



School of Architecture
& Urban Planning

Student Survival Manual: Master of Urban Planning Program 2023-2024



Department of Urban Planning
School of Architecture and Urban Planning
P.O. Box 413, Milwaukee, WI 53201-0413

This Survival Manual is developed to provide general information about the Master of Urban Planning program. It is not designed to provide potentially rapidly-changing guidance during a pandemic or other societal disruption. For the information related to COVID-19, please see the UWM COVID-19 website (<https://uwm.edu/coronavirus/>).

SURVIVAL MANUAL: 2023-2024

Greetings!

We have assembled this manual to help acquaint urban planning students with a variety of procedures, services and persons with whom you are likely to have contact. We hope that it makes your life a little easier and removes some of the uncertainty of being a student at a large university. Still, this is a guide, and there are likely to be other questions that arise, so please do not hesitate to ask any Department of Urban Planning faculty member or the School of Architecture and Urban Planning advising staff member for clarification. If we don't know the answer, we will try to find the right person who can help.

We look forward to working with you this year!

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Co-Chairs
Department of Urban Planning

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PART I: HISTORY OF THE UWM URBAN PLANNING PROGRAM: DEPARTMENTAL COMMITTEES, MEETINGS & FACULTY

1. HISTORY OF THE UWM URBAN PLANNING PROGRAM

The Department of Urban Planning has just completed its 48th year. Chartered by the UW Regents in June of 1974, the program's first students were admitted in the fall of 1974 and graduated in May 1976. The program received official recognition by AIP (now APA: the American Planning Association) in January of 1977, was re-recognized for five years in 1981, and in 1986 was fully accredited by the Planning Accreditation Board of AICP and ACSP. The program's first class was comprised of 15 students.

The first members of the faculty began laying the foundation of the Master in Urban Planning (MUP) program in 1972. After two years of discussing the structure of the program, course offerings, ties to other academic units, future faculty needs, and location within the university, the Urban Planning program began in 1974.

The faculty decided that a core of study was needed in the program. The first-year core consists of classes in Cities and Regions, Planning Theory, Planning Law, Basic Land Use Planning, and Planning Methods. Discussion among faculty about the purpose of each section of the core and whether its composition meets the program's educational objectives is ongoing. Changing technology led the faculty to include a Geographic Information Systems requirement beginning in the fall of 1998. A strong interest in Urban Design by many students later allowed students a choice of either GIS or Urban Design as a requirement. The program's second-year core focuses on the application of skills learned in the first year.

Planning Policy Analysis (810) was included to ensure that all program graduates have experience with various forms of program evaluation. The course was expanded to 6 credits to provide better training in presentation and communication skills.

Applied Planning Workshop (811) was designed to create an integrated experience for students. The course helps students approach real-world issues, with real clients, from a variety of perspectives by bringing together students with diverse personal interests in planning.

The twenty-one elective credits in the degree offer students a way to pursue more substantive areas of concern to planners. These electives can be taken inside or outside the Department of Urban Planning. The MUP program is enriched by allowing students to take graduate-level courses outside of the department, affording students a high degree of independence when selecting coursework.

The MUP program also offers "Emphasis Options," or areas of concentrated study that give students a greater depth of exposure to specific areas of planning (page 17). The emphasis options

are meant to steer students toward relevant courses in their own areas of interest. Many of the courses included in each emphasis option are provided outside of the department.

The Urban Planning Department and the Architecture Department instituted the Masters in Urban Design (MUD) in 2021. This 12-month, advanced degree program provides students with the knowledge and skills to create sustainable, equitable, and prosperous urban spaces for present and future generations in rapidly changing urban environments.

2. FACULTY MEETINGS

Faculty meetings are held throughout the semester at regularly scheduled times. Meetings are open to students and staff. One Milwaukee Student Planning Association Officer (or member designated by the officers) may vote on departmental business discussed at meetings. MSPA will notify students of date and time prior to each meeting. Meeting agendas can be found generally two days before the meeting by searching for the meeting date at: <https://uwm.edu/news/category/open-meeting-notice/>.

Faculty meetings focus on items regarding the operation of the department. Among the more typical items discussed at meetings are: approval of committee recommendations on course offerings, discussion of student recruitment, rules and policies governing students in the department, and work underway to improve the program and implement the department's strategic plan.

3. FACULTY EXECUTIVE COMMITTEE

The Faculty Executive Committee is comprised of faculty members who have tenure in the department (those who hold rank of Associate Professor or Professor). The committee is charged with making budgetary and personnel decisions. Many of the committee meetings are open to students and staff. When dealing with specific personnel questions, such as faculty contract renewal, tenure decision, or merit pay increases, however, meetings are closed. Students are invited to attend the open portions of meetings in order to provide input on issues being discussed.

4. ADMISSION & AWARDS COMMITTEE

The Admission and Awards Committee is charged with setting standards for admission, reviewing admissions applications as they come to the department, and making admission decisions. The committee consists of two faculty members.

The Admission and Awards Committee also reviews student applications for various forms of fellowships (University Fellowships, Advanced Opportunity Program, Out-of-State Tuition Remission, etc.). The committee is also responsible for reviewing student petitions for course transfers and course waivers.

5. FACULTY

Carolyn Esswein, FAICP, CNU-A, Associate Professor and Co-Chair

B.S., 1990 (Interior Design), University of Wisconsin-Madison

M.U.P./M.Arch., 1994 (Architecture and Urban Planning), University of Wisconsin-Milwaukee

Owner, Ce Planning Studio, LLC

Areas of Interest: Urban design; community planning & development, public engagement.

Office: AUP 389; Telephone: 414-977-7744, ccesswein@uwm.edu

Kirk E. Harris, Associate Professor

B.A., 1979 (Liberal Arts), Rutgers University

M.P.A., 1982 (Martin School of Public Policy and Administration), University of Kentucky

J.D., 1985 (Juris Doctor (Law)), Thomas Jefferson Law School

Ph.D., 1992 (City and Regional Planning), Cornell University

Areas of Interest: Planning law; poverty; urban and social policy; social justice and equity in planning; political economy and African-American issues.

Office: AUP 322; Telephone: 708-955-3015, keharris@uwm.edu

Yaidi Cancel Martinez, Visiting Assistant Professor

B.S., 2009 (Environmental Engineering), Polytechnic University of Puerto Rico

M.S., 2011 (Environmental Planning and Management), Johns Hopkins University

Ph.D., 2019 (Urban and Regional Planning), University of Wisconsin-Madison

Areas of Interest: housing, economic development, data analysis methods, planning policy, public health.

Office: AUP 344; ycmartin@uwm.edu

Robert (Bob) Schneider, AICP, Professor and Co-Chair

B.A., 1999 (Geography & Mathematics) Augustana College, Illinois

M.R.P., 2001 (City and Regional Planning) University of North Carolina at Chapel Hill

Ph.D., 2011 (City and Regional Planning) University of California, Berkeley

Areas of Interest: Sustainable transportation and land use; data collection, modeling, and safety analysis; transportation and the built environment; multimodal travel behavior.

Office: AUP 334; Telephone: 414-977-7740, rjschnei@uwm.edu

RETIRED FACULTY

Nancy Frank, AICP, Retired Associate Professor

B.S., 1977 (Social Work), University of Wisconsin-Madison

M.S., 1978 (Criminal Justice), State University of New York at Albany

Ph.D., 1982 (Criminal Justice), State University of New York at Albany

Areas of Interest: Environmental planning, with a focus on water and carbon; resilience planning; sustainable development; public participation in planning.

