MURP

MASTER OF URBAN AND REGIONAL PLANNING

STUDENT HANDBOOK

2019 - 2020 Academic Year

CU Denver

WELCOME MESSAGE

Dear MURP students,

We are delighted that you have selected the Master of Urban and Regional Planning (MURP) degree at the University of Colorado Denver to further your career, and we welcome you to our dynamic and motivated community of students and faculty in the Department of Urban and Regional Planning. You will find that the MURP program is hands-on, oriented to the real world, and uses Colorado as our classroom.

The MURP program is a two-year, fully-accredited program that has graduated over 1,400 alumni since its founding in 1971. As the only accredited graduate planning program in Colorado and the preeminent program in the Rocky Mountain West, we have a proud history of training exceptionally qualified individuals who achieve success in a variety of positions and careers. Our AICP pass rates and job placement success are among the very top in the country.

Our presence in a College of Architecture and Planning ensures that all courses have a strong connection to the built environment, and our location in the heart of downtown Denver presents our students with opportunities to learn what it takes to create amazing cities. The University of Colorado Denver is one of four campuses in the prestigious CU system; during your time here you will have access to courses, libraries, and other resources available across these campuses.

Our students come from all over the world to enroll in a unique curriculum that emphasizes three issues at the forefront of planning practice: Healthy Communities, Equitable Urbanism, and Regional Sustainability. Our self-directed curriculum allows students to understand the breadth of the planning field while gaining the technical expertise demanded by the profession.

Our world-class faculty includes some of the most respected researchers in the planning field, as well as award-winning planning practitioners that bring a wealth of experience to the classroom. All of our faculty members make teaching a top priority.

The MURP program is an exceptional program and we welcome you into a cohort that shares your enthusiasm for planning and its potential to build a better world. For information about our program, the application process, financial aid, etc., please visit the MURP page on the College website at https://architectureandplanning.ucdenver.edu/architecture/academics/masters-programs/master-of-urban-and-regional-planning.

Sincerely,

Austin Troy, PhD
Chair, Department of Urban and Regional Planning

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FACULTY AND STAFF
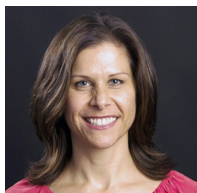
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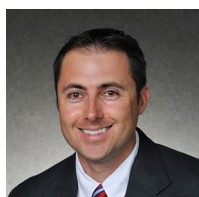
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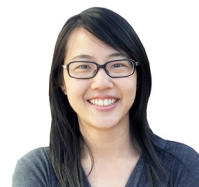
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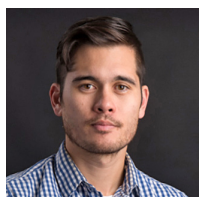
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ADVISING

Patty McKissock serves as the MURP Academic Advisor and Course Coordinator on the College staff. She is the keeper of MURP student records and the person to ask about academic policies and which forms need to be filled out for different things. Patty can help you with registering for classes and graduation requirements. If your question or issue has to do with anything administrative relating to the MURP program, the College of Architecture and Planning, or the University of Colorado Denver, start with Patty. Contact Patty at patricia.mckissock@ucdenver.edu or 303-315-2535.

The Planning faculty are also an important advising resource for MURP students. The Planning faculty can help you with information about specific course content, career advice, and any other issues relating to the MURP curriculum, academic achievement, extracurricular activities, or urban and regional planning in general.

At the start of the fall semester, you will select an initial faculty advisor from among the full-time Planning faculty and will be required to have an introductory meeting with that faculty member during the first two weeks of the fall semester. After that, we have an "open door" policy on advising, which means you may stick with that initial faculty advisor, choose a different faculty member to be your advisor, or have multiple faculty advisors. You may choose your faculty advisors based on their expertise in a particular area of interest (see list below) or based on whatever criteria is important to you. You are welcome to change faculty advisors at any point or seek advice from multiple faculty members. You may work with your faculty advisor as much or as little as you need.

We recommend you use a **MURP Program Planning Form** to keep track of the courses you've taken and that you plan to take while you're a MURP student. Planning forms are also available to help guide dual-degree students (see the Document Library). Dual-degree students should have an advisor in each relevant department or college. Electronic Degree Auditing is available for all MURP students. This online system allows you to check which degree requirements you have personally satisfied and which ones remain. Instructions for accessing the degree audit are available here:

http://www.ucdenver.edu/student-services/resources/Registrar-dev/PlanYourDegree/Pages/DegreeAudit.aspx

The following list offers suggestions for which faculty members to consult with regarding different areas of interest or expertise:

- Carrie Makarewicz: Community development, sustainable economic development strategies, transport equity, regional planning, urban school reform, real estate development
- Jeremy Németh: Placemaking and urban design, urban politics, land use planning, land use conflict, politics of public space, environmental justice, thesis and research
- Andrew Rumbach: Disasters and climate change, environmental risk, urban resilience, international planning, small town and rural development
- Ken Schroeppel: Urban development and revitalization, urban form, planning methods, planning history of Denver, professional engagement and networking, careers in planning
- Manish Shirgaokar: Transportation planning and technologies, disadvantaged groups, social equity aspects of infrastructure policy, land use/transportation connection
- Jennifer Steffel Johnson: Affordable housing, social justice, diverse communities, mixed-income housing, community development, internships and mentorships, dual degrees
- Austin Troy: Land use policy, environmental planning, GIS, spatial analysis, remote sensing, green infrastructure planning

CURRICULUM

PROGRAM REQUIREMENTS / GRADING POLICY

The total number of credit hours required to earn the Master of Urban and Regional Planning (MURP) degree is 54. To reach the 54 credit hour total, students must earn 36 credits by completing and passing the required core courses. Students must then earn an additional 18 credits by completing elective courses of their choice, with three (3) of those 18 consisting of an advanced skills/methods elective. Across those 54 credits, students must also meet final course grade minimums and cumulative grade point average requirements (described below) in order to earn the MURP degree. The required 54 credits may be reduced in some cases for students who meet the requirements for advanced standing or who have transfer credits (see the Advanced Standing Credit Waiver section of this Handbook).

In order to receive the MURP degree, a student's cumulative grade point average (GPA) for all courses that count toward the required 54 credit hours must be 3.00 or higher. A student's cumulative GPA may drop below 3.00 during their time in the MURP program, but ultimately the student's cumulative GPA must be 3.00 or higher in order to graduate with the MURP degree. Students who fail to meet a 3.00 cumulative GPA will be put on probation. After two semesters on probation a student will be subject to suspension.

For all courses taken as part of the MURP program, a student must receive a final grade of C minus (C-) or higher in order for that course to count toward the MURP 54 credit hour requirement. A student receiving a final grade in a core course below C- must retake the course in order to graduate.

It should be recognized that while students can get credit for courses where their grade is as low as a C-, each grade below a B (3.00) must be matched with a grade that is correspondingly higher than a B in another class to eventually meet the minimum 3.00 cumulative GPA threshold. As of the effective date of this policy, currently enrolled students who took a class under the previous grading policy and received a grade between C- and C+, thereby not obtaining credit for the class towards the degree, can now count that class towards the degree credit retroactively.

The MURP program uses the University's standard 4.00 grading letter and point system:

| A | 4.00 points | A- | 3.70 points | B+ | 3.30 points | B | 3.00 points | B- | 2.70 points | C+ | 2.30 points |
| C | 2.00 points | C- | 1.70 points | D+ | 1.30 points | D | 1.00 points | D- | 0.70 points | F | 0.00 points |

These statements describe the expectations associated with letter grades awarded for MURP program assignments and courses:

- "A" grade range: Exceptional scholarship and superior work products that significantly exceed stated requirements in scope and/or quality
- "B" grade range: Commendable scholarship and accomplished work products that somewhat exceed stated requirements in scope and/or quality
- "C" grade range: Satisfactory scholarship and work products that almost meet stated requirements in scope and/or quality
- "D" grade range: Inadequate scholarship and inferior work products that clearly fail to meet stated requirements in scope and/or quality
- "F" grade: Unacceptable scholarship and work product

COURSE SUBSTITUTIONS / CREDIT WAIVERS

Students with previous planning education or professional planning experience may be eligible to receive a Core Course Substitution or Advanced Standing Credit Waiver as described below:

CORE COURSE SUBSTITUTION

Students may substitute a MURP core course with an elective course of their choosing when at least one of the following conditions has been met: 1.) The student has significant professional planning work experience equivalent to the core course being substituted, or 2.) The student has completed an undergraduate or graduate planning course (minimum grade of B-) that substantially covered the equivalent material of the core course being substituted. A Core Course Substitution does not reduce the total number of credits required to receive the MURP degree, and no more than nine (9) credits of core courses may be substituted per student.

To apply, complete the online Course Waiver Request Form. If you have any questions about the form, please contact Patty McKissock (patricia.mckissock@ucdenver.edu). If you propose to substitute a core course based on having previously completed an equivalent planning class, you must submit a syllabus for the course and a copy of your transcripts (unofficial is fine) showing that you received a B- or better in the course. If your core course substitution request is based on substantial professional planning work experience, you must submit your resume and a thorough description of the relevant job position and duties.

All Core Course Substitutions must be approved by the Department Chair or Associate Chair. The core courses that are not eligible for substitution are Planning Project Studio and Planning Capstone/Thesis.

ADVANCED STANDING CREDIT WAIVER

Students may receive advanced standing and waive up to nine (9) credits of MURP core or elective courses if they have previously completed graduate-level planning courses (minimum grade of B-) that substantially covered the equivalent MURP course material. An Advanced Standing Credit Waiver does not require a substitute course and does reduce the number of total credits required to receive the MURP degree.

To apply, complete the online Course Waiver Request Form. If you have any questions about the form, please contact Patty McKissock (patricia.mckissock@ucdenver.edu). To receive an Advanced Standing Credit Waiver for a MURP course, you must submit a syllabus for the previously completed graduate-level planning course and a copy of your transcripts showing that you received a grade of B- or better in the course.

All Advanced Standing Credit Waivers must be approved by the Department Chair or Associate Chair. The core courses that are not eligible for an Advanced Standing Credit Waiver are Planning Project Studio and Planning Capstone/Thesis.

CREDIT HOUR REQUIREMENTS

Table 1 lists the required core courses and the overall total credit hour requirements for completing the MURP degree.

TABLE 1: CORE COURSES AND CREDIT HOUR REQUIREMENTS

Course #	Core Course Name	# Credits
URPL 5000	Planning History and Theory	3
URPL 5010	Planning Methods	3
URPL 5020	Planning Law and Institutions	3
URPL 5030	The Planning Profession	3
URPL 5040	Urban Sustainability	3
URPL 5050	Urban Development	3
URPL 5060	Planning Workshop	6
URPL 6000	Planning Project Studio	6
Student's choice of ONE of the following 6-credit courses:		
URPL 6900	Planning Capstone	6
URPL 6920 and 6925	Planning Thesis A and B	
	Core Courses Total	**36**
	Regular Elective Courses	15
	Advanced Skills/Methods Elective Course	3
	Required Total Credit Hours	**54**

ADVANCED SKILLS/METHODS REQUIREMENT

Students admitted to the MURP program in 2019 or thereafter are required to take at least one 3-credit advanced skills/methods elective course as part of their required 18 credit hours of electives. Students may select from the list of approved advanced skills/ methods electives shown in Table 2 below. Students may also identify a skills/methods course offered outside of the MURP program and request that it be approved as their required advanced skills/methods elective by submitting the course name/number and syllabus to the Department Chair or Associate Chair at least one month prior to the start of the semester.

TABLE 2: ADVANCED SKILLS/METHODS ELECTIVE COURSES

Course #	Elective Course Name	# Credits
URPL 6210	Planning Engagement	3
URPL 6225	Urban Policy Analytics	3
URPL 6250	GIS for Urban Planning	3
URPL 6265	Visualization for Planning	3

COURSE SEQUENCE AND PREREQUISITES

Generally, the 5000-series core courses should be completed first because they provide foundational knowledge, skills, and values that are important to successfully completing the 6000-series core and elective courses. While most electives are taken in the second year, students have the opportunity to take elective courses during their first year in the program.

TABLE 3: TYPICAL TWO-YEAR COURSE SEQUENCE AND PREREQUISITES

YEAR 1 FALL

Course #	Course Name	# Credits	Semester Offered	Prerequisite
URPL 5000	Planning History and Theory	3	Fall only	None
URPL 5010	Planning Methods	3	Fall only	None
URPL 5030	The Planning Profession	3	Fall only	None
	Elective course	3		See course description
	Total Credit Hours:	12		

YEAR 1 SPRING

Course #	Course Name	# Credits	Semester Offered	Prerequisite
URPL 5040	Urban Sustainability	3	Spring only	None
URPL 5050	Urban Development	3	Spring only	None
URPL 5060	Planning Workshop	6	Spring only	9 MURP credits of which at least 6 must be 5000-series core courses
	Total Credit Hours:	12		

AFTER YEAR 1 SPRING

Course #	Course Name	# Credits	Semester Offered	Prerequisite
URPL 6000	Planning Project Studio	6	Summer or Fall	URPL 5060 Planning Workshop
URPL 5020	Planning Law and Institutions	3	Fall only	None
	Elective courses	15		See course description
Student's choice of ONE of the following 6-credit courses:				
URPL 6900	Planning Capstone	6	Spring	URPL 5060 Planning Workshop
URPL 6920 URPL 6925	Planning Thesis A Planning Thesis B		Fall / Spring	URPL 5060 Planning Workshop
	Total Credit Hours:	30		

CORE COURSE DESCRIPTIONS

The MURP program's core courses provide students with a comprehensive survey of the planning field and the foundational knowledge, skills, and values important to the profession. The core courses have been carefully designed to fully comply with the Planning Accreditation Board's required educational outcomes. Table 4 describes the MURP program's core courses.

TABLE 4: CORE COURSE DESCRIPTIONS

Course #	Course Name	Course Description
URPL 5000	Planning History and Theory	This course comprehensively reviews the major historical and theoretical developments in planning; the human aspects of planning as a social, political, and community-oriented process; public engagement; social justice; planning advocacy; and the future of planning.
URPL 5010	Planning Methods	This course focuses on the most commonly applied quantitative and qualitative methods used in planning; data organization and management principles; and various ways to collect, analyze, and communicate information as a fundamental component of the planning process.
URPL 5020	Planning Law and Institutions	This course covers the legal basis for planning; the evolution of planning law through a comprehensive review of landmark court decisions; and the types and hierarchies of governments, their powers and relationships, and how planning operates within various governmental contexts.
URPL 5030	The Planning Profession	This course offers a comprehensive survey of the planning profession; different types of planners and planning organizations; planning ethics; business aspects of planning; career development in planning; plus introductory instruction in Adobe Illustrator, Photoshop and InDesign.
URPL 5040	Urban Sustainability	This course covers the fundamentals of environmental planning; urban sustainability; history of cities and the natural environment; natural systems/ecology; environmental regulation/policy; environmental justice; natural hazards and climate change; global dimensions of urban sustainability.
URPL 5050	Urban Development	This course explores how cities get built. Topics include an overview of the players, processes, politics and policies of real estate development; land division, entitlement, and regulation; site planning and development review; development finance; public infrastructure and finance.
URPL 5060	Planning Workshop	An introduction to the studio environment, this course provides students with hands-on knowledge and skills development in physical planning and design, the planning process, data collection and synthesis, plan making, and collaboration, plus introductory instruction in ArcGIS and SketchUp.
URPL 6000	Planning Project Studio	The program's advanced studio, this course requires student teams to complete a substantial planning project for a real-world client. Sections are offered that emphasize a Healthy Communities, Urban Revitalization, Regional Sustainability, or International Opportunities perspective.

