

# MUPP DEGREE

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Student Handbook AY2016-2017



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## 1. STATEMENT FROM THE HEAD

On behalf of the faculty and staff of the Department of Urban Planning and Policy (UPP) at UIC, I would like to welcome all of you. This is a very exciting time to embark on the journey to become an urban planner.

As one of the largest graduate planning program in the U.S., we are able to offer a wide variety of professional specializations topics courses covering a broad spectrum of urban issues relevant to planning in transportation, community development, urban design, spatial planning, environmental planning, international planning, and economic development that combine theory, methods, and practice. Only a few planning schools can match the breadth and depth of our curriculum. Although we try hard to keep policies and procedures as simple and student-friendly as possible, there are things that all students are expected to know. This handbook is intended to provide general information about the curriculum, policies and procedures. Some of the topics in this handbook are covered during the initial advising and orientation, but there are many other important pieces of information that you need to become familiar with. Please take time to go over this handbook in the next few weeks because it will go a long way towards having a successful and enjoyable learning experience.

Of course, this handbook is not the only resource you have to successfully navigate the university environment. You will be assigned an academic advisor in the next few weeks. You should work closely with your adviser to develop a curriculum that will help you achieve your own learning goals in the most effective manner.

Last but not least, I should let you know that we spend a great deal of effort in maintaining the information on the UPP web site (<http://www.uic.edu/cuppa/upp/>) current. Much of the information in this handbook and also all the necessary forms are posted digitally. So, please regularly check the UPP WebPages. Again, welcome and I wish you the best.

Sincerely,

Curt Winkle  
Associate Professor and Head

### NOTICE

The purpose of this handbook is to provide information about the background, procedures, and policies of the MUPP program, as well as present an introduction to graduate study at the University of Illinois in Chicago. More detailed information can be found on-line in the UIC Student Handbook, available from the Vice Chancellor for Student Affairs, and in the UIC Graduate College Catalog, available from the Graduate College. Each student is responsible for being informed and abiding by the rules and regulations in these documents.

## 2. STATEMENT FROM THE UPPSA PRESIDENT



### **Urban Planning and Policy Student Association**

College of Urban Planning & Public Affairs  
University of Illinois at Chicago

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Dear fellow MUPP students –

Welcome to the University of Illinois at Chicago's Urban Planning and Policy program! On behalf of the Urban Planning and Policy Student Association (UPPSA), I would like to personally congratulate you on choosing to pursue a master's degree here at UIC. What better place to learn planning than Chicago, home to such rich history that includes Jane Addams, Daniel Burnham, and the birthplace of the skyscraper? The opportunities before us are vast, as we are fortunate to learn in one of the greatest cities in the world to study urban planning.

UPPSA is an organization committed to helping all MUPP students realize, achieve, and surpass their goals academically and professionally. We serve as a point of contact between students and administration, and also have student representatives for the CUPPA Alumni Association and the Executive Board of the American Planning Association's Illinois Chapter.

I can't stress enough how important it is to get involved beyond the classroom, and UPPSA is a great vehicle for that. I can attest that by hanging out with fellow MUPPs, I've gained many new perspectives and new friends that are helping shape me as a student and a planner. Also, through your membership dues and student organization grants, we are able to send students to the state and national APA conferences and also organize annual service, social and professional development events.

The coming year should be an incredible experience with many ways to get involved. With the APA's state conference here in Chicago and the national conference in New York, we hope to see many of our students attend to learn more about the field and network with people working as planners. We're also looking forward to UPPSA's seventh annual Urban Innovation Symposium, our marquee event that brings together people from all around the city to discuss current issues in planning. And it's not all networking and learning — we'll also keep organizing our monthly TODs (transit-oriented dining) to give you a chance to blow off steam amid all the reading, writing, and planning that you'll do in the classroom.

I again offer my congratulations on beginning this new chapter of your life. I look forward to meeting and working with all of you in the coming year. And if you have any questions about getting involved, don't hesitate to reach out at [uppsainfo@gmail.com](mailto:uppsainfo@gmail.com).

Sincerely,  
Michael Sewall  
President, Urban Planning and Policy Student Association

### 3. SCOPE OF THE HANDBOOK

The purpose of this handbook is to provide information about the background, procedures, and policies of the MUPP degree program, as well as present an introduction to graduate study at the University of Illinois in Chicago. It is supplementary for MUPP degree requirements as listed in the Graduate Catalogue at <http://www.uic.edu/gcat/UPUPP.shtml>. More detailed information can be found on-line in the UIC Student Handbook, available from the Vice Chancellor for Student Affairs, and in the UIC Graduate College Catalog, available from the Graduate College. Each student is responsible for being informed and abiding by the rules and regulations in these documents.

- UIC Student Handbook can be found at <http://dos.uic.edu/handbook.shtml>
- UIC Graduate catalogue can be found at <http://www.uic.edu/gcat/>

The administrative procedures and curriculum requirements set forth in this handbook apply to all students matriculated into the MUPP degree program in the 2015-2016 academic year. Any *substantive* curriculum requirements described in this handbook will follow you throughout your studies in UPP and all course requirements must be fulfilled for you to get your master's degree. Procedural or administrative changes, however, require only departmental review and approval.

## 4. HISTORY OF THE DEPARTMENT<sup>1</sup>

The Department of Urban Planning and Policy (UPP) offers the Master of Urban Planning and Policy (MUPP) graduate degree and the Ph.D. degree in Urban Planning and Policy. The MUPP program, with over 190 full- and part-time students enrolled, is one of the largest graduate planning programs in the United States. The MUPP program at UIC is fully accredited by the Planning Accreditation Board.

Since its creation in 1973, the MUPP program has graduated over a thousand students who pursue careers in planning and management throughout the nation and in many foreign countries. The MUPP program provides its students with basic problem-solving and analytical skills as well as substantive preparation in specific areas of concentration, including community development, economic development, globalization and international planning, spatial planning and design, environmental planning and policy, and urban transportation. Graduates are employed with a variety of public and private organizations engaging in economic or neighborhood development, city and regional planning, transportation planning, and housing.

