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# NEW GRADUATE COURSE REQUEST GRADNEW.ITP (on Informed Filler)

**Return original to:**

Division of Graduate Studies  
Harold H. Haak Administrative Center  
4th Floor, Henry Madden Library  
Mail Stop ML51

Graduate Program: Certificate in Advanced Studies in CRP  
Department: Geography & City & Regional Planning  
Contact Person: Segun Ogunjemiyo  
Phone: 278-6897  
E-mail: sogunjemiyo@csufresno.edu  
Catalog pg. # \_\_\_\_\_

**Use this form if your course is:** (please select the box below that best describes your course)

- (a) new (never has been taught before)
- (b) conversion (break-out of a "topics" course as a new course)
- (c) significant change to an existing course
- (d) other \_\_\_\_\_

**NOTE:** If the changes you make on this form are different from what you submitted on your mock-ups to catalog, then you **must** revise your mock-ups and resubmit them to the catalog office.

If you wish to delete or make minor revisions to an existing graduate course, use the "Graduate Course Change or Deletion" form (GRADCHG.ITP on Informed Filler).

## 1. NEW COURSE:

Prefix/ Catalog Long Course  
Subject Geog Number 203 Title Community Planning Units Max/Total 3

Community Plan Letter  
Short Title (16 spaces maximum) for Printing Grading Basis (Letter, CR/NC, RP, Mixed)

Course Classification (C/S#) 02 (online)

**Note:** If the proposed course has been offered previously as a topics course or is the expansion of an existing course, complete the following for the previous course:

Prefix/ Catalog Long Course  
Subject \_\_\_\_\_ Number \_\_\_\_\_ Title \_\_\_\_\_ Units Max/Total \_\_\_\_\_

### Catalog Description of New Course: (40 words only, excluding prerequisite, lecture/lab hours)

Introduction to basic issues of urban planning, community development, and economic development; the role of public policy in the above fields; market approaches to tackling issues in the fields; review and critique of urban renewal/housing program.

**2. NEW COURSE QUESTIONS:**

(Each item **must** be addressed, attach additional sheet(s) as needed.)

A. How frequently is the new course expected to be offered? once/year

B. What is the expected enrollment? 20

C. What is/are the mode(s) of course delivery (e.g., lecture, seminar, supervision, distance learning)? Please see the attached "Definitions of Graduate Level Instruction in the CSU."  
online

D. Identify all new resources (special facilities, library resources, technical assistance, etc.) needed to institute the course.  
none

E. Is this course required or elective? required

F. Is there another course(s) covering similar subject matter:

- within your department? No  Yes  (if yes, complete section 4)
- at California State University, Fresno? No  Yes  (if yes, complete section 4)

G. Has this course been previously offered as a topics course? Yes  No   
If yes, how many times? \_\_\_\_\_

H. Justification for New Course: (Please attach an explanation detailing the need for this new course.)

**3. Please attach a course outline/syllabus that:**

- Follows the guidelines stated in the "Policy on Course Syllabi and Grading" (June 1997) as published in the Academic Policy Manual (pg. 241-1, 241-2, 241-3).
- Illustrates how the course meets the criteria described in "Definitions of Graduate Level Instruction in the CSU" (see attached).

**NOTE:** Proposed Topics (T) courses should include a sample course outline/syllabus that follows the above guidelines and includes criteria by which the department will select future topics courses.



**4. CONSULTING SIGNATURES (if required)**

In an effort to avoid course duplication and misunderstandings, signatures must be obtained from those departments potentially affected by proposed changes.

I have read the new graduate course proposal and support the offering of this course.

Yes  No

If no, please explain your concern(s):


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Chair (of department being consulted)**

Department	Department
Department Chair (typed name)	Department Chair (typed name)
Department Chair Signature	Department Chair Signature
Date	Date

**5. REQUIRED SCHOOL SIGNATURES (verifies proposal has been approved)**

**Graduate Program Coordinator**

Hongwei Dong                                            2-5-2014  
Typed Name                                      Signature                                      Date

**Department Chair**

Segun Ogunjemiyo                                            2-5-2014  
Typed Name                                      Signature                                      Date

**School Curriculum (or Credential) Committee Chair (if applicable)**

Alexis R. James                                            2/21/14  
Typed Name                                      Signature                                      Date

**School Dean**

Luz Gonzalez                                            2-25-14  
Typed Name                                      Signature                                      Date

- For committee use only -

**UNIVERSITY GRADUATE COMMITTEE/GRADUATE CURRICULUM SUBCOMMITTEE  
REVIEW RECOMMENDATION:**

Request Approved

Request Denied

Request Deferred

12/4/14  
Date of Action

Explanation:

MSC to approve

Recommendation approved by:

**Dean, Division of Graduate Studies/or designee**

J. MARSHAN  
Typed Name

[Signature]  
Signature

12/10/14  
Date

**Provost/Vice President for Academic Affairs/or designee**

Typed Name

Signature

Date

Attachment

Rev. 12/11

## CHECKLIST FOR A COURSE SYLLABUS

### Syllabus includes:

- Catalog description
- Contact information for academic department
- Contact information for the instructor including office hours
- Textbook information
- Outcomes or learning objectives (based on Bloom's Taxonomy)
- Course policies and procedures
- Attendance policies and student study expectations
- Course grading policies
- Required syllabus policy statements
- Complete course schedule
- Email protocol
- Discussion board policies including frequency, content and netiquette, if applicable.
- A statement regarding SafeAssign, if applicable

### Syllabus clearly reflects delivery mode:

- online
- multi-mode/hybrid
- face-to-face

### Syllabus is in an accessible format including:

- Appropriate Headings used
- Alternative Text on all images
- Tables 'Repeat Header Rows'
- Tables replace Tabs

The Technology Innovations for Learning and Teaching (TILT) department has reviewed the syllabus for the following course and found that it meets the qualifications for an accessible document and aligns with the above checklist.

Course Name & Number: GEOG 203 Land Use Regulation, Law and Ethics

Instructor: Hongwei Dong

TILT - Name: Ruby Ji Sanchez Signature:  Date: 2/19/14

Syllabus Policy: [http://www.csufresno.edu/academics/policies\\_forms/instruction/syllabus.shtml](http://www.csufresno.edu/academics/policies_forms/instruction/syllabus.shtml)

Learning Outcomes (SOAPs): <http://www.csufresno.edu/irap/assessment/SOAP/prsoaps.shtml>

Academic Integrity: <http://www.csufresno.edu/academicintegrity/instructors/index.shtml>

Honor Code: <http://www.csufresno.edu/studentaffairs/general/univhonor.shtml>

### Additional Comments:

Document is not structured for accessibility, old urls - use new template. Include turnaround time for email.

## Proposal to Change Mode of Instruction to Online for Multi-mode (Hybrid) and Web-Based Courses

Date: 10/14/13

Department: Geography Subject and Catalog Number: Geog 203

Does this proposal apply to a particular Faculty Member: yes  no

If yes, please provide Faculty Member Name: Hongwei Dong

Check appropriate structure:  Web-based  Multi-mode

If regular class meetings are held (classroom hours greater than zero), the course is defined as "multi-mode."  
If no classroom hours exist other than orientation and exams, the course is defined as "web-based."

Requested reduction in classroom hours: From: \_\_\_\_\_ hrs/wk To: \_\_\_\_\_ hrs/wk


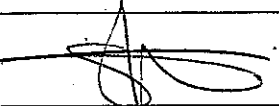

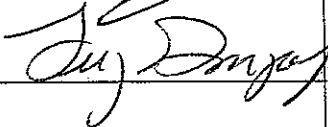
Please be aware that, in consultation with your department chair, your classroom is likely to be reassigned to another course during hour(s) it is not in use.

Attach the course syllabus and indicate how the course will be structured to ensure that the expected student learning outcomes and student workload are equivalent to those for face-to-face instruction. Use additional pages as needed. A syllabus in compliance with APM 241 will generally suffice with brief explanatory comments regarding outcomes and workload.

Plans for offering course in this format: 1 sections per semester.

The final examination / culminating experience will be given  
 In class at the scheduled time  
 Online  
 Other (describe) \_\_\_\_\_

Signatures Required for Approval (attach comments as appropriate):

	Name	Signature	Date
Technology Innovations for Learning & Teaching (TILT)	Redy J. Sanchez		2/19/14
Department Chair	Segun Ogunjemiyo		10/14/13
College Curriculum, Chair	Andrew R Jones		10/15/13
Dean	Luz Gonzalez		10-15-13
Undergraduate Curriculum or Graduate Curriculum, Chair			
Provost's Designee			

This course will be reviewed consistent with campus curricular procedures.

