

## URBDP 547: PROFESSIONAL PROJECT GUIDELINES

### What is a Professional Project?

The professional project is a demonstration of your ability to do independent work at a professional level. The project is to be primarily client-oriented, dealing with a particular issue or set of issues, within a specific context. The client, for example, may be an agency or business within the realm of urban planning, a neighborhood group or non-profit organization, sector of a city, county or other jurisdiction, or be site-specific. The project should bring something new to the situation, demonstrating your ability to synthesize from a broad planning/design context and apply to a specific one.

The project must discuss how the work relates to the larger context of professional urban planning/design in terms of the issues addressed and/or the methods used. This is a fundamental distinction between this professional project, done for 9 academic credits, and a project that may be assigned in a planning/design office. To illustrate the relationship to the larger context, literature reviews, case studies, interviews, critical analyses, and/or references to relevant situations in the professional field may be used.

A professional project, by definition, involves the application of specific planning/design methods and approaches. The project should include an explicit discussion of the approach taken and/or methods employed including alternatives and reasons for approaching the project as selected. In addition, the project should include a summary evaluation including strengths, weaknesses, achievements and lessons learned.

### Registering for Professional Project Credits

Students must register for a minimum of 9 professional project credits. The credits may be divided between quarters. For example, a student may register for 4 professional project credits in Winter quarter, and 5 professional project credits in Spring quarter, for a total of 9 credits. Students can register for more than 9 credits if needed, but only 9 will count towards the degree. You must be registered for a minimum of 2 credits during the quarter in which you graduate.

The Supervisory Committee must consist of at least two graduate faculty members. It is also recommended that a representative of the project's client(s) be on your committee. It may contain other members as well; the majority of the members must be on the Graduate Faculty of the University of Washington.

Prior to enrolling in URBDP 547 professional project, students must be enrolled in or have completed URBDP 512 Research Methods. In addition, students should complete the following preparatory work:

1. Prepare a preliminary thesis proposal to include:
  - Tentative title
  - Intent or purpose of the work
  - Scope of the work
  - An indication of the available literature or other resources to be used (including faculty)
  - The methodology or approach to be taken
  - An outline of tasks to be accomplished
  - A schedule of milestones and committee meetings to be completed within one or two quarters.
2. Identify your Supervisory Committee, which consists of a committee chair and committee member(s). See Attachments A & B regarding which faculty are eligible to participate. Present your preliminary proposal (above) to your proposed committee chair to review.
3. Complete the URBDP 547 Student/Faculty Agreement Form located here:  
<http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>

Obtain signatures of your committee chair and member(s) on this form, and then submit it to the Graduate Program Advisor by the **3<sup>rd</sup> day of the quarter** in which you plan to register to allow time to process it before the late add fee period begins. (You can register for professional project credits beyond the first week of the quarter, but late fees will apply. Please refer to the UW Academic Calendar for further details:

<http://www.washington.edu/students/reg/calendar.html>) The Department Chair will then review and sign the form. Once the Department Chair has signed it, the Graduate Program Advisor will email the add code to you to register for URBDP 547 professional project credits. A copy of the signed agreement form will be emailed to you for your records.

4. If the professional project is conducted as a collaborative one, involving other students and/or professionals, your contributions and work must be clearly identifiable within the project. If you are doing a collaborative professional project with another student, please see Attachment I.

## Professionals Council Poster Event

In the spring quarter of the academic year in which a student completes their MUP program, the Professionals Council sponsors a poster event to recognize the work done. **All students who anticipate graduating in spring or summer quarters are expected to present their thesis or professional project work during this event.** All students, faculty, and Professionals Council members are invited to attend. Details (date, time, place, presentation template) are provided early in spring quarter via email from Department staff. Students should plan to make 30"x 40" landscape poster of their work. Later, the poster can be used as a visual device during the defense.

## Professional Project Schedule

It is highly recommended that students follow a schedule as they work on their professional project. A schedule provides structure and helps students stay on target for timely completion. It also establishes expectations for both the student and the supervisory committee, although it is the responsibility of the student to keep to the schedule.