The Ph.D. Program in Urban Planning and Policy offers advanced study of critical urban development challenges facing cities and metropolitan areas in the 21st century. Blending urban planning and public policy perspectives, the doctoral program provides a unique and powerful resource for the advanced study of challenging urban problems and their complex remedies. Students participate in an interdisciplinary learning community of faculty and research staff conducting a mix of applied and theoretical studies. Graduates will leave as scholars well prepared for positions as university professors, professional researchers or leadership roles in the public, private or nonprofit sectors. Admission to the doctoral program is granted only to individuals who already possess a master's degree in planning or in a closely-related field.

## 5. UPP MISSION & GOALS

### 5.1 Mission Statement:

The Department of Urban Planning and Policy fosters scholarship about cities, educates people to plan for cities and offers advice to city makers and users.

### 5.2 Goals:

#### 5.2.1. Teaching

- Prepare MUPP Degree students for professional employment in urban planning related occupations.

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<sup>1</sup> College of Urban Planning and Policy. 2006. Briefing Paper 11: Understanding Our History. Accessed at [http://www.uic.edu/cuppa/cuppa\\_history.pdf](http://www.uic.edu/cuppa/cuppa_history.pdf) (August 11, 2009).

- Prepare UPP PhD students for employment in academia and research related positions.
- Prepare UIC Urban and Public Affairs undergraduate students for graduate study in urban research & professional fields or occupations in public and civic organizations.
- Support and promote collaborative learning among faculty and students with colleagues and citizens in civic domains ranging from the local to the global scale.
- Promote integration which contributes to interdisciplinary understanding and cross-fertilization of classroom experience and cutting-edge research conducted at research centers.

### 5.2.2. Scholarship

- Produce scholarship that contributes to the growth and improvement of knowledge about urban planning and related fields of inquiry.
- Conduct and coordinate specialized inquiry on complex urban problems pooling diverse research skills in research centers.

### 5.2.3 Service

- Translate the UIC Great Cities Commitment into specific educational programs, research studies, technical assistance and plans that urban clienteles will find useful.
- Strive to offer practical professional advice through an array of integrated teaching, research and service activities for a diverse clientele coping with complex urban problems.

## **6. THE MUPP PROGRAM**

UPP's graduate Masters of Urban Planning and Policy program is fully accredited by the Planning Accreditation Board, a collaboration between the American Institute of Certified Planning, the American Planning Association and the Association of Collegiate Schools of Planning.

### **6.1 MUPP Curriculum:**

The MUPP curriculum has five components: required core courses, concentration courses, electives, the professional practice experience (internship), and either a master's project or thesis. Although, in theory, students may be able to take courses in another concentration in lieu of electives in order to fulfill the distribution requirements for two concentrations, in reality scheduling conflicts between required Concentration courses often preclude this "dual concentration" option.

## 6.2 Distribution of Credits

Component	Number of Courses (4 credit hours for each course)	Credit Hours
Core	5	20
Concentration	3	12
Electives	2-5	8-20
Professional Practice Experience	1	4
Masters Project or Thesis	1 (project) to 4 (thesis)	4 (project) to 16 (thesis)*
<b>TOTAL</b>	<b>15</b>	<b>60</b>

\*Thesis must be a minimum of 8 credits and maximum of 16 credits.

### 6.2.1 The Core

There are five core courses required for the MUPP degree. The core courses provide the backbone of common planning knowledge for all MUPP students. Although not required core courses, UPP 510, Data Analysis, and UPP 514, Economic Analysis, provide valuable conceptual tools that students will use in more specialized studies, such as within the economic development and urban transportation concentrations.

#### Required Core Courses

- UPP 500 History and Theory of Urban Planning
- UPP 501 Urban Space, Place and Institutions
- UPP 502 Planning Skills: Computers, Methods and Communications
- UPP 505 Plan-Making
- UPP 506 Plan-Making Studio

Scheduling Goals: UPP 505 and 506 are co-requisites and both courses must be taken in the same semester. UPP 502, Planning Skills, is a pre- or co-requisite of UPP 505 and 506 Plan-Making course and studio. It is recommended that students without significant planning experience consider it a pre-requisite to UPP 505/506

We attempt to have UPP 500 and 501 taught three times per year (fall, spring, and summer), with UPP 502 taught in fall and spring, and UPP 505 and 506 taught in the spring semester. Full-time students should plan on taking UPP 502 during the fall semester and UPP 505 and 506 during the spring of their first year; part-time students taking evening courses should plan on taking UPP 502 prior to taking UPP 505 and 506 during the spring of their second year. UPP 505 will be offered in the evening, while the UPP 506 studios will be offered during both during the day and the evening. However, these scheduling goals remain tentative and are subject to revision.

### 6.2.2 Core Course Waivers

Students who have previously covered course material substantially similar to what is included in a core course may request a waiver of that course. If you wish to pursue this option, you should discuss it with any faculty member who teaches the course in question. If you come to an understanding that a waiver is warranted, submit the Course Waiver Request Form to the faculty member, along with any documentation requested by the faculty to support your request. This might include a hyperlink to a description of the course you took elsewhere or a hard-copy syllabus. If everything is in order, the faculty member will sign off on the request and forward it to the UPP Director of Graduate Studies for approval and inclusion in your student file. The waiver form can be found online on the UPP webpage at [http://www.uic.edu/cuppa/upp/current\\_students/cs\\_forms.html](http://www.uic.edu/cuppa/upp/current_students/cs_forms.html)

Keep in mind that a waiver does not reduce the total credit hours required to graduate, but it does enable you to take an additional course in your concentration or elective.

