Course Description
This course introduces students to various ways of theorizing what planners do when they practice planning. The course surveys a variety of different theories, or “paradigms,” used by planners in carrying out and explaining their practice, including rational comprehensive planning, communicative action, advocacy planning, radical planning, and others. In explaining the content of each approach, the course also considers the historical, social, intellectual contexts in which these approaches arose and which condition their existence. In the process of studying the various planning approaches, we also evaluate the different approaches for their underlying values and social consequences. Insodoing, students are encouraged to become aware of their own values and to reflect on the ethical, social, political consequences of the various different ways of practicing planning.

Student Learning Outcomes
By the end of the semester, each student will:

- Explain the diverse approaches, or “paradigms,” used by planners when they practice planning
- Describe the historical and social contexts in which these diverse approaches arose
- Compare in detail the differences and similarities between two specific approaches
- Apply their knowledge of planning approaches to analyze two specific planning case studies
- Recognize ethics and consequences associated with different planning approaches

Required Textbooks and Other Course Materials
Required textbook for this class, available at the UTA Bookstore, is:

Required additional readings: a number of PDF journal articles and book chapters from various sources are required. These items are available for download through the course Blackboard site.

Recommended texts (no assignments are made from these books):

Course Requirements and Descriptions of Major Assignments and Exams with Due Dates
Grades are based on the following three requirements (see the Grading Policy section of this syllabus for how course grade is calculated):

1) In-Class Participation: The course is run as a seminar and students are expected to contribute to in-class discussion of the material. In addition to participating in the weekly in-class discussion, participation involves two additional things for master’s students and three additional things for doctoral students:

   a) Weekly Written Interpretation of Readings (master’s and doctoral): write a weekly one-page, double-spaced interpretation (not summary) of the week’s readings. The weekly interpretation should not be a summary of the readings but instead should synthesize and reflect on the readings, linking the weekly
readings to one another and to the week’s topic. Interpretations must be posted to Blackboard under the
Weekly Interpretations link by no later than 7:00 p.m. the evening before the day on which they are
discussed. They should either be typed directly into the assignment box, or uploaded as a PDF file (please do
not upload a Word.doc). Please also bring a copy of your interpretation to class to use as basis for your in-
class contributions. **Due: weekly.**

NOTE: To write an interpretation rather than summary, you may find the technique of Free Writing useful
(see the Free Writing section of this syllabus, and see Blackboard for live links about Free Writing).

**b) In-class Research Presentation on one of the following (sign-up sheets are circulated the first day of
class and then posted to Blackboard) (master’s and doctoral). Due: see sign up sheet for your due date**

i) **Organization Presentation:** research and prepare a 1-page summary handout (bring enough copies for
the instructor and all students) and make a **maximum** 10-minute in-class presentation on a professional
organization in which planners traditionally have been active. In your presentation, you should use the
classroom web access to visit the organization’s website, and provide details about such things as (but
not limited to): mission and purpose; history; board membership; publications including content and
types of issues covered; meetings and conferences; dues and membership; chapters or divisions; services
to planners or the profession; special services for students; awards, scholarships, funding; relevance to
planners; etc. Some of this information may not be available on the organization’s website, so don’t wait
until the last minute to prepare your presentation; do allow yourself time to contact the organization,
or visit the library, to obtain additional information or materials. **You must rehearse your presentation
ahead of time (do not waste class time by navigating the website for the first or second time during
your presentation).**

OR

ii) **Course Content Presentation:** lead the weekly discussion. This means making a case for, and
thoughtful interpretation of, the readings based on how they relate to that week’s topic and the overall
narrative about planning that is being developed in the course. Be prepared also to suggest some
provocative questions about the readings that can be discussed in class.

