



**School of Planning
Faculty of Architecture and Planning
Dalhousie University**

Course:	PLAN 6304 Mid-Term Conference Module 3
Prerequisites:	Restricted to students in: Master of Planning or Master of Planning Studies OR Bachelor of Community Design with the permission of the instructor
Term:	Fall 2019
Time:	Wednesday 11:35-12:55
Credits:	1.5
Location:	Online
	Note on Online Teaching: all classes will be synchronous (live) using Microsoft Teams
Instructor:	Ren Thomas (renthomas@dal.ca , O'Brien 612). Office hours: Monday 11am-12:30pm

Course Description In the fall/winter terms the School offers an intensive conference module. The module is usually an intensive professional development workshop on an important contemporary planning theme. It brings together students, professional practitioners and high-calibre resource personnel. Students organize and run the conference, and complete assignments around the conference theme.

Objectives Course objectives include:

- Developing knowledge in public engagement and community development; transferring that knowledge into web content and a final report
- Professional development through engaging professionals in the planning and related disciplines in discussion and debate of issues related to connection
- Development of organizational and project management skills, e.g. finding and scheduling guest speakers, finding sponsors, communicating with guest speakers and participants through multiple media, learning and training others on an online conference platform

This course also addresses certain functional and enabling competencies established by the Canadian Planning Standards Board (PSB) specified in the table on the last page of this course outline.

Format Seminar (1.5 hrs) once per week

Requirements

- Students are expected to work as members of a group towards organizing the conference, including: communication, funding/sponsors, booking space/venues, catering, and speakers. Group 1 will work on funding/sponsors, catering, and venue booking (or technology for an online conference), while Group 2 will work on speakers, event schedule, and communication.

- Students are expected to work as individuals on a final report. Reports will be submitted as a print and an electronic document in .pdf format.

Evaluation

Grades will be assigned as follows:

Assignment/Activity	Grading (%)	Individual/Group
Achievement of Conference-Specific Tasks	50	Individual
Group Contract and Evaluation	30	Group/Individual
Final Report	20	Individual

Evaluation Notes:

Note on Technology: All assignments must be submitted as a .pdf on Brightspace under Assessments.

You are expected to have good communication skills, including graphic and written material. Presentation skills, graphic clarity, and writing style and composition will be considered in assigning grades for each component of work in this class.

- The style, composition, organization, and presentation of written work may count for up to one-third of the grade for the report or paper (See the School of [School of Planning Grading Policy](#)).
- Any accommodation of absence from class requires completion of a Student Declaration of Absence form or documentation from a health care professional in accordance with the [University Student Absence Policy](#).

Notes on university regulations

General

This course is governed by the academic rules and regulations set forth in the [University Calendar](#) and Senate policy.

Academic Integrity

Dalhousie University has regulations deal with **intellectual integrity**. Make sure that you give full and proper acknowledgement when you use the words, ideas, or images of another author. To find out more about intellectual integrity and Dalhousie’s regulations, please refer to the Academic Calendar or the [Academic Integrity pages of the Dalhousie website](#).

Student Accessibility and Accommodation

Students may request accommodation as a result of barriers related to disability, religious obligation, or any characteristic under the Nova Scotia Human Rights Act. Students who require academic accommodation for either classroom participation or the writing of tests, quizzes and exams should make their request to the Office of Student Accessibility & Accommodation (OSAA) prior to or at the outset of each academic term (with the exception of X/Y courses). Please see the [Dalhousie Accessibility pages](#) for more information and to obtain Form A - Request for Accommodation.