## 6.3 Advising Requirement

Incoming students are initially advised by the Head and/or the Director of Graduate Study. A student will not be able to register for courses until he/she completes this initial advising. By the 10th day of the first semester, each student will be assigned a permanent faculty advisor who is responsible for providing assistance in planning remaining coursework and completing all degree requirements. Students should be aware that not deciding on the concentration until late into their first year of study may affect the time to complete the degree requirements since some of the required courses are offered only one semester per year. Students who are undecided between two concentrations may want to take the initial course in each concentration in fall of their first year to increase their understanding of the concentration and assist in decision-making.

Students must meet with their advisors in their first semester of study, to make sure that they enrolled for the appropriate courses to enable them to complete their degree requirements without unnecessary delay. They should also meet with their advisor at least once per semester thereafter to discuss their progress in the MUPP program and to plan their next semester's work. Advisors are prepared to offer help in the following ways:

- Reviewing registration plans for consistency with program requirements
- Answering routine questions about concentration requirements, thesis/project procedures, leaves of absence, and continuity of registration
- Securing internship placement

Students sometimes change advisors. This may occur as students choose or change their areas of concentration or because of particular needs dictated by thesis or project topics. Students should feel free to request a change of advisors when necessary. As the first step, the student should schedule a meeting with the potential new advisor. In the meeting, the student should discuss the reasons for requesting the change with the prospective advisor. If the faculty agrees to be the advisor, the student should meet with the current (original) advisor to notify of the change and explain the rationale. The student should notify Hazel Brown ([memi@uic.edu](mailto:memi@uic.edu)) of such changes (with cc sent to the original and new advisors).

All students must meet with their advisors in their second semester in the MUPP program to develop a plan of study, which the advisor must review and approve. Your approved plan of study must be on file by the 5<sup>th</sup> week of your second full or part-time semester in order to avoid an advising hold on your registration. Complete a draft of your plan of study form, meet with your advisor, make revisions to the plan of study and submit it to your advisor for approval. The plan of study form can be downloaded from the UPP website:

[http://www.uic.edu/cuppa/upp/current\\_students/cs\\_forms.html](http://www.uic.edu/cuppa/upp/current_students/cs_forms.html)

## 6.4 Areas of Concentration

The concentration requirement is the completion of 12 hours (three courses of four credit hours each) of approved coursework in one of the concentration areas of community development, economic development, transportation, globalization and international planning, environmental planning and policy, spatial planning and design, or in a student- designed *and* advisor-approved concentration.

### 6.4.1 Community Development (CD) Concentration

The Community Development (CD) Concentration seeks to prepare students for work principally in the nonprofit sector but also in institutions and firms dedicated to the well-being of communities. The concentration introduces students to rationales informing community action, to the strategies CD applies to its work, and to in-depth issues challenging urban communities. Emphasis is placed on social change and fairness/equal opportunity especially for the most challenged and disadvantaged groups in US society.

#### Goals for the Community Development Concentration

- Provide participants with the theoretical and practical knowledge that is necessary to understand, contextualize and act on the challenges communities face.
- Develop analytical and critical skills and criteria to examine specific community circumstances and environments and to access the data and resources necessary for strategizing and action.
- Familiarize participants with the organizations, actors and major issues communities confront in their daily life and the ways in which they work.

#### Requirements

- UPP 540 Community Development I: Theory
- UPP 541 Community Development II: Practice
- UPP 54\_ Community Development Elective or faculty approved course.

Prerequisite Structure: None

Scheduling Goals (Subject to Change)

<b>Course</b>	<b>Semester</b>	<b>Time</b>
Community Development I	Fall	Day/ Night Alternatin
Community Development II	Spring	Day/ Night Alternatin
Community Development Elective	Fall and/or Spring	Day/ Night Alternatin

#### 6.4.2 Economic Development (ED) Concentration

The modern city prospers when the local economy produces a diverse assortment of jobs and revenues. But the roller coaster of economic boom and bust often takes a heavy toll on local residents. Plants shut with little warning and the burdens of economic growth fall unevenly across the urban landscape. The field of economic development starts from the assumption that state, market, and third sector institutions can and do intervene to spread the benefits of economic activity, reduce its costs, and counter its uneven distribution.

Goals for the Economic Development Concentration

- To rigorously analyze the structure and needs of local and regional economies.
- To build on analysis to formulate place-specific economic development plans and policies.
- To anticipate and evaluate the prospective impact of alternative economic plans and policies.
- To familiarize students with the key issues and actors relevant to the functioning of local and regional economies

Requirements

- UPP 530 Economic Development I: Analysis
- UPP 531 Economic Development II: Planning
- UPP 53\_ Economic Development Elective or faculty approved course

Prerequisite Structure

- UPP 514 is recommended prior to taking Economic Development I for students without any economics background.
- UPP 530 Economic Development I is a prerequisite for UPP 531 Economic Development II.
- UPP 514, Economic Analysis for Planning and Management, is recommended for some Economic Development electives

### Scheduling Goals (Subject to Change)

<b>Course</b>	<b>Semester</b>	<b>Time</b>
Economic Development I	Spring	Day/ Night Alternatin
Economic Development II	Fall	Day/ Night Alternatin
Economic Development Elective	Fall and/or Spring	Day/ Night Alternatin

#### 6.4.3 Environmental Planning and Policy Concentration

The Environmental Planning and Policy (EPP) Concentration provides students with an overview of the theory and methods used to guide urban development and redevelopment in a more sustainable manner, so as to conserve natural resources and enhance ecosystem services while providing for economic development and promoting social equity and civic engagement within the planning process. The concentration introduces students to both regulatory and market-based strategies of environmental management, explores economic and systematic quantitative analyses of environmental policy, and offers electives examining discrete topics of environmental practice.

#### Goals for the Environmental Planning Concentration

- To provide students with an understanding of cities as human-ecological systems.
- To trace the evolution of federal environmental protection laws in response to increased urbanization in the United States.
- To introduce students to market-based approaches to environmental management, including the use of tradable permit and tax and economic incentives to promote environmental goals.
- To train students to use economic and systems methods to evaluate environmental policy.
- To enable students to explore specific issues in environmental protection and planning in depth by taking various elective courses or an environmental planning studio and by writing a masters project or thesis on a topic of environmental planning or policy which integrates environmental theory, analysis, and practice.