Student's choice of ONE of the following 6-credit courses:

Course #	Course Name	Course Description
URPL 6900	Planning Capstone	Planning Capstone requires students to plan and complete an independent or small group project of their choice for a real-world client. After identifying their project topic, methodology, work plan, and schedule, students will receive instruction in project management and methodologies from the Capstone faculty. Planning Capstone concludes with the completion of the independent or small group project and the presentation of all final deliverables.
URPL 6920 URPL 6925	Planning Thesis A and B	Spanning two semesters, Planning Thesis requires students to plan and complete a research thesis of their choice. Planning Thesis Part A (3 credits) provides instruction for proper thesis research, analysis, and writing, while students develop a detailed work plan and begin their thesis research. Part B (3 credits) taken the semester following Part A includes the completion of the research and the thesis document, and presentation of the findings before the student's thesis committee.

CORE STUDIOS

Planning Workshop (URPL 5060) and Planning Project Studio (URPL 6000) are the two core studio courses. These courses are a key part of the hands-on, real-world focus of the MURP program. This section provides more details on these unique core courses.

PLANNING WORKSHOP

Planning Workshop is the introductory studio for MURP students offered each spring semester. Planning Workshop provides students an opportunity to address actual planning problems, issues, and processes; apply previously acquired knowledge and skills; and develop new knowledge and practical skills in an applied context.

Students will develop basic competence in accessing existing information, generating new information, and performing planning analysis and synthesis to inform and generate conceptual plans. Students will also learn the fundamentals of physical planning, understanding different geographic scales and site components, and how to illustrate physical plans and designs through various media and techniques. Through the Planning Workshop experience, students will develop an understanding of the relationship between planning theory and practice, and enhance their graphic, written, and oral communication capabilities.

Students will also receive introductory instruction in Geographic Information Systems (ESRI ArcGIS) and Trimble SketchUp, which complement the introductory instruction in Adobe Creative Cloud that students receive in The Planning Profession course. The integration and use of these common planning applications is a critical component of the Planning Workshop experience.

PLANNING PROJECT STUDIO

Planning Project Studio is the MURP program's advanced studio course. This studio requires students to work together as a "planning consultant team" to complete a single planning project or study from beginning to end for a real-world client. It is expected that students enrolled in Planning Project Studio will have already gained the fundamental planning knowledge, skills, and values from their experience in Planning Workshop and other MURP courses. Consequently, the emphasis in Planning Project Studio is on putting everything together into a complete real-world planning project.

The studio will emulate the typical planning consultant/client experience, including: refining the project scope and schedule with the client; establishing guiding principles and expected outcomes; conducting case studies and existing plans background research; gathering and analyzing existing conditions data; formulating alternative plan concepts; assessing alternative concepts through specific criteria; identifying and refining the preferred alternative; and preparing and presenting the final plan deliverables to the client. Emphasis is also placed on professionalism, project management, team-building and collaboration, client management, public involvement, and other aspects of the real-world planning consultant realm.

At least three sections of Planning Project Studio are offered each academic year: one (sometimes two) "Study Abroad" sections during the summer semester that travel to international locations (recent Study Abroad studios have gone to Greece and Spain); one "Colorado/Mountain" section during the summer semester that is anchored partly in Denver and partly in a mountain community (recent Colorado/Mountain studios have gone to Dillon and Leadville), and one (sometimes two) "Denver/Urban" sections during the fall semester that focus on issues in the city. These options provide students the opportunity to enroll in a Planning Project Studio section that is aligned with their interests and schedule. However, as each studio section is limited in size, there is no guarantee students will be able to enroll in their preferred section. A balloting process will be used when necessary.

PLANNING CAPSTONE / PLANNING THESIS

The culminating component of the MURP curriculum is the Planning Capstone/Planning Thesis requirement, which challenges students to utilize to the fullest extent the planning knowledge, skills, and values gained during their MURP program experience. Students must choose which option to select—Planning Capstone or Planning Thesis—based on their career goals, personal interests and aptitudes, and the advice of their faculty advisor.

PLANNING CAPSTONE

Planning Capstone is a six-credit, project-oriented, one-semester course that results in a substantial deliverable upon completion. The Capstone option is best suited for students who wish to pursue a career as a professional planner after graduation. Within the Planning Capstone option are two alternatives: Independent Project and Small-Group Project.

If a student chooses the Planning Capstone > Independent Project path, he or she will work individually to complete a significant planning project or study for a real-world client. If a student chooses the Planning Capstone > Small-Group Project path, he or she must team up with one or two other students—forming a project team of no more than three people—to complete a significant planning project or study for a real-world client. However, each student must be individually responsible for a clearly defined component of the group project as each student will be graded independently for his or her work.

During the semester before enrolling in Planning Capstone, students will be required to: (a.) determine if they will be working independently or as part of a small group, (b.) identify their Capstone client and project topic, and (c.) begin preparing a detailed project prospectus (work plan, schedule, methodology, and deliverables). Also during the semester before Capstone, students must attend a mandatory Capstone Orientation to receive instruction and guidance on project planning and management. Students must have a completed and approved project prospectus by the first week of their Capstone semester. Students may identify their own Planning Capstone client and project topic or they may select from a list of Capstone clients/projects that have been pre-arranged and approved by the MURP faculty.

During the Planning Capstone semester, students complete their project work while maintaining regular contact with their Capstone faculty advisor and client to ensure sufficient progress and work quality, as well as periodically meeting with other Capstone students to discuss common issues and challenges, share experiences, and receive continued instruction and guidance from the Capstone faculty on project management and methodologies. The Planning Capstone semester concludes with the submission of all deliverables and a formal presentation to the client.

For more information about Planning Capstone, students may request a copy of the Planning Capstone Handbook. Students will automatically receive a copy of the Handbook at the Capstone Orientation in the fall.

PLANNING CAPSTONE / PLANNING THESIS

PLANNING THESIS

Planning Thesis comprises a pair of three-credit courses (A and B) taken over two semesters that together constitute a six-credit effort. The thesis option is most appropriate for outstanding MURP students who are considering pursuing a Ph.D. or a research-oriented career after graduation.

While the thesis should address an aspect of urban and regional planning, it may be qualitative or quantitative in design, and directed toward the discovery of new facts, the development of theory or frameworks, or an investigation of an existing body of knowledge. The thesis document usually includes an abstract, a literature review that delineates the problem of interest or a gap in existing knowledge, a statement of research objectives, an explanation of the research design and methods, a report of the results of the research, and a discussion of the findings and their implications for planning.

The thesis is undertaken with the guidance and approval of a three-person thesis committee, including a Thesis Advisor who must be a full-time member of the MURP faculty who holds a professional degree or Ph.D. Students interested in pursuing the thesis option must complete and submit the **Planning Thesis Proposal** to their intended Thesis Advisor. Students must have their project approved by their Thesis Advisor prior to the course drop deadline in the Planning Thesis A semester. If the proposal is not approved, or the student's prior academic performance is not deemed adequate for participation in the thesis option, the student would enroll in Planning Capstone instead. Once the Thesis Advisor approves the proposal, the student must enroll in the Planning Thesis course using a **Special Processing Form** that is signed by their Thesis Advisor and submitted to Patty McKissock.

During the Planning Thesis A (URPL 6920) semester, students identify their research question and study design, work on their literature review, and begin their research. If human subjects research is involved, e.g. through interviews, surveys, focus groups, etc., students should work with their Thesis Advisor to submit their application to the Colorado Multiple Institutions Review Board during Thesis A.

During the Planning Thesis B (URPL 6925) semester, students complete their research and write the bulk of the thesis. Throughout, thesis students will meet regularly with their committee members to ensure sufficient progress and work quality. To graduate, the completed thesis must be successfully defended in an Oral Examination before the Thesis Committee, formatted according to department guidelines, and submitted to the university by the official deadline.

Thesis students should request a copy of the MURP Thesis Handbook from Jenny Steffel Johnson (jennifer.steffeljohnson@ucdenver.edu).

ELECTIVE COURSES

Whereas the MURP core courses offer a broad survey of related planning topics to provide foundational knowledge, skills, and values, the elective courses offer a more intensive investigation into a diverse array of planning and design topics.

Table 5 provides a brief description of the MURP program's elective courses that are regularly offered once a year in the Fall semester, and Table 6 offers the elective courses regularly offered in the Spring semester. Table 7 provides descriptions of the elective courses that are intermittently offered—usually once every two years—in either the Fall or Spring semester.

Disclaimer: All courses listed are subject to change given student interest, faculty availability, and other considerations. Additional electives will also be periodically offered as Special Topics courses. Not counting cross-listed courses (those provided by a different program but assigned a URPL course number), students may take up to two elective courses from other CU Denver programs and departments as qualifying MURP electives. We recommend consulting with your faculty advisor about these course decisions.

Please note: Courses shown in *italics* in Tables 5, 6, and 7 are offered by other programs within the College or University, but are cross-listed with a URPL course number as approved MURP courses. Courses with an asterisk (*) are approved as advanced skills/methods electives.

TABLE 5: ELECTIVE COURSES REGULARLY OFFERED - FALL SEMESTER

Course #	Course Name	Course Description
URPL 6200	Land Development Regulations	This course provides a comprehensive exploration of municipal/county land development regulations, including preliminary plats; general/final development plans; zoning; PUDs; variances; site plan/development review; land use regulators; regulatory processes.
URPL 6250 *	GIS for Urban Planning	Students will be introduced to the hardware, software, theory, and skills required to use a Geographical Information System (GIS). In this course, students will learn how to use GIS software to manage, analyze, map, and present spatial data to support the planning and design processes.
URPL 6265 *	Visualization for Planning	This course covers visual design theory and advanced instruction in Adobe Illustrator, Photoshop, and InDesign to create compelling info-graphics, renderings, and reports, as well as advanced instruction in SketchUp and CityEngine to create 3D visualizations at multiple urban scales.
URPL 6398	*Design Practice*	*This course advances current practice by exploring innovative methods of design analysis, production, representation, and communication. Community participation are integral components of seminar, and students are introduced to business of design through contact with prominent urban design professionals. Cross-listed as URBN 6651.*
URPL 6399	*Introduction to Sustainable Urban Infrastructure*	*This course focuses on developing uniform vocabulary on sustainable infrastructure across science, technology, architecture and planning, public policy, and health and behavioral sciences. Students learn concepts, principles, and evaluation techniques for promoting the diffusion of sustainable urban infrastructures. Cross-listed as CVEN 5460.*
URPL 6405	Urban Housing	This course examines the realm of urban housing, including housing trends and patterns; housing markets (supply/demand, finance, demographics); housing problems (substandard quality, inequitable distribution, special needs, segregation/discrimination); and the role of the planner and the public/private sectors.

ELECTIVE COURSES

TABLE 5: ELECTIVE COURSES REGULARLY OFFERED - FALL SEMESTER (continued)

Course #	Course Name	Course Description
URPL 6455	Real Estate Development and Finance	The course offers a detailed analysis of the real estate development process, its relationship to the planning/design profession, and financial aspects of real estate development including measures of value, capitalization rates, capital budgeting, debt and equity markets and taxation.
URPL 6499	*Preservation Theory and Practice*	*This course explores the practice of historic preservation and its evolution within a specific policy context. This introductory course introduces basic American institutions and laws associated with preservation as well as standards, definitions, and practices associated with these. Cross-listed as HIPR 6010.*
URPL 6500	Environmental Planning and Management	This course provides a comprehensive investigation of environmental management topics, including natural hazards/disasters and mitigation planning; ecosystems; air/water quality; natural area conservation and management; habitat protection; and environmental planning organizations and their management policies.
URPL 6560	Transit, Pedestrian and Bicycle Planning	This course focuses on the unique planning issues and factors involved with transit, bicycle, and pedestrian modes of transportation, including planning fundamentals; routes and systems; modes and technologies, facilities and design requirements; funding; maintenance and operations; policies; and best practices.
URPL 6600	Regional Growth and Equity	This course provides an overview of public processes and institutions for planning housing, transportation, infrastructure and jobs at a regional scale, as well as analytic techniques to study worker and commodity flows, industrial clusters, commuting patterns, and other data regarding regional economies.
URPL 6615	Small Town, Rural, and Resort Planning	This course investigates the unique characteristics, issues, and challenges associated with planning in small and/or rural communities, including agricultural issues and farmland conservation; growth management; rural economic development; and small downtown revitalization strategies.
URPL 6645	Disaster and Climate Change Planning	This course introduces students to concepts and debates that shape disaster and climate change studies. Features case studies of disaster and climatic issues affecting Colorado and the Rocky Mountain region. Looks specifically at how planning can reduce risk and increase local resilience.
URPL 6650	International Development Planning	This course introduces students to the histories, debates, actors and approaches that shape planning in much of the developing world. Topics include development history and theory; decentralization/privatization; urban informality; planning models; uneven provision of basic services/infrastructure; land tenure; and natural hazards/climate change.

ELECTIVE COURSES

TABLE 6: ELECTIVE COURSES REGULARLY OFFERED - SPRING SEMESTER

Course #	Course Name	Course Description
URPL 6205	Plan Making	This course offers a broad overview of the various types of plans and the specific processes involved in their creation, including comprehensive plans; rural and small town plans; corridor plans; small area plans; campus and institutional plans; special plans.
URPL 6210 *	Planning Engagement	This course focuses on the role of public participation and engagement in urban and regional planning. Topics include planning advocacy; public meetings; public engagement techniques; diverse publics; controversial planning topics; mediation; and negotiation.
URPL 6225 *	Urban Policy Analytics	This course teaches students a wide array of quantitative analysis techniques to help with answering the question: did the implemented policy have its intended effect? We will use a variety of quantitative tools including spreadsheet analysis, online databases, and RStudio. Prerequisite: URPL 5010 - Planning Methods.
URPL 6260	Advanced Geospatial Methods	Advanced techniques in geographic information systems, including interpolation and geostatistics, 3D rendering, terrain and viewshed analysis, spatial autocorrelation detection, site selection and prioritization, model building and automation, geodatabase design, network analysis, hydrology and watershed analysis, and public data integration.
URPL 6350	Form and Formation of Cities	This course investigates the origins and types of human settlements; the history of cities and urbanization; urban morphology and the evolution of the built environment; urban form principles and theory; types of urbanisms, and the history of Denver's built environment and planning.
URPL 6355	Urban Redevelopment Strategies	This course focuses on the strategies used to help revitalize urban areas. Topics include urban infill development; TODs; adaptive reuse; historic preservation; design review; parking; public spaces; brownfields/grayfields redevelopment; culture/tourism; special districts; incentives/funding; and revitalization policies.
URPL 6365	Parks and Public Spaces	This course offers a focused look at the role of parks and public spaces in the development and activation of cities; their designs, qualities, and components; management /operations; funding; policies; equal access; role as community and economic development tool.
URPL 6397	*Design Policy*	*This course investigates the role of urban designers in shaping the built environment through combination of physical intervention and policy development. Students review urban economic and real estate trends and assess zoning/land use regulations to understand impacts on built environment quality. Cross-listed as URBN 6642.*
URPL 6400	Community Development	This introduction to community development investigates the opportunities and challenges planners face when working with local communities. Rooted in principles of equity and social justice, the course explores the roles of social, physical, human and economic capital in community development. Students undertake a real-world project with a local community.
URPL 6555	Transportation, Land Use and the Environment	Students will learn how transportation shapes regions, how people decide where to live and how to travel, and how these dynamics are central to sustainable development. Topics include smart growth, climate change mitigation, livability, air quality, travel behavior, active transportation, and transit-oriented development.