Office: AUP 241; Telephone: 414-229-4016, frankn@uwm.edu

William (Bill or Hux) E. Huxhold, GISP, Professor Emeritus
B.S., 1968, Northwestern University
M.S., 1973 (Engineering Management), University of Dayton
Area of Interest: Urban Geographic Information Systems.
hux@uwm.edu

Sammis (Sam) White, Professor Emeritus
B.A., 1965 (American History and Literature), Williams College, Massachusetts
M.C.P., 1967 (City Planning)
Ph.D., 1971 (City Planning), University of Pennsylvania
Areas of Interest: Public policy; economic development and job creation; education, especially that of central cities; neighborhood housing
sbwhite@uwm.edu

ADJUNCT FACULTY

Michael Benedict

Milwaukee Metropolitan Sewerage District, Application Development Supervisor
B.A., 1999 (Geography), University of Wisconsin-Madison
M.U.P., 2001 (Master of Urban Planning) University of Wisconsin-Milwaukee
Teaches: Introduction to Urban GIS in Planning (UrbPlan 591/791)
benedicm@uwm.edu

Greg Kessler

Director of Community Development, City of New Berlin
B.S., 1993 (Forestry), University of Wisconsin-Stevens Point
M.U.P., 1996 (Master of Urban Planning), University of Wisconsin-Milwaukee
Teaches: Municipal Land Use Planning and Implementation (UrbPlan 651)
gkessler@newberlin.org

Larry Kilmer II

Director, Community Development Authority, City of Madison
B.S., 2005 (Architectural Studies), University of Wisconsin-Milwaukee
M.Arch./M.U.P., 2009 (Architecture and Urban Planning, Concentration in Ecological Design), University of Wisconsin-Milwaukee
Ph.D., Anticipated Graduation 2024 (Urban Studies), University of Wisconsin-Milwaukee
Teaches: Great Cities of the World (UrbPlan 315)
lakilmer@uwm.edu

Steven Kreklow

Village Administrator, Village of Germantown
B.A., 1989 (Political Science and Government), Carroll College
M.P.A., 1991 (Master of Public Administration), University of Wisconsin-Milwaukee
Teaches: Budgeting and Finance in the Public Sector (UrbPlan 630)
kreklows@uwm.edu

Jennifer Rybarczyk

Urban Planner, GIS Team Leader, HNTB Corporation

B.S., 1999 (Architectural Studies, University of Wisconsin-Milwaukee)

M.U.P., 2001 (Master of Urban Planning), University of Wisconsin-Milwaukee

Certified GIS Professional (GISP), 2008

Teaches: Applied Projects in Urban Geographic Information Systems (UrbPlan 793)

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Sam Schultz

Community Development Director, Village of Mount Pleasant, Wisconsin

B.A., 2014 (Biological Sciences), Marquette University

M.U.P., 2016 (Master of Urban Planning), University of Wisconsin-Milwaukee

Teaches: Public Sector Influence on Real Estate Development (UrbPlan 662)

schul498@uwm.edu

Sig Strautmanis

Partner, General Capital Group

B.S., 1991 (Architectural Studies), University of Wisconsin-Milwaukee

M.Arch./M.U.P., 1994 (Architecture and Urban Planning), University of Wisconsin-Milwaukee

Teaches: Introduction to Land Use Planning (UrbPlan 701)

sig@generalcapitalgroup.com

Paul Vepraskas, GISP

GIS Manager, City of Wauwatosa

B.A., 2002, (Geography; Urban Planning Certificate), University of Wisconsin-Milwaukee

G.I.S.P., 2009 (Geographic Information System Professional), GIS Certification Institute

Teaches: Using Urban GIS for Planning (UrbPlan 792), Internet GIS (UrbPlan 794)

veprask2@uwm.edu

Larry Witzling

Senior Planner, Graef

B.A., 1967 (Bachelor of Architecture), Cooper Union, Manhattan, NY

Ph.D., 1976 (City and Regional Planning), Cornell University

Teaches: Issues in Contemporary Urban Planning (UrbPlan 140)

witzling@uwm.edu

PART TWO: THINGS TO KNOW CONCERNING THE PROGRAM

1. REGISTRATION

Information regarding registration and class availability can be found in the **Schedule of Classes** published online before each semester (<https://catalog.uwm.edu/course-search/>). This page includes important registration procedures and registration time guidelines. **Students should always try to register during priority registration.**

If you have problems meeting tuition payments at the start of a semester, a procedure for tuition deferral is available. Consult Tammy Stroschein-Taylor (ttaylor@uwm.edu) in the Advising Office, Room 260, or the UWM financial aid office for more information.

2. FACULTY ADVISORS

You have been assigned an initial advisor, as indicated by the list shared during Orientation. Please feel free to request changing your advisor based on your area of emphasis. All faculty welcome the opportunity to answer your questions about career preparation, whether they are your assigned advisor or not.

3. CORE COURSES

The Master of Urban Planning program requires 24 of the 48 total credits to be in the following core courses. The other 24 credits consist of a combination of electives. Students who complete the program in two years typically take the core courses in the semesters listed below.

Year 1, Fall Semester UP 701 Introduction to Land Use Planning (1 cr) UP 702 Introduction to Planning Law (2 cr) UP 711 Planning Theories and Practice (3 cr) UP 721 Applied Planning Methods (3 cr)	Year 1, Spring Semester UP 720 Urban Development Theory & Planning (3 cr) UP 740 Data Analysis Methods (3 cr)
Year 2, Fall Semester UP 810 Planning Policy Analysis (6 cr)	Year 2, Spring Semester UP 811 Applied Planning Workshop (3 cr)

4. COMPREHENSIVE EXAM

The comprehensive exam is distributed at the end of the spring semester of the first year and is due in mid-August. The purpose of the comprehensive exam is to assure that students have achieved a sufficient level of competence in the core knowledge required for planning. The comprehensive exam is a tool used to determine whether students require additional instruction related to some knowledge and skills required for planning. The comprehensive exam also provides an opportunity for students to integrate their knowledge and skills in different courses to address and solve real planning problems. It consists of two questions, each with six parts. Students may pass portions of the exam but be required to do additional work to improve other areas before passing the entire exam. Additional work may include non-credit work with a faculty

member or taking additional course work to improve skills or knowledge in a particular area. The areas of competency tested in the comprehensive exam are: statistical analysis (740), planning methods (721), urban development theory (720), land use planning and planning law (701 and 702), planning theory and ethics (711), and writing. Please save your notes from these classes so that you can refer to them when working on the comprehensive exam during the summer. Passing all components of the comprehensive exam is necessary to graduate from the Master of Urban Planning program.

5. THESIS

A student may elect to write a thesis for either three or six credits. A thesis is not a substitute for the comprehensive exam. It is considered as course work (you get elective credits).

When electing to write a thesis, students must first find a topic that they would like to research in some depth and find a faculty member with a similar interest who is willing to oversee the thesis. Students must then prepare a written statement of intent, explaining what the topic is and how it will be researched.

Departmental procedure assumes that a student will have a topic, proposal, and advisor well before the beginning of the semester. Electing to write a thesis implies that the student has already done the groundwork in an area before commencing on the formal thesis.

You must identify a committee of at least two faculty to oversee your thesis. A formal masters thesis requires several sections, including a literature review, methods, and findings, and it must conform to graduate school formatting standards. You must present a research proposal to your committee prior to starting the research phase of your thesis and present your final thesis to your committee at the conclusion of your thesis work. If you do not want to be as formal about the process, you could pursue a topic of your choice as an independent study. This is another option for credit (see below).

6. INTERNSHIP

Internships are designed to grant credit to students performing planning-related work in the public sector (with few exceptions). The student or a faculty member may make contact for a placement. At the beginning of the internship, students must file a brief proposal with the instructor overseeing the internship describing their project or expected assignment and the other terms of the internship. **A paper is required at the end of the internship documenting what was accomplished. Please see the “Debriefing” section on page 16 of this guide for instructions on what is required as part of the paper.**

Internship opportunities are often emailed to the mup123@uwm.edu and/or upjobs-list@uwm.edu listserv. Students should make direct contact with organizations and agencies that

interest them as possible internship sites. If you are having trouble finding an internship, please consult with your faculty advisor.

The SARUP Resource Center (<https://uwm.edu/sarupresourcecenter/>) offers assistance as you launch your career, including ways to build your professional network and to refine the materials you use to apply for internships and permanent positions. The Center offers several services including help in writing resumes and cover letters, and an appointment with Catherine Kirchman (kirchma5@uwm.edu) can get you started on the road to a successful search for an internship or job.

