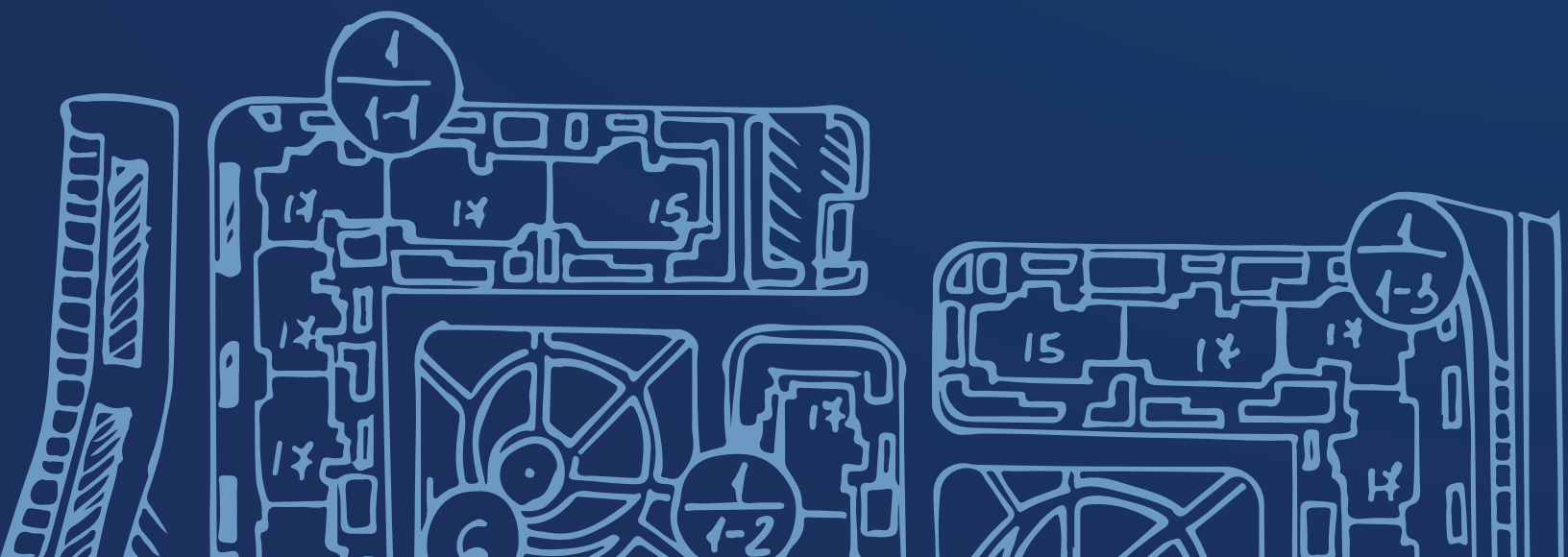


THE UNIVERSITY OF FLORIDA

MASTER OF URBAN AND REGIONAL PLANNING

ONLINE STUDENT HANDBOOK



The logo features the letters 'UF' in a large, bold, blue serif font. The 'U' and 'F' are connected. The logo is centered within a white circle.

UF

**URBAN &
REGIONAL
PLANNING**



Welcome to the University of Florida online Master of Urban and Regional Planning program!

Our goal is to provide the best training in the professional practice of urban and regional planning. We are excited to work with you in the coming years in this endeavor.

Our graduates are leaders of the planning profession in the state of Florida, the United States, and internationally. Our alumni work for local, state, and federal agencies; industry-leading private consultants; not-for-profit organizations; and domestic and international academic and research institutions.

Planning is a diverse field. Planners possess knowledge and skills in many disciplines including social policy, urban design, law, economics, transportation, sustainability, and geographic information systems. Planners must communicate with other professionals—such as engineers, architects, and lawyers—as effectively as with community members. Planners generate or collect data to define public problems, collaborate with the public to develop possible solutions, inform decision-makers, and implement selected courses of action. Most of all, planners are problem solvers in complex systems.

We are glad that you have chosen the University of Florida to hone these skills. We will provide you with the knowledge and resources to enable you to achieve your professional and academic goals.

Your program will bring you opportunities to create friendships, to expand professional networks, and to foster academic relationships. We are hopeful that these relationships will remain a permanent part of your professional life, even as you become an alumnus.