ELECTIVE COURSES

TABLE 7: ELECTIVES INTERMITTENTLY OFFERED - ONCE EVERY TWO YEARS

Course #	Course Name	Course Description
URPL 6249	Project Management	This course introduces the knowledge and skills of Project Management. Emphasis is on the entire project life cycle, the project management process, and knowledge areas. Managerial aspects, quantitative tools and traditional techniques of Project Management will be covered. Cross-listed as BANA 6650.
URPL 6300	Community and Environmental Health Planning	A place-based approach to understanding the social, economic, environmental, and political factors that influence individual and community health with a focus on reducing health disparities. Covers policies, practices, data, and methods for healthy communities planning.
URPL 6410	Social Justice in Planning	This course investigates the various issues encountered in planning relating to social justice, including conflict resolution; advocacy; environmental justice; social equity; culture and diversity; disadvantaged populations; public engagement techniques; affordability; equal access; and policies and impacts.
URPL 6449	Urban Social Problems	This course examines local government from the perspective of sociology and group dynamics, including neighborhoods and community groups, class and race relations, community crime, social service issues, immigration, the underclass in American society, and related urban social problems. Cross-listed as PUAD 5628.
URPL 6550	Transportation Planning and Policy	This course examines policy issues in urban transportation planning: how system design and political/institutional contexts shape transportation decision-making; major modes of urban transportation; and the social, environmental, economic, energy, and health impacts of transportation systems.

SELF-DIRECTED ELECTIVE CURRICULUM

Through our self-directed elective curriculum, students have the ability to craft a MURP degree suited to their career goals and personal interests. Students may choose any combination of elective courses, whether oriented towards a traditional planning field such as "Transportation Planning," a customized emphasis on a unique planning niche, or a general survey of diverse planning topics (i.e. no specialization at all). Students are not required to identify or pursue any type of planning specialization unless they want to (specializations do not appear on transcripts). Ultimately, students may choose whichever combination of elective courses they desire.

However, for those students who may want to focus their electives on a specific aspect of planning, Table 8 identifies six common planning "focus areas" and a selection of MURP elective courses that would provide excellent coverage of each focus area. Again, these are not prescribed or required, just suggested combinations of electives related to each focus area for students who may be interested. Additional relevant courses may also be found within and outside of the MURP program.

The most helpful resource for assisting students in choosing their self-directed path through the MURP program is the planning faculty. Students should not hesitate to reach out to any faculty member for advice about which electives to take or any topic relating to the MURP program or careers in planning. For more information, see the Advising section of the Handbook.

SELF-DIRECTED ELECTIVE CURRICULUM

TABLE 8: SUGGESTED ELECTIVES FOR COMMON PLANNING FOCUS AREAS

Focus Area	Introductory Electives	Advanced Skills/Methods Electives [1]	Specialized Electives [2,3,4]
Transportation Planning	URPL 6555 Transportation, Land Use, and Environment	URPL 6225 Urban Policy Analytics	URPL 6260 Advanced Geospatial Methods
	URPL 6560 Transit, Pedestrian, and Bicycle Planning	URPL 6250 GIS for Urban Planning	URPL 6399 Intro to Sustainable Urban Infrastructure
			URPL 6550 Transportation Planning and Policy
			URPL 6600 Regional Growth and Equity
Housing and Community Development	URPL 6400 Community Development	URPL 6210 Planning Engagement	URPL 6355 Urban Redevelopment Strategies
	URPL 6650 International Development Planning	URPL 6265 Visualization for Planning	URPL 6405 Urban Housing
			URPL 6600 Regional Growth and Equity
			URPL 6615 Small Town, Rural, and Resort Planning
Land Development	URPL 6200 Land Development Regulations	URPL 6210 Planning Engagement	URPL 6350 Form and Formation of Cities
	URPL 6355 Urban Redevelopment Strategies	URPL 6265 Visualization for Planning	URPL 6400 Community Development
			URPL 6405 Urban Housing
			URPL 6455 Real Estate Development Finance
Environmental Planning	URPL 6500 Environmental Planning and Management	URPL 6225 Urban Policy Analytics	URPL 6205 Plan Making
	URPL 6555 Transportation, Land Use, and Environment	URPL 6250 GIS for Urban Planning	URPL 6365 Parks and Public Spaces
			URPL 6615 Small Town, Rural, and Resort Planning
			URPL 6645 Disaster and Climate Change Planning
Physical Planning and Urban Design	URPL 6350 Form and Formation of Cities	URPL 6210 Planning Engagement	URPL 6365 Parks and Public Spaces
	URPL 6200 Land Development Regulations	URPL 6265 Visualization for Planning	URPL 6397 Design Policy
			URPL 6398 Design Practice
			URPL 6555 Transportation, Land Use, and Environment
Healthy Communities Planning	URPL 6300 Community/Environmental Health Planning	URPL 6225 Urban Policy Analytics	URPL 6365 Parks and Public Spaces
	URPL 6400 Community Development	URPL 6250 GIS for Urban Planning	URPL 6410 Social Justice in Planning
			URPL 6560 Transit, Pedestrian, and Bicycle Planning
			URPL 6645 Disaster and Climate Change Planning

Notes:

1 Only one advanced skills/methods elective is necessary to meet the requirement stated on page 12.
2 URPL 6260 - Advanced Geospatial Methods would be an effective specialized elective under any focus area.
3 URPL 6800 - Special Topics courses are routinely offered by the MURP program that may be effective specialized electives under a focus area.
4 Students may discover courses offered by other programs in the university that may be effective specialized electives under a focus area. Consult with your faculty advisor.

INDEPENDENT STUDY

Independent Study is a student self-directed learning experience with faculty oversight, guidance, and evaluation. Independent Study offers students an important opportunity to engage in research or creative activity in an area of inquiry not offered through regular courses, or in greater depth than offered in regular courses. An Independent Study course should not duplicate courses that are traditionally offered at the university; rather, it is intended to be a truly independent exploration of a topic or a project of a special nature.

Student Requirements: Students who undertake Independent Study are expected to be self-motivated and largely self-directed. MURP students wishing to undertake an Independent Study must have a grade point average of 3.0 or greater in the MURP program. Students can apply a maximum of one three-credit Independent Study course towards their MURP degree. (However, under special circumstances, and with departmental approval, students may be able to take two Independent Study courses.)

Faculty Requirements: Students must secure a faculty advisor for their Independent Study course. The faculty member's expertise and availability should be appropriate for the topic of study and the student's learning objectives. Faculty members reserve the right to decline to be an Independent Study advisor. Only full-time Department of Urban and Regional Planning faculty members may officially serve as a MURP Independent Study advisor. Adjunct faculty members and faculty in other departments may serve as co-advisors, but the instructor of record (i.e., grader) must be a full-time MURP faculty member. Students are encouraged to consult with other faculty and/or professionals as part of their Independent Study, but the faculty Independent Study advisor is responsible for evaluating the project and providing the majority of advising.

Project Guidelines: A MURP Independent Study project should have a focus within the field of Urban and Regional Planning, although it may be of an interdisciplinary nature. The Independent Study deliverables should be sufficient to evaluate the student's level of learning and mastery of the chosen topic. Independent Study will be graded with a letter grade and is subject to MURP, CAP, and CU Denver grading and academic policies. The project specifics are to be provided by the student in the Independent Study Proposal and approved by the student's Independent Study faculty advisor.

Students should expect to devote a minimum of nine hours per week during the fall or spring semester, and 18 hours per week during the summer semester, for a three-credit Independent Study course. Students are expected to meet periodically with their Independent Study faculty advisor throughout the semester, and the student and advisor should agree on project milestones and a meeting schedule.

Enrollment Process: To begin an Independent Study, students are responsible for developing a study proposal, approaching and gaining approval from the faculty member with whom they would like to work, completing the enrollment form and getting it signed and submitted, and registering for the Independent Study course. Specifically, the process includes the following steps:

- Prior to the semester in which the Independent Study is to be completed, the student drafts an **Independent Study Proposal**.
- Prior to the start of the semester, the student approaches and gains approval from a full-time MURP faculty member to be their Independent Study course advisor (note guidelines above).
- The student works with their faculty advisor to refine the Independent Study Proposal. The proposal must be completed and approved by the faculty advisor no later than the end of the first week of the semester.
- The student completes and signs the **Special Processing Form**, has it signed by their Independent Study faculty advisor, and turns it in to Patty McKissock no later than the end of the second week of the semester (the add/drop deadline).
- Student registers for the Independent Study course (URPL 6810) no later than the add/drop deadline.

DUAL / CONCURRENT DEGREES

The CU Denver MURP program believes that successful city-building requires expertise, breadth, interdisciplinary understanding, and creativity. Our program emphasizes thinking outside traditional professional silos and we encourage students to explore the planning profession by following a self-directed path and develop expertise in the areas that matter most to them.

In keeping with this spirit, the MURP program offers eight dual degree options and one concurrent degree option, described below. In order to pursue a dual or concurrent degree, you must be accepted into both programs separately. You may choose to apply to another program to pursue a dual or concurrent degree after you have entered the MURP program. Once admitted to a dual degree, you must complete the work for both degrees before you can graduate from either. Concurrent degrees may be awarded independently of each other. Pursuing a dual or concurrent degree allows a significant reduction in the number of credits required than you would need if you earned each degree separately, saving both time and money.

MASTER OF ARCHITECTURE (MARCH) + MURP DUAL DEGREE

The Master of Architecture is the college's accredited professional degree for students intending to seek licensure as architects. The MArch program examines the interplay between architectural form and the complex cultural and technological context in which architects operate. CU Denver's architecture and urban planning programs share a focus on cross-disciplinary interdependence, research orientation, and real-world relevance. Planners and architects each proceed by asking critical questions that encompass environmental, economic, social, cultural, aesthetic and ethical concerns, then answer them using an appropriate method. By conceiving of architecture and urban planning as an interdisciplinary partnership, MArch/MURP dual degree students develop the skills to create holistic, healthy, sustainable environments. For information, view the **MARCH + MURP Dual Degree Advising Form**.

MASTER OF LANDSCAPE ARCHITECTURE (MLA) + MURP DUAL DEGREE

The Master of Landscape Architecture is the college's accredited professional degree for students intending to seek licensure as landscape architects. Landscape architects design physical spaces supporting healthy, ethical relationships between people, place, and resources while enhancing the inherent qualities of that place. Today, landscape architects are called upon to find design solutions that respond to the pressures of globalization, unprecedented growth, heritage loss, disconnection between people and the natural environment, and environmental degradation. These same concerns occupy urban and regional planners, who search for solutions through engaging communities, researching, analyzing qualitative and quantitative information, and creative planning and visioning. Students who pursue this dual degree will have the physical design and urban planning tools to connect people to place in ways that enhance well-being and environmental balance, foster community and equity, conserve and regenerate resources, and create places that hold value for current and future generations. For more information, view the **MLA + MURP Dual Degree Advising Form**.

MASTER OF BUSINESS ADMINISTRATION (MBA) + MURP DUAL DEGREE

The Masters of Business Administration (MBA) is offered by the University of Colorado Denver Business School. Obtaining these two degrees will help planners understand not only the process of planning within the public sector, but also private enterprise. Having both degrees allows students to harness private initiatives as they plan land use, promote the economy, and maintain valued landscapes. At the same time, the dual degree will help business leaders function within the context of public fiscal, participatory, and regulatory constraints, and teach them how to place business decisions within the broad array of community interests and aspirations. Both programs emphasize active learning through the analysis of case studies and direct involvement in addressing

DUAL / CONCURRENT DEGREES

both business and planning challenges within Denver and its larger region. In an era in which development strategy must enlist the combined energies of the public and private sectors, the student who has these two degrees will have a distinct advantage. Above all, the dual degree program aims to educate students in the practice of strategic planning in service to the community at large. Total credits: 78. For more information, view the **MBA + MURP Dual Degree Advising Form**.

MASTER OF PUBLIC ADMINISTRATION (MPA) + MURP DUAL DEGREE

The Master of Public Administration (MPA) is offered by the School of Public Affairs at the University of Colorado Denver. Planners who obtain this dual degree will gain a broad appreciation for planning's place within the wider array of governmental functions at the local, regional, state and federal levels. Grounding planning in public administration will encourage a firmer appreciation for institutional arrangements and processes, and for the strategic management of the regulatory and fiscal means for the implementation of plans and policies. At the same time, grounding public administration in the material presence of places emphasizes and encourages the role of the natural and built environment in shaping development capacities, opportunities and outcomes. This dual degree allows public administrators to better document and direct the course of physical, economic, fiscal and programmatic change within municipalities and larger regions. Graduates may pursue employment options in either field or fashion career tracks that bridge the two. Total credits: 66. For more information, view the **MPA + MURP Dual Degree Advising Form**.

MASTER OF PUBLIC HEALTH (MPH) + MURP DUAL DEGREE

The MPH is the primary professional degree in the field of public health. It prepares students for a variety of public health careers: epidemiological and health services research, community needs assessment, environmental and occupational health, health policy, health promotion, and administration of public health programs. The CU Denver MURP/MPH dual degree arises from the commonalities of perspective and purpose shared by its two constituents. Each focuses on populations rather than individuals, and each works to proactively improve the plight of those populations. A subset of public health addresses the health impacts caused by people's environments—which is the domain of urban and regional planning. Planners recognize that policies, infrastructures, and social and economic conditions contribute to environmental conditions and thus can play a role in human health. For more information, view the **MPH + MURP Dual Degree Advising Form**.

JURIS DOCTORATE (JD) + MURP DUAL DEGREE

The law degree Juris Doctor (JD) is administered by the Law School at the University of Colorado Boulder. The JD/MURP dual degree pairs two professions with complementary attentions. The focus of planning is public action centered on the natural and built environments, while the focus of law is the constitutional, statutory, and regulatory bases of the social order. Merged, these two fields enable dual degree holders to address issues at the interface of policy and law emphasizing the use of land and the management of the public lands and natural resources. Planning students who are interested in the tools and strategies of economic development will find in the study of law essential perspectives on private enterprise, corporate regulation, labor markets, poverty, and international relations. Dual degree graduates will find an abundance of career opportunities in public sector planning and administration at all levels of governance, and in the private practice of law and in private planning consulting firms. A student enrolled in the dual degree program may commence studies in either program, but is required by the Law School to take the first year of the JD curriculum as a unit exclusively in the Law School. Total credit hours: 125. For more information, view the **JD + MURP Dual Degree Advising Form** and the **JD + MURP Dual Degree Memorandum of Understanding**.

