



**University of Alberta**  
**HGP 211 Introduction to Design Fundamentals for**  
**Planners**  
**Winter 2018**

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### **Instructors**

Professor: Dr. Manish Shirgaokar, AICP  
Email: [shirgaokar@ualberta.ca](mailto:shirgaokar@ualberta.ca) (preferred for communication)  
Office: Tory 3-113  
Office Hours: Tuesday and Thursday 4:00 P.M. – 5:00 P.M. (sign up at <https://www.wejoinin.com/sheets/wienf>)

Teaching Assistant: Jeongwon Gim  
Email: [gim@ualberta.ca](mailto:gim@ualberta.ca)  
Office: Tory 3-110  
Office Hours: By appointment

### **Course Logistics**

Section: B1-LEC  
Class #: 93190  
Location: Tory 3-57 / ESB 1-39  
eClass: <https://eclass.srv.ualberta.ca/course/view.php?id=42722>  
Time: Wednesday 2:00 P.M. – 4:50 P.M.  
Notes: This studio-based class is primarily designed for 1<sup>st</sup> to 3<sup>rd</sup> year students in the BA Major in Planning and BSc Specialization in Planning. Restricted to PLAN program students. HGEO students may register starting Nov 9.

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## **1. Calendar Description**

211: [Introduction to representation through the use of design tools, where through interacting with the built environment and extracting information from primary and secondary sources, students learn to analyze and represent real-world planning data.] Prerequisites: HGP 100 or EAS 192 and consent of Department.

## **2. Course Objectives and Outcomes**

*Objectives:* The pedagogical emphasis of this course is on how to interpret urban issues, gather evidence, analyze available information, develop proposals for urban locations, and represent findings. From a practitioner's perspective, the class will teach students how to be planners who are required to make evidence-based claims and defend them before an expert and non-expert audience. The methodological focus of this course is to show students how to use commercially available software (SketchUp, Adobe Photoshop, etc.) to represent urban data. This is a hands-on skills building course with a primary emphasis on city/urban cases. Through a series of one-on-

one and team-based engagements with students during class the objective is to teach students to think of urban issues, represent information, and develop proposals.

Outcomes: At the end of this course the students will be able to:

- Select and create appropriate graphic outputs for data with different levels of measurement
- Design attractive, readable, and useful visual representation of analyzed data and proposals
- Use data showing planning problems, and present possible policy recommendations for resolving urban issues
- Create posters to show analysis and recommendations
- Make an effective presentation of the kind that planners are routinely asked to make to decision makers and the public

### **3. Professional Planning Accreditation Requirements**

HGP 211 is a foundational course for students in the BA Major in Planning and BSc specialization in Planning. For students enrolled in these programs, this course contributes to developing the knowledge, skills, and ethics identified by Canadian Institute of Planners (CIP) as necessary components for practice as a professional planner. This course provides an introduction to all of the components as identified by the CIP, however the following are emphasized:

#### Functional Competencies under CIP

- Human Settlement
- Policies and Application
- Plan and Policy Considerations
- Plan and Policy Making
- Developments in Planning

#### Enabling Competencies under CIP

- Critical Thinking
- Communications
- Professional and Ethical Behaviour

### **4. Course Format and Workload**

This class is run as a lower-level methods course. This class has no written exam but the workload requires students to budget around 6-9 hours weekly, especially for labs / assignments and the design problem. The labs and assignments along with desk crits for the design problem are integral parts of this course. They help illuminate the principles of representation and impart skills that are useful in the act of planning. To make learning more pertinent to student interests, the studio exercises use real data from local communities, with a focus on Edmonton. You will become familiar with some key software as well as drawing board sketching.

