

Master of City and Regional Planning Student Handbook



Revised October 2023



Acknowledgements

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Previous Page: The Knowlton School Building | Source: Knowlton School



THE OHIO STATE UNIVERSITY

Knowlton — School



Knowlton Cut-out Garden Entrance | Source: Knowlton School

October 2023

Dear MCRP Students,

On behalf of the faculty of the City and Regional Planning Section of the Knowlton School, I want to welcome you to the 2023-24 academic year.

We come into this year with lots of changes and accolades for the MCRP program! In the latest Planetizen rankings, we were ranked 23rd overall and 18th by planning educators! We also ranked:

- #4 for Small Programs (under 55 students)
- #5 in the Midwest Region
- #9 for Big City Programs.

This good news comes as we continue to implement revisions to the MCRP curriculum, welcome a number of new faculty in the coming academic year, and work to enhance the overall experience students have in the school. As a part of this revision process, we have revamped the MCRP Handbook in order to clearly outline degree requirements, provide critical information about the City and Regional Planning Section, Knowlton School, and College of Engineering. You will also find helpful links to Graduate School, and university policies. CRPHUB is still the main go-to for up-to-date information which can be accessed through Carmen is still where you can also access all of your course websites.

It is our intent to attract, educate, and graduate talented planning practitioners who are working to solve the field's most challenging problems. To that end, the master of city and regional planning (MCRP) degree program has been revised to allow for greater flexibility and independence for matriculating students. These changes will hopefully allow greater freedom for students to pursue their individual interests and take full advantage of the plethora of courses, certificates, dual degree opportunities, and other educational and training opportunities both on and off The Ohio State University campus.

Whether you're just joining us or returning for your second year, I wish you nothing but the best for a wonderful and productive academic year.

Harley Etienne

Harley F. Etienne,
Associate Professor and Graduate Studies Chair
City and Regional Planning Section

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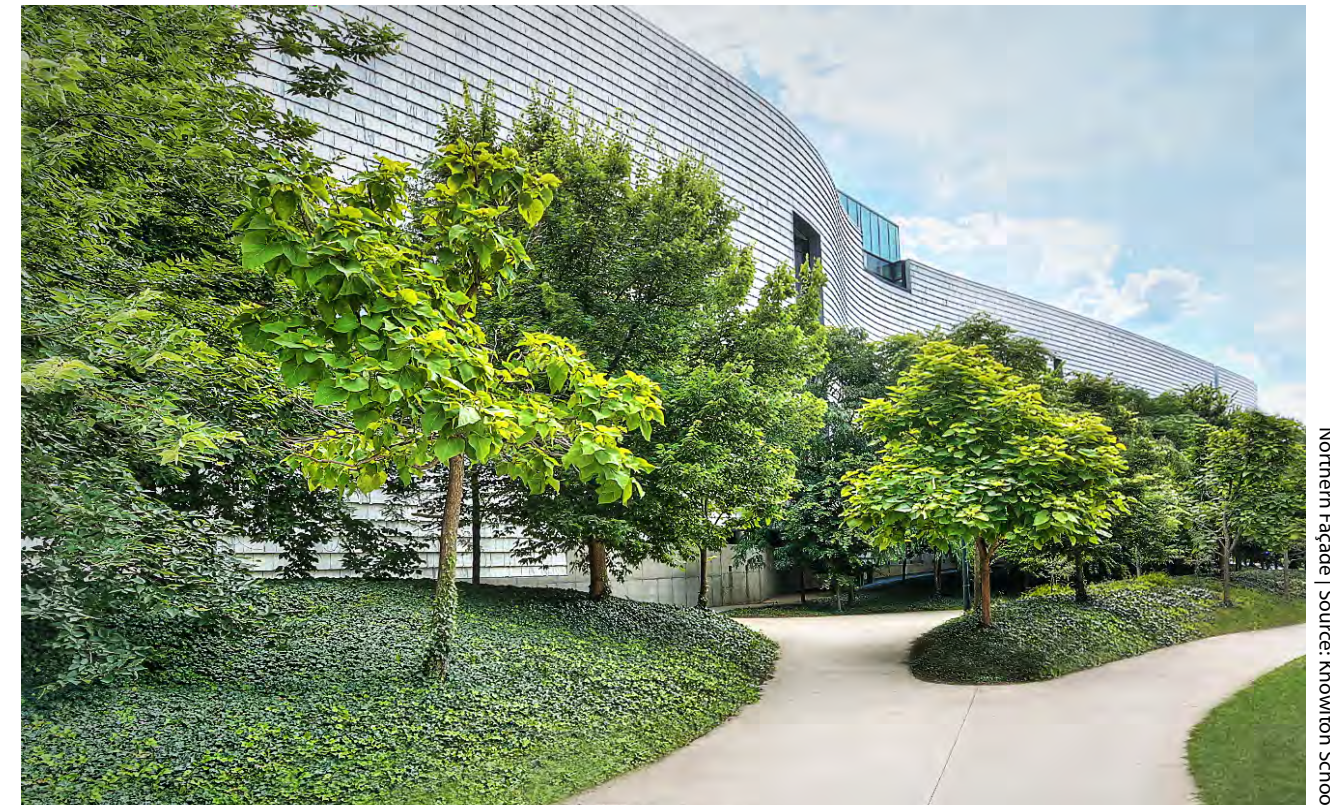
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Northern Façade | Source: Knowlton School

Previous Page: Curriculum Discussion | Source: Knowlton School

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3. MCRP Degree Overview



An Overview of the MCRP Degree

Established in 1958, the MCRP degree was the first of the City and Regional Planning Section's degree programs and has long tradition history of educating and preparing planners to work in cities across the State of Ohio, larger country and globe. With 2,500 living alumni in over 40 states and 18 countries, graduates of the MCRP join a network of alumni who are shaping the practice of planning with the talents that they first developed here.

The MCRP degree program in the Knowlton School of The Ohio State University is a 48- credit hour, four-semester program. The curriculum aims to provide each student with shared core knowledge of the field; an applied course that offers experience working collaboratively on a practical planning problem; an opportunity to work professionally as a planner before completing the degree; and a significant independent project that helps students apply planning knowledge and analysis hone their interests and expertise.

The current structure of the program requires students to complete eight (8) core courses, one (1) planning studio, an internship, and an exit project. The recently revised and updated curriculum reflects the City and Regional Planning Section's intention to recruit and train talented students from Ohio, the Midwest, U.S. and world who seek to work constructively to meet the challenges of an increasingly urbanized world. The program stresses the development of core planning competencies alongside student-driven expertise development.

Planning Accreditation Board (PAB) Standards, 2022

The most current PAB Standards suggest ways in which programs can deliver instruction and content that is understood to be essential and critical planning knowledge and skills that are important for practicing planners in our current age. While no individualized project can address all of the competencies and skills outlined by PAB, they are presented here to help students understand the breadth of skills and knowledge that we aim to deliver through our degree program.

Guiding Values

1. *Equity, Diversity, Social Justice, and Inclusion:* key issues of equity, diversity, and social justice, including planners' role in expanding choice and opportunity for all persons; planning for the needs of disadvantaged groups; reducing inequities through critical examination of past and current systems; and promoting racial and economic equity.
2. *Sustainability, Resilience, and Climate Justice:* environmental, economic, and social/political factors that contribute to sustainable communities, reducing impacts of climate change, and creating equitable and climate-adapted futures.
3. *Professional Ethics and Responsibility:* key issues of planning ethics and related questions of the ethics of public decision-making, research, and client representation (including the provisions of the AICP Code of Ethics and Professional Conduct, and APA's Ethical Principles in Planning).

Required Knowledge and Skills of the Profession

1. **General Planning Knowledge in Global Context:**
The comprehension, representation, and use of ideas and information in the planning field, in the U.S. (or Canada) and internationally including appropriate perspectives from history, social sciences, design, and other allied fields.
 - a. **Planning History and Theory:** The evolution and current practice of planning in communities, cities, regions, and nations; how planning has advanced and hindered the attainment of justice, equity, diversity, and inclusion; expectations about planning outcomes in different local and national contexts; conceptual models about what planning is and how it works; past and present conceptions of the future, including the relationship between planning and the future; the role of planning in responding to the global climate crisis.
 - b. **Planning Law and Institutions:** Behaviors and structures available to bring about sound planning outcomes; mechanisms and practices for ensuring equitable and inclusive decision-making; legal and institutional contexts within which planning occurs in the U.S. and/or internationally.
 - c. **Urban and Regional Development:** Political, economic, social, and environmental explanations of and insights on historical, present, and future development; relationships between the built and natural environments and individual and community health and well-being; planning responses to mitigate climate change, reduce risks, and recover from climate-exacerbated impacts; interactions – flows of people, materials, ideas, and cultures – across world regions.

Skills and Tools for Planning Practice:

The use and application of knowledge to perform tasks required in the practice of planning.

- a. **Planning Process and Engagement:** Planning process and community and stakeholder engagement; plan creation and implementation; methods of design and intervention to understand and influence the future.
- b. **Analytical Skills and Tools:** Research and critical analysis skills for preparing and conducting research; quantitative and qualitative methods of data collection, analysis, and forecasting; methods of geo-spatial analysis, mapping and data visualization; data analytics and urban technology.
- c. **Professional, Communication, and Leadership Skills:** Ability to work in teams and with professionals in allied fields; professional leadership in the planning context; written, oral, and graphic communication.



Autism Charrette | Source: Knowlton School

Core Course Descriptions

CRPLAN 5001 – Introduction to GIS for Planning (Autumn)

The course introduces basic principles and techniques of Geographic Information System (GIS) in city and regional planning. The course focuses on developing hands-on experience of GIS applications in planning. It is also designed to cultivate spatial thinking and help students to gain an understanding of cutting-edge geospatial technologies, their capabilities, uses, and limitations for planning. Prereq: Not open to students with credit for CivilEn 5400 or Geog 5210.

CRPLAN 6000 – Planning History & Theory (Autumn)

The people, movements, principles, and theories which have shaped contemporary planning practice. Historical successes and failures mean for the future of planning. Prereq: Grad standing, or permission of instructor. Not open to students with credit for 643.

CRPLAN 6200 – Data & Graphic Representation (Spring)

Fundamental skills in graphics and graphic technology commonly used in planning, including on-line, print, document, poster, and video layout and design. Prereq: Grad standing, or permission of instructor. Not open to students with credit for 702.

CRPLAN 6300 – Law and Planning I: Land Use (Autumn)

The impact of law on planning, with an emphasis on the regulation of land use. Prereq: Grad standing, or permission of the instructor. Not open to students with credit for 761.

CRPLAN 6400 – Site Planning and Development (Spring)

This course introduces students to theories, skills and tools associated with site planning and development. Prereq: None but 5001 and 6200 are recommended.

CRPLAN 6500 -- Plan Making and Analysis Techniques (Spring)

Collection and analysis of information used to make plans, including population projections and economic activity. Prereq: Grad standing, or permission of instructor.

CRPLAN 6600 – Spatial Models & Project Evaluation [Evaluation Methods in Planning] (Spring)

City and regional planners routinely plan and evaluate public sector interventions which generally take the form of physical infrastructure projects or public policies and programs. This course offers an overview of the concepts, methods, and metrics used to anticipate the impact and evaluate the trade offs of proposed projects, policies, and programs. Prereq: Grad standing, or permission of instructor.

Studio Courses

Planning studios engage students in a variety of academic and research activities that put ideas to work for communities. We believe that it is critical for students to learn how to effectively engage their communities in the design and planning process. All courses expose students to community engagement, critical thinking, and design-by-research as a way to inform planning policy and design.

