

# **RURAL PLANNING AND DEVELOPMENT**

**School Of Environmental Design And Rural Development**

## **Program Handbook**

**2010 / 2011**

**September 2010**

**University of Guelph**

## THE HANDBOOK - PURPOSE

This Handbook is designed both to assist the incoming graduate students and to provide an ongoing resource document for students throughout their program in Rural Planning and Development (RP&D) at the University of Guelph. It will, of course, undergo periodic refinement and updating as required. Please note that this document provides basic guidance on an extensive array of issues *specific* to the RP&D program. Students should also consult faculty or staff on any matter relating to procedures and policies within the School, as appropriate.

For general information on graduate studies (e.g., university rules and regulations) as well as facilities at the University of Guelph, students should consult the Graduate Calendar.

***The Graduate Calendar is the final authority in all graduate student matters. Refer to: [www.uoguelph.ca/GraduateStudies/calendar](http://www.uoguelph.ca/GraduateStudies/calendar)***

Comments on this Handbook are welcome.

Please provide them to:

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## **NOTES – Required Reading**

### **Ongoing Registration:**

Each semester, it is imperative that students set up their Status (Active Full-time UNIV\*7510 or Active Part-time UNIV\*7520), register for courses, and if coursework is complete register for CDE\*6900 (for the Major Research Paper option) or UNIV\*7500 (for the Thesis option).

**Failure to register correctly and make appropriate payment arrangements will result in de-registration through Graduate Services.**

**Note:** The Major Research Paper is considered a regular course and should be completed in the semester of which it is registered for.

If you do not plan on taking any courses (this includes UNIV\*7500 Research/Writing) for any given semester, you **must** apply for a Leave of Absence from the program.

You should be able to Register using WebAdvisor unless you a Provisional Student. Some classes do require the instructor's signature for admission to the class. If this is the case, an Add/Drop form will be required for registration purposes.

### **Part-time or Full-time Registration:**

The Program attempts to accommodate part-time students. Part-time students are limited to 1.0 (usually 2 courses) course credits in a semester.

Three part-time semesters are considered equal to one full-time semester. You may transfer from part-time to full-time by completing the appropriate form and submitting to Graduate Studies.

The transfer from full-time to part-time being granted is dependant on circumstances relating to personal health issues, family responsibilities, or employment exist. Documentation of these circumstances must be submitted with the application. All transfers must go before Graduate Services for approval.

Additional information on Registration can be found at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?regguide>

### **Forms:**

Forms can be found on the Graduate Program Services web page at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>

Most forms are fillable on-line and then can be printed off for signature.

Please be sure to fill out the forms correctly with your name, I.D. number, Dept/School (that would be SEDRD for those of you that don't know) and program (MSPL RPD OR MPLAN).

## **Schedule of Dates:**

A Schedule of Dates for each semester (class start, add period, drop period, examination schedule, etc.) can be found within the Graduate Calendar at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml>

## **Awards:**

Awards and scholarships are listed in the handout that is given out during Orientation; as well as in the Graduate Calendar. E-mails are also sent out informing you of any additional funding that is available.

You can also check:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?finance>

## **Information Resources:**

The Graduate Calendar is a source of information that you should be using as a resource along with this Handbook, and the Graduate studies website. Anything that you need to know can be found in one (or more) of these locations.

## **Advisory changes:**

At the beginning of your program you were placed with a temporary Advisor, who will be available to guide you through the beginning of your program. This is a temporary arrangement until you choose your final Advisor and committee in your second semester of study in our program. If you change from your temporary Advisor, please take the following steps in doing so:

1. Find an alternate Advisor – the Faculty member must be agreeable to becoming your Advisor.
2. Please talk to your assigned Advisor to discuss changes you would like to make.
3. Update your Advisory Committee Form and Degree Program Form --both available on-line at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>

## **Odds & ends for you to remember:**

- remember that when you reply to an E-mail message that has been sent to the 'listserv' to be careful that you reply only to the person that you wish to reply to and not the whole listserv
- please help me to help you and look on-line first at the resources available to you -- this is where I find the answers as well

**Print this sheet off and keep in a safe place so you can refer to it throughout the semester.**

Hope you all have a great semester!

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## **INTRODUCTION**

### **Rural Planning and Development - Program Goals, Perspectives and Expectations**

The Rural Planning and Development (RPD) program in the School of Environmental Design and Rural Development is unique in Canada in that it is both an academic and a professional program. The institutional goal is the generation of knowledge and contribution to the development of the Planning Profession. The program goal is to ensure that students have the knowledge and skills to conduct interdisciplinary research, and in a professional capacity, guide a process of change appropriate to different planning and development contexts in Canada and abroad. We strive to meet these goals through our teaching, research, and outreach activities.

Within rural areas we are concerned with the interacting systems of people, institutions, activities, structures and natural resources and environments and the social/political processes which affect them. These realities form a much different planning and development context from that of the urban area. We are concerned with the biophysical environment of rural areas, and recognise the need to sustain ecological systems by developing an understanding of human-environment relationships. We are concerned with the rural community, its problems, its strengths, its future, and its interactions within the larger political and economic setting. These priorities create the necessity of understanding the balance between short-term problem-solving and opportunity development and the long-term well-being of rural areas.

The program is therefore purposefully interdisciplinary. The faculty and students, regardless of their disciplinary background, are challenged to apply system concepts and methods to arrive at broader integrated understandings. We facilitate the student's understanding of the rural condition by critically examining selected theoretical constructs on rural change and development and alternative formulations of intervention. Plan formulation, implementation, management and evaluation are linked through use of case studies, community based course projects, applied student research and professional internships.

Established in 1980, the Rural Planning and Development Programme offers two related fields, one focusing on the Canadian context, and the second on the International context.

Students in either of these two fields may also earn a SEDRD certificate (see Table 1) in one of the following 6 areas: *Community and Social Development; International Agricultural*

*Development Planning; Land Use Planning; Environmental Management, Resource Management and Program Evaluation.* They will need to complete a designated set of courses (mostly electives).

Learning in the program is a two-way process where students and faculty treat and respect each other as adults, as individuals with something legitimate and important to contribute to the learning process. We expect our students to avail themselves of multi- and interdisciplinary avenues of research and instruction across the University, germane to our areas of interest (e.g., agriculture economics, engineering, crop science, public administration).

RP&D is a program within the School of Environmental Design and Rural Development (SEDRD), along with the Rural Studies (PhD), Landscape Architecture (BLA & MLA) and the Capacity Development and Extension (MSc) programs. The school is managed by the Director, and the respective Graduate Coordinators. The Director, Maurice Nelischer, is also responsible for the development of collaborative initiatives in the area of research and community service.

In what is a busy and full program of study, research, outreach and professional development, student interaction with faculty is critical for the intellectual and social health of the program. Easy access to faculty is every student's right and is facilitated in every manner possible. Every student therefore, should feel that either individually, or along with fellow students, they can personally meet with faculty as required. Students are also expected to recognise that faculty must allocate time for their personal research, administrative, teaching, outreach and family agendas.

We expect our students to take full advantage of the opportunities which this program offers, and take charge of their program, their continuing intellectual and professional development, taking their place as responsible members of the SEDRD and University of Guelph communities.

## **RP&D FACULTY: AREAS OF RESEARCH INTERESTS AND PRACTICE**

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*The Programs –*

**MPLAN RPD**  
(1 year Master's program)

&

**MSPL RPD**  
(2 year Master's of Science program)

## 1.0 MPLAN RPD PROGRAM

### 1.1 Introduction

Rural Planning and Development provides the opportunity for graduate study, applied research and professional development in Rural Planning and Development in either Canadian or International development contexts. The program leads to a Master of Planning (MPLAN) degree.

This 1 year program is geared towards more experienced graduates working for an agency or non governmental organization abroad or in Canada; or for mature Canadian planners working in a municipal planning environment, for other levels of government, in professional consulting, non governmental organizations or other contexts or for graduates of related professional programs. It is explicitly designed for individuals wishing to upgrade their professional training to the Masters level without necessarily withdrawing from the work force for an extended period of time.

This degree **is not accredited by the Canadian Institute of Planners**. The student can pursue it in either the International or Canadian fields.

### 1.2 Degree Requirements

- Four courses from the MSc (Planning) course list (see Table 2) related to their research interest, chosen with the advice of their Advisory Committee.
- Senior Planning and Development Seminar (listed as [RPD\\*6290](#))
- A free elective.
- Course selection will emphasize either the International field or the Canadian field.
- The candidate will also complete a Major Research Paper.

Students in the MPLAN Program may focus on one of the six areas of concentration shown in Table 1. This would require them to select their courses according to the set groupings.