Although you are not required to set foot on our campus in Gainesville, Florida, our doors are always open to you. Please call on us by phone, email, or even a visit to campus. We are committed to providing you with the tools and mentorship you need to succeed.

We designed this student handbook to give you comprehensive information and resources pertaining to your own unique journey throughout the MURP program. Please also reference the university's Graduate Catalog and Graduate Student Handbook for additional information.

A handwritten signature in black ink, appearing to read "Kathryn Frank".

Kathryn Frank, Ph.D.,
Associate Professor
Interim Chair, Department of Urban
and Regional Planning
Interim Associate Chair, School of
Landscape Architecture and Planning

A handwritten signature in black ink, appearing to read "W. Thomas Hawkins".

W. Thomas Hawkins, JD, AICP,
Lecturer and Program Director
Master of Urban and
Regional Planning online

A handwritten signature in black ink, appearing to read "Kyle Dost".

Kyle Dost, AICP,
Associate Program Director
Master of Urban and
Regional Planning online

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The University of Florida (university) Department of Urban and Regional Planning (department) has created this handbook for students earning their Master of Urban and Regional Planning degree (master's degree) online. This handbook summarizes key university policies and rules as a convenient reference for you. Applied to some circumstances, the summaries here might not be complete or accurate.

In addition to reading this handbook, you should review official university policies, including the Graduate Catalog and the Regulations of the University of Florida. If you have any questions about university policies or rules, please contact Thomas Hawkins or Kyle Dost.

Link to Graduate Catalog: catalog.ufl.edu/graduate
Link to Regulations of the University of Florida: regulations.ufl.edu/regulations/uf-1-general

1. PEOPLE

As a student earning your Master of Urban and Regional Planning at the University of Florida, you have access to faculty and instructors who are internationally recognized in planning education, research, and professional practice. We are always available to guide you during your time in the program, and beyond.

DEPARTMENT OF URBAN AND REGIONAL PLANNING FACULTY

Abhinav Alakshendra, PhD	Thomas Hawkins, JD, AICP	Zhong-Ren Peng, PhD
Lance Barbour	Marty Hylton	Reginald Pierre-Jean
Ilir Bejleri, PhD	Azza Kamal, PhD	Christopher Silver, PhD, FAICP
Laura Dedenbach, PhD, AICP	Hal Knowles, PhD	Ruth Steiner, PhD
Daniel Downing	Kristin Larsen, PhD, AICP	Emre Tepe, PhD
Erik Finlay	Julie Mah, PhD	Alexis Thomas
Kathryn Frank, PhD	Kate Norris	Yan Wang, PhD
Crystal Goodison	Sam Palmer	

ADJUNCT INSTRUCTORS

Laurel Harbin, PhD, AICP	Sofia Thordin, AICP
Meredith Leigh, PhD	Cleary Larkin, PhD
Tim Murtha, PhD	

SUPPORT TEAM

Thomas Hawkins, Online Program Director
Kyle Dost, Online Program Associate Director, Advisor

2. GENERAL POLICIES

A. TECHNOLOGY

SOFTWARE

A benefit of enrollment in our program is access to software. Below are access links and instructions for downloads and remote use of software you are likely to need.

- **GIS Software** (ArcPro and ArcMap Desktop, etc.)
 - Link: <https://www.geoplan.ufl.edu/software/>
 - Click on appropriate software download
 - Follow instructions (i.e. fill out form, install)
- **Microsoft Office** (Word, Powerpoint, Excel, etc.)
 - Link: <https://it.ufl.edu/services/gatorcloud-microsoft-office-online>
 - Click “Go To Service”
 - Enter @ufl.edu email
 - Automatically reroutes to log in via Gatorlink
- **UF Apps** (free remote-access software system for software)
 - Link: <https://info.apps.ufl.edu/>
 - Click “Login to UF Apps”
- **LinkedIn Learning** (formerly Lynda; video-based instruction guides)
 - Link: <https://elearning.ufl.edu/>
 - Click on “LinkedIn Learning” under Log In To Services

COMPUTER

You must meet the university’s minimum technology requirements.

- Link: <https://it.ufl.edu/policies/student-computing-requirements>.

Additionally, if you plan on a GIS-centric program, we recommend you use the Microsoft Windows operating system.

B. EMAIL

The university and the department will send correspondence to you at your UF email address. Even if we have alternative contact information for you that we used during the application process, we will send important correspondence to only your UF email address. Check this email account regularly!