#### Requirements

- UPP570, Environmental Planning and Policy, 4 hours (renumbered from UPP 554);
- One of the following two courses\*:
  - UPP 571, Economic and Environmental Planning, 4 hours (renumbered from UPP 537) or
  - UPP 572, Systems Methods for Environmental Planning and Policy, 4 hours (new course)

- UPP 57\_ Environmental Planning Elective or faculty approved course

*\*Note: students make take both UPP 571 and UPP 572, using one to fulfill the elective requirement in the concentration.*

#### Prerequisite Structure

UPP 514, Economic Analysis for Planning, or an undergraduate course in micro-economic theory, is strongly recommended before taking UPP 571

#### Scheduling Goals (subject to change)

Course	Semester	Time
Environmental Planning and Policy	Spring	Day/Night Alternating
Economic and Environmental Planning	Fall or Spring	Day/Night Alternating
Systems Methods for Environmental Policy	Fall or Spring	Day/Night Alternating
Elective/Studio	Fall or Spring	Day/Night

#### 6.4.4 Globalization and International Planning Concentration

The purpose of this concentration is to make students aware of the importance of planning in different contexts that tie the local and global. Students will develop an understanding of how globalization has changed both cities and planning. Students will be exposed to a contextual framework for exploring planning literature and practice in an international perspective.

Students will develop an understanding of the relationship between local conditions and global forces, particularly the importance of globalization in local politics through exploration of how global economic forces rather than local supporters have become dominant in maintaining local regimes. Students will develop an understanding of the forces driving urbanization and the challenges at the periphery of urbanizing areas. Students will explore new challenges and issues, such as environmental impacts and migration.

#### Goals for the International Development Concentration

- Provide students with theoretical and practical knowledge that is necessary to comprehend and contextualize the processes of globalization.
- Develop analytical and critical skills to examine the impact of globalizing processes on a specific locale and to access the relevant data and resources.
- Familiarize students with approaches and roles of concerned stakeholders including worldwide organizations like the World Bank, multinational regional compacts like NAFTA, NGOs, and national governments.

#### Requirements

- UPP 520 International Planning I: Globalization and Development Theory
- UPP 521 International Planning II: Comparative Policies and Programs
- UPP 52\_ International Planning Elective or faculty approved course

#### Scheduling Goals (Subject to Change)

<b>Course</b>	<b>Semester</b>	<b>Time</b>
International Planning I	Fall or spring	Day/ Night Alternating
International Planning II	Fall or spring	Day/ Night Alternating
International Planning Elective	Fall or spring	Day/ Night Alternating

#### 6.4.5 Spatial Planning and Design Concentration

Goals for the Spatial Planning and Design Concentration:

All human activity has a physical manifestation and takes place within a territorial context that land use planners or urban designers learn to study, analyze and integrate within plans. The spatial planning and design concentration teaches knowledge and skills for professional entry level planning in land use (spatial) planning or urban design. Students learn to work across a variety of scales from site-level to region using theory, method and practice. Students also learn to understand and include institutional, legal, and environmental relationships as part of plan making and implementation focusing on the pressing demands for just and sustainable urban development. The spatial planning and design concentration combines theory, skills and practice, with students focusing on methods consistent with their professional goals in either spatial planning or urban design.

Requirements

- UPP 550 Spatial Planning & Design: Theoretical Foundations
- One of the following methods courses:
  - UPP 551 Urban Design: Methods
  - UPP 557 Spatial Planning: Methods
- UPP 556 Spatial Planning & Design: Studio or other studio course approved by the department as fulfilling the SPD studio requirement

Prerequisite Structure

Students should take both UPP 550 (theory) and UPP 551 or 557 (methods) before taking the Physical Planning Studio UPP556 (practice). Students may take UPP 550 and UPP 551 or 557 in any order.

Scheduling Goals (Subject to Change):

<b>Course</b>	<b>Semester</b>	<b>Time</b>
UPP550 Spatial Planning & Design: Theoretical Foundations	Fall	Day/ Night Alternating
UPP551 or UPP 557 Methods	Spring	Day/ Night Alternating
UPP 556 Spatial Planning & Design: Studio	Fall	Day/ Night Alternating,

### 6.4.6 Urban Transportation (UT) Concentration

The urban transportation concentration teaches students how to plan for equitable and efficient transportation systems, emphasizing multi-modal transportation (public transit, bicycle, pedestrian, and transportation of goods) and its connectivity to the physical and built environment, the economy, and society. Emphasis is placed on how to develop successful multi-modal transportation systems. Long-range and operational planning at the national, regional, and local scales are investigated, acknowledging the importance of both information-based, rational planning and participatory planning. Students will learn appropriate use of both planning and technology solutions to satisfy travel needs and address mobility problems. Students prepare for professional practice in public agencies and private transportation companies.

#### Goals of the Urban Transportation Concentration:

- To prepare students for professional practice in public agencies and private transportation companies.
- To understand the role of transportation of urban areas
- To be able to define transportation problems in terms of accessibility to sites of employment, housing, social services and recreation
- To develop competency in long-range planning, project management, program and project evaluation
- To contextualize major transportation issues in relation to energy, environment, social justice and advanced technology policies
- To familiarize students with transportation funding and financing
- To understand basic concepts of management of urban public transit systems
- To understand the design and analysis of the physical, financial, and institutional feasibility of alternative transportation projects using quantitative transportation models, the process of selecting projects for implementation, and system operation management.

#### Requirements

- UPP 560 Urban Transportation I: Introduction
- UPP 561 Urban Transportation II: Policy and Methods
- UPP 562 Urban Transportation III: Laboratory

#### Prerequisite Structure

- Students without basic knowledge of statistics should take UPP 510, Data Analysis for Planning and Administration I
- Students without basic knowledge of microeconomics should take UPP 514, Economic Analysis for Planning and Management,
- Urban Transportation I is a prerequisite for Urban Transportation III, and recommended before Urban Transportation II.
- Urban Transportation II and Urban Transportation III can be taken

simultaneously.