Labs/Assignments: The course has six (6) labs, which are run during class hours, and six (6) allied homework assignments. All labs and assignments will be available on the class website at 2:00 P.M. on the day of class. Proposal development for the Design Problem (see below)

constitutes the bulk of workload during class hours in weeks 5,6, and 10. Studio time is important—in these weeks particularly—since it gives an opportunity for one-on-one instruction in desk crit format. You will get most help during these studio hours—both for your labs and the Design Problem. Each student must submit unique work products for each assignment. Plagiarism will not be tolerated. Your ability to use the analog formats and digital software—as well as the quality of your design problem proposals—will benefit from attending and finishing each lab and assignment individually and by engaging with the instructors during desk crits.

*Design Problem:* For a portion of the class, we will shift our focus to the analysis of a real-world problem. We will focus on a select part of the University of Alberta campus. The identified locations are within a short-walk to the LRT station but are underdeveloped. You will be randomly assigned to one of the two sites that have been shortlisted. The large amount of surface parking available currently in these locations represents a land bank. Your job is to envision a transit-oriented development (TOD) in these locations. You will need to follow two rules: (1) you cannot propose demolishing any existing buildings, and (2) you cannot propose a new structure above 25 meters (Instructor may add/change rules for the design problem).

Students are required to formulate a design argument, gather data, run analyses, develop proposals, and present the output on one (1) 40.5” wide x 35” tall poster with ½” mandatory border on all sides. You should be ready to present this work in front of an expert audience. This audience may include experts from campus. The purpose of the design problem is to give you a chance to apply all of the skills you learn in the class to a single project. The instructor will be available in class and during office hours to discuss issues.

*Class Participation:* In order to encourage you to share your thoughts and ideas with the class, 10% of your course grade will be determined by the quality and quantity of your participation in various course activities. You can earn participation credit by answering questions, asking questions, or commenting in class; or by posting to discussions on the class website. As a result, attendance/engagement will have an impact on your grade; however, the instructors will not take attendance at each class session.

## **5. Schedule for Class Sessions**

*Note on labs and assignments:* All labs will be available on eClass at 2:00 P.M. on the day of class, and all assignments will be due at 2:00 P.M. the following Wednesday. The three best assignments (anonymized) will be shared with the class to enable learning from peers. (If you do not have a laptop or tablet with a keyboard, please contact the instructors.)

Week	Date (Location if different from Tory 3-57)	In-class (mandatory) activity	Homework (All assignments are due at the beginning of class at 2:00 PM whether in analog form or on eClass)
1	Jan 10 (in ESB 1-39)	William Whyte + Lab1 StreetMix	
2	Jan 17	Lab2 Non-participant observation and data representation	A1 StreetMix 7%
3	Jan 24	Lab3 Drafting 1 (scale and pace)	A2 Non-participant observation and data representation 10%
4	Jan 31	Drafting 2	Instructors may take attendance at the beginning and end of class.
5	Feb 7	Lab4 Sketching 1	A3 Drafting 18%
6	Feb 14	Sketching 2	(Analog project – Park lot/s East of HUB Mall – two groups random selection)
7	Feb 21	Reading Week	No Class. Students are strongly encouraged to develop design ideas.
8	Feb 28 (in ESB 1-39)	Lab5 Adobe Photoshop lab	A4 Sketching 20%
9	Mar 7 (in ESB 1-39)	Lab6 SketchUp 3D lab	A5 Adobe Photoshop 12%
10	Mar 14 (in ESB 1-39)	Digital Project – same site as before.	Instructors may take attendance at the beginning and end of class.
11	Mar 21 (in ESB 1-39)	Poster finalization	Instructors may take attendance at the beginning and end of class.
12	Mar 28	Final Presentations A	A6 Design Problem 23%
13	Apr 4	Final presentations B	Reading assigned for Lynch and Jacob
14	Apr 11	Lynch + Jacob (Discussion)   Urban Walk	Instructors may take attendance at the beginning and end of class.

## **6. Required Textbooks / Other Major Course Materials**

There is no required textbook for this class. Instructor may recommend journal papers to read and review during the semester through announcements on eClass.