Below is a general guideline to follow in the quarter in which the student expects to graduate (typically Spring). Please note that the student is responsible for developing a timeline with their committee chair at the beginning of winter quarter. The timeline may differ from the one below based on the chair's preference and/or schedule, and/or other factors.

For a comprehensive checklist for defense and graduation, please see Attachments C and D.

Week 3 – Submit draft professional project to Committee Chair

Week 5 – Get comments from Committee Chair

Week 6 – Incorporate edits into your draft

Week 7 – Submit draft professional project to Committee Member(s)

Week 8 – Get comments from Committee Member(s)

Week 9 – Submit final professional project to Committee for their review prior to your defense

Week 10 – Hold defense

Week 11 – Incorporate edits from your defense into your professional project

Week 12 – Submit professional project for binding

## Oral Examination – aka “the Defense”

A final oral examination by the supervisory committee is required. The nature and format of this exam is determined by the chairperson of the committee. The oral examination will primarily concentrate upon the professional project topic, although the committee's discussion with the student may range more widely in endeavoring to establish the student's general competence.

Be prepared to explain: (a) What you did, (b) Why you did it, (c) How you did it, (d) What you found, and (e) What the results mean. The defense may include visuals in the form of a PowerPoint presentation, poster, etc. Typically, they should include (a) An overview or outline of your presentation, (b) Introduction (including research question, rationale and hypothesis, if any, and definition of key constructs), (c) Method (including design, methodology, etc.), (d) Results (including tables or figures summarizing your findings) and (e) Discussion (including reasons for new or unexpected findings, contributions and limitations, and practical implications).

It is expected that the student, chairperson, and all members of the committee be present at the defense. The client must attend the defense if he/she is a formal member of the committee (i.e. their name and signature is included on your URBDP 547 Student Agreement Form for Professional Project); attendance is optional if the client is not a formal member of the committee. You may invite others to the defense in circumstances that warrant it. Please check with your committee chair for their preference.

In certain circumstances in which a committee member is not available in person (ex, due to unavoidable travel), it is permissible for them to participate via conference call, Skype, etc., as long as the committee chair approves. It is the student's responsibility to coordinate the schedules of their committee members when picking a date for the defense.

The defense is, on average, one hour long. The Gould 410 conference room and projector are available for students to use. Please check the conference room and equipment reservation binders in Gould 410 to reserve them.

Please bring the following to your defense:

- Copy of your final professional project
- Warrant (explained below)
- Signature page (Attachment E)

The warrant and signature page may be signed at the defense if your committee agrees that you have successfully completed the project, or afterwards if you need to incorporate edits into your final draft. Be careful to coordinate signatures with your committee members' respective schedules, as all signatures are required and no committee member may sign off on a professional project without having read it in its final form.

Please also see the “Checklist for Defense” – Attachment C

## Format and Binding

One copy of the project must be submitted for binding at the Copy Services office in B-042 Communications Building, to be held in the Built Environments Library. The format should be determined by the nature of the project and its client, with the approval of the Supervisory Committee chair. The report should be of professional quality. Graphics and tables should be integrated with text insofar as possible. Black and white or color is acceptable as is printing on both sides of the paper. Large foldout items should be included in the binding. **It is important that margins be wide enough to allow for binding—a minimum of 1.5” on the side to be bound.** All questions regarding format should be referred to the chair of your Supervisory Committee before the final preparation and presentation of the professional project. **The following must be included in your bound Professional Project:**

- Signature Page (see Attachment E)
- Quote Slip (see Attachment F)
- Title Page (see Attachment G)

UNIVERSITY OF WASHINGTON  
*Department of Urban Design and Planning*

Binding will be done on campus at a cost to the student of approximately \$40 at the Communications Copy Services Office. You will ask for “Thesis binding”; **the color must be Black 990 and the lettering must be Gold**. One copy must be sent via campus delivery to:

Urban Design and Planning, c/o Diana Siembor  
 Box 355740

Students can make additional copies for themselves, but personal copies cannot be delivered to the UDP Office – instead, use will-call or ship via UPS.

