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**
- **Tues 1/26** Written Progress Report from break due by 5 p.m.
- **Thurs 2/25** Findings Section due by 5 p.m.
- **Thurs 3/17** First Full Draft of Comps Paper due by 5 p.m.
- **Thurs 4/14** Final Comps Paper due by 5 p.m.
- **M-Th April 25-28, 5-7 p.m.** Comps Public Presentations
- **Friday April 29, 9 a.m.-5 p.m.** Comps Public Presentations

**Schedule**
- **Thurs 1/21** Welcome back; course timeline; report back schedule
- **Tues 1/26** UEP Candidate teaching talk: No class
- **Written Progress Report from break due by 5 p.m. on Moodle**
- **Thurs 1/28** Report back presentations
- **Tues 2/2** One-on-one meetings with professors
- **Thurs 2/4** One-on-one meetings with professors

Professor Bhavna Shamasunder  
**bhavna@oxy.edu**

Professor Virginia Parks  
**vparks@oxy.edu**

Office hours:  
Tues & Thurs, 9:30-10:30 a.m.

Office hours:  
Tues & Thurs, 12-1:30 p.m.
Tues 2/9    One-on-one meetings with professors

Thurs 2/11  No class

Tues 2/16   Analyzing findings

Thurs 2/18  No class

Tues 2/23   No class

Thurs 2/25  No class

Findings Section due by 5 p.m.; post to Moodle and deliver one hard copy to UEP office

Tues 3/1    Front and Back Matter, Developing Recommendations

Thurs 3/3   No class

Tues 3/8    BREAK

Thurs 3/10  BREAK

Tues 3/15   No class

Thurs 3/17  No class

First full written draft due by 5 p.m.; post to Moodle and deliver two hard copies to UEP office

Tues 3/22   Report back presentations

Thurs 3/24  Report back presentations

Tues 3/29   No class

Thurs 3/31  No class

Tues 4/5    No class

Thurs 4/7   No class

Tues 4/12   No class

Thurs 4/14  No class

Final Written Comps Paper due by 5 p.m.; post to Moodle and deliver two hard copies to UEP office
Tues 4/19  Presentation Workshop: Elements of a successful presentation

Thurs 4/21 Presentation Workshop: Trial runs

M-Th April 25-28, 5-7 p.m.  Comps Public Presentations

Friday April 29, 9 a.m.-5 p.m.  Comps Public Presentations

Friday April 29, 5:30 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%)
  o In-class exercises and class discussions
  o Initiative taken with the research and in class
  o Engagement with course material, professors, and classmates

• Written assignments (60%)
  o 1) Findings Section; 2) Full Draft of Comps; 3) Final Comps Paper
  o 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 3.4 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 3.4 in cases where a students’ combs projects reflects an extraordinary effort and research product.

UEP faculty will notify students of Distinction and Honor awards following the combs 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/StudentHandbook.xml and at http://www.oxy.edu/x8000.xml)
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 www.departments.oxy.edu/cae

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. www.departments.oxy.edu/Emmons.