CAL POLY
CITY AND REGIONAL PLANNING DEPARTMENT

SENIOR PROJECT GUIDELINES
(Revised January 2002)

I. Scope

The Senior Project is a comprehensive project chosen to challenge the student's technical,
creative and organizational abilities. It is designed to give the student an opportunity to
synthesize the material learned from required courses, support courses and electives, and
to apply this knowledge to a specific problem or situation chosen by the student. Thus
CRP 461, 462 (2 units each) Senior Project is a course in which the student chooses the
course subject and creates the content; the student is also responsible for the method and
chronology of its execution.

The project may consist of a written report with appropriate graphic supporting material or
may assume a variety of different forms -- slide show, videotape, model, set of maps or
plans. Any non-written form must be approved in advance by the department head and in
consultation with the library to determine how a record of it will be maintained. In addition,
any project in a non-written form must be supplemented by a brief written report that
explains and documents the project.

The subject of the project may be any planning topic that the student, in consultation with
his/her advisor, can demonstrate is pertinent to city and regional planning. It may resemble
a staff report or other professional work product, but must include some discussion of the
context of the study, the method used to conduct it, and the rationale for any conclusions
or recommendations. Appropriate use and citation of bibliographic references are an
essential part of the senior project. The department has adopted the publication manual (5th
Ed.) of the American Psychological Association as the required writing guideline.

Students may work singly or in groups. Students may undertake projects with students of
other majors or use faculty of other majors. When working with others, students must
coordinate their work through an advisor from their own major.

II. Educational Objectives/Benefits

The Senior Project, at a minimum, must meet the objectives listed below:

A. Ability to reduce a general problem to specific points of analysis.

B. Ability to organize analysis and findings into a logical and understandable sequence.

C. Ability to apply competencies acquired in appropriate courses to the successful
   completion of a specific project.

D. Ability to research and develop appropriate information necessary to the solution of a
   problem by library study, experimentation, field observations, correspondence and
   personal contact with persons having broad experience and knowledge of the field.

E. Ability to estimate hours of labor and cost of materials necessary to complete a
   project.
F. Ability to establish and to follow a work outline without overlooking any major points or specific details.

G. Recognition of the fact that completion of a project on schedule is an essential element of successful professional work.

H. Ability to organize, illustrate and write a clear, concise and correct report of the investigation.

I. Ability to work for a supervisor who desires quality performance with a minimum of supervision.

J. Ability to work independently, or cooperatively, in a small team with minimal supervision.

III. Project Topic and Advisor Selection and Agreement

A. To begin students must have fourth-year standing and be enrolled in CRP 410. As part of CRP 410, students will explore possible senior project topics, and ultimately identify a suitable project and a faculty advisor. The senior project contract signed by student, advisor, and department head enables the student to proceed immediately under the supervision of his/her advisor.

B. Students shall select a City and Regional Planning Department faculty member as advisor for their project. The basis of selection shall be the type of project and the willingness of the faculty member to serve as advisor. More than one faculty member may participate in a project, but only one shall assume the duties and responsibilities of advisor with the others serving as consultants. As the number of faculty members available to serve as advisors is limited, students are urged to make their arrangements as early as possible.

Each student shall obtain the signature of the faculty advisor on the “Senior Project Title Card” (cards available in CRP department office) indicating the consent of the faculty member to act as advisor in order to obtain the appropriate call number to register for CRP 461. Any change in project subject, advisor, or participating students must be accompanied by the submittal of a new Senior Project Title Card. A separate card must be filed for each student in a Senior Project group.

C. After obtaining approval of a faculty member to act as advisor, students shall work directly with their advisor to prepare an agreement that outlines the scope of the particular project and the responsibilities and duties of all the parties involved. The agreement shall follow the form generally in use for the rendering of professional services (Attachment A), considering the department as the client and the student as the provider of the professional services. Please note that the content, scope, and method of the Senior Project are the responsibility of the student in consultation with his/her advisor.