**Table 1 Areas of Concentration/Certificates**

<b><i>Community and Social Development</i></b>	
RPD*6170	Rural Research Methods
RPD*6370	Economic Development Planning and Management for Rural Communities
RPD*6390	Rural Social Planning
RPD*6450	Recreation and Tourism Planning and Development
CDE*6330	Facilitation & Conflict Management
<b><i>International Agricultural Development Planning</i></b>	
EDRD*6050	Farming Systems Analysis and Development
RPD*6290	Special Topics - GIS/RS Applications
CDE*6070	Foundations of Capacity Building and Extension
RPD*6290	Special Topics - Project Management
RPD*6080	Environment and Development: Biophysical Resources and Sustainable Dev.
<b><i>Land Use Planning</i></b>	
RPD*6260	Land Use Planning Law
RPD*6280	Advanced Planning Practice ( <i>listed as Rural Planning Methods</i> )
EDRD*6630	Regional Economics Models (Regional Planning)
LARC*6470	Integrative Environmental Planning
<b><i>Environmental Management</i></b>	
RPD*6080	Environment and Development: Biophysical Resources and Sustainable Dev.
RPD*6310	Environmental Impact Assessment
EDRD*6100	Disaster Planning and Management
RPD*6290	Special Topics - GIS/RS Applications in Rural Development
LARC*6470	Integrative Environmental Planning
<b><i>Resource Management</i></b>	
RPD*6320	Water Resource Management
RPD*6220	Planning and Development Policy Analysis
RPD*6080	Environment and Development: Biophysical Resources and Sustainable Dev.
RPD*6290	Special Topics - GIS/RS Applications in Rural Development
GEOG*6281	Environmental Resource Evaluation
<b><i>Program Evaluation</i></b>	
RPD*6170	Rural Research Methods
RPD*6380	Application of Quantitative Techniques in Rural Planning and Development
EDRD*6000	Qualitative Analysis in Rural Development
EDRD*6690	Program Evaluation
RPD*6070	Project Development: Principles, Procedures and Selected Methods

## 2.0 M.Sc. (MSPL. RPD.) PROGRAM

The Rural Planning and Development 2 year program (**Table 2**) provides the opportunity for graduate study, research and professional development at the Masters level in either the **Canadian** or **International** rural planning and development contexts. The degree designation is **Master of Science (Planning) Rural Planning and Development (MSPL.RPD.)**. Both fields (streams) offer a course work/Major Research Paper option, and a course work/Thesis option.

**The 2-year (6-semester) MSPL.RPD. (both Canadian and International streams) requires students to complete a minimum of 12 courses plus a Major Research Paper or 10 courses plus a Thesis (See Table 2).**

All students, whether in the Canadian or International stream of study, are required to complete the following three (3) **Program core** courses:

- *RPD\*6170 Rural Research Methods*
- *RPD\*6240 Rural Planning and Development Theory*
- *RPD\*6380 Application of Quantitative Techniques in Rural Planning and Development*

While pursuing the MSPL.RPD. degree, all students, whether in the Canadian or International Stream, taking either the Thesis or Major Paper option, have the opportunity to also earn a SEDRD Certificate in one of the six (6) areas shown in Table 1.

To receive the SEDRD Certificate, the student will have to take the courses designated for each area (see Table 1). Students interested in obtaining the SEDRD certificate should confer with their Program or Research Advisor as early as possible in the first semester.

**Table 2 RPD 2 YR PROGRAM STRUCTURE AS OF FALL 2010**

**Rural Planning and Development Programs**

	<b>Thesis</b>		<b>Major Paper</b>		<b>M.Plan.</b>	
	<b>Canadian</b> 10 courses	<b>International</b> 10 courses	<b>Canadian</b> 12 courses	<b>International</b> 12 courses	<b>Experienced</b> 6 courses	<b>Profession Prg Graduates</b> 6 courses
<b>School Core</b>	RPD*6240 theory RPD*6380 quant  RPD*6170 ½ crs (6 weeks-fall) research methods  RPD*6170 ½ crs (6 weeks - winter) research writing	RPD*6240 theory RPD*6380 quant  RPD*6170 ½ crs (6 weeks-fall) research methods  RPD*6170 ½ crs (6 weeks - winter) research writing	RPD*6240 theory RPD*6380 quant  RPD*6170 ½ crs (6 weeks-fall) research methods  RPD*6170 ½ crs (6 weeks - winter) research writing	RPD*6240 theory RPD*6380 quant  RPD*6170 ½ crs (6 weeks-fall) research methods  RPD*6170 ½ crs (6 weeks - winter) research writing		
<b>Stream Core</b>					RPD*6290 Senior Planning	RPD*6290 Senior Planning
	RPD*6260 law RPD*6250 foundations in planning prac	RPD*6030 IRDP RPD*6290 Dev Admin	RPD*6260 law RPD*6250 foundations in planning prac	RPD*6030 IRDP RPD*6290 Dev Admin		<u>Cdn</u> theory FPP APP/Law <u>Intl</u> theory IRDP Eval/Dev
<b>Electives</b>	+ 5 more electives	+ 5 more electives	+7 more electives	+7 more electives	+5 more courses	+2 more electives
<b>Available Electives</b>	RPD*6070 Project Development RPD*6080 Environment and Development: Biophysical Resources and Sustainable Development in Rural Environments RPD*6220 Planning and Development Policy Analysis RPD*6280 Advanced Planning Practice ( <i>listed as Rural Planning Methods</i> ) RPD*6290 Special Topics in Rural Planning and Development: GIS Remote Sensing, Land Use Planning, Project Management, Senior Planning RPD*6310 Environmental Impact Assessment RPD*6320 Water Resources Management RPD*6370 Economic Development Planning and Management for Rural Communities RPD*6390 Rural Social Planning RPD*6410 Readings in Rural Planning RPD*6450 Recreation and Tourism Planning and Development EDRD*6000 Qualitative Methods EDRD*6050 Agro/Farming Systems EDRD*6100 Disaster Planning and Management EDRD*6630 Regional Economics Models EDRD*6690 Program Evaluation					

## 2.1 Canadian Rural Planning and Development (CRPD) Field Stream -

The focus of the Canadian Rural Planning and Development field is on Rural Canada. It is intended for those students who are looking toward a professional career in the field of Rural Planning and Development in Canada. The M.Sc. in CRPD is accredited as a professional program by the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI). See the Membership in OPPI/CIP (Section 4.0) of this Handbook.

## 2.2 Program Description, M.Sc. (Planning) CRPD

In addition to the (three) 3 mandatory (**Program Core**) courses listed earlier in Section 2.0, students in the Canadian stream of Rural Planning and Development field are required to complete the following **Stream Core** courses:

- *RPD\*6250 Foundations in Planning Practice (listed as Public Administration in Rural Communities)*
- *RPD\*6260 Land Use Planning Law*

as well as –

*5 (five) Electives for the Thesis option (10 courses in total)*

*7 (seven) Electives for a Major Research Paper (12 courses in total)*

**PLUS** *either a Major Research Paper (RPD\*6360) or Thesis Writing (UNIV\*7500)*

## 2.3 International Rural Development Planning (IRDP) Field Stream -

The International Rural Development Planning (IRDP) field prepares students for research and practice in rural development planning within an International setting, largely in the Global South. It is also recognized as a professional program by the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI). See the Membership in OPPI/CIP in (Section 4.0) of this Handbook.

The goal is to prepare professionals who can act effectively at the local level with an understanding of how the local and the global interact and a special concern for less advantaged groups in less advantaged, resource scarce areas.

## 2.4 Program Description, M.Sc. (Planning) IRDP

In addition to the two (2) **Program Core** courses listed earlier in Section 2.0, students in the International stream of Rural Planning and Development field are required to complete the following **Stream Core** courses:

- *RPD\*6030 International Rural Development Planning*
- *RPD\*6290 Special Topics - Topics in Development-Development Administration*

as well as –

*5 (five) Electives for a Thesis (10 courses in total)*

*7 (seven) Electives for a Major Research Paper (12 courses in total)*

**PLUS** *either a Major Research Paper (RPD\*6360) or Thesis Writing (UNIV\*7500)*

### **3.0 PLANNING THE MSPL.RPD. PROGRAM of STUDY**

#### **3.1 Introduction**

Outside of the mandatory set of courses; students have a number of avenues through which to meet the degree requirements and to shape their programs. The student can decide: (a) to do either a Thesis or Major Research Paper; (b) what elective courses to take; (c) whether or not to seek a SEDRD certificate; and (d) whether or not to seek an internship placement. This should be part of the students' discussion with their Program Advisor early in the first semester. This discussion should continue during the first year of the program as the courses they complete may change their initial area of interest and earlier decisions they made.

#### **3.2 Degree Requirements**

To complete the MSPL.RPD. program, students must meet the requirements as set out in Sections 2.2 for Canadian Stream and Section 2.4 for International Stream.

#### **3.3 Areas of Emphasis**

The program provides MSPL.RPD. students the opportunity for more in depth study within a specific planning and development area.

The area of emphasis is developed by the student and his/her Graduate Advisory Committee through the selection of courses, the student's research leading to the Major Research Paper or Thesis, and in many cases, an Internship. SEDRD also offers MSPL.RPD. students an opportunity to earn School Certificates while pursuing the MSP.RPD. program (Table 1). As stated earlier this would require the completion of a designated set of courses, mostly electives (See Table 2).

**Choosing a particular area of Specialization/Emphasis is recommended but is not a degree requirement.** The student is encouraged to discuss with his/her Advisor early in the first semester, the merit of shaping his/her program to have an area of planning specialization/emphasis, with, or without earning the SEDRD certificate, taking into consideration his/her career goals.

Students are to select their electives from a list of knowledge and skills courses. A RPD Stream Core course from outside your chosen field (i.e., Canadian or International) can also

be taken as an elective. For example, a student in the Canadian Rural Planning and Development field (or stream) may choose to take RPD\*6030 (International Rural Dev. Planning) which is a core course in the International Rural Development Planning field. RPD\*6030 (International Rural Dev. Planning) would be counted as one of his/her electives. A student may also negotiate with a faculty member to supervise a readings course on a very specialised topic relevant to his/her research, e.g., Climate Change Adaptation Strategies. This could be made part of his/her electives. Two electives may be selected from other courses offered within SEDRD (e.g., CDE or LARC course) or other university departments/programs.

### **3.4 Internship**

The Internship is an opportunity to hone and develop skills relevant to professional practice. It is a recommended component of the Canadian and International M.Sc. program. Appropriate paid employment, volunteer work and the student's own research may qualify as an Internship. The Internship requires:

- Advisor approval prior to the Internship
- Contractual agreement between the student and Internship Supervisor outlining duties and how these will meet professional development objectives
- Minimum six weeks of actual work
- Submission of a five-page (double spaced) report which analyses how the Internship met professional development objectives
- Performance assessment letter from the work Supervisor

### **3.5 Critical Path of MSPL.RPD. Student Progress**

There is a need for each student and their Advisor to assess their progress in the program. As not all students follow the same path and timelines, there is also a need for a policy that accommodates latitude in the critical path of a student's progress through the RP&D program.

