and approve the Integrity Council policies and procedures described herein. Until then, the current Academic Misconduct Code shall remain in effect.

DIRECTED READINGS (COURSES)

Directed Readings is a one-on-one course between a single student and a single instructor. The subject matter is determined by mutual agreement between the student and instructor. Amount of credits can range from 1-6 credits, depending on work planned and expected of the student. This also should be decided by mutual agreement.

No more than 2 Directed Readings should be completed for degree requirements. The primary concern is to address expectation of skills and materials covered in a planning program. Directed Readings can be very helpful in key areas, however, it is important to also have key standards met to insure success in the planning profession.

Objectives and Concepts for a Directed Reading

1. Directed Readings should be pursued by students who wish to engage in an independent study in cooperation with a faculty member in the Division of Regional and City Planning.
2. Students are responsible for initiating conversations about taking a Directed Readings course with the faculty at least one month prior to the start of a semester. Faculty are not required to engage in Directed Readings with students.
3. The student should set up a meeting with the faculty. He or she should bring a written proposal in the form of a syllabus to this meeting. This work plan should include readings to be done, a meeting schedule with the professor to discuss the readings, and a proposed final deliverable.

4. Directed Readings are graded as S (Satisfactory) or U (Unsatisfactory) (or I incomplete – see Grading about concerns related to an I grade).

5. While there is no limit on the number of Directed Readings courses in which a student can enroll, the Division recommends that students pursue no more than 6 hours of these courses.

GRADUATE ADVISING

The curriculum, degree requirements and general recommended course sequence is provided on the website (rcpl.ou.edu See Program Information – Degree Requirements – Course Sequence). Students are bound by the rules (degree requirements) in place upon admission in their first semester unless petition and approved by RCPL faculty and the Graduate College.

All students should consult with the Graduate Liaison and/or their mentor faculty member regarding appropriate courses to take and how to best maintain steady progress through the program.

Students are also required to pay attention to deadlines set by the Graduate College for filing of paperwork. The Graduate Liaison will post on the RCPL website a .pdf calendar of milestone dates for students to prepare and file forms. This calendar may also be downloaded (.ics file) for use on your phone or other electronic calendar as desired. Most deadlines are relevant to students entering their second year of coursework.
CURRICULUM

Effective for incoming students Fall 2014

RCPL has revised the requirements and format for our degree program.

We have consolidated the concentrations into two - Physical Planning concentration and Community & Economic Development concentration. Students will complete some coursework in each area but will focus more of their electives in one based on their individual interest.

We are excited about the new format and concentrations as see this as a unique way to capture the balance between building skills and helping our students become holistic planners.

As always, your feedback on our changes is always appreciated!

Please contact either Dr. Dawn Jourdan at dawnjourdan@ou.edu or Dr. Meghan Wieters at kmeghanwieters@ou.edu if you have questions or ideas about our program!

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Curriculum

Effective for Fall 2014

Core Courses (23 credits)
5013 History and Theory of Regional and City Planning (3 credits) (Fall Semester)
5113 Research Methods (3 credits) (Fall Semester)
5203 Urban Land Use Controls (3 credits) (Spring Semester)
5173 Urban and Regional Analysis (3 credits) (Spring Semester)
5463 Computer Mapping and GIS in Planning (3 credits) (Fall Semester)
5525 Comprehensive Planning Studio (5 credits) (Fall Semester)
5053 Planning Management (3 credits) (Spring Semester)

Specializations:
The established specializations are Physical Planning and Community and Economic Development. Students may also petition the faculty for an individualized specialization. Petition specializations should be approved by the end of the first year of study.

A. Physical Planning
B. Community & Economic Development

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Physical Planning Specialization

Breadth Courses (9 hours)
5513 Subdivision and Planned Unit Developments
5970 Infrastructure Planning
5813 Environmental Planning Methods

Depths Courses (9 hours)
5483 Urban and Regional Transportation Planning
5463 Public Mass Transportation
5493 Transportation and Land Development
5663 Sustainable Urban Design
6643 Urban Design Theory
6653 Urban Design Seminar
5970 Public Health and the Built Environment
5990 Special Topics courses, such as:
  • Water issues
  • Sustainability Issues
  • Climate Change Issues
  • Hazard/Disaster Planning

Community & Economic Development Specialization

Breadth Courses (9 hours)
5723 Community Development and Revitalization
5713 Urban Economic Development Planning
5353 Public Budgeting and Finance

Depth Courses (9 hours)
5733 Real Estate Development in Planning
5853 World Economic Development
5823 Rural and Regional Planning
5990.026 Historic Preservation
5033 Sociology of Housing
5990 International Development
5990 Special Topics courses, such as:
  • Housing Policy
  • Participatory Methods
  • Public School Planning

Other graduate level courses in other colleges or divisions/departments may be included in the depth courses (electives). Approval and advice should be solicited from the Graduate Liaison and/or other faculty on best fit for that course.

REQUIREMENTS FOR GRADUATION

Calendar of Deadlines are posted by the Graduate College. RCPL also has internal deadlines prior to those absolute Graduate College deadlines to insure timely graduation for our students.

- Graduate College Deadlines:
  [http://www.ou.edu/content/gradweb/student_resources/deadlines.html](http://www.ou.edu/content/gradweb/student_resources/deadlines.html)
- RCPL will post annually a calendar (pdf) on the website and will provide this to the 2nd Year Students along with an electronic calendar (.ics) that may be used on phones or other electronic devices.

All students must be enrolled in a minimum of 2 hours in the semester of graduation.
Candidacy forms must be completed by deadlines set by the Graduate College:

Candidacy Form for RCPL:

http://gradweb.ou.edu/Current/Forms/masters/NormanForms/RegionalCityPlanning.M818.SU05.pdf

Checklist for non-Thesis Candidates:

http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/Non-Thesis%20Checklist.pdf

Checklist for Thesis Candidates:

http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/Thesis%20Checklist.pdf

COMPREHENSIVE EXAMINATION

All students must take the written comprehensive exam. We expect all students to pass the written exam. Specifically the Non-Thesis Students take this exam in order to determine if they are eligible to sit for their oral exam. Thesis students take the exam as a formal outcomes measure for accreditation.