Studio courses are practice-oriented, focusing on comprehensive planning, urban design/physical planning, transportation, sustainability, or international development.

The goal of the planning studio is to develop deliverables that make a positive impact on socioeconomic conditions and human health factors while generating connections between social networks and the built environment.

Studio topics vary by semester depending on client proposals and teaching needs. Studios generally topically fit into one of the following course numbers:

- CRPLAN 6910 Community Development Studio
- CRPLAN 6920 Urban Design & Physical Planning Studio
- CRPLAN 6950 Sustainability & Resiliency Studio
- CRPLAN 6960 Transportation Studio
- CRPLAN 6970 International Development Studio



Prof. Chen's Transportation Studio Pinup | Source: Knowlton School

Travel Courses

Each term, the Knowlton School sponsors international travel courses for its students. Supervised by faculty from across the school, travel courses allow students to engage in applied research, studio work, travel tours and more in a variety of settings. In recent years, faculty have sponsored trips to Germany, Denmark, Mexico City, Belize, Cuba, Taiwan, and Chile.

Travel courses are typically offered during the week of Spring Term Break (~mid-March) and over the summer terms. Information is typically posted around Knowlton Hall or distributed by email and informational meetings.



Site Visit to Cologne Cathedral with Prof. Lara | Source: Knowlton School

Special Courses

Thesis Research (CRPLAN 6999)

Students completing a thesis may want to dedicate between up to 12 credit hours towards thesis research. These hours should be distributed across several semesters and used to conduct quantitative or qualitative analyses, draft or edit chapters, finalize and submit the thesis. Students should consult with their thesis advisor(s) ahead of preregistering for subsequent semesters to plan when they should use thesis research credits. It is advisable that students plan ahead. Faculty may not be available to supervise thesis research credits during summer semesters or while on academic leave.

Applied Planning Research Paper Research (CRPLAN 6999)

Like students electing to write a thesis, MCRPs electing to write an applied planning research paper (APRP) may want to register for some credit hours dedicated to their project. These hours can be dedicated to data collection and analysis, writing and editing, and finalizing and submitting their final paper. As with thesis students, please plan ahead. Faculty may not be available to supervise thesis research credits during summer semesters or while on academic leave.

Independent Studies

Independent studies courses can be used to explore research topics or areas that can not be found or explored through any existing core or elective courses within the CRP Section, Knowlton, or larger university. It is each student's responsibility to explore all course offerings within CRP and across the university. Students may search for courses via this website: (<https://classes.osu.edu/class-search/#/>)

Students interested in an independent study course must submit a request for approval to the Graduate Studies Chair that includes the following information:

- a. Supervising Faculty
- b. Credit Hours
- c. Rationale
 - i. Learning Outcomes
 - ii. Research Focus or Subject
 - iii. Existing Courses Considered (both within and beyond CRP/Knowlton)
- d. Final Deliverables (NB: Final deliverable should be commensurate with the work effort in a comparable lecture or seminar course.)

CRP Colloquium

Along with students from other CRP programs, MCRP students are eligible to take a one-credit seminar in which CRP faculty, doctoral students, and other Knowlton School or Ohio State faculty present on their research and other projects of interest to planners. The [CRP Colloquium](#) takes place on most Mondays between 12:10 and 1 p.m. Students who are not enrolled in the 1-credit course are also welcome to attend any and all CRP Colloquium meetings.

4. Exit Requirements



Overview

Starting with students matriculating in the Autumn 2023 semester, all students matriculating in the Master of City and Regional Planning (MCRP) degree program will complete an individualized exit project in partial fulfillment of the degree's graduation requirements. In alignment with the strategic plan for the MCRP degree program and Planning Accreditation Board (PAB) standards (2022), all exit projects will aim to reflect the learning outcomes of the core courses, electives, studio courses, and internship program to meet the following aim:

"An accredited degree program must ensure that each graduate demonstrate the knowledge, skills, and values necessary for competent professional planning in diverse occupational and institutional settings." (Section 4, 2022 PAB Standards)

While every exit project will be unique to the subject, topic, research question(s), audience, methodological approach, conclusions and recommendations, etc., the Graduate Committee will be reviewing all exit projects to ensure and track that the program's intended learning outcomes are central to the advising and preparation of each project.

The program has identified two general formats for MCRP Exit Projects, a thesis, and an applied planning research paper (APRP). Under the penumbra of the applied planning research project, there are four main forms that those projects may take. Students are free to choose one of those four or propose their own through a fifth, flexible option.

Learning Outcomes

The CRP Faculty has identified several learning outcomes for all exit projects—theses and applied planning research projects. Through their completion of an exit project, graduates of the MCRP program will masterfully demonstrate their ability to:

1. Undertake an independent project that demonstrates mastery of core planning knowledge and a student's area of focus through the systematic exploration of a clearly defined planning problem
2. Identify and employ relevant data and research methods to analyze the historic, contemporary, and/or projected impacts of planning
3. Communicate the results of their analysis with a diverse array of audiences, organizations, and stakeholders
4. Connect the practical recommendations and conceptual significance of their projects to one or more of the following guiding values (as defined by the 2022 PAB Standards):
 - Equity, Diversity, Social Justice, and Inclusion
 - Sustainability, Resilience, and Climate Justice
 - Professional Ethics and Responsibility

MCRP Thesis

Overview & Purpose

A master's thesis in city and regional planning is an independent scholarly work that demonstrates a student's ability to systematically examine a planning problem and contribute to academic and professional discourses about that problem. The characteristics that help define what a thesis is include, a deep engagement with scholarly literature, sophisticated quantitative/qualitative analysis, and a clear connection between the study's findings and some larger conceptual significance. The central research questions of a thesis may focus on a conceptual problem rather than a practical one, allowing a student to contribute to academic discourses and current scholarly debates around a particular research topic. Such contributions may enable students to pursue advanced study beyond their MCRP degree by demonstrating expertise on a topic and mastery of managing a long-term research project.

A satisfactory thesis will:

- Be organized around a clear empirical research question and use a quantitative, qualitative, or mixed-methods research method to analyze primary or secondary data in order to answer that question,
- Engage, cite and synthesize the most canonical and relevant research in planning and related fields to contextualize the research question and findings,
- Effectively employ data tables, maps, illustrations/photos, charts and other graphics to support claims and arguments,
- Present a coherent and compelling summary of the research findings based on the evidence and analysis presented,
- Offer a provocation on the conceptual significance of the findings and contribution to the larger field's understanding of the given research topic, and,
- Adhere to university regulations around responsible research conduct and human subject research

Role of the Faculty Advisors/Committee

The thesis committee's responsibilities are to:

- Counsel students on their research questions, strategy, methodological approaches, relevant coursework and skill-building opportunities within the CRP Section and across the university,
- Assist students in connecting to scholars, practitioners, and their published work and datasets of relevance to their projects,
- Help students complete their projects by providing thorough, constructive, and timely feedback on drafts with awareness of university, graduate school, college and program-specific standards, expectations, and deadlines.

Formatting Guidelines/Recommendations

As a constituent program of Ohio State's Graduate School, the City and Regional Planning Section of the Knowlton School is bound by its rules and regulations. Those rules and regulations include the formatting guidelines set forth by the Graduate School. Only theses prepared in alignment with the Graduate School's standards will be accepted in partial fulfillment of degree requirements.

The Graduate School's role is to certify that the documents have been prepared as required. In support of that role, the Graduate School has provided many resources including downloadable templates for student use. To access the full formatting guidelines and downloadable templates, please visit this page:

<https://gradsch.osu.edu/document-preparation>

As early in the writing process as possible, it is the student's responsibility to understand and conform to the Graduate School's guidelines for a properly formatted thesis.

Final Oral Examination

In furtherance of PAB Standard I.2.c., Professional, Communication, and Leadership Skills, all thesis students must pass an oral presentation and defense of their thesis. MCRP theses will follow the Graduate School's guidelines for Final Oral Examinations as outlined in [Section 7.9 of the Graduate School Handbook](#).

The final oral examination should take place no later than two weeks before the Graduate School's deadlines for thesis approval (December 1, 2023 for Autumn 2023 semester; April 19th for Spring 2024 semester; and July 19th for the Summer 2024 semester).

The committee chair will announce the date, time and location of the oral defense to the CRP Faculty and larger community. The public may attend but not participate in committee deliberations or voting.



UJI Review | Source: Knowlton School

Suggested Timeline for an MCRP Thesis

Task	Required/ Recommended	Task Deadline
Meet with academic advisor to create a plan of study that includes thesis credits, research and writing	Strongly Recommended	End of Autumn 2023
Enroll in CRPLAN 6194 and hone research question, literature review and methodological approach	Strongly Recommended ¹	Spring 2024 Term
Complete Exit Options Survey by April 15 th , 2024 to indicate choice of thesis and advisors.	Required	April 15 th , 2024
Meet with advisor/committee to discuss and decide on summer/fall research schedule.	Recommended	May 2024
Prepare and submit a research protocol to Ohio State Univ. Office of Responsible Research – Institutional Review Board (IRB) (if thesis involves human subjects only)	Required (depending on project)	Summer 2024
Conduct research (NB: You do not have to enroll in credit hours to conduct research.)	Strongly Recommended	Summer 2024
Enroll in CRP 6999 – Thesis Research (1-12 credits) to aid in the timely completion of the thesis	Strongly Recommended/Required	Autumn 2024 Term
Engage in analysis and start drafting thesis chapters sections in consultation with advisors, committee and The Writing Center	Strongly Recommended	September 2024
Apply for graduation	Required	January 2025
Complete penultimate draft and circulate among advisors for comment	Strongly Recommended	March 2025
Complete final draft and schedule oral defense	Required	Late March-Early April 2025
Submit PDF of final project to advisors ahead of final oral examination	Required	Before April 7, 2025
Schedule a formatting check with the Graduate School before submission	Strongly Recommended	March – April 2025
Formal submission to Graduate School, CRP Chair and Knowlton Graduate Coordinator (PDF)	Required	Mid-April 2025

It is recommended that you check with the [Graduate School Deadlines](#) to plan in advance for your end projects and your graduation.

¹ Some faculty advisers may require that students under their supervision successfully complete CRP 6194 to draft and hone their research questions and methods. Please consult with your chosen advisers before you register for your Spring courses in your first year of study.



Prof. Usher teaching in Courtyard Garden | Source: Knowlton School

Applied Planning Research Project (APRP)

Applied planning research projects differ from a traditional thesis in that they are practice-oriented research papers that go well beyond the scope and depth of a traditional semester-long paper. Similar to a thesis, applied planning research projects will employ rigorous qualitative, quantitative or mixed-methods research approaches and engages the planning literature to situate the work within a larger body of planning knowledge. The key difference between an applied planning research project and a thesis is the depth and rigor of the empirical analysis and the orientation of the findings, conclusions, and/or recommendations towards practical planning significance.

