

HOW TO USE THIS GUIDE

In this section, we'll try to explain how to read each entry in the GUIDE. In order to provide you with a large amount of information in very little space, the entries in this GUIDE contain many abbreviations. In addition, you may not be familiar with some of the terminology. So we'll try to show you how to "de-code" the entries and use the data to compare and contrast some of the schools which have sparked your interest.

	BA/BS	MA/MS	Ph.D.	ACSP Member:
UNIVERSITY OF AMERICA	--	PAB	N/A	FULL

The first line of each entry lists the name of the University. If this University were called America State University it would be one of the first entries in the GUIDE. However, since the official name is the University of America it will be near the back, with all the listings which begin... "University of..." This is the way in which most major student Guides organize schools. It may be confusing initially but once you remember, it'll be easy to find the school you want. Remember also that there may be two different schools, one America State and the other the University of America.

The first line also tells you what planning degrees each University gives; the icon **BA/BS** means that the University gives at least one undergraduate planning degree (which may be either a BA or a BS). The icon **MA/MS** means that the University gives at least one Masters degree in planning (which may be an MA or MS or other masters designation). The icon **Ph.D.** means that the University gives at least one Doctoral degree in planning. If the first line does not display a specific icon (**BA/BS, MA/MS, Ph.D.**) it means that the University does not give a planning degree at that level.

The first line also shows you whether the programs which the University offers are accredited by the Planning Accreditation Board or the Canadian Institute of Planners. If the icon **PAB** or **CIP** is shown under the degree listed, at least one of the degrees given is accredited. Note that in the example above, at least one of the University's Masters program is accredited, but the undergraduate degree **is not accredited.**

A school with multiple Masters degrees may have some that are and some that are not accredited—for example their Masters degree in urban planning may be accredited but not their Masters degree in historic preservation and planning. To save space on the first line, you will see the **PAB** or **CIP** icon if *any* of the Masters or Undergraduate degrees given by this University are accredited. But be sure to check the text below to get complete information for the specific program or degree in which you have an interest.

Remember that NO doctoral program is accredited by the PAB because such programs don't generally focus on professional practice. The CIP does, however, evaluate Ph.D. programs for accreditation; if a Canadian school gives a Ph.D. and it is accredited, the **CIP** icon will be shown under that degree. No programs in schools outside of North America are eligible for accreditation, but you may still find them interesting.

Finally the first line of each school's entry tells you its membership status in the Association of Collegiate Schools of Planning, the sponsor of this GUIDE. **FULL** members are those which give planning degrees in North America. **AFFILIATE** members are generally those that give degrees related to planning but NOT planning degrees, like *urban studies* or *urban geography* (although some Canadian schools which do give planning degrees are **AFFILIATE** members). Schools outside North America are eligible for **CORRESPONDING** membership if they give planning or related degrees.

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The top of the left column of each entry usually gives you the name of the Chair and the Department mailing address; it usually provides you with the department phone, fax, e-mail and website address as well. If a University has several planning degree programs it may list a different contact person for each program.

Remember that phone numbers and addresses change; if you have trouble, seek out new numbers through telephone information or by visiting the University website (which should be easily found by any net browser). Once you've found the University site, try to find the new address and phone of the planning department.

PROGRAM INFORMATION

UNDERGRADUATE DEADLINES, TUITION AND FEES

Admission Deadline 2000-01January 7
Financial Aid Deadline 2000-01January 7
In-State Tuition and Fees.....\$8,040 per year
Out-of-State Tuition and Fees\$16,010 per year
Application Fee\$55

GRADUATE DEADLINES, TUITION AND FEES

Admission Deadline 2000-01January 7
Financial Aid Deadline 2000-01January 7
In-State Tuition and Fees.....\$8,040 per year
Out-of-State Tuition and Fees\$16,010 per year
Application Fee\$55

GENERAL COST OF LIVING

Approximate Annual Cost\$14,680

The PROGRAM INFORMATION section in the left column summarizes the most important details you might want to know about the degrees which the University offers. It shows you the deadlines for application and for requesting financial assistance as well as what the application fee will be. These boxes also indicate what tuition costs will be if you are a resident of the state or if you are from out-of-state (this distinction usually only applies at public Universities). The text also suggests what it will cost you to live for a year at this university—these are general guidelines only and will vary with your lifestyle.

