

UEP 410
Advanced Seminar in
Urban and Environmental Policy
Fall 2016

Tuesday/Thursday
01:30pm-02:55pm
Berkus 244

Professor Mijin Cha
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Office hours: T,Th 3-4:30 or by appt

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Office hours: T/Th 3-4:30 or by appt

The advanced seminar in Urban & Environmental Policy (UEP 410) is a capstone course that focuses on advanced research methods related to your senior comprehensive project for completion of the Urban and Environmental Policy major. Your work on the senior project during the UEP 410 fall semester lays the groundwork and is crucial for an overall strong comps project.

It is especially important that you identify a subject you feel passionate about. A topic that has your intellectual and emotional investment will result in a meaningful and valuable process. This level of engagement over the course of an academic year can be enormously rewarding and can provide real world skills and a sense of commitment that will stay with you after you graduate from Oxy.

This semester you will make significant progress on your comps project by:

- identifying a research topic
- developing research questions
- identifying and developing methods to answer your research question(s)
- developing a research plan
- deciding whether or not you will work with a client and who constitutes your audience
- conducting an in-depth literature review
- completing the human subjects review process for your project
- completing your literature review and preliminary writing of any background research (e.g. for case studies)
- getting started on your primary research

Class topics, discussions, and assignments will include examination of social science research methodology and applications, particularly in the fields of urban and environmental policy, urban planning and social change. You are expected to have already taken (or be concurrently enrolled

in) a research methods course. We will *not* be doing an overview of methods in this course with the expectation that you have this background already. Rather, we will focus on deepening your understanding of research methods applications as you discern which research methods are appropriate to pursue for your particular topic.

NOTE: If you plan on doing any video work, you must have completed or be currently enrolled in the documentary film or other relevant courses in Media Arts and Culture.

Class times are structured to support your individual research projects. At the same time, the goal of the course is to create a learning community where students work together as peer reviewers and research colleagues. Students are expected to complete all assignments on time and participate fully in class and in your small group discussions.

Course Materials

We will post readings and course materials to Moodle and/or hand them out in class. Please read all readings before the class for which it is assigned.

Grading Criteria

Final grades will be assigned based on the following:

Class participation (30%)

UEP 410 course is a seminar class and also a collaborative learning project. While your comps project is an individual capstone research project, much of the learning will be done with others in the class, including peer review of research and research progress. The success of the class and your project will rely heavily on your participation in class and small group discussions.

Final paper (70%) Due December 9 by 5:00 p.m.

The final paper will be a 15-20 page introductory chapter (or various chapter segments, depending on the final organization of the comps) of your overall senior project. It should include your research question and sub-questions, a literature review with a discussion of broad themes in the literature that provide background for your project, your methodology, and, as an addendum to the paper, your work plan and timeline for the Spring semester. You should also turn in a “work in progress” of work that you might be planning on doing but have yet to complete, such as particular readings, an interview subjects list, meetings you will be attending, etc. Grading for the fall semester final paper (70% of the overall grade) will be based on the literature review (40%), the methods and discussion of your research questions (20%), and your work plan and timeline (10%).

The quality of your paper (as well as ultimately your successful comps project) depends on meeting several hard deadlines during the fall semester. These include:

Research objectives/Assignments	Completion by:
Initial topic ideas, research question(s), and areas of focus for your literature review	Tues. Sept. 6

Written memo that summarizes your revised topic, initial research, and literature	Mon. Sept. 12
Final Topics Due	Sun. Sept. 18
Research Strategy due	Tues. Sept. 27
Draft Human Subjects Application	Thurs. Oct. 6
Mid-semester accomplishments and work plan for semester	Thurs. Oct. 13
Final Human Subjects applications due (to us and to HSRRC)	Tues. Oct. 18
Outline of Final Paper and Methods strategy plan	Mon. Oct. 24
Final Paper and Winter Break work plan	December 9
<i>Refine and expand research; Primary Data Collection</i>	<i>Winter break – December through January</i>

Through on-going individual meetings, the professors will review your work and work with you to establish a solid and well-developed basis for completion of your comps project next semester.