The purpose of the written exam is to cover basic level material expected of all planners and to mirror the American Institute of Certified Planners (AICP) exam that students are encouraged to take when eligible after graduation.

A general study guide will be provided/available to students at the beginning of their 2nd year of coursework (full-time students) or beginning of their final year in the program (part-time students). This guide is not exhaustive and students are encourage to keep their notes and references for all their coursework to refresh themselves on important content prior to the exam.

COMPREHENSIVE EXAM: Requires a minimum 50 credit hours, including 23 credits in the core curriculum, 9 credits (three courses) of breadth courses and 9 credits (3 courses) of depth courses in an approved specialization, and a comprehensive exam usually taken in the semester of graduation. Every student will take 1 breadth course (3 hours) in the non-selected specialization in order to give a general foundation in that line of coursework. Remaining 6 credits may be used for internship credit, focused directed reading course in the student’s specialization, or other coursework (subject to approval for degree plan).

There are two parts to the comprehensive exam: 1) written comprehensive exam and the 2) oral exit exam.

The Written Exam is a multiple choice exam intended to assess basic knowledge in important areas covered in your planning curriculum. Students must pass this exam in order to be eligible to schedule the formal Oral Exit Exam.
The **Formal Oral Exit Exam** is scheduled and requires a form be filed with the Graduate College. This serves as the official comprehensive exam. During the oral exam, committee members will ask for verbal responses to key planning issues, theories and concepts in addition to questions about the student’s Learning Portfolio.

Objective of the Comprehensive Exam

The objective of both parts of the exam is to assess students’ competency in the central themes and issues in planning. The exam serves to demonstrate that the students graduating from our program have the necessary foundation for a planning career.

Qualifications to Take the Comprehensive Exam

Students must have completed all core courses (except Planning Management can be in-progress in final semester). Students should be in their final semester in the program.

Exam Scheduling

The written exam is scheduled for all students that have filed for graduation at the same time. The exam schedule will be posted for fall and for spring graduates. The written exam is scheduled for 2 hours and is multiple choice. The Oral Exit Exam is also on the posted calendar for each semester. Typically three days are blocked out for scheduling of the Oral Exam (also often called Oral Defense) in order to accommodate faculty on the student’s committee schedule. After the written exam is graded, the formal date and time for each individual student’s Oral Exam will be sent out. Oral Exams typically are no longer than 1 hour.

Consequences to Failing Written Exam

The faculty committee for that student with the Graduate Liaison will review the exam of a student who has failed to pass the written exam. Options that may follow can include:

1. Requiring the student to take additional coursework and delay graduation
2. Requiring the student to prepare written essays on follow-up questions to determine if the student simply was not performing well due to format of exam but in fact has mastered the material.
3. Informing the student they will not be graduating from the RCPL program (this option will be avoided and should not be likely; students not performing in coursework prior to the exam should be informed if they are on probation by the Graduate College and if the student cannot maintain a 3.0 GPA they will be asked to leave the program through that process.)

Consequences of not performing well on follow-up request to Written Exam

1. Requiring the student to take additional coursework and delay graduation
2. Informing the student they will not be graduating from the RCPL program
Consequences of Failing the Oral Exam (Formal Exam that is reported to the Graduate College)

1. Requiring the student to take additional coursework and delay graduation
2. Informing the student they will not be graduating from the RCPL program

NON-THESIS

For students pursuing a career in planning practice, the non-thesis option is a likely choice. Core courses and specialization courses lead the student to taking a comprehensive written and oral exam and preparing a learning portfolio that highlights work and philosophy developed during the program.

Non-Thesis Option - Committee Membership

Each Regional and City Planning student electing to take the Comprehensive Exam option will have a committee comprised of a minimum of 3 members:

- Committee member #1: Graduate Liaison (Director of RCPL may serve as alternate member as needed); This role is to insure consistency of the process in general and questions for the Comprehensive Written and Oral Exam.
- Committee member #2: student may select a Regional and City Planning faculty who teaches with the core curriculum.
- Committee member #3: faculty member of the students’ selection (needs to be listed as a graduate faculty member at OU).

Additional members may be included, if desired by the student. Ex officio members (non-voting, providing guidance and feedback) may participate in the process but do not need to be listed on the Graduate Candidacy form.

Graduate Candidacy forms (page two of the form) should reflect the names of all the voting committee members, including the Graduate Liaison as members of the student’s committee.

Students are advised to ask their potential faculty members of their willingness to serve on their committee prior to submitting the form. However, all committee assignments will be reviewed and typically there will not be any needed adjustments.

LEARNING PORTFOLIO

Current Requirements for the Learning Portfolios in Regional & City Planning

- Title Page
- Table of Contents
- Résumé
- Your Definition of Planning
- Professional Goals
- Original Statement of Intent – submitted for admission to the program
- Annotated list of courses taken in RCPL
- Narrative Essay
- Exhibits of work
Things you might consider in preparation of your Learning Portfolio

Your Definition of Planning
☐ Does the student clearly and concisely define the term in their own words?
☐ Does the student use examples to help the reader understand points made?

Professional Goals
☐ Does the student clearly communicate short and long term career goals?
☐ Does the student connect academic training with career goals?
☐ Does the student clearly describe the steps, organizations or activities they anticipate doing in order to achieve their goals?

Annotated list of courses taken in RCPL
☐ Does the student describe the courses taken in the RCPL program? (Not a cut and paste of catalog description)
☐ Does the student reflect on what they learned in the coursework taken for the masters degree?
☐ Does the student capture the major learning components received in their coursework?