OR

iii) **Case Study Presentation:** research and prepare a 1-page summary handout (bring enough copies for the
instructor and all students) and make a **maximum** 10-minute in-class presentation on an existing case
study of one of the planning theories discussed in class (a case study is an actual plan that is an example or
illustration). In your presentation, be sure to link your case study with the week’s readings. Also, provide
details about the process (rather than the substance) that was followed in the case study (i.e., discuss the
“who” and the “how,” rather than the “what”), including: how the process unfolded, the role of citizens,
the role of the planner, how decisions were made, the “politics” involved in the process, inclusion (or
exclusion) of “stakeholders,” planning outcomes, and values embedded in the process. Some plans have a
section describing the process that was followed in developing the plan. Some do not—if the plan does not
include discussion about the process, then use secondary sources.

c) **Book Review Essay and Panel Presentation (doctoral only):** purchase, read, and write a review essay of
the following two books. The essay should be approximately 1200 words. A review essay is an analysis of the
books (not a summary), identifying the key arguments of the books, describing how the books complement or
critique one another, and providing your own informed evaluation about the books’ arguments (see here for
more information on writing a book review: https://www.trentu.ca/history/workbook/bookreviews.php; see
academic publications, or the New York Times Book Review section, for examples of good review essays).

9780415781527.
A panel discussion regarding the books is also required. A panel discussion is a structured conversation among panelists (in this case, the Ph.D. students) in front of an audience (in this case, the rest of the class). The topic of the panel discussion is “Planning for Urban Justice,” and the discussion should be informed by the two books as well as by other course material. One Ph.D. student serves as moderator (you choose). Duties of the moderator are: i) open and close the discussion, ii) structure the discussion and keep it on track, iii) encourage interaction among panelists (for example, by pointing out differences or similarities in viewpoints), iv) highlight, summarize, and synthesize points made by panelists, v) lead Q&A from the audience. Because the discussion is structured, it must be planned and rehearsed ahead of time by all members of the panel. See Blackboard “Book Review Panel Discussion Group” for more information. The panel discussion should be about one hour. Book reviews are due on Blackboard and panel discussion is held in class on April 25.

2) Midterm Exam: A midterm exam is administered on Blackboard, testing your knowledge of the material covered up to that point in the course. The link will be available for a 5-day period beginning 6:00 a.m. CDT on Sunday March 19 and ending 11:59 p.m. CDT on Thursday March 23. You must take the midterm exam during this time. Midterm exam is due any time between March 19 and March 23.

3) Term Research Paper: A term research paper is required. This paper involves two steps:

   a) one-page proposal memo: In the memo, identify the following: i) your topic, ii) your two selected planning approaches from among those discussed in class, iii) your two selected case studies on the same topic but from each of the two selected planning approaches, and iv) an initial bibliography that is properly formatted. This memo serves as the proposal for your term research paper. There are many online resources describing how to write a memo if you need assistance with memo writing. Proposal memos are due in class on February 21.

   b) term research paper: The paper is on a planning topic of your choice, and in the paper you compare and contrast two different planning approaches from among those discussed in class, using two different case studies as examples that illustrate your two chosen approaches (a case study is an actual plan that is an example or illustration). Both case studies must be on your chosen topic. The point of the paper is to allow you to explore in detail two of the approaches, or paradigms, discussed during the semester, to see how these theories have been practiced by planners. The paper should be roughly 15 double-spaced pages with 1 inch margins on all sides in 10 or 12 point font, plus a properly-formatted bibliography. Suggested outline for term papers is as follows.

   i) Introduction: state the topic and the two paradigms, and give a brief overview of the paper. Do not go into detail here about your topic. The topic can’t be described independently of the way it is understood within each of the paradigms; instead, use section (iii) to show the different ways of understanding your topic from within each paradigm (roughly 1 page)

   ii) Discussion of the two paradigms: discuss each paradigm in general terms. In this section, discuss your paradigms in terms of the assigned readings rather than specifically as they relate to your topic and case studies (this latter is done in section (iii)). In your discussion, be sure to include the historical and social contexts in which the paradigms arose, as well as the underlying values of each paradigm. Base your discussion on the assigned readings and in-class discussion, as well as additional relevant references (roughly 5 pages)

   iii) Presentation of your topic and case studies: describe your topic, and distinguish how it is understood within each paradigm. Then summarize each case study through the lens of the paradigm it is an example of (don’t discuss your topic and case studies independently of the two paradigms). In summarizing your case studies, provide details about the process (rather than the substance) that was followed in the case studies (i.e., discuss the “who” and the “how” rather than the “what”), including: how the process unfolded, the role of citizens, the role of the planner, how
decisions were made, the “politics” involved in the process, inclusion (or exclusion) of “stakeholders,” planning outcomes, and values embedded in the process. Some plans have a section describing the process that was followed in developing the plan. Some do not—if the plan does not include discussion about the process, then use secondary sources (roughly 5 pages)

iv) Comparison and contrast: compare and contrast your two case studies. In this section, you should focus on how the two case studies, as examples of the two approaches, are different (or similar) in their process; roles of citizens, planners and “stakeholders”; decision-making; planning outcomes; and values embedded in each approach. Do not give your opinion about which paradigm is “better” or more effective—instead, simply comment on the differences (and similarities) between the two approaches. Use visuals (a table or figure) to compare and contrast (roughly 3 pages)

v) Conclusion: summarize key points and take-aways from your paper (roughly 1 page)

