School of Geographical Sciences and Urban Planning
Arizona State University

PUP 593: Applied Project Guidelines

The applied project involves the application of advanced planning methodologies to a specific, real-world planning problem and is prepared for a planning-related organization (the client). The applied project is always an individual student effort and solely authored by the student. Students may complete the applied project in their second year of the program, in either fall or spring semester. **Students must earn a grade of B or better in order to pass PUP 593: Applied Project**.

Learning Objectives

The major objective of the applied project is to give students the opportunity to apply, and further develop, their planning problem solving abilities in a real-world setting. Though the project and final product will vary from student to student, the following are the learning objectives each student should meet upon completion of PUP 593:

1. Address a specific, real-world planning problem.
2. Assemble and analyze ideas and information from prior practice and scholarship in the planning field.
3. Apply quantitative and/or qualitative data collection and analysis methods appropriately.
4. Incorporate ethical and normative principles used to guide planning in a democratic society (e.g., equity, diversity, social justice, public engagement in decision making, sustainability, etc.).
5. Demonstrate written, graphic, and oral (if applicable) communication that is clear, accurate, and compelling.
6. Meet the needs of planning-related client.

Supervisory Committee Selection

Students completing an applied project must have a supervisory committee. The committee is composed of at least three advisors, two of whom must be regular ASU faculty members, with a planning faculty serving as chair or co-chair, and at least one planning professional from the client's office. Students need written consent from faculty members' availability to be on the project committee (ie. email approval).

The committee is expected to help the student focus on a topic that meets the student's professional goals, is feasible, and serves a need for the client. Both the student and the committee must clearly understand their mutual expectations with respect to the amount of work to be done. Final approval for the applied project must come from all supervisory committee members, and then is submitted as a final product to the client.

For more information on the supervisory committee, refer to the Graduate Programs Handbook and the Advisor and Committee How-To-Guide. The Supervisory Committee Form is available through Graduate Student Forms, under “Supervisory Committee”.

Topic Selection

Students contemplating an applied project should first identify a potential project and client. The student will then select a supervisory committee. The committee is composed of at least three advisors, two of whom must be regular ASU faculty members, with a member from the planning faculty serving as chair or co-chair, and at least one planning professional from the client's office. Students are encouraged to start this process early to allow ample time to choose a topic and define project scope.

An applied project typically includes a literature review of current knowledge on the topic; definition and outline of the problem; collection of data; review, evaluation, selection and application of appropriate methodologies to solve the problem; identification of a solution or recommendations; discussion of conclusions; and an executive summary.

The applied project should aid students in building knowledge and skills relevant to professional work and their career interests. Some examples of recent applied projects completed include:

- "Urban Environmental Equity Initiative"
- "The Arizona Healthy Communities Opportunities Index"
- "The High Cost of Unaffordable Housing in Ketchum, Idaho"
- "The Pacific Northwest Guide to Alternative Housing"
- "Bike Counting Methods for Public Transportation Systems"
- "Analysis of Housing Opportunity in the Phoenix Metropolitan Area"
- "Factors That Determine Relative Speed and Travel Time of Buses on Phoenix Freeways during Peak Hours"

Project Scope Statement

The student shall develop a project scope statement (PSS) detailing the scope, timeline, and deliverables of the applied project prior to beginning work. The PSS must contain the six learning objectives which all applied projects are evaluated on, a component of the committee's assessment of the applied project. An example PSS template can be downloaded from Graduate Student Forms, under "MUEP Applied Project". The project scope must be signed by all committee members, including your client, before submission.

Student Responsibility

Students should be aware that an applied project may require a time commitment beyond that of more typical courses. Depending on the scope of the project, students are encouraged to consider enrolling in PUP 592: Research or PUP 590: Reading and Conference, the semester before they wish to complete PUP 593. The additional time ensures students are able to thoroughly dive into their topic of choice. Students are not required to enroll in PUP 592 or PUP 590 before completing PUP 593. PUP 592 or PUP 590 can be included as elective credit on the plan of study with the advisor's approval.

The student is responsible for knowing and meeting all deadlines, submitting the applicable paperwork, establishing a committee, and preparing the project in the proper format, as determined by the client. The

student will enroll in PUP 593 under his/her committee chair via the Request to Enroll in Omnibus Courses form under "Registration and Enrollment." This capstone experience must be indicated on the approved iPOS.