**The M.Sc. program in Rural Planning and Development is a full-time 6 semester graduate program. It should normally be completed within two (2) years of beginning the program.** Students normally enter the RPD program in the Fall semester. The University of Guelph operates on three semesters (Fall, Winter and Summer) per academic year. (See note regarding on-going Registration.)

**a) Student Evaluation Reports:**

Student's grades and GPA are reviewed regularly. At the end of each semester, faculty prepare Student Evaluation Reports, for those they are advising and rank overall academic performance (Satisfactory, Some Concerns, or Unsatisfactory) as well as comment on student's course work and research status. These reports are approved by the Graduate Coordinator, with copies passed on to the student, and another placed into their School files and if necessary, for the records of the Dean of Graduate Studies. Any student who does not have an approved research proposal by the end of their third semester of study will automatically be ranked as "Unsatisfactory" progress, and a plan of action will be established. Anyone in excess of 6 semesters will also be judged to have "Unsatisfactory" progress.

**b) On-going Registration:**

Each semester, it is imperative that students set up their Status (Active Full-time UNIV\*7510 or Active Part-time UNIV\*7520), register for courses, and if coursework is complete register for CDE\*6900 (for the Major Research Paper option) or UNIV\*7500 (for the Thesis option).

Failure to register correctly and make appropriate payment arrangements will result in de-registration through Graduate Services.

Note: The Major Research Paper is considered a regular course and should be completed in the semester of which it is registered for.

If you do not plan on taking any courses (this includes UNIV\*7500 Research/Writing) for any given semester, you **must** apply for a Leave of Absence from the program.

You should be able to Register using WebAdvisor unless you are a Provisional Student. Some classes **require** the instructor's signature for admission to the class. If this is the case, an Add/Drop form will be required for registration purposes.

**c) Part-time or Full-time Registration:**

The Program attempts to accommodate part-time students. Part-time students are limited to 1.0 (usually 2 courses) course credits in a semester.

Three part-time semesters are considered equal to one full-time semester. You may transfer from part-time to full-time by completing the appropriate form and submitting to Graduate

Studies.

The transfer from full-time to part-time being granted is dependant on circumstances relating to personal health issues, family responsibilities, or employment exist. Documentation of these circumstances must be submitted with the application. All transfers must go before Graduate Services for approval.

Additional information on Registration can be found at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?regguide>

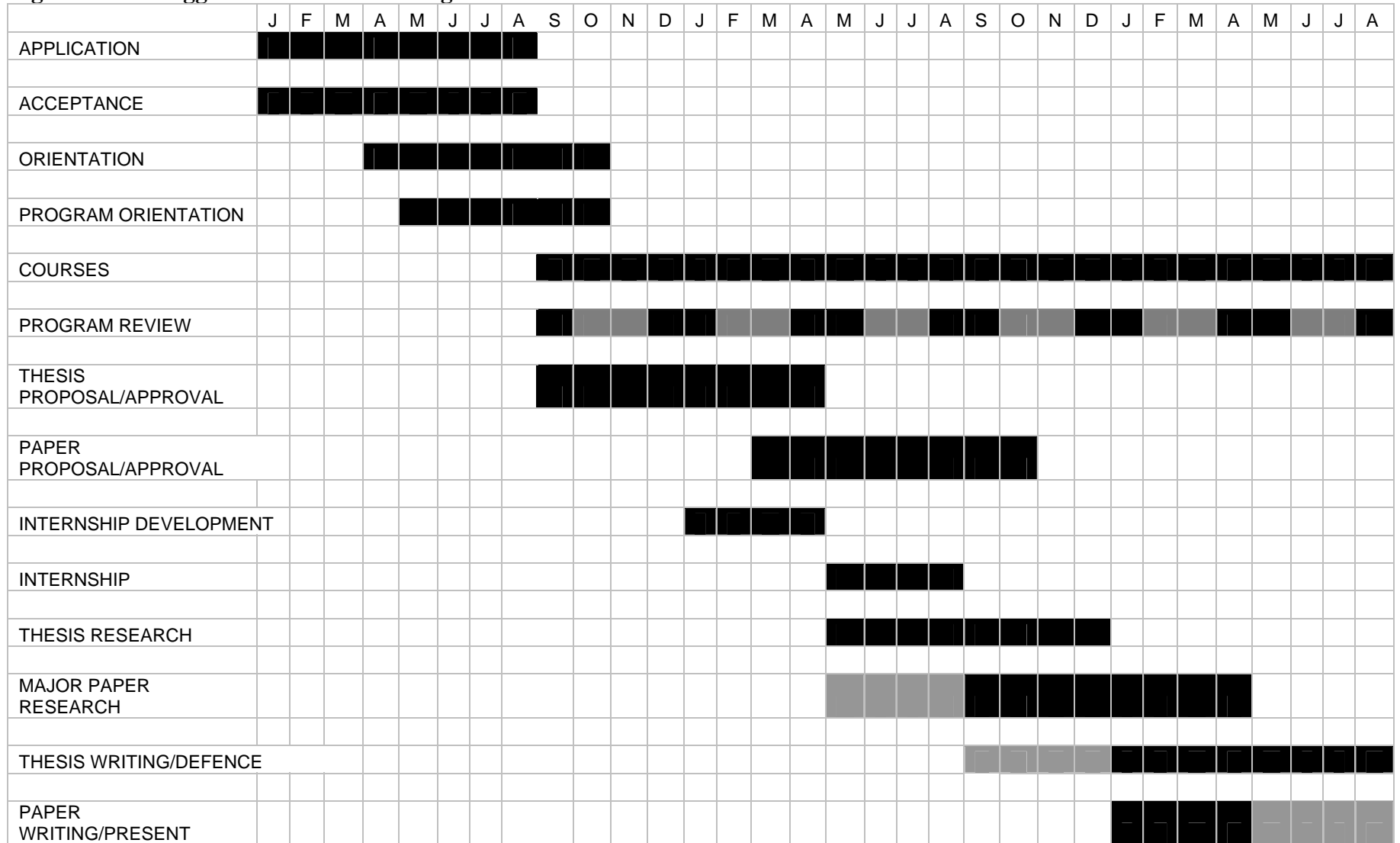
**Figure 1 Sample Student Progress Path**

<b>Semester:</b>	<b>1 - Fall</b>	<b>2 - Winter</b>	<b>3 - Spring</b>	<b>4 - Fall</b>	<b>5 - Winter</b>	<b>6 - Spring</b>
<b>Canadian Stream – Major Research Paper (12 courses + MRP)</b>	<ul style="list-style-type: none"> <li>· <b>RPD 6170</b> ½ crs (6 weeks – fall) Rural Research Methods</li> <li>· <b>RPD 6240</b> - Planning &amp; Development Theory</li> <li>· <b>RPD 6250</b> - Foundations in Planning Practice (listed as Rural Public Administration)</li> <li>· Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li><b>RPD 6170</b> ½ crs (6 weeks – winter) Rural Research Methods</li> <li>· <b>RPD 6280</b> - Rural Planning Methods</li> <li>· <b>RPD 6380</b>- Quantitative Techniques</li> <li>· Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· <b>RPD 6260</b> - Land Use Planning Law</li> <li>· Elective</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>- Elective</li> </ul>	<ul style="list-style-type: none"> <li>· <b>RPD 6360</b> Major Paper</li> </ul>
<b>Canadian Stream – Thesis (10 courses + Thesis)</b>	<ul style="list-style-type: none"> <li>· <b>RPD 6170</b> ½ crs (6 weeks – fall) Rural Research Methods</li> <li>· <b>RPD 6240</b> - Planning &amp; Development Theory</li> <li>· <b>RPD 6250</b> - Foundations in Planning Practice (listed as Rural Public Administration)</li> <li>· Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li><b>RPD 6170</b> ½ crs (6 weeks – winter) Rural Research Methods</li> <li>· <b>RPD 6280</b> - Rural Planning Methods</li> <li>· <b>RPD 6380</b>- Quantitative Techniques</li> <li>· Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· <b>RPD 6260</b> Land Use Planning Law</li> <li>· Elective</li> <li>- Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li>· <b>UNIV7500</b> Thesis Writing</li> <li>- Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li>· <b>UNIV 7500</b> Thesis Writing (<b>defend</b>)</li> </ul>
<b>International Stream – Major Research Paper (12 courses + MRP)</b>	<ul style="list-style-type: none"> <li>· <b>RPD 6170</b> ½ crs (6 weeks – fall) Rural Research Methods</li> <li>· <b>RPD 6240</b> - Planning &amp; Development Theory</li> <li>· <b>RPD 6030</b>--IRDP: Principles &amp; Practices</li> <li>· Development Administration (offered as a Special Topic <b>RPD 6290</b>)</li> </ul>	<ul style="list-style-type: none"> <li><b>RPD 6170</b> ½ crs (6 weeks – winter) Rural Research Methods</li> <li>· <b>RPD 6380</b>- Quantitative Techniques</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>- Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li>· <b>RPD 6360</b> Major Paper</li> </ul>