Before submitting your term research paper, you must run it through the SafeAssign feature of Blackboard for plagiarism detection, and generate a clean report (see the Academic Integrity section of this syllabus for more information). Term Research Papers are due in class on May 2 (printed copies only, no e-copies).

NOTE: All written assignments and presentations for this class must be of professional quality. This means carefully editing and proof-reading your written work for typing, stylistic, spelling, and grammatical errors, and for clarity of thought. These things will affect your grade. If you have questions about style, consult The Chicago Manual of Style or Strunk & White’s The Elements of Style. All stylistic and formatting aspects of your paper, including your bibliography, must conform to the format listed in The Chicago Manual of Style or be consistent with some other recognized style. If you would like help with a paper draft, any UTA student can use the UTA Writing Center which can be reached at http://www.uta.edu/owl/. Students are also encouraged to view the UTA Library’s guides and tutorials on research and writing, http://library.uta.edu/how-to.

Grading Policy

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class participation per the two components</td>
<td>15%</td>
</tr>
<tr>
<td>(three for doctoral students) (due various)</td>
<td></td>
</tr>
<tr>
<td>In-class midterm exam (due March 23)</td>
<td>40%</td>
</tr>
<tr>
<td>Term research paper memo (due February 21)</td>
<td></td>
</tr>
<tr>
<td>and</td>
<td></td>
</tr>
<tr>
<td>Term research paper (due May 2)</td>
<td>45%</td>
</tr>
</tbody>
</table>

Weekly interpretations are not graded nor returned with comments; rather, credit is given for each weekly interpretation that is Satisfactory, based on the rubric described in the Weekly Interpretation Evaluation Rubric section of this syllabus. If your interpretation is not Satisfactory, the instructor or TA will contact you with feedback to give you a chance to Revise and Resubmit it. If your revised interpretation is Satisfactory, then credit is given; if the revised interpretation is Unsatisfactory, or you choose not to revise and resubmit your interpretation, then no credit is given for that interpretation.

Letter grades on the book review essay and term research paper are based on the rubric described in the Paper Grading Rubric section of this syllabus. An “A” paper is one that is suitable for submission to a student-run peer-reviewed journal (such as UCLA’s student-run journal, Critical Planning—for more info, see: https://criticalplanning.squarespace.com/about2/) and/or for a nationally-competitive award for Best Student Paper (such as ACSP’s Edward McClure Award for the Best Master’s Student Paper—for more info, see: http://www.acsp.org/page/AwardMcClure).

Attendance Policy

- Regular class attendance is expected of all students (if you must miss a class due, please let the instructor know ahead of time)
- Students are responsible for all course information, content, and assignments that may be missed due to absence
**Academic Integrity**

Plagiarism in research is not only unethical but is prohibited by UTA (see [http://www.uta.edu/conduct/academic-integrity/index.php](http://www.uta.edu/conduct/academic-integrity/index.php)). Novice researchers sometimes plagiarize because they do not know how and when it is appropriate to cite the work of another researcher. The most common examples of plagiarism include:

- word for word copying of sentences or paragraphs without quotation marks and proper citation of the source
- closely paraphrasing sentences or paragraphs without proper citation of the source
- using another person’s ideas, work, data, or research without proper citation of the source

“It wasn’t intentional” is **NOT** an excuse.

There are many useful websites and books that provide more information about plagiarism. You are also advised to take the UTA Library’s tutorial on plagiarism, [http://library.uta.edu/plagiarism/](http://library.uta.edu/plagiarism/). Plagiarism is not tolerated in this course.

