



SIBLEY
SURVIVAL
GUIDE

August 2009

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WELCOME TO CRP

Welcome to the City and Regional Planning Graduate Programs! Please be aware that while the department is within the College of Architecture, Art, and Planning, you are actually a graduate student enrolled in the Graduate School, which is located in Caldwell Hall.

This guidebook is intended to answer the questions that graduate students ask most frequently during their tenure in the Department of City and Regional Planning (CRP). It is designed to complement information that students receive from the Graduate School and the Department. Please read, review, and retain the following essential information regarding registration, course enrollment, department logistics, and committees. You should be aware that many actions require a form and chairperson signature beforehand.

HISTORY OF THE DEPARTMENT

A.D. White, the first president of Cornell University, had a strong interest in architecture and urban design. Among the books President White donated to the University Library there were a significant number of architecture and design texts. Classes on these subjects were well represented among the University's earliest course listings. Several of the classes offered within the University's horticulture, and later landscape architecture programs at the end of the 19th and early 20th century, addressed large-scale planning and design issues that became the central foci of the soon-to-emerge planning profession.

With the birth of urban planning as a formal profession, integrating environmental, engineering, architectural, public health, social science, and urban design theories, concepts, and methods in 1909, pressure grew at Cornell to create a graduate program to train professionals for this exciting new occupation. In 1937, Dean Mackessey of the College of Architecture and Art proposed the establishment of a formal degree program in the emerging field of city and regional planning.

The new program initially drew faculty from the ranks of the nation's growing list of "consultant planners," most of whom had received their training in architecture, engineering, and landscape architecture. While the first graduate degree in planning was awarded by Cornell in 1941, the onset of World War II delayed the recruitment of the college's first class of graduate planning students until 1945. Among those in this inaugural class was John M. Reps, who graduated in 1947, subsequently served as the Planning Director of nearby Broome County, New York, and returned to serve, with distinction, as both a professor and Chair, of the Department of City and Regional Planning. In recognition of the quality of his scholarship, teaching excellence, and professional service, the American Institute of Certified Planners recognized Professor Reps as a National Planning Pioneer in 1996.

Enrollment in the program increased throughout the 1950s, fueled in large part by the growth of the Federal government's urban renewal program. Subsequently, the College of Architecture and Art changed its name to the College of Architecture, Art, and Planning and established the Department of City and Regional Planning to serve as the administrative home for this new graduate field. The primary aim of the new Department's curriculum was the preparation of local planners for work related to the physical planning, design, construction, and management of the city. Students focused on courses that introduced them to the comprehensive planning process, land use policy-making and administration, infrastructure investment, urban design, and site planning.

In the early 1960s, the Department began to hire faculty who had earned their Ph.D.s in graduate programs that took a much broader, social science perspective, on the city. These individuals viewed the profession and Department's emphasis on the city's physical development as limited. They pressed for a more holistic approach to place-making and city-building that recognized the environmental, economic, anthropological, sociological, and political factors shaping contemporary urban life and community-building. The hiring of Barclay Gibbs Jones in the early 1960s, as well as the intensifying popular and academic critique of planning's physical determinism as embodied in the Federal government's increasingly controversial urban renewal program, led to internal pressure to give equal attention to the "city physical" and the "city social". By the mid-1960s these pressures led to the division of the Department into two separate units; one focused on the Department's traditional urban design and physical planning concentration led by John Reps and the other focused on the rigorous analysis of social problems confronting the city led by Barclay Jones. The Department remained divided with little interaction between the students and faculty within these units until the mid-1970s, when they were somewhat forcibly reunited by Burnham Kelly, a grandson of Daniel Burnham and the College Dean at the time. Burnham rejected the separation of the physical and socioeconomic planning of the city.

Within the newly re-unified and reorganized Department of City and Regional Planning there remained a concentration in environmental planning and physical design and a second concentration in economic development at the community and regional level. In the 1980s, growing interest in community, metropolitan, and national planning within developing countries,

along with an escalating interest in comparative studies of human settlement and urban policy-making among domestic scholars, led to the formation of the Department's third concentration in international studies in planning. Cornell's International Studies in Planning Program represents one of the nation's first and most-highly regarded graduate planning programs designed to train future generations of international development policy-makers and planners. The global reputation of this program, supplemented by the success of its graduates, brought a significant number of international graduate students to the Department long before most other schools experienced this phenomenon. The presence of these international students has and continues to make a critical contribution to enhancing CRP's students' awareness of such issues as globalization, multi-lateral cooperation, and international solidarity.

The Department's intense interest in social issues raised by the Civil Rights movement prompted several members of the CRP faculty, most notably Pierre Clavel and Bill Goldsmith, to become active members of the equity-planning organization, Planners for Equal Opportunity, founded by the late Walter Thabit in 1965. Cornell planning faculty, students, and alumni have and continue to play key roles in the maintenance of PEO's successor organization – Planners Network. Student and faculty interest in issues related to redistributive social policies and participatory planning methods prompted the Department to organize a number of very successful Progressive Planning Summer Schools in the 1980s, which featured the participation of Chester Hartman, Marie Kennedy, Rob Mier, Bernie Sanders, and Lee Webb as faculty. More recently, the Department has worked with Cornell University Library archivists to establish the Progressive Cities and Neighborhood Planning Archives that contains the papers of civic leaders who played pivotal roles within these urban social movements. In the last few years the Department has expanded its offerings in Ethnic Studies with two joint appointments with Asian American Studies (Clement Lai) and Latino Studies (Arturo Sanchez). These two new appointments enrich Cornell's longstanding involvement in progressive planning issues.

Over the years, CRP has graduated 1250 MRPs and 276 PhDs who go on to careers in non-profit agencies, government, the private sector, international organizations and academics.

The Historic Preservation program has gradually emerged over the past 40 years. In 1962, Cornell began offering preservation courses, and in 1970, it became a minor concentration. The program became a major concentration in 1975. Stephen Jacobs, Professor of Architecture in the College of Architecture, Art, and Planning and first director of the program, along with Professor Barclay Jones of the City and Regional Planning department, developed the early courses. Professor Ian Stewart began serving as the next director in 1978, and current Director, Michael Tomlan, assumed the position in 1988.

In addition, in 1972, Professors Stanislaw Czamanski, Walter Isard, Barclay Jones, and Sidney Saltzman organized the graduate program in Regional Science under the administrative auspices of the Department. Regional Science is a 'second-order' field in which diverse combinations of analytical and empirical research methods are brought to bear in the study of socioeconomic problems with a prominent regional or spatial character, often in the support of planning and policy analysis. Among other subjects, regional scientists study inter-industry trade, the environment and natural resource use, industrial location, migration and demographic change, transportation and land use, spatial agglomeration and segregation of activities, and methodological challenges posed by the statistical analysis of spatial data. The graduate program in Regional Science, which has graduated upwards of 50 Ph.D. students, is presently the only such degree conferring program in the United States.

Also affiliated with the Department is the Cornell Graduate Program in Real Estate. This two-year interdisciplinary program, which leads to a Master of Professional Studies degree (M.P.S./R.E.), gives students the opportunity to both understand the real-estate industry and plan a career. Students take courses across various fields including City and Regional Planning, Business, and Hotel Administration. There are several concentrations from which to choose, including sustainable development. Students admitted to the dual degree in M.R.P. and M.P.S./R.E. can complete both degrees in three years of study.

Most recently, the Department has taken a number of significant steps to strengthen the applied and physical planning dimensions of the M.R.P. Program. Among these steps are the recruitment of new urban planning design instructors, construction of an urban design laboratory, and institutionalizing the Department's participation in the Urban Land Institute's Gerald D. Hines Student Urban Design Competition. Department faculty lead a number of ongoing research and outreach projects including: the national-award-winning Design for Health Project lead by Ann Forsyth; the national Linking Economic Development and Child Care Project, directed by Mildred Warner; Lourdes Beneria's comparative study of policies with an emphasis on Spain and Latin America to balance family and labor market work; Pierre Clavel's Progressive Cities Archives Project, profiling progressive mayors from across the United States; the Creative Economy Project by Susan Christopherson, numerous Historic Preservation initiatives in Asia led by Michael Tomlan, Jeff Chusid, and Thomas Han; the Regional Infrastructure and Air Quality Planning Project led by Kieran Donaghy, Rolf Pendall's Building Regional Resilience Project, and Project Planning Workshops, most recently training for government officials from Kazakhstan, led by David Lewis.

Administration

CRP Department Chair – Kieran Donaghy, Professor (106 W. Sibley; kpd23)

The Chairperson is the faculty member who oversees the entire CRP department. The Chair ensures that courses offered are covered by appropriate faculty or adjuncts and that the correct courses are provided for both the graduate and undergraduate programs, i.e., core courses, concentration courses, etc. The Chair is also responsible for keeping the faculty and students up to date on current opportunities, and university or college initiatives. The Chair grants partial conference funding to students for the APA, ACSP, and Planner's Network conferences as well.

Director of Graduate Studies – Mildred Warner, Professor (215 W. Sibley; mew15)

The DGS oversees graduate programs for the field (M.R.P., MA, PHD) in consultation with the faculty. The DGS directs the application process, allocates financial support for graduate students, coordinates graduate assistantship assignments, and assists in resolving student conflicts. You will probably need the DGS' signature on most of the forms required over the course of your program. In the event that the DGS is not available, an acting DGS will be assigned.

Director of Graduate Studies in Regional Science – Iwan Azis (213 W. Sibley Hall; ija1)

The Director of Graduate Studies for Regional Science is responsible for managing the Regional Science Graduate Program. The Regional Science DGS reviews applications for admission, ensures that the necessary courses for students to complete the program are offered, and is the final signature person for all necessary forms required by RS students.

Director of Historic Preservation Planning Subject Area – Michael Tomlan, Professor (207 W. Sibley; mat4)

The Director of Preservation Planning helps review HPP applications for admission, coordinates publicity for the program, advises students regarding summer internships, and oversees curricular matters in the HPP subject area.

Director of Undergraduate Program in URS – Richard Booth, Professor (117 W. Sibley; rsb6)

The URS Director oversees the undergraduate students in the Urban and Regional Studies program.

Director of Cornell Institute for Public Affairs – David Lewis, Professor (203 W. Sibley; dbl2)

Professor Lewis is interested in policy analysis and program management, particularly in developing countries. In his role as the Director of the Cornell Institute for Public Affairs, he spends much of his time in Caldwell Hall. If you cannot find him in Sibley, you can probably find him in 294 Caldwell.

Director of Real Estate Program – David Funk (114 W. Sibley; dlf36)

The Director is in charge of the affiliated Real Estate program and can help answer questions regarding the program, courses, and Urban Land Institute competition.

Directors of International Studies in Planning Program – Fall: Lourdes Beneria, Professor (209 W. Sibley; lb21), Spring: William Goldsmith, Professor (200 W. Sibley; wwg1)

The Directors of International Studies coordinate the ISP Lecture Series sponsored by the program and held during the spring semester. The Directors invite visiting scholars from overseas, and participates in the Mario Einaudi Center for International Studies program by funding student summer research travel abroad. The ISP directors coordinate these affairs in cooperation with members of the faculty.

Cornell Urban Scholars Program Coordinator – John Nettleton (110 W. Sibley; jsn10)

The Urban Scholars Coordinator is in charge of the competitive, interdisciplinary social justice summer internship for both undergraduates and graduate students. Please see the program website (www.cusp.cornell.edu) or stop in 106 W. Sibley to discuss the program further.

Graduate Program Coordinator – Tina Nelson (109 W. Sibley; 255-6848; tmn2)

As the graduate student field assistant for CRP, Tina will be the primary source for most of your questions and concerns. She is responsible for all current CRP, HPP, and Regional Science graduate students, prospective students and applicants, and faculty questions regarding the field. Tina coordinates the graduate admissions process, ensures student registration, assists with updating department publications, and maintains student records. She also informs students of relevant deadlines, requirements, and scheduling. Tina also coordinates the Cooperative Summer Internship Program. You will probably need her signature on most of the forms required over the course of your program.

Special Programs Administrator – Sarah Smith (108 W. Sibley; 255-9987; sbs17)

Sarah helps coordinate the colloquium, supports special events and sponsored programs including Cornell Urban Scholars Program and the Cornell Mentorship Initiative, and maintains and updates content for the CRP website.

Faculty Members

Iwan Azis <i>Professor; Director of Regional Science</i>	Sectoral & Regional Modeling CGE & Econometric Modeling for Policy Analysis & Forecasting Decision-Making Analysis	213 W. Sibley ija1 607-255-4271
Katia Balassiano <i>Visiting Assistant Professor</i>	Participatory Public Planning Community Engagement Civil Society Organizations Community Planning Economic Development	217 W. Sibley kb444 607-255-3939
Sherene Baugher <i>Associate Professor Director, Archaeology Program</i>	Historic Preservation American Indians & Planners Urban Planning History Urban Archaeology Canada & Mexico	457 Kennedy Hall sbb8 607-255-1648
Lourdes Benería <i>Professor Phased retirement On campus Fall 2009</i>	Labor Markets Women's Work Globalization Gender & Development European Integration Latin American Development	209 W. Sibley lb21 607-255-2148
Richard Booth <i>Professor Director, Undergraduate Program in Urban & Regional Studies</i>	Land-Use & Environmental Law Critical Area Preservation Environmental Politics Regional Land-Use Planning	117 W. Sibley rsb6 607-255-4025
Nancy Brooks <i>Visiting Associate Professor</i>	Environmental and Urban/Regional Economics Policy-oriented and Theoretical Economics Equity and Efficiency of Externalities Impacts of Universities on Regional Economies	212 W. Sibley Hall nb275 607-255-2186
Susan Christopherson <i>Professor</i>	Labor Markets Labor Flexibility Economic Development Media Industries Market Governance European Studies	204 W. Sibley smc23 607-255-8772
Jeffrey Chusid <i>Associate Professor</i>	Historic Preservation Design & Planning Architecture Cultural Landscapes	210 W. Sibley jmc286 607-254-8579
Pierre Clavel <i>Professor, Phased retirement 2009</i>	Politics Administration Local Economic Development	219 W. Sibley pc29 607-255-6212
Kieran Donaghy <i>Professor Chair, Department of City & Regional Planning</i>	Dynamic Systems Modeling Globalization Macroeconomic Policy Regional Planning Environmental Policy	315 W. Sibley kpd23 607-254-4865
John Forester <i>Professor</i>	Participatory Planning Processes Ethics and Deliberative Democracy Public Dispute Resolution and Multi-party Mediated Negotiations Oral Histories of Planning Practitioners	111 W. Sibley jff1 607-255-5179

Ann Forsyth <i>Professor</i>	Urban Design Citizen Participation Gender and Diversity Research Methods Health and Planning	201 W. Sibley af16 607-254-5438
George Frantz <i>Visiting Faculty</i>	Agricultural Land Open Space Protection Environmental Sustainability	grf4
David Funk <i>Senior Lecturer</i> <i>Director, Program in Real Estate</i>	Use of Real Estate Gifts in Fundraising Real Estate Transactions Property Management University Administration International Education and Programs	114 W. Sibley dlf36 607-255-3291
William Goldsmith <i>Professor</i>	United States Urban Policy Political Economy International Urbanization Development & Underdevelopment Latin America & the Caribbean	200 W. Sibley wwg1 607-254-5378
Marcela Gonzalez-Rivas <i>Post-doctoral Associate</i>	Economic development Regional economics, globalization and trade openness Poverty and inequality Effect of corruption on economic growth	202 W. Sibley g625 607-255-3489
Thomas Han <i>Adjunct Faculty</i>	Environmental issue and China's urbanization Art and cities Cartography in East Asia History of the city in East Asia Preservation in contemporary China	327 W. Sibley th99 607-254-6560
Walter Isard <i>Professor Emeritus</i>	Conflict Management Regional Economics Integrated Multi-Region World Ecologic-Economic Models	436 Uris Hall wi11 607-255-3306
Abdurazack Karriem <i>Visiting Assistant Professor</i>	International Development and Urbanization Rural Development and Community Struggles for Social Justice Environmental Sustainability	108 Sibley Hall ak11 607-255-8477
Neema Kudva <i>Associate Professor</i> <i>On sabbatical 2009-2010</i>	International Development Planning International Urbanization Community-Based Planning Practice Non-Governmental Organizations	217 W. Sibley nk78 607-255-3939
Clement Lai <i>Assistant Professor</i>	Racism and Space City and Communities of Color Asian American Studies Social Movements Racial Theory Property	317 W. Sibley ckl28 607-254-6540
Yael Levitte <i>Director of the CU-ADVANCE Center</i>	Human Capital & Regional Economic Development Local & Regional Economic Development Policy & Planning Sustainable Transportation Planning	122 Day Hall yl343 607-255-5489
David Lewis <i>Professor</i> <i>Director, Cornell Institute for Public Affairs</i>	Science & Technology Policy in Developing Nations Quantitative Methods for Policy Evaluation Rural Development Project Planning Development Management South Asia, Southeast Asia, Africa, & the Middle East	203 W. Sibley or 294 Caldwell dbl2 607-255-0177
John Nettleton Faculty Director	Cornell Urban Scholars Program and Cornell Urban Mentors Initiative	AAP center NYC 50 W. 17 th St. 2 nd floor 347-835-0089

Porus Olpadwala <i>Professor</i>	Political Economy Comparative International Development International Urbanization Technology Development & Transfer Transnational Corporations Asia & Western Europe	311 W. Sibley pdo1 607-255-2957
C. Bradley Olson <i>Senior Lecturer</i>	Urban Redevelopment Large Scale Community Development	114 W. Sibley cbo3 607-255-1114
Rolf Pendall, AICP <i>Associate Professor</i>	Land Use Planning State, Regional, & Local Growth Management Zoning & Subdivision Regulation Affordable Housing Domestic (U.S.) Environmental Planning & Policy	214 W. Sibley rjp17 607-255-5561
John Reps <i>Professor Emeritus</i>	History of American City Planning	216 W. Sibley jwr2 607-255-5391
Sid Saltzman <i>Professor Emeritus</i>	Regional Modeling Regional Science Economic Development Public Policy Analysis	213 W. Sibley ss47 607-255-4271
Arturo Sánchez <i>Assistant Professor</i>	Latina/o Studies Transnationalism and Immigration Theory Latin American Urban Economic Restructuring Global Cities	325 W. Sibley as875 607-255-6226
Stephan Schmidt <i>Assistant Professor</i>	Environmental Planning Social Context of Open Space: Preservation Planning in International Comparison Urban Design Privatization of Public Space Provision	313 W. Sibley sjs96 607-254-4846
Michael Tomlan <i>Professor; Director, Historic Preservation Planning Program</i>	Building Conservation Technology Documentation Methods for Preservation History of the Preservation Movement China, Canada	207 W. Sibley mat4 607-255-7261
Elizabeth Thorndike <i>Visiting Lecturer</i>	Ecologically Sustainable Development Planning Ecologically Sustainable Energy Planning Stewardship and Protection of Wildlands and Open Space Collaborative Environmental Problem Solving	327 W. Sibley ewt3 607-254-6560
Roger Trancik <i>Professor Emeritus</i>	Urban Design Landscape Architecture & Environmental Planning Spatial Design Theory and Analysis International Studies in Scandinavia, Italy, and Panama	323 W. Sibley rtt2 607-255-6229
Mildred Warner <i>Professor Director of Graduate Studies, City and Regional Planning</i>	Community Development Economic Development State & Local Government Policy Research Design Social Policy Planning	215 W. Sibley mew15 607-255-6816
Thomas Victorisz <i>Visiting Lecturer</i>	Regional, Industrial and International Development, Human Resources and Corporate Strategy International Joint Ventures	200 W. Sibley tv12 607-255-2333

Other Staff Members

Computer Labs Coordinator—Andre Hafner (307 W. Sibley, 255-1130; ah97)

Andre is responsible for setting up lab and class accounts for the GEDDeS Labs. He can help you to get an account, get after hour access to the labs, put money on your printing account, and many other computer related issues.