DUAL / CONCURRENT DEGREES

MASTER OF SCIENCE IN HISTORIC PRESERVATION (MSHP) + MURP DUAL DEGREE

The Master of Science in Historic Preservation (MSHP) is offered by the College of Architecture and Planning. Historic preservation has become an integral part of many urban planning-related practices such as neighborhood planning, urban design, environmental permitting, real estate development, community development, and economic development. An increasing percentage of urban planning and design work is focused on infill projects, often in historic areas. And, it is widely recognized that reusing existing buildings is a more sustainable practice than tearing them down. The field of historic preservation encompasses architecture and planning, as well as cultural landscapes, project management, building technology, documentation, and representation. Students who can combine these skills with the breadth of urban and regional planning have a wide range of professional pathways from which to choose. Total credits: 75. For more information, view the **MSHP + MURP Dual Degree Advising Form**.

MASTER OF ENGINEERING - TRANSPORTATION (MENG) + MURP DUAL DEGREE

This dual degree program combines the Master of Engineering - Transportation Systems specialization (MEng), offered by the College of Engineering, Design and Computing with the MURP degree. Transportation is a key area of research and practice in both engineering and urban and regional planning. As communities become increasingly aware of the connection between the built environment and health, sustainability, and access to opportunity, the transportation-land use nexus has become more important— and more complex. Solving transportation and quality of life challenges requires multi-disciplinary, innovative solutions. The interdisciplinary perspective of a dual degree enables graduates to bring the perspectives and tools from one profession into the other. The MEng + MURP dual master's degree prepares students for careers influencing the design, public policy and investment in transportation systems such as roadways, public transit, pedestrian and bicycle facilities, parking and intermodal linkages. For more information, view the **MENG + MURP Dual Degree Advising Form**.

MASTER OF URBAN DESIGN (MUD) + MURP CONCURRENT DEGREE

The interdisciplinary MUD program addresses design issues at all scales, from the individual public space to the neighborhood, city, region, nation and world. Through studio and lecture courses, students become critical, reflective professionals with a deep understanding of urban design theory and practice. Planning students who complete this concurrent degree will gain the ability to produce cohesive and comprehensive statements about the preferential design of the built environment; employ practices that lead to conceptual, analytical and formal transformation of existing problems into preferred solutions; and convey ideas using verbal, visual and graphic communication techniques appropriate for a wide variety of professional, academic and layperson audiences.

PROFESSIONAL DEVELOPMENT

INTERNSHIPS

Internships are an important way the MURP program helps students achieve hands-on, experiential learning. The difference between an internship and a part-time job is that an internship is specifically intended to be a *learning experience*. Getting academic credit for an internship is not required, but doing so can be a rewarding part of a student's self-directed curriculum. Students earn 3 elective credits for successfully completing URPL 6805 Planning Internship but, more importantly, the coursework will enable students to maximize the personal and professional development their internship affords.

- Be aware that internships may be paid or unpaid. We actively encourage employers to pay students; however, a student should not discount the value of an unpaid internship. Students who are in internships that earn academic credit are covered by the University of Colorado's Workers' Compensation provisions.

- An internship that earns 3 hours of academic credit requires at least 135 hours of work during the semester (9 hours per week during the fall or spring semester; 17 hours per week during the summer semester).

- A student cannot enroll for more than 3 hours of internship credit in any semester, and URPL 6805 may not be taken for less than 3 credit hours. No more than 6 credit hours of internship may apply to the 54-credit degree requirement.

- Students may do an internship at any point in their MURP career, but it is recommended that students wait until after they have completed most of their core courses.

- Students may not get internship credit for an internship that was completed in the past, nor for prior work experience, volunteer activities, or life experience.

The MURP faculty will announce internship opportunities as they are received from employers in the area through group emails to all MURP students and posted to the MURP Jobs Portal. Students are strongly encouraged, however, not to rely solely on the MURP emails or the MURP Jobs Portal for finding internship leads, but to pursue internship opportunities on their own through networking with planning professionals and reaching out directly to planning-related organizations.

To get credit for an internship, you must first talk with Jenny Steffel Johnson, the MURP Internship Advisor and Course Instructor. Following your meeting with Jenny, you must complete the following three items:

- Required item #1 is to complete the **Special Processing Form** and get it signed by Jenny, who will give it to Patty McKissock, who will give you permission to enroll in URPL 6805.

- Required item #2 is the **Internship Contract**. On this form you will list the factual information about your internship: contact information for you and your supervisor, job description, pay rate, etc. Part of the Internship Contract is item #3, the Internship Learning Agreement.

- Required item #3 is the **Internship Learning Agreement**. This document is written by you, but must be agreed to and signed by both your internship supervisor and Jenny (so multiple drafts may be necessary.) The Internship Learning Agreement must be finalized and signed within two weeks of the start of the internship course.

After completing the internship course assignments, you will have your internship supervisor complete a final evaluation of your work and submit it to Jenny. For more information about MURP internships, see the **Internship Guide**.

TEACHING ASSISTANTSHIPS

Teaching assistants help professors prepare and manage course materials, grade student work, and lead discussion sessions. Teaching assistants typically work 5-10 hours per week. To be qualified as a teaching assistant, the student needs to have taken the course, mastered the material, and have skill and enthusiasm for training fellow students.

Students who are interested in teaching assistantships should express their interest to their course instructor, and discuss opportunities with the Department Chair.

RESEARCH ASSISTANTSHIPS

Research assistants help professors with research, and the specific activities can include data collection and entry, reviewing literature, conducting analysis and fieldwork, statistical programming, writing and editing manuscripts, and presenting research findings. The appointments carry a workload from about 5-20 hours per week.

Qualifications for research assistantships include academic merit, interest and enthusiasm for doing research, and any specific skill sets required for the project. Students who are interested in a research assistantship should discuss opportunities with their advisor and/or the Department Chair. The availability and nature of research assistantships depends on current faculty work and interests.

GIS CERTIFICATE

The CAP GIS certificate program is intended for motivated people with a strong interest in the application of GIS to the design and planning professions. It is targeted both at students currently enrolled in a University of Colorado degree program who wish to add a credential to their degree, and working professionals who do not wish to enroll as degree students, but who wish to pursue a certificate to improve their job skills. Students who earn this Certificate through the College of Architecture and Planning at the University of Colorado Denver will exit the program with the following:

- An understanding of GIS theory and concepts
- Technical mastery of general GIS methods using ArcGIS as well as familiarity with remote sensing
- Familiarity with common public geospatial data sources, as well as metadata standards
- Knowledge of data interoperability, including how to move data and maps from one software platform to another; examples of software includes Adobe Creative Cloud, 3D Studio Max, SketchUp, RhinoTerrain, ArcMap, and Quantum GIS
- Specialized skills in geospatial technologies and methods related to the design and planning professions, including rendering and visualizations, infrastructure and transportation network analysis, cadastral mapping, site selection and analysis, geodesign, and many others

For more information, please visit the GIS Certificate webpage at:

https://architectureandplanning.ucdenver.edu/architecture/academics/certificate-programs/gis-certificate

EXTRA-CURRICULAR ENRICHMENT

STUDENT ORGANIZATIONS

AMERICAN PLANNING ASSOCIATION - STUDENT CHAPTER (APAS)

Students are strongly encouraged to become active with APAS, the CU Denver student chapter of the American Planning Association, which promotes the involvement of student planners in local, regional, and national planning activities and provides a mechanism through which students can interact with professionals, address common concerns, and receive support in their endeavors in the field of planning. APAS's goals are:

- Connect students in the MURP program with the Colorado APA chapter and the national APA organization
- Promote the involvement of student planners in the affairs and activities of the American Planning Association
- Provide the mechanism whereby student planners can influence the development of the planning profession
- Serve as a social network for planning students and APA members
- Voice the needs of MURP students to Planning faculty and foster strong communication among faculty and students
- Raise funds to sponsor as many students as possible to be able to attend the state and national APA conferences
- Facilitate a mentorship program
- Hold monthly meetings with students to maintain communication and to encourage proactive suggestions and involvement

APAS hosts educational events such as "Breakfast with Professionals" to allow students an opportunity to engage professional planners in an informal setting and we also engage in fund-raising activities to generate revenue in order to put on additional events or provide learning opportunities for students and professional alike. Each spring and fall, APAS hosts picnics for students to connect with one another outside of the classroom setting. All MURP students are welcome to participate in APAS; there's no official "joining" necessary and there are no dues or specific commitments required. All MURP students will receive communications from APAS. Visit APAS's Facebook page: https://www.facebook.com/ucdenverapas/

WTS (WOMEN'S TRANSPORTATION SEMINAR) - CU DENVER CHAPTER

WTS (Women's Transportation Seminar) is a multidisciplinary organization that is dedicated to the advancement of women in the transportation industry. CU Denver's WTS Student Chapter is about bringing people together - all genders and disciplines - to elevate women in leadership and advance transportation equity and innovation. The goal of WTS is to provide the following opportunities to students throughout the year:

- Network with transportation professionals
- Encourage involvement in current transportation affairs in Denver
- Provide opportunities outside the classroom to increase knowledge through programing events
- Participate in mentoring and job shadowing opportunities
- Engage with fellow students in social and service activities

We welcome all students (both women and men) to join us for educational and social events, community service projects, and other activities related to transportation careers. For more information, visit: https://www.facebook.com/wtsucd

PLANNERS NETWORK - CU DENVER CHAPTER

Planners Network is an association of professionals, activists, academics, and students involved in physical, social, economic, and environmental planning in urban and rural areas, who promote fundamental change in our political and economic systems. Planners Network believes that planning should be a tool for allocating resources and developing the environment to eliminate the great inequalities of wealth and power in our society, rather than to maintain and justify the status quo. We are committed to opposing

STUDENT ORGANIZATIONS

racial, economic, and environmental injustice and discrimination by gender and sexual orientation. We believe that planning should be used to assure adequate food, clothing, housing, medical care, jobs, safe working conditions, and a healthy environment. Planners Network advocates public responsibility for meeting these needs, because the private market has proven incapable of doing so.

Planners Network seeks to be an effective political and social force, working with other progressive organizations to inform public opinion and public policy and to provide assistance to those seeking to understand, control, and change the forces which affect their lives. Please visit the Colorado Planners Network Facebook page: https://www.facebook.com/PlannersNetworkDenver

CAP LECTURE SERIES / MURP LUNCH FORUMS

The College puts on an exciting lecture series each year, bringing ground-breaking practitioners and academics to the campus to talk about their work and the future of our disciplines with a focus on a particular theme. Many of these speakers are from the planning and design fields. Check the CAP website and the bulletin boards around the building for lecture series event information.

Planning faculty and students regularly organize lunchtime forums to foster conversation, debate, and learning about current issues that we face in the region and in the planning profession. The aim of the lunchtime forums is to contribute to building a community of practice that includes students, faculty, professionals, local organizations, and community residents. Keep an eye out for email messages and social media posts for these lunchtime events!

SUGGESTED SUMMER READING

ONLINE:

Ann Forsyth's List of "Plans You Should Know" (http://www.planetizen.com/node/45168)

Ann Forsyth's "Summer Readings that Help You Think" (http://www.planetizen.com/node/33755)

Ann Forsyth's "Summer Reading About Planning: The Basics" (http://www.planetizen.com/node/31384)

Ann Forsyth's Blog (http://www.planetizen.com/blog/10386)

Student Disorientation Guide (http://www.plannersnetwork.org/magazine-publications/student-disorientation-guide/)

BOOKS:

The Death and Life of Great American Cities, Jane Jacobs	*Urban Fortunes*, John Logan and Harvey Molotch
Getting What You Came For, Robert Peters	*Nature's Metropolis*, Bill Cronon
Building Suburbia, Dolores Hayden	*The Production of Space*, Henri Lefebvre
The Urban Villagers, Herbert Gans	*Silent Spring*, Rachel Carson
City of Quartz, Mike Davis	*A Sand County Almanac*, Aldo Leopold
American Apartheid, Douglas Massey and Nancy Denton	*Cadillac Desert*, Mark Reisner
The Walkable City, Jeff Speck	*The Image of the City*, Kevin Lynch
Wrestling with Moses, Anthony Flint	*Human Transit*, Jarrett Walker

TUITION AND SCHOLARSHIPS

TUITION AND STUDENT FEES

For information about tuition, fees, financial aid, billing, and similar topics, Please visit the Bursar's Office website at: http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/Pages/default.aspx

SCHOLARSHIPS

Scholarships are awarded on the basis of merit, academic achievement, financial need, or a combination of the three. Financial need is rarely the primary factor considered, but it is often used to make a decision among equally qualified finalists. The eligibility criteria for each scholarship depend on the values or goals of the group offering the scholarship. While you do not have to be admitted to the College in order to apply for financial aid or scholarships, you must be admitted at the time scholarship decisions are made to be considered. For more information, visit the College's scholarships website at: https://architectureandplanning.ucdenver.edu/architecture/student-life/scholarships-funding

The CU Denver Scholarship Resource Office provides assistance and support to students applying for institutional, state, and national scholarships. Located in the Tivoli Student Union, Room 259. Phone: 303-352-3608, Email: scholarship@ucdenver.edu. Also, College Academic Advisor Liz Marsh (elizabeth.j.marsh@ucdenver.edu) can assist students with scholarship information and resources.

IN-STATE RESIDENCY / WICHE-WRGP

After one year of Colorado residency, students may be eligible for in-state tuition. Please visit the Registrar's residency page for more information on how to establish residency: http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Residency/Pages/default.aspx

Domestic students who wish to establish Colorado residency should obtain a Colorado driver's license or ID card and register their car in Colorado as soon as possible, ideally before the first day of classes. However, just registering a car and obtaining a Colorado ID is not sufficient to establish residency. To learn everything you need to know about establishing Colorado residency, please make sure you carefully review the information available on the Registrar's web page linked to above, and follow up with them if you have any questions. It's important to accurately establish your residency because it impacts students in a number of ways.

WICHE - WRGP
WICHE stands for the Western Interstate Commission for Higher Education, a regional organization that helps higher education systems in 17 western US states and territories, including Colorado. WRGP stands for the Western Regional Graduate Program which is coordinated by WICHE. The WRGP is a tuition-reciprocity program that allows graduate students who live in one of the WICHE states or territories to enroll in certain high-quality, distinctive graduate programs located outside of their home state and yet pay the in-state resident tuition rate, resulting in substantial savings on tuition!

The CU Denver MURP program is a qualified WICHE-WRGP program—the only graduate urban planning program in the Rocky Mountain region that offers this opportunity! Therefore, anyone living in a WICHE state or territory can apply to the CU Denver MURP program as a WICHE-WRGP applicant and, if accepted into the MURP program, pay Colorado in-state resident tuition. For more information, please visit the university's WICHE-WRGP webpage: http://www.ucdenver.edu/academics/colleges/Graduate-School/prospective/Pages/wrgp.aspx

POLICIES AND PROCEDURES

GRADUATE SCHOOL RESOURCES

The CU Denver Graduate School website is an excellent resource for important information, policies, procedures, and regulations related to all graduate students at CU Denver. Unless stated otherwise, the College of Architecture and Planning and the MURP program follow the policies outlined by the Graduate School. Information is available at the following link:

http://www.ucdenver.edu/academics/colleges/Graduate-School/current/Pages/resources.aspx

In addition to general university policies, the above website provides links and forms on many topics including:

- Academic Calendars
- Student Code of Conduct
- Academic Probation and Suspension
- Graduation Deadlines
- Transfer of Credits
- And MORE!

STUDENT PRIVACY

Student privacy requirements are delineated in the Federal Rights and Privacy Act (FERPA) of 1974. FERPA sets guidelines for higher education institutions that protect students' rights with respect to their educational records and other personally identifiable information. Violations of student rights can lead to serious consequences, such as lawsuits and/or withholding of federal funds to the University.