Class Topics and Readings

Date	Topic and Readings	Assignments Due
Tuesday, Aug. 30	Comps and Course Overview. Role of the research and of the researcher Introducing your Topics	
Thursday, Sept. 1	Topics discussion continued.	Sign up for meetings with professors 9/2 – 9/9
Tuesday, Sept. 6	Turning your topic into research questions	Submit initial topic ideas, research question(s), and areas of focus for your literature review.
Thursday, Sept. 8	Beginning your Literature Review	Browse through past comps either online or hard copies (located in the UEPI conference room library).
Tuesday, Sept. 13	Topics, Research Questions, and Literature Reviews.	Submit a 1-2 page write up of your initial topic ideas, research question(s), and areas of focus for your literature review. Post on Moodle and bring 5 hard

		copies to class.
Thursday, Sept. 15	Topics, research questions, and literature reviews, cont.	
Sunday, Sept. 18	Comps Topics due, posted on Moodle	Post a memo that summarizes your revised topic, initial research, and literature areas you have identified. Post on Moodle.
Tuesday, Sept. 20	Library Resources <i>Guest: Jacob Sargent, Academic Commons</i> <i>Location TBD</i>	Download and install Zotero free at zotero.com. Bring your laptop to class (location TBD); if you do not have a laptop, check one out of the library.
Thursday, Sept. 22	Selecting the Appropriate Research Methods	
Tuesday, Sept. 27	Research Methods, cont.	Research Strategy due. Post your 2-3 page written strategy on Moodle. The write up describes how, when, and where you have found/plan to find materials for your project.
Thursday, Sept. 29	No class – Individual Meetings with Professors	Come to meetings prepared with questions, progress, written work.
Tuesday, Oct. 4	No class – Individual Meetings with Professors	Come to meetings prepared with questions, progress, written work.
Thursday, Oct. 6	Guest Speaker: Intro to Human Subjects at Oxy	Familiarize yourself with the Human Subjects materials online. Read through the IRB example form. Download application; do a version before class. Come prepared with questions based on your first draft of human subjects' proposal.
Tuesday, Oct. 11	FALL BREAK- NO CLASS	

Thursday, Oct. 13	Practicing Our Methods: Student questions and interview and survey/focus group strategies	3-5 page mid-semester accomplishments and work plan for the second half of the semester
Tuesday, Oct. 18	Mid-Term Check in	<p>Review your IRB forms with a partner</p> <p>Completed revised draft of your Human Subjects form due to HSSRC</p> <p>Forms must be filed (email and hard copy) with HSSRC</p> <p>You will need one of our signatures so be sure to have your applications ready to print, have signed in class, and submit to HSRRC.</p>
Thursday, Oct. 20	Writing Strategies: Presenting your topic and literature review in a compelling narrative.	
Monday, Oct. 24	<i>Outline of Final Paper due</i>	<p>Detailed outline and methods strategy plan due.</p> <p>Your methods strategy plan should identify the steps and timeline for implementing your methods and gathering primary research.</p> <p>Post on Moodle by 5:00pm.</p>
Tuesday, Oct. 25	No class. Individual Meetings with Professors	Bring your outline and methods plan to your meeting.
Thursday, Oct. 27	No class. Individual Meetings with Professors	
Tuesday, Nov. 1	No class. Individual Meetings with Professors	
Thursday, Nov. 3	No class. Individual Meetings with Professors	
Tuesday, Nov. 8 Election Day	NO CLASS - GOTV	

Thursday, Nov. 10	Drawing the Strands Together: Connecting the lit review, research questions, and methods	
Tuesday, Nov. 15	Drawing the Strands Together, cont.	Review alumni comps for speakers on Thursday, Nov. 17; Be prepared with specific questions about process and content.
Thursday, Nov 17	UEP Alumni Session	
Tuesday, Nov. 22	NO CLASS	
Thursday, Nov. 24	Thanksgiving. No Class	
Tuesday, Nov. 29	Semester wrap up and planning for winter break and spring semester.	
Thursday, Dec. 1	Presentations of work to date/plans for winter break	
Tuesday, Dec. 6	Presentations of work to date/work plans for winter break.	
Friday, Dec. 9	Final Papers due.	Final Papers due by 5:00pm to UEP office (2 hard copies) and posted on Moodle. Paper must include your Winter Break work plan.

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.

Classroom Community

The comps class is designed to facilitate a co-learning community of students as researchers. Students are responsible for engaging in respectful, open, and thoughtful discussion with each

other and the professors; faculty are responsible for ensuring that discussions in the classroom are inclusive and productive.

Academic Integrity

Occidental College assumes that students and faculty accept and respect the principle of academic honesty. Academic misconduct, including cheating and plagiarism, is not tolerated. The policies for cheating, plagiarism, and academic misconduct are outlined in the Student Handbook available online [here](#).

Support Services

The college provides a set of resources to students to support them in learning. The [Writing Center](#) provides writing assistance to students to develop ideas, draft, and revise papers.

Students with documented disabilities 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 experiences significant physical or mental impairments 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>

The Emmons Wellness Center also provides important support services and can help you address issues of stress, medical and mental health, and overall well-being. For more information, see their website at <http://www.oxy.edu/emmons-wellness-center>