Narrative Essay
☐ Does the essay capture the student’s experience in RCPL program
☐ Did the student reflect on their own philosophy towards planning in the future?
☐ Did the student include elements such as:
   o Most important things learned in program
   o How program impacted their thought process toward planning
   o How program impacted personal approach toward planning

Exhibits
☐ Did the student include the best examples of their work in the program?
☐ Are the exhibits polished (e.g. removed errors from prior submittal, improved from when submitted in class based on feedback from instructor) and clearly show professional work by the student?
☐ Does the selection of work included give a good snapshot of the student’s acquired skills and knowledge from their studies?

Style& Organization
☐ Is the writing within the portfolio well organized?
☐ Is the portfolio free from grammar & spelling errors?
☐ Is the portfolio clean/legible/pleasing to read?
☐ Did the student use a style or organization to the portfolio that reflects creativity, thoughtfulness to their career path, or some element of their uniqueness as a planner?

THESIS

THESIS: Requires a minimum of 48 credit hours, including 23 credits in the core curriculum, and 4 thesis credits. A thesis is the product of individual research. It should represent an original contribution to the
academic field of knowledge; and it must represent original research by the student. Students considering a thesis should discuss their ideas with faculty members sometime during their first year of study.

To complete requirements for the Master of Regional & City Planning degree, each student must demonstrate attainment of a level of competence adequate for entry into the planning profession. This may be accomplished in either of two ways: 1) passing a comprehensive written and oral examination with Learning Portfolio, or 2) preparing a master’s thesis. This set of guidelines concerns the latter option.

Most students in the RCPL program will not write thesis. For some, a thesis is not pursued because of the amount of time and effort involved. For others, there is a strong desire to pursue additional coursework and internship opportunities. Experience indicates that most students who have successfully completed theses have had to spend an extra semester(s) in Oklahoma. Some students have left Norman to take jobs, planning to complete their theses at a later time. This can lead to these students never obtaining their degrees due to lack of discretionary time once away from campus and in the work world. This is why the non-thesis, comprehensive examination option is the general route for most of our students.

There are two primary reasons to pursue a thesis: (1) student is considering pursuing a PhD and wants to practice his or her research skills; and (2) the student has such a specialized interest when he or she enters the program that writing a thesis makes sense. A student pursuing a thesis will need to have the support of at least two faculty in the Division and an additional faculty member in the College of Architecture. In deciding whether to support a student’s request to pursue the thesis option, faculty will consider the student’s previous performance in course work, prowess in terms of writing and research, and ultimate career goals, among other factors.

After selecting a topic, the student should draft a proposal outlining his or her research approach. At minimum, the proposal should include: (1) an introduction; (2) brief literature review; (3) research question; and (4) methodology, including the data to be analyzed and the tools for analysis. The proposal must be submitted and defended to the Thesis Committee prior to the semester in which the student plans to graduate. The Committee must approve the proposal for the student to pursue the thesis option.

A student who prepares a thesis need complete only 48 hours of formal courses. Typically a student enrolls in a Directed Reading for 3 credits to prepare and defend a proposal and subsequently takes 4 Master’s Thesis credit hours for completion of the thesis.

THE COMMITTEE
(Form required to be filed with the Graduate College; It is due to the Graduate College by the same deadline as the Program of Graduate Work/Admission to Candidacy form.)
https://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/Master's_Thesis_Topic_and_Committee_Membership_05.28.2014.pdf)
This committee shall consist of three persons, as follows:

1. The chairperson of the committee must be a member of the RCPL faculty.
2. A second member should also be from the RCPL
3. The third member must be a member of the OU Graduate Faculty and approved by the Graduate Liaison.

THE EXAMINATION

Thesis students must establish the date for their thesis defense at least one month prior to the event, unless otherwise authorized by participating faculty. The date of defense must be provided to the Graduate College as well. Students will present their draft thesis to faculty at least two weeks prior to taking the examination. Upon submitting their theses, students will take the Division’s comprehensive examination. The same expectations for successful completion of this examination apply to thesis and non-thesis students.

At the thesis defense, students will be questioned about their thesis. In addition, the faculty will also question the students about their coursework.

Upon completion of the thesis defense, the committee chair will discuss with the student the revisions to be made to the document and the timeline for doing the same. Students should expect to make revisions to the document. The final thesis will be reviewed and signed off on by the entire committee, before forwarding the requisite paperwork to the graduate school.

FULL THESIS INSTRUCTION PACKET
http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/ThesisPacket070214.pdf

OPTIONAL READING COPY CHECK
Effective Spring 2012, students are no longer required to submit a reading copy of the thesis to the Graduate College.

When you have finished formatting your thesis, you may make an appointment to have a printed reading copy checked for formatting errors before you print the thesis on the appropriate paper.

What you should know before bringing a reading copy:

* The optional reading copy check is offered as a courtesy. You are ultimately responsible for making sure your thesis meets Graduate College formatting requirements.
* You must have an appointment. To schedule one, please visit http://iadvise.ou.edu or call (405) 325-3811.
* No reading copies will be checked after the deadline to request authority for your defense.
* You will need to wait at the Graduate College while your reading copy is being checked.
* The reading copy should be printed single-sided, unbound. Email submission is not accepted.
* The Graduate College may write on your reading copy to mark corrections needed.
* Bringing a reading copy does not authorize you to defend your thesis. Contact your Graduate College counselor to make sure you are following the rules and meeting the deadlines for your defense and graduation.
While the Graduate School specifies physical things like paper and margins, it does not specify style. Ask your committee chairperson whether you should follow a particular style manual. If not, you may select from any of at least half a dozen style manuals available in any college bookstore. It is important to be consistent throughout the thesis; for example, don't have the format of your footnotes vary randomly from page to page.

You will probably want to make some extra copies to give to your family, use with job-hunting, etc. It would be courteous to give a copy to each member of your thesis committee (although this is up to you). Faculty members often spend a great deal of time on a student’s thesis but they do not receive any recognition in terms of salary or relief from other assignments.
FACILITIES

COMPUTER LAB

The College of Architecture is fortunate to have two computer labs located in the basement of Gould Hall. There are also a few computers available in Rm 345 Duncan Studio, typically for use as part of collaboration on the Comprehensive Studio course.