#### Scheduling Goals (Subject to Change)

<b>Course</b>	<b>Semester</b>	<b>Time</b>
UPP 560 Urban Transportation I	Fall	Day/Night Alternating

UPP 561 Urban Transportation II	Spring	Day/ Night alternating
UPP 562 Urban Transportation III	Fall	Day/Night alternating

#### 6.4.7 Student-designed Concentration

Students with special interests or career goals may design their own concentration in consultation with a faculty adviser. A student-designed concentration must be approved by the Department Head and a copy of the approved proposal will be placed in the student's file.

### **6.5 The Professional Practice Experience (“Internship”)**

The Professional Practice Experience (UPP590), commonly known as the “Internship” consists of 300 hours of fieldwork. UPP590 can be taken during or after the internship. *Students must have their internships agreements approved by Prof. Kheir Al-Kodmany, UPP’s Director of Graduate Studies before hours worked can begin counting toward the internship requirement.* Internship hours worked will not be approved retroactively.

Internship placements should be selected according to the following criteria:

- The agency should be interested in the purpose of the internship, committed to making the experience worthwhile for the student, and capable of handling the student's needs.
- The assignment should be related to the student's interests and area of concentration.
- The student should have a clearly identifiable supervisor and a definable work task.
- The assignment should usually result in a specific work product.

In order to ensure that all parties to the internship assignment have a clear understanding of what is involved in an internship, agreement forms are available on the UPP webpage [http://www.uic.edu/cuppa/upp/current\\_students/current\\_students.html#forms](http://www.uic.edu/cuppa/upp/current_students/current_students.html#forms)

The Internship Agreement form needs to be signed by the student, by his or her prospective supervisor, and by the Director of Graduate Studies before internship hours can begin counting toward the internship requirement. This agreement states: a) the nature of the work to be done, b) the supervisor, c) compensation (if any), and d) the expected final product (if any). The signed Internship Agreement form should be emailed to Kheir Al-Kodmany at [kheir@uic.edu](mailto:kheir@uic.edu) for his review and approval.

Students will receive credit for UPP 590 after they have completed 300-hours of internship experience. To receive credit, students should download the MUPP Internship Evaluation Form [http://www.uic.edu/cuppa/upp/current\\_students/current\\_students.html#forms](http://www.uic.edu/cuppa/upp/current_students/current_students.html#forms), on the UPP webpage fill it out and submit it to Kheir Al-Kodmany at [kheir@uic.edu](mailto:kheir@uic.edu) for his review and approval.

#### 6.4.1 Internship Waiver:

The internship requirement may be waived for those students who come to the program with professional planning experience or are already employed in a public or private agency. To qualify for a waiver a student must submit a resume, a detailed statement of professional experience, Course Waiver Request Form, date of employment and the name and contact information for the work supervisor. The Course Waiver Request Form is available on the UPP webpage at [http://www.uic.edu/cuppa/upp/current\\_students/current\\_students.html#forms](http://www.uic.edu/cuppa/upp/current_students/current_students.html#forms). Submit

it with accompanying documentation to Kheir Al-Kodmany at [kheir@uic.edu](mailto:kheir@uic.edu) for review and approval.

#### 6.4.2 Internship Placement Support:

Students are encouraged, in consultation with their advisor or other faculty, to seek out appropriate internship placements on their own. In order to facilitate summer internship placements, the Department organizes an internship placement event during the spring semester. Representatives of public and non-profit agencies and private-sector consulting firms come to campus for this event and interview students for internships.

Job and internship notices are also posted online on the College's Career Center website, [www.uic.edu/cuppa](http://www.uic.edu/cuppa), under CUPPA's Career Center hyperlink at [http://www.uic.edu/cuppa/career\\_center.htm](http://www.uic.edu/cuppa/career_center.htm).

## 6.6 Certificate Programs

The Department offers two campus certificate programs, which are available to both degree and non-degree students. These are the Geospatial Analysis and Visualization (GSAV) and the Public Transit Planning and Management (PTPM) Certificates. Individual courses within each certificate program may be taken as electives by degree students in any concentration, or 12-hours of credit (taken as a required sequence of certificate courses) can be taken in order for the student to earn their respective certificate in addition to their MUPP degree. Those students seeking to earn a formal certificate must fill out and submit to Hazel Brown their Intent to Complete a Certificate form in order for their coursework to be recognized as fulfilling their certificate requirements and to be officially awarded their certificate by the Department.

### 6.6.1 Geospatial Analysis and Visualization (GSAV) Certificate

UPP's Urban Data Visualization Lab conducts computer-based urban and regional visualization research serving UIC faculty, students, local officials, and the general public. As a component of UPP's academic program, the Lab trains graduate students in Urban Planning and Policy to employ integrated analytical methods combining databases, geographic information systems (GIS), statistical, object-oriented and agent-based modeling, three-dimensional graphics, video, Web, and virtual reality programming.

UDVL staff will also be helping deliver UPP's certificate in Geo-Spatial Analysis and Visualization (GSAV). Students can earn the certificate by taking a three-course curriculum. The curriculum requires completion of UPP 460, Introduction to Geo-Spatial Analysis, and UPP 461, GIS I, and a choice of a third course in the GSAV (46X) series of courses:

[http://www.uic.edu/cuppa/upp/academic\\_programs/certificate\\_programs.html](http://www.uic.edu/cuppa/upp/academic_programs/certificate_programs.html)

For more information, please contact Dr. Moira Zellner, [mzellner@uic.edu](mailto:mzellner@uic.edu), UDVL Director and UPP Associate Professor.

### 6.2.2 Public Transit Planning and Management (PTPM) Certificate

UPP is now offering a 12-credit, three course campus certificate focused on the design, funding, and operations of public transit systems, including paratransit. The Public Transit Planning & Management (PTPM) Certificate is designed for persons interested in a public transit career and public transit professionals who wish to receive state-of-the-art instruction in transit finance and funding, management, planning and methods and advance

along a chosen career path within public transit agencies and non-profit organizations.