INTERNSHIP PROCEDURES

A. PROPOSAL AND REGISTRATION

A student intending to enroll for an internship for credit (UrbPlan 991) should submit a proposal for approval to his/her/their instructor, who may be any member of the Urban Planning faculty. Obtain the form for submitting the proposal from Tammy Stroschein-Taylor (ttaylor@uwm.edu) in the Advising Office, Room 266. On the form, identify the agency name, name, address, and telephone number of the expected direct supervisor in the agency. Describe the work or assignments on which you will be engaged and identify the expected learning experience in terms of skills, methods, and/or planning-related experience you expect to acquire.

Have the faculty member review and approve the form, then submit to Tammy Stroschein-Taylor (ttaylor@uwm.edu) in the Advising Office no later than the deadline to add a course on PAWS.

B. INTERNSHIP

To earn 3 credits for the internship, students must work at an agency for a minimum of 180 total hours. This equates to 12 hours per week for the duration of the 15-week semester. An additional 3 credits may be earned for the semester if the student works 24 hours per week. The maximum number of credits a student can earn for an internship is six.

Internship students are allowed to receive pay for the hours they work at their respective agency, the amount of which (if any) shall be agreed upon by the student and the agency.

Students must complete their internship in accordance with the terms of their proposal. Proposal terms will be forwarded to the agency supervisor. The faculty supervisor and the agency supervisor will interact to monitor the student's performance and to resolve any difficulties that might arise out of any conflict between the student's academic commitments and employee tasks or responsibilities. The possibility of such conflicts should be openly discussed, especially in the context of internships where students are receiving pay for their services.

Internship Proposal

NAME _____ UWM ID# 99X-XX-XXXX EMAIL _____@uwm.edu
Last, First

SEMESTER/YEAR _____ CREDITS _____ FACULTY SUPERVISOR _____

Internships are designed to grant credit to students performing planning-related work in the public sector. To earn 3 credits for the internship, students must work at an agency for a minimum of 180 total hours (12 hours per week for a 15-week semester). Once the student has completed this form, they should identify an Urban Planning faculty member who is willing to serve as the academic instructor. Have the faculty member review and approve the form, then submit to the Student Advising Office (AUP 260) no later than the deadline to add a course on PAWS.

Check course number below:

- URBPLAN 491, 3 credits (undergraduate) Prereq: sr st.
- URBPLAN 991, 3-6 credits (graduate) May be retaken with change in topic to max of 6 cr. Prereq: grad st.

Describe the nature of your internship (attach additional sheet if necessary). Identify the agency name, advisor name, address, and telephone number of the expected direct supervisor in the agency. Describe the work or assignments on which you will be engaged and identify the expected learning experience in terms of skills, methods, and/or planning-related experience you expect to acquire.

C. REPORT

At the end of the semester and before the end of exam week, the student will forward to the faculty supervisor a report reviewing his/her/their experience in the internship. The first half of the report should describe work activities completed during the internship, particularly planning-related learning experiences provided by the internship. The second half of the report should reflect critically on the student's experience in the internship, answering questions such as: What internship activities were the most successful, and why? What internship activities were the most challenging, and why? If you were to do certain activities again, how would you do them better? What could the employment organization do to a) improve its management practices and b) deliver on its mission better in the future? The report may be accompanied by appendices showing work performed. This report must be between 8 and 10 double-spaced pages per 3 credits (not including appendices). Upon review of the report and after interaction with the student's agency supervisor, the faculty supervisor may schedule a meeting with the student to receive an additional oral debriefing of the student's experience.

D. EVALUATION

The student's successful completion of an internship and the grade awarded will be based on the instructor's evaluation of the student's performance and what the student has learned throughout the course of the internship. The evaluation will be based on the following:

- fulfillment of objectives and expectations as set out in student's proposal;
- performance in fulfilling tasks and assignments, as reported by agency supervisor;
- learning experience in performing in an agency environment, as evidenced in student's report; and,
- new planning-related concepts, methods, and/or skills learned and/or applied in internship, as evidenced by student's report or assessed by faculty and agency supervisors.

7. CREDIT LOAD

According to the university, a full course load is eight to twelve credits for a graduate student. If a student wants to finish in two years, without transfer credits or summer school, they must take twelve credits every semester. **The faculty expects students to spend approximately nine hours each week *outside* of class for a 3-credit course. A total of 48 hours of both in-class and outside study for a 12-credit load is expected.**

In the past, most students who have had part-time jobs of less than fifteen hours per week have been able to handle twelve credits per semester. Many who have worked more than fifteen hours per week have reduced their course load to nine credits. We recommend a reduced load when over fifteen hours of work is being done on other pursuits. With the current course "drop" policy, a student can drop a course with no penalty until the eighth week of the semester if the load is too heavy. Because of the benefits of peer interaction and concentrated attention, the MUP

program caters largely to full-time students. The Urban Planning Department has a general rule that a degree must be finished within seven years of its initiation.

Only students in good standing may be granted an overload. An overload of 13 credits is granted automatically for students enrolled in Geography, 403, Remote Sensing. An overload of 15 credits is granted automatically to students enrolled in Urban Planning 991, Internship. Other overload requests are at the discretion of the chair and Graduate School.

8. INDEPENDENT STUDY

An Independent Study can be initiated either by faculty or by students. A formal procedure must be followed if credit is to be given.

Obtain a registration form for independent study from Tammy Stroschein-Taylor (ttaylor@uwm.edu) in the Advising Office, Room 266. Complete the form and submit it to the faculty member you will be working with, along with a two-page statement indicating the topic to be pursued, the procedure by which the topic will be explored, the specific product which will be produced, and (in most cases) a partial bibliography. The statement must be approved and signed by the faculty member agreeing to supervise the independent study.

Return the form to the advising office staff in order to obtain a PAWS registration code for independent study. Provide a copy of the two-page statement to the faculty member. The same deadlines to add or drop a regular course apply to an independent study.

9. EMPHASIS OPTIONS, CONCENTRATIONS, AND CERTIFICATES

In addition to core classes, students must take 21 credits of electives. Some students choose a general option, taking electives in a number of different content areas—e.g., economic development, housing, environmental planning, etc. ***Students are not required to have an emphasis area.*** Students may elect to pursue a “General Option.”

The department offers emphasis options to fulfill a variety of objectives, including communicating to prospective students the areas of planning in which students can expect to find course work beyond the introductory level. All emphasis options identify a substantial number of elective credits (at least 12) within the specified emphasis area. Some of these courses are provided outside of the department, consistent with the interdisciplinary nature of the field of planning. For students admitted to the program, the emphasis options are designed:

1. To guide students who have a particular area of interest into those courses available on campus that best serve particular interests;
2. To suggest areas of concentration that correspond to specialty areas we see advertised in the job market;

3. To give the student an area of substantive knowledge that helps to differentiate them from other planners in the job market; and,
4. To promote interaction between students and faculty in different core disciplines related to planning.

Each emphasis area advisor identifies appropriate courses in consultation with the urban planning faculty and associated faculty in other departments. For this reason, emphasis areas differ in the number of courses recommended. **Emphasis areas completed by students are not listed on the student's UWM transcript AND no one checks to make sure that you completed specific courses.** However, there is a possibility that the university may recognize these emphasis areas in future years as "microcredentials." The UWM microcredential policy is currently under development, and the Department of Urban Planning will decide whether or not to pursue these emphasis areas as microcredentials.

In contrast to the (currently) informal emphasis areas, there are **two "transcript-designated" concentrations**, Urban Geographic Information Systems (GIS) and Real Estate Development. These concentrations will be specifically noted on the transcript and require an advisor to audit that you have taken the required courses.

NOTE: Students seeking specialization in GIS, along with a Master of Urban Planning degree, should complete the GIS concentration. The GIS concentration offered through the MUP program should not be confused with the Certificate in Urban Geographic Information Systems, which may not be completed as part of a Master of Urban Planning degree.