The computer lab is a supplemental facility for students to use software that is not affordable at an individual level. Additionally the computers in the lab provide a supplemental hardware for students to work on projects. Additionally printing and plotting is available for students in the lab. IT support is also located next to the Gould Hall Computer Lab.

The Gould Hall Computer is located in the basement of Gould Hall:

http://www.ou.edu/content/architecture/facilities/computer_labs.html

Computer Problems

You have a problem with computer lab computers? Your laptop?

OU IT can help!

If you have a problem – any problem – with a computer lab computer please, please, please submit a formal ticket to IT for repair.

HOW?

1. OU website, type in OU IT
2. Then click on “submit a ticket”
3. Login
4. Then you will see this page:
5. Click on Request Assistance
6. Start to fill out form
Example:

![Issue with a technology device in an IT-maintained computer lab on campus.](image)

**Short description**
- More information
  - GIS not loading

**Please describe your issue below**
- More information
  - ArcGIS license server is not connecting. I have tried 5 computers in B15 computer lab and none of them are loading the software. I have saved a screenshot of the error. Please email me if you would like a copy of the screenshot.

**Location**
- More information
  - B15

Ideally if you can give the number of the computer in the lab that is ideal (I have had difficulty in past finding the ID# that they want though).

**LAPTOP COMPUTERS**

Students are required to have a laptop, per College of Architecture policy. The Policy and minimum specifications are posted on the College website and supplied below.

RCPL students are required to have a laptop for use in class and out of class. This essential tool to learning, researching and professional practice needs to be able to effectively run typical programs like word processing, spreadsheets but also ArcGIS as a major mapping tool in the profession.

We provide education copies (1 year licenses) of ArcGIS for students. There are often significant discounts (often free) software provided to students (such as Microsoft Office).

Please see the OU IT Store (login with student ID) to see what software are available.

See Website for Current Laptop Policy and Specifications:
[http://www.ou.edu/content/architecture/about/policies/laptop_policy.html](http://www.ou.edu/content/architecture/about/policies/laptop_policy.html)
**College of Architecture Laptop Policy**

Computers now are an integral tool to every professional and provide assistance with a myriad of everyday tasks including communication, advanced study and analysis tools. We strive to become a national leader in technology. Prior to the implementation of the laptop policy, over 85% of our students enter the college with computers. This policy’s goal is to increase the availability of this essential technology to every student. In addition, over 50% of the colleges in the ACSA have laptop policies that start with first year students. Today's students need a laptop as an integral tool to their learning experience and will utilize the laptop even if they change majors. As a requirement of the College, the laptop can be included in available financial aid and loan programs.

**Laptop Requirement**

Laptops are required for all undergraduate and graduate students in the College of Architecture at the beginning of their first year. Software requirements vary by division (see below).

**Support Infrastructure**

Information Technology and the College of Architecture have partnered to provide a support infrastructure for the laptop policy. This includes wireless coverage, repair services and network file storage.

**Wireless:** The College of Architecture (Gould Hall) has wireless coverage throughout. To connect, simply choose the network called “OUWIFI”. If you need assistance with connecting to wireless, please call 405-325-HELP.

**Repair Services:** The IT Service Center in Gould Hall, Room B10, provides College of Architecture students support for all their computing needs. The IT Service Center is a Dell and Apple certified warranty repair center, but repairs all brands of computers. This service is free of charge, but students must pay for any parts or additional software required. There are also three other IT Service Centers on campus, located in the Engineering Laboratory room 200, Rawl Engineering Practice Facility room 220 and Couch Dormitory Tower room W146. All Service Centers are open Monday through Friday 8 AM to 5 PM.

**Network Storage:** Network storage space is provided for students to store homework, project or other files. This space is automatically mapped as U:\ in the College of Architecture computer labs. For assistance connecting to the U:\ drive from home or wireless, contact the IT Service Desk at 325-HELP, visit Gould Hall B10 or log on to [support.ou.edu](http://support.ou.edu). All students receive 5000mb of storage.

**Virtual Lab:** Due to the number and expense of specialized architecture applications, we have created the Virtual Lab. The Virtual Lab allows access of OU and College of Architecture software remotely through student laptops or home computers. To access this feature from off campus, students need a high speed connection (e.g. Cable or DSL) and the University VPN software available at [itstore.ou.edu](http://itstore.ou.edu).

**Financial Aid Help:** To help aid in the purchase of a new laptop, students may apply for the Robert B. Lewis Computer Loan. Students can also get up to a 12% discount by purchasing a Dell laptop at [itstore.ou.edu](http://itstore.ou.edu) or [www.dell.com/ou](http://www.dell.com/ou).

**Minimum Laptop Functional Requirement**

*Revision 5/5/2015*
1. Ability to send and receive email including attachments
2. Ability to browse the network and download files
3. Ability to read CDROM’s and install software from them
4. Ability to protect against network and e-mail based viruses/worms (anti-virus applications, personal firewalls, etc.). The University provides Symantec Anti virus for all OU faculty, staff and students. It is available for download at itstore.ou.edu

Recommended system *
*Additional specifications for each division below.

We recommend PC as the primary platform for work in the college. For those choosing to use a MAC, students will be required to run Windows 7 or later platform in order for software required in respective departments to be available for use in class. Students are responsible for finding the best method to install Windows 7 on non-PC computers. Students should expect to allocate at least 100 GB of space to Windows on a Mac.

COLLEGE, UNIVERSITY & DIVISION FACILITY POLICIES

The College of Architecture maintains policies and forms on the main website: http://www.ou.edu/content/architecture/about/policies.html

Below highlights a few of the college policies every student should be aware of:

Building Use Policy

The following policies do not supersede any more restrictive policy that may be set out by The University of Oklahoma Student Code of Responsibilities and Conduct for the Norman Campus. These policies do not supplant policies or recommendations for classroom/studio culture or the instructional environment that are developed and adopted by the academic Divisions within the College of Architecture in response to accrediting agencies’ requirements. In the event classroom or studio culture policies conflict with these policies, the more restrictive requirement supersedes the lesser. Misuse or defacement of University property, furniture, facilities and buildings belonging to the University is prohibited by the University Student Rights and Responsibilities Code. Violations of the student code will be reported to the Student Conduct Office. Sanctions may include verbal and written warnings, disciplinary probation, educational sanctions and financial restitution.