Computer Operations Manager– Mukles Haddad (222 W. Sibley; 255-1820; mh19)

Mukles can also help you set up lab and class accounts for the GEDDeS Labs. He can help you to get an account, get after hour access to the labs, put money on your printing account, and many other computer related issues.

Desktop Support/Operations Coordinator-David Brooks (201A Rand Hall, 255-0265; djb297)

David is responsible for supporting AAP's faculty and staff desktop support needs. He is also responsible for supporting academic classroom technology (projectors, classroom laptops, screens, etc.)

Manager Tech Support/Ops & Databases Support Services-Brian Cornell (201A Rand Hall, 255-0394; brc36)

Brian is responsible supporting AAP's faculty and staff desktop support needs. He is also responsible for supporting academic classroom technology (projectors, classroom laptops, screens, etc.)

Business Service Center Administrative Manager - Katie Lopez (140 E. Sibley; 255-6844; cmp1)

Katie is responsible for all questions concerning student hourly appointments, payroll, time-roll, and payment information. She is also in charge of travel advancements and reimbursements and car/bus rentals.

URS Undergraduate Coordinator – Lorie Walker (106A W. Sibley; 255-4613; lbw9)

The URS Undergrad Coordinator assists the Undergraduate Program Director as well as helps undergraduates acclimate themselves to Cornell, reserves rooms in Sibley Hall, and coordinates course evaluations and grades.

ACADEMIC REQUIREMENTS

ACADEMIC CALENDAR

Fall Term 2009

Online Registration Verification begins on Just The Facts	August 17
Orientation Begins	August 21
Registration – Incoming Graduate Students (Bartels Fields Hall)	August 24
Course Add/Drop Begins	August 26
Fall Term Instruction Begins	August 27
Last Day Course Enrollments, Committee Selection	September 18
Fall Break Begins, 1:10 PM	October 10
Instruction Resumes, 7:30 AM	October 14
Last Day Drop Courses, Change Grade Options	October 16
Thanksgiving Recess Begins, 1:10 PM	November 25
Instruction Resumes, 7:30 AM	December 30
Last Day of Fall Classes	December 5
Study Period	December 6-9
Fall Examination Period	December 9-18

Spring Term 2010

January Degree Deadline	January 1
Online Registration Verification on Just The Facts	January 18
Registration – Graduate Students	January 15
Course Add/Drop Begins	January 21
Spring Term Instruction Begins	January 25
Last Day Course Enrollments, Committee Selection	February 5
Last Day Drop Courses, Change Grade Option	March 5
Spring Break Begins, 1:10 PM	March 20
Instruction Resumes, 7:30 AM	March 29
May Degree Deadline	May 8
Last Day of Classes	May 8
Study Period	May 9-12
Final Examination Period	May 12-21
Ph.D. Recognition Event	May 29
COMMENCEMENT	May 30

Please visit <http://www.cornell.edu/academics/calendar/index.cfm> or contact Rachel Debois (rad37) or John S. Tonello (jst35) in the Grad school if you have questions.

CORNELL CODE OF ACADEMIC INTEGRITY

Absolute integrity is expected of every Cornell student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources. While both students and faculty of Cornell assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A Cornell student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times. In addition, Cornell students have a right to expect academic integrity from each of their peers.

Full details of the Code regarding classes, assignments, exams, and computer use can be found at <http://cuinfo.cornell.edu/Academic/AIC.html>

REGISTRATION

Please be aware that before you can register, you must complete AAP course enrollment requirements; settle all financial accounts including the current semester's tuition; satisfy New York state health requirements; and have no holds from the college, Judicial Administrator, Gannett/University Health Services, the college, or the Bursar. If one or more of these requirements are not met, then a hold will be put on your registration. Students can identify any holds by checking the Student Center (studentcenter.cornell.edu, you will need to enter a netID) approximately one week prior to registration or the start of a semester.

New Student Registration

Incoming graduate students should register with the University at Fall Semester Registration at Bartels Field Hall. Dates for new student registration are listed above and published at www.cornell.edu/academics/calender. You can identify any holds by checking the Student Center approximately one week prior to registration; representatives from appropriate offices are on hand at fall registration to assist you in resolving any registration holds. If you miss registration in Bartels Field Hall, you can do so online. Begin by registering online through the Student Center and then go to the basement of Day Hall to pick up your Cornell ID card.

At your initial fall registration you will receive a Courses of Study catalog and a Fall Course Roster catalog with course scheduling information to help you sign up for courses for your first semester. You can also pick up these materials from the Field Coordinator or Graduate School if you do not have them. All M.R.P. students must register for classes each semester during the program and during the summer (even if not taking summer classes) unless in absentia. Students in absentia may not register for classes at Cornell.

Continuing Student Registration

Continuing students are automatically registered for the semester, so long as there are no holds on their registration. Continuing students can check registration status online through the Student Center approximately one week before the start of classes.

Summer Registration

All students must also register with the University during the summer if they plan to return for the fall semester or plan to use campus facilities during the summer (not necessarily taking classes). That is, M.R.P. students must register between their 1st and 2nd years, or following the 2nd year if they are still finishing the exit project. Summer registration takes place online at studentcenter.cornell.edu starting around mid-May.

If you will be working more than 20 hours per week, you must fill out a Leave of Absence (Form R6) found at www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r6.pdf

COMMITTEE INFORMATION

The Cornell Graduate Program is centered around your special committee. Together you and your committee design the program of study that best meets your needs. You should meet with your assigned chairperson for course advising the first week of fall semester and he/she can ensure that you have access to enroll in courses. You should regularly meet with your chair (at least twice per term), to discuss courses, research, and internship plans. Your advisor is especially important in advising on your exit project (see exit project schedule).

An advisor/chairperson has been assigned to each incoming graduate student. This assigned advisor may be changed at any time; if you would prefer a different faculty member to be your advisor, then you may ask this faculty to be your chairperson. The chairperson MUST be a member of the Graduate Field of City and Regional Planning.

To change or add a member to your special committee, use the Special Committee Selection and Change Form (A1) which must be completed and signed by you, your advisor/chairperson, and the DGS. Once you have all the necessary signatures, submit the form to your Graduate School representative in Caldwell Hall. Find at: http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a1.pdf

MRP, MS, and MA students must choose a minor member and add him/her to the committee by the end of the second semester. Ph.D. students must have at least three committee members (a special committee chair and two minor members) by the beginning of their third semester. Ph.D. students can only change their special committee after the 'A' Exam with a petition.

COURSE ENROLLMENT

Course enrollment can be completed online through the “Student Center” (<http://studentcenter.cornell.edu>) during the first three weeks of classes. Specific dates of enrollment can be found on the academic calendar (<http://www.cornell.edu/academics/calendar>). You may also change course hours or grading options during this time. During the first seven weeks of classes you may drop courses online. If you cannot enroll online for some reason, please see Tina.

Certain courses require a manual ‘Add/Drop’ form even during the first three weeks of courses (pick up in Tina’s office in 109 Sibley). This includes ‘by permission’ courses, ‘blocked’ courses or courses that have multiple sections using one department and course number. You may also need to see the URS Undergraduate Coordinator if you are registering for a ‘special’ course that requires a unique 4 or 5 digit course ID number that cannot be entered online. The Add/Drop form must be signed by the course instructor and your advisor and then submitted to the Graduate School at Caldwell Hall.

After the add/drop deadlines have passed, you will need to use a Course Enrollment Petition (Form R4) (http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r4.pdf) to make changes to course enrollment under special circumstances. This petition must be signed by the course instructor and your advisor and then submitted to Graduate School in Caldwell Hall. Please ask Tina if you have any questions.

If the course has both undergraduate and graduate level numbers, please use the graduate level-number 5000 or higher. Using the graduate number is very important, as there are often different requirements for graduate level courses. You can enroll in undergraduate courses if your chairperson allows it; however, certain undergraduate courses will not count towards your degree (see degree requirements).

After your first semester, you will be allowed to pre-enroll for Spring courses, usually in October. You will be notified of the exact dates during the semester. If possible, it is a good idea to pre-enroll for courses and is highly recommended. If you decide at a later date that you want to change your schedule, you may do so during the first 3 weeks of the spring semester online.

Courses descriptions: <http://cuinfo.cornell.edu/Academic/Courses/>
Time and room Information: <http://registrar.sas.cornell.edu/courses/roster>
Enrollment: <http://studentcenter.cornell.edu> (you can use this to search classes too!)

DEGREE REQUIREMENTS AND COURSES

Master of Regional Planning (M.R.P.) - Two-Year Program

To complete the M.R.P. degree, a student must:

1. Complete 60 credits; at least 30 of these credits must be obtained within the Department of City and Regional Planning, including credits earned in fulfilling and completing the thesis, professional report or research paper, and the M.R.P. Core requirements;
2. Accumulate 4 registration units (1 registration unit obtained per semester);
3. Have 2 committee members on file by the end of the first year;
4. Complete the independent writing requirement by submitting an acceptable thesis, professional report, or research paper (2 bound copies submitted to the graduate field coordinator, Tina Nelson); and
5. Please note the following guidelines for acceptable M.R.P. work:
 - No grade below C– is acceptable for meeting the 60 credit hour requirement.
 - No more than six hours of grades of C–, C, or C+ will be accepted for meeting the 60 credit hour requirement. Partial credit from a course could be used in calculating this six-hour maximum; e.g., if a student received "C" in two four-credit courses, only 6 of the 8 credits may count toward the degree.
 - A cumulative average of B (3.0 GPA) is required for graduation.
 - Courses not related in some way to the student’s degree will not be counted in the 60 credits. Examples of such courses include, Wine Tasting, Culinary Arts, English as a Second Language, Dance, and Physical Education.
 - Incomplete coursework must be completed by the beginning of that semester one-year hence.
 - No more than 18 credits may be taken in any semester without a special department petition.

Master of Regional Planning (M.R.P.) - 1-year Program (URS Graduates)

To complete the 1-year M.R.P. degree, a student must:

1. Complete 30 credits; at least 15 of these credits must be obtained within the Department of City and Regional Planning, including credits earned in fulfilling the M.R.P. Core requirements;
2. Accumulate 2 registration units (1 registration unit obtained per semester);

3. Have 2 committee members on file;
4. Complete the independent work requirement by submitting an acceptable thesis, professional report, or research paper. No credit is allowed for this work (2 bound copies submitted to the graduate field coordinator, Tina Nelson).
5. All requirements under guideline #5 for the 2 year M.R.P. program also apply to the 1 year M.R.P. program.

M.R.P.—Core Course Curriculum

Following are the list of courses required to complete a typical 2-year M.R.P. degree. In order to make sure that you complete your degree on time, please check with Tina Nelson before the beginning of your final semester to determine if you meet all graduation requirements. This will ensure that you have sufficient time take a required course, petition, or finish incomplete courses. See Appendix A for approved substitute courses for some of the following requirements.

1. CRP 5130 - Introduction to Planning Practice and History (4 credits)

This course is an introductory graduate seminar on the theory and history of planning, administration, and related public intervention in urban affairs. Topics are analyzed from the perspective of the political economy of the growth and development of cities. Students improve their understanding of the planning process and of the urban application of the social sciences, get practice in writing, and explore one research topic in depth.

2. CRP 5250 – Introductory Methods of Planning Analysis (4 credits)

This is a course on quantitative and qualitative analysis of neighborhoods, cities, and regions. Focus is on data from various regions of the United States, but tools are applicable throughout the world. Analysis techniques include: descriptive and inferential statistics, mapping, and observation. Required labs expose students to essential microcomputer applications and build skills in writing and analysis.

3. CRP 5190 - Urban Theory and Spatial Development (3 credits)

This course surveys theories on the existence, size, location, and functioning of cities and their metropolitan areas in rich and poor regions of the world. We will consider orthodox/conservative treatments as well as critical/left-wing perspectives of planners, geographers, economists, sociologists, and political economists. These theories are indispensable for understanding the origins of cities, the persistence of urban and regional spatial patterns, and the distinctive nature of urban problems.

4. Demonstrate Competence in Economics, or take a course at Cornell (See Approved Course List: Appendix A)

NOTE: You may be able to fulfill the economics requirement with previous coursework that went beyond a basic 101 microeconomics course.

Recommended Course: **CRP 5120 - Public and Spatial Economics for Planners (3 credits)**

This course covers basic microeconomic theory and some topics in macroeconomics. What distinguishes it from foundation courses in economics is that the context of every topic is both spatial and public. The concept of space is central to city and regional planning. The perspective of the public and nonprofit sectors is the same as that of city and regional planning. Both space and the public-nonprofit sectors are peripheral to (or absent from) the usual graduate foundation courses in economics. The course will also cover the economic theory necessary to understand the many applications of economics presented in subsequent courses in city and regional planning.

5. Demonstrate Competence in Statistics, or take a course at Cornell (See Approved Course List: Appendix A)

NOTE: You may be able to fulfill the quantitative requirement with previous statistics coursework that included multiple regression.

Recommended Course: **CRP 5450 - Intro to Public Policy Analysis and Management (3 credits)**

This course is an introduction to the inferential statistical methods and econometrics/regression analysis needed to understand empirical public policy and planning research and to do basic applied public policy analysis. The statistical concepts are illustrated using data and examples primarily from the fields of public policy and planning.

6. Take an Advanced Methods Course (See Approved Course List: Appendix A)

Acceptable courses include those on quantitative or qualitative methods, GIS, or design, see appendix for options.

7. Take a Law or International Institutions course (See Approved Course List: Appendix A)

The department offers several courses each year, and there are extensive listings throughout the university.

Recommended course, domestic studies: **CRP 5590 - Legal Aspects of Land Use Planning (4 credits)**

Recommended course, international studies: **CRP 6720 - International Institutions (3 credits)**

8. **Take a Workshop** Every year, the department offers workshops in Land Use, Community and Economic Development, International Planning, Historic Preservation Planning, Real Estate, and Urban Design. Offerings will vary. Selected workshops/studios outside the department have been accepted for credit.

Department offerings:

CRP 5072 – Land Use, Environmental Planning, and Urban Design Workshop

CRP 5073 – Historic Preservation Planning Workshop

CRP 5074 – Economic Development Workshop

CRP 5075 – Real Estate Workshop

CRP 5076 – International Planning and Development Workshop

9. **Complete an Exit Project, CRP 8920 (various credits)** (See Independent Writing Requirement/Exit Project)

Options include:

A **research paper** (up to 4 credits),

A **professional report** (4-10 credits), or

A **thesis** (up to 10 credits).

Two bound copies must be submitted to the Graduate Field Administrator before the thesis degree deadline (early May).

The Graduation Manager (formerly known as a Degree Information Card or Thesis Manager) should be completed by February of the graduation year. Log in to http://cfp-isca.cit.cornell.edu/thesis_mgr/, fill out section 1, and choose “My degree does not require the submission of a thesis or dissertation to The Graduate School” on section 2, click next then submit to complete the process.

Ph.D. CRP—Degree Requirements, Schedule, Courses

The Ph.D. in City and Regional Planning is a highly individualized course of study developed between the student and his or her special committee. All students who enter the Ph.D. program in City Planning are encouraged to take the basic PhD sequence of theory and methods courses. Those without a previous degree in planning are required to do so. Every Ph.D. student in CRP is required to earn at least six registration units.

The Special Committee of each doctoral student is composed of a chairperson, representing the major subject in city and regional planning, and two other members representing minor subject areas of interest. The members of the Special Committee direct the student’s program and decide whether he or she is making satisfactory progress toward the degree. They conduct and report on oral examinations, and they approve the dissertation that is usually prepared under the direction of the chairperson. Students may be uncertain of their subjects of interest at the beginning of their residency. Consequently, they are encouraged to change the membership of their Special Committee as their academic goals become more definite. The full faculty of the field will review each PhD student’s progress each year.

The student’s major and the chairperson of the Special Committee are usually selected before the end of the first semester in the field. Approved concentrations in the field of City and Regional Planning include land use and environmental planning, international studies in planning, historic preservation planning, and economic development: communities and regions. The chairperson advises the student about minor fields of study and faculty members who might represent those fields on the Special Committee.

The first major milestone of the Ph.D. in City and Regional Planning is the ‘A’ Exam, wherein the student advances to candidacy by demonstrating his/her proficiency in the three subject areas represented by his/her committee members. The ‘A’ Exam may take place any time after the student earns two registration units, and it must take place no later than the end of the seventh semester. It is recommended that the student complete the ‘A’ Exam in the second year of residence. The format of the ‘A’ Exam varies depending on the student and the committee; it always includes an oral component and it typically includes responses to written questions as well as a research proposal.

After the ‘A’ Exam, the Ph.D. student typically engages in field research and writing until she/he has completed a defensible dissertation draft. At least two of the six required registration units must be earned after the ‘A’ Exam. The dissertation defense occurs in the ‘B’ Exam, after which the student revises the dissertation to the committee’s satisfaction and receives their signatures signifying that they accept the work. The department offers a selection of advanced theory and methods courses for

Ph.D. students. Students are also encouraged to pursue coursework and specialization in other allied fields (such as applied economics, development sociology, government, and anthropology).