C. REGISTRATION

The online master's degree program registers students for classes directly, and does not use ONE.UF for registration.

We will make you aware of upcoming course offerings at least two months prior to each semester. We will email you a registration survey you must complete to express your preferred courses for the upcoming semester. We will then use this survey to manually register you.

Please respond to registration surveys promptly and do not register for classes through ONE.UF.

REGISTRATION HOLDS

The university sometimes places registration holds on student accounts. Reasons the university might place a registration hold on a student account include past-due charges or unresolved administrative issues. An existing registration hold will prevent us from registering you for classes. Typically, you can resolve registration holds easily on your own.

You must clear any existing registration hold each semester using your ONE.UF account in order for us to register you for the upcoming semester.

D. CRITICAL DATES

The university sets critical dates each semester. Be aware of these dates as they affect your ability take some actions with regard to your enrollment and liability for paying tuition.

DROP/ADD

During the drop/add period you may add or drop courses without penalties or fees. After this period, the university will assess fees if you wish to add or drop a class and administrators will no longer be able to modify your course schedule.

Instead, to add or drop a class after the drop/add period, you will need to contact your advisor and then complete a student initiated drop/add process using ONE.UF: http://training.hr.ufl.edu/instructionguides/oneuf/oneuf_sida.pdf.

WITHDRAWAL DATE

After the drop/add period and before the withdrawal date, you may drop a course and receive a Withdrew (W) grade. After the withdrawal date, with limited exceptions, you will earn a grade that counts toward your grade point average for each course in which you are enrolled.

WITHDRAWAL (25% REFUND) DATE

Before the withdrawal (25% refund) date you may withdraw from courses and receive a 25% refund for your paid tuition. In order to receive a 25% refund for courses during a semester, you must withdraw from ALL courses you are taking that semester by the withdrawal (25% refund) date the university sets and publishes under critical dates on the standard university calendar.

PAYMENTS DUE DATE

Payments of tuition and fees are due to the University Bursar on the payments due date. Unpaid balances will lead to a registration hold that will prevent you from registering for classes in future semesters.

E. CREDIT TRANSFER

The Graduate School may transfer up to 15 credits you earned outside of the master's degree program to count toward your master's degree. Up to nine of these credits may be credits you earned at an outside institution. The department must request the Graduate School approve any credit transfer.

The university will consider these standards when evaluating a request to transfer credits.

- You must have earned the transfer credit within the last seven years.
- The course must be graduate level (5000+).
 - The course cannot have counted toward an undergraduate degree program.
- Your transcripts must show that you have earned a B grade (3.0) or higher in the course.
- The course must be substantially equivalent to a course the university offers that would count toward your master's degree.
 - To show this equivalency, you must provide a copy of the transfer credit course syllabus.
 - A department faculty member with experience in the course topic must evaluate the syllabus and determine that the course is substantially equivalent to a course you could earn in the department and count toward a master's degree.

The department will not transfer credits to count for any of the following courses:

- URP 6203 Planning Research Design,
- URP 6341 Urban Planning Project, or
- URP 6979 Master's Research Project.

F. GRADES

A, A-, B+, B, B-, C+, C, and S are passing grades for graduate students.

S/U GRADES

The university does not assign grade points for courses with a satisfactory/unsatisfactory (S/U) grading scheme.

The university does not use S/U grades to calculate your grade point average.

You may not graduate with an Unsatisfactory (U) grade.

INCOMPLETE GRADES

If you have not completed a course in a semester, your instructor may assign you an Incomplete (I) grade. To earn an I grade, you and your instructor must complete an incomplete grade contract laying out the terms by which you will complete the coursework after the semester. Upon completing the coursework under the terms of the incomplete grade contract, your instructor will assign you a grade other than I. You may not graduate with an unresolved I.

G. READMISSION

You may take a leave of absence from your master's degree program by not enrolling in classes for a given semester. However, after three consecutive semesters without being enrolled in classes, you will become inactive and will be unable to register or enroll in any courses. In this circumstance, you would need to reapply to the university to continue your program.

If you must reapply, you must initiate that process at least six weeks prior to the semester in which you will again take classes.

If you plan to take a leave of absence, you should discuss your plans, including plans for readmission if necessary, with your advisor.

H. DEGREE REQUIREMENTS

The Graduate School, department, and the university dictate the requirements for earning a master's degree.