Please submit completed form by the due date to: Dennis L. Nef  
Associate Vice President and  
Dean of Undergraduate Studies  
M/S ML 54

<b>GEOG 203: Community Planning</b>	
Fall 2015	California State University, Fresno
<b>Instructor :</b> Dr. Hongwei Dong	<b>Office Number:</b> Science 172
<b>Course Units:</b> 3	<b>E-Mail:</b> <a href="mailto:hdong@csufresno.edu">hdong@csufresno.edu</a> Students may expect to receive a reply from this email within 48 hours. Students are expected to regularly access their Fresno State email account as this is the account used for official university correspondence and Blackboard communications.
<b>Time:</b> No required face-to-face meetings and no required synchronous meetings	<b>Office Hours:</b> TBD
<b>Location:</b> All class meetings will be held online.	<b>Telephone:</b> 559-278-2797
<b>Before starting this course:</b> You are required to self enroll and complete the Blackboard orientation (found under "hot spots")	Website To access the course login to <u>Blackboard</u> ( <a href="https://blackboard.fresnostate.edu">https://blackboard.fresnostate.edu</a> ) using your Fresno State username and password.  For help with Blackboard contact Technology Innovations for Learning and Teaching at 278-7373 or send an email to <a href="mailto:tiltsupport@csufresno.edu">tiltsupport@csufresno.edu</a> .

### **Catalog Description of the Course**

Introduction to basic issues of urban housing, community development, and economic development; the role of public policy in the above fields; market approaches to tackling issues in the fields; review and critique of urban renewal/housing programs.

### **Course Objectives**

The objectives of this course are to provide students with a comprehensive introduction of current community and economic planning concepts, issues, processes, and policies within a broad city planning and development framework.

## **Primary Learning Outcomes**

Upon successful completion of this course, students should be able to:

1. Formulate basic concepts and theories about community and economic development.
2. Develop analytical skills in community and economic planning.
3. Apply critical reasoning and skills to understand and implement community development programs and process.
4. Evaluate the history and context of community development.

## **Course Organization**

This course will be provided fully online. Home assignments and handouts are going to be uploaded to the "Course Documents" section on Blackboard. Students are expected to upload their homework to Blackboard or email it to the instructor.

## **Prerequisites**

None

## **Required Textbooks and Materials**

Green, Gary Paul and Anna Haines (2008). *Asset Building and Community Development*, 2nd edition. Thousand Oaks: Sage Publications.

## **Examinations**

There will be one mid-term exam and one final exam. Students will take exams online. The exams will be composed of short answers and essay questions. Both exams are based on the text book and the lecture. The final exam will be comprehensive.

*It is not recommended to access and take tests/quizzes through the Blackboard Mobile Learn app.*

If you miss the final exam, you will receive a zero on that exam unless you have had an emergency documented by a dated doctor's note, accident report, or other written confirmation of the situation attesting to your inability to make it to the final exam.

## **Writing Assignment**

In this assignment, students will be required to:

1. Find a community in the San Joaquin Valley, California (e.g. downtown Fresno or Clovis, or any local neighborhood you are familiar with) and identify a community development issue that you are interested in.
2. Visit and observe the community and talk to residents and/or visitors there formally or informally regarding the planning problem you are interested in.
3. If possible, take some pictures that are relevant to the problem.
4. Write a 3000-word minimum paper in two phases.

In the first phase, students are required to turn in a 1000-word paper that covers:



1. a brief description of the community;
2. the community development problem identified;
3. why this problem is important or interesting;
4. relevant literature on the problem.

The first phase paper will be returned quickly. If the instructor finds the community or the problem identified inappropriate or irrelevant, the student will be asked to re-find a community or a planning problem, and re-submit the paper.

In the second phase, students will revise their first phase papers based on faculty comments and expand their first phase papers by adding the following three sections: 1) the cause of the problem your findings; 2) and/or solutions to the problem; 3) a conclusion or summary.

Writing assignments turned in after the beginning of class on the due date will be penalized 10% for each day late.

### Rubric for writing assignments

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D/F</b>
<b>Main idea</b>	Clearly presents a main idea and supports it throughout the paper.	There is a main idea supported throughout most of the paper.	Vague sense of a main idea, weakly supported throughout the paper.	No main idea
<b>Organization:</b>	Well-planned and well-thought out. Includes title, introduction, statement of main idea, transitions and conclusion. Paragraphs have clear ideas and have smooth transitions	Good overall organization includes the main organizational tools. Most paragraphs have clear ideas and some transitions.	There is a sense of organization, although some of the organizational tools are used weakly or missing. Paragraphs maybe missing clarity and transitions are weak	No sense of organization. Paragraphs lack clear ideas
<b>Citation and reference</b>	Use of more than five sources with a good mix between journals, texts, and internet The sources are exceptionally well-integrated and they support claims argued in the paper very effectively. Quotations and Works Cited conform to Chicago style sheet.	Use of four sources having a good mix and are well integrated and support the paper's claims. There may be occasional errors, but the sources and Works Cited conform to the Chicago style sheet.	Use of three sources leaning too much toward internet sources. Sources support some claims made in the paper, but might not be integrated well within the paper's argument. There may be a few errors in the Chicago style..	The paper does not use adequate research or if it does, the sources are not integrated well. They are not cited correctly, nor listed correctly on the Works Cited page.

