

UEP 411
Senior Comprehensive Seminar in
Urban and Environmental Policy
 Spring 2020

Wednesdays
 1:00 – 3:55

Professor Martha Matsuoka
 UEP 201, x2971
 Office Hours. By appointment

The senior comprehensive seminar in Urban and Environmental Policy (UEP 411) is a capstone course that facilitates the research, analysis, and writing necessary to complete your senior comprehensive project. The majority of the semester is dedicated to your independent research, analysis, and writing. Class meetings are scheduled class times to learn from and work with your colleagues, take stock of your progress, share your accomplishments and challenges. Participation is important and bears on your final course grade (30%).

Course Schedule and Assignment due dates

Wednesday, January 22	Welcome back Winter Break Progress Report discussion Overview of semester and format of your final comps paper. Conversation with UEP Alums: <ul style="list-style-type: none"> • Emma Yudelevitch (UEP '18) • Jesus Flores (UEP '16) • Elena Lopez (UEP '16) Bring your laptops for online assessment (College)
<i>Monday, January 27</i>	<i>Due:</i> <i>Written Progress Report from winter break and Spring Semester Workplan. Post to Moodle</i>
Wednesday, January 29	No Class meeting. One-on-one meetings with professor(s) this week. Sign-up sheets to be posted.

Wednesday, February 5	Data Analysis: Organizing and Sorting Data. What does it all mean? Please bring data and data analysis questions to class and come prepared to work together.
Wednesday, February 12	Analyzing, Presenting, and Visualizing Your Data/Effectively Presenting Your Findings Thinking about Recommendations and next steps
Wednesday, February 19	No Class meeting Work on Findings and Analysis Individual meetings with professor(s) as needed Due: Draft findings section due to your peer reviewers. Peer reviews will be due, posted on Moodle, on 2/26
Wednesday, February 26	No Class meeting Due: Peer reviews on Findings and Analysis due to authors (and posted to Moodle) Work on Findings and Analysis
Wednesday, March 4	No Class Meeting Continue work on Findings and Analysis Develop data conclusions Begin developing draft recommendations
<i>Friday, March 6</i>	Due: Full Draft of 2 nd half of paper due: <ul style="list-style-type: none"> • Data/Findings; • Analysis • Data conclusions • Draft recommendations Professor provides feedback by Monday, March 16.
Week of March 9 – 13	SPRING BREAK
Wednesday, March 18	Presenting your work.

	Lightening Presentations- 3 minutes and discussion
Monday March 23	No Class Meeting Continue work on revisions Individual meetings with professor(s)
Wednesday, March 25	No Class Meeting Continue work on revisions Individual meetings with professor(s)
Wednesday, April 1	No Class Meeting Continue work on revisions Individual meetings with professor(s)
Wednesday, April 8	<i>Due by 5:00: Final Written Comps Paper</i> Deliver hard copy to UEP office; post to Moodle Note: This is the version that will be graded for your Seniors Comps grade (due to College on 4/12)
Wednesday, April 15	Debrief and Presentation Dry Run Elements of a successful presentation questions about presentation Meet with your panel
Week of April 26 – May 1 Date//times TBD	Senior Comps Public Panel Presentations UEP End of Year Celebration - Celebrate the Seniors!

Course Grade for UEP 411

UEP 411 Professor(s) will assign a final course grade based on the following:

- Participation (20%)
 - Class participation and discussions
 - Initiative taken with the research and in class
 - Engagement with course material, professors, and classmates
- Written assignments (60%)

- 1) Progress Report/Spring Workplan; 2) Findings Section; 3) Final Comps Paper
- Public presentation of comps (20%)

Distinction on Comps

The professor(s) teaching the comps courses (in consultation with other UEP faculty) will read and evaluate each comps project. Students will receive one of the following:

- 1) Pass
- 2) Pass w/Distinction or
- 3) Pass w/Distinction + Honors

“Pass” designation will be given to comps that meet the following baseline criteria:

- Present a clear, relevant and researchable topic
- Articulate a clear research question and methodology
- Represent a strong grasp of the relevant literature
- Present clear evidence/data that addresses the research question
- Reflect a well-defined and organized structure
- Contain strong, analytic writing, clear arguments, and a clear audience.
- Include relevant recommendations
- Capture your passion and engagement in an applied research project.