In order to provide guidance to students and faculty advisors, the faculty of the City and Regional Planning Section has agreed on a typology of applied planning research paper project formats to assist students in conceptualizing, undertaking and completing their projects. Those types are

- A. Applied Research Paper (ARP)
- B. Client Project Paper (CP)
- C. Small Area Plan/Plan Update (SAP/PU)
- D. Physical Planning and Design Project; (PP & DP)
- E. Specialized Project (SP)

For the sake consistency of effort and quality, all applied planning research projects should adhere to the following criteria:

1. Present a clearly stated central research question or planning problem,
2. Engage the relevant academic, policy, planning, or grey literature to that/those research question(s) or planning problem(s),
3. Outline a well-conceptualized methodological approach to the qualitative, quantitative or mixed-methods analysis that will address the central research question(s) or planning problem(s),
4. Produce conclusions and practical recommendations that emerge directly from the project's analysis,
5. Consistently employ the American Psychological Association (APA), 7th Edition for all included sources (published books, articles, maps, photos, illustrations, etc.)
6. Use high quality graphics (300 dpi) throughout
7. Include a two-page (or less) executive summary of the: 1) project's focus, 2) academic context, 3) methods and data, 4) analysis and findings, 5) practical application and significance.
8. Include the program's cover/signature page.
9. Adhere to university regulations around responsible research conduct and human subject research

Applied Research Paper (ARP)

Applied research papers are intended to mimic the structure and methodological rigor of a thesis in all ways except that the audience for the analysis and results are planning practitioners, governments, non-governmental organizations (NGOs) and the broader public. While the same rigor of analysis as a thesis is expected, students should aim to describe highly technical empirical analysis to a non-academic audience and suggest the practical significance of the project's findings through implementable recommendations. Claims of the practical significance of the research findings and recommendations should emerge clearly from the literature review, evidence and analysis presented. While discussions of the conceptual significance of the findings is useful, this is not required for the applied research papers.

Suggested Length: 30 or more pages, not including executive summary, front covers, acknowledgements, table of contents, and bibliography.

Client Project Paper (CPP)

Client Project Papers (CPPs) emerge from internships or other forms of long-term engagement with city/municipal office or department, state-level agency, government entity, non-profit organization, neighborhood-based organization (e.g., community development corporation). This format for the applied planning research projects may be the original idea of the student or co-generated by representatives of client organization. However, the idea must become a research question involving a planning problem that the project client is, or will soon, face. While the dataset(s) involved in a client project paper may be secondary or not the creation of the student, the methodological approach, analysis, and conclusions and practical recommendations must be original and emerge entirely from the student's effort. This project type should represent the individual student's intellectual work, mastery of quantitative, qualitative or mixed methods analytical tools for planning purposes, and proficiency in synthesizing information and presenting technical information and analysis in a coherent and compelling way.

For this particular format of applied planning research project, a representative of the client organization must serve as an external member of the evaluation/advising committee in addition to the two full-time CRP faculty required by Graduate School policy (§6.2.5)

NB: Under exceptional circumstances, two students (but not more) students working for the same client can petition the Graduate Committee to work on this type of project in tandem.

Suggested Length: 30 or more pages, not including executive summary, front covers, acknowledgements, table of contents, and bibliography.

Small Area Plan/Plan Update (SAP/PU)

Comprehensive and small area plans require a great deal of analysis on existing conditions, future challenges and opportunities, federal, state, and local laws to be practically useful. One applied planning research project option is to select an area of interest (e.g., neighborhood, district, retail corridor, historic Main Street, etc.) and devise a small area plan. Alternatively, a student might select an existing plan and update it with new data and analysis. Unlike the client project paper (CPP), the Small Area Plan/Plan Update does not require engagement with a city/neighborhood as receiving client. This project format must still incorporate all of the required elements of the other applied planning research project types and present a rationale for this small area plan/plan update.

NB: Under exceptional circumstances, two students (but not more) can petition the Graduate Committee to work on this type of project in tandem.

Suggested Length: 40 or more pages with 10 more graphic elements. The suggested page length does not include executive summary, front covers, acknowledgements, table of contents, and bibliography.

Physical Planning and Design Project (PP&DP)

Some students who are interested in physical planning, urban design or are pursuing a dual degree with the Architecture or Landscape Architecture sections may find that they wish to pursue a design-oriented project that does not meet the spirit and technical requirements of a thesis. To that end, one format for an applied planning research project is a Physical Planning and Design Project (PP&PD) where students identify a physical planning and design related problem (e.g., the need to redesign a significant public urban space), evaluate current and historical precedents, and present a fully conceptualized set of design proposals. Students choosing this option should also incorporate some analyses of the potential impacts of their design proposals (i.e., economic, environmental, socio-political) and present recommendations to minimize negative impacts.

NB: Students pursuing a dual-degree with a design-oriented discipline, such as Architecture or Landscape Architecture, should aim to have a member of that section's faculty as a secondary advisor.

Suggested Length: 40 or more pages with 10 or more graphic elements. This suggested page length does not include executive summary, front covers, acknowledgements, table of contents, and bibliography.

Specialized Project (SP)

Some students may find that the four options above may not provide enough latitude to undertake a project that best suits their interests. In consultation with the advising faculty and with the approval of the Graduate Committee, students may pursue a specialized project. That proposal must provide the following:

1. A justification for the specialized project and how it differs from the other types of applied planning research projects,
2. A summary of how their specialized project engages learning from core courses, area of focus, and elective coursework into a coherent project,
3. Engages a significant practical problem that has enough sufficient secondary data to support an analysis.
4. Presents a report outline, central research question(s), potential research design and datasets, a hypothesis of findings, and timeline for completion.

Specialized Projects must follow all of the guidelines required of all applied planning research projects.

Suggested Length: This will vary by project but should exceed 30 pages, not including executive summary, front covers, acknowledgements, table of contents, and bibliography.

Advising Structure

1. All applied planning research projects (APRPs) will be supervised by current, full-time City and Regional Planning faculty with "M" status with the Graduate School.
2. Like theses, Ohio State Graduate School policy requires that projects and final projects are evaluated or supervised by at least two faculty members. To that end, each project will have a primary adviser and a secondary adviser. Both adviser and secondary adviser will take part in the final oral defense. The primary adviser will ensure that students adhere to university and program-level regulations and deadlines.
3. Client Project Papers will invite and include a representative (one) from the client organization or entity to the final presentation. Their approval (signature) is required for project completion.
4. Students should reach an agreement with their advisors on a schedule of deliverables, expectations for feedback, responsiveness, etc.

Final Oral Examinations / Research Day

To facilitate the public presentation of the various APRPs, all Spring 2024 graduating students will present their projects to their committees and the CRP community on Friday, March 29, 2024. While the projects will only be formally evaluated by the student’s advisors/committee, local practitioners, government officials, project clients, CRP alumni and the program faculty will be invited to participate and engage with the projects.

The specific logistics of the presentations will be announced to graduating students and advising faculty in February 2024.

Submission Guidelines

Completed applied planning research projects will only be considered complete after graduating students submit their final project paper document to the Graduate Chair and upload to the City and Regional Planning Collection on Ohio State’s Knowledge Bank (<https://kb.osu.edu/>) by the following deadlines:

1. November 22, 2023 (Autumn 2023 graduation)
2. April 12, 2024 (Spring 2024 Graduation), or
3. July 12, 2024 (Summer 2024 Graduation).²

Failure to submit by the Graduate School deadlines will result in delaying graduation for a future semester.



Map Making Project Display | Source: Knowlton School

² Dates for the 24-25 academic year have not yet been published by the Graduate School.

Suggested Timeline for APRPs

Task	Required/Recommended	Task Deadline
Meet with academic advisor to create a plan of study that includes thesis credits, research and writing	Strongly Recommended	End of Autumn 2023
Enroll in CRPLAN 6194 and hone research questions, draft literature review and methodological approach	Strongly Recommended	Spring 2024 semester
Complete Exit Options Survey by April 15 th , 2024 to indicate choice of type of applied planning research project, advisor(s), and intended graduation date. Submit proposal for Specialized Project to Graduate Committee (if applicable)	Required	April 15 th , 2024
Present formal research proposal to committee. ³	Recommended	May 2024
Prepare and submit a research protocol to Ohio State Univ. Office of Responsible Research – Institutional Review Board (IRB) (only if project involves human subjects)	Required (depending on project)	Summer 2024
Conduct research (NB: You do not have to enroll in credit hours to conduct research.)	Strongly Recommended	Summer 2024
Engage in analysis and start drafting sections in consultation with advisors, committee and The Writing Center	Strongly Recommended	September 2024
Apply for graduation	Required	January 2025
Complete penultimate draft and circulate among advisors for comment	Strongly Recommended	March 2025
Complete final draft and prepare for Research Day	Required	Late March (March 29, 2025)
Submit PDF of final project to advisors ahead of final oral examination	Required	Before April 7, 2025
Schedule a formatting check with the Graduate School before submission	Strongly Recommended	March – April 2025
Formal submission to Advisors, CRP Chair and Knowlton Graduate Coordinator and upload to OSU Knowledge Bank (PDF)	Required	Early April 2025

³ Advisors and committees are free to request research proposals in whatever form is most conducive to student advising (e.g., formal 10-page research proposal, presentation, etc.). The goal however is to ensure that students are well prepared to undertake their research projects and area aware of prospective resources, university regulations, and sound research practices.



Research Funding for MCRPs

Some student exit projects may require funding for travel, equipment and supplies. Students are highly encouraged to be entrepreneurial and explore options both within the Knowlton School and OSU but also beyond them. A few resources to consider:

Architecture Research Travel Awards (ARTA) (Knowlton School Award)

The Knowlton School's Architecture Research Travel Awards (ARTA) program was established to encourage independent travel and research initiatives of up to 30 days by Knowlton students from all degree programs. The ARTA program is made possible by generous support from the Columbus Foundation. In the autumn semester following completion of their projects, ARTA winners present their work to the school.

In order to qualify for participation in the program, students must be a U.S. citizen and be able to provide 25 percent matching funds for their travel. Students also must make a public presentation to the school about their summer research experience during the fall semester following their travel.

Deadline: Early February

<https://knowlton.osu.edu/arta-awards-application-requirements-and-instructions>

Alumni Grants for Graduate Research and Scholarship (AGGRS) (Graduate School)

The Graduate School's Alumni Grants for Graduate Research and Scholarship (AGGRS) Program provides small grants up to \$5,000 to support the research and scholarship of doctoral or terminal master's degree candidates for their dissertations or theses.

Most grants will be made at the \$2,000 or \$3,000 level. Only a small number of awards will be made at the \$5,000 level.

The competition is held once each year, during autumn semester. Awards are made on the merit of the proposal, which must be for work that is essential to the dissertation or thesis.

Deadline: September 27, 2023

<https://gradsch.osu.edu/faculty-and-staff/fellowship-program/alumni-grants-graduate-research-and-scholarship>

Environment, Natural Resources, and Energy Division Fellowship Program: American Planning Association (APA)

To provide financial support for a student interested and excelling in graduate level studies in planning related to the environment, natural resources, or energy.