These policies are intended to promote a positive and professional image of the College to the public and clarify expected College administration, faculty, staff and student responsibilities for use of Gould Hall. The following policies comprise the College of Architecture Building Use Policies.

1. Proper use of studio and learning spaces is expected. Students must leave studios and classrooms clean and orderly throughout the semester. Students will clean-up during and after each studio or class project. Students will pick up debris and garbage around their work area. Failure to clean-up is considered a violation of the student code. Students will neatly store materials, books, tools etc. on the top of their desks and/or in their storage unit. No obstructing materials are to be left
in public corridors, lobbies, stairs or other paths of egress. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. Students are charged studio and course fees per credit hour each semester to help defray the continuing costs of refurbishing and replacing equipment. These fees are not for cleaning and refurbishing due to misuse.

2. Students are responsible to see that all personal materials are removed from classrooms or secured at the end of each class period. Materials being kept for portfolios are the responsibility of the student and must be secured properly.

3. Extension cords used in classrooms, studios and other Gould Hall spaces are to be three-wire grounded UL approved. Cords can be no smaller than 16 gauge and no longer than 50 feet in length. Multiple cords are not to be plugged into each other end-to-end. Cords are to be routed and protected in a safe manner so as not to be a trip or life safety hazard. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. If interpretation is necessary, the faculty or student will consult with the Associate Dean for Administration on a case-by-case basis. Unacceptable cords are to be removed immediately and returned to the owner. Personal extension cords are considered personal property and are not the responsibility of the CoA.

4. The use of small or hidden video cameras for installations is prohibited without prior permission from the Dean’s office. Signs must be posted warning the public of their use.

5. The use of aerosol spray paints, open flame, or toxic resins inside the building is absolutely prohibited without prior permission from the Dean’s office. Spaces for these activities are provided in the George Street Shop and in the Gould Hall spray booth in room 322. Spray booths in the Shop and Gould Hall must be used for any project requiring spray paints and adhesives and must be used in accordance with posted instructions. They may not be used without proper training.

6. Use of the mat cutters and laser cutter in Gould Hall is a privilege. Only students who have been trained to safely and properly run such equipment may use these tools.

7. Cutting on tables, desks, the floor or any other unsuitable surface in the building without the use of a secondary cutting or sacrificial surface is prohibited. Students will be held financially responsible for damage to surfaces.

8. Bicycles are not permitted inside the buildings at any time per University policy.

9. Upper-level students will be provided with storage units during each semester. Students must furnish their own padlocks. At the end of each semester all stored belongings must be removed from each unit. End-of-semester means the last scheduled final examination day or a time designated by the instructor. If items are not removed by the deadline, removed items will be discarded by the Instructor. Students are financially responsible for any damage to the storage unit beyond reasonable use. At the end of each semester all personal items, course materials and project work must be removed from studio spaces by the last scheduled final examination day or as designated by the instructor.

10. Smoking and/or the use of intoxicating substances in the buildings are prohibited at all times.

11. Eating in Gould Hall is a privilege. Clean-up required due to food or drink consumption in the building is the responsibility of the person consuming the food or drink. Failure to clean-up could result in a fee assessment to cover incurred costs.
12. Any form of visual or audible content or media that is deemed offensive according to University of Oklahoma policy is prohibited. If visual or audible content or media of any kind becomes offensive or distracting to two or more individuals in the area, the responsible person must cease the display or broadcast of said content or media immediately.

13. According to OU policy, no pets will be allowed in any building, at any time, with the exception of guide or assistance animals.

14. Radios and personal stereos are not to be played during scheduled class time. Earbuds and headphones may be permitted per instructor, but this is a privilege.

15. Students are prohibited from bringing personal microwaves, refrigerators, hot plates and space heaters into the building. Faculty members are prohibited from bringing personal microwaves into their offices. Students are allowed to bring personal coffee pots and water heaters into the building as long as they are out of view. Faculty members are allowed to bring personal space-heaters and small refrigerators into their offices as long as they are out of view. If there is a medical need for any prohibited appliance, installation must be approved by the Technical Project Management Specialist III. If any of these appliances are brought into the building and used, they must be kept clean and in good operating condition.

16. Access to the building is limited for security reasons. No doors may be propped open at any time without prior approval of the Dean’s office. Only doors with keyed or “swipe card” access are to be used for entry into the building. It is considered a violation of the student code to prop doors open or defeat locks or latches.

17. All space dividers, bookshelves and other furnishings must be used with care and respect. Fire hazards and obstruction of sight lines for necessary emergency egress will not be allowed. All aisles must remain clear and accessible.

18. Any observation window or door side window may not be covered or obstructed in any way, except for University signage. This policy is for the safety of students, faculty, staff and visitors. When promoting events, please note:
   a. Do not tape items to surfaces.
   b. Do not put promotional items on floors.
   c. Pick up all the promotional items following these events.
   d. Do not affix items to the Gallery windows or interior glass walls.
   e. Do not pin items to the walls (find a bulletin board that is designated for this purpose).

19. The College’s goal with all furniture used in Gould Hall is to maintain system integrity in function and appearance. This provision is in response to ongoing user adaptations to furniture systems, primarily in the studios. Drafting tables may be lowered to desk height, from table height. Stools may also be lowered to accommodate drafting tables. Personal chairs may be used, but must be similar to office chairs in CoA offices and not visually distracting. Dark brown, black, dark blue, crimson/red and chrome colored fabrics and finishes are acceptable. Dilapidated, extensively repaired or broken furniture will not be allowed. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. If interpretation is necessary, the faculty or student will consult with the Associate Dean for Administration on a case-by-case basis. An unacceptable chair, if not removed voluntarily, will be yellow-tagged with a dated slip by the Technical Project Management Specialist III and the owner will have 7 days to remove it. After this time the College will move it to the OU Surplus Department. Personal chairs are considered
personal property and are not the responsibility of the CoA. Personal chairs are to be removed from the space by the student by the last scheduled final examination day or as designated by the instructor.