Circulation or posting of class/grade rosters that display students' names and ID numbers is a FERPA violation. Faculty may display a roster of students' names in a section of a course on a protected website or slide that is available to students in that section only, but may not create a public posting identifying students enrolled in a section of a course. Faculty must collect assignments directly from students and return graded assignments directly to students. Staff may not be used to collect or return assignments. Assignments may not be left in boxes outside of offices or in the mail room. Staff will not receive or return student assignments. FERPA does not allow any public posting of student information with any part of the name, student identification number, or any other personally identifiable information. Students' grades may be posted without written permission, if they are not posted in a personally identifiable manner.

FERPA Guidelines can be found at:

http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx

GETTING AN "INCOMPLETE" GRADE

To receive a grade of "Incomplete" in a course, the faculty member teaching the course and the student must together fill out an Incomplete Grade Report that will be kept in the student's academic file. The report will outline what work the student needs to complete in order to receive a grade and the timeline in which the student needs to complete the work. The form is available from Patty McKissock (patricia.mckissock@ucdenver.edu).

STUDENTS WITH DISABILITIES

Students with disabilities should be accommodated in all classes. The University's Disability Resources and Services Office determines accommodations based on documented disabilities. If you have a documented disability, please contact the Disability Services office and ask them to submit a letter describing your needs to each of your course instructors by the second week of the semester. Also, provide a copy of the letter to Patty McKissock for assistance in case of safety or fire emergency. For information, contact the Office of Disability Resources and Services, located at North Classroom 2514, Phone: 303-556-3450 - TTY 303-556-4766, Email: disabilityresources@ucdenver.edu

Visit the website for the Disability Resources and Services Office at:

http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx

GRADUATION

During your last semester in the MURP program, you must apply to graduate. The deadline to apply for graduation is the Census Date of your last semester. You can apply online through your student center in UCDAccess. Once you have applied for graduation you will receive information about registering for the Commencement ceremony. If you have any questions about the process please contact Patty McKissock (patricia.mckissock@ucdenver.edu).

CAMPUS RESOURCES

HELPFUL CAMPUS RESOURCES

AMERICAN INDIAN STUDENT SERVICES

The office provides access and educational opportunities to American Indian students through academic advising, scholarship information, cultural programs, advocacy, student organization sponsorship and other supportive services tailored to the specific needs of the students. Located in Student Commons Room 2007-C. Phone: (303) 315-1882. Web: http://www.ucdenver.edu/about/departments/odi/CII/AISS/Pages/default.aspx

ASIAN AMERICAN STUDENT SERVICES

The office provides academic advising, scholarship information, cultural programs, advocacy, resource referral, student organization sponsorship and other supportive services tailored to the specific needs of Asian American students. Located in Student Commons Room 2007-E. Phone: (303) 315-1879. Web: http://www.ucdenver.edu/about/departments/odi/CII/AASS/Pages/default.aspx

BLACK STUDENT SERVICES

In an effort to promote and maintain quality higher education for students of African descent, the office assists undergraduate and graduate students in all phases of their educational career through admissions services, academic counseling and peer support. Located in Student Commons Room 2007-F. Phone: (303) 315-1881. Web: http://www.ucdenver.edu/about/departments/odi/CII/BSS/Pages/default.aspx

CAREER CENTER

Offers a full array of services to prepare students for the transition from school to career. Graduate students are welcome and encouraged to utilize these resources. Located at Tivoli Student Union Suite 267. Phone: (303) 315-7315. Web: https://www1.ucdenver.edu/services/career-center

CARE TEAM

The Campus Assessment, Response & Evaluation (CARE) Team addresses the health and safety needs of students. The team assess whether individuals pose a risk to themselves or others and to intervene when necessary, and more generally, to identify and provide assistance to those in need. The CARE team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior. Phone: (303) 315-7306. Web: http://www.ucdenver.edu/life/services/care/Pages/default.aspx

CHILD CARE—AURARIA EARLY LEARNING CENTER

Provides high-quality early childhood care and educational programs to children 12 months through 8 years old. The programs are utilized by the children of students, staff, faculty working on the Auraria Campus. Located at 950 9th Street Park. Phone: 303-556-3188. Web: https://www.ahec.edu/services-departments/early-learning-center

DISABILITY RESOURCES AND SERVICES

The Office of Disability Resources and Services produces assistance and arrangements for accommodations to provide equal opportunities to foster the personal growth and development of students with disabilities. Located in Student Commons Room 2116. Phone: (303) 315-3510. Web: http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

The office offers immigration services, programming and advising to enhance the experiences of international students. Location: 1380 Lawrence Suite 932. Phone: (303) 315-2230. Web: http://www.ucdenver.edu/academics/InternationalPrograms/OIA/ISSS/Pages/default.aspx

LATINX STUDENT SERVICES

The mission of Latin@ Student Services is to provide an inclusive environment that supports the intersectional experiences, diverse cultures and educational goals of Latin@ students a CU Denver. Located in Student Commons 2007-H. Phone: (303) 315-1878. Web: http://www.ucdenver.edu/about/departments/odi/CII/LSS/Pages/default.aspx

HELPFUL CAMPUS RESOURCES

LEARNING RESOURCE CENTER
Promotes student success, retention, and graduation and is available to graduate students. Services include tutoring, supplemental instructions study skills workshops, and ESL support. Location: Student Commons Room 2105. Phone: (303) 315-3531. Web: http://www.ucdenver.edu/life/services/LRC/OurServices/Pages/default.aspx

LGBTQ STUDENT RESOURCE CENTER
Open to all students as a resource for exploring sexual orientation/gender identification. Located in Tivoli Room 213. Phone: (303) 615-0515. Web: http://www.ucdenver.edu/life/services/glbtss/services/Pages/default.aspx

OFFICE OF EQUITY
Provides integrated assistance for complaints of protected characteristic harassment and/or discrimination or sexual misconduct. Location: Lawrence Street Center, 12th Floor. Phone: (303) 315-2567. Email: equity@ucdenver.edu. Web: https://equity.ucdenver.edu/

OMBUDS OFFICE
Assists students in resolving CU Denver conflicts, complaints, and disputes. Services are free and confidential. Examples of concerns may include: the actions of faculty, staff, or other students; denials of petitions; harassment of any kind; administrative decisions; grading disputes. Location: 1380 Lawrence Suite 1003. Phone: (303) 315-0046. Web: https://www1.ucdenver.edu/offices/ombudsoffice

PHOENIX CENTER AT AURARIA
The Phoenix Center provides confidential help for survivors of interpersonal violence, and their friends and family. All services are confidential. Phone: (303) 556-CALL (2255). Web: www.thepca.org

STUDENT AND COMMUNITY COUNSELING CENTER
A campus counseling center that serves CU Denver students, who receive up to 10 counseling sessions at no cost per year as part of student fees. One can make an appointment or simply walk in. All information is confidential (except cases of abuse or neglect of children, harm to self or others, or when reporting is required by law). Location: Tivoli Suite 454. Phone: (303) 315-7270. Web: http://www.ucdenver.edu/life/services/counseling-center/Pages/default.aspx

STUDENT CONDUCT AND COMMUNITY STANDARDS
Serves as a resource to meet the developmental and educational needs of students related to community expectations, civility and respect for self and others through conflict management and resolution, and responding to inappropriate and threatening behaviors. Location: Tivoli Suite 309. Phone: (303) 315-7311. Web: http://www.ucdenver.edu/life/services/standards/Pages/default.aspx

VETERAN AND MILITARY STUDENT SERVICES
An initial contact point for eligible veterans and dependent students attending CU Denver. Location: Tivoli Suite 124. Phone: (303) 315-7300. Web: http://www.ucdenver.edu/life/services/Veteran/Pages/vmsshome.aspx

WOMEN AND GENDER CENTER
Open to all genders, the Women and Gender Center helps advancing issues of gender equity and supporting the gender-focused needs of students, faculty, and staff on the Auraria campus. Located in Tivoli 260 A1. Phone: (303) 315-7262. Web: http://www.ucdenver.edu/life/services/studentlife/WGC/Pages/WGC.aspx

WRITING CENTER
The CU Denver Writing Center provides one-on-one consultations and workshops about writing and composition. This is not a copyediting service. Location: North Classroom Room 4014. Phone: (303) 315-7355. Web: http://www.ucdenver.edu/academics/colleges/CLAS/Centers/writing/Pages/TheWritingCenter.aspx

DOCUMENT LIBRARY

INDEPENDENT STUDY PROPOSAL

Independent Study Course Proposal

Date

Name

Email

Proposed independent study faculty advisor

Independent Study Course/Project Description

1. Title of proposed Independent Study course/project

2. Briefly describe your Independent Study course/project

3. What are the activities/ tasks you expect to undertake to complete this Independent Study?

4. Describe the specific methods you will use to complete your Independent Study. Include your process for collecting and analyzing information, and which techniques or tools you will use and why. If you will be collecting your own data, explain how (e.g., review of research on the problem; case studies of other similar projects or policies; survey of residents; GIS analysis, etc.).

5. Include a preliminary reference list of sources you intend to draw from to complete the Independent Study, including scholarly research, technical reports, online data sources, etc.

6. What deliverables will you produce at the completion of the Independent Study?

7. Challenges: Describe the challenges you expect to face while completing this Independent Study. Thinking through these in advance will help you—and your faculty advisor—come up with solutions. (For example, do you anticipate any obstacles such as incomplete/ inaccessible data, or community resistance? Will you need to gain or improve technical skills to complete the project? Will you need to visit multiple or remote locations, or interview a large number of people? Are you concerned about time management or maintaining the project's scope?)

8. Schedule: Provide a detailed work plan with a timeline of activities necessary to complete your Independent Study. *You are expected to work approximately 9 hours per week for a 3-*

credit Independent Study course. Be specific: identify weekly tasks, and include mileposts such as advisor meetings, draft submissions, feedback on drafts, and final project completion dates that you have established with your Independent Study faculty advisor.

Learning Objectives and Assessment Criteria

9. What are your learning objectives for this Independent Study course? (i.e., what new knowledge, skills and abilities do you expect to have at the end of the course?)

10. Assessment Criteria: How will your faculty advisor judge your performance and your achievement of your learning objectives for the course?

Background Preparation for Independent Study

11. Your approximate MURP program grade point average (Independent Study students are expected to have a minimum 3.0 gpa)

12. Please provide a brief justification for your pursuit of an independent study class, rather than a traditional class (e.g., scheduling conflicts, courses not available, seeking more in-depth knowledge, particular personal/professional goals, etc.):

13. How have your educational and/or professional experiences prepared you undertake this Independent Study?

INTERNSHIP CONTRACT

<div align="center">

University of Colorado Denver
College of Architecture and Planning
Master of Urban and Regional Planning Program
Internship Contract

</div>

Semester of Internship: ___ Spring ___ Summer ___ Fall Year: _____

Faculty Internship Advisor: Dr. Jennifer Steffel Johnson   Campus Box 126
                          Jennifer.SteffelJohnson@ucdenver.edu   P.O. Box 173364
                          303-315-0061   Denver, CO 80217-3364

Student Information

Name: _____

Student ID#: _____

Email Address: _____

Telephone: _____

Semester entered the MURP program: _____

MURP credits completed prior to the internship semester: _____

Emergency Contact information: Name/ Relationship/ Phone: _____

How did you learn about this internship position? _____

Internship Employer Information

Name of Firm/ Organization: _____

Department: _____

Internship Supervisor Name: _____

Title: _____

Email Address: _____

Telephone: _____

Work Site Address: _____

Mailing Address (if different from physical address): _____

Is supervisor a UCD MURP Alumni? If yes, graduation semester and year: _____

Internship Specifics

Internship start date: _____   end date: _____

Intern is expected to work _____ hours per week *(University minimum: 9 hours/week during the fall or spring semester; 17 hours/week during the summer semester)*

Pay rate: _____

Job description (may be attached):

Learning Agreement
(expand as needed)

Learning Objective 1: To…

    Strategies:
- I will…
- I will…

Learning Objective 2: To…

    Strategies:
- I will…
- I will…

Learning Objective 3: To…

    Strategies:
- I will…
- I will…

Learning Objective 4: To…

    Strategies:
- I will…
- I will…

SIGNATURES ARE REQUIRED WITHIN TWO WEEKS OF THE START OF THE INTERNSHIP SEMESTER

INTERN: I agree to diligently work toward achieving the learning objectives indicated on the attached Learning Agreement. I agree to complete all work assignments promptly and to the best of my ability. I will thoughtfully complete the academic assignments of the internship course. I agree to complete a minimum of _____ hours of work at the internship each week. I agree to familiarize myself with and to adhere to the relevant organizational policies and procedures of my internship employer. I agree to conduct myself in an ethical and professional manner in accordance with the University of Colorado Denver Honor Code and act as a positive representative of the UCD MURP Program.

_____   _____
Student signature   date

INTERNSHIP SUPERVISOR: I have discussed this internship with the student and I have agreed to be the internship supervisor. I have clearly discussed the responsibilities and parameters of the internship with the student intern and I verify that the internship duties meet MURP program criteria for a quality internship. The intern and I have discussed the attached Learning Agreement and I agree to provide the assistance, consultation, support and training necessary to help the student intern make progress towards their learning objectives. I agree to meet with the intern regularly and provide timely and constructive feedback to the intern regarding their performance. I further agree to provide the intern with information concerning our organization's relevant policies and procedures. I agree to comply with all laws prohibiting discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, and/or military status. I agree to notify the Faculty Internship Advisor in a timely manner if any problems arise during the internship. I agree to complete a final written evaluation of the intern's performance, attitude and work product but I understand that the final course grade will be assigned by the Faculty Internship Advisor.

_____   _____
Internship Supervisor signature   date

FACULTY INTERNSHIP ADVISOR: I have confirmed the details of this internship and determined that it merits academic credit. I have reviewed and approved the student's Learning Agreement and discussed with the student how their learning objectives and strategies are relevant to their educational, professional, and personal goals. I will keep in contact with the student during their internship to offer guidance and support, and ensure that they are making progress toward achieving their learning objectives. I agree to contact the site supervisor at least once during the internship semester to discuss the student's performance and will conduct an on-site visit if possible. I will be available to help resolve any problems that arise during the internship. I will assign the final grade for the internship course based upon the student intern's site supervisor evaluation and the quality of the student's academic activities as required during the course. This signature indicates my approval of this internship for credit.

_____   _____
Faculty Internship Advisor signature   date

INTERNSHIP GUIDE

MASTER OF URBAN AND REGIONAL PLANNING PROGRAM
GUIDELINES FOR INTERNSHIPS

Real-world, hands-on learning—also known as Experiential Education—is a cornerstone of the MURP program. We believe that the best way for students to understand the complexities, challenges, and potentials of the planning profession is to actually experience it.

Internships are an essential part of learning to "think like a planner." While getting academic credit for an internship is not required, it is highly recommended. You earn three elective credits for participating in the Internship Course, but more importantly, the coursework will enable you to maximize the personal and professional development your internship affords. The difference between an internship and a part-time job is that an internship is specifically intended to be a *learning experience*. When your internship is part of the Internship Course, the MURP program can ensure that your employer remains focused on your learning.

