I. Scope

The Senior Project is a capstone experience required for all Cal Poly students receiving a baccalaureate degree. The comprehensive project chosen should 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. Senior Project is a course in which the student chooses the course subject and creates the content and is responsible for the method and the chronology of its execution.

II. Format

The Senior 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, website, or plans. Any non-written form shall be approved in advance by the department head and in consultation with the library to determine how a record of it will be maintained. Any project in a non-written form shall be supplemented by a brief written report that explains and documents the project.

The Senior Project subject 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 shall 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 CRP Department has adopted the Publication Manual of the American Psychological Association (5th Ed.) as the writing reference guideline. Often projects will be representative of those encountered in professional practice.

Students may work independently or in groups. Students may undertake projects with students of other majors or use faculty from other majors as co-advisors or resource people. When working with others, students shall coordinate their work through an advisor from their own major. Project scope should be sufficiently focused so that the entire project can be completed within 120-160 hours.

III. Educational Objectives/Benefits

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

A. Ability to reduce a general problem to a specific point of analysis. This is the process of “bounding” the problem into smaller manageable parts.

B. Ability to organize the points of 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, survey comparison, correspondence and personal contact with persons having broad experience and knowledge of the field.
E. Ability to obtain, evaluate, synthesize, and apply project-related information.

F. Ability to develop and follow a project plan.

G. Ability to estimate hours of labor and cost of materials necessary to complete a project prior to beginning the field work.

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

I. Ability to work with an advisor who desires quality performance with a minimum of supervision; ability to accept supervision when needed.

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

IV. Project Topic and Advisor Selection and Agreement

A. To begin students shall have fourth-year standing and be enrolled in CRP 410 (Community Planning Lab). As part of CRP 410, students will explore possible senior project topics, and before the quarter’s end 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 an 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. The number of CRP faculty members available to serve as advisors is limited, so 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. This shall be done by the end of week 7 of the fall quarter. Any change in project subject, advisor, or participating students shall be accompanied by the submittal of a new Senior Project Title Card. A separate card shall be filed for each student in a Senior Project group. Please note: a signed advisor card is required to enter CRP 461.

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. A written agreement shall be completed by the end of dead week fall quarter (although revision may occur in winter quarter).

After the agreement is signed, three (3) copies are to be turned in to the Department Head for signature by Finals Week for final signature. The Department Head keeps the original, one copy is retained by the student, and one copy is furnished the advisor.
V. **Duties of Faculty Advisor**

The faculty advisor will be fully responsible for determining the adequacy of student performance. This includes guidance in writing the scope of work, review of drafts, timely response to student questions, a schedule of consistent reviews dates, guidance on production of the final product, and the minimum expected outcomes. However, the execution of the project is solely the responsibility of the student.

VI. **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.

VII. **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 general practice for students to submit a written progress report or meet in person with their advisors every other week, beginning winter quarter. Generally, by the end of the fall quarter, the first two chapters should be submitted unless otherwise agreed upon.

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.

VIII. **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; Approval Page, as shown in Attachment C; a Table of Contents, as shown in Attachment E; proper footnotes and bibliography. Students shall 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 (20 lb. or heavier) 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.
approval page (see Attachment C for format). An extra (unbound) copy of the Approval Page (Attachment D), including a space for the grade, shall 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 shall 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. If the student does not wish to have a copy in the library, a specific request shall be made to the Department Head one month prior to the end of the quarter of the final submission.

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

IX. Please use the following checklist before submitting your Final 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.

X. 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 shall be established by the advisor at the first meeting of CRP 461 and shall 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 substance (research, discussion, analysis, design, solutions proposed, 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.

XI. Project Due Dates Checklist
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, Week 7, fall quarter

B. Senior project agreement
   1. Approval by advisor  Dead Week, fall quarter
   2. Approval by Department Head  Finals Week, fall quarter

C. Draft project to advisor  As specified in work program schedule

D. Completed project to advisor  End of ninth week, spring quarter

E. Advisor-approved projects to Department Head  Two days before the end of finals week, spring quarter
SAMPLE SENIOR PROJECT AGREEMENT OUTLINE

1. Identification of parties:
   I.M. Good, BSCRP student
   U. R. Wright, faculty advisor
   City and Regional Planning Department
   California Polytechnic State University-SLO

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

3. Agreement summary:
   I.M Good agrees to prepare an alternative bicycle plan for San Luis Obispo according to the method and outline established below. Good 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, objectives, relevance to planning:
         Write a description of the project, elaborating on the topic identified above, including the purpose of the project objectives and why it is relevant to the field of city and regional planning (2-4 paragraphs).
      (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 schedule, progress report schedule, including due dates (to establish a basis for grades):
         Work Program 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. A chart showing weeks/months and work tasks shall be included in this section.
      (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

I.M. Good

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: I.M. Good

DATE SUBMITTED: May 200X

U. R. Wright
Senior Project Advisor
Signature ____________________________ date __________

William J. Siembieda, Ph.D, AICP
Department Head
Signature ____________________________ date __________
Attachment D

APPROVAL PAGE
(with grade)

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

AUTHOR: I.M. Good

DATE SUBMITTED: May 200X

Grade: _____________

U. R. Wright
Senior Project Advisor
Signature ____________________ date ____________

William J. Siembieda, Ph.D, AICP
Department Head
Signature ____________________ date ____________
Attachment E

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