The department has created a program of study that you may follow to efficiently meet all of these degree requirements.

- You must earn 52 graduate credits (5000+).
- You must earn 30 credits as a graduate student at the university.
- You must earn half of the required credits (26) within the department.
- You must complete 6 credits of URP 6979 Master's Research Project.
- You must earn at least 3 of your URP 6979 Master's Research Project credits during your final semester.
- You must finish your master's degree with a 3.0 cumulative grade point average.
- You must complete your master's degree within seven years.

3. PROGRAM NAVIGATION + RESOURCES

The following section contains information about resources to help you navigate your time in the master's degree program.

A. SQUARE

Square is a meeting place and resource hub. It is a common virtual area for program wayfinding, connecting, troubleshooting, and professional and academic development. Square brings together students and faculty in the entire department: campus students, online students, GIS Certificate students, faculty, and staff. You can access Square using Canvas.

Link: <https://ufl.instructure.com/courses/338768>.

Some major components of Square are:

- **Orientation** — a tool to onboard students into the master's degree program;
- **Announcements** — important information pertaining to academic deadlines, events, and more;
- **Current Semester Information** — a semester schedule, dates, deadlines, current-semester syllabi, and registration surveys;
- **Syllabi** — archived course syllabi;
- **Program resources** — university links, documents, program of study, checksheet, and other resources; and
- **Professional development** — job boards and other professional resources.

B. PROGRAM OF STUDY

Your program of study is a personalized path through the master's degree program. The program of study sheet tracks your progress and future course trajectory.

You should maintain your program of study sheet in collaboration with your advisor and update it each semester. When you begin the program, we will give you a blank program of study sheet. You can also access one online.

Link: <https://bit.ly/3lbdDuQ>

C. PROGRAM CHECKSHEET

The program checksheet is a template of a typical student trajectory through the master's degree program. You can use the program checksheet as a tool to guide your path through the program. You can customize the order in which you take courses to fit your specific needs.

Checksheets are specific to the semester in which you begin the master's degree program (i.e. fall or spring).

Link to fall checksheet: <https://bit.ly/2U2QcI5>

Link to spring checksheet: <https://bit.ly/2laVA9H>

D. SYLLABI

The Square syllabus archive includes syllabi for all courses.

While a professor may update or modify course content each offering, the syllabi in the archive represent the general structure and content of each course.

Link to syllabus archive: <https://ufl.instructure.com/courses/338768/pages/syllabi>.

E. CAPSTONE COURSES

The master's degree program has three capstone courses:

- **URP 6341 Urban Planning Project (6 credits)**
 - Urban Planning Project puts planning theory and knowledge to practical use. Instructors will assign you a spatial area and scope of work. You will work in groups to complete the tasks and create deliverables. Topical and spatial areas vary by semester. This class is an intensive six-credit course.
- **URP 6941 Urban Planning Internship (1 credit)**
 - The Urban Planning Internship prepares you for work in the planning field. We require you to facilitate, obtain, and complete an internship in the planning field.
 - Your internship must include at least eight hours per week for a full semester (or approximately 120 hours of work) that is planning-related and that requires reporting to a supervisor.
 - If you have three or more years of full-time (or equivalent) experience in the planning field, you may have other options in lieu of completing an internship.
 - For more information, please download the Urban Planning Internship syllabus, or reach out to the department internship coordinator, Kyle Dost (kyledost@ufl.edu).
- **URP 6979 Master's Research Project (6 credits)**
 - The Master's Research Project is a research endeavor into an area of interest you select. You must conduct research, author a research paper, and defend your project. You may choose to create a work product that is the centerpiece of your research project, such as GIS maps, policy recommendations, or a best management practices guide. You must select a committee comprising a chair and a co-chair. Your committee may also include special members. You must earn at least three credits of URP 6979 Master's Research Project during your final semester.
 - You can view archived defense presentations via Square, under the MRP Defense Repository tab (<https://ufl.instructure.com/courses/338768/pages/defense-repository>).
 - You can read archived research papers via the university library (<https://ufdc.ufl.edu/ufirg/pilo>).

COMMITTEE

You must confirm your committee prior to your final semester (e.g. if you plan to graduate in spring, you must confirm your committee by the end of the previous fall semester). You may begin to request to work with faculty once you complete URP 6203 Planning Research Design.