## **7. Class Behavior / Attendance**

The material in this course cannot be learned remotely. Students are expected to attend all sessions and finish all the labs / homework assignments. The labs are sequential and get more complex. Students should be aware that any absence will result in setbacks that will be noticeable to you. The class lectures do not cover all aspects of learning, which the in-class

(mandatory) activities are designed to impart.

Students are expected to arrive on time for all sessions and meetings. All cell phones need to be on silent during lecture/lab sessions and meetings.

## **8. Course Website and “Technology”**

The course has an eClass website: <https://eclass.srv.ualberta.ca/course/view.php?id=42722>. Students are to use this forum to access lab notes and homework assignments, and to submit completed homework. You will receive announcements through this class website. Students are required to visit the course website regularly to download course materials and get important updates. It is the student’s responsibility to make sure that you are able to login to the website. If you are unable to login to the course website please consult the eClass support webpage for further instructions.

*Analog (drafting) supplies:*

Must have (or arrange to borrow—check with student’s from previous years) by January 22<sup>nd</sup>

Monday: Sketch Paper Roll (White, 14” x 50 yards) (recommend that you don’t buy bigger sizes); Mechanical pencil with 2mm HB lead plus box of refill 2mm HB leads; White eraser; Triangular 12” drafting scale Metric SI; One acrylic drafting triangles 30/60/90 or 45/45/90 (alternatively one adjustable triangle) (size of triangles ~6”-10”); White Edge-binding tape (or Scotch tape), and pencil colors (set of 12 will be enough)

See examples at <https://www.deltaart.ca/category/Draft/drafting-supplies> (Note: Instructor has no connection to Delta Art and Drafting Supplies.)

*Software:* All software needed for this course is available in ESB 1-39 and on the machines in Tory 3-57.

*Other:* The instructor recommends that you keep a flash drive (~ 16GB) or a portable hard disk drive on you to backup data. Please note that you are responsible for all your data. The class hard drives will be wiped clean at the end of the term. You are expected to make a copy of your data for future reference.

## **9. Lab Access, Course Fees (If Applicable), and Gaining Access to Past or Representative Evaluation Course Material**

Please check with Melissa Dhillon, Undergraduate Program Administrator, ESB1-26, 780-492-7988, [melissa.dhillon@ualberta.ca](mailto:melissa.dhillon@ualberta.ca).

For the digital format assignments, the instructor will gather past design problem submissions from HGP 211 and post them on the class website for student’s reference.

## **10. Overall Grading Policy**

Homework: 90%

Attendance and participation: 10%

All assignments and the design problem in this course will be given a numerical mark. A cumulative course mark will be calculated from those individual marks, weighted as tabulated above. A final letter grade will be assigned based upon your cumulative mark and the instructor's analysis of the class's cumulative mark distribution. Where possible, natural breaks in the cumulative mark distribution may be used in assigning grades, but no pre-determined distribution of grades will be imposed on the class. Your grade will reflect a combination of your absolute achievement and relative standing in the class.

If you have questions or concerns with a given grade for any homework or the project, send the instructor an email outlining the issue and specifically arguing, using evidence, why you think the given marks should be different. The professor will review your assignment or project with this concern in mind. However, adjustment of marks/grades is entirely the professor's prerogative.

*Late submissions* will carry a penalty as follows:

After deadline but before 12 hours from deadline: Penalty is 25% marks

After 12 hours but before 24 hours from deadline: Penalty is 50% marks

After 24 hours but before 48 hours from deadline: Penalty is 75% marks

Your submissions will be online and date-stamped by the server, except where indicated otherwise in assignment instructions. No late submissions will be accepted after two days from deadline.

*Missed Homework Assignments, Final Poster, and Final Presentation*

For an excused absence where the cause is religious belief, a student must contact the instructor within two weeks of the start of classes to request accommodation for the term (including the final poster and final presentation). The student will have to provide a standard declaration (available at <https://cloudfront.ualberta.ca/-/media/science/research-and-teaching/documents/2013/department-declaration.pdf>).