Students must bring a copy of the Binding Payment Receipt (Attachment H) to the Copy Services office and have it signed by the person who processes the order to confirm payment of the binding (the actual binding will take several months to complete). Return the signed Binding Payment Receipt to Diana Siembor by 12:00pm on the last day of the quarter as a hard copy or as a scan sent via email.

## Requirements to Graduate

MUP students must meet the graduation requirements for two entities: the MUP program and the UW Graduate School. Each has slightly different requirements and procedures, explained below.

In general, the professional project is complete once the student produces a defensible thesis AND has completed 9 credits of URBDP 547 AND the committee members have “signed off” on the Warrant, which is issued by the Department staff during the graduation quarter.

Please also see the “Checklist for Graduation” – Attachment D

<b>MUP Program</b>	
Warrant	The warrant is a form that your committee chair and member(s) must sign when they have approved your professional project. The MUP program keeps the signed warrant in your file as a record that you have successfully completed your professional project. You must first submit a Master’s Degree Request (see Graduate School requirements below); once you have done this, the Graduate Program Advisor will email it to you.
Poster	Each Spring, MUP students present a poster of their thesis or professional project in this Professionals Council-sponsored event. Information about the event will be emailed to students in Spring. Students should plan to create a 30”x 40” poster of their work.
Defense	A final oral examination by the supervisory committee is required, and should take place no more than two weeks before end of quarter. Bring your warrant & signature page to the defense to be signed by the committee.
Bind Professional Project	<p>One copy of the professional project must be submitted for binding at the Copy Services office in B-042 Communications Building, to be held in the Built Environments Library. The bound professional project must contain the signed Signature Page, Quote Slip, and Title Page, plus the body of the professional project and accompanying tables, graphs, etc.</p> <p>Students will submit the professional project to the Copy Services office to be bound, and can pay via check, credit card, or cash (approximately \$40 per binding). Ask for “Thesis binding”; <b>the color must be Black 990 and the lettering must be Gold</b>. One copy must be sent via campus delivery to:            Urban Design and Planning, c/o Diana Siembor            Box 355740</p> <p>Have the Binding Payment Receipt (see Attachment H) signed by the staff person who receives the work order. Return the signed Binding Payment Receipt – indicating you have submitted your binding order – to the Diana by 12:00pm on the last day of the quarter, as a hard copy or as a scan sent via email.</p>

Complete all coursework	The Graduate Program Advisor will conduct an audit of each graduating student's courses & grades.
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<b>Graduate School</b>	
Master's Degree Request	<p>Submit a Master's Degree Request with the Graduate School for the quarter in which you expect to graduate: <a href="http://www.grad.washington.edu/student/mastapp.aspx">http://www.grad.washington.edu/student/mastapp.aspx</a></p> <p>Be sure to indicate that you are doing a "non-thesis" option; do not submit a "thesis title".</p> <p>It is recommended that you submit the request in the first two weeks of the quarter. The deadline to submit is one week before the end of the quarter.</p> <p>CONCURRENT DEGREE STUDENTS must submit two master's requests - one for each degree program.</p>
Complete all coursework	The Graduate School will conduct an audit of each graduating student's credit fulfillment. Concurrent degree students may be asked to provide a credit breakdown which shows how the credits are shared between degrees.
<p><b>Please note: The Graduate School has a Graduate Registration Waiver Fee for students completing a thesis, but this policy does not apply to students completing the professional project option. If the project is not completed and submitted by the last day of the quarter, the student must register for 2 credits and pay tuition the following quarter.</b></p>	

**ATTACHMENT A - SUPERVISORY COMMITTEES FOR GRADUATE STUDENTS**

Applicable portions of the Graduate School Memorandum No. 13 have been excerpted and modified for these guidelines as follows:

- A. A Supervisory Committee is expected to function to give responsible advice, guidance and assistance to a graduate student working for an advanced degree at the University of Washington, and to evaluate the student's performance. For these purposes it is desirable that the Supervisory Committee be established in the quarter preceding the start of the professional project.
- B. Supervisory Committees for graduate students should be appointed in the manner and with the composition set forth below:
  - 1. For theses and professional projects, the supervisory committee shall consist of two to four members. At least two of the committee members must be graduate faculty members; and at least one of the graduate faculty members must be from the Department of Urban Design and Planning. For professional projects, a third member may be from the professional planning community.
  - 2. For students completing the MUP degree only or an informal concurrent degree, the supervisory committee chair must be an Urban Design and Planning graduate faculty member and the other graduate faculty member(s) may be from the Department of Urban Design and Planning or any other UW department(s). Additional members may be graduate or non-graduate faculty members from the Department of Urban Design and Planning or any other UW department.
  - 3. For formal concurrent degree students, the supervisory committee must include at least one graduate faculty member from each department. The committee chair must be a graduate faculty member and may be from either department. Additional members may be graduate or non-graduate faculty members from the Department of Urban Design and Planning or any other UW department. For professional projects, a third member may be from the professional planning community.
  - 4. Prior to enrollment in URBDP 547, the student must propose the Chairperson and Supervisory Committee to the Graduate Program Coordinator for approval. The student shall obtain written consent of the members to serve using the URBDP 547 Student-Faculty Agreement Form.
- C. Names and titles of all Supervisory Committee members should, as a matter of courtesy, appear in the Acknowledgement section (or elsewhere) in the professional project.

**ATTACHMENT B - GRADUATE FACULTY ROSTER**

Daniel B. Abramson

Marina Alberti

Christine Bae

Rachel Berney

Branden M. Born

Gordon A. Bradley (adjunct, Forest Resources)

Christopher Campbell

Manish Chalana

Qiuzi Cynthia Chen (adjunct, Civil and Environmental

Engineering)

Andrew Dannenberg

Sofia Dermisi

Himanshu Grover

Joaquin Herranz, Jr. (adjunct, Public Affairs)

Jeffrey Hou (adjunct, Landscape Architecture)

Philip M. Hurvitz

Edward D. McCormack (adjunct, Civil and Environmental  
Engineering)

Robert Mugerauer

Jeffrey K. Ochsner (adjunct, Architecture)

Vikramaditya Prakash (adjunct, Architecture)

Mark H. Purcell

Nancy D. Rottle (adjunct, Landscape Architecture)

G. Scott Rutherford (adjunct, Civil and Environmental

Engineering)

Qing Shen

Fredrick W. Wagner

Jan M. Whittington

Kenneth P. Yocom

**ATTACHMENT C – CHECKLIST FOR DEFENSE**

Use this checklist as you count down towards your defense.<sup>1</sup>

One month prior to defense...

- Have you clearly stated and defined your central question, hypothesis, or creative challenge, in terms that can be answered or addressed with your available data, analytical/creative methods, and time?
- Have you explained why your question/hypothesis/challenge is important to you, personally?
- Have you explained why your question/hypothesis/challenge is important to the world?
- Have you identified your audience?
- Have you cited the existing literature and/or practice to summarize what the world already knows about your question/hypothesis/challenge?
- Have you included your bibliography (list of cited references), and are all references in the bibliography cited in the body of the professional project, or in the sources of figures?
- Have you identified what information is needed to answer/(dis)prove/address your question/hypothesis/challenge in your particular case?
- Have you gathered/generated and analyzed that information?
- Have you included your conclusions, and distinguished between “implications”, “lessons learned” and/or “recommendations”?
- Does your analysis and presentation of information support your conclusions?
- Have you presented your information and analysis in a logical sequence?
- Have you made optimal use of graphics and tables to present your information and analysis?
- Are graphics (including text and labeling) all at a readable size and printable resolution?

One week prior to defense...