Chair: Your committee chair is the principal point of contact for your research project, and must be URP department faculty. You will meet with your chair regularly throughout your master's research project; your chair will help you edit your draft and prepare for your defense. Your chair ultimately awards you a grade based on your performance in this course.

Co-chair: Your co-chair is your secondary point of contact for your research project and this person must be faculty in the School of Landscape Architecture and Planning. Your co-chair should support you and your chair but may be less involved than your chair. Your co-chair will participate with your chair in awarding you a grade based on your performance in this course.

Special member: A special member serves as point of contact for any questions or local insight into your selected topic. Any person can serve as a special member of your committee. To serve as a special member, a person must acquire a UFID and Gatorlink account.

RESEARCH PAPER

Regardless of topic, you must conduct research and author a research paper. Typical components of a research paper include background, literature review, methodology, findings, and discussion. Learning research methodologies is a significant goal of URP 6203 Planning Research Design. You should implement skills learned in that course in your master's research project.

DEFENSE

You must present your research in a defense (also referred to as the master's research project final exam). To expose you to the structure and delivery of a defense, you must attend two defense presentations prior to delivering your own defense. You have the choice to attend in person, or to view an archived defense presentation. You must complete and submit to the department two defense attendance forms as evidence of your attendance.

As an online student, you will present your defense by videoconference. Your defense will be open to other students, staff, and faculty. Your committee must be present for your defense. We will record and archive your defense.

You must defend your master's research project before the midpoint of your final semester. Your committee members will then determine your grade. Link to defense attendance form: <https://bit.ly/2QSBwVv>

F. GIS CERTIFICATE

You have the option to pursue a 12-credit (four course) GIS Certificate concurrent with your master's degree, at no additional credits or cost.

After taking URP 6270 Introduction to Planning Information Systems, you can begin to take upper-level geographic information systems courses as electives. In addition to URP 6270 (a required course to earn your master's degree), you must take the following courses to earn a GIS certificate:

- URP 6275 Intermediate Planning Information Systems,
- URP 6278 Web Mapping and Visualization, and
- One of the following
 - URP 6271 Customizing Planning Information Systems,
 - URP 6272 Advanced Planning Information Systems, or
 - URP 6280 3D Geospatial Modeling and Visualization.

You should not apply for the GIS Certificate until after taking URP 6270 and speaking to your advisor.

Geographic information systems electives can count toward a GIS Certificate at any point during the master's degree program.

Therefore, you do not need to apply for the GIS Certificate prior to taking these courses. You can retroactively apply for the GIS Certificate after taking the requisite courses.

G. SURVEYS

We occasionally use Qualtrics surveys to gather information from you. When we provide you with a survey, please take it seriously and timely complete it.

These are examples of surveys we will provide you:

- Registration survey (REQUIRED each semester),
- Internship midterm survey (REQUIRED for Internship course) ,
- Master's Research Project committee request,
- Master's Research Project defense evaluation,
- Student exit survey (for students nearing graduation),
- Future contact information (for students nearing graduation) and
- Student demographics.

H. STUDENT IDs

You are eligible to receive a student ID card, also called a Gator 1 card. If you are not in the Gainesville, Florida area, you can request your Gator 1 card online and have the university send it to you by mail.

Link: <https://www.bsd.ufl.edu/G1C/idcard/distance.asp>.

4. eLEARNING/CANVAS

The university uses the Canvas learning management system. Canvas contains all course materials, a calendar, and a mail feature. Link: <https://elearning.ufl.edu/>

A. CANVAS

Please become familiar with Canvas features. The Canvas Student Guide is a helpful source of information about using Canvas.

Link: <https://guides.instructure.com/m/4212>

INTRODUCTION

- As an introduction to Canvas, please review the Canvas overview video.
- Link: <https://vimeo.com/showcase/1863509/video/74677642>

COURSE PARTICIPATION

These tutorials will provide you an overview of key Canvas course participate tools.

- What are Discussions? (<https://guides.instructure.com/m/4212/l/95580>)
- What are Assignments? (<https://guides.instructure.com/m/4212/l/191416>)
- Assignments Overview (<https://vimeo.com/showcase/1863509/video/74886284>)
- Assignment Submissions (<https://vimeo.com/showcase/1863509/video/74886769>)
- What are Quizzes? (<https://guides.instructure.com/m/4212/l/50756>)

OTHER CANVAS FEATURES

The Canvas Student Tour provides a collection of helpful videos to learn more about additional features and topics.