Semester:	1 - Fall	2 - Winter	3 - Spring	4 - Fall	5 - Winter	6 - Spring
<b>International Stream – Thesis (10 courses + Thesis)</b>	<ul style="list-style-type: none"> <li>· <b>RPD 6170</b> ½ crs (6 weeks – fall) Rural Research Methods</li> <li>· <b>RPD 6240</b> - Planning &amp; Development Theory</li> <li>· <b>RPD 6030</b>-IRDP: Principles &amp; Practices</li> <li>· Development Administration (offered as a Special Topic <b>RPD 6290</b>)</li> </ul>	<ul style="list-style-type: none"> <li><b>RPD 6170</b> ½ crs (6 weeks – winter) Rural Research Methods</li> <li>· <b>RPD 6380</b>-Quantitative Techniques</li> <li>· Elective (optional)</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· Elective</li> <li>· Elective</li> </ul>	<ul style="list-style-type: none"> <li>· <b>UNIV7500</b> Thesis Writing</li> <li>- Elective</li> </ul>	<ul style="list-style-type: none"> <li>· <b>UNIV 7500</b> Thesis Writing (<b>defend</b>)</li> </ul>
<b>MPLAN</b>	<p>Experienced Students – RPD*6290 Special Topics: Senior Planning (Winter Semester) + 5 more courses</p> <p>Professional Program Grads – RPD*6290 Special Topics: Senior Planning (Winter Semester) + RPD*6240 Planning &amp; Dev. Theory + 2 electives + the following courses in your stream of study:</p> <p><i>Canadian stream</i> – RPD*6250 Foundations in Planning Practise (listed as Rural Public Administration); RPD*6280 Advanced Planning Practice (listed as Rural Planning Methods); RPD*6260 Land Use Planning Law</p> <p><i>International stream</i> – RPD*6030 International Rural Dev. Planning; RPD*6290 Special Topics: Development Adm.; EDRD*6690 Program Evaluation</p>					

<b>Semester</b>	<b>1-Fall 2010</b>	<b>2-Winter 2011</b>	<b>3-Spring 2011</b>	<b>4-Fall 2011</b>	<b>5-Winter</b>	<b>6-Spring</b>
<i>2010-2011 Electives</i>	<p><b>EDRD 6100</b> Disaster Planning &amp; Management</p> <p><b>RPD 6080</b> Environment &amp; Development</p> <p><b>RPD 6220</b> Plan &amp; Development Policy Analysis</p> <p><b>RPD 6390</b> Rural Social Policy Planning</p> <p><b>RPD 6290</b> GIS/Remote Sensing</p> <p><b>RPD 6410</b> Readings in Rural Planning</p> <p><b>CDE 6330</b> Facilitation &amp; Conflict Management</p> <p><b>CDE 6420</b> Development Communication</p> <p><b>CDE 6410</b> Readings in Capacity Building</p>	<p><b>EDRD 6000 Qualitative Methods/Analysis</b></p> <p><b>EDRD 6050</b> Farming Systems Analysis and Development</p> <p><b>RPD 6290</b> First Nations Planning</p> <p><b>RPD 6310</b> Environmental Impact Assessment</p> <p><b>RPD 6370</b> Community Economic Development</p> <p><b>RPD 6410</b> Readings in Rural Planning</p> <p><b>RPD 6450</b> Recreation and Tourism Planning and Development</p> <p><b>CDE 6320</b> Capacity Building for Sustainable Development</p> <p><b>CDE 6330</b> Facilitation &amp; Conflict Management</p> <p><b>CDE 6690</b> Community Environmental Leadership</p> <p><b>CDE 6410</b> Readings in Capacity Building</p>	<p><b>EDRD 6630</b> Regional Planning</p> <p><b>EDRD 6690</b> Program Evaluation DE</p> <p><b>RPD 6070</b> Project Development</p> <p><b>RPD 6290</b> Project Management</p> <p><b>RPD 6410</b> Readings in Rural Planning</p> <p><b>CDE 6330</b> Facilitation &amp; Conflict Management</p> <p><b>CDE 6410</b> Readings in Capacity Building</p>	Not available at this time	Not available at this time	Not available at this time

**Figure 2 Suggested MSPL.RPD. Program Timeline**



Intense Activity



Less Intense Activity



## 4.0 MEMBERSHIP IN CIP/OPPI

The Ontario Provincial Planners Institute (OPPI) represents Ontario's Professional Planning community, and is the only organization that brings all Ontario planners together. Its objectives are:

- promoting, maintaining and regulating high standards of practice and ethics
- furthering recognition of the Profession
- promoting the value, use, and methods of planning
- improving the quality of Ontario communities by the application of planning principles

OPPI members are entitled to a number of services and benefits such as:

- exclusive use of the title "Registered Professional Planner" (R.P.P.)
- six issues per year of the *Ontario Planning Journal*
- professional development courses, seminars and workshops
- career opportunities information
- representation to the Ontario government on public policy issues that affect the profession
- Professional Code of Conduct and disciplinary process to ensure adherence to the Code
- student scholarships
- leadership development opportunities
- annual awards of excellence of communication and for recognition of service to the institute.

### 4.1 Membership

RP&D students are encouraged to become members of OPPI. The master's program is one of OPPI's *recognized* degree programs. To become a student member, sponsorship by a full member is required. Upon completion of the Masters degree, students apply for provisional membership. They are eligible for *full membership* provided that they:

- demonstrate two years of responsible Professional Planning practice recorded in a log book

- successfully complete an oral interview to the satisfaction of the Institute

For more information on OPPI consult their website at:

<http://www.ontarioplanners.on.ca/default.aspx>

The **Canadian Institute of Planners (CIP)** is Canada's national organization of professional planners. All members of OPPI are also members of CIP. Full members are entitled to services such as:

- exclusive use of the title "Member of the Canadian Institute of Planners" (MCIP)
- membership portability across Canada subject to provincial legislation
- ability to transfer qualifications and planning experience to the USA, UK, Australia and New Zealand through a reciprocal agreements with the respective Planning Institute agreement with the American Institute of Certified Planners (ACP)
- access to job exchange programs with planning organizations in other countries
- annual national conference and related professional development programs
- six issues per year of Plan Canada
- eligibility for annual Awards for Planning Excellence
- a national membership directory of Planners
- in Ontario, use of the designation R.P.P. (Registered Professional Planner)

For more information, consult CIP's website at: <http://www.cip-icu.ca>

**NOTE:** CIP and OPPI are currently reviewing their requirements for full membership.

## 5.0 FINANCIAL ASSISTANCE

Entrance scholarships are generally dependent on the student having an A- or better grade average. Other forms of assistance such as in-program scholarships, research and travel grants are made available *after* acceptance into the RP&D program. Additional funding is available from external agencies, the University of Guelph, the Ontario Agricultural College (OAC), and Rural Planning and Development.

**Applicants and in-program students are encouraged to apply for funding for which they are eligible. Information on University of Guelph awards can be found in the Graduate Calendar at: [www.uoguelph.ca/GraduateStudies/calendar/](http://www.uoguelph.ca/GraduateStudies/calendar/)**

REMEMBER, while we regularly posts information on funding sources, it is ***your*** responsibility to seek out and procure funding. RP&D tries to ensure that financial assistance can be spread over as many students as possible. Thus if you require financial assistance, it is worth discussing it with the RP&D Graduate Coordinator, particularly as some awards are based on the Coordinator's nomination.

**PLEASE BE SURE TO CHECK THE STATUS OF AWARDS at:**

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?endowments>

### 5.1 Sources of Financial Assistance

Five categories of funding are available for qualified full-time students registered for the Masters Program in Rural Planning and Development.

- 1) Graduate Service Assistantships (GSAs)
- 2) Graduate Teaching Assistantships (GTAs)
- 3) Graduate Research Assistantships (GRAs)
- 4) Ontario Agricultural College Internal Awards (e.g., Soden, RPD Field Research Scholarship)
- 5) University-wide Internal Awards (e.g., Deans Scholarships)
- 6) External Awards (e.g., OPPI, OGS, IDRC)

### 5.2 Graduate Service Assistantships (GSAs)

Graduate Service Assistants are students hired by RP&D to work on some School related activity. The GSAs are available to first and second year students registered full-time in the

School's Masters Program. GSAs openings are posted at the beginning of the Fall semester and at other times as they become available. Students should apply directly to the faculty member administering the GSA, and must inform the faculty member if they are applying for any other GSA. Students are selected by the faculty member responsible for administering the GSA on the basis of a fit between the student's competency and interests and the work required. Employment is for a maximum of ten (10) hours per week.

### **5.3 Graduate Teaching Assistantships (GTAs)**

A small number of Graduate Teaching Assistantships (GTAs) may be offered to suitably qualified RP&D students to assist faculty in the delivery of School courses. Teaching Assistants will be involved in preparation of materials, assistance to students and other aspects of course delivery. Employment will be for up to a maximum of ten (10) hours per week at University of Guelph GTA rates. The School posts GTA positions to the School website, bulletin board and by E-mail. There are copies of campus-wide TA positions available at the Union Office on the 2nd floor of the University Centre (519-824-4120 ext. 56268, E-mail: [cupe3913@uoguelph.ca](mailto:cupe3913@uoguelph.ca)) or posted on their website at: <http://www.cupe3913.on.ca/>. TAs are covered under the CUPE Union, Local 3913-Unit 1. Once you have been assigned a TA position and signed the necessary contract between yourself and the professor teaching the course, Human Resources will forward a copy of the Union Contract to you.

### **5.4 Graduate Research Assistantships (GRAs)**

Support for students is often available through research and consulting contracts procured by individual faculty. Graduate Research Assistantships (GRAs) are generated from these resources. This type of support may require more time and effort on the part of the student and due to the value of the contract may or may not provide equivalent funding rates. As a result of the varying circumstances of contracts obtained, there is no standard agreement for this type of contractual support. Students employed as GRAs are selected by the faculty responsible for the contract on the basis of skills, interest, previous experience and availability. As some positions may become available during the summer period, incoming students are encouraged to contact RP&D with respect to the possible availability of work prior to entry.

Students are strongly advised to consult the Calendar for further details on financial assistance and to watch regularly for a variety of additional opportunities posted on the School notice boards from time to time (e.g. Ontario Professional Planners Institute, Canadian Institute of Planners awards).