The PTPM Campus Certificate is based on three course offerings. A total of 12 hours is required for the campus certificate. Information about the PTPM Campus Certificate can be found at: [http://www.uic.edu/cuppa/upp/academic\\_programs/certificate\\_programs.html](http://www.uic.edu/cuppa/upp/academic_programs/certificate_programs.html)

Required courses:

UPP 564: Public Transit Management

UPP 566: Transportation Project Funding and Finance

UPP 565: Transportation Special Topics, with specific topic Public Transit Planning & Methods

## 6.7 Study Abroad

The Department of Urban Planning and Policy recognizes that planning is increasingly a global activity, and works to provide students with opportunities for international exchange that will enhance their ability to work globally.

Currently, the primary vehicles for students to gain international experience are the Department's negotiated agreements with the School of Geography, Planning and Environmental Policy at University College Dublin, with the Toulouse National School of Architecture, or the Lucerne University of Applied Sciences and Arts.

Students in the department may also pursue other opportunities for study abroad. This is typically done either by participation in exchange programs developed by other accredited planning departments or through arranging to study at institutions abroad that have a negotiated agreement with UIC through its Office of International Affairs.

Students wishing to pursue any of these options should plan early to ensure that their progress towards the MUPP degree is not delayed. Please consult with [Ann Barnds](mailto:abarnd1@uic.edu) at [abarnd1@uic.edu](mailto:abarnd1@uic.edu) or 312-996-2165 early in your program of study, to ensure that you meet application deadlines and that planned study abroad will be accepted towards fulfillment of degree requirements in UPP.

## 6.8 Joint programs

UPP also offers following opportunities for students to pursue interdisciplinary degrees or concentrations. For detailed information, please consult the web sites.

Interdepartmental Graduate Concentration in Survey Research Methodology  
<http://www.srl.uic.edu/gcsrcm/Survey%20Research%20Methodology%20Brochure.pdf>

Interdepartmental Concentration in Gender and Women's Studies  
<http://www.uic.edu/depts/wswweb/academics/requirements.html>

## 6.9 Academic Integrity Policy

UIC's Guidelines Regarding Academic Integrity (<http://www.uic.edu/ucat/catalog/GR.shtml#qa>)

states:

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to the *Student Disciplinary Policy* which is available online <https://catalog.webhost.uic.edu/ucatecat1315archive/GR.shtml#cc>

Academic dishonesty includes, but is not limited to:

**Cheating:** Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.

**Fabrication:** Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

**Facilitating Academic Dishonesty/Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

**Bribes, Favors, Threats:** Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade, grade, or evaluation of academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

**Examination by Proxy:** Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.

**Grade Tampering:** Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

**Non-original Works:** Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

#### Student Disciplinary Policy

The *Student Disciplinary Policy* is the University's process to handle allegations of misconduct by UIC students. The *Student Disciplinary Policy* addresses both academic misconduct (such as plagiarism, cheating, or grade tampering) and behavioral misconduct (such as theft, assault, under-age drinking, and drug use.)

The main purpose of the *Student Disciplinary Policy* is to insure that students receive due process—which means that every student should have a fair opportunity to express their side of the story before any decisions are made about their disciplinary case. The Student Disciplinary Policy was designed to be educational in nature. The *Student Disciplinary Policy* is available online at:

<https://catalog.webhost.uic.edu/ucatecat1315archive/GR.shtml#cc>

As graduate students, you will be doing considerable amount writing for the next several years. It is absolutely essential that all your work adhere to the highest standard of practice regarding the proper attribution of ideas and works that belong to others. If you are not clear about what constitute plagiarism and how to avoid it, please review the following web site by Professor Edelberg in the Department of Philosophy.

[http://tigger.uic.edu/~edelberg/crediting\\_others/index.htm](http://tigger.uic.edu/~edelberg/crediting_others/index.htm).

Please also note that the Graduate College employs anti-plagiarism software to verify that students are submitting original work, when reviewing all theses and dissertations for compliance with University guidelines.

**It is each student's responsibility to know what constitute plagiarism and avoid it.**

## **7. MUPP MASTER'S PROJECT AND THESIS GUIDELINES**

### **7.1 Purpose**

The master's project or thesis is the final requirement of the MUPP program. The purpose of this requirement is to give the student experience in the conceptualization of a research or planning problem, the development of a methodology for addressing the problem, and the preparation of a document which carries out the analysis and communicates the results and conclusions reached.

### **7.2 Thesis and Project Differences**

The thesis and project differ with respect to content, credit hours, and advising requirements. A project is usually an exercise in applied research directed toward an actual planning problem. The project may focus on the definition of the problem, the context of the problem, and the analysis of alternative solutions or issues in implementation, monitoring, and evaluation. The primary focus in the project is the substance and the context of the planning application. A project is often developed in the context of a student's professional job experience or internship. When this applies, it should be clear that the student has direct and personal responsibility for any work product submitted as a master's project. Any questions on this point should be discussed with the faculty advisor.

Master's projects carry 4 hours of credit. Students are required to write and secure approval of a master's project proposal prior to registering for master's project hours. The project proposal can be reviewed and approved by any UPP faculty member.

A thesis is a more traditional piece of academic research, and frequently involves the analysis of historical materials and use of secondary sources. An exploration of planning theory or research methods would also be appropriate for a thesis. There are specific format requirements for theses. Students writing theses should obtain a copy of these guidelines from the Graduate College.

Students can earn from 8 to 16 hours of credit for thesis research. Thesis proposals must be reviewed and accepted by a faculty committee constituted according to requirements of the Graduate College.

Students who select the thesis must present their work to a formal thesis examination committee. The thesis committee must include three members of the UIC faculty. The chair of the committee must be a member of the UPP faculty. At least two of the committee members must be permanent members of the UIC Graduate Faculty. Most associate and full professors are members of the UIC Graduate Faculty. Sample of projects and theses completed by MUPP graduates are available from the UPP department. Please contact Ann Barnds at [abarnd1@uic.edu](mailto:abarnd1@uic.edu) if you wish to review them.