General Guidelines
- Be aware that internships may be paid or unpaid. (We actively encourage employers to pay students!). Students who are in internships that earn academic credit are covered by the University of Colorado's Workers' Compensation provisions.
- An internship that earns three hours of academic credit requires <u>at least</u> 135 hours of work during the semester (= 9 hours per week during the fall or spring semester; 17 hours per week during the summer semester).
- A student cannot enroll for more than three hours of internship credit (URPL 6805) in any semester, and URPL 6805 may not be taken for less than three credit hours.
- No more than six credit hours of internship may apply to the 54-credit MURP degree requirement.
- You may do an internship at any point in your MURP career, but it is recommended that you wait until after you've completed most of your core courses.
- You may not get internship credit for an internship you completed in the past, nor for prior work experience, volunteer activities, or life experience.

Getting an Internship
The process of finding and getting hired for an internship might take you longer than you expect, so it is important to plan ahead and give yourself plenty of time. Some positions are very competitive, so being organized, professional and prepared are essential for successfully landing the position you want. Start your search at least a semester before you plan to participate in an internship.

1. Find an internship position you're interested in.
   - Find positions posted on the MURP Professional Development Portal, advertised on the MURP listserv, posted in the UCD Experiential Learning Center's database, or learn about them through your personal network.
   - Or, find an employer you're interested in working for and approach them about setting up an internship position for you.
   - Or, talk to Jenny or other MURP faculty members for ideas about where to work.

2. Get hired for the internship.
   - Posted internships will include a job description and desired skills. To apply, you'll need a professional resume and potentially a cover letter, both tailored for the position.

3. Meet with Jenny Steffel Johnson, the MURP Internship Advisor and Course Instructor. (Jennifer.SteffelJohnson@ucdenver.edu; 303-315-0061; office: 320P)
   - This is required if you are planning to get academic credit for your internship, and highly recommended even if you're not. We'll discuss how to get the most out of your internship, and make sure your employer understands what MURP expects for our student interns. If you are doing the internship for credit, we'll talk about how to enroll in the Internship Couse.

Getting Credit for an Internship

4. Enroll in the Internship Course.
   - **Required item #1** is a "Special Processing Form," available from Jenny or at the College reception desk on the 2nd floor. You'll fill it out and get it signed by Jenny. Jenny will give it to Patricia McKissock, who will give you permission to enroll in the Internship Course.
   - **Required item #2** is the Internship Contract. This is a form on which you will list the factual information about your internship: contact information for you and your supervisor, job description, pay rate, etc. Part of the Internship Contract is item #3, the Learning Agreement.
   - **Required item #3** is the Internship Learning Agreement. This document is written by you, but must be agreed to and signed by both your internship supervisor and Jenny (so multiple drafts may be necessary.) Guidelines for writing the Learning Agreement are available.
     - The Learning Agreement is included as part of your Internship Contract.
     - The Learning Agreement MUST be finalized and signed within two weeks of the start of the Internship Course.
   - Note: You may not get internship credit for an internship you completed in the past, or for prior work experience, volunteer activities, or life experience.

5. Complete the course assignments to the best of your ability.
   - Course meetings are optional. All assignments are submitted electronically.
   - Course assignments are intended to help you use your internship to develop personally and professionally. Most assignments consist of a brief (2-3 page) paper, due every Sunday.

- At the end of the semester, all students in the internship course will complete a longer Self-Assessment Paper and will make a public presentation about their internship experience.

6. Have your internship supervisor complete an evaluation of your work and submit it to the course instructor.

Participant Expectations

The Student Intern will:
- Act professionally
- Work hard to complete the tasks assigned by their supervisor
- Handle any conflicts or challenges that arise professionally and quickly
- Remember that the purpose of any internship is to be <u>a meaningful learning experience</u>

   Students receiving academic credit for the internship will also:
   - Take responsibility for completing and submitting any necessary enrollment paperwork
   - Write a thoughtful Learning Agreement and have it signed by their employer and the MURP internship advisor
   - Work to achieve the learning objectives outlined in the Learning Agreement
   - Complete their course assignments to the best of their ability

The MURP Internship Advisor will:
- Discuss with the student how the internship is relevant to their educational and professional objectives
- Be available to the student throughout their internship to address concerns and questions
- Be available to the student intern's site supervisor throughout the internship to address concerns and questions.

   For students receiving academic credit for the internship, the Internship Advisor/Course Instructor will also:
   - Assist students in establishing appropriate learning objectives to be met during the internship
   - Assign student interns appropriate academic activities to enable them to maximize their personal and professional development
   - In conjunction with the employer site supervisor, assess the student's performance during the internship and achievement of their learning objectives, and assign an appropriate course grade

The Employer/ Internship Supervisor will:

- Select and hire the student intern
- Provide an orientation and make any necessary introductions for the student intern
- Provide supervision, mentoring, and necessary training for the student intern
- Provide appropriate workspace for the intern, as well as any equipment necessary for them to complete their assigned duties (e.g., computer software)
- Encourage and support the student's professional development
- Maintain an open channel of communication with the intern and meet with them throughout the internship to discuss their work and answer questions
- Comply with federal and state laws prohibiting discrimination on the basis of race, color, sexual orientation, national origin, gender, and/or disability
- Remember that the purpose of any internship is to be <u>a meaningful learning experience for the student</u>

For students receiving academic credit for the internship, the Employer/ Internship Supervisor will also:

- Discuss, negotiate as needed, and sign the student's Learning Agreement
- Support the student's achievement of their learning objectives, as defined by the Learning Agreement
- Contact the student's MURP Internship Advisor if any problems arise
- Complete a midterm and final evaluation of the student intern

Note:

- Students who are in internships that earn academic credit are covered by the University of Colorado's Workers' Compensation provisions.
- Internship employers must be a legitimate, established business; home-based businesses cannot be approved for internships due to liability and risk issues.

INTERNSHIP LEARNING AGREEMENT

Developing Your Internship Learning Agreement

> *If you don't know what you want, chances are very low that you'll get it.*
> —Tony Robbins

In typical courses, your professor has determined what you will be expected to learn in the course, and told you what those learning objectives are. (Usually they're listed near the top of the syllabus.) In this internship course, determining what you intend to learn is up to you.

Your first task in this course is to develop your Internship Learning Agreement. The goal of the agreement is to articulate in detail what you will be learning from your internship and how you will go about learning it.

Spelling out these objectives and strategies is essential for making sure that you learn as much as possible from your internship experience. Beyond deferring to the job description, this agreement clarifies your role and responsibilities in the organization, and minimizes the chance of misunderstandings with your supervisor. Fundamentally, being clear on the goals you intend to achieve gives you a strong sense of purpose and ensures that the internship is a meaningful experience for you. The job description for your internship outlines what you are expected to *do*; your Learning Agreement spells out what you expect to *learn*.

Once you've created a draft of your learning objectives and strategies, you'll want to get some feedback on them from the internship course instructor. Make sure you leave time for this step.

Your internship supervisor obviously plays an important role in your ability to achieve these goals. After you've articulated them for yourself, the next step is to discuss your learning objectives with your supervisor, and together generate ideas for how you will achieve them. Of course, you have a job to do for your employer, and you want to be sure that you meet their needs and expectations. Talking through your planned activities and projects with your supervisor will allow both of you to clarify your shared intentions and expectations for the internship. Make sure you schedule this conversation before the turn-in deadline.

The Learning Agreement will be included and signed as part of your Internship Contract. The contract is the main document that structures the relationship between you, your internship supervisor, and the MURP program. In addition to the Learning Agreement, the Internship Contract includes the internship job description, identifies the participants in the internship relationship and their contact information, and documents important details about the internship such as start/end dates, hours, salary, etc.

Writing Your Learning Objectives and Strategies

There is substantial research that indicates that developing specific and challenging goals improves your performance and focuses your efforts; further, writing down your goals makes you more committed to achieving them.

Step 1. Self-Reflection and Brainstorming

Make a list of what you hope to get out of your internship. Begin with the perspective that this internship has the potential to take you one step closer toward achieving your vision of a successful career. What do you need to learn more about or get better at to achieve that vision? What knowledge, competencies, behaviors, attitudes, and skills do you wish to develop? Think about growth in several areas, including specific skills and competencies as well as "soft" skills such as negotiation, leadership, self-confidence, or learning to accept feedback or criticism.

Here are some prompts to get you thinking:
- What do I most want to explore, understand or learn during my internship?
- How would I like to change or be different by the end of my internship?
- What obstacles might block my career success, and how can I work to remove them?
- What will make me more marketable to a future employer?
- If I could make it happen, what goal would I like to achieve by the time I complete my internship?
- In what ways would I like this experience to advance my understanding of concepts I've learned about in class?

Step 2. Refine Your List (see writing tips and examples below)

Narrow down your ideas into a concrete, specific list of what you intend to learn through your internship. Limit the number of objectives by including only those that have the most meaning to you. To get the most out of your internship, include at least one learning objective in each of the following categories:

a) skill development: effectively demonstrating the behaviors of the profession
   examples: learn to write a planning memo, develop oral presentation skills for community meetings, gain proficiency in a particular research method or computer application

b) application of academic knowledge: learning and understanding factual information, terminology, principles, concepts, theories and the ideas of the profession

examples: understand the development process, understand how principles of sustainability are applied (or not) in practice, learn how community-based organizations advocate for their constituents

c) professional development: learning the values, attitudes and ways of the profession; figuring out "what you want to be when you grow up"

examples: learn the pros/cons of the field, learn what it takes to be a consultant, learn how interdisciplinary professional teams operate, learn about job opportunities available in the field

d) personal development: learning more about yourself as an emerging professional and identifying ways in which you want to grow and change as a person

examples: become comfortable speaking in front of groups, develop more confidence working directly with clients, develop leadership qualities, learn to accept feedback from supervisors and coworkers, improve time management skills

Notes:
• For each category, consider including an *application objective* (something you already know about and want to improve/ practice) and an *acquisition objective* (something new you want to learn about).
• Remember that these objectives are <u>outcomes</u>, not particular activities you will undertake. (You will write about activities in Step 3.)
• Consider using verbs such as the following in your learning objectives: acquire, analyze, appreciate, become, become familiar with, comprehend, develop, discover, explore, know, learn, perceive, synthesize, understand, value

Step 3. Identify the Strategies (Activities) You Will Use to Achieve Each Learning Objective (see writing tips and examples below)
The goal of this step is to describe how you will go about achieving each of your learning objectives. What work activities, duties and assignments will give you the experiences you need to help you achieve your objectives? Use the internship job description, as well as what you already know about the type of work the organization does, to start generating ideas for this section. Consider including multiple strategies for achieving each learning objective. <u>It is very likely you'll need to discuss your planned activities with your supervisor to complete this section with any accuracy.</u>

Here are some prompts to get you thinking:

- What training will you undergo that will develop your skills in a particular area?
- What "off the job" activities such as reading, writing, research or field trips might you do to contribute toward achieving your objectives?
- What deliverables will you have the opportunity to create that you can include in your professional portfolio?
- What resources outside of the work site might help you reach your objectives?
- What specific projects will you be completing that address an aspect of your learning objectives?
- Can you ask your supervisor or a faculty member to recommend relevant materials to bolster your knowledge?
- What opportunities will you have to attend staff meetings, seminars, conferences or professional meetings?
- What presentations will you have the opportunity to make? To what audiences?
- What opportunities will there be for your co-workers or your supervisor to observe you at work and provide you with feedback and suggestions?
- What opportunities will you be given to take on additional responsibility?
- Consider using verbs such as the following to articulate your strategies: answer, arrange, circulate, classify, collect, compare, compile, conduct, count, decide, define, demonstrate, direct, discuss, explain, give examples, list, locate, obtain, participate in, revise, schedule, select, summarize, supervise, verify, write

Note that in addition to your job-specific activities, your course assignments will also help you achieve learning objectives in each of the four categories.

Step 4. Combine Your Objectives and Strategies into a Learning Agreement
Once completed, your Learning Agreement will be included as part of your Internship Contract. The contract must be signed by you, your internship supervisor, and the internship faculty advisor/course instructor.

Writing Tips- Learning Objectives
Write objectives beginning with the word "To" followed by an action verb. Imagine that the phrase "I want" precedes each statement.

Be specific! Here are examples of vague vs. specific objectives:

Vague objective: To gain experience in transportation planning.
Specific objectives:

- To determine if working in transportation planning is the appropriate career goal for me.
- To learn to apply the principles of sustainability to transportation planning.
- To learn how social equity considerations are included in transportation planners' decision-making processes.

Vague objective: To use planning to help community residents.
Specific objectives:
- To become a skilled public meeting facilitator
- To learn to create planning documents that community residents can easily understand

Writing Tips- Strategies/Activities
Write strategies beginning with the phrase "I will" followed by an action verb. Choose the verb that most effectively describes what you will do.

Include quantifiable items when possible (e.g., "I will interview at least four people" vs. "I will talk to people")

Example Learning Objectives + Strategies/Activities
Please write your Learning Agreement using a format similar to the following:

Learning Objective 1: To learn how professionals evaluate conflicts and move toward resolution
   Strategies:
- I will attend and participate in inter-organization meetings with decision-makers
- I will interview at least two professionals about their conflict resolution strategies
- I will read at least five articles on conflict resolution

Learning Objective 2: To network and establish professional contacts in the field of _____ planning
   Strategies:
- I will attend at least two client meetings
- I will attend at least three local professional events
- I will conduct at least two informational interviews with professionals whose work interests me

Learning Objective 3: To improve my time management skills

    <u>Strategies</u>:

- I will interview five colleagues about their work planning techniques
- I will read at least five articles on time management techniques
- I will test out at least three time management strategies during my internship

Learning Objective 4: To become a skilled community meeting facilitator

    <u>Strategies</u>:

- I will receive training in conducting asset mapping with community residents
- I will co-facilitate at least two community meetings
- I will ask for and receive feedback on my facilitation strengths and weaknesses from my internship supervisor and at least two community members
- I will read at least three articles on best practices for meeting facilitation

JD + MURP DUAL DEGREE ADVISING FORM

College of Architecture and Planning   Student: _____

JD/MURP Dual Degree Planning Guide– New MURP Curriculum

MURP Adviser: _____   MURP Sem/Yr Entered: _____

JD Adviser: _____   JD Sem/Yr Entered: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Initials if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5010	Planning Methods	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 5060	Planning Workshop	S	6		
URPL 6000	Planning Project Studio	F or S	6		
URPL 6900	Planning Capstone (or URPL 6920/5 Planning Thesis A+B)	F or S	6		
	Total Credits		**33**		
MURP ELECTIVES					
		F or S	3		
		F or S	3		
		F or S	3		
		F or S	3		
	Total Credits		**12**		
JD REQUIREMENTS					
LAWS 5303	Civil Procedure	F	4		
LAWS 5121	Contracts	F	4		
LAWS 5226	Legal Writing I	F	2		
LAWS 5205	Legislation and Regulation	F	3		
LAWS 5425	Torts	F	3		
LAWS 5223	Appellate Court Advocacy	S	2		
LAWS 6005	Constitutional Law	S	4		
LAWS 5503	Criminal Law	S	4		
LAWS 5624	Property	S	4		
LAWS 6353	Evidence	F or S	3		
LAWS 6103	Legal Ethics and Professionalism	F or S	3		
LAWS 5223	Legal Writing II		2		
LAWS ____	Seminar	F or S	2 or 3		
	Total Credits		**39 or 40**		
JD ELECTIVES					
		F or S			
		F or S			
		F or S			
		F or S			
		F or S			
		F or S			
		F or S			
		F or S			
	Total Credits		**40 or 41**		
	Total Credits Needed for Graduation		**125**		
* Documentation, adviser and Department Chair approvals must be submitted to Student Services for waived courses					

JD + MURP MEMORANDUM OF UNDERSTANDING

**Dual Degree Program Understanding Between the
College of Architecture and Planning and the School of Law**
Amended 2013[1]

The School of Law (Law School) and the College of Architecture and Planning (Architecture and Planning) desire to cooperate in a joint program under which students may be admitted to and take course work in both schools on a coordinated basis, leading to the award of the degrees Juris Doctor (JD) and Master of Urban and Regional Planning (MURP) by the Law School and Architecture and Planning, respectively.