- Does the thesis title match the substance/message of the professional project?
- Are all sentences complete, and checked for spelling and grammar?
- Did you prepare the Signature Page, Quote Slip, and Title Page? (See Attachments F, G and H)
- Is a bibliography or list of references included?
- Are all footnotes, endnotes and bibliographic references complete and properly and consistently formatted?
- Do all references to internet sources include your access date and a permanent URL (e.g. by using <http://www.webcitation.org>, or other permanent internet referencing tool, if necessary)? Research which tool/service seems most stable and use that. Ask the UW library for advice.
- Do all figures and tables have numbered captions with complete sources, and are they cited in the text? (Tables and Figures have separate numbering sequences; table captions are above the table; figure captions are below the figure.)
- Is the table of contents, list of figures, and list of tables all included?
- Are all figures and tables properly located on the page, and near the relevant text?
- Are font color, size, style and numbering consistent for each type of text (e.g. headings, subheadings, main text, captions, etc.)?
- Are page breaks in appropriate places in the text, e.g. no orphaned or widowed headings and leading/ending lines of paragraphs?
- Have you scanned the whole text for spelling and grammatical errors?
- Have you eliminated passive voice, repetitive statements, vague language and jargon? (E.g. write “use” instead of “utilize” except when you mean “to make useful”; instead of writing “impact” as a verb, write “affect,” “influence,” “degrade,” “reduce,” or whatever more precise word is appropriate; etc.)

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<sup>1</sup> This list is not exhaustive; it is merely a partial compilation of considerations commonly needing attention.

**ATTACHMENT D**

**CHECKLIST FOR GRADUATION – Intended for the Graduation Quarter (typically Spring quarter)**

**Weeks 1-2:**

- Submit a Master's Degree Request with the Graduate School: <http://www.grad.washington.edu/student/mastapp.aspx>  
Be sure to indicate that you are doing a "non-thesis" option; do not submit a "thesis title".
- Schedule reviews of your drafts with your committee for the quarter (refer to timeline on page 2)
- Submit draft professional project to committee chair

**Weeks 3-4:**

- Warrant emailed to you as a pdf. To receive your warrant, you must first submit a Master's Degree Request, linked above

**Week 5-6:**

- Get comments back from committee chair
- Incorporate edits into your professional project draft
- Schedule your defense no later than two weeks before the end of the quarter and inform the Graduate Program Advisor of your defense date. You can book the 410 Gould conference room for your defense by using the reservation binder in Gould 410.
- Create a poster of your work, size 30"x40". This will be displayed at the Professionals Council Poster Event in late Spring

**Weeks 7-9:**

- Submit professional project draft to committee member(s)
- Get comments back from committee member(s)
- Incorporate edits from committee member(s) into your draft
- Submit final professional project to your committee for their review prior to your defense
- Participate in MUP Poster Event

**Week 10:**

- Prepare and print a Signature Page, following the format in Attachment E
- Prepare and print a Quote Slip, following the format in Attachment F
- Prepare and print a Title Page, following the format in Attachment G
- Hold your defense. Bring a copy of the professional project, the Warrant and signature page. Sometimes the committee will sign the forms at the defense, or they may delay signing until you incorporate edits. Carefully coordinate getting their signatures so you can submit the paperwork electronically by the deadline.
- Incorporate edits from defense into final professional project
- RSVP for the College of Built Environments' Graduation Ceremony, if attending (further details will be emailed by the CBE Dean's Office in Spring quarter). This is the main graduation event for MUP students.

**Week 12:**

- Submit your completed **professional project**, signed **signature page**, **quote slip**, and **title page** to the Copy Services office in B-042 Communications Building to be bound. Ask the personnel to sign the Binding Payment Receipt (Attachment H).
- Return the signed warrant to the Graduate Program Advisor by 12:00pm on the last day of the quarter.
- Submit the signed Binding Payment Receipt from the Copy Services office to the Graduate Program Advisor by 12:00pm on the last day of the quarter.
- Vacate your Gould Hall locker, if applicable
- Provide the Graduate Program Advisor with your preferred email address, so you will receive job announcements from the MUP program.

**ATTACHMENT E**

**SAMPLE SIGNATURE PAGE FOR PROFESSIONAL PROJECT**

Instructional information is placed in brackets [ ] to help you format your document. Do not include brackets or instructional information in your document.

