

UP401 Undergraduate Capstone Seminar

SYLLABUS

Class Meetings: Meets monthly** on following dates and times in 225 Temple Buell Hall

Friday, September 9, 12:00pm – 12:50pm

Friday, October 7, 12:00pm – 12:50pm

Friday, November 11, 12:00pm – 12:50pm

Friday, December 2, 12:00pm – 12:50pm

(** In addition to class meetings, students will attend a number of professional development events as discussed later in this syllabus)

Instructor: Arnab Chakraborty PhD, AICP

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Office Hours: Thursdays, 11:00 AM to 12:00 PM or by appointment (TBH M230 or Online; for online, please email in advance for Zoom link)

PURPOSE AND GOALS

This class aims to assist students make steady progress on their capstone requirement, and pursue professional development and networking for career success.

This is the first semester of a two-semester pair of Capstone Seminar classes, 1 credit-hour each and required for all BAUSP majors. The class will meet monthly; in addition, you will be required to attend a number of professional development activities such as conferences and networking events, and sessions on resume writing and interviewing.

The class meetings will be an opportunity for peer learning through discussions on internship and capstone experiences, as well as to reflect on professional development activities. In the Spring semester, the structure will remain the same, with the focus more on your portfolio such as capstone poster content and design.

PARTICIPATION AND ATTENDANCE

The full class will meet once per month for a 50-minute session. Attendance is mandatory. Please see the meeting dates and times above. Classes will begin promptly at noon. Students are expected to come prepared to share brief updates. The use of cell phones and laptops is prohibited in class.

In addition to class meetings, students are required to attend at least two lectures or events from a list of activities shared below and submit brief reflections on these activities through the designated Canvas link. The instructor will share a list of events with dates, times, and locations that are scheduled for the Fall semester during the first-class meeting, and will try to add additional events of interest as possible.

PREREQUISITE

Senior standing

CLASS MEETINGS

Attendance required to all

Friday, September 9, 12:00pm – 12:50pm

Theme 1: Capstone Reflections: Finishing UP 390/Planning Internship or beginning UP 397/Undergraduate Capstone

Theme 2: Getting Involved with the APA (Guests: IL-APA Board Member(s))

Deliverables: If you worked on an eligible internship, confirm submission of agency offer letter, form, weekly log, and student internship evaluation for UP390 credit. If you are doing a UP 397 Capstone project instead, confirm that the department has your UP301 research proposal and updated plan.

Friday, October 7, 12:00pm – 12:50pm

Theme 1: IL-APA Conference Reflections

Theme 2: Navigating senior year (Guests: Recent BAUSP Alums)

Deliverables: Reflections on professional development and capstone activities attended since last meeting. Three questions about the session's themes.

Friday, November 11, 12:00pm – 12:50pm

Theme: Research and Graduate Education (Guest: DURP faculty member and grad students)

Deliverables: Reflections on professional development and capstone activities attended since last meeting. Three questions about the session's theme.

Friday, December 2, 12:00pm – 12:50pm

Theme: Networking (Guest: Julie Rundell, FAA Career Services)

Deliverables: Reflections on professional development and capstone activities attended since last meeting. Three questions about the session's theme.

ADDITIONAL EVENTS:

Attendance required for at least two

Students are required to attend at least two of the following events and submit brief reflections on these activities through the designated Canvas link. Attendance in all events is encouraged.

*****APA Illinois Chapter Conference: September 29 All day*****

The Department will support students to attend the APA Illinois conference in Chicago on September 28-30. DURP's sponsorship of the conference will entitle us to a significant reduction in registration fees for our students, and on September 29, the Department will charter a bus to transport interested students to and from the conference. Many classes in DURP will accommodate students traveling to the conference (please check with your instructors if you aren't sure).

Get a Job Series: Like previous years, DURP is organizing a speaker series for students focused on professional development. Sessions lead by professionals will cover topics including, preparing for a job search, interview techniques, negotiating your offer, and starting a new job. Please stay tuned for more information.

More information forthcoming.

COURSE POLICIES AND RESOURCES:

Deadlines and grades: Regular attendance and following course expectations is required for successful completion of this course.