Adopted by the CoA Dean August 20, 2013
Adopted by the CoA Directors August 20, 2013

COMMUNICATION & REPRESENTATION

FACULTY MEETINGS

A member of the Student Planning Association (SPA) (elected officer) is invited to represent SPA at RCPL faculty meetings and provide feedback on various topics raised in the meetings. Student representative will be asked to leave when agenda items are related to students (FERPA issues) most often related to admissions, student evaluations or grievances. RCPL faculty meetings are run by consensus and in the event of a need for a “vote”, students will technically not be voting members, though their input will be highly valued.

Faculty meetings will be held approximately twice a month and notice of meeting and draft agenda will be provided to the SPA representative.

STUDENT PLANNING ORGANIZATION

SPA is a self-organized association mainly formed by graduate students majored in Regional and City Planning. SPA’s faculty advisor is Professor Charles Warnken.

Each semester, SPA holds several meetings to exchange ideas and fun events to promote the planning program at the University of Oklahoma. Often SPA participates in volunteer events such as the City of Norman’s tree giveaway and the Big Event.

- 2009-2010 Students organized and collected funds to go to the National APA conference in New Orleans.
- 2010-2011 Students are organized to collect funds to go to the National APA conference in Boston.
- 2011-2012 Many of our students organized and attended the National APA conference in Los Angeles.
- 2013-2014 Our students are preparing to apply for various internal grants and funding to go to National APA conference in Atlanta in April.

The SPA bylaws are to be reviewed by the Student Government Association (SGA) for updates every three academic years. Please see Faculty Sponsor Dr. Charles Warnken for any new adopted bylaws or bylaw changes for SPA. The bylaws are included below for reference.
Student Planning Association (SPA)

Student Planning Association By-Laws

Article I

Organization Name and Purpose

Section 1: The name of the organization shall be the Student Planning Association.

Section 2: The purpose of the organization shall be as follows:

(a) To promote professional and intellectual stimulation among the students by serving as a vehicle for exploration of ideas outside the formal classroom contents;

(b) To facilitate the exchange of information and good fellowship between the faculty, staff and students of the Division of Regional and City Planning (RCPL) at the University of Oklahoma;

(c) To provide a forum for applied learning and the development of professional planning practice

(d) To assist new planning students and visiting educators through such activities as determined by the executive committee or as the membership may direct.

Article II

Definitions

Section 1:

1. **Active member**: Any dues paid member in good academic standing and enrolled in the Division of Regional and City Planning at the University of Oklahoma.

2. **Division**: The University of Oklahoma’s Division of Regional and City Planning.

3. **Duly constituted and announced meeting**: Any meeting, to be considered a duly constituted and announced meeting, must meet all the requirements of Article V, Section 3.

4. **Executive committee**: The executive committee shall be composed of the president (or co-presidents), vice-president, secretary, and treasurer.

5. **Full or part-time student**: The credit hour requirements for being considered a full or part-time student shall be those outlined in the university bulletin.

6. **Majority vote of the organization**: Shall mean simple majority of those Student Planning Association members present at a duly constituted and announced meeting.
7. **Official agenda**: An official agenda must contain the meeting date, time, and place. It must also include a list of those items to be discussed at the meeting (approved by a majority vote of the organization).

8. **University**: The University of Oklahoma in Norman, OK.

**Article III**

**Membership**

Section 1: Eligibility for membership shall be determined as follows:

(a) Any member of the student body of the university, who is either a candidate for a degree or a special student in the Division of Regional and City Planning, is eligible for membership in the organization.

Section 2: Membership in, association with, and benefits emanating from this student organizations and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of this organization and purposes of its activities. Judgments in this regard based solely on an individual’s race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of this organization shall be consistent with public policy as established by prevailing University Community standards.

Section 3: All active members of the organization are entitled to vote. Voting on all officers, membership, and recall procedures shall be by secret ballot.

Section 4: Membership in the organization is contingent upon being an enrolled student at the University of Oklahoma.

Section 5: In order to be considered a member in good standing, Student Planning Association membership dues must be paid in full.

Section 6: The amount of dues shall be determined by a majority vote of the active members of the organization at the spring semester business meeting.

Section 7: Changes in dues assessment may be made during the semester by a majority vote of the organization.

**Article IV**

**Officers**

Section 1: Officers of the Organization shall include a President, Vice-President, Secretary, and Treasurer. These four officers shall serve as the Executive Community of the organization. Other officers shall be provided for by the Executive Committee with a majority vote of the organization concurring.
Section 2: The eligibility requirement and duties of the officers provided for above shall be as follows:

(a) **The President (or Co-Presidents)**, at the end of the semester in which he or she is elected, must have completed at least twelve (12) hours of graduate course work in the Division of Regional and City Planning, and be an active member in the organization. He or she must be a full or part-time student in the Division during the term of his or her office. The President shall:

1. Preside over all duly constituted meetings of the organization.
2. Be an official member of all standing or ad-hoc Student Planning Association committees with all of the duties and privileges of such membership.
3. Perform all functions delegated to him or her by the organization, and act as liaison between the organization and faculty.
4. Shall register SPA with the UOSA each year during the fall semester
5. Be the duly authorized representative of the students of the department at all official functions.
6. Be a student member of the APA

(b) **The Vice-President**, at the end of the semester in which he or she is elected, must have completed at least twelve (12) hours of graduate course work in the Division of Regional and City Planning, and be an active member in the organization. He or she must be a full or part-time student in the department during the term of his or her office. The Vice-President shall:

1. In the absence of the President, preside over all meetings of the Organization, and carry out the functions of the President.
2. At the discretion of the President be held responsible for the coordination of the action of all standing or ad-hoc committees of Student Planning Association.
3. Be responsible for registering Student Planning Association as a Planning Student Organization (PSO) as defined by the American Planning Association and serving as the PSO student representative.
4. Be a student member of the APA

(c) **The Secretary**, at the end of the semester in which he or she is elected, must have completed at least twelve (12) hours of graduate course work in the Division of Regional and City Planning, and be an active member in the organization. He or she must be a full or part-time student in the department during the term of his or her office. The Secretary shall:

1. Keep the rolls of the organization, together with the minutes and attendance of all business meetings of the organization.
2. Be held responsible for all official correspondence of the organization, and shall maintain an open file of such correspondence.
3. Be responsible for coordinating volunteer activities.