	Applied		Enrolled	
	97/98	98/99	97/98	98/99
Undergraduate				
BS in Planning	38	22	27	13
Masters				
Masters in City Planning	44	47	26	31
MS in Planning	2	2	2	2
Doctoral				
Ph.D. in Planning	51	47	8	11

These boxes in the left hand column tell you something about the number of students *entering* the various degree programs each year. They show the number of students who **applied** for admission to the program, and the number who actually **enrolled** in a specific year.

Generally the number of enrolled students is less than the number who applied for two reasons: the University turns down some students who apply, and/or, some students who apply and are accepted decide not to come. If there is a big gap between the two numbers, you should ask the University why.

In this example, the University's Undergraduate Program received 22 applications for the 98/99 academic year but only 13 of those, or 59%, actually enrolled. This could be because 9 students were not accepted or some were accepted but decided to go somewhere else. If the Program turns down a lot of people who apply, you will know that it is very hard to get into and you should try to determine your own chances of being accepted. If many students who are accepted decide not to come, you should investigate the causes.

MASTERS DEGREE

Masters in City Planning

Year Initiated: 1959	PAB Accreditation
Degrees Granted through 8/31/99	241
Degrees Granted from 9/1/98 to 8/31/99	21

MS in Planning

Year Initiated: 1985	
Degrees Granted through 8/31/99	6
Degrees Granted from 9/1/98 to 8/31/99	2

The GUIDE also describes each of the degrees offered by the University. Not every University has provided exactly the same information so not all entries are identical. However, in general, the text tells you how old each degree program is and the total number of degrees granted over the last few years. If a University has more than one undergraduate or graduate degree, the text will indicate which, if any, of those programs have received PAB or CIP accreditation. In the examples given, the first Masters degree has PAB accreditation but the second degree does not. (Remember that the top line of each school's entry only indicates if *at least* one of the degree programs is accredited; the specific degree which interests you may or may not be accredited.)

Masters Specializations

Computers/GIS, Environmental Planning, Fiscal/Government Finance, Public Policy, Real Estate Development, Transportation, and Urban/Regional Development

Doctoral Specializations

Environmental Planning, Economic Development, Health/Human Services and Social Services Planning, Historic Preservation, Land Use/Growth Management, and Physical Planning

The Specialization box tells you the range of areas where you can concentrate your efforts at each University; these generally reflect the skills and interests of the faculty. You should compare the size of the faculty to the number of specializations offered; if a school claims many specializations but has a small faculty it may lack the resources to allow you to fully develop your skills in any given area. Also check the specializations offered against the background of individual faculty (listed later in each school's entry); if you're interested, for example, in the school's environmental planning or urban design specialization, make sure that some of the faculty actually have expertise in these areas and that they teach at the level you'll be at. (For example, if you are interested in the

undergraduate program, make sure that faculty expert in environmental planning or urban design teach at the undergraduate level.)

In addition, when you begin to contact schools which interest you, ask about the actual number of classes which the program gives in each specialization and when they're given. Sometimes even large programs only have only a few courses in certain specializations and those are given infrequently—if so, you might actually have to stay in school longer just to be able to take the required courses! Pay special attention to whether the classes offered in the specializations in which you have an interest are planning courses or if they're actually taught by faculty in other departments. It's great to be able to take courses in other departments across campus—but make sure that at least some of the courses in your specialization are actually taught by planners, with the professional focus of someone who is a planner.

MASTERS ADMISSION REQUIREMENTS

University Admission Policy	Must have a bachelors degree
Minimum Undergraduate GPA	3.5
Minimum GRE	Minimum 1100
Ranking in Undergraduate Class	Not Required
Departmental Requirements	TOEFL, minimum score of 550

This section gives you a general idea of the requirements for getting into each program—the kind of classes you should have taken, the GRE or other tests you will need to take, and the minimum scores you must achieve on those standardized tests. (TOEFL is the Test of English as a Foreign Language, the equivalency exam for non-native English-speaking/international students.)

