Tufts University Department of Urban & Environmental Policy and Planning
UEP 255 Field Projects: Planning & Practice
Spring 2017

First class: Wednesday, January 25, 9 am to noon @ Sophia Gordon Hall

Time: Wednesdays 9 am-noon (mandatory) @ various locations (see page 6)
Mondays 9-11am (optional workshops @ Tisch 314 & group meeting time)
Final Presentations (mandatory): Tuesday May 2, 5-9pm and Wednesday
May 3, 1-5pm (exact times may be subject to change)
Final Debrief Session (mandatory): Monday May 8, 9-11am

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Course Overview
Field Projects: Planning and Practice (UEP 255) strives to integrate theory and practice by providing students the opportunity to work on real-world challenges in their areas of interest, while offering community and nonprofit organizations, cities and towns, private firms and public agencies research, analysis, and advice that enhances insight into priority issues and advances strategic objectives. The Field Projects course combines research, practical planning, and problem-solving, accompanied by the development of skills integrally connected to the projects themselves. Learning is critically supported through discussion and reflection among students, TAs, and instructors and skills workshops.

Each student is expected to devote ~12 hours a week (up to 600 hours for a four-person team) to the project, including weekly Wednesday 9-noon sessions at Tufts in which teams meet with instructors and TAs and receive project support. Students are expected to develop and reinforce professional work practices, such as building successful teams, managing relationships with project hosts and other stakeholders, and communicating effectively. Students learn deeply and broadly, as they struggle to comprehend complex, real-world problems and to contribute valuable services to organizations working to address these challenges. Each team negotiates a detailed work plan with
their project partner, interacts directly with the partner and other stakeholders, produces a thorough analysis of their findings, and completes the semester with a polished presentation to the class, partners and interested members of the community. Because Field Projects teams conduct university-based research, UEP expects that project reports and outputs will be fully available to the Tufts community and to the wider public.

**Course Objectives**

Field Projects is designed to address five educational and professional objectives:

1. Acquaint students with planning and policy processes and practices.
2. Provide students with opportunities to develop professional practice competencies and develop professional networks.
3. Support students to develop the skills required to work effectively with a team of peers.
4. Contribute useful services to community groups, non-profit organizations, cities and towns, private firms and public agencies.
5. Connect field-based learning to planning and policy theory in a manner that broadens and deepens the understanding of both.

**Structure of Course**

Field Projects is not the typical classroom-based course, as learning is centered in the project. Although each project is different, all go through similar phases of development. For the first month, the focus will be learning about your partner’s needs and issues, negotiating an *Initial Scope of Work*, and developing a detailed *Project Work Plan*. In this opening phase, you will also obtain necessary Institutional Review Board (IRB) approvals for human subjects research. In the second phase, you will be focused on executing the work plan, including data collection (interviews, surveys, etc.) and analysis. At the end of this second phase, you will submit a 75% draft of your deliverables for review and comment by your instructor/TA and in some cases by your partner. In the final few weeks, the emphasis shifts to producing your final deliverables and presentation.

The Field Project instructors and TAs serve as mentors and coaches to the student teams. Class and lab sessions are used for teams to work on their projects, develop necessary skills and team capacities, meet with instructors and TAs, and reflect on their progress and development. In addition to the Monday morning lab sessions and Wednesday morning class times, students are also expected to work individually and with other team members as necessary to accomplish the project work scope, including interacting with project partners and other stakeholders. (Please refer to the course schedule below for details.) The typical Wednesday class (mandatory for all) will involve some or all of the following:

- Meeting with all the teams guided by your instructor/TA to share and reflect on your experience.
- Time for your team to plan for and work on your project.
- Team meeting with your instructor/TA to get guidance and feedback.
The Monday morning sessions (optional, but highly encouraged) will be used for two primary purposes:

- Skills workshops, such as research design, interview and survey methods, project management, public speaking, report design, SketchUp modeling, and others as determined by the needs of the teams.

- Time for teams to schedule your own meetings, site visits, interviews, meetings with your partner, and work sessions.

**Schedule of Assignments**

Instructions for all assignments will be posted on Trunk and emailed to students.