Schedule for successful progress

Year 1: Take course work, finalize committee, identify topic

Year 2: Write Proposal, Hold "A" Exam, Raise outside funds, Begin field work

Year 3: Field work (with outside funding)

Year 4: Write Dissertation and look for jobs

Ph.D. Courses

CourseID	Official Course Title	Topic	Faculty 09/10	Offered
Theory				
CRP 8000	Advanced Seminar in Urban and Regional Theory I	Regional Theory	Christopherson	Every other year
CRP 8010	Advanced Seminar in Urban and Regional Theory II	Urban Theory/Urbanism	Donaghy	Every other year
CRP 8300	Seminar in Regional Science Planning and Policy Analysis	Regional Theory	Gonzalez	Fall, 2009
CRP 8100	Advanced Planning Theory	Planning Theory	Forester	Fall 2009
CRP 6011	Ethics, Development, and Globalization	Development Theory	Donaghy	Spring 2010
CRP 7770	Theories of Development and Underdevelopment	Development Theory	Olpadwala	Fall 2009
CRP 7140	Gender, Race and Class in Planning	Feminist Theory	Beneria	Every other year
Methods				
CRP 8900	Ph.D Professional Seminar	Research Design and Methods	Staff	Fall 09/Spring 10
CRP 7201	Research Design	Research Design	Warner	Every other year
CRP 7310	Methods of Regional Science and Planning 1	Methods of Regional Science and Planning	Donaghy	Every other year
CRP 7320	Methods of Regional Science and Planning 2	Advanced Spatial Statistics	Staff	Every other year
CRP 6201	Qualitative Methods	Qualitative Methods	Forester	Spring 2010
Writing				
CRP 7960	Professional Writing and Publishing	Prof. Writing and Publishing	Christopherson	Every other year
CRP 9920	Doctoral Dissertation (up to 12 Cr/semester)		Committee Chair	Fall and Spring

Historic Preservation Planning— Master of Arts (M.A.)

To complete the M.A. degree in Historic Preservation Planning, a student must:

- a. Obtain a total of 60 credit hours, including 2 semesters of American architectural history if student has no background in this area;
- b. Earn two registration units;
- c. Have two committee members on file, by the end of the first year.
- d. Fulfill the Core Course requirements (unless waived or modified upon recommendation of your Special Committee);
- e. Successfully defend and submit a thesis, and have it approved by, your Special Committee and the Thesis Secretary (formatting only) at the Graduate School;
- f. No grades at the C level in any subject are acceptable for credit toward the degree.

HPP—Core Courses Curriculum

To assure that M.A. graduates are familiar with central concepts and skills of the field, each student should successfully complete the following core courses:

1. **CRP 5600 - Documentation for Preservation (3 credits)**
Methods of identifying, recording, collecting, processing, and analyzing information dealing with historic and architecturally significant structures, sites, and objects.
2. **CRP 5610 - Historic Preservation Planning Workshop: Surveys and Analysis (4 credits)**
Techniques for the preparation of surveys of historic structures and districts; identification of American architectural styles, focusing on upstate New York; and explorations of local historical resources, funding sources, and organizational structures. Lectures and training sessions. Emphasis on fieldwork with individuals and community organizations.
3. **CRP 5620 - Perspectives on Preservation (3 credits)**
Introductory course for preservationists. A survey of the historical development of preservation activity in Europe and America leading to a contemporary comparative overview. Fieldtrips to notable sites and districts.
4. **ARCH 3810 - American Architecture and Building I (3 credits)**
Review of architecture, building, and responses to the landscape from the prehistoric period to the Civil War. Architecture and building as social and collaborative arts are emphasized and thus the contributions of artisans, clients, and users as well as professional architects and builders are examined. The architectural expressions of Native Americans, African Americans, women, and others are treated in addition to those of European colonists and settlers.
5. **ARCH 3811 - American Architecture and Building II (3 credits)**
Continuation of ARCH 390 but may be taken independently. An account of American architecture, building, and responses to the environment from the post-Civil War period to the present day. Particular attention is paid to the processes of industrialization, professionalization, and urbanization as well as to the manifestations of gender, class, race, and ethnicity in the built and architectural environments.
6. **CRP 8950 - Master's Thesis in Preservation Planning (6 credits)** (See Independent Writing Requirement)
7. **Obtain a total of 60 credit hours**
Including two semesters of American architectural history- ARCH 390 and ARCH 391 - if no background in this area.

Regional Science—Master of Science (M.S.) and Master of Arts (M.A.)

The master's degree program in Regional Science has two goals: to prepare students for professional careers as research and policy analysts in regional science, and to prepare students for Ph.D. programs in regional science or related fields, such as public policy, economics, or planning. Four semesters of coursework plus a master's thesis are required for the master's degree. The amount of coursework may be less depending on a student's prior academic background. The Special Committee for a master's degree candidate is composed of a chairperson who represents the major subject in regional science and one other faculty member who represents the minor field. The Special Committee chairperson directs the thesis research.

Shown below is a selection of potential courses in a typical program of coursework for the master's degree. Other programs are also possible depending on a student's background and professional interests. Students may and should select other courses with the guidance of a faculty advisor.

First Semester

ILRST 5100: Statistical Methods I (or AEM 4110/6120 Introduction to Econometrics/Applied Econometrics)
CRP 6270: Regional Economic Impact Analysis
ECON 3130: Intermediate Microeconomics III
CRP 8300: Seminar in Regional Science, Planning, and Policy Analysis
CRP 6390: Economics of Financial Crisis

Second Semester

ILRST 5110: Statistical Methods for the Social Sciences II (or AEM 7100 Econometrics I)
CRP 5250: Introductory Methods of Planning Analysis
CRP 5080: Introduction to Geographic Information Systems
AEM 4120: Introduction to Mathematical Programming
ECON 3140: Intermediate Macroeconomics III
CRP 6090: Planning and Policy Analysis

Third Semester

CRP 5450: Intro to Quantitative Techniques for the Analysis of Public Policy (i.e. Econometrics)
CRP 6210: Quantitative Techniques for Policy Analysis and Program Management (i.e. Simulation and Mathematical Programming)
CRP 8000: Advanced Seminar in Urban and Regional Theory I
CRP 8300: Seminar in Regional Science, Planning, and Policy Analysis
CRP 8910: RS Thesis Research
Other electives

Fourth Semester

NTRES 6700: Spatial Statistics
AEM 6510: Environmental and Resource Economics
NBA 5240: Macroeconomics and International Trade
CRP 8910: RS Thesis Research
Other electives

Students may select other courses with the guidance of a faculty adviser. Additional courses of interest may be found at <http://www.aap.cornell.edu/crp/programs/regsci/courses.cfm>.

Regional Science— Ph.D.

The formal degree requirements are minimal in order to give a student maximum flexibility in designing the most effective program. Since progress in Ph.D. study largely depends on an individual student's research goals and prior education, the Graduate School specifies no formal course requirements. However, in preparation for making creative scholarly contributions to the discipline, substantial competence in, and knowledge of, the theoretical foundations and major analytical and research methods of Regional Science is required before students may devote full time to his/her dissertation research. Successful completion of formal, advanced level coursework and appropriate examinations usually demonstrates this competence.

A typical program of coursework for the Ph.D. program in Regional Science would include the courses listed for the master's degree (excluding master's thesis research electives) plus the following advanced courses or their equivalents:

ECON 6090: Microeconomic Theory I

ECON 6100: Microeconomic Theory II
ECON 6107: Intermediate Mathematical Economics I
AEM 7100 or ECON 6190: Econometrics I
AEM 7110 or ECON 6200: Econometrics II
AEM 7120: Quantitative Methods I
CRP 7310: Methods of Regional Science and Planning
CRP 8010: Advanced Urban and Regional Theory: Location Theory
CRP 9920: Doctoral Dissertation (up to 12 credits per semester)
Elective courses in major area of interest
Elective courses in two minor areas of interest

A student's program is developed with the assistance and direction of a Special Committee, the members of which are chosen by the student after consultation with appropriate faculty members in regional science. The Special Committee of each doctoral student is composed of a chairperson, representing the major subject in regional science, and two other members representing minor subject areas of interest. The members of the Special Committee direct the student's program and decide whether he or she is making satisfactory progress toward the degree. They conduct and report on oral examinations, and they approve the dissertation that is usually prepared under the direction of the chairperson. Students may be uncertain of their subjects of interest at the beginning of their residency. Consequently, they are encouraged to change the membership of their Special Committee as their academic goals become more definite.

The student's major and the chairperson of the Special Committee are usually selected before the end of the first semester in the field. Approved major subjects in the field of regional science include environmental and energy systems, international spatial problems, location theory, multi-regional economic analysis, peace science, planning methods, transportation, and urban and regional economics. The chairperson, in turn, advises the student about minor fields of study and faculty members who might represent those fields on the Special Committee.

There are many opportunities for minor fields that complement well a major in regional science. Examples of minor fields that focus on methodology would include statistics, operations research, applied mathematics, and computer science. Minor fields that focus on related social science theories would include economics, sociology, government, and other social science disciplines. Finally, minors in fields in which, acknowledge of the theories and methods of regional science could be applied would include, for example, city and regional planning, rural sociology, civil and environmental engineering, urban studies, public policy, and various area study programs such as the Southeast Asia Program or Latin American Studies. This list is illustrative, and other combinations of minor fields are possible with a major in regional science.

EXIT PROJECT/INDEPENDENT WRITING REQUIREMENT

All CRP students are required to complete an exit project paper. M.R.P. students can prepare a Professional Report, a Research Paper, or a Master's Thesis. MA-HPP, MA/MS-RS, and Ph.D-RS/CRP are required to submit a Thesis.

The faculty of the Department of City and Regional Planning strongly encourage M.R.P. students to prepare a Professional Report or a Research Paper. An M.R.P. student also has the option of completing a Master's Thesis if he or she secures, by the end of classes in the second semester, a conditional agreement by a CRP faculty member to oversee the thesis preparation. MA-HPP students are not given an option and must complete a Master's Thesis.

Each M.R.P. and M.A. student must also pass a final oral examination by his or her graduate committee. The student's written document should essentially be complete before the oral examination is scheduled, and the examination must be held in accordance with Graduate School regulations. Students must register for thesis credits using a Manual Add/Drop form. You can receive the course number (CRP 8920 for M.R.P. exit projects, CRP 8950 for M.A.-HPP thesis, CRP 8910 for RS M.A. or M.S., and CRP 9920 for Ph.D. dissertations) from the Undergraduate Program Coordinator.

For each of these degree options the student should work closely with his or her graduate committee regarding the scope, content, organization, and quality of the submitted document and regarding the nature of the final examination. A masters' student's graduate committee must consist of at least two members of the Graduate Faculty (or other faculty members approved by the Graduate School). Both committee members must attend the final oral examination and sign the appropriate forms. It is the student's responsibility to see that all departmental and Graduate School rules with respect to the Independent Writing Requirement are satisfied.

Each Professional Report, Research Paper, or Master's Thesis must meet the format requirements of the Graduate School. M.R.P. students should consult the Graduate Field Administrator regarding these requirements. M.A.-H.P.P., M.A./M.S.-R.S, and Ph.D.-R.S/C.R.P. should consult the Graduate School Thesis Advisor in Caldwell Hall. When approved by the student's graduate committee, a copy of the final document will be filed in the Fine Arts Library.

A sample of recent thesis titles from recent M.R.P., M.A., Regional Science, and Ph.D. graduates from 2004-2007 is included in Appendix B. In addition, all CRP theses are deposited in the Fine Arts Library.

M.R.P. Project Options (CRP 8920)

The three options for completing the Independent Writing Requirement are:

1. **Research Paper** (4 credits)

A Research Paper constitutes the written product resulting from the student's independent research effort and is generally not more than 40 pages in length, plus notes and bibliography. A student earns 4 credits for his or her Research Paper. Typically a Research Paper builds on research previously initiated by the student in a particular course. A student may not submit as a Research Paper a paper previously submitted during a course. A student may, however, expand on or substantially revise a previously submitted paper as the basis for the Research Paper. Alternatively, a student may write a Research Paper to satisfy this requirement without basing it on work previously undertaken during a course. The scope of the research undertaken and the scope of the paper are intended to be substantially less than that required for a Master's Thesis.

2. **Professional Report** (4-10 credits)

A Professional Report reflects a student's efforts to solve a practical, "real-world" planning problem. A student may earn 4-10 credits for his or her Professional Report, with the actual number of credits to be determined by the student's graduate committee. Under most circumstances, the Professional Report will take the form of a report, study, or other document prepared for a real-world "client" (e.g. a municipality, a community organization, a research firm, a consulting firm, a developer, or a federal, state, international, or non-government agency). Under special circumstances, the Professional Report may have a hypothetical client or be aimed more generally at the public broadly understood, representing the student's creative solution to an important planning problem. In all circumstances, the student's graduate committee will determine what additional elements may be appropriate for inclusion in the Professional Report. These additional elements may include materials describing the work done by the student for the client, a literature search, a description of the methodology employed in preparing material for the client, and the student's assessment of his or her experience in working for the client. The Professional Report may result from work a student does for a client during a summer internship or during a fieldwork course. In such a circumstance, however, the Professional Report must contain more elements than the work done during the internship or fieldwork course.

3. Thesis (6-10 credits)

A Masters Thesis constitutes the written product resulting from the student's independent research effort and is generally 75-125 pages in length, plus notes and bibliography. A student may earn between 6 and 10 credits for his or her Master's Thesis, with the actual number of credits to be determined by the student's graduate committee. The thesis should make an original contribution to knowledge in the field of planning and demonstrate the student's familiarity with the literature and current debates in the field. Students planning to pursue a Ph.D. in the future should choose the thesis option, as most Ph.D. programs require it.

Exit Project Schedule— Master's Degrees

The following timeframe is recommended in order to complete your degree on time. Be aware that this schedule is very tight.

Y e a r 1	Fall	Explore ideas, meet with faculty, attend seminars across campus
	Spring	Begin discussing exit project ideas with chair. Start initial background reading
	Summer	Begin research or field work
Y e a r 2	Fall	Clarify focus; work with chair on defining a question that links the literature to your data and method. Complete literature review and data analysis
	January	Finish Analysis and Writing
	Early February	First Draft submitted
		First Draft returned with comments
	Late February	MRPs should visit the online Graduation Manager , fill out section 1, and on section 2, choose "My degree does not require the submission of a thesis to the Graduate School." Click next to submit. NOTE: MRPs <i>do</i> need to do an exit project, but it will be submitted to CRP, not the Graduate school.
	March	Final Draft submitted before spring break
	April	Schedule the thesis examination (Must be scheduled at least one week in advance)
Early May	Thesis degree deadline for May graduation	

Questions about credits, core requirements, and format of exit projects, contact Tina Nelson (M.R.P.) or Pattie Place (H.P.P, R.S. or PH.D.)

Ph.D.— Dissertation or Three-paper Option

Ph.D. students in CRP can choose to write either a monograph length dissertation or a three paper option dissertation. CRP faculty recommend the student and his/her committee discuss which dissertation option will be pursued early in the student's program. Traditionally, monograph length dissertations have been the preferred mode. More recently, however, the three paper option has gained popularity. Thoughtful consideration should be given to the choice of options and agreement must be secured from the committee chair.

Dissertation Option

Some who do not favor the three-paper option argue that 'writing a dissertation' from proposal, research design, and literature review, through concluding chapter is an important part of the formative process of becoming a research scholar. Learning how to impose structure on a messy reality, move through a logical progression of questions, analyze a problem and relate findings to the extant literature should be emphasized more, they feel, than learning how to implement a bench protocol and write up results in a stylized fashion, which the three-paper option can promote. The monograph length dissertation encourages students to focus on a single large research project. The monograph may become a book after the defense or be mined for subsequent journal articles early in the student's professional career.

The typical five chapter model includes:

1. An introduction
2. Literature review
3. Methodology
4. Analysis and conclusions

Three Paper Option

Many fields in the social sciences (psychology, economics, and geography in particular) and all fields at some universities (e.g., Carnegie Mellon) provide Ph.D. students with a three-paper exit option in lieu of a dissertation. Fields in which this option is most prevalent usually place greater emphasis on refereed journal articles than monographs in considerations of promotion and tenure. Faculty members in Ph.D. programs in these fields often argue that, for the sake of their students' professional advancement, they should be training the next generation to conduct research oriented to journal publication. (Once you've written a dissertation, you're not likely to write another, and you will have to spend a considerable amount of time going over the same material again to get it into shape for a book or several journal articles while the tenure clock is running.) The three-paper option is also viewed as a way of giving students a competitive advantage in landing a first job.

Some cautions: for some students who are ill-suited to research, the three-paper option can be viewed as an escape hatch. The three papers may be of uneven quality, largely redundant, and/or one of them can end up looking an awful lot like a literature review chapter. Or for students who fail to focus, the three paper option may end up looking more like three dissertations.

Standards for the Ph.D three paper option in CRP include the following:

1. The three papers should be thematically linked and reflect a trajectory of work with depth of inquiry in a common area.
2. *Each* paper must contribute significantly to the frontiers of knowledge and be deemed publishable in a reputable refereed journal.
3. There should not be considerable overlap in the material covered in the papers.
4. If one of the papers uses an analytical framework not already in the literature, say, to conduct policy analyses, the framework should be derived and its properties documented in one of the other two papers.
5. The candidate's committee (or chair) should have the final say as to the form of the exit option—i.e., to determine whether or not the three-paper model is appropriate in the instant case.
6. Articles should be ready for submission to an academic publisher. Articles already submitted, accepted or published before the defense, are acceptable, as long as the committee is satisfied. If the committee is not satisfied with the quality of the articles, the student must continue to make improvements to satisfy the committee.
7. The three papers are bounded by a substantial introductory chapter and conclusions chapter that tie together the three papers as a cohesive body of work. As such, the three paper option also has five chapters like most monograph length dissertations.

DEFENDING AND SUBMITTING THE EXIT PROJECT

Defense

When your committee believes that you are prepared, you may schedule a final examination to ‘defend’ your Exit Project. The defense is a discussion between the student and his/her special committee about the student’s project. NOTE: Some students tape record their defense to capture the conversation for future use when making final edits.

Scheduling the defense: complete a Schedule of Examination form (A3)

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a3.pdf

Submit the original to the Graduate School with all required signatures and submit one copy to Tina Nelson AT LEAST ONE WEEK prior to the defense date.

On the day of the defense, you should bring additional form(s):

1. Results of Examination form (A4): http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a4.pdf
 - Turn in the original to the Graduate School within three days after your examination
 - Make a photocopy and give to Tina
2. (MRP ONLY) Approval of Thesis form: http://www.gradschool.cornell.edu/pubs_and_forms/forms/thesis_approval.pdf

Print TWO copies on archival paper (see Tina), the original signed copies will be bound into your thesis.
Note: M.A., M.S., and Ph.Ds will do this online through the Graduation Manager.

Formatting and Submitting the Exit Project

There are important differences in how exit projects are submitted, please read carefully!