### **7.3 Registering for Thesis or Project Credit**

After students have completed a project or thesis proposal and have secured faculty approval, they should register for UPP 597 (project) or UPP 598 (thesis). In order to complete registration for project or thesis, notify Hazel Brown [memi@uic.edu](mailto:memi@uic.edu) to remove the registration restriction for UPP597 or UPP598.

Both projects and theses receive either an “S” or “U” grade.

Students who do not complete their thesis or project work in one semester may be required to register and pay for zero credit hours of UPP 597 or UPP 598 each semester until their work is completed.

### 7.3.1 Thesis and Project Proposals

The thesis or project proposal should contain a statement of the topic and a work plan. The thesis and project form can be found on the UPP website under Current Students/Forms:

#### Thesis Proposal Format

1. Description of the research question or hypothesis.
2. Discussion of the importance of the topic.
3. Review of previous work and relevant theory.
4. Work tasks.
5. Management plan.
6. Outline of thesis document.

#### Project Proposal Format

1. Statement of the planning or policy problem.
2. Discussion of the importance of the problem, and previous work on it.
3. Work tasks.
4. Management plan.
5. Outline of project report.

The thesis committee or project advisor may require submission of a literature review or data collection plan as part of the proposal.

The work tasks should describe all steps that will be required to complete the thesis/project. The management plan should include a project timetable indicating when specific work tasks will be started and completed, and anticipated level of effort for each task. The management plan should also include a schedule for submitting intermediate and final written reports, and an outline of all such documents.

The management plan should clearly indicate which tasks have been previously completed (e.g., as internship projects) or will be completed by others (e.g., another student’s work, consultants, agency staff).

The procedure for preparing the proposal is as follows:

- Draft a proposal covering the points listed above.
- Discuss it with your advisor and revise as necessary.
- Identify two or three faculty willing to serve on the committee (if the thesis option is being used). Schedule a formal meeting to discuss the proposal.

### 7.3.2 Filing the Approved Proposal

Once the proposal has been approved by the project advisor or thesis committee, the student’s

advisor should submit an approval form to the Director of Graduate Studies.

### 7.3.3. Renegotiating the Proposal

Any changes in the project or thesis should be discussed with the advisor or thesis chairperson. Significant changes should be approved in writing and filed with the MUPP office. Any changes in thesis credit hours must be approved by the thesis committee and by the Director of Graduate Studies in writing. Students do not normally receive additional credit unless the scope of work is changed. Difficulty in getting or analyzing data is not a sufficient reason for changing the amount of credit to be awarded.

### 7.3.4 Submitting the Final Project Document

One bound and one electronic copies of completed master's project must be filed with the department office along with the certificate of approval signed by the project advisor and a printout of the Completion Certificate for the student exit survey. If you plan to graduate in the same semester that you complete your project, you must submit your approved copies by the TWELFTH week of the semester and by the SIXTH week during the summer term.

### 7.3.5 Submitting the Final Thesis Document

Submission of thesis is done electronically. Thesis must be converted to a pdf file and submitted to the Graduate College. Please see the following web site for more detail:

<http://grad.uic.edu/cms/?pid=1000916>

## **8. STUDENT SERVICES**

### **8.1 Financial Aid**

#### 8.1.1 Research Assistantships (RAs) and Teaching Assistantships (TAs).

RA and TA awards are usually but not always made at the time of admission. The award letter will state the amount, the hours of work required, and the length—either one semester or a full academic year. Renewal or extension of an award is not automatic; you must apply in writing to the UPP Head well before the end of the semester for a renewal. All RA and TA awards include a stipend as well as waivers of base tuition and most fees.

RA and TA awards are granted only to full-time students enrolled for 12 or more hours of credit per semester. RA and TA appointments, with the exception of hourly appointments, usually include tuition and fee waivers of most base tuition and fee charges, but will not include a waiver of the tuition differential required of all students matriculated in the UPP program. A base tuition and fee waiver granted to an RA or TA for the entire academic year (fall and spring semesters) will usually carry forward into the summer semester, as well.

Because the Department does not receive permanent state funding for RAs and TAs, the availability of funding for RA and TA appointments cannot be determined with precision. Some awards are made at various times during the academic year. This happens when new money becomes available from an external grant or contract or when students who had received an award commitment change their plans. Notices of the availability of new RA and TA appointments are usually distributed to all MUPP students by e-mail and are also posted on-line on the College's Career Center website (which requires a current UIC ID and password to access).

If you wish to be considered for an RA or TA during the academic year, you should submit a

letter of interest and your resume or curriculum vitae to the Head of the Department of Urban Planning and Policy. If you are interested in a particular research center, please provide that information to that center in addition to the Department, so that the appointment decision can be collaboratively considered by both the Department and the center. Please also note that a research assistantship appointment at a CUPPA research center will normally not satisfy the internship requirement for the MUPP degree (unless the RA's work for the center's client is done under the direction of the client).

### 8.1.2 Board of Trustees Tuition and Service Fee Waivers

Each year UPP is allocated a fixed number of tuition and service fee waivers by the Graduate College. These are called Board of Trustees (BOT) of the University of Illinois Tuition and Service Fee Waivers Awards, and are for one semester only. A renewal or extension is not automatic. To be eligible, student must be engaged in full-time study (12 hours minimum) and have completed at least one semester of study in the UPP program. Announcements about availability of BOT waivers are sent through the student listservs, usually several weeks before the start of the semester, with instructions for applying.

## 8.2 Minimum Registration Requirements

If you are receiving financial assistance through the Department, you must meet UPP's minimum registration requirement each semester or you will be charged tuition. The Graduate College will not approve exceptions to the Department's minimum credit requirements, as listed below.