- Feb 1 (Class 2) IRB tutorial (CITI) completion certificate submitted
- Feb 8 (Class 3) Initial Scope of Work agreed to by team and partner
- Feb 15 (Class 4) Team Self Assessment
- Feb 21, 8pm Project Work Plan due
- Mar 15 (Class 8) Mid-semester presentations and 50% Draft
- Apr 7, 5pm 75% Draft of Deliverable(s) due
- Apr 28, 4pm Final Draft of Deliverable(s) due
- May 2, 5-9pm Final Presentations 1
- May 3, 1-5pm Final Presentations 2
- May 8, 9-11am Final Debrief Session
- May 8, by midnight Final Assessment/Reflection Memo due
- May 12, 4pm Final Deliverable(s) due

**Schedule of Classes**

**Week 1**

Wed, Jan 25  
*Plenary meeting*
  ➢ Introduction to the instructors, TAs, and course
  ➢ Team-building exercise
  ➢ Team development training

**Week 2**

Mon, Jan 30  
*Optional Workshops and/or Team Meetings*
  ➢ 9:00-9:45 Project Management and Professional Conduct (Penn)
  ➢ 10:00-10:45 Collaboration Platforms (TAs)
Wed, Feb 1  
*Team Meetings*
- IRB CITI tutorial completed

**Week 3**

Mon, Feb 6  
*Optional Workshops and/or Team Meetings*
- 9:00-9:45 Research Design (Fran)
- 10:00-10:45 IRB Process (Lara Sloboda, invited)

Wed, Feb 8  
*Team Meetings*
- Initial Scope of Work agreed to by your team and your partner.

**Week 4**

Mon, Feb 13  
*Optional Workshops and/or Team Meetings*
- 9:00-9:45 Instrument Design -- Interviews, Surveys (Fran)
- Followed by one-on-one help with Fran

Wed, Feb 15  
*Team Meetings*
- Team Self Assessment

**Week 5**

[Mon, Feb 20 Presidents’ Day - No lab]

Tues, Feb 21, 8pm  
- Project Work Plan due

Wed, Feb 22 
*Team Meetings*

Thur, Feb 23 
*Optional Workshops and/or Team Meetings*
- 9:00-9:45 Conflict Management (Bob Burdick)

**Week 6**

Mon, Feb 27  
*Optional Workshops and/or Team Meetings*

Wed, March 1  
*Plenary meeting on ethics @ Sophia Gordon Hall – 9 to 10:30 am, followed by Team Meetings*
- Planning ethics and cultural competency. Please read the AICP code of ethics (on Trunk and at: [www.planning.org/ethics/ethicscode.htm](http://www.planning.org/ethics/ethicscode.htm).]

**Week 7**

Mon, Mar 6  
*Optional Workshops and/or Team Meetings*

Wed, Mar 8  
*Team Meetings*
### Week 8

Mon, Mar 13  
*Optional Workshops and/or Team Meetings*

Wed, Mar 15  
*Mid-semester Presentations*  
❖ 50% Draft

**Spring Break: No Class March 20 and 22**

### Week 9

Mon, Mar 27  
*Optional Workshops and/or Team Meetings*

Wed, Mar 29  
*Team Meetings*

### Week 10

Mon, Apr 3  
*Optional Workshops and/or Team Meetings*

Wed, Apr 5  
*Team Meetings*

Fri, Apr 7 5pm  
❖ 75% Draft of Deliverable(s) due

### Week 11

Mon, Apr 10  
*Optional Workshops and/or Team Meetings*

Wed, Apr 12  
*Team Meetings*

### Week 12

[Mon, Apr 17 Patriots’ Day - No workshops]

Wed, Apr 19  
*Team Meetings*

### Week 13

Mon, Apr 24  
*Optional Workshops and/or Team Meetings*

Wed, Apr 26  
No class

Fri, Apr 28 by 4pm  
❖ Final Draft of Deliverable(s) due

### Week 14

Tue, May 2, 5-9 pm  
*Team Presentations 1*

Wed, May 3, 1-5pm  
*Team Presentations 2*

Mon, May 8, 9–11am  
*Final Debrief session*

Mon, May 8 midnight  
❖ Assessment/Reflections Memo due

❖ Fri, May 12 Final Deliverable(s) due
Meeting Rooms

The plenary sessions will take place in a room to be determined. For the team meetings on Wednesdays, we have reserved a number of rooms at Brown House, White House, and 574 Boston Ave.