## **5.5 Awards**

For a listing of OAC and University-wide internal awards, refer to the following website: <http://www.uoguelph.ca/GraduateStudies/calendar/gradawards/index.shtml>. Further information about internal and external awards can be obtained from the RP&D office and from Student Financial Services (University Centre, Level 3).

## **5.6 Applying for Awards**

For all awards which require a research proposal, consult closely with your Advisor and have the Advisor (and if possible a committee member) review your proposal before you submit it. If you require a reference letter for any particular award or Internship opportunity, approach your Advisor or concerned faculty member first (rather than the RP&D main office).

Please consult the Graduate Calendar for additional information on the Research Awards. Please watch the student list serve and the bulletin boards in SEDRD for awards, research opportunities, GSAs, GTAs and GRAs; contact discipline-based departments for possible GTA's in your undergraduate discipline. As appropriate, check with Graduate Studies or the particular funding agency for specific details. There are many other funding sources for scholarships and financial support for research, including Rotary, various women's organizations, and foundations, such as the Bronfman Foundation and the Laidlaw Foundation. Let us know if you discover other sources. **Be sure to inform RP&D of any awards you receive from outside sources. This information is important for regular reporting to the Ontario Council of Graduate Studies.**

## **5.7 Conditions for Financial Support**

Student funding from sources over which the School has direct control is subject to availability of funds, academic performance and satisfactory progress on the part of the recipient towards the completion of the degree. These will not normally be available to students who are still in program after six semesters.

Other items of interest relating to financial assistance are:

- a) Income taxes are payable on salaries (GTAs, GRAs GSAs and Awards)
- b) Unemployment Insurance Commission deductions are made from salary payments.

## 6.0 ADVISORY STRUCTURE

The following is an outline of the progress of the Advisory relationships which develop as a student proceeds in the MSPL.RPD. program. When finalizing Committee structure, it is important for students to note that the majority of Advisory Committee Members should be from the Rural Planning & Development program.

### 6.1 Temporary Advisor

The Graduate Admissions Committee, on reviewing the student's academic and professional background, program objectives and faculty availability, will refer the incoming student to a particular faculty member. The student must consult with this faculty member, his/her Program Advisor, to finalize his or her program to ensure the completion of all registration documents and to address any matter of personal, academic or professional concern in the opening semester(s) of the student's program at the School, and subsequently identify the person most suitable to act as his or her Thesis Advisor. The Program Advisor is the major source of information, counseling and program direction for much of the first and second semester of the program. *The Program Advisor may or may not become the student's Thesis or Major Research Paper final Advisor.*

### 6.2 Thesis Advisor

The Thesis Advisor is a graduate faculty member with whom the student shares an academic interest. The Thesis Advisor **must** be identified and confirmed before the end of the second semester. Students must complete an **Advisory Committee/Graduate Degree Program Form** in the second semester, with a copy to the School and a copy to the office of Graduate Program Services submitted by mid-March. **Students are expected to have a research proposal approved by the end of the second semester. Although some flexibility is allowed, no student should commence field work or research without an approved research proposal.** There is no fixed procedure for development of an Advisory relationship. It should evolve out of class contact, discussions, and through the advice of the student's Advisor. It may or may not be the faculty member assigned at the start of the program. It is, however, the student's responsibility to choose his or her Thesis Advisor, and with this faculty member, to

organize the Thesis Committee. The role of the Advisor is to provide direct support and advice in the development and completion of the Thesis, this includes help with selection of courses, and approval of leaves of absence. At least one other Committee member (or Co-Advisor) either on or off campus must be identified, who the student could consult on issues relevant to the research. The Thesis Advisor, with the student, will identify this other expert. The Committee will evaluate the Thesis in preparation for its defense. The Chair of the Thesis Defense participates in assessing the student performance – PASS or FAIL.

### **6.3 Major Research Paper Advisor**

*The Major Research Paper Advisor must be identified by the student no later than the end of the second semester.* There is no prescribed manner of choosing a Major Research Paper Advisor except through class contact and personal discussions. The role of the Major Research Paper Advisor is to provide direction and advice, review course selection, guide the development and completion of the Major Research Paper, and conduct the formal evaluation of the paper (numerical grade). The Major Research Paper Advisor, together with the student will consult with another faculty member or outside expert for additional input to and review of the Major Paper. **Failure to have an approved proposal by the end of the second semester will be one of the conditions for the student to be assessed as making “unsatisfactory progress”.**

### **6.4 Change in Graduate Advisor and/or Advisory Committee Membership**

It is the responsibility of the student who wishes to initiate changes, either of the Advisor or Advisory Committee membership, after their initial appointment, to inform the original Advisor of his or her intent before notifying the Graduate Coordinator. A revised Advisory Committee/Graduate Program Form must be completed and submitted to Graduate Program Services, with a copy to the School. No changes may be made without the written approval of the Graduate Coordinator and the Dean of Graduate Studies. **The responsibilities of students and faculty in a graduate program are outlined in the University’s ‘Guidelines for Graduate Students, Faculty and Graduate Studies Committees’.**

## **7.0 THESIS/MAJOR RESEARCH PAPER (MSPL.RPD. REQUIREMENTS)**

### **7.1 Research Proposal**

Students should give attention to the identification, design and approval of a research proposal as early as possible in their program. Every student in the School should prepare and present to his/her Advisory Committee a written **Research Proposal** preferably in their second semester and no later than their third semester. For students hoping to do work overseas and for others requiring external funding, research proposals should be drafted early in the second semester. **Students should not commence field work without an approved research proposal.**

The Research Proposal should:

- i) define the research problem backed by a good review of the relevant literature.
- ii) outline the research goal and objectives, and the hypoThesis(es) to be tested, if any, and/or the research questions
- iii) describe the context within which the research will be carried out,
- iv) describe the research methodology to be employed
- v) state the potential contribution of the research to planning and development theory and practice in rural contexts
- vi) include research plan and budget,.

Copies of the Research Proposal should be circulated to the student's Advisor and members of the Advisory Committee **at least one week prior to a meeting of the Committee.** The examination of the Research Proposal will be attended only by the student and the Committee. The student will present to the Committee a review of his/her Research Proposal with emphasis on (i) to (iv) above.

The Committee will provide constructive oral and written comments and recommendations on the Research Proposal. Written comments and recommendations will be submitted to the student by each Committee member when the meeting is convened. If comments are written directly on the Research Proposal, then the copies should be returned to the student. The student, in consultation with his/her Advisor, will make the required changes to the Research Proposal. A revised draft will be circulated to Committee members for their final

approval within a reasonable period (e.g., 2-3 weeks). When the Research Proposal has been accepted by a majority of the Committee (including the Advisor) a letter of acceptance, signed by all members (with any dissent recorded), will be sent to the Graduate Coordinator of the School. In the event that the Proposal is not accepted, the student is permitted to submit another Research Proposal. If the second Proposal is not acceptable this may constitute "**unsatisfactory progress**" in the student's program. Discussions will then be held with the student regarding a possible recommendation from the School to withdraw from the program. The Research Proposal is intended to act as a guide for subsequent research and it should not be expected that every aspect of the Proposal be completed for the Thesis or Major Research Paper. It is recognized that the research very often continues to be refined and developed, even after formal approval. Experience in the student's professional internship, usually in the third (Spring) semester may suggest appropriate modifications to the research design. New but related avenues of research may be pursued with the written approval of the Advisor and Advisory Committee.

The report [Guidelines for Ethics Review of Course-Based Research Projects Involving Human Participants](#) outlines the responsibilities of the researcher, the graduate student's committee, the Program, and the University regarding factors such as consent, risks and benefits, privacy, anonymity, and safe-keeping of collected data. Your Advisor will also guide you through this process, as well as explain our relationship with, and responsibilities to, the Office of Research. For more information on conducting research at the University, see:

<http://www.uoguelph.ca/research/humanParticipants/index.shtml>

## **7.2 Thesis or Major Paper**

The following definitions are those developed in the RP&D and may be of use in highlighting particular characteristics ascribed to the Thesis and Major Research Paper. The decision to proceed with a Thesis or major paper is normally reported to the University during the 2nd semester (through the Advisory Committee and Graduate Degree Program forms).

If a study based on field work or an internship is not feasible, a study based on secondary data or a review of case studies and literature appropriate to the context may be accepted. **Students in the International stream can do a Thesis or Major Paper to include a Canadian topic; however the research must be comparative with the main focus on International and**

**one chapter on a Canadian case.**

### **7.3 Thesis**

The Thesis speaks to a clearly defined research problem, of significance to rural planning and development, based on a comprehensive review of the literature, and analysed within the appropriate theoretical framework. The research design outlined must be sound, the objectives defined, appropriate in scope, and the methodology employed - data gathering, data analysis, and analytical framework - whether quantitative or qualitative, appropriate to the problem and the context, such that the results are *valid, verifiable* and *reproducible*. The Thesis provides ***an explanation*** of the research problem through the use of primary and secondary data. This is the student's contribution to our understanding, our knowledge of the research problem, as evident in the existing literature on the subject. The relevance of the research to rural planning and development theory and practice is an integral part of the evaluation.

**The Thesis must be presented in a form which is defensible in a formal oral defense and remain within a limit of 100 to 125 pages of core text.**

At the time your Thesis defence/oral exam date has been set, be sure to secure and fill out the **Examination Request Form** (available on the Graduate Studies website or from the Graduate Secretary). This form must be received by the Graduate Secretary and Graduate Program Services at least two weeks prior to your defence. The document, ***Graduate Policy on Thesis Format***, outlines Thesis submission, procedures, policy and format, and is available within the Graduate Calendar at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-Thesis.shtml>

### **7.4 Major Research Paper (MRP)**

The aim of the Major Research Paper is to explore the links between academic experience and professional practice (*within a limit of 50 to 75 pages of core text*).