“Distinction” will be awarded to projects that reflect the criteria above and excel in the following:

- Level of complexity and depth of analysis
- Relevance and applicability of recommendations

Departmental Honors

UEP faculty will also designate “Honors” to students if they have a cumulative GPA of 3.5 or higher and have been awarded “Pass with Distinction” on their Comps project. In some cases, UEP faculty may decide to grant Honors to a student with GPAs between 3.25 (the College baseline) and 3.49 in cases where a student’s comps project reflects an extraordinary effort and research product.

UEP faculty will notify students of Distinction and Honor awards following the comps presentations.

College designated Graduation Honors

The College awards graduation honors based on overall GPA based on the following:

- Summa cum Laude: Grade point average of 3.90 or above.
- Magna cum Laude: Grade point average of 3.75 or above.

- Cum Laude: Grade point average of 3.50 or above.

Grade point averages for Honors are based on work completed at Occidental College only.

Course/Campus Policies and Support Services

Classroom Responsibilities

Teachers and students share the responsibility of learning and teaching. We see our responsibilities as creating the space and stimulating enthusiasm for learning, coming prepared to class, creating the goals and structure for a course, introducing concepts and ideas, and facilitating the sharing of knowledge amongst the students and between the professors and the students. Students are responsible for attending and participating in class, completing assignments in a timely manner, and being prepared to discuss readings and material in class. Students are also responsible for engaging in respectful, open and thoughtful discussion with each other and the professors.

Additional College Support Services and Policies

- **Writing Center**
The college provides a set of resources to students to support them in learning. The Center for Academic Excellence (CAE) provides writing assistance to students to develop ideas, draft, and revise papers. This is an invaluable resource for writers of all levels! See <http://www.oxy.edu/writing-center>
- The **Emmons Health and Counseling Center** also provides important support services and can help you address issues of stress, medical and mental health and overall well-being. <http://www.oxy.edu/emmons-wellness-center>.
- **Academic Ethics**
Students are expected to comply with the Student Handbook, in particular the section on Academic Ethics. ([Link to the policy in the Student Handbook](#)). Whenever outside sources are used, they must be properly credited.
- **Academic Integrity** ([Link](#) to Student Handbook on Academic Misconduct) [faculty cannot replace or override the college policy]
- **Title IX statement**, and statement of role of faculty member as a mandatory reporter ([Link](#) to Title IX)

It is important for you to know that all faculty members are mandated reporters of any incidents of sexual misconduct. That means that I cannot keep information about sexual misconduct confidential if you share that information with me.

Marianne Frapwell, the Survivor Advocate, can advise you confidentially as can counselors at Emmons Wellness Center and Rev. Susan Young, Director of the Office of Religious & Spiritual Life. You can also contact counselors at the 24/7 Hotline 323-341-4141. Marianne can also help you access other resources on campus and in the local community. You can reach Marianne at 323-259-1359 or survivoradvocate@oxy.edu and her office is in Stewart-Cleland Hall Lower Lounge.

The sexual misconduct policy, along with additional resources, can be found at: <http://www.oxy.edu/sexual-respect-title-ix/policies-procedures>.

In the event that you choose to write or speak about having experienced sexual or interpersonal violence, including sexual assault, dating violence, domestic violence, stalking, sexual exploitation or any other form of sexual harassment, federal and state education laws require that, as your instructor and a designated Responsible Employee, I notify the Title IX office. They will contact you to let you know about accommodations and support services at Oxy and reporting options both on and off-campus.

If you do not want the Title IX Office notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus:

- Marianne Frapwell, Survivor Advocate, Project SAFE (survivoradvocate@oxy.edu)
- Emmons Counseling (For appointments, call: 323-259-2657)
- Rev. Dr. Susan Young, Office of Religious and Spiritual Life (young@oxy.edu)

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- **Language on Special Accommodations/Learning Differences** ([Link to Disability Services](#))
 - Students with documented disabilities and learning differences who are registered with Disability Services are required to present their accommodation letter to the instructor at the beginning of each semester or as soon as possible thereafter. Any student who has, or thinks they may have, a physical, learning, or psychological disability may contact Disability Services at (323) 259-2969 to learn about available services and support. More information is available at <http://www.oxy.edu/disability-services>.
- **Accommodations for Reasons of Faith and Conscience** ([Link to the policy in Catalog](#))

- Consistent with Occidental College's commitment to creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that students should be excused from class for reasons of faith and conscience without academic consequence. While it is not feasible to schedule coursework around all days of conviction for a class as a whole, faculty will honor requests from individual students to reschedule coursework, to be absent from classes that conflict with the identified days. Information about this process is available on the ORSL website: <https://www.oxy.edu/office-religious-spiritual-life>