EMPHASIS OPTIONS

A. Economic Development and Urban Revitalization

Economic development is often the foremost concern of a municipality. Housing markets, social welfare, and environmental concerns are intricately tied to the health of the local economy, the local tax base, and the ability of workers to get and keep good jobs. Planners have the opportunity to challenge and guide the development of local and regional economies in ways that are environmentally sound, equitable, and efficient.

Students in this option learn the theories and analytical methods of economic development that will enable them to meet the continuing demand for economic development planners. Students may emphasize the development of places through course work on real estate and urban economics; or they may elect to study the experience of workers through course work on labor economics and the nature of occupations. Students interested in this emphasis might consider doing an economic planning internship as part of their coursework (UrbPlan 991 Internship: 3-6 credits).

Urban Planning Courses:

- UrbPlan 630 Budgeting and Finance in the Public Sector
- UrbPlan 651 Land Use Planning Practice
- UrbPlan 662 Public Sector Influence on Real Estate Development
- UrbPlan 684 Planning Local Economic Development
- UrbPlan 762 Housing Markets and Public Policy
- UrbPlan 771 Transportation Policy and Planning (Not currently offered)

Other Elective Courses:

Elective courses here may have prerequisites. It is best to check with the individual instructor prior to beginning the course to determine whether it is possible for you to take the course without prerequisites. In addition, courses not listed here may be relevant to your particular area of interest and may be eligible for this emphasis option. Also, watch the Schedule of Classes (www4.uwm.edu/schedule) for *variable topic* courses offered in other departments that may be related to economic development planning.

Recommended Electives:

- Bus Adm 481 Real Estate Finance
- Bus Mgmt 708 Marketing Strategy: Concepts and Practice
- Bus Mgmt 713 Entrepreneurship: Venture Creation and Management
- Econ 415 Economics of Employment and Labor Relations
- Econ 448 Economics of Human Resources

B. Urban Design and Sustainable Development

Sustainability has become a well-established approach in urban planning. It consists of environmental, social, and economic components. Planners frequently encounter environmental sustainability issues in their work. This option is designed to hone students' understanding of environmental problems and to explore the ways in which local plans and policies can improve (or worsen) the natural environment and conserve (or deplete) natural resources. Typical topics addressed include energy and water planning, natural resource management, responsible design such as New Urbanism, and brownfield remediation. Students interested in this area of emphasis will learn theories about sustainability and will also be given the chance to work on applied projects in the Milwaukee area.

Urban Planning Courses:

- UrbPlan 751 Introduction to Urban Design and Physical Planning (Offered every other year)
- UrbPlan 772 Pedestrian and Bicycle Transportation
- UrbPlan 782 Water Resources Planning (Not currently offered)
- UrbPlan 857 Urban Design as Public Policy (Offered every other year)
- UrbPlan 858 Studio in Urban Design and Physical Planning
- UrbPlan 880 Urban Sustainability

Other Elective Courses:

Elective courses here may have prerequisites in the field. It is best to check with the individual instructor prior to beginning the course to determine whether it is possible for you to take the course without prerequisites. In addition, courses not listed here may be relevant to your particular area of interest and may be eligible for this emphasis option. Also, watch the Schedule of Classes (www.uwm.edu/schedule) for *variable topic* courses offered in other departments that may be related to environmental sustainability planning.

Recommended Electives:

MSP 760 The Politics and Policy of Sustainability
CES 471G Practicum in Natural Resources Management (4-credit)
CES 461G The Politics and Policy of Sustainability

In addition to these courses, consult the Schedule of Classes in the following programs for graduate or undergraduate courses that relate to the environment and sustainability: Biological Sciences, Conservation and Environmental Sciences, Freshwater Sciences, Public Health, and Sustainable Peacebuilding.

C. Social Justice and Equity

Planners work to enhance quality of life and social equity for all, whether working on revitalizing an older neighborhood or developing a regional transportation plan that enhances opportunities for people of all incomes, ages, races, ethnicities, and physical abilities. Planners address the diverse needs of community members to build an equitable future.

Urban Planning Courses:

UrbPlan 655 Negotiation Theory and Practice for Urban Planning
UrbPlan 692 Race, Class and the Just City
UrbPlan 762 Housing Markets and Public Policy
UrbPlan 771 Transportation Policy and Planning (Not currently offered)
UrbPlan 772 Pedestrian and Bicycle Transportation

Other Elective Courses:

Elective courses here may have prerequisites in the field. It is best to check with the individual instructor prior to beginning the course to determine whether it is possible for you to take the course without prerequisites. In addition, courses not listed here may be relevant to your particular area of interest and may be eligible for this emphasis option. Check with the emphasis advisor about other courses that may be counted in this option. Also, watch the Schedule of Classes (www.uwm.edu/schedule) for *variable topic* courses offered in other departments that may be related to environmental sustainability planning.

Recommended Electives:

PH 700 Structures of Inequality and Population Health
PH 819 Social and Environmental Justice in Public Health

D. General Option

Planning involves a variety of subjects and processes. A basic assignment of planners is to make connections between individual elements and the larger whole. Students who take electives in a variety of substantive areas are better able to link these elements together. Students also give themselves additional flexibility in terms of both their initial and subsequent jobs. Students who select this option should take two courses in at least one area to become more familiar with certain subjects, but the other choices are varied. For example, a student pursuing the general option might take two of the courses listed in economic development, and then divide the remainder of electives, (five courses) among the other emphasis areas (see elective courses listed in other emphasis areas).

STUDENT-INITIATED APPROVED ELECTIVES

If a student wishes to take a course as an approved elective which does not appear on the list, they may do so as long as the elective is relevant to urban planning. Students should obtain the advice of the department chair or their advisor if any question might be raised about the appropriateness of a course. Students also may suggest that courses be added to the list of approved electives. Please submit a note to the department chair with an explanation of the course's relationship to planning, warranting its acceptance as an approved elective. The note should be accompanied by as much documentation of the course format and content as possible (Outline, Syllabus, Reading Lists, etc.).

10. COURSES OUTSIDE THE DEPARTMENT THAT STUDENTS HIGHLY RECOMMEND

CivEng 590 Urban Transportation Planning
CivEng 592 Traffic Control
PubAdm 630 Budgeting and Finance in the Public Sector

MSPA has also created a shared spreadsheet with information about recommended courses outside of the department. This resource may provide more up-to-date information as courses around the university change.

11. ELECTIVES AT UW-MADISON

The UW-Madison Department of Urban and Regional Planning has entered into a cooperative agreement with our program allowing students to take courses in either program. For information on electives at UW-Madison see https://guide.wisc.edu/courses/urb_r_pl/

12. DEPARTMENT POLICIES RELATING TO COURSES

This posting is to comply with UWM Faculty Document No. 1895, pertaining to the Uniform Syllabus Policy. These are the general policies of the department relating to participation by students with disabilities, accommodation of religious observances, academic misconduct,

complaint procedures, grade appeal procedures, sexual harassment policy, courses for which final exams are not mandatory, and other standing policies.

A. Participation by Students with Disabilities

If you need special accommodation in order to meet any of the requirements of a course in Urban Planning, please contact the Student Accessibility Resource Center (Mitchell Hall, room 115, 414-229-6287) and inform the course instructor.

B. Accommodation of Religious Observances

Students will be allowed to complete examinations or other requirements that are missed because of a religious observance.

C. Academic Misconduct

The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for the respect of others' academic endeavors. Suspected academic misconduct will be investigated and, in the event of a finding of misconduct, may result in sanctions, including suspension and expulsion.

A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.

D. Complaint Procedures

Students are strongly encouraged to discuss any complaints about the conduct/content of a course with the instructor. Students may direct complaints to the department chair. If the complaint involves an alleged violation of a specific university policy, it may be directed to the department chair or to the appropriate university office responsible for enforcing the policy.

E. Grade Appeal Procedures

A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the *course* resides. For graduate courses, see the Graduate School web page, <http://uwm.edu/graduateschool/academic-appeals-procedure/>. For undergraduates, a more detailed description of the grade appeal policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-28 and UWM Faculty Document #1243.

F. Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated by the university. It subverts the mission of the university and threatens the careers, educational experience, and wellbeing of the students, faculty, and staff. The university will not tolerate behavior between or among members of the university community that creates an unacceptable working environment.