The Major Research Paper presents an analysis of a problem in practice linking it to theory and/or methodology. For example, it can include a client based study along with reflection on the methodology of carrying out the study, or the theoretical perspectives underpinning it. Alternatively, the Major Research Paper can provide the student with the

opportunity to undertake a systematic and creative exploration of theoretical and philosophical questions, or professional practice, not well suited to the Thesis format.

The literature review for a major paper focuses on the literature most relevant to the issue, and is not as exhaustive as for the Thesis. The methodology can range from a critical analysis of the research problem based on the literature, case studies, analysis of secondary data, to collection of primary data. The results may be more indicative and evaluative, than definitive, as would be expected in a Thesis. Students doing a Major Research Paper must register in course number RPD\*6360, in addition to the MSPL.RPD. course requirements described in Section 2 and summarised in Table 2 of this Handbook. The Major Research Paper is equivalent to a course (RPD\*6360) and is graded as such. The Major Research Paper is considered a regular course and should be completed in the semester of which it is registered for.

### **7.5 Major Research Paper Format and Style**

To provide uniformity in the Major Research Papers and Theses produced, Graduate Program Services has developed a University Policy for Thesis format, which can also be applied to Major Research Papers. It is important that these guidelines are followed as theses and major papers are often the product by which the Program and its graduates will be judged. The updated (2007) version of University of Guelph **Graduate Policy on Thesis Format** can be found within the Graduate Calendar at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-Thesis.shtml>

### **7.6 Thesis Schedules and Procedures** **Introduction**

The Graduate Calendar specifies a “last date” for each semester upon which approved theses may be submitted to the Dean of Graduate Studies in order to qualify for a graduate degree at the ensuing Convocation. Reasonable time must be allowed for the candidate to prepare the approved Thesis in its final form following the defense of the Thesis. The Final Oral Examination should therefore take place not fewer than five days prior to the “last date”. Candidates are urged to protect their interests by initiating the procedures as early as possible in advance of the deadline dates suggested in the following schedule. **Also refer to Completion**

## **Checklist on Page 57 of this Handbook.**

### **Masters Thesis Schedule**

It is the responsibility of the Graduate Thesis Advisor to begin making arrangements for the Master's Thesis Defense at least (8) weeks prior to the anticipated date of the defense. The typical sequence of events in the weeks prior to the defense is as follows:

At 8 weeks before “last date”:

Graduate Advisory Committee agrees on a timetable for completion of the Thesis and defense.

Student and Advisor select a chair for the examination and discuss timing.

At 4 weeks: Formation of the Examination Committee, including Chair.

At 2 weeks: Request for Thesis Examination completed (Signed and Approved **Examination Request Form** to Graduate Services).

FINAL DRAFT of Thesis conveyed to members of the Examination Committee, including Chair.

At Day 0: Final Oral (Master's) Examination  
(Remainder of paperwork completed through Graduate Secretary)

### **Detailed Procedures**

1. Planning the Thesis Defense. Plans for the completion of the Thesis and for the Thesis defense are made by the candidate and the Graduate Advisory Committee. These plans should include a schedule of events and consideration of possible members of the Examination Committee.
2. Request for Thesis Examination. Members of the Graduate Advisory Committee, following their review of the final draft of the Thesis, indicate on the Examination Request form whether they consider that the Thesis is ready for examination. This constitutes advice to the candidate. Regardless of the recommendation of the Graduate Advisory Committee, the candidate may submit a signed Examination Request form to the RP&D Director and request that the examination be arranged.

3. Date of the Final Examination (Thesis defense). The final draft of the Thesis is delivered to the Master's Examination Committee. The date of the Final Oral Examination is established at this time and, normally, is to be no sooner than 2 weeks after copies of the Thesis have been delivered to members of the Examination Committee. It is understood that, as a result of the Final Oral Examination, corrections arising from the comments of the Examination Committee may be necessary to produce a revised final draft of the Thesis.

4. Following the Final Oral (Master's) Examination

- a) The Recommendation for Degree form is to be completed by the SEDRD Director and returned to the Office of Graduate Studies.
- b) After you have successfully defended your thesis at the final oral examination, and have made any required changes to your thesis, it is then necessary to submit to Student Client Services **\*one\*** official copy of your thesis for final approval. This copy must be submitted in a folder with the pages numbered and arranged in the appropriate order. The thesis must be free from typographical and other errors. When accepted by the dean, this copy will be retained for microfilming and for deposit in the McLaughlin Library after being bound. A second copy of the thesis must be submitted for binding to University Design and Print and for eventual submission to the department. Your thesis will be checked while you wait. At that time, you must be prepared to pay the graduation/parchment and National Library fees and to settle any outstanding university accounts. Student Client Services requires that all copies must be on acid free paper and of superior print and copy quality. Please provide three (3) additional copies of your title page and one additional copy of your abstract.

Binding will be handled by University Design and Print in the lower level of the University Centre. Upon final approval of your thesis in Graduate Program Services, an email will be sent to the student and a copy to University Design and Print. Once University Design and Print has received this email, you may then put

in a request with them to have the required departmental copy and further copies of your approved thesis printed and bound. Each thesis to be bound should be placed in a letter sized folder. \*Payment for binding copies will be made to University Design and Print.

Theses are normally bound on a two-week turnaround basis; pickups and deliveries to University Design and Print are made on every other Thursday.

You may choose any colour for the binding from the sample book in University Design and Print. If your department has a colour preference, you should abide by that preference.

Graduate Program Services will be responsible for packing, shipping the master copy for microfilming and binding. University Design and print will be responsible for packing, shipping and receiving all other bound copies.

- c) If the candidate is not successful, subsequent actions are based on the reason for rejection. A second opportunity for defense of the Thesis may be granted.

- 5. The first copy of the thesis will be sent to the National Library of Canada for microfilming. When it is returned, it is bound and deposited in McLaughlin Library permanently. The second copy is bound immediately and shipped to your department; for permanent deposit in the thesis collection. Although it is not a university requirement, it is traditional for you to supply your advisor and co-advisor with a bound copy of your thesis.

One printed unbound copy of approved thesis to Graduate Program Services.  
One departmental copy and any additional personal copies to University Design and Print to be bound.

Please give an electronic copy (in PDF format) of your thesis to the program secretary.

Please check the Graduate Studies web page for up-to-date procedures on submitting your Thesis. <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records>

## **7.7 Major Research Paper Schedules and Procedures**

Copies of the final draft of the Major Research Paper should be submitted to the Advisor and committee member(s) at least six (6) weeks prior to the end of the semester. It should include the standard signature and Director's approval page. At the same time, one copy must be submitted to the main office of the School to be made available to faculty upon request.

The Major Research Paper Advisor will provide the student with written feedback and recommendations for final revisions. The final copy, incorporating the required revisions must be submitted to the Advisor at least one week prior to the end of the semester. Once approved,, please give an electronic copy (in PDF format) to the program secretary, along with a hard copy to be passed onto the Library. A hard copy should also be given to your committee member(s) and Advisor.

**Refer to Completion Checklist on Page 57 of this Handbook.**

## **7.8 Referencing**

The Rural Planning and Development program adheres to APA Style in text, citations, quotations and references. For your use in graduate course work, writing and reporting, see the insert at the end of this Section for **APA Style Essentials**.

## **7.9 World Wide Web Research**

(Source: Hacker, D. A Canadian Writer's Reference. 2<sup>nd</sup> Ed. 1996. Nelson Canada, Scarborough)

Many academic journals and other information sources relevant to RP&D research can be found on the Web. However, it is important to critically evaluate a web site prior to relying on it for research purposes. Of particular importance are the quality, content and currency of the site. The following guidelines may be helpful for evaluating web sites and their contents.

**Quality:** Is the site maintained by a credible academic institution or other recognized organization? Is it peer reviewed or subject to another type of editorial control? (E.g. is it taken from a known print source?) Is it indexed or archived electronically? Does it have a rating 'sticker' showing that it has been reviewed?

**Content:** Is the author identified? Is it full text? Does the site represent scholarly research findings? Is the information or source biased in anyway? How does it compare to other electronic and print sources on the same subject?

**Currency:** Is the site regularly updated? Is the information current? Is there a creation date on the site's page? Are there numerous inactive links that may suggest it is out of date?

There are a few basic rules to follow when referencing any type of on-line material. Using the format for citing a journal article or book, cite whatever publication information is available from the electronic source. State the number of pages or paragraphs (followed by "p.", "pp.", "par" or "pars."), the title of the data base (underlined), the medium (On-line), the computer network and the date the material was retrieved. If the number of paragraphs or pages are not stated in the source, specify "no pagination" using "n. pag.". You may also place the electronic address at the end of the citation, prefaced by the word "Available".

## 8.0 ACADEMIC STANDING

The following is derived from the University of Guelph Graduate Calendar as modified by the program of Rural Planning and Development.

### 8.1 Standing in a Course

A numerical grade shall be awarded for each course performance with standing as follows:

90-100 (A+)	<b>Outstanding.</b> The student demonstrated a mastery of the course material at a level of performance exceeding that of most scholarship students and warranting consideration for a graduation award.
80-89 (A- to A)	<b>Very Good to Excellent.</b> The student demonstrated a very good understanding of the material at a level of performance warranting scholarship consideration.
70-79 (B)	<b>Acceptable to Good.</b> The student demonstrated an adequate to good understanding of the course material at a level of performance sufficient to complete the program of study.
60-69 (C)	<b>Minimally Acceptable.</b> The student demonstrated an understanding of the material sufficient to pass the course but at a level of performance lower than expected from continuing graduate students.
0-59 (F)	An inadequate performance

A graduate student who receives a grade of less than 60 per cent in any course (graduate or undergraduate, prescribed or additional) is deemed to have failed the course. The Advisory committee must then take action . A student may not register for any course they have previously passed unless the course is a varying content course (such as a Special Topics course) or unless so directed by the Admissions and Progress Committee of the Board of Graduate Studies.