Deadline: Mid-November

Link: <https://environment.planning.org/fellowship-program/application-requirements/>

Council of Graduate Students (Ohio State University)

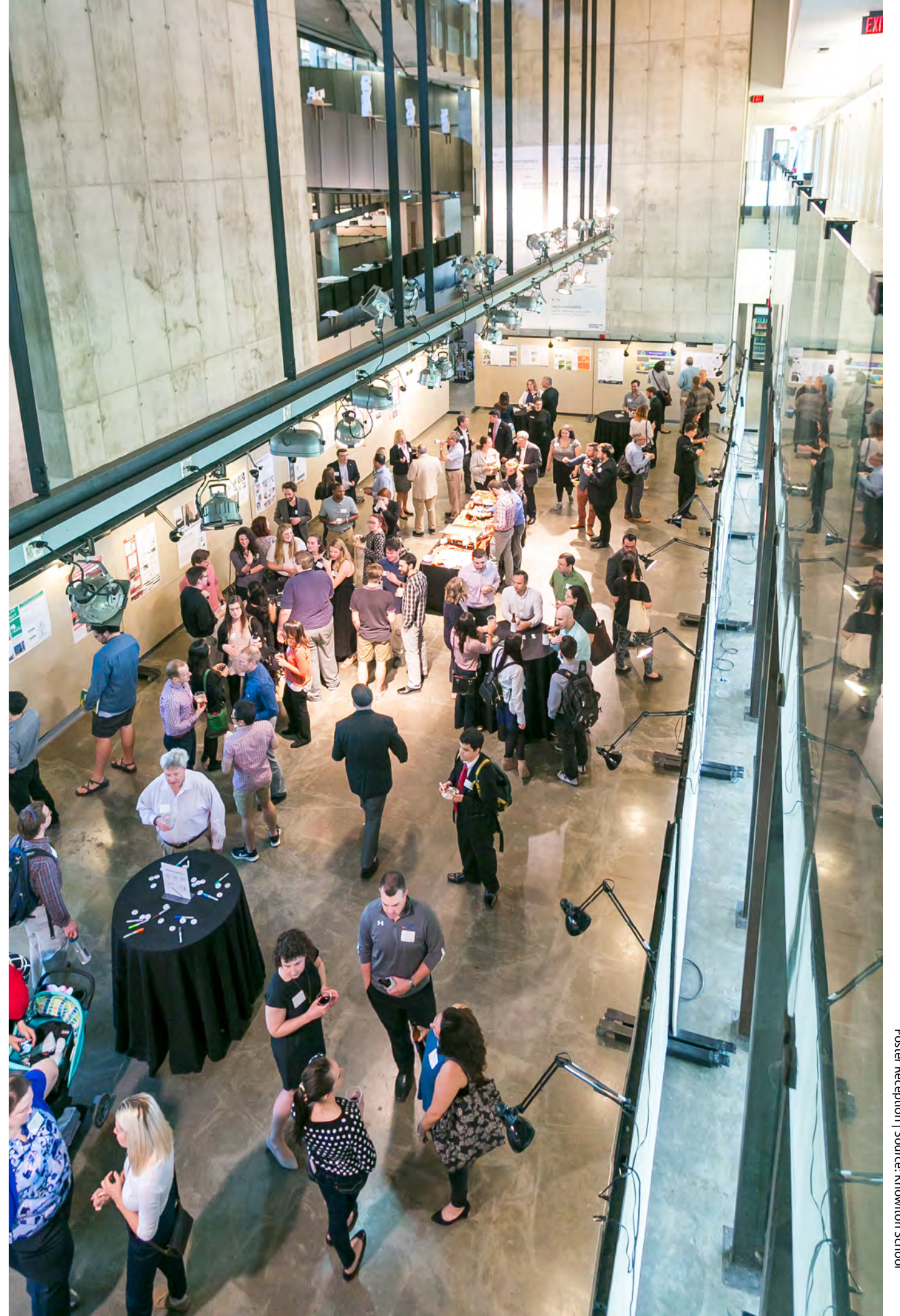
Ohio State University's Council of Graduate Students offers a number of research and professional development awards that assist students in traveling to research sites, attending conferences to present research, and more.

Deadlines: Vary

Link: <https://cgs.osu.edu/funding-awards>



Facilities | Source: Knowlton School



Poster Reception | Source: Knowlton School

5. Advising



Student Services Office

The Graduate Student Services office exists to support Knowlton School graduate students in navigating the administration of your academic program. Jon Bullock, the graduate programs coordinator, can provide answers to questions about policies and procedures such as registering for classes, graduate associate requirements, graduation requirements (including degree audits), and to refer you to resources at the college and university level.

Appointments with the Graduate Coordinator are available through sending an email directly to bullock.151@osu.edu. Appointments are available Monday through Thursday in-person or virtually, and Fridays virtually.

Faculty Advising

Advising provided by the Graduate Coordinator is complemented by advising from the CRP faculty. Students may consult with faculty advisors when considering different courses within CRP/Knowlton, the College of Engineering and university; deciding between a thesis or applied planning research paper; when exploring research topics for term papers or exit projects, etc. It is advisable that students meet with their advisors in their first few weeks in the program to create a course of study for their degree program and at least once a semester.

Incoming students are assigned faculty advisors as they enter but may formally switch to any faculty advisor that they wish at any time. The formal process for doing so is to email Jon Bullock (bullock.151@osu.edu) and your preferred advisor stating that you would like to change from your assigned advisor. No reasons or justifications are needed.

Your faculty advisor may or may not become a member of your thesis or applied planning research paper advising committee but this is neither expected or required.

Some Do's and Don'ts

Do have some curiosity about your faculty advisor's research and expertise. Find out if their current or past projects are connected to your interests. Download/buy their work and read it, so you will engage them with a better sense of your shared interests.

Do be respectful of faculty time. Email in advance to inquire about appointment scheduling. Always cancel in advance if you can not make an appointment. Have an agenda or reason for meeting with faculty. If requesting a letter of recommendation, give your advisors ample time to write you a good letter/reference (i.e., a month or more). Understand that faculty travel, speak nationally/internationally and take sabbaticals. Have patience and keep it professional.

Do follow through and up. Let your faculty advisors know what happened with the problems or challenges you raised with them. Send follow-ups and thank you's when faculty write letters for jobs, scholarships, and graduate schools.

Don't "ghost" your advisors and fail to respond to their emails in a timely manner. Assume that you're building a professional relationship that may extend over several decades that deserves some care and attention.

Don't assume that you know everything. Learning involves having the humility to learn from faculty who have spent years and decades studying and doing the things you want to learn about.

Don't assume that faculty can help you solve all of your problems. Communicate what your needs are and do your part to answer your own questions before reaching out. OSU has a lot of resources to assist students in securing what they need to be successful. Use the best ones for the problem(s) you're facing.

Grievance Policy

The culture of the City and Regional Planning Section is to empower students to resolve conflicts on their own with impartial assistance from faculty advisors, the Graduate Studies Chair and Committee, and the Graduate and Professional Student Ombudsperson.

If and when a conflict arises and persists between a graduate student and their advisor, the first effort to resolve it should occur between the graduate student and advisor. If concerns remain, students should reach out the Graduate Studies Chair (etienne.21@osu.edu) following the procedure outlined below.

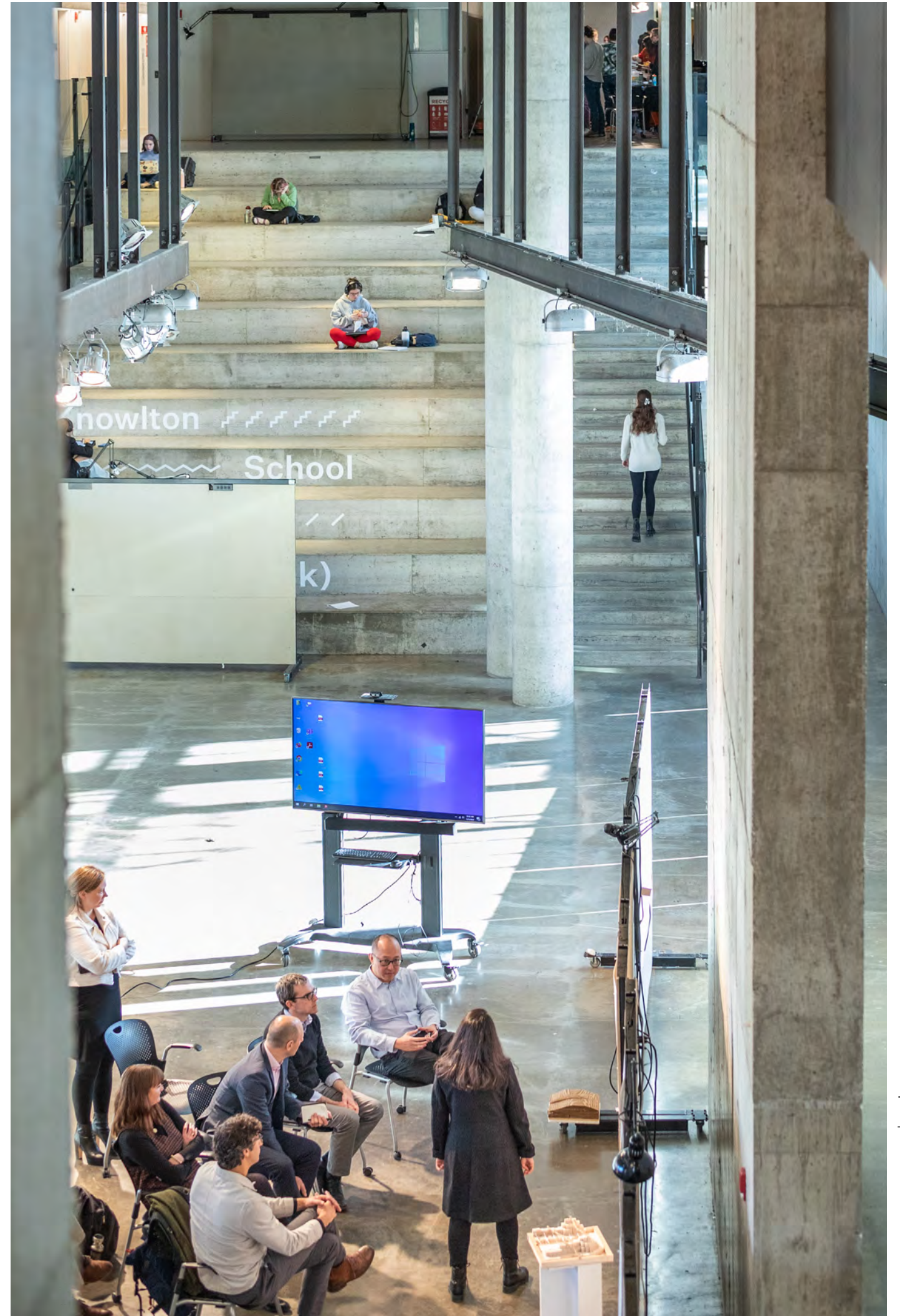
Step 1. Student brings grievance to the attention of the Graduate Studies Chair in writing (email is acceptable) including the following information:

- a. Student Name
- b. Primary Department / Degree (e.g., City and Regional Planning Section, MCRP Student)
- c. Position (if relevant, GA, GRA, GTA, etc.)
- d. Faculty Advisor
- e. Faculty Instructor and Course Information
- f. Statement of Grievance (summarize issue, communications with faculty advisor(s) or instructors, GTAs and anything that is relevant to the grievance)
- g. Relief Requested

Step 2. Graduate Studies Chair and Graduate Coordinator review evidence to determine if grievance has merit and if further action should be taken. At the student's request, the GPS Ombudsperson may be present as a witness to this meeting.

Step 3. If a determination is made that the grievance has merit, the Graduate Studies Chair meets with Section Head to review evidence and determine how it might be resolved. At the student's request, the GPS Ombudsperson may be present as a witness to this meeting.

Step 4. Regardless of the outcome, all steps and determinations will be documented in writing. Copies of this documentation will be provided to the student and included in student's academic file.



Presentation in the Common Space | Source: Knowlton School

6. Dual Degrees and Degree Enhancements



Overview

Dual degrees, graduate minors and certificates all present students with the opportunity to hone in on their particular research interests through transdisciplinary study. Dual degrees allow students to combine two degree programs in ways that reduces the overall time required to complete two degrees separately.

All of these tables reflect CRP being the primary program from which the dual degree is being initiated. If your primary program is another academic unit, please consult their Handbook and Graduate Coordinator to design your dual degree program with the MCRP.