Before writing, you should obtain a copy of the ‘Doctoral Dissertation and Master’s Thesis: Formatting, Production, and Submission Requirements’ document available online at <http://www.gradschool.cornell.edu/index.php?p=13> or at the Graduate School. The website also has templates for introduction and chapter formatting.

M.A./M.S. and Ph.D. students must see their thesis advisor, Pattie Place, in Caldwell Hall for formatting review. The Graduate School highly recommends submitting your thesis online. This will eliminate the need to copy and bind the thesis/dissertation yourself. When ready to submit the final draft of your thesis/dissertation, please complete the online Graduation Manager: http://cfp-isca.cit.cornell.edu/thesis_mgr/.

M.R.P. students must email Tina a draft of your exit project in the form of a word doc for formatting review before it is bound. She will review your document for formatting issues regarding margins, illustrations, page numbering, etc. and will email it back to you with minor corrections already made or a list of corrections you will need to make. Presently, M.R.P. students CANNOT submit the exit project electronically; bound paper copies must be submitted. Please note that the copying and binding process can take up to one week, allow plenty of time for each step.

To submit your exit project, Note that *Gnomon Copy*, listed below, will complete steps 1-3 for you!

1. Make 2 copies of your formatted thesis on archival paper (acid-free or neutral; 20-24 lb. weight, 25% cotton).
2. Take the two copies of the thesis AND the two Approval of Thesis forms to Ridley’s Book Bindery. The binding is black, library quality. Allow 3-5 days for the binding process.
3. Submit bound exit project to Tina Nelson in 109 W. Sibley
4. Obtain the signature of your Special Committee Chairperson in the upper right corner of the first page on the abstract of both bound copies. Tina can assist you with this step.

In addition, in the semester before graduation, M.R.Ps should fill out ONLY section 1 on the online Graduation Manager form: http://cfp-isca.cit.cornell.edu/thesis_mgr/ and on section 2, select “My degree does not require the submission of a thesis or dissertation to the Graduate School”, and click next to submit to complete the process. (May graduates should complete in February, August grads in July, and January grads in December).

Copying and Binding Information (MRP only)

Full service: **Gnomon Copy** (407 Eddy St, 273-3333, www.gwecopy.com). Submit an electronic copy, Gnomon delivers the hard copies to the bindery and delivers it to the department. Cost averages \$40 and takes 10 days on average.

Copies: **Olin Library Copy Center** (B41 Olin Library, 255-4700)
Color copies, enlargement/reductions (additional fee), and oversize archival paper

Copy Center (B-59 Day Hall), 255-2326

Color copies, enlargement/reductions (additional fee)

Kinko’s (409 College AV, 273-0050; 605 W. State ST, 272-0202)

Boxes, color copies, enlargements/reductions (additional fee)

Binding: **Ridley’s Book Bindery** (2435 N. Triphammer Rd, 257-0212), Open 8:30am -4pm M-F

COURSE PETITION

Students may at sometime need to petition the department to waive or substitute a core course, to take more than 18 credits, or to transfer credit. Please attach any necessary documentation such as a course syllabus. A signature from your committee chair is required. Return completed petition to Tina for review by the Petitions Committee. After review, a copy will be put in your mailbox with the action noted. The petition form can be found in Tina's office or in Appendix D: Forms.

Instructions:

- **To waive or substitute a core course requirement (M.R.P. only)**
Please see Appendix A for a list of previously approved substitution courses for core requirements—no petition will be necessary for courses on this list. All other courses at previous universities or at Cornell must be petitioned as a substitute. Please attach a syllabus of the course that you completed or plan to take. Reading lists should be included where applicable. The most common Core Course Requirement petitions are:
 - *Statistics Requirement* – If you already have taken statistics with multiple regression, you do not need to take an additional course at Cornell. Attach the syllabus from your previous course.
 - *Economics Requirement* - If you have already completed a course that allows you to meet the economics requirement. Attach the syllabus from your previous course
 - *Law requirement* or *International Institutions*- if you would like to substitute a course, the student must show that the class:
 1. Emphasizes that law is of fundamental importance for understanding the legal and administrative structure of a country.
 2. Demonstrates that the student has the capability of using legal (law library) materials.
 3. Attempts to make a connection between the legal aspects of planning and the other aspects of the field.
- **To take more than 18 credits** – If you wish to enroll in more than 18 credits in any given semester, you are required to submit a petition.
- **To transfer credit from another institution** (Masters students only) - If you have credits from another institution that were not used towards another masters degree, then you can petition to transfer up to 15 of those credits toward your degree. No more than a total of 15 semester hours in absentia or transfer credit at the graduate level will be accepted for application to an M.R.P. degree. Credits used to obtain a previous degree elsewhere cannot be transferred. A student can submit a petition to use a prior course to exempt out of a core course, but prior credits will not count toward the MRP degree.

BEFORE YOU LEAVE CORNELL: IMPORTANT THINGS TO VERIFY

Before you leave Cornell, with or without your degree, ensure that your transcript is correct. It is very important to make sure that

- a) you have no incompletes on your record
- b) your grades are correct
- c) your degree is noted on the transcript

You can obtain a free copy of your transcript from the University Registrar's Office (B-7 Day Hall) or you can order a copy online at www.registrar.sas.cornell.edu/Student/transcripts.html. If you plan to take a leave of absence before you finish your degree requirements, be sure to file the correct forms to retain your relationship with Cornell. This step makes it much easier to return.

JOINT PROGRAMS

CRP has joint degree programs with Landscape Architecture, Real Estate, Architecture and Law. Students pursuing dual degrees typically are able to save a year of studies by combining the programs. Students must apply and be accepted to the new program. This can be done after the student arrives at Cornell. Students are enrolled first in one program and then in the other. The Graduate School does not allow simultaneous enrollment, but the student can take courses in both fields during his/her entire time at Cornell. Please note tuition rates differ by field. For the semesters in which you are enrolled in each field, the tuition rates of that field will apply. CRP financial aid is not available when you are not enrolled in CRP.

In addition, CRP also has a Peace Corps Partnership, offering the Master's International Program for MRP degrees. The Masters International program is a three-part program which begins with one year of coursework at Cornell, followed by a 27 month Peace Corps placement, and ends with a final year of coursework and completion of the final exit project.

MASTER OF LANDSCAPE ARCHITECTURE (M.L.A.) AND MASTER OF REGIONAL PLANNING (M.R.P.)

The fields of City and Regional Planning and Landscape Architecture share many common educational interests and professional goals. Both professions trace some of their origins to similar sources. The current convergence with one part of the planning profession (physical/urban development planning) results from a mutual concern with the determinants of development, the arrangement of space, the optimum use of land, and the effects of development on natural systems. Since the traditional instructional methods and program emphases in the two fields differ as to the attainment of these goals, professional training is significantly enriched by achieving a mastery of skills in both City and Regional Planning and Landscape Architecture. In recent years, distinctions which formally divided the Landscape Architecture and Planning professions are giving way to more inclusive views of each discipline. Faculty members in both fields share interests, experience, and expertise that contribute to a valuable interdisciplinary program for students at Cornell.

The recognition of a joint degree program further strengthens opportunities for collaborative efforts between the two faculties. A growing number of students recognize the value in taking courses in both Planning and Landscape Architecture and actively take coursework in each field. Cornell's graduate training provides comprehensive academic experiences in both planning and landscape architecture that enhance opportunities for professional cooperation and employment. The joint program requires approximately three and a half years to complete. For more information, contact the Director of Graduate Studies.

Admission

Students interested in the joint degree program may start their course of study in either field. Applicants apply to one field, finish their initial requirements, and then apply to the second field and complete their requirements. Joint degree candidates are only in one field at a time.

Advisors and Curriculum

Each student shall form an advisory committee of at least two members, with one member from each field. The advisors will constitute a committee that will assist the student in all aspects of the program and approve course selection. Wherever courses are required by each field to satisfy degree requirements, the students will be expected to complete such courses. Electives will be selected by the student with the guidance of his/her advisors according to a clearly defined direction of study. A thesis, special terminal project or other independent work option will be prepared to satisfy requirements of each field. In most cases, a student will prepare a joint thesis with approval of the faculty advisory committee.

Degrees

Two separate degrees shall be awarded, Master of Regional Planning (M.R.P.) and Master of Landscape Architecture (M.L.A.).

Credit Hour Requirements

Students must fulfill the course requirements as specified in the core curriculum for each program. This shall include the required minimum credit hours in Landscape Architecture and City and Regional Planning.

For candidates of the first professional degree program in Landscape Architecture, a minimum of 110 total credit hours is required for the joint degrees.

For candidates of the advanced degree program in Landscape Architecture, a minimum of 90 total credit hours is required for the joint degrees.

Residency Requirements

Students in the joint degree program are required to earn a minimum of four registration units in Landscape Architecture (LA) and three registration units in City and Regional Planning (CRP) for a total of at least seven registration units for the joint degrees. The registration requirement in Landscape Architecture can be reduced by one unit for students enrolled in the advanced degree program in that department. In most instances, however, it is expected that three and one-half years will constitute the normal period in residence at Cornell.

Summary of Required Credits and Registration Units			
1st Professional M.L.A./M.R.P. Joint Degree		Advanced M.L.A./M.R.P. Joint Degree	
60	Credits required in LA	45	Credits required in LA
30	Credits required in CRP	30	Credits required in CRP
20	Credits directed/free electives	15	Credits directed/free electives
110	Credit Total for Joint Degrees	90	Credit Total for Joint Degrees
4	Registration Units in LA	3	Registration units in LA
3	Registration units in CRP	3	Registration units in CRP
7	Total Registration units	6	Total Registration units

MASTER OF ARCHITECTURE (M.ARCH.) AND MASTER OF REGIONAL PLANNING (M.R.P.)

The Joint Program in Architecture and Planning is intended for students who, having completed an undergraduate program in Architecture, wish to develop an in depth professional capability to practice as architects, urban designers, and planners. The dual master's degree in Architecture and Planning also offers students the opportunity to develop research skills and a broad base of theoretical knowledge, and is, therefore, a logical transition from undergraduate work in Architecture toward an academic research degree.

Admission

Candidates for this program must apply separately to, and meet the admissions requirements of, the departments of both Architecture and City and Regional Planning. An undergraduate professional degree in Architecture is usually a prerequisite for admission to the graduate program in Architecture.

It is recommended that candidates identify their interest in the joint degree program before beginning graduate study and request admission to the joint program on their applications. However, in some cases, students may decide to apply for the joint program after beginning the course of study in either field.

Degrees

Two separate degrees are awarded upon completion of all requirements: Master of Regional Planning (M.R.P.) and Master of Architecture (M.Arch.)

Advisors and Curriculum

Each student selects two advisors, one from each Department. The two advisors constitute a committee, which assists the student in all aspects of the program and approves the selection of his or her courses. Students are expected to complete all courses required by each program to fulfill the degree requirements. The student selects electives, with the guidance of his or her advisors and according to a clearly defined direction of study. A thesis is required to satisfy requirements for each degree. In unusual cases, the student may prepare a joint thesis with the prior approval of his or her advisors. There are no language requirements.

Credit Hour Requirements

Students in the joint program fulfill credit hour requirements for both the M.Arch. and the M.R.P. degrees. A total of 96 credit hours of coursework at the graduate level are required. In general, course credits allowed by each Department toward its respective degree are allowed to count toward the joint degree. At least 30 of the required credit hours for the joint degree are to be earned in the Department of City and Regional Planning; at least 36 credit hours in the Department of Architecture; and 30 hours in related elective coursework.

Residency Requirements

Students enrolled in the joint degree program are required to earn at least two registration units from each Department. It is preferred, however, that the student earns at least six residence units in the joint program.

MASTER OF PROFESSIONAL STUDIES IN REAL ESTATE (M.P.S-RE.) AND MASTER OF REGIONAL PLANNING (M.R.P.)

This option is in the process of final approval in the Graduate School.

Admission

Candidates for this program must apply separately to, and meet the admissions requirements of, the departments of both City and Regional Planning and Real Estate. This can be done after the student arrives and the transfer to the new program would occur in the 4th semester. The student would spend three semesters in each program and receive two degrees MRP and MPS/Real Estate. Students in the joint MRP/MPS Real Estate program complete the two programs in three years.

To satisfy the requirements for both the M.R.P. and M.P.S./Real Estate degrees, students in the Dual Program will complete the following:

- 1) Six semesters and 90 academic credits;
- 2) At least 30 credits in CRP courses;
- 3) MRP Program Core requirements:
 - CRP 5130 Introduction to Planning Practice and History (4 crs.);
 - CRP 5250 Introductory Methods of Planning Analysis (4 crs.);
 - CRP 5190 Urban Theory and Spatial Development (3 crs.);
 - CRP 5120 Public and Spatial Economics for Planners (3 crs.);
 - Competence in statistics (satisfied by a number of courses, 3-4 crs.);
 - An advanced methods course (3-4 crs.);
 - CRP 5590 Legal Aspects of Land Use Planning (4 crs.);
 - CRP 5075 Real Estate Project Workshop (4 crs.) (see Real Estate Core Requirements below);
 - Research paper to satisfy MRP Program exit requirement (4 crs.).
- 4) Real Estate Program Requirements
 - A) Core Requirements:
 - CRP 5320 Real Estate Development Process (3 crs.);
 - CRP 5370 RE Seminar Series – 4 semesters (0.5 crs./semester, 2 crs.)
 - HADM 6200 Principles of Real Estate (3 crs.);
 - NCC 5560 Managerial Finance (3 crs.);
 - CEE 5950 Construction Planning and Operations (3 crs.);
 - CRP 6290 Communication in Real Estate (1.5 crs.);
 - CRP 5560 Design in Real Estate Development (3 crs.);
 - CRP 6580 Residential Development (4 crs.);
 - HADM 6280 Real Estate Finance & Investments (3 crs.);
 - CRP 5330 Real Estate Marketing & Management (3 crs.);
 - CRP 5075 Project Workshop (4 crs.) (see MRP Core Requirements above)
 - CRP 6590 Real Estate Transactions & Deal Structuring (3 crs.);
 - CRP 6570 Real Estate Law (3 crs.).
 - B) Other Real Estate Requirements:
 - 12 crs. (4 courses) in an approved concentration; and
 - 5 crs. in leadership and management;

NOTE: Except for CRP 5075 Real Estate Project Workshop, which may satisfy the MRP workshop requirement, no one course may satisfy both a requirement for the MRP Program Core Requirements and a requirement for the Real Estate Program Core Requirements, and no course taken to satisfy the MRP Program Core requirements may be used to satisfy the Real Estate Program concentration requirements.

NOTE: A student in the Dual Degree Program may be excused from satisfying any of the above-stated requirements pertaining to the MRP Program only through filing a petition that is accepted by the MRP Program. A student in the Dual Degree Program may be excused from satisfying any of the above-stated requirements pertaining to the Real Estate Program only through filing a petition that is accepted by the Real Estate Program.

The following sample schedule presents a possible course sequence for a Dual Degree Program student that started with CRP. Students should consult with their advisor for final dual MRP/MPS-Real Estate degree requirements at time of admission.

MRP/MPS-RE COMPLETE Dual degree program					
		Starting in MRP	RE	Both	MRP
		Credits	Core		
Fall I	17.0				
	CRP 5130	Intro. To Planning Pract. & History			4
	CRP 5250	Intro. Methods of Planning Analysis			4
		Statistics/spreadsheets or Elective			3
		MRP Elective			3
		MRP Elective			3
Spring I	16.0				
	CRP 5120	Public & Spatial Econ for Planners			3
	CRP 5190	Urban Theory & Spatial Dev.			3
	CRP 5590	Legal Aspects of Land Use Planning		4	
		Intro to GIS			3
		MRP Elective		3	
Fall II	14.0				
	CRP 5320	Real Estate Development Process	3.0		
	CRP 5370	Real Estate Seminar Series	0.5		
	HADM 6200	Principles of Real Estate	3.0		
	NCC 5560	Managerial Finance	3.0		
	CEE 5950	Construction Planning and Operations	3.0		
	CRP 6290	Communication in Real Estate	1.5		
Spring II	16.5				
	CRP 5370	Real Estate Seminar Series	0.5		
	CRP 5560	Design in Real Estate Development	3.0		
	CRP 6580	Residential Development	4.0		
	HADM 6280	Real Estate Finance & Investments	3.0		
		MRP Workshop (Eg. Historic Preservation)		3	
		Real Estate Concentration		3	
Fall III	14.5				
	CRP 5330	Real Estate Marketing & Management	3.0		
	CRP 5370	Real Estate Seminar Series	0.5		
		Mngt. & Leadership Requirement		3	
		Mngt. & Leadership Requirement		2	
		Real Estate Concentration		3	
		Real Estate Concentration		3	
Spring III	17.5				
	CRP 5370	Real Estate Seminar Series	0.5		
	CRP 6550	Real Estate Project Workshop	4.0		
	CRP 6560	Real Estate Trans & Deal Structuring	3.0		
	CRP 6570	Real Estate Law	3		
		Exit Project Research Paper			4
		Real Estate Concentration		3	
	Total		38.5	27.0	30.0
		95.5			

JURIS DOCTOR (J.D.) AND MASTER OF REGIONAL PLANNING (M.R.P.)

The Joint Program in Law and Planning is intended for students who wish to combine their studies in Law with studies in planning in order to obtain both the Juris Doctor (J.D.) and Master in Regional Planning (M.R.P.) degrees in four years. Candidates for this program must apply separately to, and meet the admissions requirements of, the Law School and Department of City and Regional Planning.

Students enrolled in the Joint Program will normally study during the first year of the program in the Law School. Starting in the second year of their Law School program, Joint Program students in good standing will (1) take courses in the Law School in order to complete a minimum of four Law School electives related to the Joint Program (see below) and (2) take one course during each of their remaining four Law school semesters in the Department of City and Regional Planning. Following completion of their third year in the Law School (and their J.D. requirements), Joint Program students will spend the fourth year of the program in the Department of City and Regional Planning.

While most students in the Joint Program follow the sequence outlined above, it is possible for students to study in the Department of City and Regional Planning before completing the J.D. requirements and later complete the J.D. requirements.

Admission to the Department of City and Regional Planning and to the Joint Program may be arranged subsequent to undertaking the Law School program. For students in the Joint Program, Law School Aptitude Test Data will be acceptable for admission to the Department of City and Regional Planning in place of the Graduate Record Examinations.

Course Requirements

Course Requirements for the Joint Program are determined by a committee consisting of faculty members from the Law School and from the Department of City and Regional Planning.

Joint Program students must complete the requirements for a J.D. degree as established by the Law School. A minimum of four Law School electives relevant to the study of planning must be completed for the Joint Program. Examples of the types of Law School subjects that will be acceptable for credit in the Joint Program include, Economics for the Lawyer, Environmental Law, Land Financing, Land Use Planning, Local Government, Water Law, Welfare Law, Legislation, Urban Development, and Energy Regulation.

