

**UEP 411**  
**Senior Comprehensive Seminar in**  
**Urban and Environmental Policy**  
Spring 2017

Monday/Wednesday  
4:05 – 5:30  
Treehouse North

Professor Mijin Cha  
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*Office hours:*  
T/Th 3-4:30

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*Office hours:*  
Wednesdays 2:00 - 3:30; and 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 opportunities to take stock of your progress, share your accomplishments and challenges, and learn from your colleagues. Participation is of paramount importance and bears on your final course grade.

**Key Dates**

<b>Monday, 1/30</b>	Written Progress Report from break due on Moodle
<b>Monday 2/27</b>	Findings Section due on Moodle
<b>Wednesday, 3/15</b>	First Full Draft of Comps Paper due
<b>Wednesday, 4/12</b>	Final Comps Paper due

**Week of May 1: M-Wed. 4 -7:10 p.m.** Comps Public Presentations  
**Thursday May 4, 9 a.m.-5:30 p.m.** Comps Public Presentations followed by the End of Year Awards Ceremony/Celebrating our Seniors

**By Monday, May 15.** Submit final formatted version of your comps. 1 hard/bound copy to Sylvia; PDF version posted to Moodle.

**Schedule**

<b>Wed 1/25</b>	Welcome back; course timeline; report back schedule
<b>Mon 1/30</b>	No class Use this week for one-on-one meetings with professors <b><i>Written Progress Report from break due on Moodle</i></b>
<b>Wed 2/1</b>	Report back presentations

<b>Mon 2/6</b>	One-on-one meetings with professors
<b>Wed 2/8</b>	One-on-one meetings with professors
<b>Mon 2/13</b>	One-on-one meetings with professors
<b>Wed 2/15</b>	<b>Analyzing Findings</b>
<b>Mon 2/20</b>	No class – President’s Day
<b>Wed 2/22</b>	No class
<b>Mon 2/27</b>	No class <i>Findings Section due on Moodle</i>
<b>Wed 3/1</b>	<b>Front and Back Matter, Developing Recommendations</b>
<b>Mon 3/6</b>	<b>SPRING BREAK</b>
<b>Wed 3/8</b>	<b>SPRING BREAK</b>
<b>Mon 3/13</b>	No class
<b>Wed 3/15</b>	<i>First full written draft due; post to Moodle and deliver two hard copies to UEP office</i>
<b>Mon 3/20</b>	No class
<b>Wed 3/22</b>	<b>Report back presentations</b>
<b>Mon 3/27</b>	No class
<b>Wed 3/29</b>	<b>Report back presentations</b>
<b>Mon 4/3</b>	No class
<b>Wed 4/5</b>	No class
<b>Mon 4/10</b>	No class
<b>Wed 4/12</b>	<i>Final Written Comps Paper due by 5:00; post to Moodle and deliver two hard copies to UEP office</i>
<b>Mon 4/17</b>	No class (Senor Comps grades submitted)
<b>Wed 4/19</b>	<b>Presentation Workshop: Elements of a successful presentation</b>

**Mon 4/24** No class

**Wed 4/26** Presentation Workshop: Trial runs

**Monday - Wednesday May 1-3, 4:30 -7:10 p.m. Comps Public Presentations**

**Thursday, May 4 9 a.m.-5 p.m. Comps Public Presentations**

**Thursday, May 4 6:00 p.m. UEP End of the Year Gathering; Celebrate the Seniors!**

### **Course Grade for UEP 411**

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

- Participation (20%)
  - In-class exercises and class discussions
  - Initiative taken with the research and in class
  - Engagement with course material, professors, and classmates
- Written assignments (60%)
  - 1) Findings Section; 2) Full Draft of Comps; 3) Final Comps Paper
  - You will receive a score based on a 10-point scale for #1 and #2 based on meeting the deadline, completeness, and depth. These points will be factored into the letter grade for the 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 only;
- 2) Pass w/Distinction only, 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.

#### ***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 at: <http://www.oxy.edu/student-handbook>)

#### ***Support Services***

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. See <http://www.oxy.edu/writing-center>

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 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>.