University of Washington  
Department of Urban Design and Planning

This is to certify that I have examined this copy of a professional project by

[Your name as it appears on your *Title Page*]

and have found that it is complete and satisfactory in all respects,  
and that any and all revisions required by the final  
examining committee have been made.

Committee Members: [All committee members are required to sign]

\_\_\_\_\_  
[Type and center full name of committee chair beneath signature line]

\_\_\_\_\_  
[Type and center full name of committee member beneath signature line]

\_\_\_\_\_  
[Type and center full name of committee member beneath signature line]

Date: \_\_\_\_\_

**ATTACHMENT F**

**SAMPLE QUOTE SLIP FOR PROFESSIONAL PROJECT**

In presenting this professional project in partial fulfillment of the requirements for a master's degree at the University of Washington, I agree that the Library shall make its copies freely available for inspection. I further agree that extensive copying of this professional project is allowable only for scholarly purposes, consistent with "fair use" as prescribed in the U.S. Copyright Law. Any other reproduction for any purposes or by any means shall not be allowed without my written permission.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHMENT G**

**SAMPLE TITLE PAGE FOR PROFESSIONAL PROJECT**

Instructional information is placed in brackets [ ] to help you format your document. Do not include brackets or instructional information in your document.

[Title of your document]

[Your name as found in official UW records; do not include professional titles]

A professional project  
submitted in partial fulfillment of the  
requirements for the degree of

Master of Urban Planning

University of Washington

[Type in YEAR of graduation—Do NOT include day and month]

Program Authorized to Offer Degree:  
Department of Urban Design and Planning

**ATTACHMENT H**

**BINDING PAYMENT RECEIPT**

**To Confirm Payment of Binding of the Professional Project**

One copy of the professional project must be submitted for “thesis binding” at the Copy Services office in B-042 Communications Building, to be held in the Built Environments Library. **The color must be Black 990 and the lettering must be Gold.** One copy must be sent via campus delivery to:  
Urban Design and Planning, c/o Diana Siembor  
Box 355740

Have the Binding Payment Receipt below signed by the staff person who receives the work order. Return the signed Binding Payment Receipt – indicating you have paid for your binding order – to the Diana Siembor by 12:00pm on the last day of the quarter, either as a hard copy or as a scan sent via email to [udp@uw.edu](mailto:udp@uw.edu).

**BINDING PAYMENT RECEIPT  
MASTER OF URBAN PLANNING PROGRAM  
DEPARTMENT OF URBAN DESIGN AND PLANNING**

Date: \_\_\_\_\_

Received of \_\_\_\_\_  
(student name)

One professional project for binding.

\_\_\_\_\_  
Mahmoud Zubeidi, or Staff Member who Processes the Order  
Thesis Binding Program

**ATTACHMENT I**

**COLLABORATIVE PROFESSIONAL PROJECT REQUIREMENTS**

By special permission of the Supervisory Committee Chair, two or more students may collaborate on certain aspects of their professional project, provided the character of the work is such that each participant is assured sufficient opportunity for individual contribution as well as responsibility to the study as a whole. In this case a concise account of the contributions of each collaborating individual should be included in the preface or acknowledgement section of the project.

Students considering a collaborative effort must petition the Chair of the Department when they submit their URBDP 547 Student-Agreement Form for Professional Project.

*Rules Governing the Presentation of Collaborative Professional Projects*

1. Permission to present a collaborative professional project must be obtained in advance from the Department Chair. This is accomplished by means of petition.
2. Each student presents one (1) copy of the collaborative professional project for binding.
3. Each copy must show all authors' names on the title page.
4. Each student places a "collaborative professional project statement" in the project, following the title page. Copy of statement is shown below.
5. Each student places a standard "quote slip" (see Attachment G) with their name(s) (signatures) in the copies they present for binding.

SAMPLE - Collaborative Professional Project Statement

This professional project is the result of a collaborative effort of \_\_\_\_\_  
and \_\_\_\_\_ and \_\_\_\_\_,  
by the authority of the Department of Urban Design and Planning.  
All work was done under the direction of Professor \_\_\_\_\_.