Before submitting your term research paper for this course, you must run it through the SafeAssign feature of Blackboard for plagiarism detection. Please review your SafeAssign Report. You are looking for a SA Report match score of 15% or less. If your score is greater than 15%—and even if it is less than 15%—please review the matches one by one to be sure: i) all your sources are properly cited, ii) paraphrasing is completely in your own words and properly cited, and iii) all verbatim quotations are set off by quotation marks and properly cited. You should make revisions and run your paper through as many times as necessary to generate a clean Originality Report (“clean” ≤ 15% matches and all matches taken care of).

**Calendar**

**January 17:** Introductions: overview of assignments, objectives, and expectations

**January 24:** What Is Theory? Theoretical Diversity and Theoretical Choice


**January 31:** What Is Planning? An Historical Answer: what were the historical contexts and conditions that gave rise to planning?


**February 7:** What Is Planning (cont)? A Theoretical Answer: how do planners explain and justify planning?


**February 14:** Criticisms of Early Modern Physical Planning and the Rise of the Rational-Comprehensive Approach


**February 21:** Criticisms of the Rational-Comprehensive Approach

**Memo outlining term research paper is due**

**Readings:** Taylor, chs. 6 (pp. 95-101 only) & 7 (pp. 111-top of 122 only), “Theory about the Effects of Planning,” and “Rational Planning and Implementation”


February 28: Advocacy and Equity Planning: Alternative Paradigms or Accommodation of the Rational-Comprehensive Approach?

1st and 2nd Case Study Presentations

Readings:


March 7: Criticisms of Advocacy Planning and the Rise of Radical Planning: The Influence of Marxism

3rd Case Study Presentation

Readings:
Taylor, ch. 6, “Theory about the Effects of Planning,” pp. 101-110 only; ch. 8, “Planning Theory After the New Right,” pp. 139-145 only.


The Cleveland Model—How the Evergreen Cooperatives are Building Community Wealth, http://community-wealth.org/content/cleveland-model-how-evergreen-cooperatives-are-building-community-wealth

**March 14:** Spring Break

**March 21:** No in-class meeting—midterm exam due no later than 11:59 p.m. CDT on March 23

**March 28:** Transactive Planning (The Contributions of John Friedmann) and Communicative Planning

4th and 5th Case Study Presentations

Readings: Taylor, ch. 7 (pp. 122-129 only), “Rational Planning and Implementation.”


**April 4:** Postmodern Planning, or Planning in the Postmodern Era: Multicultural, Corporatist/Free-Market, And Narrative Trends In Planning

6th and 7th Case Study Presentations

Readings: *Overview of Postmodern Planning*:


**Corporatist/free-market aspect of Postmodern Planning:**


Multicultural aspect of Postmodern Planning:


April 11:  
**The Second Coming of Physical Planning: Place-making, New Urbanism, Neotraditionalism**  
*Guest Lecturer: Nazanin Ghaffari*  
*8th Case Study Presentation*

Readings:  


April 18:  
**Planning Ethics, Values, and the Past and Future of Planning**  
*Guest Speaker: Mike McAnelly, FAICP, PTP*

Readings:  

American Institute of Certified Planners. “AICP Code of Ethics and Professional Conduct.” [https://www.planning.org/ethics/ethicscode.htm](https://www.planning.org/ethics/ethicscode.htm) (look for places where the various paradigms we have discussed have influenced ethical standards).


**April 25:** Panel Discussion led by doctoral students of Friedmann’s *Insurgencies* and Hall’s *Cities of Tomorrow*.

Book reviews due on Blackboard by 11:59 p.m.
Term paper presentations begin

**May 2:** Term paper presentations conclude
Term papers due in class (printed copies only)

Have a great summer!
Free Writing

Free Writing is a technique developed by Peter Elbow (1973), and enhanced by other writers, where a person writes continuously for a set period of time without regard to spelling, grammar or continuity of thought. It produces immediate, often unusable, material, but allows a writer to overcome writer’s block, and allows them to start putting their ideas down in writing.