The JD-MURP dual degree pairs complementary professions. Planning focuses on public action centered on the natural and built environments. Law focuses on the constitutional, statutory, and regulatory bases of the social order. Merged, these two fields enable dual degree holders to address issues at the interface of policy and law, emphasizing the use of land and real estate and the management of the public lands and natural resources (including mineral and energy resources). Persons whose focus is economic development, whether local or global, will also find in the study of law essential perspectives on private enterprise, corporate regulation, labor markets, poverty, and international relations, and they will find in Planning the tools and strategies with which to guide economic development and influence market outcomes. Individuals so schooled will find an abundance of opportunity in public sector planning and administration at all levels of governance, and in the private practice of law and in private planning consulting firms.

The MURP is normally comprised of 54 credit hours and the JD degree of 89 credit hours of course work. Students obtaining a dual JD-MURP degree, however, may earn both degrees upon completion of 125 credit hours, of which 45 credit hours are in Planning and 80 credit hours in Law.

In order to establish such a dual JD-MURP degree program, the Law School and Architecture and Planning entered into this Understanding, which became effective when approved by the dean and faculty of each school in 2006.

A. Administration. The JD-MURP Dual Degree Program of the Law School and Architecture and Planning shall be administered in each school by the dean, or a person designated by the dean, pursuant to this Understanding and under such policies, procedures and guidelines as the respective faculties of the schools may from time to time provide. The dean or person so designated to administer the dual degree program for a school is hereinafter referred to as the program adviser for that school.

The program advisers for the two schools, together with such other persons as the deans of the schools may appoint in equal numbers as representatives of the schools, shall constitute

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[1] Approved by both schools and in effect April 12, 2013.

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a joint committee responsible for providing coordination of the program in the two schools and for providing advice and recommendations to the respective deans and faculties of the two schools with respect to the operation of the program.

B. <u>Eligibility for and Enrollment in the Program</u>. To be eligible for the dual JD-MURP degree program, a person shall apply separately to and be admitted by both the Law School and Architecture and Planning, under each school's respective admissions procedures and standards. Each school shall make provision in its admissions materials for an applicant to elect to be enrolled in the dual degree program. Once admitted to both programs the student shall notify the student's faculty advisers in Planning and in the Law School. Each school shall also promptly inform the other of the admission of an applicant who has elected the dual degree program and may otherwise share information and coordinate admissions for dual degree program students.

A person may elect the dual degree program at the time of initial application to both schools; or a student enrolled in the applicable degree program of either school may during the student's first year of study under the degree program of that school apply for admission to the other school and elect to be enrolled under the dual degree program.

A student who has elected the dual degree program and who has been admitted by both schools shall be deemed to be enrolled in each school under the dual degree program, unless the student's enrollment status in the dual degree program is terminated as provided under this Understanding.

Each dual degree student is to consult with the designated faculty advisers in both programs and maintain an official record of course selections, both past and prospective, in each unit.

C. <u>Course of Study under the Program</u>. A student enrolled in the dual degree program may commence studies under the program in either the Law School or Architecture and Planning, but must notify each school of that decision at or prior to the date established by each school for such notification. A dual degree program student is required by the Law School to take the first year of the JD curriculum as a unit exclusively in the Law School, and the student may be required by Architecture and Planning to take the first year of the MURP curriculum as a unit exclusively in Architecture and Planning. Otherwise, the student may take courses in Architecture and Planning or in the Law School, or both, as the student may desire and as may be necessary to meet the requirements of the degree programs of each school.

A student enrolled in the dual degree program shall, at all times during which that enrollment continues in effect pursuant to this Understanding, be considered to be an enrolled student in each school and entitled to the privileges of an enrolled student at each school consistent with his or her status as a dual degree student, whether or not the student is at that time taking courses at that school.

A dual degree student shall be required to inform each school each term of all courses being taken under the program, whether or not being taken at that school. No student in the dual degree program shall be allowed to take fewer than 10 credit hours or more than 16 credit hours during any term without receiving the consent of the program adviser in each school in which any of such courses are being taken. If for any term fewer than 10 aggregate credit hours are being taken towards the JD and MURP degrees, either school may through its program adviser determine that the student may no longer continue in the dual degree program, as provided below.

D. <u>Credit for Courses Taken at the Other School</u>.
   i. The Law School shall grant credit towards the JD degree for up to 9 credit hours of acceptable performance in graduate level courses taken by a dual degree program student at Architecture and Planning. A student shall have earned a grade of B- or equivalent in courses at Architecture and Planning in order for the performance to be acceptable for Law School credit. The Law School may accept Architecture and Planning course credit on a pass basis and need not count the credit toward class standing or towards the graduation grade average requirements of the JD.

   ii. Architecture and Planning shall grant credit towards the Master of Urban and Regional Planning degree for up to 9 credit hours of acceptable performance in Law School courses taken by a dual degree program student, and shall waive or otherwise modify other requirements such that a dual degree program student shall be able to obtain the MURP degree with 45 credit hours of Architecture and Planning course credit exclusive of credit hours given for Law School courses under the program.

   Dual degree students shall complete all required MURP core courses except the three-credit course in Planning Law and Institutions. As a result, the MURP requirement for dual degree students shall be 33 credit hours within core studies in Planning plus 12 credit hours of electives for a total of 45 credit hours. Students shall, in addition, undertake 80 credit hours within the JD program.

   Only Law School courses in which a grade of C+ or better is earned shall be acceptable for transfer to Architecture and Planning. Grades received in courses that are transferred from the Law School shall be recorded as having been passed but shall not influence the grade point average of the MURP program.

   iii. Either school may grant credit for work taken at the other school under the program only provisionally and conditioned on the successful completion of the degree program of the other school. If it appears that the student will not complete the other school's degree requirements, such provisional credit may be withdrawn.

   Each school may designate the courses of the other school for which credit will be allowed under this program. Upon completion of the courses that are eligible for dual

credit toward the JD, the student shall provide a transcript of his/her work at the Architecture and Planning to the faculty adviser in the Law School, identifying the courses to be applied to the JD. Similarly, on completion of the courses within the Law School that are eligible for transfer to the MURP Program, the student shall provide a transcript of his/her work in the College of Law to his/her Planning adviser, identifying the courses to be applied to the MURP degree.

Students who complete one degree prior to completing the other shall have earned all but 15 credit hours of the second before the first can be awarded.

E. <u>Curriculum</u>.
   i. Law School (80 credit hours): Consult the current index of course offerings at the Law School for course offerings towards the JD. See
       www.colorado.edu/law/academics/index.htm

   ii. Architecture and Planning (45 credit hours):
       MURP Core: (33 credit hours, of which 9 may transfer to the College of Law)
       • URPL 5000 Planning History and Theory (3 credit hours)
       • URPL 5010 Planning Methods (3 credit hours)
       • URPL 5030 The Planning Profession (3 credit hours)
       • URPL 5040 Natural and Built Environments (3 credit hours)
       • URPL 5050 Urban Development (3 credit hours)
       • URPL 5060 Planning Workshop (6 credit hours)
       • URPL 6000 Planning Project Studio (6 credit hours)
       • URPL 6900 Planning Capstone A (or URPL 6920 Planning Thesis A)
       • URPL 6905 Planning Capstone B (or URPL 6925 Planning Thesis B)

       MURP Electives: (12 credit hours, approved by the Planning Adviser)

       URPL 5020 Planning Law and Institutions (3 credit hours) is not required of dual degree students. Planning students, nevertheless, who have taken this class prior to gaining admission to the Law School may petition their Law School adviser to count this course against another course in the Law School deemed to be comparable. The adviser shall have final authority in the matter.

F. <u>Academic or Other Discipline; Termination of Dual Degree Enrollment or of Good Standing</u>. Each school shall notify the other if a student enrolled in the dual degree program shall be expelled or suspended for academic or non-academic reasons, or is subject to disciplinary action, or if any such student is placed on probation or is otherwise not continued in good standing at that school. In matters involving academic ethics each school shall have jurisdiction to determine under its own procedures whether misconduct has occurred, and the consequences thereof, with respect to credit to be given towards the degree offered by that school and the standing of the student at that school. However, disciplinary expulsion or suspension of any dual degree program student shall apply to both schools as provided by

University rules and regulations. If a student is suspended or placed on academic probation or is otherwise not continued in good standing at either of the schools, the program adviser of each school may determine whether or not the student shall be continued in the dual degree program. The program adviser of each school may also terminate the dual degree program enrollment of any student who takes fewer than 10 credit hours under the dual degree program in both schools, except for any term for which fewer than 10 aggregate credit hours remain to be earned for both degrees under this program.

Termination of dual degree program status of a student terminates all obligations of either school under this Understanding to the other school or to the student concerned. Upon such termination, each school may treat the student as a degree student who is not affected by this Understanding and, as such school may deem advisable, may either allow or not allow credit towards the degree offered by that school for courses taken at the other school during the period the student was enrolled in the dual degree program.

MARCH + MURP DUAL DEGREE ADVISING FORM

College of Architecture and Planning   Student: _____

Dual Degree Planning Guide

MURP/ MArch – MURP and New MArch Curricula

MURP Advisor: _____   MURP Sem/Yr Entered: _____

MArch Advisor: _____   MArch Sem/Yr Entered: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Initials if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5010	Planning Methods	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 6000	Planning Project Studio	F/ S/ Su	6		
URPL 6900	Planning Capstone (or URPL 6920/5 Planning Thesis)	F / S	6		
	Total Credits		**30**		
MURP ELECTIVE					
URPL ____		F / S	3		
URPL ____		F / S	3		
URPL ____		F / S	3		
	Total Credits		**9**		
GIS ELECTIVE → CHOOSE ONE FROM AMONG THE FOLLOWING					
URPL 6250	GIS Analysis	F			
URPL 6260	Advanced Geo-Spatial Methods	S	3		
LDAR 5540	Introduction to GIS	S			
	Total Credits		**3**		
MArch – DESIGN STUDIES REQUIREMENTS					
ARCH 5110	Design Studio I		6		
ARCH 5120	Design Studio II		6		
ARCH 5130	Design Studio III		6		
ARCH 5140	Design Studio IV		6		
ARCH 6150	Design Studio V		6		
ARCH 6170	Design Studio VI (Comp Studio)		6		
ARCH 6171	Integration Seminar		3		
	Total Credits		**39**		
MArch – HISTORICAL/CULTURAL STUDIES REQUIREMENTS					
ARCH 5210	Introduction to Architecture		3		
ARCH 5220	History of Architecture I		3		
ARCH 5230	History of Architecture II		3		
ARCH 629_	Historical/Cultural Studies Elective:		3		
	Total Credits		**12**		
MArch – TECHNICAL STUDIES REQUIREMENTS					
ARCH 5310	Building Construction and Methods I		3		
ARCH 5320	Building Construction and Methods II		3		
ARCH 5330	Sustainable Systems I		3		
ARCH 5340	Sustainable Systems II		3		
ARCH 5350	Structures I		3		
ARCH 5360	Structures II		3		
ARCH 639_	Technological Studies Elective:		3		

		Total Credits		21		
MArch – PROFESSIONAL STUDIES REQUIREMENTS						
ARCH 5410	Professional Practice			3		
ARCH 5420	BIM: Principles and Practices			3		
ARCH 5430	Social Context of Design			3		
ARCH 5450	Sustainable Design Practices			3		
		Total Credits		12		
MArch – REPRESENTATIONAL STUDIES REQUIREMENTS						
ARCH 5111	Architectural Graphics			3		
ARCH 659_	Representational Studies Elective:			3		
		Total Credits		6		
MArch – ARCHITECTURE ELECTIVE						
ARCH _____				3		
				3		
	Total Credits for Graduation			135		
* Documentation, advisor and Department Chair approvals must be submitted to Student Services for waived courses						
NOTES:						

MBA + MURP DUAL DEGREE ADVISING FORM

College of Architecture and Planning
Dual Degree Planning Guide
MURP/ MBA – New MURP Curriculum

Student: _____

MURP Advisor: _____   MURP Sem/Yr Entered: _____

MBA Advisor: _____   MBA Sem/Yr Entered: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Initials if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 5060	Planning Workshop	F/S	6		
URPL 6000	Planning Project Studio	F/S/Su	6		
URPL 6900	Planning Capstone	F/S	6		
	Total Credits		**33**		
MBA CORE REQUIREMENTS					
BUSN 6520	Managing Individuals and Teams	F/S/SU	3		
BUSN 6540	Legal and Ethical Environment of Business	F/S/SU	3		
BUSN 6550	Analyzing and Interpreting Accounting Information	F/S/SU	3		
BUSN 6560	Marketing Management	F/S/SU	3		
BUSN 6610	Information Technology Management	F/S/SU	3		
BUSN 6620	Applied Economics for Managers	F/S/SU	3		
BUSN 6630	Management of Operations	F/S/SU	3		
BUSN 6640	Financial Management	F/S/SU	3		
BUSN 6710	Strategic Management	F/S/SU	3		
	Total Credits		**27**		
MBA INTERNATIONAL ELECTIVE					
	(see list of options)	F/S/SU	3		
	Total Credits		**3**		
DATA ANALYSIS + ELECTIVES→ OPTION A					
BUSN 6530	Data Analysis for Managers	F/S/SU	3		
	MBA elective:	F/S/SU	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	Total Credits		**15**		
DATA ANALYSIS + ELECTIVES→ OPTION B					
URPL 5010	Planning Methods	F	3		
	MBA elective:	F/S/SU	3		
	MBA elective:	F/S/SU	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	Total Credits		**15**		
	Total Credits for Graduation		**78**		
* Documentation, advisor and Department Chair approvals must be submitted to Student Services for waived courses					

NOTES:

MLA + MURP DUAL DEGREE ADVISING FORM

College of Architecture and Planning
Dual Degree Planning Guide
MURP/ MLA

Student: _____

Sem/Yr Entered MURP: _____

Sem/Yr Entered MLA: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Signature if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5010	Planning Methods	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 6000	Planning Project Studio	F / S/ Su	6		
URPL 6900	Planning Capstone	F / S	6		
	Total Credits		**30**		
MURP ELECTIVES					
		F or S	3		
		F or S	3		
		F or S	3		
	Total Credits		**9**		
MLA CORE REQUIREMENTS					
LDAR 5500	Landscape Architecture Studio I	F	3		
LDAR 5502	Landscape Architecture Studio 2	S	6		
LDAR 5503	Landscape Architecture Studio 3	F	6		
LDAR 6606	Immersive Landscape Architecture Travel Studio	F	4		
LDAR 6706	Immersive Landscape Architecture Travel Seminar	F	2		
LDAR 6740	Immersive Advanced Landscape History/Theory	F	3		
LDAR 6745	Immersive Advanced Landscape Media/Technology	F	3		
LDAR 6607	Landscape Architecture Studio 4	S	3		
LDAR 6608	Landscape Architecture Studio 5	S	3		
LDAR 5510	Graphic Media in Landscape Architecture	F	3		
LDAR 5521	History of Landscape Architecture	F	3		
LDAR 5572	Landscape Ecology	F	3		
LDAR 5532	Landform Manipulation	S	3		
LDAR 6631	LA Construction Materials and Methods	F	3		
LDAR 6670	Plants in Design	F	3		
LDAR 6620	Landscape Theory and Criticism	S	3		
LDAR 6641	LA Computer Applications	S	3		
LDAR 6750	Professional Practice	S	3		
	Total Credits		**60**		
MLA ELECTIVE					
		F or S	3		
	Total Credits		**3**		
GIS ELECTIVE→ CHOOSE ANY OF THE FOLLOWING					
URPL 6250	GIS for Urban Planning	F	3		
URPL 6260	Advanced Geo-Spatial Methods	S			
LDAR 5540	Introduction to GIS	S			
	Total Credits		**3**		
	Total Credits for Graduation		**105**		
* Documentation, advisor and Department Chair approvals must be submitted to Student Services for waived courses					

MPA + MURP DUAL DEGREE ADVISING FORM

University of Colorado Denver
Dual Degree Planning Guide   Student: _____
MURP/ MPA – New MURP Curriculum

MURP Advisor: _____   Sem/Yr Entered: _____

MPA Advisor: _____   Sem/Yr Entered: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Signature if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 5060	Planning Workshop	F/S	6		
URPL 6000	Planning Project Studio	F/S/Su	6		
	Total Credits		**27**		
MPA REQUIREMENTS					
PUAD 5001	Intro to Public Administration and Public Service	F/S/Su	3		
PUAD 5002	Organizational Management and Behavior	F/S/Su	3		
PUAD 5004	Economics and Public Finance	F/S/Su	3		
PUAD 5005	Policy Process and Democracy	F/S/Su	3		
PUAD 5006	Leadership and Professional Ethics	F/S/Su	3		
PUAD 5008**	Evidence-Based Decisionmaking	F/S/Su	3		
PUAD 5361	Capstone	F/S/Su	3		
	Total Credits		**21**		
DATA ANALYSIS + ADDITIONAL COURSE REQUIREMENTS → OPTION A					
PUAD 5003	Research and Analytic Methods	F/S/Su	3		
	PUAD elective:	F/S/Su	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	Total Credits		**18**		
DATA ANALYSIS + ADDITIONAL COURSE REQUIREMENTS → OPTION B					
URPL 5010	Planning Methods	F	3		
	PUAD elective:	F/S/Su	3		
	PUAD elective:	F/S/Su	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	Total Credits		**18**		
	Total Credits for Graduation		**66**		
* Documentation, advisor and Department Chair approvals must be submitted to Student Services for waived courses					
**Students entering the MPA program prior to Fall 2016 may substitute PUAD 5008 with a PUAD elective					

NOTES:

MPH + MURP DUAL DEGREE ADVISING FORM

College of Architecture and Planning
Dual Degree Planning Guide
MURP/ MPH

Student: _____

MURP Advisor: _____   Sem/Yr Entered MURP: _____

MPH Advisor: _____   Sem/Yr Entered MPH: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Initials if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5010	Planning Methods	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 5060	Planning Workshop	F/S	6		
URPL 6000	Planning Project Studio	F/S/Su	6		
	Total Credits		**30**		
MPH CORE REQUIREMENTS					
BIOS 6601	Applied Biostatistics I	F/Su-O	3		
EPID 6630	Epidemiology	F/S-O	3		
EHOH 6614	Occupational & Environmental Health	F-O/S	3		
CBHS 6610	Social & Community Factors in Health	Su-O/S	3		
HSMP 6603	Health Systems and Management	F-O/S	3		
PUBH 6000	Foundations in Public Health	F/Su-O/S-O	2		
	Total Credits		**17**		
MPH CONCENTRATION COURSES					
			3		
			3		
			3		
			3		
	Total Credits		**12**		
ADDITIONAL MPH REQUIRED COURSES					
PUBH 6606	Practicum		2		
PUBH 6955	Dual Master's Project**		2		
	Total Credits		**4**		
MURP ELECTIVES***					
		F or S	3		
		F or S	3		
	Total Credits		**6**		
	Total Credits for Graduation		**69**		

* Documentation, advisor and Department Chair approvals must be submitted to Student Services for waived courses
** Approval required from MURP faculty member
*** See approved MURP electives list below

Notes:

As stand-alone programs, the MPH is 42 credits and the MURP is 54 credits. Both degrees are awarded for a total of 69 credits between the two programs. The MPH program accepts up to 9 credits from MURP course work to count towards elective credits, and the MURP degree accepts 18 credits from the MPH towards elective credits. Approved courses that can be counted towards the MPH include:

URPL 5040 Urban Sustainability (3 credits)
URPL 6200 Land Development Regulations (3 credits)
URPL 6205 Plan Making (3 credits)
URPL 6250 GIS Analysis/ Introduction to GIS (3 credits)
URPL 6260 Advanced Geo-Spatial Methods (3 credits)
URPL 6300 Community and Environmental Health Planning (3 credits)
URPL 6365 Parks and Public Spaces (3 credits)
URPL 6399 Introduction to Sustainable Urban Infrastructure (3 credits)
URPL 6400 Community Development (3 credits)
URPL 6405 Urban Housing (3 credits)
URPL 6410 Social Justice in Planning (3 credits)
URPL 6500 Environmental Planning and Management (3 credits)
URPL 6555 Transportation, Land Use and the Environment (3 credits)
URPL 6560 Transit Planning (3 credits)
URPL 6600 Regional Planning (3 credits)
URPL 6615 Small Town, Rural and Resort Planning (3 credits)
URPL 6645 Disaster/Climate Change Planning (3 credits)
URPL 6650 International Development Planning (3 credits)
URPL 6565 Pedestrian and Bicycle Planning (3 credits)

MSHP + MURP DUAL DEGREE ADVISING FORM

University of Colorado Denver
Dual Degree Planning Guide   Student: _____
MURP/ MS HP

MURP Advisor: _____   Sem/Yr Entered: _____

MS HP Advisor: _____   Sem/Yr Entered: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Signature if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5010	Planning Methods	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 5060	Planning Workshop	F/S	6		
URPL 6000	Planning Project Studio	F/S/Su	6		
URPL 6900	Planning Capstone**	S	6		
	Total Credits		**36**		
MS HP CORE REQUIREMENTS					
HIPR 6010	Preservation Theory and Practice	F	3		
HIPR 6110	Regionalism(s) & Vernacular in Context	S	3		
HIPR 6210	Historic Buildings in Context	F	3		
HIPR 6310	Documentation, Analysis & Representation	F	3		
HIPR 6410	Urban Conservation: Context for Reuse	S	3		
HIPR 6510	Building Conservation: Evidence & Intervention	S	3		
	Design History elective	F/S	3		
	Total Credits		**21**		
ADDITIONAL COURSE REQUIREMENTS					
	CAP general elective:	F/S/Su	3		
	CAP general elective:	F/S/Su	3		
	CAP general elective:	F/S/Su	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	MURP elective:	F/S	3		
	Total Credits		**18**		
	Total Credits for Graduation		**75**		

* Documentation, advisor and Department Chair approvals must be submitted to Student Services for waived courses
** Capstone project should be approved by both MURP and MSHP faculty.

NOTES:

MENG + MURP DUAL DEGREE ADVISING FORM

University of Colorado Denver
Dual Degree Planning Guide   Student: _____
MURP/ MENG- Transportation Systems

MURP Advisor: _____   Sem/Yr Entered: _____

MENG Advisor: _____   Sem/Yr Entered: _____

Course Number	Course Name	Semester Offered	Credits	Advisor Signature if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5010	Planning Methods	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 5060	Planning Workshop	S	6		
URPL 6000	Planning Project Studio	F/Su	6		
	Total Credits		**30**		
MEng CORE REQUIREMENTS**					
CVEN 561x	Traffic Studies course:	F	3		
CVEN 562x	Traffic Engineering course:	F	3		
CVEN 563x	Transportation Planning course:	S	3		
CVEN ____	Transportation Systems course:		3		
	Total Credits		**12**		
SHARED CORE REQUIREMENTS*					
URPL/CVEN	MURP + MEng Capstone or Thesis	F/S	6		
	Total Credits		**6**		
ELECTIVE COURSES					
	CVEN elective:	F/S/Su	3		
	Transportation Systems-relevant elective:	F/S/Su	3		
	Transportation Systems-relevant elective:	F/S/Su	3		
	Transportation Systems-relevant elective:	F/S/Su	3		
	MURP elective:	F/S/Su	3		
	MURP elective:	F/S/Su	3		
	MURP elective:	F/S/Su	3		
	Total Credits		**21**		
	Total Credits for Graduation		**69**		

* Documentation, advisor and department approvals must be submitted to Student Services for waived courses
** See MEng program information for list of prerequisite courses
***Students will enroll concurrently in the MURP + MEng Capstone or Master's Thesis. The project should address the fields of Engineering AND Planning, and the proposal and project/ thesis require approval by both MURP and MEng faculty.

NOTES:

MURP PROGRAM PLANNING FORM

University of Colorado Denver—College of Architecture and Planning
Master of Urban and Regional Planning
Program Planning Form   Advisor: _____

Student Name: _____   Sem/Yr Entered: _____

Course Number	Course Name	Sem. Offered	Credits	Replacement Course/ Advisor Initials if Waived*	Semester Completed
MURP CORE REQUIREMENTS					
URPL 5000	Planning History and Theory	F	3		
URPL 5010	Planning Methods	F	3		
URPL 5020	Planning Law and Institutions	F	3		
URPL 5030	The Planning Profession	F	3		
URPL 5040	Urban Sustainability	S	3		
URPL 5050	Urban Development	S	3		
URPL 5060	Planning Workshop	F or S	6		
URPL 6000	Planning Project Studio	F/S/Su	6		
URPL 6900	Planning Capstone (or URPL 6920 Planning Thesis A and B)	F/S	6		
	TOTAL CORE CREDITS		**36**		
ELECTIVE COURSES					
		F/S/Su	3		
		F/S/Su	3		
		F/S/Su	3		
		F/S/Su	3		
		F/S/Su	3		
ADVANCED SKILLS/ METHOD ELECTIVE COURSE					
		F or S	3		
	TOTAL ELECTIVE CREDITS		**18**		
	TOTAL CREDITS FOR GRADUATION		**54**		
* Documentation and advisor approval required for waived courses/ advanced standing					
NOTES:					

PLANNING THESIS PROPOSAL

MURP Master's Thesis Proposal

Date:

Name:

Email:

Proposed thesis faculty advisor:

Master's Thesis Project Description

1. Title of proposed Master's Thesis

2. Briefly describe your Master's Thesis project

3. What are the activities/ tasks you expect to undertake to complete this Master's Thesis?

4. Describe the specific methods you will use to complete your Master's Thesis. Include your process for collecting and analyzing information, and which techniques or tools you will use and why. If you will be collecting your own data, explain how (e.g., review of research on the problem; case studies of other similar projects or policies; survey of residents; GIS analysis, etc.).

5. Include a preliminary reference list of sources you intend to draw from to complete the Master's Thesis, including scholarly research, technical reports, online data sources, etc.

6. Challenges: Describe the challenges you expect to face while completing this Master's Thesis. Thinking through these in advance will help you—and your faculty advisor—come up with solutions. (For example, do you anticipate any obstacles such as incomplete/ inaccessible data, or community resistance? Will you need to gain or improve technical skills to complete the project? Will you need to visit multiple or remote locations, or interview a large number of people? Are you concerned about time management or maintaining the project's scope?)

7. Schedule: Provide a detailed work plan with a timeline of activities necessary to complete your Master's Thesis. Be specific: identify weekly tasks, and include hard deadlines such as the Graduate School's format review deadline, and the Graduate School's thesis defense deadline. (See http://www.ucdenver.edu/academics/colleges/Graduate-School/Pages/default.aspx) for additional information.) Additionally, include mileposts such as advisor meetings, draft submissions, feedback on drafts, and final project completion dates that you have established with your thesis advisor.

Learning Objectives and Professional Goals

9. What are your learning objectives for your Master's Thesis? (i.e., what new knowledge, skills and abilities do you expect to gain by writing a thesis?)

10. Describe how your thesis relates to your professional and personal development goals.

SPECIAL PROCESSING FORM

*** CU-Denver *Special Processing Form* ***

*** Student Section ***

_____   _____   _____   _____   _____
Student Name   Student Number   School/College   Major   Term/year

_____   _____   _____   _____   _____
Subject. Abbr.   Course Number   Section Number   Credit Hours

                                                                                                         _____
Student Signature _____   Date: _____   Course Title (24 spaces each line)

****************************** Independent Study/Thesis Completion Contract ******************************
Consult your school or college for limits and restrictions.

1. Briefly describe the project:

2. What performance/accomplishments will be expected of the student?

3. How many hours per week do you expect the student to devote to the project? _____
4. How many hours per week/month will the student and faculty meet _____

************************************** Instructor and Dean's Approval **************************************
❖Instructor's approval is required for all transactions on this form.   ❖Dean's approval is required for ***Independent Study*** courses, ***Thesis*** courses and late adds.

Instructor's Signature_____   Date: _____

Instructor's Name - please print_____

Dean's Signature _____   Date:_____

☐ Student is approved for a late add.

S‌tudents/Academic Units - Be sure to make a copy of the completed form prior to submitting to the Records Office.

Records use only:
Date_____
Clrk_____
RR-06/95

When to Use this form:
- ❖ Use this form to register for courses requiring specific instructor and dean's approval: independent study, practicums, thesis, special studies, variable credit, etc.
- ❖ Students registering for Candidate for Degree may obtain call numbers from the department or program.

How to use this form:
- ❖ Complete one form for each transaction
- ❖ Complete the student section of this form.
- ❖ If registration is for an Independent Study or Thesis course, complete the Completion Contract section.
- ❖ Obtain instructor's signature.
- ❖ Dean's approval is required for an Independent Study course, Thesis course, or a late add of any Special Processing course. Approval must be obtained from the student's home school/college dean NOT the dean of the school/college offering the course.
- ❖ Return completed form to the Records/Registration Office

Special Processing Drops:
- ❖ To Drop a Special Processing Course, complete a Schedule Adjustment form and return to the Records/Registration Office.

School/College   **Location/Phone Number**
College of Arts & Media . . . . Arts 176; 556-2279
College of Business.. CU-Denver Building, 2nd Floor;
                                                                                      Undergrad - 556-5800; Grad. - 556-5900
School of Education .... NC 5012; 556-8451
College of Engineering .... NC 3024; Undergrad. and Grad. - 556-2870
College of Architecture and Planning.................... CU-Denver Building, 3rd Floor; 556-2877
Grad. School of Public Affairs .... LW 500; 556-5970
College of Liberal Arts and Sciences .... NC 2024; Undergrad. - 556-2555; Grad. - 556-2557

MURP

MASTER OF URBAN AND REGIONAL PLANNING

STUDENT HANDBOOK

2019 - 2020 Academic Year