After the agreement has been signed by the advisor and student(s), three (3) copies of the agreement are to be turned in to the Department Head for signature by the date specified under Section X for final signature. The Department Head receives the original, one copy is retained by the student, and one copy is furnished the advisor.

IV. Duties of Faculty Advisor
The faculty advisor, with the Department Head, will be fully responsible for determining the adequacy of student performance. However, the execution of the project is solely the responsibility of the student.

V. University Facilities

The University will provide for the normal use of the Library and the experimental, demonstration and production facilities of the University, but will not provide for the purchase of any materials or equipment unless direct benefit to the University can be demonstrated. All printing, copying, and report distribution is the student’s responsibility.

VI. Project Progress

All details regarding progress on the project shall be mutually agreed upon by the student(s) and his/her advisor and are to be outlined in the agreement contract. It is suggested that students submit a written progress report or meet in person with their advisors every other week.

Further, students shall submit a complete draft copy of the project for advisor review at least 10 days prior to the final deadline so that there is time to respond to comments and make corrections prior to final submittal. Students should not assume that the project is accepted until they have received advisor approval and a grade for CRP 461 and 462.

VII. Final Report

The results of the Senior Project shall be presented in a final report submitted in the form indicated below. Final approval of the project format will be by the Department Head.

A. The report shall follow a standard technical report form including a Title Page, as shown in Attachment B; and Approval Page, as shown in Attachment C; a Table of Contents; proper footnotes and bibliography. Students must use the APA style for manuscript preparation, editing and citation. The APA style is documented in: American Psychological Association (2001) Publication Manual of the American Psychological Association (5th ed.), Washington, DC. Available in El Corral Bookstore.

B. All text material in the report shall be typed or word processed.

C. The original report shall be printed on a good quality bond paper or a paper from which photo copies can be made.

D. Distribution of Copies

The original (unbound) and one bound copy of the report are to be submitted to the advisor, accompanied by the Senior Project Requirement Form and the $6.00 receipt for the library microfiche fee (student makes payment to the State Cashier). All copies shall include a title page (see Attachment B) and shall bear the title of the project, the names of the students, and the names of the advisor(s) and Department Head on the approval page (see Attachment C for format). An extra (unbound) copy of the Approval Page (Attachment D), including a space for the grade, must be provided for the Department’s files. Additional copies of the report for the student and advisor are optional.
For Senior Projects earning a grade of B or higher, the original (unbound) copy is submitted to the Cal Poly Kennedy Library to be placed on microfiche. Thus, specific arrangements must be made for any non-standard size pages and/or any non-written portions of the project. See "Library Senior Project Format Regulations." For these projects the bound copy is submitted to the CRP Resource Center for reference by other students.

For Senior Projects earning a grade of B or lower, the Department will return the original and copy to the student following grading.

VIII. Please use the following checklist before submitting your Senior Project to your advisor:
A. Original and one copy of Senior Project (original unbound; copy bound).
B. Title Page and Approval Page included in Senior Project.
C. Microfiche fee receipt for $6.00 (obtain from State Cashier in Administration Building).
D. Additional Approval Page with space for grade included for Department files (do not bind with project).
E. Senior Project Requirement Form, filled out (it must be typed). You may pick this up at the Departmental Office.

IX. Grading

Upon submittal of the Senior Project, the advisor will receive the report, check for correct format and accessory items in accordance with Sections VII and VIII, then sign the report in the space provided on the Approval Page, assign a grade to the project, sign and date the Senior Project Requirement Form, and submit the original and copy to the Department Head for final Approval. The advisor will indicate the student's grade on the extra copy of the Approval Page to be retained by the Department (Attachment D).

The Advisor shall submit all copies and signed forms to the Department Head at least two days prior to end of finals week.

The basis for grading will include the student's independence and timeliness in executing the project chosen, as well as the quality of the work produced. Here quality refers both to the content (research, discussion, analysis, recommendations) and the format (style, editing, completeness, polish).

If the Project is late, the advisor will reduce the grade accordingly. An “incomplete grade” is issued only for medical reasons. The advisor will keep a record of Senior Project grades, either in the form of an annotated copy of the report, or as a set of written comments which the Department can retain in its files along with the extra copy of the approval page for a minimum of five years.

