

**SAN JOSÉ STATE UNIVERSITY**  
**URBAN AND REGIONAL PLANNING DEPARTMENT**  
**URBP 234: FIELD STUDY SEMINAR**  
**SPRING 2025**

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<b>Office hours:</b>	By appointment
<b>Class days/time:</b>	N/A
<b>Classroom:</b>	N/A
<b>Units</b>	1
<b>Prerequisites:</b>	Instructor consent and enrollment in the Master of Urban Planning degree program

### **Course Catalog Description:**

Discussion and analysis of experience in the planning field under internship programs. Discussion and analysis of experience in the planning field under internship programs. May not be counted towards the Master of Urban Planning program of study. Repeatable for credit with approval of the Graduate Student Advisor.

### **Course Description and Student Learning Objectives:**

This course is designed to give students an opportunity to enhance their understanding of the planning process through professional planning internship experiences.

Each student will participate in an internship experience with a planning – related public agency, private consulting firm, or community organization requiring at least 180 hours of professional planning work for the semester. Students will be given an opportunity to analyze and discuss professional planning fieldwork experiences under the internship program. Attention to will be paid to the institutional setting of the fieldwork and the relationship between the internship and the objectives of the organization.

Students taking URBP 234 may not count the units earned towards the MUP degree requirements.

### **Planning Accreditation Board (PAB) Knowledge Components**

This course partially covers the following PAB Knowledge Components: 4.2.3. A complete list of the PAB Knowledge Components can be found at <http://www.sjsu.edu/urbanplanning/courses/pabknowledge.htm>.

## Course Requirements:

1. The satisfactory participation in 180 hours of internship activities
2. Meeting at least 2 times with the instructor to discuss your plans and progress (first and last weeks of the semester).
3. A paper of 5 – 10 pages reflecting on what the student learned from the internship experience in light of the planning theories presented in URBP 200 and other departmental classes. (Due May 12, 2025.)
4. Submittal by May 12, 2025, of a completed “Professional Work Experience Form” available at <https://www.sjsu.edu/urbanplanning/docs/forms/URBP%20-%20Internship%20Completion%20or%20Professional%20Work%20Experience%20Form.pdf>.

## Grading Policy:

The semester grade will be based on the evaluation provided by the supervisor, the quality of the written paper, and whether or not the student attends the required meetings with the instructor.

Grades will be assessed holistically. However, students should note that to receive an “A” for the semester, they must receive mostly ratings of 4 and 5 from their supervisor and turn in a paper of A or A- quality.

## Academic integrity statement, plagiarism, and citing sources properly

SJSU’s Policy on Academic Integrity states: "Your own commitment to learning, as evidenced by your enrollment at San Jose State University, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development" (Academic Senate Policy S07-2). The policy on academic integrity can be found at <http://www.sjsu.edu/senate/S07-2.htm>.

Plagiarism is the use of someone else's language, images, data, or ideas without proper attribution. It is a very serious offense both in the university and in your professional work. In essence, plagiarism is both theft and lying: you have stolen someone else's ideas, and then lied by implying that they are your own.

**Plagiarism will lead to grade penalties and a record filed with the Office of Student Conduct and Ethical Development. In severe cases, students may also fail the course or even be expelled from the university.**

**If you are unsure what constitutes plagiarism, it is your responsibility to make sure you clarify the issues before you hand in draft or final work.**

Learning when to cite a source and when not to is an art, not a science. However, here are some examples of plagiarism that you should be careful to avoid:

- If you use a sentence (or even a part of a sentence) that someone else wrote and don’t identify the language as a quote by putting the text in quote marks and referencing the source, you have plagiarized.

- If you use a picture or table from a web page or book and don't reference the source, you have plagiarized.
- If your paper incorporates data someone else has collected and you don't reference the source, you have plagiarized.
- If you paraphrase somebody else's theory or idea and don't reference the source, you have committed plagiarism.

The University of Indiana has developed a very helpful website with concrete examples about proper paraphrasing and quotation. See in particular the following pages:

- [Overview of plagiarism at http://www.indiana.edu/~istd/overview.html](http://www.indiana.edu/~istd/overview.html)
- [Examples of plagiarism at http://www.indiana.edu/~istd/examples.html](http://www.indiana.edu/~istd/examples.html)
- [Plagiarism quiz at http://www.indiana.edu/~istd/test.html](http://www.indiana.edu/~istd/test.html)

If you still have questions, feel free to talk to me personally. There is nothing wrong with asking for help, whereas even unintentional plagiarism is a serious offense.

## **Citation style**

It is important to properly cite any references you use in your assignments. The Department of Urban and Regional Planning uses Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition. Please note that Turabian's book describes two systems for referencing materials: (1) "notes" (footnotes or endnotes), plus a corresponding bibliography, and (2) in-text parenthetical references, plus a corresponding reference list. For this course, use the "notes" and bibliography system.

## **Accommodation for Disabilities**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.