### 8.2.1 Tuition and service fee waiver

Fall and Spring semesters: 12 hours

Summer semester: 6 hours

### 8.2.2 Research Assistantships

Domestic students: 12 hours

Foreign students:

25% appointment 12 hours

33% appointment 10 hours

40% appointment 8 hours

Summer - all students 3 hours

## 8.3 Disability Resources Center

The University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services and all activities at UIC. UPP students with disabilities who require accommodation must be registered with the Office of Disability Services (ODS). Please contact ODS at 312-413-2183 (voice), or 312-413-0123 (TTY).

## 9. PLANNING TO GRADUATE

To declare your intention to graduate for a certain term you must complete the online *Intent to Graduate* at: <http://grad.uic.edu/cms/?pid=1000030>. Students should go to the University portal <https://my.uic.edu>, and login. In the "Academics" tab of the student part of the portal (you may also have staff and faculty sections if you work on campus and/or are a teaching assistant) go to the "Records" sub-tab. Choose links, and then the link to Declare your Intent to Graduate. Read the information carefully, and follow the instructions given. (You may view a short tutorial about the Intent to Graduate form in the "Learning Hub" of the portal (if you are logged in, go to the "My Announcements" portlet and choose the Learning Hub; if you have not yet logged into my.uic.edu - the Learning Hub is on the right.)

The Intent to Graduate site also allows you to input a diploma mailing address. Diplomas are typically mailed two or more months after the end of the term of graduation.

If you have lost access to the my.uic.edu because you have not been a registered student for over two semesters go to <https://apps.uillinois.edu/StudentFacSelfService.html> and log into Student Self-Service. You will be able to complete the Intent to Graduate in Self-Service. (Note: If you have forgotten your password, there is a link to change with information on the login page.) The Intent to Graduate must be submitted for the term you intend to graduate. The on-line form is available from the time when registration for that term begins through the Friday of the third week of fall and spring semesters, or through the second week of the summer (eight-week) session. If you complete an Intent to Graduate for one term and do not graduate that term, you must complete another Intent to Graduate for the new term in which you are attempting to graduate.

If you are declaring for a master's or doctoral degree, your college is "Graduate College."

## 10. PEOPLE AND ORGANIZATIONS

### 10.1 PP Faculty

Ning Ai	Environmental Planning and Policy, Environmental Economics
Kheir Al-Kodmany	Physical planning, quantitative analysis, and urban design;
Philip Ashton	Housing finance, community economic development, urban revitalization
John Betancur	Economic development and sociology;
Joshua Drucker	Economic development
Charles J. Hoch	Physical planning, housing planning and policy
Kazuya Kawamura	Freight transportation, transportation economics, environmental justice
Catherine Lowe	Transportation, Urban Studies
Brenda K. Parker	Political economy, program evaluation, and urban and public affairs
David C. Perry	Economic development, planning theory and political economy; Director, Great Cities Institute
Janet Smith	Housing, community development, poverty and race issues; co-Director, Voorhees Center for Neighborhood and Community Improvement
Stacey Sutton	Community Development, Urban Studies
Nebiyou Tilahun	Travel behavior analysis, transportation economics, transportation safety
Nik Theodore	Economic development, labor markets, urban policy; Associate Dean for Academic Affairs
Sanjeev Vidyarthi	Physical planning, urban design, international planning
Rachel N. Weber	Local and regional economic development, industrial location, and public finance
Curtis R. Winkle	Health planning, management skills, program evaluation, statistics
Moira Zellner	Environmental planning

## 10.2 UPP Adjunct, Clinical and Visiting Faculty

Charles Daas	UPP 493: Creative Placemaking
Nina Savar, GIS Co-ordinator , Urban Data Visualization Lab	UPP 461: Introduction to GIS for Planning
Keisha Farmer-Smith	UPP 540: Community Development I: Theory; UPP 516: Race, Class and Gender in Planning
Danielle Gallet	UPP 575: Water & the Built Environment
Tom Jasek	US 208: Mapping the Urban; UPA 304: Visualizing the City; UPP 460: Introduction
Noah Jenkins	UPP 493: Grantwriting
Elizabeth Kocs	US 130: Introduction to Urban Sustainability
Angela Larsen	UPP 553: Land Use Law
Thomas Lentner	UPP 535: Commercial Strip Revitalization
Nina Savar, GIS Co-ordinator, Urban Data Visualization Lab	UPP 462: Intermediate GIS for Planning
Stephen Schlickman	UPP 566: Transportation Project Funding and Finance
Margaret Schneemann	UPP 514: Economic Analysis for Planning and Management
PS Sriraj	UPP 564: Public Transit Management

## 10.3 UPP Staff

Ann Barnds, [abarnd1@uic.edu](mailto:abarnd1@uic.edu), Assistant to the Director for Administration  
 Mayra Dunbar Braggs, Assistant to the Director for Budgeting  
 Hazel Brown, [memi@uic.edu](mailto:memi@uic.edu), Admissions and Records Officer  
 Carlos Lopez, [clopez41@uic.edu](mailto:clopez41@uic.edu), Undergraduate Program Advisor

## 10.4 Organizations

### 10.4.1 Research Centers and Institutes located within CUPPA

- Center for Urban Economic Development: <http://www.urbaneconomy.org/>
- Great Cities Institute: <http://uic.edu/cuppa/gci/index.shtml>
- Institute for Research on Race and Public Policy: <http://www.uic.edu/cuppa/irrrpp/>
- Nathalie P. Voorhees Center: <http://www.uic.edu/cuppa/voorheesctr/>
- Survey Research Laboratory: <http://www.srl.uic.edu/>
- Urban Transportation Center: <http://www.utc.uic.edu/>

### 10.4.2 Planning Organizations in Chicago

- American Planning Association: <http://www.planning.org/>
- American Institute of Architects Chicago Chapter: [www.aiachicago.org](http://www.aiachicago.org)
- Congress for New Urbanism: <http://www.cnu.org/>
- Urban Regional Information Systems Association: [www.urisa.org](http://www.urisa.org)