X. Project Due Dates

Senior projects will normally be completed during the Winter and Spring Quarters of the academic year.

A. Senior Project Title Card Prior to registration for CRP 461
B. Senior project agreement
<table>
<thead>
<tr>
<th></th>
<th>Approval by advisor</th>
<th>End of first week, Winter Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Approval by Department Head</td>
<td>End of second week, Winter Quarter</td>
</tr>
<tr>
<td></td>
<td>Draft project to advisor</td>
<td>End of sixth week, Spring Quarter</td>
</tr>
<tr>
<td></td>
<td>Completed project to advisor</td>
<td>End of ninth week, Spring Quarter</td>
</tr>
<tr>
<td></td>
<td>Advisor-approved projects to Department Head</td>
<td>Two days before the end of finals week, Spring Quarter</td>
</tr>
</tbody>
</table>
SAMPLE SENIOR PROJECT AGREEMENT OUTLINE

1. Identification of parties:
   Jane Roe, BSCRP student
   U. R. Wright, faculty advisor
   City and Regional Planning Department
   California Polytechnic State University

2. Identification of project (topic or subject) (tentative title):
   Bicycle planning for San Luis Obispo

3. Agreement summary:
   Jane Roe agrees to prepare an alternative bicycle plan for San Luis Obispo according to the method and outline established below. Roe will register for CRP 461 and 462 (2 units each) and accomplish the work specified during Winter and Spring quarters, 200X, following the attached schedule. Upon satisfactory completion, Professor U. R. Wright will submit appropriate grades for this work and the department will consider the senior project requirement fulfilled.

4. Conditions:
   a. Work to be performed:
      (1). Project purpose, relevance to planning:
         Write a short description of the project, elaborating on the topic identified above, including the purpose of the project and why it is relevant to the field of city and regional planning.
      (2). Approach or method, including information sources:
         Discuss, in some detail, the approach you intend to take (e.g., is this a case study, survey, site design, etc.) and how (where) you will obtain the information needed (e.g., field work, interviews, census reports).
      (3). Major headings, tentative chapter outline:
         This is a crucial step, indicating the sub-sections or aspects of the topic and the order in which you will cover them.
   b. Considerations
      (1). Work program, progress report schedule, including due dates (to establish a basis for grades):
         This schedule should reflect all preliminary stages, such as library research, data gathering in the field, preliminary analysis, and then may match the tentative outline once you begin writing up the results.
      (2). Product (format):
         Identify the nature of the product, noting any special aspects other than an 8 1/2 X 11 printed report -- e.g., photos, maps, slides, videotape, model, etc.
      (3). Support services (e.g., use of library, photographic equipment, data processing):
         Specify any support services that you expect to use at the University.

5. Signature of parties:
   a. Student(s) date
   b. Advisor date
   c. Department Head date
AN ALTERNATIVE DESIGN TECHNIQUE FOR DEVELOPING

A BICYCLE PLAN FOR SAN LUIS OBISPO

by

Jane Roe

Senior Project
City and Regional Planning Department
California Polytechnic State University
San Luis Obispo
200X
Attachment C

APPROVAL PAGE

TITLE: An Alternative Design Technique for Developing a Bicycle Plan for San Luis Obispo

AUTHOR: Jane Roe

DATE SUBMITTED: May 200X

U. R. Wright _______________________________      _______
Senior Project Advisor Signature date

William J. Siembieda _______________________________      _______
Department Head Signature date
Attachment D (SAMPLE)

APPROVAL PAGE
(with grade)

TITLE: An Alternative Design Technique for Developing a Bicycle Plan for San Luis Obispo

AUTHOR: Jane Roe

DATE SUBMITTED: May 200X

Grade: ______________

U. R. Wright
Senior Project Advisor
Signature _______________________________      _______

William J. Siembieda
Department Head
Signature _______________________________      _______

Jan 2002 10 Assistant Files/Senior Projects/Senior Project guidelines