A student who cannot complete one of the course assignments due to incapacitating illness, severe domestic affliction, or other compelling reason should contact the instructor via e-mail as soon as possible. The weight of the missed assignment will be added to the final poster. In the case of missing the final poster assignment and/or final presentation, students should contact the instructor within 1 day (24 hours).

A student who cannot submit the final poster and/or be present for the final presentation due to incapacitating illness, severe domestic affliction or other compelling reasons will have the following option: The final poster will be due via email to [shirgaokar@ualberta.ca](mailto:shirgaokar@ualberta.ca) at 2:00 P.M. on Wednesday April 4, 2018. The student will present the poster to the instructor/s at 3:00 P.M. on Thursday April 5, 2018 in Tory 3-57.

**IMPORTANT:** Deferred submissions are a privilege and not a right; there is no guarantee that a deferred submission will be granted. Misrepresentation of Facts to gain a deferred submission is a serious breach of the Code of Student Behaviour.

## **11. Grading Policy for Assignments**

All homework will include a set of tasks that are to be performed and reported in a write up. For the six (6) lab-based homework assignments, the assignment description will show how many marks each step carries. Each task will be evaluated according to the following criteria:

- a. Academic merit of your answers to the questions.
- b. Conciseness and completeness of your answers: Please write to the point and explicitly address the questions or tasks. Avoid using unnecessary graphics/tables unless they add value. Similarly don't write what you can show and discuss through graphics/tables. Make sure to number graphics/tables and use captions for them. Refer to the graphics/tables you include in your written answer. Graphics/tables without any reference or accompanying explanation will be disregarded.
- c. Organization and presentation: Remember that your homework assignment is a professional document that reflects your thinking and learning process. Please organize your writing in a logical fashion so that your answers can be easily identified. A general format for your presentation should, as a minimum, include the following components:
  - i. Question number
  - ii. Your answer and discussion
  - iii. Your supporting evidence (graphics/tables) as required.
- d. Compliance with assignment instructions: Before submitting your assignments please verify that your submission complies with the submission instructions. Make sure all the necessary files/deliverables are included in your submission.

Each assignment's instructions will include the total maximum marks and its percentage weighting in the final course mark. The contribution of each assignment to your final mark will therefore be the assignment marks given to you multiplied by the assignment percentage. Please note that the assignments have different percentages depending on their level of effort. Also note that some assignments may include bonus questions or tasks.

## **12. Additional Notes**

1. The University of Alberta is committed to the highest standards of *academic integrity and honesty*. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (see <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.  
From time to time, the instructor may run checks of a random sample of student's assignments for plagiarism. All forms of dishonesty are unacceptable at the University. Any offence will be reported to the Senior Associate Dean of Science who will determine the disciplinary action to be taken. Cheating, plagiarism and misrepresentation of facts are serious offences. Anyone who engages in these practices will receive at minimum a grade of

zero for the exam or paper in question and no opportunity will be given to replace the grade or redistribute the weights. As well, in the Faculty of Science the sanction for cheating on any examination will include a disciplinary failing grade (no exceptions) and senior students should expect a period of suspension or expulsion from the University of Alberta.

2. Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).
3. Policy about course outlines can be found in §23.4(2) of the University Calendar.
4. Specialized Support and Disability Services (SSDS) provides assistance to University students whose disabilities involve any number of conditions affecting mobility, vision, hearing, learning or mental or physical health. Students who require accommodations in this course due to a disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Specialized Support and Disability Services (see <http://www.ssd.ualberta.ca/>). Please do not hesitate to contact the instructor regarding your special needs if you encounter any issues.
5. Students who require additional help in developing strategies for better time management, study skills or examination skills should contact the Student Success Centre (<https://www.studentsuccess.ualberta.ca/>), 2-300 Students' Union Building, 492-2682 (phone) or [success@ualberta.ca](mailto:success@ualberta.ca)
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