To write your weekly interpretation, as well as your research term paper (or any other paper or report for another class or for work) the following process may be useful: read carefully and take notes on the readings. Reread your notes to be sure they make sense and to get the ideas into your head. Then, to start writing, put your notes and readings aside and use the technique of Free Writing to write about impressions and reactions. Be sure to polish up, edit, and proofread your Free Writing before turning in your work. Do not turn in unedited writing! Also, do not include your opinions in work (everyone has an opinion; the challenge is to have an informed, educated opinion). Free Writing follows these steps:

- Write down your topic (whatever topic you are choosing for this Free Writing session) at the top of an empty page.
- Give yourself a time limit — for example, 5, 10, 15, or 20 minutes — and set the timer for this amount of time.
- Start the timer and write nonstop for the set period of time.
- Write whatever comes to mind about the topic.
- If you get off topic or run out of ideas, keep writing anyway. Do not stop writing while the timer is going.
- Keep writing until the time is up. Do not pause to think, or to stare into space, or to read what you’ve written. Keep your hand moving, even if you have to write something like, “I don’t know what to write” over and over again.
- If you feel bored or self-conscious as you’re Free Writing, start writing about being bored or self-conscious, something like, “I feel really stupid doing this. This is really dumb.”
- Do not make corrections as you write.
- Do not pay attention to grammar, spelling, punctuation, neatness, or style. Nobody else will read what you produce in your Free Writing.
- Do not judge or censor what you are writing.
- When the timer stops, stop writing.

****

- Take a break, then come back to what you have written and read it over. You might find it beneficial to read it out loud.
- At this stage, spend time going through your Free Writing, and look for themes or patterns related to the topic.
- Get out another empty page. Transfer and rewrite some of the good stuff from the Free Writing. Omit the divergences, the nonsense, and the “I can’t think of anything to say” lines.
- If some of the material is still unusable, undeveloped, or you don’t have enough material for your essay, repeat the above steps, narrowing down your topic, to get additional ideas down on paper.

****

- Once you have produced enough material from your Free Writing to transfer to an essay, be sure to carefully edit your essay before sharing it with others. NEVER HAND IN UNEDITED WORK. This means carefully editing and proofreading your essay for typing, stylistic, spelling, and grammatical errors, and for clarity of thought. If you have questions about style, consult The Chicago Manual of Style or Strunk & White’s The Elements of Style. All stylistic and formatting aspects of your paper, including your bibliography if you have one, must conform to the format listed in The Chicago Manual of Style or be consistent with some other recognized style.

This information about Free Writing is compiled for use in CIRP 5303 Planning History and Theory, University of Texas at Arlington, from the following sources:

- http://grammar.ccc.commnet.edu/GRAMMAR/composition/brainstorm_freewrite.htm
- http://web.mst.edu/~gdoty/classes/concepts-practices/free-writing.html
### Weekly Interpretation Evaluation Rubric