Joint Program students will be required to complete the M.R.P. Core Requirements. These requirements may be varied for individual Joint Program students with the approval of the faculty committee (by petition). In order to obtain the M.R.P. degree, Joint Program students may take a wide selection of courses throughout the Department and the entire University beyond the Core. These courses require consent of the Special Committee. Joint Program students will be expected to take courses for the M.R.P. degree in a variety of areas that will expand their knowledge and skill in utilizing planning concepts and tools.

In order to satisfy the M.R.P. degree requirements, Joint Program students must complete 60 credit hours of coursework, including Law School electives acceptable for credit in the Joint Program and at least 30 credit hours in the Department of City and Regional Planning, and two registration units in the department.

MASTER'S INTERNATIONAL PROGRAM: PEACE CORPS PARTNERSHIP

Cornell's City and Regional Planning Program is proud to have partnered with the Peace Corps to develop programs which offer M.R.P. students an opportunity to combine a Cornell learning experience with a hands-on Peace Corps community building experience. Students who take advantage of the CRP/Peace Corps collaboration graduate with a unique "toolbox" of planning skills and techniques that is highly sought after by employers in the nonprofit, governmental, and private sectors.

The flexible structure of Cornell's M.R.P. degree program makes it a perfect complement for a variety of Peace Corps experiences. Students in the M.R.P. program take core courses in competencies which provide them with the building blocks of planning. Students then work with their advisor to custom design a program of study that matches their research interests. M.R.P. students have the opportunity to include courses throughout the university in their degree program. The capstone experience of the M.R.P. program is an exit project in which students incorporate their newly learned skills into a research paper, a professional report, or a thesis.

The Masters International program offers internationally-focused M.R.P. students the opportunity to integrate their academic experience with time in the field gaining a hands-on, practical understanding of international development. The Masters International program is a three-part program which begins with one year of coursework at Cornell, followed by a 27 month Peace Corps placement, and ends with a final year of coursework and completion of the final exit project.

Masters International students spend their initial 2 semesters in the classroom completing core course requirements and augmenting their newly learned skills with relevant specialization courses in international studies and planning. The first year provides students with skills that will prepare them for their upcoming field placement. Students also have time to develop a comfortable working relationship with their Committee Chair and benefit from the wide and deep range of faculty experience in the international development field.

The first year is followed by two years of Peace Corps volunteer service which, in many ways, is the most powerful component of the Masters International Program. Students get a chance to put their classroom skills to use in a real world setting and see how those skills can transform communities. Regular contact with the committee chair is done via email and students are welcomed to return to Cornell for visits during the placement period. M.R.P. students are able to earn 6 credits for their Peace Corps field placement which fulfills the program's workshop requirement.

Students then return to Cornell to complete their second year of the M.R.P. program. They complete their additional coursework and work with their Committee Chair to integrate their field experience into a final exit project.

Prospective students should apply to the M.R.P. program the fall prior to their desired enrollment date. It is, however, possible for already enrolled M.R.P. students to participate in the Masters International program provided they make their decision during their first semester at Cornell. Peace Corps Application process can take up to a year, so interested Masters International students should submit their Peace Corps application no later than the summer – a year before they wish to enter Peace Corps. Peace Corps and CRP make admissions decisions independently.

For more information on Masters International, contact Director of Graduate Studies, Mildred Warner (mew15) or go to the Peace Corps Masters International website at <http://www.peacecorps.gov/masters>

FUNDING AND FINANCIAL AID

DEPARTMENT FUNDING: GTRS, TA, AND RA POSITIONS

Teaching and graduate assistantships provide an important source of funding for students and an invaluable resource for the Department. Teaching assistants (TA) are Ph.D. students who help faculty with course preparation and, in return, gain experience in teaching and preparing courses and are expected to work 15-20 hours per week for 16 weeks each term. Master's students work as Graduate Teaching Research Specialists (GTRS), helping with research and teaching duties and some of the administrative functions of the Department. GTRS assistants gain the opportunity to work with a professor in a field closely related to his/her area of interest and are expected to work 5-6 hours each week for 16 weeks each term. These assistantships are merit-based awards to selected applicants. Each semester, students rank the available assignments according to their individual preference on an online survey. Assignments are made based on departmental needs and faculty and student interests.

The assignments are made by the DGS in consultation with individual faculty. The DGS must take into consideration the Department's need to staff certain areas, such as quantitative courses, with qualified students. The Department makes every effort to ensure that students will have some balance in their assignments so that they will have some variety in their assignments over the year.

Paychecks

Students who receive departmental funding will receive paychecks two times a month, on the 15th and 30th/31st of the month. Students will receive a total of 9 paychecks over the course of each semester they work.

Before payroll can be processed, a W-4 and I-9 form must be completed and turned into Tina along with one of the following forms of identification: 1) a passport, 2) a driver's license and a social security card, or 3) a driver's license and a birth certificate. In addition, international students are required to complete a Foreign National Questionnaire accompanied with copies of both sides of the I-94 form, visa and I-20 or DS2019. Students are strongly encouraged to use direct deposit. Those who do not sign up will have their checks mailed to the address on file with Cornell. This will delay your receipt of the funds. To enroll, print a copy of the direct deposit form from the Graduate website or see Tina along with a voided check or deposit slip. You can also submit the form directly to the Payroll Department in East Hill Plaza.

Evaluation of Job Performance

An evaluation of job performance will be done once each term. You and your supervisor will be asked to complete a survey evaluating your performance. Satisfactory job performance is required for continued funding.

FUNDING AND FINANCIAL AID SOURCES

Hourly Work

Many professors and some administrators may have hourly work available. MA and M.R.P. students are paid \$10- \$13 per hour and can work up to 20 hours per week. During semesters when a student receives a GTRS stipend, they may only work a maximum of 15 hours in addition to their GTRS assignment. PhD students may accept up to 5 hours of hourly work.

Cornell Fellowships and Funding

Cornell funding is decided during the application process, but some outside fellowships have different application processes and deadlines. The following financial sources are some of the numerous opportunities to gain additional support from Cornell. For detailed information on a variety of financial aid possibilities outside Cornell, start with the following financial aid information Web site produced by the National Association of Student Financial Aid Administrators: www.gradschool.cornell.edu/loans.

Atkinson-Tetrault Fellowship

(decided Spring prior to first entering year)

(For US Citizens and International Student Applicants). This fellowship is awarded jointly by the department and Telluride Association; a campus and national organization. The award includes room and board at Telluride House, plus a stipend of \$19,000 with a partial tuition award (from CRP) for two years of residency in the M.R.P. program. Offered alternate years, available for 2009-2010. Students that are accepted into the CRP program will receive an application in February, which will be due in March. The fellowship will be awarded in April.

Cornell University Diversity Fellowships

(decided Spring prior to first entering year)

(For US Citizens). These special fellowships are designed to increase the diversity of Cornell's graduate student population and made available to the entering students on a competitive basis to U.S. citizens or permanent residents. To be considered for these awards, please submit a supplemental essay with your application that addresses how the

following criteria apply to you: 1) a history of overcoming disadvantage; 2) first-generation college student; 3) raised in a single-parent household; 4) member of an underrepresented minority group (American Indian or Alaskan native, Black/African American, Mexican American, Native Hawaiian or other Pacific Islander, Puerto Rican, Other Hispanic). These pay full tuition and fees each year and the department offers a partial GTRS assistantship stipend.

Foreign Language and Area Studies (FLAS) Fellowships (decided Spring each year)

(For US Citizens). FLAS fellowships support advanced training in foreign languages (excluding some Western European languages and areas). You do not need to be proficient in the language to apply. Only U.S. citizens and permanent residents are eligible. Awards provide a nine-month stipend and tuition fees. All FLAS fellows receive the balance of tuition from the Graduate School. Ph.D. students who receive FLAS awards also receive a stipend supplement to bring the award to the nine-month assistantship minimum, and individual Cornell Student Health Insurance (SHIP). Applications, usually due in late January, are available from the individual graduate field offices.

Southeast Asia - <http://www.einaudi.cornell.edu/SoutheastAsia/funding/index.asp?section=flas>

European - <http://www.einaudi.cornell.edu/Europe/funding/flas.asp>

Latin America- <http://www.einaudi.cornell.edu/latinamerica/funding/index.asp> Not currently available

East Asia - <http://www.einaudi.cornell.edu/eastasia/funding/East Asia Program>

Reese Miller Exchange Scholarship (decided Spring each year)

For Cornell students interested in studying at Central European University in Budapest for the academic year, or for one semester during that year, are encouraged to apply for the Telluride Association's Reese Miller Exchange Scholarship. The scholarship provides tuition, a living stipend, university housing and health insurance for one year or one semester of study at any department at Central European University. Telluride House members and graduate students and undergraduates who are within two years of graduation in the department of History, the program in Medieval Studies, CIPA, and CRP are welcome to apply. For information and links to the application, due in February, please visit www.tellurideassociation.org/programs/university_students/us_awards.html. Direct inquiries to Sarah Weiger at sarah.weiger@tellurideassociation.org.

Clarence S. Stein Awards for Research, Teaching, and Community Service (decided Spring each year)

Each year, the Clarence S. Stein Institute makes awards of up to \$15,000 in each of three categories: research, teaching and community service. The proposals should be related to the ideas and works of Clarence S. Stein, as expressed in his book, *Toward New Towns in America*. These range from the fields of architecture through landscape architecture and planning to suburban and urban development.

Category A: Research

One-year thesis and multi-year dissertation fellowship awards are encouraged. These proposals generally make use of the vast archival collection of dozens of designers in Stein's era, available in the Kroch Archives. In addition, proposals are being solicited to support other forms of collaborative research work with faculty, students, and outside experts in urban and landscape studies. For example, support might be sought for research leading to a new National Historic Landmark nomination for a Stein-designed suburb.

Category B: Teaching

Proposals will also be entertained to support short courses, fund a speakers' series or colloquia, or under-write the expenses of visiting practitioners to participate in courses at Cornell University. Teaching support could also fund a fieldwork course that would examine the issues that Stein raised in an off-campus urban or suburban location, assuming the academic sponsorship and approval of Cornell faculty. Student-led initiatives are invited, with or without direct faculty supervision.

Category C: Community Service

Community service proposals are also solicited. A member of the faculty should direct this collaborative work. It might include community-based learning, particularly in Stein-designed communities. Alternatively, it might support a design charrette to advance creative solutions exploring Stein's ideas for a landscape. Internship support connected to a Stein-design is also possible, as is the development of publication or publication subventions for Stein-related projects.

For more information regarding project requirements, deadlines, and application process, please consult with Michael Tomlan, Director of the Clarence S. Stein Institute Committee. (mat4@cornell.edu)

OUTSIDE FELLOWSHIPS

American Association of University Women (AAUW)

(For U.S. Citizens and International Students). World's largest source of funding for women's graduate fellowships.

www.aauw.org/fga/fellowships_grants

FASTWEB

(For U.S. Citizens and International Students)

A free scholarship-searching service Mostly for U.S. Citizens with a few international fellowships.

www.studentservices.com/fastweb

Cornell Online Fellowship Notebook

(For U.S. Citizens and International Students).

This website contains all information that the Graduate Fellowship office has accumulated about outside fellowships.

<http://cuinfo.cornell.edu/Student/GRFN>

NAFSA: Association of International Educators (For U.S. Citizens and International Students)

Visit their financial aid website at <http://www.nafsa.org/students.sec> or call them at 1-202-462-4811 to hear a phone recording about financial aid. Ask for the "Recording on Financial Aid." NAFSA can be reached by mail (1307 New York Avenue NW, Eighth Floor, Washington, D.C. 20005, USA), or by phone (202-737-3699).

National Science Foundation

(For U.S. Citizens)

The NSF offers Graduate Research Fellowships including Women in Engineering and Computer and Information Science Awards. Applications for NSF Graduate Fellowships can also be submitted electronically at www.fastlane.nsf.gov

National Society of Women Descendants of the Ancient and Honorable Artillery Company (For U.S. Citizens)

Scholarships for women enrolled in a graduate program in Historic Preservation are available. Applicants must be U.S. citizens. Scholarships of \$300 to \$500 are awarded; the deadline to apply is in August. Contact: National Society of Women Descendants of the Ancient and Honorable Artillery Company, Scholarship Committee, Nancy B. Cobos, President, 1475 Freetown Drive, Reston, VA 20191-2527.

International Research and Exchanges Board (IREX) (For International Students)

Administers Muskie graduate fellowships for international students from several Eurasian countries. See www.irex.org.

Institute of International Education

(For International Students)

Visit their extremely helpful website at <http://www.iie.org/> or write to 809 United Nations Plaza, New York, NY 10017-3580, USA. The can also be reached at 1-212-883-8200 (phone) or 1-212-984-5452 (fax).

National Association of Student Financial Aid Administrators (NASFAA) (For International Students).

Terrific page on international student financial aid. www.edupass.org

LOANS

For U.S. Citizens:

To be considered for student loans, you must complete a Free Application for Federal Students (FAFSA) form and establish a financial aid file with the Graduate Financial Aid Office located at 155 Caldwell Hall, Cornell University, Ithaca, NY 14853-6201. Your financial aid file must be complete by May 15 in order for your loans to be processed before the payment for fall tuition. If you have questions concerning your financial aid file, email: gfao@cornell.edu. FAFSA forms can be obtained by calling 1-800-433-3243 or by visiting <http://www.fafsa.ed.gov/>.

For International Students:

International Student Loan Program (ISLP)

This loan program allows international graduate students to borrow up to \$15,000 per year. A credit-worthy U.S. citizen or permanent resident must co-sign the loan. For more information, visit www.internationalstudentloan.com/intl_student, call 1-888-296-4332, or write to 15 Cottage Avenue, Fifth Floor, Quincy, MA 02169, USA.

The Education Resources Institute (TERI)

The TERI Professional Education Plan is available for graduate and professional study. They can be reached at 1-800-255-8374 in the U.S.; or at 1-617-426-0681 for abroad. For more information visit www.teri.org or write to P.O. Box 312, Boston, MA 02117, USA.

Private Financial Institutions

CitiAssist can be reached at 1-800-745-5473 or at www.studentloan.com. NellieMae can be reached at 1-888-288-4846, www.nelliemae.com/loancenter, or at loancounselors@nelliemae.org. Both institutions require a U.S. citizen to co-sign the loan.

SUMMER FUNDING

All students who receive financial support (assistantship, fellowship, travel awards, etc.) must register for the summer at no charge. This includes participants in the cooperative internship and Urban Scholars programs. Summer registration usually starts during the last week of the spring semester and students may register online.

Student Cooperative Internship Program

Since 1990, the City and Regional Planning Department has partnered with many local, regional, and national organizations to offer summer internships to graduate students. With the aid of a subsidy from the Graduate School, the Department offers stipends for 10-week, 20 hours/week summer research or professional work internships. In cooperation, CRP asks the participating organization to match the grant for the internship period. Normally, the stipends are awarded to students between the first and second years in the M.R.P. and M.A. programs. The internship program provides students with an opportunity to begin research in their specific field of interest and gain valuable first hand experience. The maximum 20-hour workweek provides students with an opportunity to get an early start on their final exit projects.

Applications for the summer internship program will be made available in December (see Appendix D: Forms). Students are strongly encouraged to seek out specific internships in which they are interested and either contact the organization themselves or provide the organization's contact information to the internship coordinator so that he/she can send the organization information on the program. A list of interested employers and their required materials for application will be available in a presentation binder in room 109 W. Sibley by February. Applications for Summer Support are due by late March with specific internship and goals for summer indicated. Students selected to receive a grant will be notified in late April, but we must have a "Letter of Intent" from the Organization offering the internship. Students accepted for a grant must register with Cornell for the summer and sign the Internship Summer Funding Acceptance letter. Opportunities for Travel Grants may also be available to supplement the internship.

Summer Research and Travel Funds (see Appendix :D Forms)

A limited amount of summer funding is available for graduate student research travel. PhD students are especially encouraged to apply for summer research funding. Applications are due in late-march at the same time as the Cooperative Summer Applications.

Urban Scholars – Graduate Research Fellowship

The Urban Scholar program nurtures a new generation of public scholars dedicated to producing applied research designed to enhance the quality of life for economically and politically marginalized inhabitants of New York City. The Graduate Research Fellowship in Children, Family, and Community Development Policy-Making enables selected graduate students to spend eight weeks working in our nation's largest city. There, students collect and analyze data on a collaborative basis with residents, staff, and board members from organizations engaged in direct services, policy analysis, and advocacy on behalf of low-income children and families. Special emphasis will be placed on research that contributes to the development of innovative policies designed to address the deeper structural causes of persistent poverty in New York City. Peace Corps fellows will participate in this program, but it is also open to graduate students across campus.

Each Graduate Research Fellow will receive a research stipend to cover costs related to their NYC-based research activities. Each student will also receive a housing allowance to cover a portion of shelter costs. Students will receive these funds in four equal payments.

For more information, contact the Urban Scholars Administrative Assistant, Sarah Smith, in 106 W. Sibley or sbs17@cornell.edu.

Fellows/USA Program: Peace Corps Partnership

Fellows/USA offers Returning Peace Corps Volunteers the opportunity to integrate two years of graduate study with a fully-funded summer placement with a nonprofit or municipal agency serving New York City's poorest communities. It is a perfect opportunity for returning Peace Corps volunteers to continue their service to those in need while completing a program of academic study.

Returning Peace Corps Volunteers spend their first year in the M.R.P. classroom completing core course requirements and augmenting their skills with relevant elective courses. This includes a coursework in research methods and project design which helps prepare Fellows/USA students for their summer internship.

Over the summer, Fellows/USA participants receive a Graduate Research Fellowship through the Cornell Urban Scholars Program (CUSP) where they work with a Community Research Partner in New York City to conduct collaborative research that promotes the health and welfare of New York City's poorest citizens and communities. Graduate Research Fellows are paid a stipend and a housing allowance for their summer work in NYC. Alternative summer internships with other groups are also available.

Following the completion of their summer internship, Fellows/USA students return to campus to complete their second and final year of coursework for their M.R.P. degree. They are encouraged to produce an article for scholarly publication or a professional policy report on their internship experience. Upon completion of the 60 required units of coursework and submission of their written policy report, Fellows/USA participants are eligible to receive their M.R.P. professional degree. Fellows can receive up to 6 hours credit for their prior Peace Corps experience.