Joint Program in Urban Transportation Planning (MCRP+MS) College of Engineering, Department of Civil, Environmental and Geodetic Engineering

MCRP Core Courses	Nine (9) Courses	26 Credits
MCRP Electives	Varies by credit hours – all in CRP	16 Credits
MCRP Studio	One course	6 Credits
MCRP Total		48 Credits
CIVILEN 5700	Urban Transportation Demand Forecasting	3 Credits
CIVILEN 5720	Transportation Engineering Data Collection Studies	3 Credits
CIVILEN 5770	Urban Public Transportation	3 Credits
CIVILEN 7730	Transportation Demand Modeling	4 Credits
CIVILEN 7740	Urban Transportation Network Analysis	4 Credits
CIVILEN 7790	Transportation Practicum	4 Credits
STAT/ECON	One statistics course approved by CEGE Advisor	3-4 Credits
CEGE Total		24 Credits
Total Dual Degree Credits		72 Credits

With full time study, the M.C.R.P. and M.S. in Transportation Planning dual degree program can be completed in six semesters of full-time study (averaging about 12 credit hours per semester). Students must submit a course of study for approval by Graduate Studies Chairs of both programs. Dual MCRP + MS students will typically complete a thesis to meet the exit project requirements for the two degrees.

Environment and Natural Resources and Planning (MCRP + MS) School for the Environment and Natural Resources

MCRP Core Courses	Nine (9) Courses	26 Credits
MCRP Electives	Varies by credit hours – all in CRP	16 Credits
MCRP Studio	One course	6 Credits
Total MCRP		48 Credits
ENR 7520	Environmental Science and Law	3 Credits
One social science course	5000 level and above	Varies
One ecology course	5000 level and above	Varies
Specialization Courses	At least six credit hours of skill-based courses	Varies
ENR 7981	MENR Seminar	1 Credit Hour (2)
ENR 7191	MENR Internship	3 Credit Hours
Total MS in ENR		18 Credits
Total Dual Degree Credits		66 Credits

With full time study, the M.C.R.P. and M.S. dual degree program can be completed in five semesters of full-time study (averaging about 12 credit hours per semester). Students must submit a course of study for approval to both programs. Dual MCRP + MS students will still need to complete either the MCRP thesis or

Social Work (MCRP + MSW) School of Social Work

MCRP Core Courses	Nine (9) Courses	26 Credits
MCRP Electives	Varies by credit hours – all in CRP	16 Credits
MCRP Studio	One course	6 Credits
Total MCRP		48 Credits
SWK 6401	Engaging with Evidence	3 Credits
SWK 6201	Social and Economic Justice	3 Credits
SWK 6202	Diversity and Cultural Competence	3 Credits
SWK 6501	Engaging and Entering the Profession	4 Credits
SWK 6301	Development Changes Across the Lifespan	3 Credits
SWK 7400	Evidence in Social Work Practice	3 Credits
SWK 7500	Professional Development	3 Credits
SWK 7640	Integrative Seminar I in Community & Social Justice Practice	3 Credits
SWK 7641	Integrative Seminar II in Community & Social Justice Practice	3 Credits
SWK 75XX	Advanced Practice Methods	9 Credits
SWK 74XX	Advanced Engaging with Evidence	6 Credits
SWK 6188	Foundation Field Seminar	1 Credit
SWK 6189	1st Year Field Practicum	Varies (1-3)
SWK 7188	Advanced Field Seminar	1 Credit
SWK 7189	2nd Year Field Practicum	Varies (1-3)
Total MSW Credits		57*
Total Dual Degree Credits		79 Credits

With full time study, the M.C.R.P. and M.S.W. dual degree program can be completed in six semesters of full-time study (averaging about 14 credit hours per semester). Students must submit a course of study for approval to both programs during their first semester of study.

*The MSW courses to be taken will be determined at the time of dual degree program approval by both programs. Through that process, the primary program will be identified and required courses in the secondary program will be tailored to the student's career interests.

**Public Affairs (MCRP + MPA)
The John Glenn College of Public Affairs**

MCRP Core Courses	Nine (9) Courses	26 Credits
MCRP Electives	Varies by credit hours – all in CRP	16 Credits
MCRP Studio	One course	6 Credits
Total MCRP Credits		48 Credits
PUBAFRS 6000	Public Policy Formulation and Implementation	4 Credits
PUBAFRS 6010	Legal Environment of Public Organizations	4 Credits
PUBAFRS 6040	Public Budgeting and Finance	4 Credits
PUBAFRS 6050	Managing Public Sector Organizations	4 Credits
PUBAFRS 6060	Managerial Leadership in Public and Nonprofit Organizations	4 Credits
PUBAFRS 6080	Public Affairs Program Evaluation	4 Credits
PUBAFRS 6500	Written and Oral Communication Skills	2 Credits
Total MPA Credits		26 Credits
Total Dual Degree Credits		74 Credits

With full time study, the M.C.R.P. and M.P.A. dual degree program can be completed in six semesters of full-time study (averaging about 12 credit hours per semester). Students must submit a course of study for approval to both programs.

Certificates

Certificates allow students to enhance their primary degree without committing to a dual degree. Certificates are a minimum of 12 credit hours. To complete a certificate, students must complete all required courses and earn a 3.0 GPA in those courses.

Below are a listing of graduate certificates that might be of interest to MCRP students:

- [Environmental Assessment](#)
- [Geographic Information Science and Technology](#)
- [Public Management](#)

Graduate Minors / Graduate Interdisciplinary Specializations (GIS)

Similar to certificates, many students find that graduate minors or graduate interdisciplinary specializations allow them the training and exposure to another discipline without the commitment of a completing dual degree program. All graduate minors are ten (!0) credit hours or three courses outside of the MCRP program. All certificates require admission through approval by the Graduate Studies Chair of the certificate program. Completion of the graduate minor is noted on the student’s transcript.

Interested students should

Non-MCRP students who are interested in pursuing the Graduate Minor in City and Regional Planning should consult with Jon Bullock with questions about required courses and application process.

The full list of currently available Graduate Minors and Graduate Interdisciplinary Specializations (GIS) can be found on the Graduate School website here: <https://gradsch.osu.edu/>



Prof. Controy Distributing an Award | Source: Knowlton School

7. Paying for your MCRP



Financial Aid Opportunities

There are many funding and financial aid opportunities available to CRP students. The Ohio State University is committed to making college affordable and more details on that commitment can be found via [Buckeye Opportunity Program](#).

We advise that MCRP students apply for financial aid through [Ohio State's financial aid office](#) in order to ensure that they can access all of the grant, loan, work, and fellowship opportunities available. We encourage all students to file [FAFSAs](#) and apply for financial aid.

Prospective international students are advised to contact the [Ohio State University's Office of International Students](#) to learn about financial opportunities and financial requirements --- including financial issues related to student visas.

Below is a list of funding opportunities available to CRP students:

- [Ohio State Student Financial Aid Opportunities including Scholarships](#)
- [Ohio State Graduate School Fellowships](#) and [Graduate School Grants](#)
- [Ohio State College of Engineering Scholarships](#)
- [Knowlton and CRP Endowed Scholarship Funds](#)
- [CRP Graduate Teaching Assistantships](#)
- [The Council of Graduate Students Funding and Awards](#)
- [CRP Internship Program](#) + other work and internship opportunities facilitated by [Engineering Career Services](#)
- [External Fellowships and Grants](#) opportunities posted on the ([ScholarshipUniverse](#))

Please note that neither the Knowlton School nor the CRP Section manages need based financial aid intended to cover the total cost of attendance. A Knowlton emergency grant fund does exist for students in unexpected crises or emergency circumstances: [The Knowlton Access Fund](#). The Ohio State Office of Student Life also has [Student Emergency Funding](#).

CRP also offers some partial fellowships and scholarships to MCRP students funded by endowments. The goal of these funds is to recruit a talented and diverse graduate cohort. The scholarships are not designed to cover the full cost of attendance but to assist in facilitating attendance.

The Section nominates current and incoming MCRP for university and college fellowships based on qualifications. CRP also occasionally has graduate teaching/research assistantships available to MCRP students.

Students who are offered GA in their first year are still beholden to this policy. (no more than 40 hours of work outside of coursework). Survey at beginning of the semester – done by mid semester.

Graduate Associateships

Graduate assistantships (GAs) offer students an opportunity to support the teaching, research, and administrative functions of the City and Regional Planning Section. Different academic units manage their allocation of graduate assistantships differently. In the City and Regional Planning Section, students can not apply for associateships. In almost most cases, GAs are awarded as a part of an offer of admission. GAs take three main forms and have different expectations and duties. Those main types are:

- Graduate Teaching Associate (GTA)
- Graduate Research Associate (GRA)
- Graduate Administrative Associate (GAA)

Depending on program needs in any given semester, students who have been awarded a GA position may be assigned to any of the three types of GA positions. The terms of employment for all GA positions generally follow the schedule of academic terms and are funded at two levels, 50% (full appointment) or less than 50% (partial appointment).

Graduate Teaching Associates (GTAs) will support the instruction of courses primarily in the BSCR and MCRP programs but in some rare instances be assigned to Ph.D. level courses. Duties for GTAs may include exam and assignment grading, note taking, meeting with enrolled students to discuss course materials, attending regularly scheduled meetings with course faculty, assisting in the preparing of course materials, etc.

Assignments for GTAs are made at least one month in advance of the start of each subsequent semester. Students must be available and not have course conflicts with the course to which they are assigned. *It is the student's responsibility to make the Graduate Studies Chair aware of any course conflicts as soon as possible so that they can be reassigned to another course.* Conflicts with internships or external jobs and commitments are the student's responsibility to resolve.

Graduate Research Associateships (GRAs) support faculty research. In addition to CRP Section supported GRAs, many faculty recruit and hire GRAs to support external grant-funded research. Based on research needs, faculty will recruit and hire students based on skills, common research interests, fit, and availability. Duties may include data collection and cleaning, data analysis, library research, writing and editing, field research and more. GRAs may be funded at the 50% or 25% appointment levels.

The CRP Section carefully follows the Graduate School's guidance on periods of appointment, percent time, stipends, resignations, reappointments, termination criteria, and procedures for grievances. The following section presents all of those policies

For New Students: Please note that you cannot pay your bill from the university until after you have registered for classes, which you will be able to do after check-in. Once you have a U.S. checking or savings account, the easiest way to pay your fees is to use Ohio State's secure ePayment site. Payment for tuition and fees can be made through your Student Center account (via [here](#)), on the Student Information System (SIS), by clicking the Make a Payment link in the Finances section.

For All Students: Tuition and fees are due one week (seven calendar days) prior to the beginning of each term, unless otherwise noted on your Statement of Account (your bill from the university). Students who arrive for check-in and orientation with the Office of International Affairs after the payment deadline should look on their Statement of Account for their due date.

For more about paying tuition such as late fees, [Tuition Option Payment Plan \(TOPP\)](#), statement of account, please find from [Paying Tuition](#).



Main Entrance | Source: Knowlton School

8. Internships and Career Services

Internship and Career Resources

As a part of our MCRP curriculum, all students are required to complete a planning internship. This experience should take place in a municipal planning department or planning commission, private planning firm, economic development agency, state, county, or city-related agency that manages planning related projects.

The internship requirement does not have a minimum time requirement but most MCRP students are able to remain within their internships for the entirety of academic semesters and sometimes the length of their programs.

Engineering Career Services (ECS)

Career Services for the [City and Regional Planning Section at the Knowlton School](#) are managed by The Ohio State [College of Engineering's Career Services](#) team.

The [College of Engineering's Career Services](#) serves as the "front door" for planning employers to post internships and permanent positions, join career fairs, and access the network of talented students and alumni of the City and Regional Planning programs. To support students and employers the College of Engineering has developed a world-class set of career services resources to support students and connect with the employer community.

Register with Engineering Career Services (ECS)

By [registering with Engineering Career Services](#), Knowlton students get access to the wide range of services listed below. All students should register in order to take part in their robust career services resources.