<table>
<thead>
<tr>
<th>Weekly Interpretation Evaluation Rubric</th>
<th>Satisfactory (receives full credit)</th>
<th>Revise and Resubmit (receives full credit if revisions are Satisfactory; receives no credit if revisions are Unsatisfactory)</th>
<th>Unsatisfactory (receives no credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Support</td>
<td>Responds to the assignment. Shows careful reading of the material, and main ideas are clearly communicated. Points are supported by relevant evidence and/or examples from the material, and connections between evidence and main ideas are provided.</td>
<td>Does not respond appropriately to the assignment. Shows hasty or sloppy reading of the material, and/or main ideas are unclearly communicated. Points are unsupported, or depend on clichés, opinion, personal experience, or overgeneralizations, rather than the material, for support; provides sparse connections between evidence and main ideas.</td>
<td>No paper is submitted, or response shows hasty or sloppy reading of the material and lacks coherence. Points are unsupported, or depend on clichés, opinion, personal experience, or overgeneralizations, rather than the material, for support; provides insufficient connections between evidence and main ideas.</td>
</tr>
<tr>
<td>Organization, Style, and Mechanics</td>
<td>Sentences generally have clear syntax, and are grammatically correct and focused; words are used accurately and effectively. Shows logical progression of thought. May contain a few errors which may annoy the reader but not impede the reader’s understanding. No hint of plagiarism.</td>
<td>Sentences have awkward syntax, and/or are grammatically incorrect; logical progression is not always clear. Contains many mechanical errors, or a few substantive errors, that block the reader’s understanding. Plagiarism (including unintentional plagiarism) may be suspected.</td>
<td>No paper is submitted, or sentences have awkward syntax, and grammar and words are misused. Contains so many stylistic, organizational, and/or mechanical problems that it is impossible for the reader to follow the points sentence to sentence. Plagiarism (even if unintentional) can be demonstrated.</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Ideas</strong></td>
<td><strong>Excels in responding to assignment. Interesting, demonstrates sophistication of thought. Central idea/thesis is clearly communicated, worth developing; limited enough to be manageable. Paper recognizes some complexity of its thesis: may acknowledge its contradictions, qualifications, or limits and follow out their logical implications. Understands and critically evaluates its sources, appropriately</strong></td>
<td><strong>A solid paper, responding appropriately to assignment. Clearly states a thesis/central idea, but may have minor lapses in development. Begins to acknowledge the complexity of central idea and the possibility of other points of view. Shows careful reading of sources, but may not evaluate them critically. Attempts to define terms, not always successfully.</strong></td>
<td><strong>Adequate but weaker and less effective, possibly responding less well to assignment. Presents central idea in general terms, often depending on platitudes or clichés. Usually does not acknowledge other views. Shows basic comprehension of sources, perhaps with lapses in understanding. If it defines terms, often depends on dictionary definitions.</strong></td>
</tr>
<tr>
<td><strong>Organization &amp; coherence</strong></td>
<td><strong>Uses a logical structure appropriate to paper's subject, purpose, audience, thesis, and disciplinary field. Sophisticated transitional sentences often develop one idea from the previous one or identify their logical relations. It guides the reader through the chain of reasoning or progression of ideas.</strong></td>
<td><strong>Shows a logical progression of ideas and uses fairly sophisticated transitional devices; e.g., may move from least to more important idea. Some logical links may be faulty, but each paragraph clearly relates to paper's central idea.</strong></td>
<td><strong>May list ideas or arrange them randomly rather than using any evident logical structure. May use transitions, but they are likely to be sequential (first, second, third) rather than logic-based. While each paragraph may relate to central idea, logic is not always clear. Paragraphs have topic sentences but may be overly general, and arrangement of sentences within paragraphs may lack coherence.</strong></td>
</tr>
<tr>
<td><strong>Support</strong></td>
<td><strong>Uses evidence appropriately and effectively, providing sufficient evidence and explanation to convince.</strong></td>
<td><strong>Beginning to offer reasons to support its points, perhaps using varied kinds of evidence. Begins to interpret the evidence and explain connections between evidence and main ideas. Its examples bear some relevance.</strong></td>
<td><strong>Often uses generalizations to support its points. May use examples, but they may be obvious or not relevant. Often depends on unsupported opinion or personal experience, or assumes that evidence speaks for itself and needs no application to the point being discussed. Often has lapses in logic.</strong></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Choice</strong></td>
<td>Choosing words for their exact meaning and uses unambiguous and clear language.</td>
<td>May be too vague and general.</td>
<td>Uses relatively vague words.</td>
</tr>
<tr>
<td><strong>Sentence style</strong></td>
<td>Sentence structure is clearly focused and carefully worded.</td>
<td>Usually contains a few errors, but not enough to impede understanding.</td>
<td>Usually contains several mechanical errors, which may make the reader's understanding difficult.</td>
</tr>
<tr>
<td><strong>Mechanics</strong></td>
<td>Almost entirely free of spelling, punctuation, and grammatical errors.</td>
<td>May contain a few errors, which may annoy the reader but not impede understanding.</td>
<td>Usually contains several mechanical errors, which may impede the reader's understanding.</td>
</tr>
<tr>
<td><strong>Citation &amp; bibliography</strong></td>
<td>Consistent, appropriate use of quotations and paraphrasing. Uniform and appropriate handling of in-text citations (or footnotes). Well-organized reference list or bibliography has minor problems with organization or style.</td>
<td>Occasional minor lapses in use of quotations and paraphrasing. Some minor inconsistency or mishandling of citations. Reference list or bibliography has minor problems with organization or style.</td>
<td>More frequent minor lapses in use of quotations and paraphrasing. Some minor inconsistency or mishandling of citations. Reference list or bibliography has minor problems with organization or style.</td>
</tr>
</tbody>
</table>

Original table provided by UTAA's Office of Instructional Assessment (2010).
UTA’s Required Information for the Syllabus

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships http://wweb.uta.edu/aao/fao/

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) http://www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at http://www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) http://www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit http://uta.edu/eos.

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit http://www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity: Students enrolled in all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in
accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/.

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

**Final Review Week:** For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exits, which are located at the southwest corner and center of this building. When exiting the building during an emergency, one should never take an elevator but should use the stairwells.