Sexual Harassment is defined as unwelcome sexual advances. Requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. [Adapted from 29 C.F.R. § 1604.11 (1980).]

A hostile environment is created when one engages in sexual harassment and that conduct has the purpose or effect of 1) creating an intimidating, hostile, or offensive working, academic, or program-related environment, or 2) substantially interfering with an individual's work or academic performance, or their participation in a university program or activity and 3) that a reasonable person under the same circumstances as the individual would consider the conduct sufficiently severe or pervasive to do the same. [See, e.g., § 111.36(1)(b), Wis. Stats.]

Those who have been subjected to an incident of sexual violence or sexual harassment, or who have received a report of or witnessed an incident of sexual violence or sexual harassment, may report information to the following confidential resources:

UWM Victim Advocate (Student Health and Wellness Center Survivor Support and Victim Advocacy)
NWQ, Bldg D, 8th Floor
414-229-4582, victimadvocacy@uwm.edu

University Counseling Services
NWQ, Bldg D, 8th Floor
414-229-7429, wellness-info@uwm.edu

Student Health and Wellness Center (formerly Norris Health Center)
NWQ, Bldg D, 7th and 8th Floor
414-229-7429, wellness-info@uwm.edu

UWM Title IX Coordinator
Mitchell Hall, Room 359
3203 N. Downer Avenue
414-229-7012, titleix@uwm.edu

UWM Police Department
3410 N. Maryland Ave.
414-229-4627 (non-emergency)

13. CORE COURSE SCHEDULING

The department seeks to maintain a mostly consistent schedule of core classes each semester so that electives and other joint program requirements can be scheduled efficiently and routinely around the core requirements. This may create some scheduling challenges for part-time students who work full-time during regular business hours throughout the duration of the Master of Urban Planning Program. Students in this situation should contact the department chair to discuss potential arrangements. In some cases, it may be possible to consider offering a core class at an alternative time. This is not possible to do every year, but the department will try to accommodate requests with sufficient advance planning.

14. DEPARTMENTAL HONORS

In recognition of academic excellence and honorable conduct by students who have completed the requirements for the Masters degree in Urban Planning, the department faculty awards honors to those graduates who have met the following qualifications:

1. A cumulative GPA for all courses of 3.67 or higher;
2. Compliance with the student Honor Code of the School of Architecture and Urban Planning; and
3. Evidence of the ability to uphold the Code of Ethics of the planning profession.

All graduating students are evaluated at the end of their final semester by the Urban Planning Department faculty in accordance with the above criteria, and those who meet these qualifications are awarded Departmental Honors.

15. WRITING REQUIREMENT

Clear and effective writing is a critical skill for planners. The Urban Planning program encourages improvement in students' writing skills by emphasizing writing improvement across the curriculum, especially in core courses. In some cases, students require more intense instruction to improve their skills to the level considered necessary for planning practice. In these instances, students may be required to take a writing course as part of their program of study.

During the fall semester, student writing is assessed in core courses, and students with a writing deficit are identified by course faculty. Subsequently, student written work is reviewed by a faculty committee to determine whether the student should take a writing course. Students will be

notified before the beginning of the spring semester if a writing course is required. The student should complete an approved writing course by the end of the spring semester. The course must be approved by the department chair. The course requirement may also be fulfilled during the Winterim session if an approved course is available. If an appropriate graduate level writing course is available, the course will count toward the 48 credits required for the MUP degree. If an appropriate graduate writing course is not available, the student may be required to complete an undergraduate course, which will not count toward the 48 credits required for graduation.

Writing is a required element of the comprehensive exam. Students whose writing does not meet the level of proficiency required on the comprehensive exam will be required to complete additional written work (such as taking a writing class) in order to pass the comprehensive exam requirement.

The following writing courses are recommended for students seeking to improve the quality of their writing. Note that courses offered only for undergraduate credit will not count toward the credits required for graduation.

Undergraduate

English 201 Strategies for Academic Writing
English 205 Business Writing
English 206 Technical Writing

Graduate

English 427G: Writing for Nonprofits
English 439G: Information Design
English 749: Advanced Internship in Writing and Community Engagement
English 817: Seminar in Critical Writing (for academic writing)

16. JOINT DEGREE PROGRAMS

MUP students in one of the three joint degree programs—MUP/MArch (Architecture), MUP/MPA (Public Administration), or MUP/MS (Civil Engineering)—need to consult SARUP's graduate advisor, Tammy Stroschein-Taylor, the department chair, and/or the faculty advisor for the joint degree program. **Consultation should be early and often.**

MUP joint students are typically admitted to the MUP program and the second field upon initial admission. A student admitted as an MUP-only student may transfer into any of the joint degree programs after completing an additional application to be admitted to the degree program in the second field. Being admitted to a joint program after a student has begun the MUP program may result in a longer time-to-degree than if the student had originally started both programs simultaneously.

In most cases, students are advised to complete the 700-level required courses in urban planning during their first year of study. Required courses in the other field of study are taken in place of electives throughout the first two years of study. Typically, the third year of study is entirely in the

other field.

17. SOFTWARE TOOLS AND TRAINING

The UW System makes software training available through **LinkedIn Learning**—search UWM site or go to: <https://uwm.edu/technology/linkedin-learning/>. You will be asked to login with your UWM credentials. Then, a huge wealth of online trainings for just about any software you can imagine will be available.

NOTE: Planners need to be adept users of Word and Excel. We require students in APW to compose their final planning document in InDesign, and practicing planners find life much easier if they know InDesign. Photoshop is not just for designers. Planners use Photoshop to improve images and to do simple modifications to images to communicate planning ideas. Finally, many planning students, not just MArch/MUP joint students, find learning SketchUp to be of real benefit.

UWM TechTraining offers free, non-credit training sessions on online UWM services such as Email, Calendar and File Storage.

Don't have time for a course? Check out the [Resources](#) page and download course manuals, watch UWM IT YouTube videos and login to LinkedIn Learning.

Additional classes can be found through MATC for those looking to improve their skills with various design software (AutoCAD, InDesign, Photoshop, etc.).

18. ACCESS TO SARUP COMPUTERS (Room 158 and 208)

SARUP students will have 24/7 access to the computers in room 158. Additionally, Urban Planning students have access to computers in the urban planning workroom (208) that have been updated with all of the SARUP computer programs. Sign out a key to the workroom for the length of time that you are in the program. Also, the UWM VPN allows you to access remote labs from any remote computer. For VPN access, please see:

<https://uwm.edu/network-operations/vpn-service-for-access-to-uwm-network-resources-2/>

PART THREE: SPECIAL PROBLEMS

1. WAIVER OF COURSES

If you have already completed course work that is largely duplicated by the required core, some of the core may be waived for you. Forty-eight credits are still required, but you would be able to choose electives to fill in for the number of credits of core that were waived. To obtain credit for the course, you need to pursue transfer credit, see below.

To request a course waiver, a memo must be sent to the chairperson of the Admissions Committee. State the core segments that should be waived and what previous work justifies the request. You should submit a reading list or a course syllabus from the previous work and a transcript. (If the transcript you submitted when applying to the department shows this work, you need not submit another).

2. TRANSFER OF CREDIT

Graduate course work completed prior to admission to the MUP program may be considered for transfer. Two sets of procedures and requirements must be met: those of the Graduate School and those of the Urban Planning Department. Both processes can be time-consuming. Students should initiate the process as soon as they enter the program.

The Graduate School

In order for courses to be considered for transfer, they must have been: graduate level; completed within the last five years; received a grade of "B" or better, (or something equivalent); and not have counted toward a previous degree. No more than nineteen credits may be transferred.

If you have taken courses which you think are transferable, submit an official transcript of the courses and an application for transfer of credit to the Graduate School. Your transcript is probably already on file with your original application to UWM, in which case you need not submit another. Transfer Credit Evaluation form can be obtained at <https://uwm.edu/graduateschool/forms-downloads/>

The Graduate school will make its decision and send a notice to the Urban Planning Department. That notice must be signed by our chairperson and returned to the Graduate School before the transaction is made official. The student will be notified by mail when credits are actually transferred.