Employer Connections - Maximize your job search efforts by connecting with companies that hire city and regional planners.

Individualized Career Advice - Meet one-on-one with an [ECS Career Advisor](#) or Peer Career Coach to enhance your documents and skills to ensure a successful job search.

- [Creating And Editing Resumes](#)
- [Using Handshake](#)
- [Networking](#)
- [Job Offer Negotiations](#)
- [Drafting And Editing Cover Letters](#)
- [Interviewing](#)
- [Salary Negotiations](#)
- [Tips To Appear Professional](#)
- [Job Search Skills](#)
- [Linkedin Training](#)
- [How To Make The Most Of Career Fairs](#)

And much more.



Job Postings

Apply to internships, co-ops, part-time jobs, and career opportunities via our online job search system, Handshake. See open positions in [city and regional planning](#).

Exclusive Resource Library

Boost your job search with access to more than 90 career-related resources designed uniquely for Knowlton, Ohio State engineering, and city and regional planning students.

Special Access

Meet exclusively with hiring companies via career fairs and ECS-sponsored events.

Get Timely Updates on Events and News

Be the first to receive updates and relevant news on special events, programs, and opportunities to connect with employers. Our weekly Wire is another benefit of registering with ECS.



Career Day | Source: Knowlton School



Job Fair in the Common Space | Source: Knowlton School

9. Research and Learning Resources



Research Resources

University Libraries

The University Libraries of The Ohio State University boasts a collection of six million titles and volumes housed in fifteen different libraries across the Columbus campus. In addition to its collection, the Universities Libraries continually hosts seminars, workshops, and lectures. The resources and library locations that might be of most interest to MCRP students include the following:

Locations

- Architecture Library ([location](#) | [information + hours](#))
- Thompson Library ([location](#) | [information + hours](#))
- 18th Avenue Library ([location](#) | [information + hours](#))
- Fine Arts Library ([location](#) | [information + hours](#))

For all other libraries and their upcoming hours please visit: <https://library.osu.edu/locations>

Subject Research Guides

- [City and Regional Planning](#)
- [Architecture](#)
- [Landscape Architecture](#)
- [Geography](#)
- [Data](#) (by subject and source)
- [Geospatial Data](#)
- [Maps](#)
- [Trainings and Lecture Events](#)
- [Citation Help](#) – Resources for Citation Style Guides and Citation Software Management
- [Interlibrary Loans](#) (and document delivery, including Article Express)
- [Room Reservations](#) (Group Study, Meeting Rooms, Wellness Rooms)

Architecture Library

The Architecture Library is located on the top floor of Knowlton Hall and consists of over 50,000 volumes and a listing of over 150 periodicals. There are provisions for state-of-the-art, on-site use of and remote access to electronic information resources. The facility features video equipment, scanners, and microfilm collections. The library also houses many pieces included in the School's Classic Furniture Collection. Students can keep up-to-date on the latest books, periodicals and other resources added to the collections by following a blog produced by Library. Students can find course reserves, reservable study and group meeting rooms.

The Writing Center

The Writing Center offers free help with writing at any stage of the writing process for any member of the university community. During our sessions, consultants can work with you on anything from research papers to lab reports, from dissertations to résumés, from proposals to application materials.

The Writing Center provides a free service open to all writers in the OSU community, including but not limited to students, staff, faculty, visiting scholars, and post-doctoral scholars at OSU.

The OSU Writing Center's consultants are trained to listen to you and to work with you to identify your writing style, a particular assignment's or project's expectations, and to give you specific advice or writing tools. You can expect us to be compassionate, understanding, and eagerly committed to figuring out how to talk about your writing in a way that works for you.

Learn More about [The Writing Center](#).

Research Commons

The [Research Commons](#) is a campus community where graduate students, faculty, and postdoctoral researchers can connect with experts for support at any stage in the research lifecycle.

The Research Commons offers services and a venue for exploring collaborative, interdisciplinary, and emerging research methods. Our focus areas include Research Data, Funder Data Management, Data Visualization, Digital Humanities, Geographic Information Systems (GIS), and Research Impact.

Location: 3rd Floor 18th Avenue Library, 175 West 18th Avenue Columbus OH 43210.

Baumer Lecture Series

The [Baumer Lecture Series](#) invites prominent researchers and practitioners of architecture, landscape architecture and city and regional planning to present their work and engage topic both topical and enduring.

MCRP students are encouraged to attend any and all Baumer Lectures that are connected to their interests. Every semester a number of Baumer Lecture presentations focus specifically on city and regional planning issues. Notice will generally be given so that interested students may be invited to interact with the speaker before or after the lecture.

For the Autumn 2023 semester, there are two CRP focused Baumer Lecture speakers:

Jason Hackworth, Wednesday, October 4, 2023 (Knowlton Auditorium)
Sai Balakrishnan, Wednesday, November 1, 2023 (Knowlton Auditorium).

Unless indicated otherwise, Baumer Lectures take place in the Knowlton Auditorium on Wednesdays, 5:30 - 7:00 p.m.



10. Facilities and Student Life

Facilities

The Knowlton School is fortunate to have one of the most noteworthy buildings for a school of architecture to be found anywhere. Below are some of the features of most interest to MCRP students.

CRP Studio

CRP Studio is the home to the City and Regional Planning sections of the Knowlton School. It is located on the southwest corner of the 4th floor which is free to planning students to access 24 hours a day, seven days a week during the semester. The CRP studio has 48 computer workstations and four collaborative work spaces with large screen monitor connections and conference tables. Planning students are free to share this area for daily study after class, group work and meetings as well as information and posters exhibition among CRP community.

Restrooms

Two single-user, gender-inclusive restrooms with changing stations are available on the lower level of Knowlton Hall. An additional changing station is located at the women's multi-user restroom on the fourth floor of Knowlton Hall near the Architecture Library.

The gender-inclusive restrooms on the lower level are accessible via the northwest elevator or stairs, via the ramp at the west end of the building, or the northwest entry door adjacent to the West Patio. Men's and women's multi-user restrooms alternate by floor and are located on floors one through four adjacent to the elevators at the northwest and southeast corners of the building. For a full list of gender-inclusive restrooms on campus, visit [LGBTQ at Ohio State](#).



Previous Page: The Big Stairs | Source: Knowlton School

The KSA Café | Source: Office of Student Life, OSU

“Big Stairs” / “Carpeted Areas”

During the academic year, Knowlton Hall is almost always buzzing with activity. Two of the main shared spaces are located on the first floor and are the sites for many events throughout the year.

Quiet Room

The Knowlton Hall Quiet Room provides a space for individuals to engage in quiet reflection, to de-stress and to participate in prayer and other wellness activities. The space is available to all students, faculty, and staff in the College of Engineering. The room is accessible, 8 a.m. to 6:00 p.m., Monday through Friday.

Rooftop Garden

At the conclusion of ramps, and adjacent to the entrance to the Architecture Library, is the school’s Rooftop Garden. Open whenever the building is publically accessible, the space offers several semi-private seating areas, and a plethora trees and landscaping that makes the space feel like an escape at the top of the building.

ksa café

The KSA Café is located in the northeasternmost corner of the 1st floor of Knowlton Hall. Offering some light fare, snacks, coffee and tea drinks. Food can be pre-ordered through the GrubHub app. Operating hours for the KSA Café and all other Dining Services locations can be found here: <https://dining.osu.edu/hours/>

Knowlton Food Pantry

The Knowlton Food Pantry aims to provide quick snacks and easy meals for our students. Located between Student Services and the Banvard Gallery on the first floor of Knowlton Hall, the Knowlton Food Pantry is available to students 24 hours a day.

Students do not need to sign up or request assistance. Simply drop by, and take what is needed. Additional pantry resources are available through the [Buckeye Food Alliance](#). The Alliance provides online ordering for easy pick up at Lincoln Tower.

Banvard Gallery

The gallery hosts four to six exhibitions each year, including work from the school’s three disciplines and an annual year-end exhibit by the LeFevre fellow. Gallery exhibitions have included drawings, collages, photographs, models, site-specific installations, investigations in new materials and technology, and questions in contemporary practice.

Student Organizations

There are over 1,400 student organizations at Ohio State and over half of all students join a student organization. Students who choose to get involved achieve many positive outcomes – leadership skills, better grades, friendships and mentors, and make a big campus seem small. Visit and use the [tools](#) to search for, find, and get involved with student organizations.

The Knowlton School is home to six student organizations that engage students from architecture, landscape architecture, city and regional planning, and majors across Ohio State. Below are three student organizations primarily engaged with graduate students in the field of planning. Learn more about more details about the organizations [here](#).

City and Regional Planning Student Association (CRPSA)

The Ohio State University City and Regional Planning Student Association (CRPSA) is the student organization for the City and Regional Planning program in the Knowlton School. CRPSA exists to help students create valuable relationships within and beyond the discipline, together and with faculty, alumni and professionals. Throughout the year, CRPSA organizes a number of fun events for the CRP student body, including social events, city trips, community service, and professional development opportunities.

Knowlton Nomads

Knowlton Nomads’ purpose is to enrich the graduate classroom experience by using cities around the U.S. (including Columbus) as models to be studied in order to expand on knowledge learned within any of the Knowlton School disciplines—City and Regional Planning, Landscape Architecture, and Architecture.

Graduate Planning Society (GPS)

GPS’s primary purpose is to promote the advancement of its members, in and out of the classroom, by providing opportunities for personal and professional development. GPS organizes academic, career and social & cultural events and strives to improve the overall graduate experience within the City & Regional Planning section.



The Lunar New Year Celebrated by GPS | Source: Prof. Harley Etienne

11. Campus Life and Resources



Public Safety

Safety is a top priority for Ohio State University. **Call 911 for emergencies: police, fire, medical** (on and off campus).

For non-emergencies or to report a crime on-campus, call **614-292-2121**.

For more on the university's safety resources, please visit the following links below for more information about campus safety resources:

- [Reporting Emergencies](#)
- [Building Fire / Explosion](#)
- [Medical Emergencies](#)
- [Evacuation Procedures](#)
- [Active Aggressor](#)
- [Earthquake](#)
- [Bomb Threat](#)
- [Flood](#)
- [Utility Emergency](#)
- [Hazardous Material](#)
- [Shelter in Place](#)
- [Severe Storm Lightning](#)
- [Tornado](#)
- [Elevator Safety](#)
- [Disruptive or Distressed Individual](#)

Public Safety Programs

- [Emergency Procedures](#)
- [Alert Notices](#)
- [Lyft Ride Smart](#)
- [Rave Guardian](#)
- [Safety Devices](#)

Health and Wellness

At Ohio State, we aim not only to create a healthier Ohio but a healthier world. Through our wide network of programs, initiatives and medical center, we are creating healthier campuses and addressing the most pressing health needs of Ohio communities. For students our services include:

[Counseling and Consultation Service](#) (CCS) provides individual and group mental health services, psychoeducational prevention and outreach programming to currently enrolled undergraduate, graduate and professional students. As we know how important it is to get help when you need it and with the resources available at Ohio State, thus there is something you can do to promote positive mental health and well-being every day, 24/7. We also work with spouses/partners of students who are covered by the Student Health Insurance Benefits Plan

Student Wellness Center (SWC) empowers students to strive for balance and wellness. Wellness is an active and ongoing process that allows individuals and the broader community to reach their full potential. Meanwhile, wellness is much more than merely physical health, exercise or nutrition. It is the full integration of states of physical, mental and spiritual well-being. Our model uses ten dimensions which act and interact in a way that contributes to our own quality of life. Find out more about [Ten Dimensions of Wellness](#).