For more information on Fellows/USA, contact Director of Graduate Studies, Mildred Warner (mew15) or visit <http://www.peacecorps.gov/fellows>

TRAVEL GRANTS

Conference Grants (Graduate School) (F6, Appendix D: Forms)

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_f6.pdf

Full-time, registered students in the Graduate School invited to present papers or posters at professional conferences may apply for grants to help cover expenses related to conference participation (travel, lodging, conference fees, etc.). The application deadline is the first day of the month proceeding the month during which the conference is scheduled. Awards are announced two weeks after the deadline. Students who have not received confirmation that their paper has been accepted by the application deadline may apply and provide the appropriate documentation once it becomes available. Applications are available online and from the Graduate School, 143 Caldwell Hall.

Research Grants (F7, Appendix D: Forms)

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_f7.pdf

Full-time registered students in the Graduate School can apply for awards for research-related travel in the United States and abroad. These grants are intended for travel during the academic year that is directly related to dissertation research. Funds are not awarded for summer travel or for conference travel. Priority is given to Ph.D. students who have or will have passed the 'A' Exam prior to initiating their travel and to those conducting pre-dissertation research. Travel may be between several weeks to months in duration. The application deadline is early November. Applications are available online and from the Graduate School, 143 Caldwell Hall.

International Research Travel Grant

The Mario Einaudi Center and its associated Programs sponsor the International Research Travel Grants. These grants provide travel support for Cornell University graduate students conducting short-term research and/or field work in countries outside the United States.

Applicants must be enrolled in an approved PhD or Masters Degree program at Cornell University. They must also show proof that they have applied for funding from the Director of Graduate Studies in their own fields of study. The application deadline is early February. More information is available at: <http://www.einaudi.cornell.edu/funding/travelgrant.asp>

Departmental Travel and Research Grants (see Appendix D: Forms)

Graduate students who wish to attend a conference (i.e., ACSP, APA, PN etc.) or receive research travel funding, can apply for conference travel funding from the department. Prior to attending, the student must complete a Student Financial Commitment Form (Appendix O) indicating the conference and the estimated budget for expenses. If approved for funding, upon return to campus, the student can then complete an AAP Travel Reimbursement Form (Appendix P) with receipts for a reimbursement of a portion of the total expenses to the Business Service Center, 140 E. Sibley Hall. Limited funds for research travel may also be available.

GRADUATE TEACHING OR RESEARCH ASSISTANT GUIDELINES

Putting Materials on Reserve— Fine Arts Library

In order to process reserve materials in a timely manner, please submit course-reading material lists as soon as possible. To assist in processing your materials, the Fine Arts Library recommends the following: When submitting your lists, please organize them by reserve type. That is, turn in separate lists for the following: a) library books, b) personal copies, and, c) electronic reserve articles. In addition, please make certain that your citation information is accurate. If you require a specific edition of a title, please indicate this on your list. You may use our online reserve form found on our website, create your own reserve list as a word document, or use our paper reserve list forms that are available in the library. Please be aware that it takes (on average) 10 days to process a list. (These are often complications such as recalls and requests from other libraries). Keep in mind copyright guidelines, (i.e. we are not allowed to scan and post course readers, such as those supplied by the campus store). The University Counsel office's interpretation of the application of Fair Use in teaching can be found at <http://www.copyright.cornell.edu/policy/>

For e-reserve articles, please submit clean copy – preferably single-sided and on 8.5” x 11” paper.

Please do not wait until your lists are complete. We're happy to start work on partial lists.

Please be aware that we process reserve lists by date of receipt. The copy machine in 105 has a scanning feature and can make pdfs for use in reserve readings.

We understand that circumstances arise which make it impossible for some faculty members to submit their lists before the start of the semester and we will accommodate late submissions. Please let us know of any special circumstances in which you need our assistance and be aware that: descriptions of reserve processes and policies are available online at www.library.cornell.edu/finearts/Circulation/reserve.html.

If you have any questions about reserve processing or policies, please contact the Fine Arts Library Circulation Supervisor, Carla Bahn. Carla's email address is ceb6@cornell.edu. Her telephone number is 255-3710.

Proxy Card, Getting Library Materials for a Professor

If a professor asks you to check out books from the Cornell Library System, then you will need to first obtain a proxy card (see Appendix D: Forms). Faculty may authorize any person (Cornell-affiliated or not) to check out books in their name. “Proxy Cards” are issued at 116 Olin Library Monday – Friday, 8:30am - 4:30pm. The faculty member assumes all responsibility for books charged out by a designated proxy. Proxy cards will be honored at all Cornell library units and are valid for a period of up to one year. For details, contact 255-5069, 116 Olin Library. Form may be found in electronic forms folder on the CRP website or at 116 Olin Library.

Long-Distance Calling

Professors should provide students access to telephone and long distance dialing code before any calls are made.

Purchasing Items for a Professor

All purchases made in the behalf of a professor or for a course should be arranged beforehand. The professor should provide you with adequate payment for items prior to the purchase. You should not be expected to buy something and then be reimbursed. To buy things at the Campus Store, the professor should provide you with an account number.

Copying/Printing/Computer Use

If professors require their GTRS to make photocopies, the professor should provide a course copy number for use of the department copy machine. When asked to do work on a computer,, he or she should either provide a computer for you to use, arrange for you to use one in the lab, or be make sure you have personal access and/or necessary software beforehand. If you need to print materials, then make sure the professor provides you with means to do so beforehand. This may include providing a personal printer, making prior arrangements with Andre Hafner or Mukles Haddad to print in the GEDDeS labs, or giving you money or a printing card to pay for printing from outside sources.

Arranging for Use of Electronic Equipment

If a professor asks you to obtain slides or computer equipment (laptop, projector, etc.) for a course, you have several options. Sibley 101, 115, 157, 208, and 211 contain ceiling mounted LCD projectors and locked tilt boxes containing VCR/DVD players, but not laptops. The keys to the tilt boxes and a bag containing the relevant patch cords and remote controls may be signed out. Please visit the Fine Art Library Circulation Desk.

CRP FACILITIES, ORGANIZATIONS AND LOGISTICS

SIBLEY HALL FACILITIES

Student Offices and Workspaces

Lounge: Sibley 309 is a lounge with refrigerator, microwave, coffee pot and black board. A phone for local calls (254-4818) is available; for long distance calls, please use a calling card or credit card.

Work Space: Sibley B10 (the larger room) is for meeting and work space for workshop classes. There is also a phone for conference calls, two computers for use by workshop classes and pin up space for design work. Sibley B12 (the smaller room) is administrated by the Organization of Cornell Planners and is intended to be workshop and study space for CRP students. To reserve for workshop presentations, contact the OCP president.

Ph.D. Offices: Each Ph.D. student is allocated a desk, but will share an office on the 3rd floor with 3 or 4 other students. If you have not been assigned an office, please see Tina Nelson in 106 W.

Student Organization Offices: Sibley 319 (255-9591) is designated office space for the Organization of Cornell Planners, Women's Planning Forum, International Students Planning Organization, and the Planning Students for Diversity. Sibley 102 (255-7412) is for the Preservation Studies Student Organization and Association of Preservation Technology.

Lockers are also available for CRP graduate students in that the basement space as well as in the third Floor hallway, contact Tina in 109 W. Sibley.

GEDDeS Computer Labs

The department just remodeled the computer labs. The Barclay Gibbs Jones Urban Design Lab in room 305 W. Sibley has 39 computers and is the main teaching/classroom facility and the auxiliary lab in 223 W. Sibley with 15 computers is set for smaller classes and individual work. In addition, the department counts with a printing and plotting room in 224 W. Sibley and a sever room in room 307. The Computer Labs Coordinator (Andre Hafner, 255-1130; ah97) and the Computer Operations Manager (Mukles Haddad, 222 W. Sibley; 255-1820; mh19) can assist you with issues related to the computer lab from 9am to 4 pm, lab monitors are also available after hours from 5pm to 9 pm.

The computing facilities at City and Regional Planning "GEDDeS labs" are set up to provide 24/7 service. The labs are equipped with high-end PC's, printers, scanners, and software (such as MS Office 2007, ArcGis 9.2, SPSS16, Adobe CS3, Sketch-Up, and other applications). The labs are used for structured classes and for walk-in service. Users must have a GEDDeS computer account in order to use the labs (which is different from the CU computer account) and can apply for an account with Andre Hafner. Lab users are provided with disk storage space on the server to store their files according to their needs. The department provides full time dedicated technical staff to support the facilities.

The labs are accessible to CRP students on a 24/7 basis except for the hours set aside for back-ups and maintenance (Monday morning until noon). Schedules are posted on the doors. Please see Andre Hafner for registration forms and to activate your student ID card for 24-hour access privileges. The CRP labs offer a variety of printers with reasonable costs. In order to print in the labs you must first add money to your lab print account by submitting a check or filling out a Bursar Form available in the lab with your 'net-id' number to Andre Hafner or Mukles Haddad.

GEDDeS Tips:

Mondays: Students do not have access to the labs between 8am and 12pm every Monday; during this time the staff in charge back up the server and perform scheduled maintenance and updates.

After hours: After 5pm and all times on weekends and holidays, students must use their CUID card to gain access to the labs.

Green Dragon Cafe

The Green Dragon is a lounge area in the basement of Sibley Hall that offers Cornell Dining coffee, drinks, sandwiches, and snacks to students, faculty, and staff. The Green Dragon is an informal gathering place with a few computer stations to check email and is also the place to pick up the Cornell Daily Sun and other student papers, newsletters, etc. The hours of operation during the school year are usually:

Monday - Thursday	8am to Midnight (except Monday 8am-12pm)
Friday	8am to 6pm
Saturday	Noon to 6pm
Sunday	Noon to Midnight

Additional Dining Places Frequented by CRP Students

Temple of Zeus – Located in Goldwin Smith and open 7:30am to 2pm. Great soup and non-Cornell Dining food. Weekly menu and recipes available at: <http://www.arts.cornell.edu/zeus/>

Manndible Café- Located in Mann Library on the AG Quad and open from 7:30am to 5pm. Local food, burritos, bagels, and Gimme Coffee. More information at: <http://manndiblecafe.com/>

Moosewood Café at Anabel Taylor Hall, open from 11am to 2pm. Local food, vegetarian, soup, pitas, entrees. More information at: <http://www.campuslife.cornell.edu/campuslife/dining/moosewood-at-anabel-taylor.cfm>

Two Naked Guys – Located in Johnson Museum of Art and open 9am to 3pm Monday-Friday. Soup, sandwiches, and pastries sold.

Libe Café – Coffee shop located in Olin Library.

Big Red Barn – Located behind A.D. Whitehouse, open Monday-Friday 8a.-2pm. Sandwiches, beer, and outdoor dining. This is the location for TGIF (Tell Grads it's Friday), held every Friday from 4:30pm to 7pm and selling beer (domestic \$1, import \$2).

Fine Arts Library

<http://www.library.cornell.edu/finearts/>

Sibley Dome, East wing 2nd and 3rd floor . Call 255-3710.

Hours during the academic year

Monday–Thursday	8:00 a.m. to 11:00 p.m.
Friday	8:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 11:00 p.m.

Special schedules are in effect during holidays and vacations, including summer.

Please refer to <http://www.library.cornell.edu/about/libhours.html> for up-to-date hours.

The Fine Arts Library serves the College of Architecture, Art and Planning and the Department of Art History and Visual Studies through its architecture, fine arts, city & regional planning and landscape architecture collections.

The collection consists of over 210,000 volumes of which 90,000 are located at the library annex. The collection also includes 1,400 periodical titles, CDs, DVDs, videos, and digital image collections. In addition there are numerous electronic resources available through the Library Gateway.

Most of the items may be borrowed with the exception of reference books, and the large folio-sized materials. Material from the library annex can be requested through the Library Gateway. Students are individually responsible for all material loaned to them.

The library facilities include black and white and color photocopy machines, laptop loans, study carrels, dvd and vhs players.

The 19 Cornell University Libraries on the Ithaca campus comprise nearly 8 million items. Computers with advanced applications and plotters are available at the Stone Computing Center at Mann Library. They also offer a variety of workshops on GIS. <http://www.mannlib.cornell.edu/instruction/workshops/index.cfm>

Reserve Books

Selected material for use in connection with certain courses is placed on reserve at the circulation desk. Special rules governing the use of reserve books are posted at the desk. Many reserve readings are now available electronically through the course management system Blackboard. More information about course reserves can be found at <http://www.library.cornell.edu/finearts/circulation/reserve.html>.

Members of the library staff are pleased to assist students in the use of the online catalog, periodical indexes, and electronic image resources, as well as finding material on special subjects. All 19 campus libraries that comprise the university library system are open to all students allowing access to 8 million volumes. Additionally, interlibrary loan services are available so that students may borrow materials from other academic libraries for no additional fee.

Career Services

The AAP Career Office serves as a clearinghouse for CRP students in seeking future employment. The Office offers numerous services and workshops throughout the year and is located in 240 E. Sibley Hall in the Fine Arts Library. By registering with CornellTRAK, you can have job listings delivered to your email account, apply online to positions, and display your resume to potential employers.

The Graduate School Career Services Office is located in 384 Caldwell Hall. The Office offers additional services, including individual career counseling, career development workshops, and resources.

The University Career Services Office is located in 103 Barnes Hall and offers additional counseling and programs open to all students to complement those in the AAP College and Graduate School offices.

Business Service Center

The AAP Business Service Center is located in 140 E. Sibley. Catherine Lopez is the contact person for the CRP department. If you need to make arrangements for event catering, then you must obtain permission from a faculty or staff member and see Katie Lopez to obtain the Wegman's card if you are planning to use Wegman's.

John Hartell Gallery

To reserve Hartell Gallery for a reception or exhibition you will need to contact the Gallery Coordinator at 255-3299 or stop by the Communications Office, 260 E. Sibley Hall for an application or visit the web at <http://aap.cornell.edu/aap/resources/upload/John-Hartell-Gallery.pdf>. Spring reservation applications are due in October, and reservations for fall are due in April.

Reserving Other Spaces

To reserve a room in Sibley see the Undergraduate Program Administrator (255-4613) in Room 106 W. Sibley for scheduling information. Should you need to reserve a room outside of Sibley for a meeting, reception, thesis defense, or other special event, see the Undergraduate Program Administrator or look on the Registrar's site for possible spaces, contact information, and features and requirements (<http://registrar.sas.cornell.edu/Sched/roomres.html>). In the past, CRP has used spaces in the A.D. White House and Anabel Taylor Hall. Tables and chairs will usually need to be rented from outside sources.

CRP LOGISTICS

Mailboxes

Each student is assigned a mailbox in Sibley Hall outside Room 115. Faculty and staff regularly use the mailboxes to communicate with you. You may also have other departments send mail here if you wish. However, please do not have personal mail sent to your mailbox or to Sibley.

Faxing

Students have permission to use the department fax machine (607-255-1971) located in Room 106. You may have faxes sent here, but please have the sender put your full name on the cover page so that it can be delivered to your mailbox. Please pay for the long distance call beforehand using a calling card or credit card. Local or on-campus faxes are free.

Lockers

There are lockers in the 3rd floor hallway and in the basement lounge space for students to use. If you would like to use a locker, see Tina in 109 W. Sibley.

Starting a new class

If you are interested in starting a new course, you will need to find a faculty sponsor, get a course number from the Undergraduate Program Administrator, and apply for approval by the Curriculum Committee.

Contacts with alumni

Occasionally, students can request professional contact information for Cornell planning alumni. You will need to see Tina to request this information. Please be aware that she will only provide you with professional emails and not home information for those alumni who have approved her to do so.

OTHER FACILITIES

Miller-Heller House

Through the generosity of the late Lillian P. Heller, the College of Architecture, Art, and Planning also owns the Miller-Heller House, home of William H. Miller, the first student to enroll for the study of architecture at Cornell, and later a practicing architect in Ithaca. This handsomely appointed mansion at 122 Eddy Street in Collegetown is used to house visiting teachers and

guests of the college and for occasional receptions and social events. Contact Rich Jaenson in Sibley B16; 254-8606; rjj6 for further reservation information.

The Olive Tjaden Gallery

To reserve Tjaden Gallery contact the Gallery Coordinator in 224 Tjaden Hall or at 255-6730 or visit the web at <http://aap.cornell.edu/aap/resources/upload/Tjaden-Gallery-Application-Fall-2009.pdf>.

STUDENT ORGANIZATIONS

Organization of Cornell Planners (OCP)

OCP is a student planning body, which carries out a variety of activities on behalf of all the planning students. OCP sponsors events, promotes professional contacts through the American Planning Association, and conducts academic evaluations and surveys to advise the faculty on the curriculum and other departmental matters. Contact President Kate McCarthy (klm279@cornell.edu)

Preservation Studies Student Organization (PSSO)

PSSO acts as an advocacy organization regarding preservation issues both on the Cornell campus and elsewhere. The PSSO hosts social events, sponsors lectures and maintains contacts with alumni in the preservation field. Contact President Emma Waterloo (emw86@cornell.edu) or visit their website: <http://www.rso.cornell.edu/pss/>

Association for Preservation Technology International (APT)

APT is a cross-disciplinary, membership organization for conserving historic structures and their settings. Membership in APT provides exceptional opportunities for networking and the exchange of ideas. APT at Cornell is the first student chapter of this international association. Contact President Anne Turcotte (af26@cornell.edu)

International Planning Students Organization (IPSO)

IPSO exists to build relationships with international development students in other departments of Cornell University, as well as other universities; to provide a forum for undergraduate and graduate students in their academic, research, and professional pursuits so they may have a better opportunity to link planning theory and practice; to reinforce cohesiveness within the International Studies in Planning (ISP) concentration within the department of City and Regional Planning; and to build ties and facilitate discussion between students and international planning practitioners. Contact President Callie Watkins (cpw43@cornell.edu)

Planning Students for Diversity (PSD)

PSD is dedicated to lending institutional, practical, and emotional support to minority students studying planning. Pursuant to these ends, one of PSD's goals is the professional development of its members. Our endeavors include, but are not limited to (1) providing opportunities for self-enrichment in interactive and safe places, (2) providing opportunities for self-enrichment through dialogue with practitioners, film series, and round table discussions, and (3) recruitment and retention: increasing the number of minority students in the Department of City and Regional Planning, and retaining those minority students enrolled. Contact President Erica Gutierrez (eg357@cornell.edu@cornell.edu)

Women's Planning Forum (WPF)

WPF functions as an arena for CRP women and men to discuss the gender dimension of planning issues and also as a vehicle for sharing information and progress on thesis topics. WPF also organizes lectures and social events open to all. The Women's Planning Forum has worked closely with the Department on faculty searches and is an advocate for the recruitment of women and minorities to the faculty. Contact President Dani Bergstrom (dnb48@cornell.edu)

Cornell Design and Planning Group (CDPG)

CDPG is a new organization of students from planning, landscape architecture, real estate and architecture. They are an interdisciplinary academic collective meeting to build bridges between related and diverse disciplines, fields, studies, and interests and have recently placed in various design competitions. Contact CRP representative Daniel Kelleher (dfk38@cornell.edu) or visit their website: http://www.rso.cornell.edu/d_and_p/

DEPARTMENT EVENTS AND ACTIVITIES

Open House

The department holds a Spring Open House in late March/early April for prospective students who are considering City and Regional Planning graduate study at Cornell. This event provides prospective students an opportunity to attend classes on

Wednesday or Thursday and participate in a daylong department information session on Friday. During the course of the day, students have the opportunity to meet with faculty, staff, and current students in formal and informal settings. Evening activities are planned by student organizations to help prospective students discover the non-academic setting in Ithaca.