Department Policy

The Urban Planning Department must also decide if your previous graduate work merits application to the MUP degree. Submit a letter or memo to the chairperson of the Admissions Committee asking that your credits be considered for transfer. Include in the memo a list of

courses you wish considered and an estimation of what UWM courses are approximately equivalent to these in terms of course content. (You can consult a school bulletin or talk with a professor in the appropriate department to find out what UWM courses correspond with yours). Along with your letter or memo, submit copies of reading lists or syllabi for your courses. If these are not available, write down the readings you did and a description of the course and assignments, and submit this. A transcript showing the course and grade is needed; if you submitted this with your original application, it is already in your folder, and another is unnecessary.

3. DROPPING & ADDING COURSES

You may add and drop courses via PAWS (<http://paws.uwm.edu>) until the deadlines posted on the PAWS website. If you wish to add a course that has been filled, see the instructor and/or attend the first class to request a signature allowing you to add the course. To determine the last day to drop courses with no special excuse and with no notation on your transcript, and the time period in which you may drop courses with no special excuse, but with a notation on your transcript, consult the UWM **Schedule of Classes** (<https://catalog.uwm.edu/course-search/>).

The department chair's and instructor's signatures are required on all drops after week eight. Planning students should note that dropping any core course can cause serious sequencing problems that can result in the delay of the receipt of the Masters Degree.

Poor performance in a course will not by itself be accepted as a reason for dropping that course after week eight of the semester. Medical issues (accompanied by a doctor's written statement) that have affected or are likely to affect a student's performance in a course will be accepted as sufficient cause for dropping that course after the eighth week of the semester. Major personal problems or emergencies that have a significant effect on a student's performance in a course may also be accepted as a reason for dropping a course after the eighth week of the semester.

Students should note that instructors are prepared to give students an assessment of their progress in a course up to the deadline for dropping without signatures (through the eighth week of the semester).

4. APPEAL/GRIEVANCE PROCEDURE

Appeals of rules and regulations which fall within the purview of the Graduate School should be addressed directly to the Associate Dean for Student Services. The nature of the appeal and substantiating reasons must be described in writing by the student to the Associate Dean and must be supported in writing by the appropriate faculty member or graduate program representative. Appeals forms are available in the Advising Office, AUP 260.

A graduate student who receives an adverse decision in an academic matter (e.g., request for a late course drop, grades, scholastic programs, and graduation decisions) may appeal the decision

to the appropriate authority within the department, school or college in which that decision was made. In pursuing an appeal/grievance the student must observe the following sequence:

Step 1: The student appeals to the faculty member or faculty body responsible for making the initial decision within 30 working days of the action which prompted the appeal/grievance. If requested by the student, the faculty member or body provides the student with a written statement of the reason for the adverse decision.

Step 2: If the Step 1 decision is not in the student's favor, the student may, within 10 working days from the date the Step 1 decision is communicated to the student, appeal to the body designated by the graduate faculty of the student's program to hear appeals. This appeal must be in writing with substantiating reasons given for the appeal. In the event that any of the members of the body hearing the Step 2 appeal were involved in rendering the Step 1 decision being appealed, they must be replaced for the purpose of hearing the Step 2 appeal. Substitute members will be chosen by the program using established program appeal procedures. If necessary, the dean of the school or college in which the program is located may be asked to appoint replacement members of the committee. If the Step 1 decision that is being appealed was handled by the committee for hearing appeals in the program, the Step 2 appeal should be made to the appropriate appeals committee of the school or college. If such a committee does not exist, the dean of the school or college should appoint an ad hoc committee to handle the appeal.

Step 3: If the Step 2 decision is negative, the student may, within 10 working days from the date of notification of that decision, appeal to the dean of the Graduate School. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought. All documentation must be forwarded to the Graduate School's associate dean for academic programs. The associate dean reviews the case and forwards the appeal with a recommendation to the dean of the Graduate School, who may choose to seek advice from the Graduate Faculty Council Subcommittee on Appeals.

In appeals dealing with academic matters that fall within the purview of the faculty, the Dean of the Graduate School will respect the faculty decision.

5. INCOMPLETES

If a student does not complete all the requirements for a course on schedule, and if he/she can work out an agreement for completion of that work on a timely basis, an instructor can give a grade of "I" for that semester. However, all work for that course must be completed within one year, or the grade will be changed automatically from an "I" to a "PI" (Permanent Incomplete). This is a university rule. A grade of incomplete is appropriate only when the following conditions are present:

1. You have done satisfactory work in a substantial fraction of the course requirements prior to grading time and can provide the instructor with evidence of potential success in completing the remaining work.
2. Extraordinary circumstances, not related to class performance, such as illness or family emergency, have prevented you from finishing the course requirements on time.

An Incomplete will not be given to enable you to do additional work to improve a grade.

Reasons for requesting the Incomplete must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the Incomplete, including the dates for submitting all remaining work. The instructor may deny a request for an Incomplete and assign a letter grade based on the work completed at that point. It is your responsibility to initiate a request for an Incomplete.

You are also responsible for seeing that the Incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a letter grade (including an F) or to a PI (Permanent Incomplete) if you fail to meet the deadline for completion.

PART FOUR: FINANCIAL AID AND WORK STUDY

1. WORK STUDY UNIVERSITY PROGRAM

Work Study support is generally limited to an average of twenty hours per week while classes are in session and a total of forty hours per week during authorized vacation periods. Rates of pay for student jobs on and off campus vary based on the complexity of the job, the student's qualifications, and past work experience. Application forms and further information on deadlines and procedures to be followed can be obtained from the Department of Financial Aid, Mellencamp Hall room 162.

Work study applications can take as long as six weeks to be processed. Be sure to enroll early. Various public planning agencies have signed agreements for work-study positions. This is an excellent way for qualified persons to gain both income and relevant experience.

2. WORKING ON YOUR OWN

Planning students frequently obtain placements with various public and private agencies in the metropolitan area. Placements in the past have included the mayor's office, the Community Development Agency (CDA), the Social Development Commission (SDC), the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the Department of City Development (DCD), and the Common Council.

These placements have been very useful in terms of both experience and income. **Students can very easily become absorbed by their placements, much to the detriment of their classwork. Be forewarned and be prepared. Either keep your work hours in bounds or be ready to take a reduced course load. We caution those who seek to work more than fifteen hours per week while maintaining a 12-credit load.** Such work may be eligible for credit as an internship (see pg. 12 for Internships).

3. DEPARTMENTAL ASSISTANTSHIPS

There are three types of assistantships—teaching, research, and project assistantships. The Urban Planning Department has traditionally made use of teaching and project assistantships. Both teaching and project assistantships are contractual agreements in which a student contracts to complete a specified number of hours work per week, and the department contracts to pay a salary for the work completed.

Teaching Assistant (TA) and Project Assistant (PA) appointments made in the department are based on the following criteria:

1. Strength of an applicant's admissions record, including undergraduate GPA, performance in course work beyond the undergraduate level, the student's personal statement in the admissions file, and letters of recommendation.

2. Special skills related to the job requirements of a particular position.
3. Academic performance in the Masters of Urban Planning program.
4. In the case of reappointment, satisfactory performance in the current year graduate assistantship.

The department may designate that for certain positions only incoming students or only continuing students are eligible. When the department designates such eligibility requirements for a position, the selection criteria above are applied only to those students who meet the eligibility requirement.

Assistantships are usually awarded to superior students and are contingent upon continued performance. The awards are for one year at a time. A new competition is held each year for these positions.

4. FELLOWSHIPS

The Graduate School administers a number of UWM fellowships through its Fellowship Committee. Each individual department makes nominations for these awards. The Fellowship Committee, composed of university faculty, makes final fellowship award decisions. Awards are based on merit and are highly competitive. Fellowships are cash awards and do not involve a contractual agreement for work during the semester.