MASTERS GRADUATION REQUIREMENTS

Hours of Core	24
Hours of Studio or Practice Related Courses	3
Hours of Unrestricted Electives	15
Hours of Restricted Electives	3
Hours Allowed to Complete Final Product	0
Total Required Hours in Planning Program	42
Thesis or Final Product:	Thesis.
Core Courses:	Economics, Quantitative Methods, Law, Research Methods, Land Use Planning.
Indicators of Academic Progress:	By tracking student's academic records and sending warning letters when needed. Core courses must be passed with a "B" or better.

This section describes the course and other requirements for obtaining a specific planning degree. Most Masters programs require between 36 - 60 hours/credits to graduate. However, if you are missing some prerequisites, for example economics or statistics, you might have to make them up while enrolled in the program. If so, you would really need more hours/credits than indicated to graduate. Since the Programs weren't allowed much space in which to list any of this information you should contact each Program individually for a list of required courses, the sequence in which they can or should be taken, and what you will have to do if you are missing some prerequisites. Planning programs often list this information on their websites; if not, they will be happy to send you printed materials which answer most of your questions.

Most programs require all students to take the same **core** courses which cover material central to the educational experience offered in that degree program. In addition, students with different specializations are often required to take specific elective courses; for example, someone majoring in *land use planning* might well have to take different electives than someone majoring in *housing*. Then most programs allow students to take some "free" or unrestricted electives to develop their own planning interests.

Compare the hours of **core courses** and the **restricted** versus **unrestricted electives** to get a general idea of the degree of flexibility you will have in the program. In general, the more hours in the **core** the fewer electives you can take; the more restricted the remaining electives, the less freedom you may have in pursuing courses outside the planning department. Some students like to have many electives, preferably unrestricted, because they can customize their degrees to match their interests. Other students prefer a more structured curriculum because they want to be sure that they are developing the wide range of specific skills needed by planners.

The text also indicates what kind of final product you will have to produce to get the degree; for example whether you must take an exam, write a thesis or dissertation, or prepare a Professional Report. Some schools allow you to choose while others require the same product from all students. Programs also vary in the extent to which they give class credit for preparing the final product; the text indicates the number of hours/credits, if any, you are allowed to take to finish your thesis, *etc.*

The **indicators of academic progress** generally tell you a) the minimum grades or progress you can be making and still remain in the program, and, b) how the school follows your progress and alerts you to any problems. Most graduate programs require you to maintain at least a “B” average but they differ in the extent to which they monitor how you are doing. Some universities believe that graduate students are entirely responsible for their own education, while others believe that planning programs should make an effort to track student progress and intervene if students are having academic problems.

FINANCIAL AID INFORMATION

Internship Opportunities:	A variety of opportunities; A stipend is included. Check with department.
Dept. Awards and Grants:	Variable each year.
Teaching and Research Assistantships:	Eight \$4,800 teaching/research assistantships. Includes half of tuition and fees. For other financial aid opportunities contact University's Financial Aid office at: (401) 874-9500.

This section gives you an idea of the availability of financial assistance by listing scholarships, research and teaching assistantships, and other job opportunities. In general, the more awards and assistantships the better—but you will have to talk to each school to learn how likely it is that you will be able to get financial assistance of some kind. You should question the conditions of any scholarship or grant--will you receive it as long as you are in school or only for your first year? If a school has only a small amount of aid it may choose to give it all to entering students, as a recruitment incentive. That means that second year students may be left without any aid. If the University offers research assistantships or other kinds of paid work, find out how much work you will really have to do and how likely it is that you will be able to hold the job or assistantship for the length of your education.

Also remember that the absolute amount of aid is not the full story; if you choose a school with high tuition or which is in a high cost-of-living area, you will need much more money—in scholarship or grant funds or from salaried employment--to be able to manage. If you attend a public university in the state where you live, tuition may be extremely low so that a smaller scholarship or grant will actually translate into more dollars in your pocket. To compare different schools, be sure to include all your expenses at each University and not just the amount of aid each offers.