Math Camp

An optional, free review of mathematics will be offered for incoming CRP students August 17-20, 2009. Topics to be reviewed include basic mathematical operations, algebra, geometry, and statistics. There will be four hours of instruction per day daily and will involve some computer applications. The time and location of class meetings remains to be determined, further details will be sent out over the summer. Please contact Javier Perez-Burgos (jip33) for more information.

Fall Orientation

In fall, new graduate students participate in an orientation session on the Monday, Tuesday and Wednesday before the start of classes on Thursday. The orientation provides incoming students with an opportunity to meet faculty, staff, and current students, and to learn more about department and university procedures, policies, and course requirements. During the course of orientation, students will also meet with their temporary advisors and participate in introductory sessions in the Fine Arts Library and GEDDeS Computer lab. Also, there will be various receptions and student organized social activities to help ease students into life at Cornell and CRP. Look for information packets the summer before registration.

The Graduate School also provides many opportunities for gatherings as does the International Students and Scholars Office (ISSO). All foreign students must check in with the ISSO Office soon after arriving at Cornell. The ISSO conducts orientation sessions for international graduate and professional students at the beginning of fall and spring semesters. Find more information at: <http://www.isso.cornell.edu/>.

Fall Professional Planning Colloquium

CRP 7900 - The Fall Planning Colloquium, open to the Cornell community, is a one-credit course. Speakers and topics change from year to year, but are always domestic in nature. Since the colloquium changes yearly, students may enroll for more than one semester. The one-credit course requires weekly attendance and a writing submission.

Career Forum

Each year the Career Office sponsors a Career Forum where former CRP students return to talk about their work and professional life. This year it will be held on November 6, 2009, organized in coordination with the Fall Colloquium series and may involve a reception or a meal with visiting alumni. Students participate in organizing the Career Forum through the Organization of Cornell Planners.

Fall Trip/Planning and Preservation Practice (will not be held Academic Year 09-10)

CRP 5660 - Students spend one weekend during Fall Break participating in a field study of city planning, historic preservation, economic and community development, and real estate issues in a large, eastern U.S. city. Recent trips have been to Pittsburgh, Boston, New York City, and Philadelphia. Students earn 1 credit for participation. The trip is partially funded by the Department.

Spring International Planning Lecture Series

CRP 6710 - The ISP seminar series, open to the Cornell community, is a one-credit course offered every spring semester. Speakers and topics change from year to year, but are always international in nature. The lecture series consists of an impressive list of speakers whose topics range from processes of urban growth and socioeconomic change to how transnational migration, economic restructuring and the dynamics of labor markets are affecting urban landscapes in different countries. The list of speakers includes Cornell faculty, as well as academics and researchers from outside Cornell. Since the colloquium changes yearly, students may enroll for more than one semester. This 1-credit course requires weekly attendance and a writing submission.

Preservation Work Weekend

CRP 5650 - One of the most exciting aspects of Cornell University's Historic Preservation Planning Program, is the opportunity to participate in a hands-on rehabilitation/stabilization project. Each spring semester the Historic Preservation Planning program students and alumni cooperate on a large fieldwork project. It is not only rewarding, but also a great learning experience. Students can earn 1-credit while volunteering. Past projects have included the Eastern State Penitentiary in Philadelphia, St. Roch Market in New Orleans, the Governor's House on Ellis Island, the Town and Country Building in Liberty, NY, and stabilizing several structures in the historic arts colony Byrdcliffe in Woodstock, NY. Work weekend is open to anyone who is interested in volunteering; no historic preservation experience is necessary.

Urban Land Institute (ULI) Competition

Through the organizational efforts of Brad Olson of the Real Estate Program and with the instructional support of the Department of Landscape Architecture, Cornell fielded six teams in 2008 to participate in the Urban Land Institute's National Urban Development Competition. Students participating in this effort were required to form interdisciplinary teams to respond to a redevelopment opportunity identified by ULI. Participants were given nine days to formulate a comprehensive redevelopment proposal. Semi-finalists are invited to submit more fully developed proposals. Members of the winning team receive \$50,000 cash which they divide. Please see the Real Estate Program office or www.udcompetition.uli.org for more information.

Cornell in Rome Program: Spring Semester Internships

Cornell in Rome offers course work and full-time internships to graduate students in the department and to others interested in urban planning, policy development, and international development during spring terms. Internship placements have catered to such varied interests as refugee management, transit related urban redevelopment, food systems and food security, EU agricultural policy, international law, and UN policy-making. In addition to the obvious networking that occurs and professional experience gained, students frequently also use their internship as a springboard for their thesis/exit project.

Typically students start the semester with their internship and intensive Italian language courses. After two weeks of Italian, students begin all other classes, which can include a variety of offerings cross-listed for graduate credit in arts, art history and social science. They also enroll in an internship seminar where they explore the broader context of their internship experience, and in a weekly seminar on the European Union. Graduate students (as their work schedule permits) also join undergraduate students on group field trip study excursions to various regions of the country, exploring themes in current Italian society and politics and visiting some of Italy's most notable cities and towns, architecture, historical and contemporary art collections, and public spaces. While graduate students spend the majority of their time at their work site (approximately 30 hours per week), their home base in Rome is Cornell's Palazzo Lazzaroni, a 17th century building located in the historic center of the city. Comfortably furnished, Cornell apartments are only 5-20 minutes from the palazzo and are available to all participants, though graduate students frequently secure independent housing.

Cornell in Rome applications for Spring 2010 participants will be due by September 30, 2009 and are available at <http://www.aap.cornell.edu/rome/crp.cfm>. Students must also submit an Internship Placement Form (also available on-line), a transcript, and an updated resume. Students should expect that internship placements may require 2-3 months to be confirmed.

Professor Mildred Warner will be the CRP faculty in residence in Spring 2010. Please see the Cornell in Rome program office in 149 E. Sibley for more information. The following is a sample Graduate Curriculum in Rome:

CRP	7940	Planning Internship	10 credits
CRP	8900	Planning Research Seminar	1 credit
CRP	6711	Italy and the European Union	4 credits
			Total: 15 credits

Commencement

The CRP department hosts a commencement reception on the Friday afternoon before May graduation. Students who have not finished their final projects in time for a May conferral date, and will finish up in August or later, should feel free to take part in May commencement events and walk during graduation. M.R.P. students will receive further information from Tina, and all other students will receive information from the Graduate School during spring semester. Graduation regalia (caps, gowns, tassels) need to be ordered before April 15th. All planning students (M.R.P., M.A., and PhD) have peacock blue tassels.

Students should plan early for housing for friends and family members who plan to attend. Hotel rooms may need to be reserved one year in advance and there is a university lottery for limited on-campus housing for Graduation weekend. For more information see www.commencement.cornell.edu

RESOURCES AT CORNELL

UNIVERSITY BURSAR AND REGISTRAR - DAY HALL (255-2336)

<http://www.bursar.cornell.edu/>

<http://registrar.sas.cornell.edu/index.html>

This office is located on the first floor of Day Hall and is where you will need to go in person to pick up any refund checks or pay your Bursar or Cornell Card bills. Make sure to bring your student ID with you to pay or pick up any checks. You may also pay these bills online via the website. The Registrar's office is also in Day Hall, and is located in the basement level.

GRADUATE SCHOOL - CALDWELL HALL

Graduate School Representative

The Graduate School representatives are your main contact persons at the graduate school. You will drop off numerous forms, including Add/Drop, Schedule of Examination, or Change of Special Committee to them in 143 Caldwell Hall.

MRP, HPP, Ph.Ds: Janine Brace (jmb20, 255-5832)
Regional Science: Anne Haessner (ah33, 255-5826).

Loans/ Financial Aid

Ginger Guidi (gfao@cornell.edu, 255-5821) is responsible for questions regarding student loans, both private and federal. Her office is 172 Caldwell Hall.

Thesis Advisor

For M.R.P. students, Tina Nelson is your thesis advisor, and can answer formatting questions and other requirements and deadlines to submit a thesis, research paper or professional report BEFORE you have it bound.

For HPP, RS, and Ph.D.s, you will need to consult Pattie Place in the Graduate School (125 Caldwell Hall; pip1; 255-5828) regarding formatting and thesis requirements.

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)

<http://www.isso.cornell.edu/>

The ISSO provides advice to International Students about immigration issues and provides information about getting settled at Cornell and in Ithaca. Newly arriving International Students MUST check-in to the ISSO no later than 30 days after the start date on their I-20 or DS-2019. If you are an International Student and you do not check in at the ISSO, you may lose your valid immigration status in the US. To check in, go to the ISSO at B-50 Caldwell Hall and bring with your passport, I-94 card and your I-20 (F-1 Students) or your DS-2019 (J1 Students).

GANNETT HEALTH SERVICES

<http://www.gannett.cornell.edu/>

Gannett provides high quality medical, counseling, and health promotion services and is designed to help you get better (or stay well) so that you can minimize disruptions and discomforts due to injury and illness. Whether you have concerns about managing a chronic illness, an acute problem or injury, or a complex mental health concern, our staff can help you to problem-solve and obtain the care that you need.

Gannett also provides support for the health of individuals, couples, communities, and Cornell campus. Look to them for health resources, prevention strategies, education, training, and leadership in promoting campus health. Gannett is located in Ho Plaza next to Willard Straight Hall.

Contact Information

Tel: 607 255-5155 (Phone answered 24 hours a day by a nurse) email: gannett@cornell.edu

Fall & Spring Semesters

Monday to Friday	8:30 a.m.	5:00 p.m.	
Saturday	10:00 a.m.	4:00 p.m.	(lab and x-ray from 1 p.m. to 4 p.m. only)
Sunday	Closed		

Summer & Winter Sessions, Spring Break

Monday to Friday	8:30 a.m.	4:30 p.m.
Saturday & Sunday	Closed	
University Holidays	Closed	

CORNELL STATISTICAL CONSULTING UNIT (CSCU)

<http://www.cscu.cornell.edu/>

The Cornell Statistical Consulting Unit (CSCU) supports faculty and student researchers in all phases of statistical analysis, including planning, design, data organization, implementing analysis, and interpreting results. The support is instructional and educational. We encourage researchers to seek assistance early in the research process, and to think long-term to establish precedents that can be maintained. In this respect we try as much as possible to work directly with the principal investigator.

CSCU provides workshops which complement courses offered at Cornell. These workshops often introduce statistical methods not covered in regular courses or act as short refresher hands-on sessions.

We respond to researchers' requests for appointments promptly. We strive to make all appointments within a week of a request.

For questions that take ten minutes or fewer to resolve CSCU hosts walk-in consulting from 1:30-2:00 pm Monday-Friday in B-7, B-11 and/or B-13 Savage Hall.

For statistical consulting questions that take half an hour or less to resolve, graduate students in the departments of Biological Statistics and Computational Biology and Statistical Sciences, working under the supervision of their Faculty, are also available during the semester every Tuesday and Friday from noon - 1:00PM in B07 Savage Hall.

Scheduling of appointments is encouraged for matters that require more time.

The CSCU is a fee-for-service unit available to the entire Cornell community. The Department of City and Regional Planning provides base funding for CSCU to subsidize costs to individual researchers from our department. Cornell Statistical Consulting Unit (CSCU) was formed from a merger between the Division of Nutritional Sciences Statistical Consulting Unit and the Department of Statistical Sciences Consulting Unit.

CORNELL INSTITUTE FOR SOCIAL AND ECONOMIC RESEARCH (CISER)

<http://ciser.cornell.edu/>

The Cornell Institute for Social and Economic Research (CISER) provides research support services to social science researchers at Cornell University. Our programs are tailored to the needs of faculty, research staff, and graduate students from departments across campus.

CISER offers: a state-of-the-art computing environment, support for the latest statistical software packages, and a variety of personalized consulting services.

Computing systems support: a computing cluster of multi-processor compute nodes to accommodate a wide range of computing needs, expansive disk storage for research use, secured by daily backups, access to statistical software packages (SAS, SPSS, Stata, Gauss and others), as well as programming utilities and data transfer software, and a separate, secure computing environment to support use of confidential datasets.

Data access and assistance: an extensive collection of numeric files in the social sciences, with emphasis on demography, economics and labor, political and social behavior, family life, and health, consulting services to identify, obtain, and use datasets, Cornell Restricted Access Data Center (CRADC) staff work with data suppliers to provide a secure environment for restricted-use datasets.

Statistical software consulting: assistance with use of data files and statistical analysis software, workshops for SAS, SPSS, Stata, and other software packages.

In 2004, CISER was designated as the home of the Cornell Census Research Data Center, one of two locations for the New York Census Research Data Center. The Cornell RDC allows access to confidential Census microdata for research us.

APPENDIX A - APPROVED SUBSTITUTE COURSES FOR M.R.P. REQUIREMENTS

Courses with these numbers and titles have been previously approved and do not require a petition; courses that have different titles may need approval. Check with Tina and your advisor. Other courses may be substituted for course requirements with a successful petition.

Course availability subject to change.

Economics

NOTE: You may be able to fulfill the economics requirement with previous coursework!

City and Regional Planning

- CRP 6090 Urban and Regional Economics
- CRP 6640 Economics and Financing of Neighborhood Conservation and Preservation (Spring)

Applied Economics and Management (Ag and Life Sciences)

- AEM 6510 Environmental and Resource Economics (Spring)

Economics (Arts and Sciences)

- ECON 1010 Introduction to Microeconomics (Fall, Spring, Summer)
- ECON 3010 Microeconomics (Fall)
- ECON 3130 Intermediate Microeconomic Theory (Fall, Spring, Summer)

Policy Analysis and Management (Human Ecology)

- PAM 2000 Intermediate Microeconomics (Fall or Spring)
- PAM 2040 Economics of the Public Sector (Fall or Spring)

Quantitative Requirement

NOTE: You may be able to fulfill the quantitative requirement with previous coursework!

Economics (Arts and Sciences)

- ECON 3210 Applied Econometrics (Fall)

Applied Economics and Management (Ag and Life Sciences)

- AEM 4110 Introduction to Econometrics (Fall)

Social Statistics (Industrial and Labor Relations)

- ILRST 5100/10 Statistical Methods for the Social Sciences (Fall, Spring, or Summer)
- ILRST 6100 Statistical Methods I (also BTRY/STBTRY 601)

Biometry and Statistic (Ag and Life Sciences)

- BTRY 6010 Statistical Methods I (also STBTRY 601, Fall and Summer and ILRST 610)

Advanced Methods Requirement

City and Regional Planning

- CRP 5080 Introduction to Geographic Information Systems (GIS)
- CRP 5460 Introduction to Community and Environmental Dispute Resolution
- CRP 6090 Urban and Regional Theory
- CRP 6202 Visual Methods in Planning
- CRP 6210 Quantitative Techniques for Policy Analysis and Program Management
- CRP 6270 Regional Economic Impact Analysis
- CRP 6201 Qualitative Methods
- CRP 6320 Methods of Regional Science and Planning I
- CRP 8010 Advanced Seminar in Urban & Regional Theory II (Location Theory)

Crop and Soil Sciences (Ag and Life Sciences)

- CSS 6200 Spatial Modeling and Analysis (Spring)

Civil and Environmental Engineering

- CEE 5900 Project Management

Development Sociology (Ag and Life Sciences)

- DSOC 5600 Analysis Mapping and Spatial Modeling
- DSOC 6190 Quantitative Research Methods

Economics (Arts and Sciences)

- ECON 3200 Introduction to Econometrics (Fall or Spring)
- ECON 3270 Time Series Econometrics (Spring)

Landscape Architecture

- LA 7010 Urban Systems Studio

Policy Analysis and Management (Human Ecology)

- PAM 3050 Introduction to Multivariate Analysis (Fall or Spring)

Law/International Institutions Requirement

City and Regional Planning

- CRP 5440 Resource Management and Environmental Law
- CRP 5510 Environmental Law (4 credits)
- CRP 5590 Legal Aspects of Land Use Planning
- CRP 6570 Real Estate Law
- CRP 6630 Historic Preservation Law
- CRP 6720 International Institutions (Fall)

Applied Economics and Management (Ag and Life Sciences)

- AEM 3200 Business Law I (also NBA 5600; Fall and Summer)
- AEM 3210 Business Law II (also NBA 5610; Spring)

Communication (Ag and Life Sciences)

- COMM 4280 Communication Law (Spring)

Natural Resources (Ag and Life Sciences)

- NTRES 4440 Resource Management and Environmental Law (also CRP 5440; Spring)

Hotel Administration (Hotel School)

- HADM 3385 Business Law I (Fall or Spring)
- HADM 4487 Real Estate Law (Fall and Spring)

Collective Bargaining, Labor Law, and Labor History (ILR)

- ILRCB 2010 Labor and Employment Law (Fall and Spring)
- ILRCB 5010 Labor and Employment Law (Fall)
- ILRCB 6340 International Labor Law (Spring)
- ILRCB 6890 Constitutional Aspects of Labor Law (Fall or Spring)

Law School

- LAW 6521 International Business Transactions (Spring)
- LAW 6621 Law and Social Change: International Experience (Fall)
- LAW 6791 Public International Law (Fall)
- LAW 7855 International Human Rights Clinic (Fall)

Business Administrative Electives (Johnson School)

- NBA 5600 Business Law I (also AEM 320 - Fall)
- NBA 5610 Business Law II (also AEM 321 - Spring)

Workshop Requirement

City and Regional Planning

- CRP 5072 Land Use, Environmental Planning, and Urban Design Workshop
- CRP 5073 Historic Preservation Planning Workshop
- CRP 5074 Economic Development Workshop
- CRP 5076 Workshop on Project Planning in Developing Countries

Note that selected studios and workshops outside the department have been successfully petitioned to fulfill the workshop requirement.