Students who wish to be considered for fellowship awards must have completed an application for them by mid-January. Both incoming and continuing students are eligible for these awards, but a student may only receive a University Fellowship for one year. Applications for fellowships can be picked up from either the Urban Planning Department office or the Graduate School office. A listing of the UWM fellowships, as well as external financial resources, can be found on the Graduate School Financial Support webpage <https://uwm.edu/graduateschool/types-of-funding/>

5. SARUP AWARDS

Interim Dean Mo Zell and previous SARUP deans have spent a substantial portion of their time securing donations for student awards. Due to success in this area, the School of Architecture and Urban Planning offers a large number of awards each year. Although individual awards range between \$1000 and \$2000, on average, some students receive multiple awards each year. Watch for application information during the academic year.

6. GRADUATE SCHOOL TRAVEL SUPPORT PROGRAM

The Graduate School Travel Support program offers partial funding to UWM masters and doctoral students for presenting scholarly and creative works at conferences, performances, or exhibitions. Students are encouraged to submit applications six months *before* the event. See: <https://uwm.edu/graduateschool/types-of-funding/travel-awards/>.

PART FIVE: FACILITIES ON CAMPUS

1. THE ARCHITECTURE AND URBAN PLANNING BUILDING

There are a number of facilities available in the AUP building for student use. Hours and other information regarding their use are posted outside room doors.

Access — The AUP building is open from 7:00 am to 9:00 pm Monday–Thursday; 7:00 am to 7:00 pm Friday; 10:00 am to 6:00 pm Saturday; and 12:00 pm to 6:00 pm Sunday during the school year. Before or after hours you will need your pass card to enter.

Student ID/sensor cards can be used to open the exterior doors to the Architecture and Urban Planning building at times when doors are locked. The cards are currently issued at Bolton 275—moving shortly to Room E151 in the Student Union. The use of a Student ID/sensor card is a privilege and responsibility extended to students of SARUP and is not available to students in other schools. Students should utilize their card in a manner that will maximize the security of the students, faculty and staff.

A lost card must be reported to the Urban Planning Administrative Assistant Leila (Lee) Graham (lsg1@uwm.edu) in room 240 **immediately**. This will enable the school to deactivate the sensor card and will assist in maintaining the security of building users. Students who lose their card can obtain a replacement card in Bolton 275—moving shortly to Room E151 in the Student Union. The School of Architecture and Urban Planning retains the right to revoke a student’s sensor card at any time for any reason. You understand that non-payment of any fees will result in a hold being placed on your records, registration, transcripts, etc.

You are the only person authorized to use this sensor card. You may not transfer or loan it to any person for any reason. You may not use the card to allow someone without access to the building or computer lab to use the facility during closed hours. The security system automatically records all entries by name, card number, date, and time.

Building — William Krueger. Report building problems to the Building Chair, William Krueger: bil@uwm.edu

Computers — Contact Kurt Meingast kurtm@uwm.edu with any computer related questions.

Virtual Reality Labs — There are Virtual Reality labs in two rooms, 150/292.

If you have a specific IT need please contact Kurt Meingast. kurtm@uwm.edu

More information is available in the [Student Resources](#) handout provided at Orientation.

Planning Workroom — Room 208 is a workroom for planning students. It contains tables, chairs, a whiteboard, comfortable seating, a refrigerator and microwave, and computers and a printer. All current students have a mailbox in the workroom.

Students are responsible for the security of the computer work stations. The computers provide access to *all* of the school's software. **Students are strongly recommended to keep the workroom locked when unoccupied** in order to avoid thefts and/or unaccountable disappearances of private effects. **A key to the workroom for the length of your time in the program can be obtained from the UP Administrative Assistant (414-229-5563). There is a \$50 fee to replace a lost key.**

If a computer is not functioning well (missing key on keyboard, screen issues, glitches, etc.), email Kurt Meingast at kurtm@uwm.edu and copy Leila Graham, lsg1@uwm.edu, and Robert Schneider, rjschnei@uwm.edu.

Printing in Room 208 is free for MUP students (please do not let other students use this free resource). For paper or toner refills contact Leila Graham in room 240, lsg1@uwm.edu.

KEEP THE FOOD AREA, MICROWAVE AND REFRIGERATOR IN 208 CLEAN!! Food is allowed, but because of our wonderful prairie and courtyard, we DO have mice, and they have come into the building. Food needs to be in plastic or glass containers—you absolutely need to pick up dropped pieces of food, popcorn, chips, whatever, and deposit them in the *landfill* bins out in the hall. Cover your food when using the microwave and keep the microwave oven clean of crumbs.

We can get a ton of fruit flies. The Custodial Supervisor highly recommends that any discarded fruit, food, or veggies be wrapped up and tossed in the hallway landfill containers—better to have the flies out there vs. in your studio.

If you spill food or drink, clean it up using the cleaning supplies in the workroom. If you need additional cleaning supplies, see the UP Administrative Assistant. Do **not** leave food in the workroom refrigerator past its expiration date. The UWM facilities custodial staff does not clean tables, microwaves, or refrigerators in the workroom.

There are *recycling* bins in the workroom as well as out in the hallway. Unclaimed papers will be discarded.

Student Organization Offices— MSPA, room 208 Urban Planning Workroom.

Lost and Found— Unclaimed property will be turned in to the *lost and found* with the SARUP receptionist in room 240.

Snack and Vending Machines— Room 124

Public Transit — All UW-Milwaukee students are eligible for a U-Pass which gives students full access to the Milwaukee County Transit system. For more information on receiving a U-Pass visit uwm.edu/transportation/upass/. For up-to-date route information, [download the MCTS app](#).

If you feel unsafe walking, you may contact BOSS (Be on the Safe Side—<https://uwm.edu/boss/>) between 5:00 pm and 1:00 am. After 1:00 am, call campus police (414-229-4627) who will give you a ride to your car.

BublR Bikes — BublR Bikes is Milwaukee’s public bikeshare system. All UW-Milwaukee students are eligible to get an annual BublR pass for \$8.00 (<https://uwm.edu/transportation/bublR/>). This means that you can take unlimited rides for a full year for just \$8.00. See bublrbikes.org.

Parking — Outside parking (metered) between the building and the soccer field is available from 3:00 pm until 2:00 am. See <https://webgis.uwm.edu/TransportationServices/> for an interactive parking map.

For more information about SARUP resources, see <https://uwm.edu/sarup/resources/>.

2. UWM GOLDA MEIR LIBRARY

The UWM Library offers many services to its students. Books may be checked out on the first floor in the west section of the library. The west section also includes card catalogs and an extensive collection of periodical guides and author indexes. Media and Reserve Services is located in the lower level of the west wing of the library. For information about video recording, audio recording, and the many other media services available, see: <https://uwm.edu/libraries/media/>.

Database services offers computer-generated annotated bibliographies. Annotated bibliographies can be very helpful at the start of a major research project or independent study. <https://uwm.edu/libraries/databases/>. Inter-library loan can make books or media from other libraries available if they are unavailable at UWM.

Inter-Library Loan:

Any online student or faculty member can:

- Have articles sent to them electronically.
- Talk to a librarian via chat, email, or telephone.
- Use the library's electronic resources remotely.
- Borrow books from the nearest University of Wisconsin library.

Students and faculty in fully online programs can:

- Do all of the things listed above.
- Have books they need sent to them in the mail if living outside a 30 mile radius of campus.
<https://guides.library.uwm.edu/distance>

PART SIX: MISCELLANEOUS

1. MILWAUKEE STUDENT PLANNING ASSOCIATION (MSPA)

The Milwaukee Student Planning Association is a student organization that provides networking opportunities for students pursuing careers in planning. MSPA also promotes the planning profession by sponsoring seminars, lectures, and tours related to contemporary urban issues in Milwaukee, Wisconsin, and throughout the United States.

MSPA membership is open to current and prospective students in any field—not just urban planning. Though MSPA caters mostly toward planning students, the organization has recently broadened its scope to create educational opportunities for students, faculty, staff, and alumni not academically tied to planning. By opening MSPA events to everyone, the organization provides a community service and gives positive exposure to the planning profession.

MSPA is funded through donations by planning-related professional companies and organizations, individual donors, and the Student Association Committee at UWM. If you would like to help contribute to MSPA, you can either become an MSPA member or make a donation.