4. Perform all other duties assigned to him or her by the President.

5. Be a student member of the APA.

(d) The Treasurer, at the end of the semester in which he or she is elected, must have completed at least twelve (12) hours of graduate course work in the Division of Regional and City Planning, and be an active member in the organization. He or she must be a full or part-time student in the department during the term of his or her office. The Treasurer shall:

1. Collect all due and fees or other duly approved assessments, as authorized by the Executive Committee.

2. Submit a written report to the Executive Committee and full Student Planning Association membership, within five weeks after the beginning of the fall semester of the financial status of the organization.

3. Keep receipts of all expenditures as well as an open record of the financial status of the Organization, and shall be prepared to present a report of expenditures at any duly constituted meetings.

4. Perform all other duties assigned to him or her by the President.

5. Be a student member of the APA.

Section 3: Terms of Office

All officers shall serve from the last day of regular classes in the Spring Semester, in which they were elected, to the last day of classes in the following Spring semester. In order to promote continuity between academic years, a first-year planning student elected in spring of year one of the program, will serve with the existing President (Co-Presidents) in a President-Elect fashion.

Section 4: Elections of officers shall be as follows:

Elections should not be before the last week of February, not including holidays, internship periods, or any other time a majority of the membership shall be absent, there shall be an election for President, Vice-President, Secretary, and Treasurer. Votes sufficient to constitute election shall total at least a majority of the votes cast by Student Planning Association members. If no one candidate for each officer receives a majority of the votes cast, a run-off election will be held within one (1) week of the ballot count.

Section 5: Prior to officially assuming office, newly elected officers shall perform all duties assigned to him or her by the Executive Committee.

Section 6: Any officer may be recalled from office by a vote of two-third (2/3) of the members of the organization voting by secret ballot. Said procedures may be initiated by a petition signed by 40 percent
of the organization. The vote will be overseen by those officers of the Executive Committee not involved in the recall.

Section 7: The Executive Committee shall oversee all nominations and election procedure for officers, drawing up rules and regulations for such. Should any sitting member of the Executive Committee find him or herself running as a candidate for any office, they must immediately disqualify themselves for any and all election oversight duties.

Section 8: Election appeals shall be handled by a Grievance Committee composed of two officers appointed by the President, two members of the Organization chosen by the President and the aggrieved party. Such appeals shall be decided by a three-fifths (3/5) votes of the Grievance Committee.

Section 9: Any officer or committee member may, for any reason, and without disclosing such reasons, relinquish his or her office or position at any time. The organization shall, when an executive position falls open, take whatever steps are necessary to fill the position by a plurality vote of the organization within a maximum of two (2) weeks, not including holidays, internship periods, or any other times when the majority of the organization shall be absent. Said executive position may be filled by any member of the organization who meets the time-in-residence requirements of Article IV, Section 2. Vacant committee positions, whether Student Planning Association or Departmental, shall be filled by appointment of the President.

Section 10: The Student Planning Association’s President shall serve as an ex-officio member on the Executive Committee of the Oklahoma Chapter of the American Planning Association.

Section 11: The Student Planning Association shall have as an advisor a full-time member of the University faculty.

Section 12: In the event that two students wish to run together for the same position, they may be able to do so with the approval of the organization. It is assumed that officers who wish to serve as “Co-Presidents,” “Co-Vice Presidents,” “Co-Secretaries,” or “Co-Treasurers,” will do so in good faith and with the best interest of the organization in mind.

Article V:

Meetings

Section 1: At least two business meetings shall be held each semester, with the exception of the Summer semester.

Section 2: Additional business meetings may be held at the discretion of the President or Executive Committee in accordance with Article V, Section 3.

Section 3: Notification of meetings, as well as official agendas, shall remain posted in a reasonable location at least three (3) business days in advance of such meetings, or should such procedures prove impossible, the Secretary shall notify the membership no less than one (1) day in advance of its
scheduled time. Meetings must be posted at least one (1) day in advance on the student planning list serve.

Section 4: Those Student Planning Association members present at a duly constituted meeting shall be considered a quorum.

Section 5: Unless otherwise provided for herein, all decisions of the organization may be approved by a plurality of the membership attending a duly constituted meeting.

Article VI

Student Planning Association Committees

Section 1: Student Planning Association Committees shall be composed only of Student Planning Association members.

Section 2: Committees can be designated by the President, Executive Committee or by a majority of the organization. The chairperson and the tasks of the committee shall be specified by the designating body.

Section 3: Membership on Student Planning Association Committees is open to all active members.

Article VII

Special Events

Section 1: All events not wholly funded by the organization are open to all faculty, staff and students of the University Community.

Article VIII

Amendments

Section 1: An amendment to these by-laws may be proposed by any member at a duly constituted business meeting; the motion to amend shall then be approved by a majority vote of the organization and when ratified by a two-thirds (2/3) majority of those voting in secret ballot election, shall take immediate force. No amendment approved shall have effect retroactively.

Section 2: An election to ratify by-law amendments must take place no less than one (1) week and no more than three (3) weeks after a motion to amend is passed by a majority vote of the membership at a duly constituted meeting.

Article IX

Governance and Effective Date of By-Laws

Section 1: The Student Planning Association is not affiliated with any parent organization and this constitution, subject to the terms of the University of Oklahoma Student Code, is the sole governing document.
Section 2: The Student Planning Association is subject to Local, State and Federal laws.