Link: <https://resources.instructure.com/courses/32/pages/canvas-student-tour-videos>

B. LINKEDIN LEARNING

You have access to a variety of tutorials and resources via LinkedIn Learning. LinkedIn Learning contains instructions on many topics including geographic information systems, researching, writing, and Adobe Suite software such as Photoshop.

Link: <https://elearning.ufl.edu>, select menu option “LinkedIn Learning” on right-hand side under “Log In to Services.”

C. QUALTRICS

Qualtrics is a survey system we will occasionally use to request information from you. You can also create your own surveys by logging into Qualtrics.

Link: <https://elearning.ufl.edu>, select menu option “Qualtrics” on right-hand side under “Log In to Services.”

5. UNIVERSITY RESOURCES

A. ONE.UF

You can use ONE.UF for a variety of tasks such as to access your student account information, clear registration holds, or pay tuition.

Link: <https://one.ufl.edu/>

B. UF APPS

UF Apps provides access to software applications from any computing device—laptops, tablets, desktops, and smartphones—from any location.

Link: <https://info.apps.ufl.edu/>

Link to UF Apps overview video: <https://youtu.be/4EbYOL2cvtE>.

C. UF HELP DESK

The UF Help Desk is a free IT assistance service available to you. You can reach out to the UF Help Desk with any issues regarding Canvas/eLearning, your Gatorlink account, UF Apps, or for any other technical support.

Link: <http://helpdesk.ufl.edu> | Phone: (352) 392-4357 | Email: helpdesk@ufl.edu

D. LIBRARY

The library is available to all university students. You can access course reserves and journal articles online.

Link: <https://cms.uflib.ufl.edu>

Link to library page curated for online students: <http://guides.uflib.ufl.edu/distancelearners>

- UF VPN: <https://it.ufl.edu/ict/documentation/network-infrastructure/vpn/>

E. OTHER UNIVERSITY OFFICES

GRADUATE ADMISSIONS

Web: <https://admissions.ufl.edu/apply/graduate/>

Phone: (352) 392-1365

Email: graduate@admissions.ufl.edu

BURSAR

Web: <http://www.fa.ufl.edu/departments/bursar>

Phone: (352) 392-0181

Email: <https://uf.tfaforms.net/125>

REGISTRAR

Web: <https://registrar.ufl.edu>

Phone: (352) 392-1374

Email: registrarHelp@registrar.ufl.edu

GRADUATE SCHOOL

Web: <http://graduateschool.ufl.edu>

Phone: (352) 392-6622

Email: gradschool@aa.ufl.edu

STUDENT FINANCIAL AFFAIRS

Web: <https://www.sfa.ufl.edu>

Phone: (352) 392-1275

Email: <https://www.sfa.ufl.edu/help/>

STUDENT VETERAN SERVICES

Web: <http://veterans.ufl.edu>

Phone: (352) 294-2948

Email: VAcounselor@ufl.edu

6. FINAL SEMESTER BENCHMARKS & GRADUATION

Graduation deadlines are incorporated into the URP 6979 Master's Research Project course shell. The following list summarizes the university's Graduation Checklist which you may also wish to reference.

Link: <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>

1. **Meet** degree requirements.
2. **Apply** to graduate (via [ONE.UF](#)) by deadline.
 - Once completed, the university will list students on commencement program.
3. **Satisfy** all financial obligations.
 - You must have a zero (\$0.00) account balance to graduate.
4. **Update** address information.
5. **Prepare** for diploma.
6. **Complete** the required exit surveys.
 - You will be provided a separate exit survey for the university and for the URP department.
7. **Additional requirements**
 - Order academic regalia.
 - Fill out name scanning card.
8. The university will mail your diploma six to eight weeks after the end of the final semester. You can also view a certified electronic version of your diploma after graduation.

7. FINAL REMARKS + CONTACT

Thank you for choosing the University of Florida to pursue your academic goals. Professional urban and regional planners help determine the health of our cities and natural places. Our work has a tremendous impact on public health, social equity, and quality of life.

You have chosen a proud professional calling that will allow you to make a positive impact on our world.

We are proud to call you Gators!



A handwritten signature in black ink that reads "Thomas".

W. Thomas Hawkins, JD, AICP
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A handwritten signature in black ink that reads "Kyle".

Kyle Dost, AICP
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