The primary functions of MSPA are: (1) to foster mutual support among the urban planning students through social events and professional activities; (2) to provide student representatives on faculty committees; and (3) to act as a contact point between the urban planning students and the community in order for information about planning can be exchanged.

Past activities have included: (1) annual fall picnic in Lake Park; (2) tours of interesting redevelopment projects in Milwaukee and Chicago; (3) sponsoring the department Holiday party; (4) helping MSPA members register for conferences; (5) resumé and professional development sessions, and (6) an end-of-the-year party.

Membership fees are \$20, which entitles members to a variety of events and educational networking opportunities each year. Please consult an MSPA representative for information about joining MSPA and upcoming events.

2023-2024 Board Members

Officers will share duties

Henry Barbee

Jesse Doiron

Claire Enders

Kirtis Orendorff

Elections for new officers are held during spring semester.

2. FREE APA MEMBERSHIP

APA offers free membership to all students. See <https://planning.org/join/students/>. Our program participates in APA's opportunity to sign up all of our students at the start of the semester.

Students wishing to decline this outstanding benefit from the APA should notify Tammy Taylor before the end of add/drop period. Please note that declining this free membership could cost you hundreds of dollars after graduation if you decide to join APA at that time.

3. COMMUNICATION

MAILBOXES: Each faculty member has a mailbox located in the main office on the second floor (Room 240). Teaching and Project Assistants also have mailboxes there. All planning students have mailboxes in the workroom. These mailboxes are used for all interdepartmental written communications.

EMAIL: The department, individual faculty members, and students will use the student email reflectors (an automated mailing list) to make important announcements, including notification of meetings and internship opportunities. Be sure to check your email regularly. Students are encouraged to use email to communicate with each other. For the 2023-2024 academic year the addresses are:

mup123@uwm.edu = all MUP students; course and career related communication
(faculty and staff do not receive mup123 communications)

dupfaculty-list@uwm.edu = all faculty; any subject

upjobs-list@uwm.edu = all MUP students and any alumni who ask to be on the list

Joint degree students and part-time students may opt to be listed on different lists at different times during their time in SARUP. Any student may request that an off-campus email address be used instead of or in addition to the automatically assigned UWM email address.

4. BULLETIN BOARD / DRY ERASE BOARD

The bulletin board and dry erase board located in Room 208 are used for various informational purposes. Notices concerning courses, conferences, meetings, student chapter activities, and general information will be posted from time to time.

5. MENTORING

MSPA pairs incoming students with second-year students of similar interests. Forming relationships with senior students in the program helps ensure first-year students receive helpful

advice on which classes to take and what student life is like in the MUP program. If you would like to be paired with a second-year mentor student, please contact an MSPA officer or the department chair.

6. INNOVATIVE CITIES LECTURES

Each year the Department of Urban Planning provides a free lecture series for students, APA-certified professionals, and other community members. The lecture series invites planning professionals from outside the department to come and share their expertise in the planning field with lecture attendees. Lectures are held about every three to four weeks. Watch your email for lecture announcements.

7. FOOD TRUCK FRIDAYS AND OTHER SARUP EVENTS

The School of Architecture and Urban Planning has traditionally held all-school events on Fridays from 12 to 1:30 pm. This year, SARUP is organizing a series of Food Truck Fridays in the courtyard.

There will be many other SARUP events throughout the year. You can see what is on tap for the coming weeks by visiting SARUP's [Events](#) page. Scroll to the bottom to access recordings of prior weeks' programs. Also watch your email for and the Events page for announcements of these special events.

8. HOUSING

Milwaukee offers students a wide variety of affordable housing options. Most students new to Milwaukee live in the immediate UWM area, often referred to as the "East Side." The East Side is loosely defined as an area north of North Avenue, south of Capitol Drive, east of the river, and west of the lake. In general, housing becomes more expensive as one approaches the lake and less expensive as one crosses the river into the Riverwest neighborhood. Housing information can be obtained through the off-campus housing office (<https://rentoffcampus.uwm.edu/listing>) or in local newspapers.

9. STUDENT HEALTH

The Student Health and Wellness Center (formerly Norris Health Center) is available to students and focuses on providing primary medical and nursing care, mental health services and preventive care. **It is strongly recommended that all students have health insurance that includes emergency room and hospitalization coverage.** The UWM Student Association offers a Student Health Insurance Plan which covers most major medical illnesses or injuries. Brochures that describe both the Student Health and Wellness Center services, as well as the Student Health Insurance Plan, are available at many locations on campus. Please consult these brochures or the Student Health and Wellness Center directly for more information.

What to do in case of an accident!

If you or a friend is hurt on campus (to and from classes, in a classroom or lab, or off campus, i.e., field trip, research site, etc.), you may seek help in a variety of ways:

- If you are mobile and can get yourself to the Student Health Center during their hours, you may seek help from them.
- In the campus area, if you are unable to travel without assistance, and the situation doesn't warrant an ambulance, you may call the university police (non-emergency 414-229-4627) and they will take you to the Student Health Center or Columbia Ascension St. Mary's Hospital.
- In the case of serious and/or life-threatening injury, campus police emergency 414-229-9911, or local city emergency 911 should be called without hesitation.

10. LIABILITY

The university does not provide blanket medical coverage to students or other visitors to the campus. However, should injury or property damage occur which is the result of the negligence of a university employee, a claim can be filed against the university. If you have suffered financial loss because of such an incident, contact the Risk Management Office in Engelmann Hall 270, riskmgt@uwm.edu, or phone (414) 229-6339.

Additionally, if you become a university student employee, the State's coverage will extend liability protection to you for your work-related negligent acts that may cause injury or property damage to others. For more information on Student Health, Accidents, and Risk Management, see <https://uwm.edu/risk-management/>.

11. STUDENT SUCCESS RESOURCES

Accessibility Resource Center

414-229-6287 | uwm.edu/arc

Classroom Services

414-229-2382 | classroomhotline@uwm.edu

Campus IT Support (Help Desk)

414-229-4040 | gettechhelp.uwm.edu

Center for Excellence in Teaching and Learning (CETL)

414-229-4319 | uwm.edu/cetl

Center for International Education

414-229-4846 | <https://uwm.edu/cie>

Canvas Support

414-229-4040 | help@uwm.edu (UWM Help Desk)

Emergency Grant

414-229-4632 | dos@uwm.edu

Equity/Diversity Services

414-229-5923 | uwm.edu/equity-diversity-services | diverse@uwm.edu

Human Resources

414-229-5353 | uwm.edu/hr

Inclusive Excellence Center

414-229-7234 | uwm.edu/inclusiveexcellence

LGBT Resource Center

414-229-4116 | uwm.edu/lgbtrc

Military and Veteran’s Resource Center

uwm.edu/mavrc

Panther Academic Support Services

414-229-3726 | uwm.edu/mavrc/campus/panther-academic-support-services/ | mavrc@uwm.edu

Student Health and Wellness Center

414-229-7429 | https://uwm.edu/wellness/ | wellness-info@uwm.edu

UWM Food Center and Pantry

414-229-4366 | Temporary: Gold Meir Library Classroom A, regularly Union 348 | dos@uwm.edu

UWM Libraries

414-229-6202 | uwm.edu/libraries

UWM Police

414-229-4627 (non-emergency) or 9911 (emergency) | uwm.edu/police; 414-229-9911 **from a cell phone**

12. ON-CAMPUS FOOD AND DRINK

<i>Name</i>	<i>Location</i>	<i>Details</i>
Gathaus (opening Spring '23)	Basement of Union	Inexpensive food and drink
Union Food Court (The Atrium)	First level of Union	Fast food court
The Grind	Union, NW Quad, Main Library	Coffee shop

For off-campus food options, search online. Close by business district include the intersection of Oakland and Locust, Riverwest, Downer Avenue, Brady Street, Shorewood, North Avenue.

13. Important Dates

See UWM calendar: <https://apps.uwm.edu/secu-policies/storage/faculty/3369-AY-Calendar2023-25.pdf>