**TOTAL * MASTERS STUDENT COMPOSITION
1998-1999**

US Citizen	FT		PT		Non US- Citizen	FT		PT	
	M	F	M	F		M	F	M	F
Hispanic	2	5			Asian		2		
White	19	17			White		1		
Afr. Amer.		3			African	1			
Nat. Amer.					Hispanic	2	1		
Asian Amer	1	6							
Other	1	2				4	16		

*Students might be counted in more than one category

These statistics give you an idea of the size and diversity of the student at each level where the University offers a planning degree (i.e., undergraduate, masters, Ph.D.). The data also indicate the percentage of students who are part-time; a high percentage of part-time students may indicate that the program offers opportunities for interacting with people already involved in practice and/or that the Program is making special efforts to meet the needs of working students (but if you are planning to attend school part-time, you should always discuss this with the Program before you apply). On the other hand, you may prefer a program where most students are full-time since they will be more available to you. These student statistics are also useful in determining if you will be taking courses with international students and if you will be working with students from various ethnic and racial backgrounds.

The GUIDE contains two separate entries for faculty. The text describing **PLANNING FACULTY** includes those people who generally spend at least half their time teaching in one or more of the listed planning programs. The second set of faculty descriptions, **OTHER AFFILIATED FACULTY** includes those people who teach in other University programs--like engineering, geography, or social work--for the majority of their time or those who are practicing professionals who teach occasionally or part-time in the University's planning program. (Sometimes this category includes retired professors or University administrators who teach planning courses occasionally.)

You will get the best educational experience from schools which effectively mix these faculty resources. It is important to have courses with faculty who are active

in professional practice and it is useful to take classes with those from other disciplines. However, be sure that the University has a minimum number of faculty who are dedicated to the planning program for most of their time--or you could find it hard to get the planning courses you need or even to interact in any meaningful way with your professors. Also be sure that there are enough faculty who cover the core curriculum *from a planner's perspective*.

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HERMAN T. DILLER Teaching: **BA** **MA**

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These entries give you a very brief idea of the skills, interests, and experiences of the faculty with whom you might be studying. The first line indicates a) the professional associations to which the faculty member belongs, and b) which degree programs s/he teaches in. The icon **APA** means that the faculty member is a member of the organization of professional planners, the American Planning Association; the icon **AICP** means that the faculty member has taken a certification exam and is a member of the American Institute of Certified Planners. Membership in these organizations generally indicates that the faculty in question are interested in professional planning practice.

The icon **BA** indicates that the person teaches in at least one of the department's undergraduate programs, the icon **MA** indicates that the person teaches in at least one of the department's masters programs, and the icon **PhD** indicates that the person teaches in the doctoral program(s). Note that some people teach only at the graduate level while others teach only at the undergraduate level. Also notice that a person may have the **MA** or **PhD** icon even if that University does not have a planning degree at that level. This usually means that the faculty member in question also teaches at that level in a different, non-planning program.

If you apply to the undergraduate program to study with a certain professor, make sure s/he actually teaches at the undergraduate level. Moreover, if the school has more than one graduate program, you should ask if the faculty member in whom you have an interest actually teaches in the graduate degree program you care about.

The next line indicates the faculty person's rank and seniority--most senior (in US schools) are *Professors* followed by *Associate* and then *Assistant Professors*. If someone is listed as a visiting or adjunct it generally means that s/he is not a permanent member of the faculty--and may be gone before you arrive. If someone is listed as *emeritus* it means that s/he is at least partially retired--retired professors vary greatly in the number of courses they teach and how available they are to students.

This section next indicates the degrees which the faculty member has and where they were obtained; some, but not all, entries indicate the year(s) in which their various degrees were granted. While most planning professors have a Ph.D., not all do.

The next line indicates the specializations where the faculty member has expertise; unfortunately the faculty specializations are NOT listed in priority order. If you have an interest in a certain specialization you may want to see how many of the program's faculty actually claim expertise in that area. You'd also want to know who will actually be teaching core or elective courses in that specialization; to do so, get a copy of the course offerings directly from the school (by visiting the website and/or contacting the Program directly.) Once you've seen the number and kind of courses taught in the concentrations in which you have an interest, you can directly question individual faculty about the program, the courses they teach, and the requirements of the specialization.