Student Code of Conduct

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don’t follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can’t be reached, or would be inappropriate, procedures exist for formal dispute resolution. Please see the

	Dalhousie Student Conduct pages for more information.
Diversity and Inclusion	Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality. Please see the Culture of Respect pages of the Dalhousie website for more information.
Recognition of Mi'kmaq Territory	Dalhousie University acknowledges that the University is sited on Traditional Mi'kmaq Territory. The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at elders@dal.ca or 902-494-6803 (leave a message).
Writing skills and the Dalhousie University Writing Centre	Writing is an essential communication skill for planners and designers. The School of Planning emphasizes the need for clear, articulate writing. The University Writing Centre is a Student Service academic unit that supports student writing development. Make an appointment or attend a seminar . Learning more about the writing process and discipline-specific practices and conventions will allow you to adapt more easily to your field of study. The Writing Centre also has an Online Resource Guide , which offers information on writing resources including annotated writing models from a number of disciplines.
University Grading Practices policy	The University Grading Practices policy applies to all credit-bearing courses at both the undergraduate and graduate levels at the university. Please see the Dalhousie Grading Practices pages for more information.
School Grading Policy	School of Planning grading policy interprets the Dalhousie Grading Scale with reference to course objectives, writing standards, and course schedules.

ASSIGNMENTS

Achievement of Conference-Specific Tasks (50%)

Achievement of tasks will be measured using the Conference Task Rubric available on Brightspace. It details a five-point scale for each task in three categories: General, Group 1 and Group 2.

Group Contract and Evaluation (30%)

Due October 14 and December 9, 9:00pm

All students will develop a group contract with their group members, including a designated project leader (designated by the instructor) which will outline the goals they want to achieve and skills they want to gain during the course, as well as their goals for managing time and performance. The group contract will be developed during Week 2 of the term. Group evaluations will be conducted in Weeks 6 and 12, which will allow group members to evaluate how well they and other group members are doing. The group contract and evaluation will be worth 30% of the final grade.

We assume equal contribution of group members. In particular, all the students must be present when the group presents their work, all will participate in the development of a group contract during Week 2, and all will evaluate each other's progress in Weeks 6 and 12. The group evaluation allows students to evaluate each other in terms of meeting the expectations laid out in the group contract. In cases of prolonged illness or other circumstances requiring student

absences from group meetings/work, please contact the course instructor as soon as problems emerge.

Final Report (20%)

Due December 9, 9:00pm

This is an individual report that should include a table outlining the specific tasks, purpose, progress made and tasks still remaining. You should focus on your individual role within the group. The text in the report should also answer the following questions:

- Why is a conference on connection needed in Halifax?
- What are the challenges in holding an online conference, and how did you try to overcome them? Are there any unique opportunities with an online format?
- How do the proposed speakers meet these needs?

The report should be a maximum of 10 pages (2,500 words) including the table and text. It will be evaluated using the Rubric for Papers on Brightspace.

This course covers the following Planning and Standard Board Functional and Enabling Competencies	Check those that apply
Human Settlements	
Forms, scales and settings of human settlements	
Processes and factors of change in human settlements	
History & Principles of Planning	
History of planning in Canada and other countries	
Planning theories, principles and practices	
Planning ethics	
New developments in planning	
Government and Law	
Political and institutional frameworks of planning	x
Planning laws	
Issues in Planning and Policy-Making	
Environmental, social and economic sustainability	x
Equity, diversity and inclusiveness	x
Public finance and economics	
Land use, design and infrastructure	x
Processes of Planning and Policy-Making	
Visioning, goal-setting and problem-framing	
Information gathering and analysis	
Public consultation and deliberation	x
Plan and Policy Implementation	
Regulatory tools	x
Fiscal/financial tools	
Design and management of public projects	
Monitoring and evaluation	x
Critical and Creative Thinking	
Gathering and analysing quantitative and qualitative data	
Identifying patterns and trends	
Thinking at various geographic scales	
Designing scenarios and plans	
Social Interaction and Leadership	
Mediation, facilitation, negotiation, and conflict resolution	
Inclusion of diverse people and values	x
Team-work and team-building	x
Relations to bosses, officials and the public	
Communication	
Written communication	x
Oral communication	x
Graphic communication	x
Use of information technology	x
Professionalism	
Managing complexity, uncertainty and change	x
Learning from practice	x
Handling ethical dilemmas	