These by-laws shall become effective the ____th day of ____________, 2012, and shall supersede any by-laws existing, known or unknown.

___________________________   _________________________________
Phillip M. Walters            Vacant 2011-12
President                     Vice-President

_______________________________
Vacant 2011-12
Treasurer

_______________________________
Vacant 2011-12
Secretary
SOCIAL MEDIA

Student Planning Association has a Facebook page (https://www.facebook.com/PlanSooner) and Twitter account (https://twitter.com/PlanSooner).

PROFESSIONAL ORGANIZATIONS

The national organization of planners is called the American Planning Association (APA). It has more than 30,000 members and offices in Washington and Chicago. Membership is open to anyone who pays the dues; member include not only professional planners, but also planning commissioners, city councilpersons, other public officials, and citizens interested in planning.

APA is divided into Chapters, most of which correspond with states. The Oklahoma Chapter (APA-OK) meets regularly and holds an annual conference. APA-OK is always encouraging active participation of our students in the organization. Members of the Student Planning Association can fill out the paperwork for a free membership their first year and a reduced membership the second year.

APA website: https://www.planning.org/

APA-OK website: http://www.okplanning.org/

There are other organizations related to the professions:

Urban Land Institute (ULI) The Urban Land Institute provides leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. ULI is an independent global nonprofit supported by members representing the entire spectrum of real estate development and land use disciplines. http://uli.org/

Association of Collegiate Schools of Planning (ACSP) is a consortium of university-based programs offering credentials in urban and regional planning. Acting together, the ACSP member school faculty are able to express their shared commitments to understanding the dynamics of urban and regional development, enhancing planning practices, and improving the education of both novice and experienced planners. http://www.acsp.org/
EMPLOYMENT

INTERNSHIPS

For all students wishing to complete and receive academic credit for a planning internship (RCPL 6520 Field Studies/Internship) an internship report by the student and by the supervisor must be completed and submitted to the Graduate Liaison.

RCPL 6520 is a variable credit course (1-6) that students may only register once for in their tenure in the program. To receive six internship credits, students are expected to complete 520 hours of internship work. Credit received will be prorated from the 520 hour figure. In general, it is expected that students will perform the internship work and register for internship credit simultaneously. Typically students select approximately 260-280 hours of internship work hours for a 3 credit hour internship (RCPL 6520 Field Studies).

As part of the internship process, The Division of Regional and City Planning, University of Oklahoma, expects that each student and supervisor will informally discuss a student’s progress on an ongoing basis during the internship period.

The Student Internship Form and Employer Internship Form merely provides a final formal opportunity for evaluating the student’s overall work performance and experience. Please note that the student will not receive internship credit until the completed report is returned to the Graduate Liaison. When received, the forms will be reviewed by the following by the student and the Graduate Liaison and will become part of the student’s official record within the Division of Regional and City Planning.

- Student Evaluation Form for Internship (PDF)
- Employer Evaluation Form for Intern (PDF)

For variable credits – the university provides this guide to the steps to adjusting the variable credit hour number:

https://www.ou.edu/content/dam/portal/documents/Changing%20Variable%20Credit%20Course%20Hours.pdf
JOB PLACEMENT

While there is not a specific “job placement” position or office in the College of Architecture, there is an annual Career Fair. While traditionally planning firms and public planning agencies do not tend to attend these types of venues, even RCPL students can benefit from discussing their job options with the various attendees.

Additionally, RCPL has started – with the help of our Board of Visitors (BOV) – an opportunity for students to have mock interviews with BOV members and get feedback on their delivery of responses in an interview situation.

As part of the Learning Portfolio, students should refine a good resume that is proofread and reviewed with fellow students, family members or faculty.

RCPL posts job announcements on our website and the Director emails many of these jobs postings to all the students as well. To date, our students have found employment in planning within 6-12 months of graduation (85-92% rate of placement).

Good Links for Planning Jobs:

https://www.planning.org/jobs/


As well as individual city websites and planning firm websites.
RESEARCH ASSISTANTSHIPS

While the faculty seeks to grow the number of research assistantships available to students, it is important for students in the Division to recognize that these funds are limited. When a faculty member receives a grant, they typically solicit student interest for participating. Students are hired at the discretion of the faculty on the basis of project needs. Students typically work 10-20 hours, depending on the terms of the project. Funding is typically for 1-2 semesters. Generally, the assistantship pays a small stipend with some fringe benefits to the student. On occasion, a tuition supplement may be provided.

Many professors prefer to hire students who are already at the University and have proven that they are good graduate students. This means that entering students coming from another university are not often offered research assistantships, unless they have outstanding records. It also means that students who come to OU without financial assistance and do well their first year have a better chance of obtaining a research assistantship for the second year.
USING FACULTY AS REFERENCES

We expect that RCPL faculty will serve as references for you as you apply for internships, jobs, and doctoral positions. We encourage you to spend your time with us cultivating personal relationships so that we know your work and academic histories and your aspirations. Please be mindful of the following principles to ensure you get the recommendation you need to be successful:

- Seek the professor’s willingness in advance to serve as a reference;
- Understand that the professor’s recommendation is his or her own and will be kept confidential;
- Provide your resume and work sample to the professor, as well as some basic information about the job in which you are applying;
- Seek permission from the professor to serve as a reference for multiple applications;
- Provide at least a week’s notice to the professor that you would like them to serve as a reference;

1. If the recommendation is to be mailed, providing a stamp and a label where the reference should be sent is helpful.
2. Remember, references are only one part of the job application process. The impression you make in an interview and your résumé (proofread!!!!) are likely to be more important.

Please note that professors often have mental notes of your professional habits – Were you always late to class? Did you turn in assignments that were late or incomplete? Did you show initiative, curiosity and hard-work in your approach to work in class? Many factors beyond simple grades influence the impression you make on your professors and on prospective employers . . . keep the ideas of being a professional in mind all the time!