

Memo To: 11.360 Students

From: Terry S. Szold, Adjunct Associate Professor
Eran Ben-Joseph, Associate Professor

Date: November 2, 2006

Re: Final Grade Evaluation Issues and Project Expectations

This memorandum will serve to convey expectations and requirements regarding the preparation of final class planning report. This report will be used as the primary basis for final student evaluations for the course. As students are aware, class participation and contributions to public presentations will also be a factor in evaluations.

Each project team will be responsible for preparing a major segment of the “Final Plan/Project Report.” The final report should be word processed and must contain a table of contents.

In addition to the final plan report, each student will be responsible for preparing a short final memo, which is described below. Both the final project report and final individual memo must be submitted **no later than 11:00 a.m. on December 12th.**

Final Plan/Project Report

Since the final project report is the primary basis for grade evaluations, major effort should be applied to this endeavor. The report will also be very helpful to students who are seeking career opportunities in planning agencies or consulting firms after graduation. We are confident that students will wish to share these reports with potential employers.

Each team’s section of the project report should be a clearly written narrative document, with appropriate context graphics, locus maps, images, etc., containing the analysis and recommendations related to the community planning project undertaken. The report should reflect the scope and depth of the investigation conducted by the project team, and should detail implementation strategies and other relevant recommendations to the client.

While there is no absolute rule about length, we expect that each major section of the project report (representing the work of each project team) will contain a minimum of 8-10 pages of narrative text, plus appendices, maps, and other graphic material. Obviously, any subproject sections should be coordinated with the group’s project coordinator. We expect that each team will designate a “document coordinator” to work with other team coordinators to ensure style consistency and coherence of the document, as well as its

user-friendliness. It is envisioned that the document coordinators will also help insure an engaging executive summary or introduction to the plan document.

Individual Final Class Memos

In addition to the above, each student must submit an individual final class memo, no more than 2 pages in length. The paper should detail the following, each from the individual student's perspective:

- The major area of contribution made by the student to the community planning project. The contribution detailed should reflect the primary project area(s) of responsibility undertaken by the student.
- The use and integration of class topics and the various planning principles reviewed and discussed in the course (e.g., neighborhood unit, form based codes, or incentive-based techniques), and the degree to which such subjects, concepts, and principles influenced project contributions made by the student.
- The degree to which the individual contributions of the student, and the collective efforts of the project team and final report, may influence future land use planning decisions in the project area.

Project teams should now begin to work on the final report planning process. The semester ends in a little more than a month!

We will be glad to schedule meetings with each team in the coming weeks to provide feedback and answer any questions related to final report preparation issues.