APPENDIX B - RECENT MRP AND MA EXIT PROJECT TITLES

Community and Economic Development

“Speaking Our Minds” Engaging Young People in Participatory Research and Collective Action for Community Change
An Analysis of the Economic Impacts of Ithaca’s Light in Winter Festival
Beyond Empowerment: Asset-Based Community Development in the Alabama Black Belt
Broadband Initiatives in the United States and South Korea
Changing Industry, Changing Lives: Improving the Jobs of Paraprofessional Care Workers
Expansion of the Public Realm in Burlington, VT, 1981-2007
Faith-Based Institutions: Negotiating Formal and Informal Avenues of Empowerment
From Innovation to Lock-In: Tax Increment Financing and the Politics of Economic in Chicago, 1980-2000
From Linkage to Leverage: Economic Development and the Child Care Sector
Fuel Subsidy Policy and Its Impact on Poverty in Developing Countries
Increasing Black-Church Activism Through Collaborative Community Development Corporations
Legislating Accountability in Economic Development
Measuring Detroit’s Renaissance: Using Indicators to Track Urban Revitalization in the Motor City
Melrose Rising: Emerging Retail Opportunities in the South Bronx (Prepared for the New York City Economic Development Corporation)
Preserving a CDC’s Legacy: The History of the Fifth Avenue Committee
Rome’s Other Cultural Patrimony: The Agricultural Landscape
Strengthening Child Care Through Partnering with the Business Community
Taming the Park Slope Dragon: The Story of the Fifth Avenue Committee Brooklyn, NY
The New Markets Tax Credit: A Critical Analysis of the Program Through Its Players, Processes, and Regulations
The Spatial Locations of Supermarkets and Food Stores: Implications in the Case of Manhattan, NY
Towards a Social Justice Pedagogy: Using Student Narratives to Confront White Privilege
Utopia in Default: The Sunnyside Garden Mortgage Strikers as Planners, 1933-1936
Role of Technology Parks in Regional Economic Development, Case Study: India

International Studies in Planning

Expansion Plans for Siena Airport: Exploration Into Planning and Development in a Small Corner of Tuscany, Italy
A Region of Enclaves: Panama, The Canal, Urban Processes and Social Movements
A Strategy for Improving Self-Worth and National Identity in Tokyo: Preserving Intangible Cultural Resources with Citizens’ Planning Initiatives
An Italian Adventure in Deliberative Democracy The International Electronic Town Meeting: Method, Lessons and Implications
Developing Agro-Based Industry to Increase Rural Employment in Bihar, India
Earthquake Impact Mitigation in Poor Urban Areas: Problems and Opportunities in Metropolitan Manila
From Recipients to Participants to Initiators: Re-Imaging the Role of Community Members in Development Projects in Senegal
Happy Town: Ethnic Entrepreneurs and Tourism Spaces in Yunnan, China
Hope For Tomorrow’s Guyana: Agency, Resistance and Community-Building Among Guyanese Women: A Survey of Women’s Grassroots Organizations in Georgetown, Guyana

Social Movement Formation: Challenging a Global Oil Industry Within Tree Kichwa Communities in Ecuador's Amazon Region

Integrating Public Service Delivery with Land Tenure Legalization In Puente Piedra, Lima, Peru

Mapping Chineseness in Singapore's Spatial Planning: A Case Study of the New Majestic Hotel

Private Investment and Residential Redevelopment in Mexico City's Historic Downtown

Puerto Rico's Waste Management Crisis Community Efforts at Solving the Waste Problem

Regional Disparities of Education Finance in Senegal

Regional Policy in an Expanded European Union: Structural Funds in Lithuania

Student Sponsorships in Nepal: A Program Evaluation for Educate the Children, Inc

Sustaining Competitiveness – Singapore's Transition to the Innovative-Led Economy

The World Food Program and the Millennium Development Goals: An Analysis of Results Based Management Reporting Recommendations on the Millennium Development Goals

What is the Role for Planning in Disaster Mitigation and Preparedness?

Land Use and Environment

A New Urbanist Tolland Street, East Hartford, CT

Advocacy Recovery Planning and Neighborhood Revitalization in New Orleans: Lessons from Hurricanes Katrina and Rita

Determining the Value of Collaborative Watershed Planning Through Three Case Studies: The Dungeness River, The Big Blackfoot River, and the Chesapeake Bay

Fertile Ground: Food System Planning in Contemporary and Historic Perspective

Growing Up in New York City: Planning for a University-Initiated Growing Up in Cities Project

Growth Management Measures to Protect Environmentally-Sensitive Resources in the State of Maryland's Critical Area

Immigrant Integration and Local Government Response: A Look at Aurora, IL

Income Rental Housing Policies in the United States

Redevelopment Strategies in Urban Center: An Examination of the Role of Seized Properties in City Revitalization

San Francisco's Pedestrian Master Plan? An Analysis of Key Factors to Improve Pedestrian Safety

Subsidy or Fiscal Burden? The Charitable Exemption and Municipal Revenue in Schuyler County, NY

The Equality Trust: Fighting Inequality by Reviving Poverty

The Massachusetts Community Preservation Act: Leveraging Support for Affordable Housing? An Evaluation of Spending Patterns and Strategies, 2001-2006

The Political Contestation of Space: The Dynamics of Power and Community Opposition in Williamsburg, Brooklyn

The Urban Divide: Sprawl, Mountain Lions, and Southern California's Ecological Health

Tracking Agricultural Lands in Tompkins County, NY: Problems with the Tax Parcel-Based Approach

Transit Oriented Development – Three Case Studies

Transit-Oriented Development in the Face of Sprawl: A Study of Buffalo-Niagara Falls, NY

Urban Rail-Trail Planning: The City of Middletown, NY and the Orange Heritage Trail

Bridging the Gap Between Green Design and Affordability

Historical Preservation Planning

A History Worth Saving: The Palace of Fine Arts and the Interpretation of History on a Reconstructed Site

An Analysis of Factors Important to Corporate Real Estate Strategies Since September 11, 2001 Attacks In New York

An Appreciation of the Past: The Interpretation of Glen Alpine Springs

Changing Mindsets: Sustainable Design in Historic Preservation
Dusting Off the Deeds: Land Use Control for Sunnyside Gardens (1924-2007)
Features of Train Stations and Factors Affecting their Reuse: An Examination of Three Upstate New York Stations
Greenwood Gardens: Rehabilitating a Former Private Estate To A Heritage
Here for a Limited Time Only: Preserving Temporary Architecture from the Recent Past, A Study of Two United States World's Fair Sites
Historic Interior Documentation: A Case Study
Interpreting the Histories of Seneca Falls, the Woolen Mill, and Its Workers in the New National Women's Hall of Fame
Moving Historic Buildings: One Means of Preservation
Neighborhood Redevelopment and Resident Protection, Trenton, NJ
Preserving College Hill through Urban Renewal: The Role of the Providence Redevelopment Agency in the Implementation for the College Hill Demonstration Study
Rational Thinking in Insane Asylums: 19th Century Environmental Deterministic Ideals and their Impact on the Plans and Landscapes of Two New Jersey Mental Hospitals
Realizing Clarence Stein's Vision of Urban Growth Management Through "Transfer of Development Rights" Learning from Buckingham Township, PA
Searching for the Public Use: The Evolution of Eminent Domain Law in Chicago, Illinois from 1874-1954
Solid and Salvable: Action-Housing, Inc. and Urban Renewal in Pittsburgh, PA
Sound, A Character Defining Feature of Historic Places: Listening to Chatham Village, Pittsburgh, PA
The "Geography of Capitalism" Sacramento and the Early American Express
The Black Church: Community Development as A Step Toward Freedom, Equality and Justice
The City Cemetery, Ithaca, New York: 1790-1890
The Cutting Edge: Vajrayana Takes Architectural Form in Upstate New York
The Destruction and Revival of a Neighborhood: The Effects of Urban Renewal Projects on Fauborg Treme, New Orleans, LA and Recommendations of How to Foster Reinvestment Without Displacement
The Historic Hammondsport Wine Industry
The Preservation of Fenway Park: Power, Politics and Persuasion

Landscape Architecture (Joint MRP/MLA)

Sunnyside Gardens: Changing Views for Common Ground
Towards a Sustainable Urban Form
A Successful Skywalk System? Learning from the Taiwanese and American Experiences
Building Sustainable Communities: Examined with Respect to the Radburn Experience

APPENDIX C – RECENT GRADUATES’ EMPLOYERS AND LOCATIONS

Recent Employers

American Planning Association	MintierHarnish Planning Consultants
CB Richard Ellis	Montgomery Housing Partnership
City of Covington	National Trust of Historic Preservation
City of Las Vegas	Neighborhood Housing Services of Greater New Orleans
College of Engineering, Cornell University	Network LLC, Dubai Office
Concord Square Development Company, Inc.	NY Industrial Retention Network
Cope Linder Architects	NYC Dept of City Planning
Cornell Cooperative Extension of Schuyler County	NYC Dept of City Planning
DC&E	Pan American International High School
Design, Community & Environment	Planning and Urban Design Agency, City of St. Louis
Dillon & Stern Architecture Research Planning	PNC MultiFamily Capital
Downtown Raleigh Alliance	Preservation Alliance of Minnesota
Dyett & Bhatia Urban & Regional Planners	Prince George's County Planning Dept.
EDR	Pudget Sound Regional Council
Fehr and Peers	Puerto Rico Office for Public Security
First Children's Finance	Regional Planning International
Good Jobs New York	Reynolds, Smith and Hills
Greenwood Garden	Ringwood State Park
HDR, Inc.	S. Harris & Co.
Historic Ithaca	Shinshei Bank
Holy Names Heritage Center	Stadtmauer Bailkin Economic Development Group
House Committee on Small Business	The Community Housing
Innovative Housing, Inc.	The Food Trust
ISD Planning, LLP	Travancore LLC
Ithaca Community Child Care Center	Tri-County Regional Planning Commission
Janus Research	Trust for Architectural Easements
Kimley-Horn and Assoc	United Jewish Organizations of Williamsburg
Kittelston & Associates, Inc.	USAID Office of Development Partners
Korea Telecom	USDOT/Volpe National Transportation Systems
Landmarks Preservation Commission	Westchester County
Lao Family Community Development, Inc.	World of Good
Lawrenceville Corporation	
Mayor's Office of Housing and Economic Dev..	
Middletown Historical Society of Steuben County	

Location by City, State

Berkeley	CA	Miami Beach	FL	St. Louis	MO	New York	NY
Berkeley	CA	Tampa	FL	Charlotte	NC	Rochester	NY
Laguna Beach	CA	Champaign	IL	Newark	NJ	Lake Oswego	OR
Oakland	CA	Oak Park	IL	Ringwood	NJ	Portland	OR
Sacramento	CA	Covington	KY	Short Hills	NJ	Philadelphia	PA
San Francisco	CA	New Orleans	LA	Brooklyn	NY	Pittsburgh	PA
Ventura	CA	Cambridge	MA	Cameron Mills	NY	Seattle	WA
Greenwood Vill.	CO	Silver Spring	MD	Ithaca	NY	Tokyo	JAPAN
Washington	DC	Minneapolis	MN	Mountainville	NY	Seoul	KOREA

More information on the Alumni network is available through Career Services or Tina Nelson.

APPENDIX D: FORMS

GUIDE TO COMMONLY USED FORMS

Special Committee Selection and Change Form

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a1.pdf (A1)

Every time a student wishes to change either the chair, add a member, or change a member, he or she must submit a new form to the Graduate School

Add/Drop Form

This manual Add/Drop form is used to drop/add courses if the course is 'by permission only,' 'blocked,' or a course with multiple sections using the same number. It must also be used if you enroll in more than 18 credits for one semester. It is NOT available online, but can be obtained from Tina or the Graduate School.

Course Enrollment Petition

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r4.pdf (R4)

This petition is used under exceptional circumstances to alter course enrollment after the add/drop/grading options deadlines have lapsed, or after the 7th week of classes for present and past terms.

General Petition

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a2.pdf (A2)

The general petition form is used to request exemptions to the Code of Legislation not otherwise covered by existing Graduate School forms. You will use this petition form to transfer credits not used toward another degree.

In Absentia Petition

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r5.pdf (R5)

In order to engage in approved academic study away from the University during the academic year, you must register in absentia in order to earn registration units toward degree requirements. Master's students may register in absentia for one semester of credit. Students enrolled in the cooperative Masters International Program with Peace Corps can register for up to 4 semesters in-absentia or under a leave of absence, subject to the same credit limitations as regular master's students. Ph.D. students may study in absentia with only two semesters counting towards their residency requirements. You must submit an In Absentia petition three weeks before the start of the semester and pay \$200 in tuition plus health insurance per semester. In absentia students are considered as full-time registered students and are eligible for all loans provided that all academic responsibilities can be accomplished off-campus. Academic credits can be granted to M.R.P. students only in addition to registration units if a student makes arrangements ahead of time with professors to undertake approved research or work, but these credits will not appear on your transcript. See your advisor or the Graduate School representative for additional information about studying in absentia.

Leave of Absence

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r6.pdf (R6)

A leave of absence can be granted for personal or medical reasons. It runs for a period of up to 12 months and may be renewed. A student should contact his or her Graduate Student Services Representative at least one month before their leave of absence period ends. The maximum number of years allowed for leave of absence is four. To register after the four-year limit, an individual first must apply for readmission. A student who takes a leave of absence relinquishes the access to campus facilities and personnel that normally accompanies student status. However, students are eligible to enroll in the Student Health Insurance Plan (SHIP) for a period of up to 12 months by contacting the Student Insurance Office at (607) 255-6363. Upon registration after a leave of absence, a student is not guaranteed continuation of the financial aid package offered at the time of original admission to the Graduate School.

U.S. government regulations require that a student holding a non-immigrant visa who takes a leave of absence must either (1) leave the U.S. within 15 days or (2) apply for optional practical training before the effective leave of absence date. Before leaving Cornell, such a student taking a leave of absence should contact Graduate School Student Services and the International Students and Scholars Office for information on maintaining visa eligibility for re-entering the United States.

Graduation Manager (Thesis Manager)

http://cfp-isca.cit.cornell.edu/thesis_mgr/

(Online Only)

You will need to apply online. The Graduate School requires all graduating students to complete this online form prior to his/her anticipated conferral date. This information will help ensure that your name appears correctly on your diploma and that the Graduate School has an updated mailing address to mail your diploma.

MRP students: Students who will graduate at the next conferral date must log into Graduation Manager (http://cfp-isca.cit.cornell.edu/thesis_mgr/). Submit degree information for section 1, and choose “My degree does not require the submission of a thesis or dissertation to The Graduate School” on section 2, click next then submit to complete the process.

MA/MS, PhD students must first pass the defense, make any changes for committee and receive preliminary approval of the content, and format the exit project document before completing this online form. When ready, log into Graduation Manager (http://cfp-isca.cit.cornell.edu/thesis_mgr/), submit degree information and upload thesis/dissertation/

Schedule of Exam

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a3.pdf

(A3)

M.R.P., MA and MS students use this form to schedule their final exam or defense of their exit project. Ph.D. students use this form to schedule both their ‘A’ and ‘B’ exams. You must have all committee members sign this form; submit one copy to Tina Nelson, and submit the original to the Graduate School in Caldwell Hall. This form must be submitted ONE (1) WEEK prior to your exam.

Results of Exam

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a4.pdf

(A4)

Following either a master’s thesis defense or a Ph.D. ‘A’ or ‘B’ exam, you will need to submit the Results of Exam form to the Graduate School within THREE (3) days. Please submit a copy of the form to Tina at the same time.

Approval of Thesis/Dissertation

http://www.gradschool.cornell.edu/pubs_and_forms/forms/thesis_approval.pdf

(Thesis Approval Form)

Following the completion of a student’s final examination of his or her exit project, this form must be completed and signed by the student (if you plan to copyright your work) and all committee members. It must be printed on archival paper and the original bound into the one of the two copies of your exit project.

Petition— CRP Department

(see Appendix D: Forms)

<http://www.aap.cornell.edu/aap/crp/resources/upload/CRPDeptPetition.pdf>

Find on CRP website or in Tina’s office. Complete form with necessary documentation, get chair’s signature, and return to Tina for review by the Petitions Committee. After, a copy will be put in your mailbox with the action noted. For more information see “Course Petition” in the Academic Requirements section above.

LIST OF FORMS AND LOCATIONS

ACADEMIC FORMS

Add/Drop Form (Grad School)

Form is available from Tina Nelson or Room 109 W. Sibley

Petition (CRP)

<http://www.aap.cornell.edu/aap/crp/resources/upload/CRPDeptPetition.pdf>

A1 Special Committee Selection and Change Form

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a1.pdf

A2 General Petition

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a2.pdf

A3 Schedule of Examination

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a3.pdf

A4 Results of Examination

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_a4.pdf

Thesis Approval

http://www.gradschool.cornell.edu/pubs_and_forms/forms/thesis_approval.pdf

PhD Student Progress Report (CRP)

Will be sent through email

R4 Course Enrollment Petition (Grad School)

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r4.pdf

R5 In Absentia Petition

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r5.pdf

R6 Leave of Absence

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_r6.pdf

Graduation Manager (Thesis Manager)- Online only

http://cfp-isca.cit.cornell.edu/thesis_mgr/

MA/MS, PhDs must complete form after thesis/dissertation is approved and formatted.

MRPs, before graduation, must fill out Section 1 and select "My degree does not require the submission of a thesis or dissertation to The Graduate School" on Section 2, click next then submit to complete the process.

FINANCIAL FORMS

Direct Deposit Form (Payroll for Assistantships or Fellowships)

http://payroll.cornell.edu/forms/cu_prl_directdepositrequest.pdf

F4 Federal Direct Loan Application

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_f4.pdf

F12 Federal Direct Grad Plus Loan Application

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_f12.pdf

F6 Conference Grant Application (Grad School Travel Grants)

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_f6.pdf

F7 Research Travel Grant Application (Grad School Travel Grants)

http://www.gradschool.cornell.edu/pubs_and_forms/forms/gradform_f7.pdf

Travel Reimbursement Form (AAP Travel Grants)

<http://www.aap.cornell.edu/aap/resources/upload/Reimbursement-Travel-Form-5.pdf>

Summer Travel Grant (CRP Travel Grants, MRP/MA)

http://www.aap.cornell.edu/aap/crp/resources/upload/TravelGrantApplic_su2010_MRP_MA.pdf

Summer Cooperative Internship Request Form (MRP/MA)

http://www.aap.cornell.edu/aap/crp/resources/upload/MRP_MA_Applic_SummerFunding2010.pdf

Summer Support Request Form (Travel or Research, PhD)

http://www.aap.cornell.edu/aap/crp/resources/upload/PHDTravelGrantApp-GoalsExpectations_su2010.pdf

Student Financial Commitment Form Application (CRP Grants, Conferences, sponsored events, etc)

http://www.aap.cornell.edu/aap/crp/resources/upload/StudentRequestFinancialCommitmentForm_FINAL.pdf

OTHER FORMS

Library Proxy Form

Find in electronic forms folder on CRP website or from Tina Nelson in Room 109 W. Sibley.