The Wilce Student Health Center commit to provide accessible, high-quality health service to support academic success and co-curricular engagement to meet the ever-changing health needs of the university community in support of a healthy campus environment for all. It's [Student Life Student Health Services \(SLSHS\)](#) at Ohio State is a Joint Commission accredited outpatient facility provides a variety of health care services to the student population. All students enrolled at the university are eligible to use SLSHS. Please use secure communication for all services provided at SLSHS through [My BuckMD](#) to both our providers and services areas

Recreational Sports offers members of The Ohio State University community an extraordinary experience to live active and meaningful lives while on-campus. The unit is enhanced by its award winning indoor and outdoor facilities, including five indoor locations and spacious parks and outdoor space. As Ohio State's largest recreation facility, the Recreation and Physical Activity Center (RPAC), is a multi-purpose facility complex that combines innovative fitness spaces, versatile event areas and an active atmosphere, located in the heart of campus, southeast of Ohio Stadium. It offers but not limited to an approximately 27,500 square feet of fitness space featuring state-of-the-art cardio and weight equipment, Aquatic Center and other amenities, please visit the [Recreational Sports website](#) for more information about facilities, services/outreach as well as space reservations.

Student Disability Services

Student Life Disability Services (SLDS) at Ohio State collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. SLDS are committed to creating an accessible educational experience for students with disabilities. We partner with students, faculty and staff to design accessible environments and to provide academic accommodations and support services. SLDS offer services including Exam accommodations, Notetaking support, Housing/Dinning accommodations at etc., please visit [Disability Services](#) for more information.

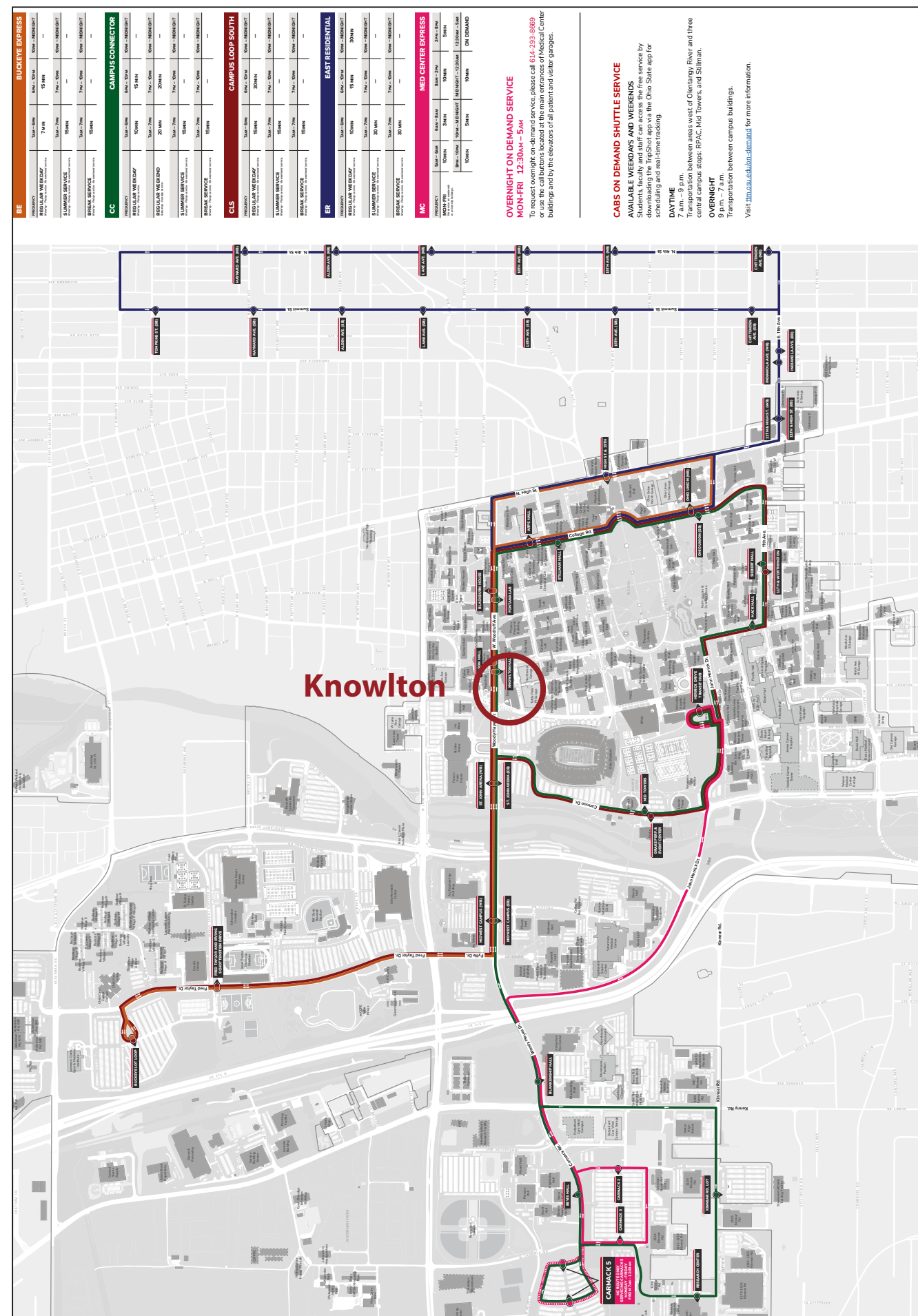
As an Ohio State student with a disability, you can [register with Disability Services](#) to be approved for accommodations. Accommodations are designed to eliminate disability-related barriers in the environment and curriculum so that you have an equal opportunity for success. Use the navigation links on the website to learn more about available accommodations.

On-Campus Transportation

Students on the Columbus campus can use the [Campus Area Bus Service \(CABS\)](#), a free transit service provided by The Ohio State University. CABS is dedicated to providing clean, reliable, and hassle-free transportation on and around Ohio State's Columbus Campus – you can view the bus [map](#) and the up-to-date Schedules and Routes [here](#). You may also easily find our location of Knowlton School on the routes map shown below.

CAMPUS AREA BUS SERVICE (zoom in for details)

2023-2024 SERVICE HOURS AND FREQUENCY



12. Resources for International Students



Information for International Students

Ohio State is one of the largest universities in the United States and offers many different resources to students. As an [international student](#), there are important details to keep in mind. What follows are a set of links and brief descriptions of resources to help you navigate your transition to the U.S. and the university.

There are several offices and services dedicated to providing resources to international students. Some of the issues that international students face include:

Getting Help and Resources

As with all students, your first stop in search of resources are this program's key contacts:

Graduate Coordinator, Jon Bullock (bullock.151@osu.edu)
Graduate Studies Chair, Harley Etienne (etienne.21@osu.edu).

Beyond the Knowlton School, the university has a number of resources to help you find the support you need to thrive and complete your degree.

[Office of International Affairs – International Students](#)
[Office of Student Academic Success – Academic Advising](#)
[Office of Technology and Digital Innovation](#)
[Office of Student Life](#)
[Office of Institutional Equity](#)

Taxes and Taxpayer ID Information

Anyone receiving payments from a U.S. source, whether they are U.S. residents or internationals, are subject to U.S. taxation. The Ohio State University uses a secure online international tax compliance software called [Glacier Tax Prep \(GTP\)](#). GLACIER captures the information required to determine the actual tax status of an international person. All international persons who are not U.S. residents and who are receiving payments from The Ohio State University are required to have a GLACIER record.

IRS also issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security Number from the Social Security Administration. An ITIN number is a tax processing number issued by the Internal Revenue Service (IRS), not the Social Security Administration. Please find more about [Individual Taxpayer Identification Number \(ITIN\)](#).

To read more about taxpayer identification and paying U.S., state and local taxes, please visit the following sites:

[Driver's License and ID Cards](#)
[Taxes and Taxpayer ID](#)
[Money and Banking](#)

13. Life in Columbus, Ohio



Living in Columbus, OH

Off-Campus Housing Resources

Every year, thousands of students look to move into off-campus rental properties. Most have never faced the challenge of finding a new place to live and are confronted with numerous options and choices. [The Ohio State University Off-Campus Housing Network](#) establishes certain [criteria \(PDF\)](#) for off-campus [property owners](#). Those property owners that commit to meeting these criteria will be considered in-network.

[Willie J. Young, Sr. Off-Campus and Commuter Student Engagement](#) is The Ohio State University's resource center for off-campus living and commuting. We can provide you with the means to find housing and roommates, resources to encourage safe practices in the off-campus area and support you while being a responsible neighbor in the Buckeye community. We strongly recommend you visit the website and find more information on [Off-Campus Living Guides](#).

Off-Campus Transportation

Bus – If you are traveling to locations off campus, you can use the [Central Ohio Transit Authority](#) to an external site. (COTA), which provides public transportation within Central Ohio and the Greater Columbus area. Thanks to the OSU/COTA partnership, undergraduate, graduate and professional students have unlimited access to COTA's entire bus system by swiping a BuckID when boarding. You must be enrolled in the current semester on the main campus and have the COTA fee on your statement of account to use your BuckID on COTA. Several COTA routes provide service between Ohio State's campus and locations throughout Columbus. Ohio State's Campus Area Bus Service (CABS) and COTA share multiple bus stops on campus, allowing for easy transfers between the two systems. Visit [COTA](#) for information about routes and schedules.



Previous Page: Columbus Skyline | Source: Prof. Harley Etienne

The COTA Buses | Source: Central Ohio Transit Authority (COTA)

Exploring Columbus

We are proud to be located in Columbus, Ohio's growing capital city. Our home city boasts a population of over 900,000, the second largest in the Midwest, and one of most affordable costs-of-living in the U.S. The city and region's growth, diversity, economy, amenities, and complex histories make this a unique place to study and practice city planning. We encourage you to learn more about our city by visiting this site: <https://visit.osu.edu/experience>.

Columbus has some must-see events and sites. This is a partial listing of some institutions and events that might be of interest.