AUD	an "audited" course (additional courses only).
INC	incomplete or course not completed. It is required that the INC be replaced by a grade or an INF (incomplete failure) within the next registered semester.*
INF	incomplete: failure. Students not completing the course requirements within the prescribed time limit (see INC above) of receiving an INC will receive an INF grade for that course.*

INP	in progress. Multi-semester courses that are in progress will receive the INP interim grade designation in each semester prior to the semester of completion. Students registered in multi-semester courses must register in each semester in which they are actively engaged in course requirements. A grade is recorded in the final semester of offering.
MNR	mark not reported. Grade has not been reported to Graduate Program Services by department or school by the last day for grade reports for the semester. It is required that the MNR be replaced by a grade or an INF (incomplete failure) within the next semester.*
SAT	satisfactory. Used for evaluation of certain seminar and practicum courses
UNS	unsatisfactory, considered a failure. Used for evaluation of certain seminar and practicum courses.
WDF	withdrawn: failure. Identifies a course from which the student withdrew after the announced last date for dropping courses. A course dropped prior to this last date is not recorded.

\* Any student who receives an INC or MNR grade and for whom the final grade is not received in Graduate Services prior to the first day of the next semester, must complete the course in the next registered semester, at the end of which it is required that the INC be replaced by a grade or an INF (incomplete: failure). If the student is not registered in the semester in which the course is completed, any submitted grade will not be accepted and the student will receive INF as a final grade. Note that the student does not register for the incomplete course again; when a grade is received, the grade will replace the INC or MNR grade originally recorded. Students who are registered may have, at the department/school graduate committee's discretion, up to the end of that subsequent semester to finish the course requirements before the grade of INF is automatically recorded. Exceptions to the above, for compassionate reasons, may be considered on appeal to the Admissions and Progress Committee of the Board of Graduate Studies.

## 8.2 Prescribed Studies

A graduate student must obtain an overall average of B or better (at least 70%) in the **prescribed studies**, as set out in the approved program (see Calendar), in order to qualify for the Masters degree.

### **8.3 Additional Courses**

In the courses which are identified as **additional courses**, standings will be reported according to the schedule of grades set out in Graduate Calendar, but will not be included in the calculation of the overall average. It is understood, nevertheless, that such additional courses are an integral part of the student's approved program.

### **8.4 Departmental Review (Student Evaluation Reports)**

At the end of each semester the academic record and progress of each student is reviewed by the Graduate Faculty of RP&D. A Student Evaluation Report is submitted by the Advisor to the Graduate Coordinator and to the student, with a copy to the Dean of Graduate Studies. Overall progress is ranked as “Satisfactory”, “Some Concerns”, or “Unsatisfactory”. If a student fails a course or a required examination, the Graduate Advisory Committee, through RP&D Program will recommend appropriate action to the Board of Graduate Studies (see Calendar).

### **8.5 Professional/Academic Expectations**

Punctuality, respect for deadlines, full participation in team projects and high standards in report writing and communications are expected of all students in the program. The graduate program in the RP&D is a professional program and particular emphasis is placed upon these aspects of appropriate professional practice. The expectations are matched by similar standards relating to academic rigour, analytical creativity, veracity and integrity

#### **PLAGIARISM:**

All work submitted for grade must be original. Copying all or part of another's work is unacceptable conduct for an aspiring professional. Copying material from the World Wide Web (Internet pages) without a citation is plagiarism. Should such a situation arise, the University Senate regulations and procedures for academic misconduct will be rigorously applied. If you have any questions about a situation that may involve such misconduct, please discuss the matter with your instructor.

## **9.0 RP&D GRADUATE PROGRAM COMMITTEES AND COORDINATION**

The graduate program in the RP&D is administered by SEDRD Council through two standing committees and a number of *ad hoc* committees.

### **9.1 Graduate Coordinator**

The Graduate Coordinator is a member of faculty appointed by the RP&D Director, and assists students with their programs by:

- a) Coordinating and expediting communication between applicants to the program and School faculty who have similar research interests and providing information on graduate studies in the RP&D including regulations, policies and academic requirements.
- b) Expediting the processing of student applications and registration in the University and RP&D.
- c) Ensuring that the policies and regulations of Graduate Services and the RP&D's Graduate Program are adhered to by both students and faculty and with the Director acting as liaison between the RP&D and Graduate Services.
- d) Assisting entering and in-course students and their Advisors in the completion and submission of student applications for fellowships, scholarships and bursaries and, when appropriate, providing assessments of the student applications to the awarding agencies.

### **9.2 Program Committee**

The RP&D Program Committee comprises all faculty members and two graduate students nominated by PLAIDS and appointed by the SEDRD Director. The purpose of the Committee is to periodically review the graduate program structure and course offerings. Specifically, the Committee will:

- 1) bring to SEDRD Council information and recommendations relevant to the planning, content and delivery of the RP&D's program fields,
- 2) be responsible for reviewing new course proposals and other program modifications,
- 3) at the request of SEDRD Council, take program proposals to the Board of Graduate Studies,
- 4) prepare and recommend to SEDRD Council, the scheduling of course offerings by semester, at least two academic semesters in advance,

- 5) review and report to SEDRD Council on the longer term (2-3 year) faculty and other resource requirements to implement and manage the program,
- 6) at the direction of SEDRD Council, take on additional duties and tasks as required.

### **9.3 Awards Committee**

The RP&D Awards Committee consists of three faculty members, one of which is appointed as Chair. The Committee meets periodically to review award applications made through the School and nominate students for University-wide, College (OAC), and external (e.g., OGS, CGS) awards, as required.

## **10.0 RP&D ADMINISTRATION AND SERVICES**

### **10.1 SEDRD Council**

SEDRD Council is the governing body of the Program. It oversees the graduate program, liaison with the Profession, major research and the contracts, major space and facilities issues, budget priorities, faculty search and planning matters, RP&D collaborations with other academic units and institutions, long range program planning, admission targets by field, and many other program and RP&D policy and management issues.

Students may be requested to serve on several of the *ad hoc* Committees of SEDRD Council. This is usually arranged through the student representatives on Council.

MSPL.RPD. students are allowed to elect one student representative to the University Senate. This student represents the RP&D student body and is elected by the entire RPD student body for a one-year term.

### **10.2 RPD Planning and International Development Student Society and Program Committee**

At the beginning of each September, MSPL.RPD. students assemble to constitute the Planning and International Development Student Society (PLAIDS). At this assembly they select a first and second year representative from each of the Canadian and International fields to represent them at SEDRD Council and the RPD Program Committee.

The role of the student representatives on SEDRD Council has been to communicate information to and from the RPD student body on issues that require formal decisions. The student representatives are included in all discussions in Council except those of a private nature (e.g., those relating to personnel matters). The student representatives may be informed of the general nature of such discussions.

In addition to the formally elected PLAIDS student representatives, other MSPL.RPD. students may attend the RPD Program Committee to deal with or make presentations on RPD specific issues. This is normally arranged through the RPD Program Coordinator in advance.

### **10.3 RP&D Facilities for Students**

The RP&D provides a number of services and facilities to students enrolled in the School, as follows:

#### **Phone/Fax**

For RP&D students, there is a phone in Room 006, Johnston Hall, for campus and local calls only. In the Landscape Architecture Building, there is a phone in the hallway across from LA Room 133, for campus and local calls. Students **do not** have access to the SEDRD office photocopier, fax machine, computers, or telephones in the Landscape Architecture Building.

#### **Reimbursement for Project Work**

Students requiring reimbursement from SEDRD for expenses and/or services related to a project for a faculty member should prepare a summary of expenses and submit it first to the project supervisor and then to Joan Cascio in LA Room 109. The summary should include the student's full name, date, social insurance number, address and a detailed account of expenses. Allow two to three weeks for reimbursement. Students requiring reimbursement for services related to a project for a faculty member are to discuss the details of their employment with Anna Gallina, Administrative Assistant, in LA Room 102A.

#### **School Vehicle Use**

The vehicle may be used by any salaried employee or graduate student of the University **if employed on a project by a SEDRD faculty member**. Joan Cascio maintains the vehicle schedule, as well as related forms that are required to be completed by graduate students. It is essential that the name of the project, destination, departure and return dates and times be recorded. You must have a valid Ontario Drivers License. School vehicles cannot be used for personal use.

#### **Workspace**

Workspace for RP&D program students is located in Rooms 006 and 043, in the basement of Johnston Hall, and the LA foyer (The Pit). Due to variations in numbers and limitations on space, some sharing may be required. Students are responsible for the organization and security of their workspaces. SEDRD is not responsible for any lost, damaged or stolen property of students in any classrooms or work spaces. Keys for student workspaces are issued from the School Office (Joanne Gillis, Receptionist, LA Room 100) on payment of a deposit, refundable

when the keys are returned.

### **Reading Material**

RP&D program provides access to some specialized literature through its resource shelves in Johnston Hall, Room 043. Lending of these materials is on the honour system. Students are requested to help maintain this collection by signing material out and returning it in good order.

**Theses and Major Papers** by past RP&D students may be borrowed for a three-week loan period. Theses and Major Papers can be signed out in the mornings only, Monday to Friday, through the Receptionist, Joanne Gillis, LA Room 100. Note that copies of most Major Papers and Theses are also available in the McLaughlin Library. More recent copies of Major Papers and Theses may be available electronically from Sue Hall, LA Room 100.

### **Audio Visual Equipment**

Landscape Architecture classrooms are equipped with a slide projector and overhead projector. For other internal audio-visual equipment requests, make bookings in the morning only, Monday to Friday, through the Receptionist, Joanne Gillis in LA100. Note that all requests for audio-visual equipment must be made through, and with the approval of, a faculty member. Only faculty and/or staff can request equipment directly from Teaching Support Services.