- Teams working with Penn and Elise: Brown House
  - Brown House classroom
  - Student Lounge
  - Small conference room
- Teams working with Christine and Lauren: White House
  - White House classroom
  - Student Lounge
- Teams working with Fran and Tech: 574 Boston Ave
  - Rm 310
  - Rm 111C
  - Rm 114

For Monday morning sessions, the workshops will be held in Tisch 314.

If your team wishes to meet elsewhere, you’ll need approval of your instructor/TA. Unless directly related to a project-related task, no Wednesday morning meetings should be held off campus.

Student Responsibilities

Working with a Field Project partner demands that each student exercise significant sensitivity, responsibility and commitment. Failure to perform thoughtfully and professionally not only will undermine the efforts of other team members, but also is likely to jeopardize the partner’s interests and UEP’s reputation. Thus, it is important to be forthright and clear in your communications to help prevent misunderstandings. In situations where misunderstandings or tensions arise, it is important to address them directly, and with sensitivity. Ultimately, each student must accept responsibility for the tasks he or she agrees to complete, and for the respect and competence with which these tasks are undertaken.

Team Expenses

UEP will reimburse each team up to $100 for project-related expenses, such as report printing, materials for community meetings, supplies related to surveys and focus groups, and travel beyond metropolitan Boston. If you have any questions about whether an expense is reimbursable, please ask your instructor. To obtain reimbursement, you should retain original receipts, or for public transit and vehicle mileage, you need only provide an accurate accounting (names of travelers, mode of travel, date, purpose, number of miles). To receive reimbursement from UEP, each team must maintain accurate and complete records of all of its expenses and submit them by June 1, 2016 on a single reimbursement form (available on Trunk) to Department Administrator Maria Nicolau. Please keep records whether or not you think you’ll be seeking reimbursement.
Assessment

Your final course grade will be based on assessments of the following elements:

- Effectiveness of team process and partner relations (25%).
- Final presentation (25%).
- Final deliverables (50%).

Usually, each member of a team receives the same grade, even though it is understood that students often fulfill very different roles on a team. Occasionally, however, based on instructor observations, discussions with the team, and the final assessment/reflection memos, an individual’s contribution to the team is considered sufficiently different to warrant a higher or lower grade than that conferred on the rest of the team.

Students with Disabilities

Tufts University values the diversity of our students, staff, and faculty, recognizing the important contribution that each individual makes to our unique community. Students with disabilities are assured that the Student Accessibility Services (SAS) office will work with each student individually to create access to all aspects of student life. Tufts is committed to providing equal access and support to all qualified students through the provision of reasonable accommodations so that each student may fully participate in the Tufts experience. If you have a disability that requires reasonable accommodations, please contact the Student Accessibility Services office at Accessibility@tufts.edu or 617-627-4539 to make an appointment with an SAS representative to determine appropriate accommodations. Please be aware that accommodations cannot be enacted retroactively, making timeliness a critical aspect of this provision.

Academic Integrity

All Tufts students must strictly adhere to policies regarding academic integrity. The consequences for violations can be severe. It is critical that you understand the requirements of ethical behavior and academic work as described in Tufts’ Academic Integrity Handbook. If you ever have a question about the expectations concerning a particular assignment or project in this course, be sure to ask one of the instructors for clarification. The Faculty of the School of Arts and Sciences and the School of Engineering are required to report suspected cases of academic integrity violations to the Dean of Student Affairs Office. If we suspect that you have cheated or plagiarized in this class, we must report the situation to the Dean.

Preferred Pronouns

You can now make a note of your preferred name on SIS, although there is currently no similar process available on Trunk. If you have any specific pronoun preferences, please let us know.