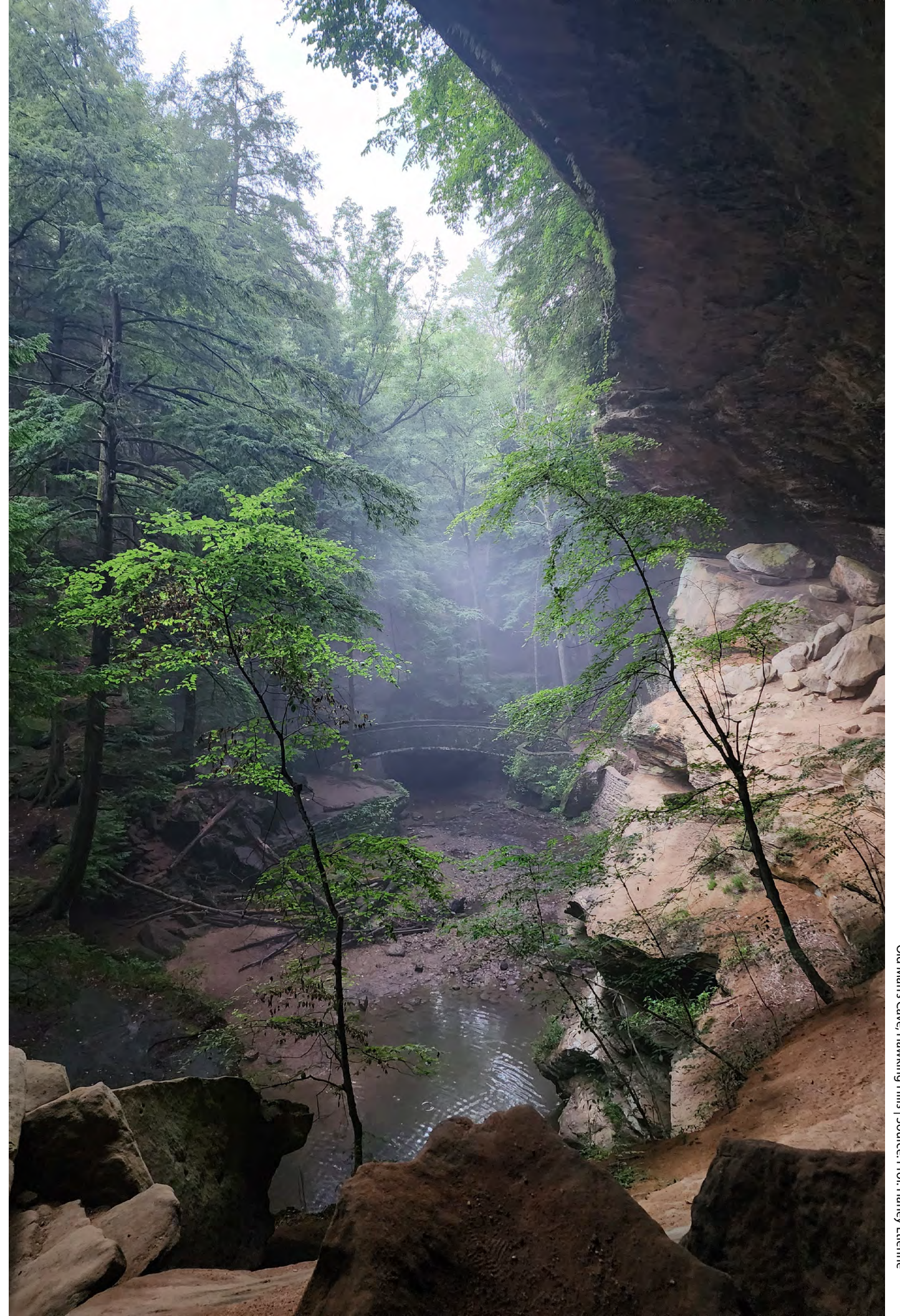
- [Center for Science and Industry \(COSI\)](#)
- [Columbus Museum of Art \(CMOA\)](#)
- [Short North District](#)
- [City of Columbus Recreation and Trails](#)
- [Columbus Metropolitan Library](#)
- [Columbus Crew \(Major League Soccer\)](#)
- [Columbus Blue Jackets \(Major League Hockey\)](#)
- [Columbus Clippers \(Minor League Baseball\)](#)
- [Ohio State Fairgrounds and Annual Fair](#)
- [Ohio State Capital](#)
- [King-Lincoln Theater](#)
- [Franklin Park Conservatory](#)
- [Columbus Zoo and Aquarium](#)

Exploring Ohio

In addition to the Metropolitan Columbus area, we are also situated in the seventh most populated state in the United States. In addition to the major cities of Cincinnati and Cleveland, Ohio is home to a network of medium-sized cities, and small towns that are all embedded in a state renowned for its geographic diversity and natural beauty.

This is a partial listing of area parks and sites that may be of interest.

- [Metro Parks](#)
- [Hocking Hills State Park](#)
- [National Museum of the US Airforce](#)
- [Easton Town Center](#)
- [Rock and Roll Hall of Fame](#)
- [Cleveland Museum of Art](#)
- [John Glenn Astronomy Park](#)
- [Cuyahoga Valley National Park](#)
- [Alum Creek State Park](#)
- [Appalachian Hills Wildlife Area](#)
- [Toledo Museum of Art](#)



Old Mans Cave, Hocking Hills | Source: Prof. Harley Etienne

14. After the MCRP



After the MCRP

Professional Networks and Associations



American Planning Association (APA) – is a professional organization representing the field of urban planning in the United States. APA was formed in 1978, with the main function is to serve as a forum for the exchange of ideas between people who work in the field of urban planning. APA hosts its annual [National Planning Conference](#) (NPC) in the spring (~April) that attracts planners, local government officials, planning commissioners, advocates and planning students from across the United States, Canada and the world. The association also publishes the [Journal of the American Planning Association](#) (JAPA, ISSN 0194-4363)



American Planning Association, Ohio Chapter – is a statewide, non-profit association of citizens and professional planners committed to promoting and enhancing planning and the quality of planning for all governmental entities in order to maintain and improve the quality of life for all Ohioans. APA Ohio provides regional and statewide forums for investigation and discussion, which lead to practical, use-it-today solutions to planning and development challenges. APA Ohio encourages legislation and action programs to enhance sound planning at the state, regional and local levels. APA Ohio sponsors regional and state conferences and supports section-level workshops. These events provide opportunities for members to make new contacts, renew old ones, recognize achievements, and exchange ideas. APA Ohio is a state chapter of the American Planning Association (APA).



Urban Land Institute – The mission of the Urban Land Institute: Shape the future of the built environment for transformative impact in communities worldwide. ULI Columbus carries forth that mission by convening across disciplines and sectors to foster collaboration, share knowledge, and imagine a better built environment here in Central Ohio. For more information. Please visit their website: <https://columbus.uli.org/>

Further Study

Some students may want to explore degrees and careers in academic research beyond the MCRP or dual degree combinations possible at Ohio State University. Over 50 programs in the United States and Canada offer doctoral degrees in city and regional planning. You can find an updated list of those programs here: <https://www.acsp.org/page/PlanningPrograms>.

Talented graduates and graduating students from the MCRP program are welcome to apply to the CRP Section's doctoral program; however we offer no preferential treatment of these applications in the process. Interested students can read more about Ohio State's Ph.D. Program in City and Regional Planning Program here: <https://knowlton.osu.edu/city-and-regional-planning/phd-city-and-regional-planning>

Students who are interested in doctoral study in corrolary fields may want to consider attending and even presenting their research at academic conferences. A few conferences and their hosting organizations are listd below:

- [Association of Collegiate Schools of Planning \(ACSP\)](#)
- [Association of American Geographers \(AAG\)](#)
- [Regional Studies Association](#)
- [Society for American City and Regional Planning History \(SACRPH\)](#)
- [Transportation Research Board \(TRB\)](#)
- [Urban Affairs Association \(UAA\)](#)
- [Association for Public Policy Analysis and Management \(APPAM\)](#)

Ohio State University Alumni

The Ohio State alumni family is more than 600,000-strong and it is always growing stronger. Ours is a vibrant, inclusive community dedicated to making the world better. The association provides you ways to stay in touch with the university and each other through engaging programs, in person and virtual. You will find Buckeyes and Alumini Socites around the globe.

For more information please visit: <https://www.osu.edu/alumni/>

Knowlton Alumni Society

The Knowlton School Alumni Society strives to promote and contribute to the mission of the Knowlton School. The group was formed to develop and strengthen the network of alumni across the country, to help alumni stay connected with the school, and also to provide current students with access and exposure to professionals in the areas that they are studying.

For membership and events information: please visit: <https://knowlton.alumni.osu.edu/>



Knowlton Orientation Event | Source: Prof. Harley Etienne

Appendix.

Additional College, University and Graduate School Policies



Student Code of Conduct (University)

The current version of the Code of Student Conduct is found [here](#). Alternatively, you can cut and paste the following URL into your browser – <https://trustees.osu.edu/bylaws-and-rules/code>. To the right, you will find PDFs that detail revisions to the Code made since 2016.

The university recently revised the policies referenced in the Code of Student Conduct as university policy 1.15 and university policy 1.10. Please refer now to the Non-Discrimination, Harassment, and Sexual Misconduct policy found at <https://policies.osu.edu/assets/policies/Policy-NDH-Sexual-Misconduct.pdf>.

FERPA (Family Educational Rights and Privacy Act) (University)

Our program complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which sets forth requirements designed to protect the privacy of student education records. In most circumstances, we will require express permission from the involved student to disclose information outside the university. Learn more about FERPA, and your rights, here: <https://registrar.osu.edu/policies/releaseinfo.asp>

Reasonable Academic Progress (Graduate School)

Upon matriculation all full and part-time MCRP degree students are expected to meet the Graduate School's standard for reasonable academic progress and complete all degree requirements within five years. Students who exceed that time period will be denied the ability to register for courses and will have to petition the Graduate Studies Chair to reenroll.

[Section 5.3](#) of the Graduate School Handbook defines poor academic performance and the process through which it must be remediated. It is included here for convenience.

Section 5.3.1

Poor Academic Performance. A full-time student with fewer than nine earned hours or whose cGPA is below 3.0 after nine graduate credit hours will receive a warning letter from the Graduate School urging consultation with the advisor and graduate studies committee. A student enrolled in a graduate certificate program (Section 8.3) whose graduate cGPA falls below 3.0 after three graduate credit hours have been attempted will receive a similar warning letter from the Graduate School.

Section 5.3.2

Remediation. A student whose graduate cGPA is below 3.0 after nine graduate credit hours have been attempted will, in close consultation with their advisor, Graduate Studies Committee and the Graduate School, enter into a remediation plan for one autumn or spring semester or summer term. The remediation plan would be aimed at increasing the student's cGPA to a 3.0 or better. Remediation is not available to graduate non-degree students.

Section 5.3.3

Probation. Students who do not improve their graduate cGPA after a remediation plan has been attempted will be placed on academic probation for one semester by the Graduate School. A student who is on probation in the Graduate School may not be appointed or reappointed as a graduate associate (Section 9) or a graduate fellow or trainee (Section 10).

Section 5.3.4

Removal from Probation. A student who raises the graduate cGPA to 3.0 or better is removed from probation by the Graduate School. Course work used in raising the cGPA must be a part of normal degree requirements and approved by the Graduate Studies Committee. An international student who is on probation upon admission to an international cooperative graduate degree agreement (ICGDA) program is removed from probation upon meeting the conditions stated in the ICGDA.

Section 5.3.5

Warning of Potential Academic Dismissal. A student on a remediation plan or on academic probation whose record continues to deteriorate will be warned that academic dismissal is likely if the record does not improve. Warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee Chair.

Student Hardware Recommendations

(College of Engineering)

All Engineering students are encouraged (not required) to purchase their own personal devices. For Autumn 2022, The Ohio State University will be shifting focus to technology solutions holistically centered around digital equity, skill building, and workforce development in providing digital access to all students.

Specification	Minimum	Ideal
Operating System		Windows 10 or 11 Professional (Mac OS is not recommended at this time)
Disk	512GB SSD	1TB SSD
CPUs	Intel i7; AMD Ryzen 7	Intel i7 or i9; AMD Ryzen 7 or 9
Graphics	Dedicated Graphics Card w/ minimum 4GB memory	Dedicated Graphics Card w/ minimum 6GB memory Note: Knowlton School of Architecture students should look for an NVIDIA GeForce RTX graphics card
Screen Resolution	1920x1080 or better	1920x1080 or better
Audio/Visual	Built-in Camera/Microphone/ Speakers	Built-in Camera/Microphone/Speakers
Network	Wireless 802.11 ac dual band	Wireless 802.11 ac dual band or better
Warranty	3 year warranty with accident coverage	4 year warranty with onsite/walk-in repairs and accident coverage

Please note that while iPads are not conducive to many engineering applications, iPads can be used to remotely connect to the ETS virtual desktop solution (Citrix). ETS provides an article with information on connecting to Citrix via an iPad.



Knowlton On a Cold Day | Source: Knowlton School



THE OHIO STATE UNIVERSITY

Knowlton — School

Knowlton School

275 West Woodruff Avenue

Columbus, Ohio 43210

knowlton.osu.edu/city-and-regional-planning