Counseling Center: Resources are available on campus if you find yourself in need of mental or emotional support. The Counseling Center (<https://counselingcenter.illinois.edu/>) is committed to providing a range of services intended to help students develop improved coping skills in order to address emotional, interpersonal, and academic concerns. The Counseling Center provides individual, couples, and group counseling. All of these services are paid for through the health services fee. The Counseling Center offers primarily short-term counseling, but they do also provide referrals to the community when students could benefit from longer term services.

Disability Services: This course will accommodate students with documented disabilities. Please refer to the Disability Resource and Education Services website (<https://www.disability.illinois.edu>) for more information and inform the instructor of any requests at the beginning of the semester.

Diversity: The Department of Urban and Regional Planning (DURP) is committed to creating an environment of inclusion and opportunity that is rooted in the very goals and responsibilities of practicing planners. Conduct that interferes with the rights of another or creates an atmosphere of intimidation or disrespect is inconsistent with the environment of learning and cooperation that the program requires. By enrolling a course in the Department of Urban and Regional Planning, students agree to be responsible for maintaining a respectful environment in all DURP activities, including lectures, discussions, labs, projects, and extracurricular programs. We will be governed by the University Student Code. Please see the Student Code Article 1—Student Rights and Responsibilities for further details.

Academic Integrity: Please be aware of the university guidelines regarding academic integrity, which can be found under Article 1, Part 4 of the student code (<https://studentcode.illinois.edu>). Academic dishonesty includes such things as cheating, inappropriate use of university equipment/material, fabrication of information, plagiarism (presenting someone else's work from any source as your own such as copying someone else's post), and so on. All forms of academic dishonesty will be reported to the student's home department and the College of Fine and Applied Arts.

Irregular Attendance: Class attendance is expected of all students at the University of Illinois, however instructors must reasonably accommodate a student's religious beliefs, observances, and practices in regard to class attendance and work requirements if the student informs his or her instructor of the conflict within one week after being informed of the attendance or work requirements. It is the instructor's decision as to when a student's absences become excessive and should be reported. If in the opinion of an instructor the attendance of a student becomes so irregular that his or her scholarship is likely to be impaired, the instructor may submit an [irregular attendance form](#) to the Associate Dean of the student's college. A copy is forwarded to the student, who should contact the instructor immediately to work out a solution. If irregular attendance continues without excuse, the instructor may request the student be withdrawn from the course. This request for withdrawal would result in a grade of E for the course. Extenuating circumstances will always be considered when supporting evidence is presented. See [Rule 1-501](#) and [Rule 1-502](#) in the Student Code for more information.

Software: Software used in this course are accessible to students through DURP Remote server: <https://static.ics.illinois.edu/remote-list/>. Software are also available from [AnyWare](#), a virtual desktop

environment allowing student to access licensed software whether remote, on campus, or in class. Some software are available for free download for students ([Adobe Cloud](#), [Office 365](#)).

Emergencies (Run > Hide > Fight): Emergencies can happen anywhere and at any time, so it's important that we take a minute to prepare for a situation in which our safety could depend on our ability to react quickly. Take a moment to learn the different ways to leave this building. If there's ever a fire alarm or something like that, you'll know how to get out and you'll be able to help others get out. Next, figure out the best place to go in case of severe weather – we'll need to go to a low-level in the middle of the building, away from windows. And finally, if there's ever someone trying to hurt us, our best option is to run out of the building. If we cannot do that safely, we'll want to hide somewhere we can't be seen, and we'll have to lock or barricade the door if possible and be as quiet as we can. We will not leave that safe area until we get an Illini-Alert confirming that it's safe to do so. If we can't run or hide, we'll fight back with whatever we can get our hands on. If you want to better prepare yourself for any of these situations, visit police.illinois.edu/safe. Remember you can sign up for emergency text messages at emergency.illinois.edu.

COVID-19 POLICY Following University policy, all students are required to engage in appropriate behavior to protect the health and safety of the community. Students are also required to follow the campus COVID-19 protocols. See here for up-to-date information: <https://covid19.illinois.edu>