<b>Grammar &amp; Mechanics</b>	Excellent grammar, spelling, syntax and punctuation.	A few errors in grammar, spelling, syntax and punctuation, but not many.	Shows a pattern of errors in spelling, grammar, syntax and/or punctuation. Could also be a sign of lack of proof-reading.	Continuous errors
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### Study Expectations

It is usually expected that students will spend approximately 2 hours of study time outside of class for every one hour in class. Since this is a 3-unit class, you should expect to study an average of 3 hours outside of class each week. Some students may need more outside study time and some less.

For free tutoring on campus, contact the Learning Center (<http://www.fresnostate.edu/studentaffairs/lrc/>) in the Collection Level (basement level) of the Henry Madden Library. You can reach them by phone at 278-3052.

### Participation Standards

Students will be required to participate in discussion boards. Each student will need to post at least one discussion question or response to the questions posted by other students or the instructor. Grading on participation will be based on the participation in discussion boards.

### Grading

As listed below, 300 points are the maximum number of points you can accumulate in this class:

Item	Points
Attendance:	25 points
Discussion:	25 points
Writing assignment phase 1:	50 point
Writing assignment phase 2:	50 points
Mid-term exam:	50 points
Final exam:	100 points

Your grades will be weighted as follows:

Grade	Point range
<b>A:</b>	270 – 300 points
<b>B:</b>	240 – 269 points
<b>C:</b>	210 – 239 points
<b>D:</b>	180 – 219 points
<b>F:</b>	below 180 points

### Assignment and Examination Schedule

Module	Assignment	Points
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Module	Assignment	Points
TBD	Phase 1 paper	50
TBD	Phase 2 paper	50

### **Make-up Policy**

Writing assignments turned in after the beginning of class on the due date will be penalized 10% for each day late.

Attendance on the exam date is mandatory. If you miss an exam, you will receive a zero on that exam unless you have had an emergency documented by a dated doctor's note, accident report, or other written confirmation of the situation attesting to your inability to make it to the exam.

### **Course Policies & Safety Issues**

Student can contact the instructor by email or phone. Student should include Geog 203 in the subject line of their emails. Online communication guidelines should be thoroughly explained.

**Course Assignments and Files.** Students must keep a copy of their submitted materials (e.g. emails, discussion postings, assignments, etc.) as part of their coursework. Students are fully responsible for the timely re-submission of their work upon the instructor's request.

Blackboard does not fully support use of special characters in file names. When naming files to be uploaded into Blackboard, please **do not** include any special characters such as #, %, & or spaces. **Only use letters, numbers, and underscores.** All files must have a correct extension (.docx, .rtf, .pptx, .pdf, etc.) in order for them to open in Blackboard.

Plagiarism Detection:

The campus subscribes to the SafeAssign.com plagiarism prevention service through Blackboard, and you will need to submit written assignments to SafeAssign.com. Your work will be used by SafeAssign.com for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the SafeAssign.com process, in which case the instructor can use other electronic means to verify the originality of their work. SafeAssign.com Originality Reports WILL be available for your viewing. For information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

### **University Policies**

**Students with Disabilities:** Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the Henry Madden Library, Room 1202 (278-2811).

**Honor Code:** "Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." You should:

- a) understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
- b) neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
- c) take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Instructors may require students to sign a statement at the end of all exams and assignments that "I have done my own work and have neither given nor received unauthorized assistance on this work." If you are going to use this statement, include it here.

**Cheating and Plagiarism:** "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

**Computers:** "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www.fresnostate.edu/adminserv/technology/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

**Disruptive Classroom Behavior:** "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."



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## Tentative Course Schedule

Module	Topic	Assignment
1	Introduction to the course; What is community and economic development?	Read Chapters 1
2	The history and context of community and economic development I	Read Chapter 2 <b>(Writing Assignment distributed)</b>
3	The history and context of community and economic development II	Read Chapter 2
4	Theoretical framework of community and economic development	Read chapter 3 and handouts
5	Community planning programs and process I	Read Chapter 4 <b>(Writing assignment I due)</b>
6	Community planning programs and process II	Read Chapter 5
7	Urban housing issues	Read Chapter 8 <b>(Mid-term exam after this chapter)</b>
8	Economic development strategies I	Read Chapter 6
9	Economic development strategies II	Read Chapter 9
10	Natural disaster	Read Chapter 14
11	Community based organizations	Read Chapter 5
12	Human and social capital	Read Chapter 7 <b>(Writing assignment II due)</b>
13	Environmental capital	Read Chapters 13 & 14
14	Current trends and issues in community and economic development	Read Chapter 15

### Subject to Change Statement

This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.