

Dr. Kelly MacKay
Vice-Provost, Academic
Ryerson University

Subject: Request for a new course PLE-780 or PLE XXX: Field Placement (1 credit)

Dear Dr. MacKay,

I am writing this letter to request the removal of a School Policy on academic standing variation.

The School of Urban and Regional Planning (SURP) would like to offer more experiential learning opportunities for our students. Since 2019, we have enhanced and expanded the undergraduate Field Placement Course (PLE-785), wherein students work in placements arranged by SURP for 1 day per week for 12 weeks in the fall or winter semesters.

For a long time, students have asked that SURP offer an internship course whereby full-time, non-practitioner students can earn academic credit for relevant work experience (paid) outside the University. In response, we are proposing the instruction of a new undergraduate course PLE-780 or PLE XXX: Field Internship (1 credit). The course can be taken in the final two years of undergraduate study, either in the Fall, Winter or Spring term, and a student would complete 120 hours of paid work relevant to the field of Urban Planning to earn the credit. Unlike Field Placement (PLE-785), the student will be responsible for finding and arranging their internship (with the faculty placement coordinator supervising). The internship would provide real-world experience that enables our students to put everything they've learned into action. Detailed description of the course and other relevant documents are attached with this application.

Thank you for taking the time to review this request.

Sincerely,



Dr. Pamela Robinson MCIP RPP
Director and Professor, School of Urban and Regional Planning
Ryerson University
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Undergraduate Course Changes: Approvals and Consultations (AAC)

To be submitted for Category 2, Category 3, and Major changes

SCHOOL/DEPARTMENT INITIATING THE COURSE CHANGE: _____

List the courses that following approvals, consultations and additional information refers to: i.e. HST 508, HST 405.

or PLE XXX added to Core Elective Table 1 (UP001) and Table III (UP002 and UP003)

1. LIBRARY CONSULTATION	YES	NO
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Many types of course/program changes have implications for Library resources. In such cases, consultation with the subject librarian is to take place before a course change form is submitted.

1a. Are there serious deficiencies in current Library resources available to support this change? ☐ YES ☐ NO

1b. If so, how will these be rectified? _____

Name of subject area librarian _____ Date(s) of consultation _____

2. ADDITIONAL RESOURCES REQUIRED?	YES	NO
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2a. Are additional resources (e.g., faculty, space, technology) required to implement and sustain the proposed changes ☐ YES ☐ NO

2b. If yes, specify course(s) requiring the resources _____

2c. Have you consulted with the University Planning Office? ☐ YES ☐ NO

3. CONTINUING EDUCATION COURSES AFFECTED?	YES	NO
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3a. Is there a Chang School Offering of the course(s)? ☐ YES ☐ NO

3b. Are any Chang School courses/certificate programs affected by this change? ☐ YES ☐ NO

3c. If yes, specify course/certificate program affected and obtain Chang School approval: _____

4. MINORS AFFECTED?	YES	NO
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4a. Are any Minors affected by this change? ☐ YES ☐ NO

4b. If yes, specify course and obtain the approval of the Program that oversees the Minor: _____

5. CURRICULUM MANAGEMENT AND ACADEMIC STANDARDS COMMITTEE CONSULTATION	YES	NO
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5a. Curriculum Advising and Undergraduate Publications for Category 2, Category 3, and Major changes ☐ YES ☐ NO

5b. Academic Standards Committee for Category 3 and Major changes ☐ YES ☐ NO

6. DELETION OF REQUIRED COURSE TAUGHT OUTSIDE PROGRAM DEPARTMENT	YES	NO
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6a. Are you deleting a required course in your program's curriculum that is taught by another Teaching Department? ☐ YES ☐ NO

6b. If yes, you will need to submit the [AAC Supplementary Form](#) with approval of the Teaching Department's Council and Dean.

7. APPROVALS AND SIGNATURES

- All Category 2, Category 3 and Major changes require the approval of the Teaching Department, their Department/School Council and their Dean. The approval of other Program Departments, their Department/School Council and their Dean may also be required.
- Approval by the Chang School is required only if the proposed changes directly affect Chang School offerings or the changes are initiated by The Chang School.
- An approval signature means that the signing party has been informed of the change and accepts the change.

		Name	Signature	Date
Teaching Department	Department/School			
	Department/School Council Approval Date			
	Chair/Director			
	Dean	Dr. Kiaras Gharabaghi		Sept. 2, 2021
Program Department	Department/School			
	Department/School Council Approval			
	Chair/Director			
	Dean	Dr. Kiaras Gharabaghi		Sept. 2, 2021
CE	CE Council Approval			
	CE Program Director Approval			
	Dean			

UNDERGRADUATE SIGNIFICANT COURSE CHANGE SUMMARY FORM (CCS)

Use only for course additions, deletions, and changes that required signatures on the *Approvals and Consultations (AAC) Form*.

SCHOOL/DEPARTMENT INITIATING THE COURSE CHANGE: _____

DATE of SUBMISSION: October 2021

Course Code/ Number	Course Title	Nature of Change						Identify Change (i.e., add to Required- Group 1)	Program(s) / School(s) / Department(s) / continuing education affected by and informed of change	Implementation Date			
		New Course (Y/N)	Existing Courses Check one ✓			Check one ✓							
			Re-position	Addition	Deletion	Required	Elective						

School of Urban and Regional Planning Calendar Changes for 2021-2022

PLE780 or PLE XXX: Field Internship

Field Internships provide opportunities for full time, non-practitioner students to earn academic credit for relevant work experience (paid), normally outside the university. They must be related to Urban Planning and to the student's learning objectives in the program. Field Internships offer students the opportunity to link theory with practice, to conduct research, to learn about professional practices in organizations in the field of Urban and Regional Planning and to gain work experience. 1 Credit