### **RP&D Student List Serve**

An RP&D student list serve is maintained and serves as an informal, but important, network for students to stay current on the happenings in RP&D when in Guelph or abroad. It also includes information on awards, classes, job postings and other information of interest from the School, Program, and community at large mail to: [RPD-L@LISTSERV.UOGUELPH.CA](mailto:RPD-L@LISTSERV.UOGUELPH.CA) Students are reminded to use appropriate 'netiquette' when using the list serve as it is regulated by the University of Guelph and is subject to random audit. To begin sending and receiving messages, new students' uoguelph e-mail addresses will automatically be added to the RP&D listserv through the Graduate Secretary, Sue Hall.

### **Mail**

All students are assigned group mailboxes (sorted by first letter of your surname) outside the SEDRD Office, LA Room 100. If students are away for any reason (travel, illness, leave of absence), they must designate a responsible mail 'buddy' in the program. This fellow student

will take responsibility for collecting and bringing the student's mail to the main office for forwarding. The SEDRD office will not accept responsibility for delivery of large packages, passports, visas and other such items.

### **Conference Travel**

Students may receive partial support for travel to one or two relevant conferences per semester from the RP&D or the OAC Awards Committee. Funding for this type of undertaking is limited so preference is given to those conferences and workshops which are attended by several students, where costs may be shared, where RP&D students are particularly active in the proceedings (e.g., presenting papers), and to those meetings which are particularly focal to the School's interests. Application for conference travel funding should be made in writing to the Graduate Co-ordinator, Harry Cummings or to the OAC Awards Committee. It is at the discretion of the School's director as to how much the fund will receive each year. Not all students will be eligible. Student's will only receive up to \$100.00 from the program.

### **Release of Phone Numbers**

Due to the Privacy Act, no addresses or phone numbers of our students can be released without written permission. However, please keep your Graduate Secretary and Graduate Program Services informed of any changes in your address and phone number (local or otherwise).

**The standard means of communication between staff, faculty, and students will be through uoguelph email, unless the student gives written permission stating otherwise.**

## **11.0 COMPUTER FACILITIES**

Students are expected to provide their own laptop computer for their own personal use.

### **11.1 The RP&D Computer Laboratory**

The RP&D computer laboratory has nine PIV personal computers (PCs) running Windows XP with software and peripherals to support teaching and research in a graduate professional program in rural planning or development. The laboratory is located in Room 001, in the basement of Johnston Hall and is accessible 24 hours a day, seven days a week to students with current active registration in the program. To use the lab a key can be obtained at time of initial registration from the Departmental Office. The basement offices in Johnson Hall also have wireless access to the University network.

Access to central University computing services (Library, e-mail, mainframe statistical packages, etc.) is available from all lab workstations. The RP&D lab has two HP Laserjet printers and two scanners available. Users are expected to supply their own paper and currently pay 5 cents per page for use of these printers. Payment is by the honor system. Each lab workstation has MS Office XP, SPSS V15.0 and ArcView 3.3 and ArcGIS 9.2 GIS software. Single copies of NVIVO-Nudist qualitative analysis software and MS Project (project management software) are available.

A small, specialist GIS/Remote sensing lab with three workstations for use by research projects located in Room 001a JH adjacent to the main lab. E workstation has ArcView 3.3, ArcGis 9.2 and ILWIS 3.4 software. A large format digitizer , one HP 1220c and one large format DesignJet 450c printer are available. A large collection of Canadian GIS coverages of various types is available.

**All software in the RPD labs and TDR data accessible from the University Data Resource Center has been obtained on Educational Site Licenses. Any commercial use of the software or TDR data by users is strictly prohibited and could result in prosecution by the software and/or data supplier.**

## **11.2 Computer User IDs and Passwords**

New students will receive a UNIX account from the University of Guelph's Computing and Communication Services (CCS). These accounts are based upon current university registration and are automatically deleted for students who are not officially registered (including those on Leave of Absence) approximately 2 weeks after the official 'add date' for courses. CCS will issue the account ID and password and any questions related to Unix ID's and their use must be addressed to CCS.

*It is a condition of use of the RP&D laboratory that all users accept that RP&D takes no responsibility of any kind either for the provision of continuity of service in the lab or for any media stored or generated on the workstation hard drives.*

## **11.3 Lab Hardware/Software Problems and Statistical/Research Design Advice**

User support for the Lab is provided by Dr. John Fitzsimons, Room 110JH (ext. 56786) during posted hours. At *all* other times, including evenings, weekends and holidays, e-mail the question or description of the problem to [jfitz@uoguelph.ca](mailto:jfitz@uoguelph.ca) and the problem/question will be addressed as quickly as possible. If the problem relates to lab hardware/software, please include in your message the Workstation # and the date and time that the problem occurred.

Advice on **all** Central Computing Services (mainframe, internet, e-mail, etc..) must be directed to the CCS Help Desk at ext. 58888 (Open 8:30 A.M. until 4:30 P.M., Monday to Friday).

Help with statistical analysis using SPSS or SAS software is available from CCS at ext. 58002 during regular working hours.

## **11.4 Instruction in the Use of Computer Laboratory Software**

New students are **very strongly urged** to register for the short non-credit courses in software offered by Computing and Communications Services (CCS) at the beginning of each semester. The CCS courses on MS Word and Excel are useful for new RP&D students who are not familiar with this software. Courses on ArcGis 9 are also offered.

**The CCS short courses on SPSS and Excel offered in the Fall Semester is particularly important since the School core course RPD\*6380 "Introduction to**

**Quantitative Applications in Rural Planning and Development” taken by all students in the program in the Winter Semester assumes a *prior* working knowledge of this software. Students may also take free short courses in the use of GIS software (ArcGIS 9.X) which are offered periodically as well as the free distance-education courses offered on this software by ESRI. Information on these courses can be found in the software download section of the CCS website.**

#### **11.5 University of Guelph Information Technology Code of Conduct**

*All faculty, staff and student users of the RP&D laboratory indicate by their use their agreement to abide by all items of the University Code of Conduct governing the use of Information Technology. A copy of this code is available from Computing Services.*

## 12.0 COMPLETION OF THE MSPL.RPD. PROGRAM

Upon completion of the program, students are requested to return any department keys to the RP&D office for reimbursement of their key deposit; complete any necessary paperwork required by Graduate Studies; and return borrowed books to the Library and faculty, as well as any borrowed Theses and Major Papers to the RP&D office. Be sure to check the Graduate Services web page for current regulations on submission of Thesis and applying for graduation.

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records>

Here is a checklist of some things to remember as you complete your program:

- Ensure you have registered for your last semester and included proper course codes for Major Paper or Thesis writing
- Ensure you have fulfilled all requirements of your program
- Ensure that an up-to-date Program/Advisory Committee form is on your file  
<http://www.uoguelph.ca/registrar/graduatestudies/files/advcomm.pdf>
- Check Graduate Services for deadlines for Thesis submission

### **Thesis schedule & procedures:**

Thesis submission schedules and procedures as outline by the Office of Graduate Studies must be followed (see “Thesis Submission Procedures” document on the Graduate Studies website at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records>).

- Examination Committee and Committee Chair is established (check with Graduate Secretary to make sure you have an Advisory Committee form in your file)
- Student is responsible for notifying the Graduate Secretary of their intent to defend and requesting examination papers.
- The Graduate Secretary will provide student with Examination Request Form. Student is responsible for obtaining Advisor, Committee Member(s) and Graduate Coordinator’s signature on the Examination Request Form and return to Graduate Secretary for processing (at least 7 business days before examination).
- Graduate Secretary will assist student with booking a room and any necessary equipment.
- A notice will be sent out to the students and faculty informing them of the upcoming defense.
- All members of the Examination Committee and the Chair are to be provided with a copy of the Thesis.

**Major Research Paper:**

Please note that RPD\*6360 Major Research Paper is a course and you should not sign up for it until you are ready to complete the Major Research Paper. Once you have signed up for the Major Research Paper, it is like all other courses -- you have 1 semester to complete. Registration for this course must be approved by your Advisor.

Once you have handed in your final copy of the Major Research Paper to your Advisor or defended your Thesis -

- Fill out an “Application to Graduate” and pay graduation fee, through Office of Registrarial Services, UC, L-3. This form is included in the Thesis examination package, however, if you complete a Major Research Paper you will have to print off the form at: <http://www.uoguelph.ca/registrar/graduatestudies/files/gradapp.pdf>
- Apply for a tuition rebate, if applicable, using the Rebate Application for Early Completion <http://www.uoguelph.ca/registrar/graduatestudies/files/rebate.pdf>
- Return any borrowed Major Research Papers and/or Theses to the School
- Get UofG Library clearance – this must be done before you can apply to graduate
- Return your School keys for a refund
- Complete a School Alumni Address Form and return (copy attached) or ensure a forwarding mailing address and E-mail address are given to Graduate Secretary
- If you are a CIDS student, then an extra copy of your Thesis/Major Paper must be made and given to the Graduate Coordinator, CIDS
- Submit all paperwork to Office of Registrarial Services, U.C. Level 3, as required, before deadlines
- Final copies of your Thesis or Major Research Paper should be given to all members of your Committee
- Submit a electronic PDF copy of your Thesis/Major Paper to the Graduate Secretary
- Electronic PDF copy of your Thesis submitted to Library <http://atrium.lib.uoguelph.ca/eThesisSubmission.html>

- A hard copy of your Major Research Paper should be given to the Graduate Secretary which will be passed onto the Library
- An electronic copy (in PDF format) of your Major Research Paper or Thesis should be submitted to Program Secretary along with a completed Alumni information form (available from secretary)

***ENJOY THE PROGRAM!***