



STUDENT HANDBOOK

Department of Geography and Regional Planning

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Students in GARP 0204—Housing in America , spent a Saturday working with the Greater Springfield Habitat for Humanity .



Students in GARP 0102—Physical Geography, measure stream flow in the Westfield River.



Note: this document is set in **Century Gothic Font**, a sustainable font that saves up to 20% ink when printed.

Welcome to Regional Planning!

The Regional Planning major at Westfield State is unique in that we are the only undergraduate degree in planning at a public institution in New England and our 30 year history has provided New England with a team of professional planners and environmental consultants that number nearly 400 graduates. If this is of interest, read on.

So, what is planning?

- ◇ The **American Planning Association**. Planning, also called urban planning or city and regional planning, is a dynamic profession that works to improve the welfare of people and their communities by creating more convenient, equitable, healthful, efficient, and attractive places for present and future generations.
- ◇ The **US Department of Labor, Bureau of Labor Statistics**. Urban and regional planners develop plans and programs for the use of land. They use planning to create communities, accommodate growth, or revitalize physical facilities in towns, cities, counties, and metropolitan areas.
- ◇ And **Wikipedia**. Regional planning deals with the efficient placement of land use activities, infrastructure, and settlement growth across a larger area of land than an individual city or town. The related field of urban planning deals with the specific issues of city planning.

I say Regional Planners work to make cities better places to work, live and play.

You are reading this handbook because you either want to learn more about the opportunities in planning or you are a major and need some help with the major requirements or job prospects.

Please feel free to stop by and talk to me or any of my colleagues in Wilson Hall Suite 203 about any questions you may have about our program, our classes and field experiences and careers in planning.

My Best,



Robert S. Bristow, Ph.D.

Professor and Chair



Students in GARP 0243- Introduction to Remote Sensing , send up a balloon with a camera to shoot pictures of the campus.



Members of the Environmental Planning Club bringing awareness on recycling to the campus community.



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What Is Regional Planning?

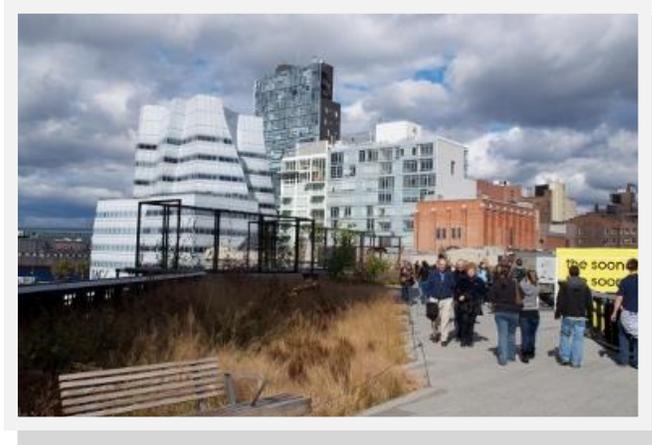
Regional planners believe in making cities, towns, and regions into better places. We envision a more livable and equitable future for the places where we live, work, play, and connect. We want to preserve what we love about our communities so that the next generation can also enjoy these places.

We work to build communities that have minimal impact on the natural environment. We strive to provide affordable housing opportunities for all people. We help to develop local economies, promote efficient transportation systems, and protect the historic character of our communities.

We do this through the creation of master plans for our communities, through the generation of maps and displays, and through the presentations that we make at city council and planning board meetings. Planners work with residents to define and implement improved designs for active living and enhancing the quality of life.

We work in the public sector, assisting local officials in making important decisions related to social, economic, and environmental concerns. We serve as mediators between land developers and civic leaders. We work for private development companies and engineering firms, with architects and engineers, and as private consultants dealing with land use and urban design.

We work in our communities, on behalf of our communities. We find creative solutions to difficult problems through engaged collaborations with community activists, lawyers, engineers, developers, bankers, scientists and environmental leaders.



Regional Planning majors tour the Highline on a trip to New York City.

Mission of the Department of Geography & Regional Planning

Through a combination of coursework, internships, community-based projects, and research, our degree program prepares students to work as professional planners in public, non-profit, and private sector positions. In addition, non-majors gain a spatial understanding of social and environmental issues, and engagement with regional planning as a civic activity.

The Department of Geography and Regional

The GARP Department consists of the following full time faculty members:

Carsten Braun, Ph.D., Associate Professor
413.572.5595, cbraun@westfield.ma.edu, Wilson 203
Physical Geography, Geographic Information Systems, and Climate Change



Robert S. Bristow, Ph.D., Professor, Department Chair
413.572.5215, rbristow@westfield.ma.edu, Wilson 203
Quantitative Methods, Tourism Planning, Site Planning Studio, and GIS



Marijoan Bull, Ph.D., AICP, Associate Professor
413.572.5732, mbull@westfield.ma.edu, Wilson 203
Housing, Land Use, and Just Sustainability



Brian Conz, Ph.D., Assistant Professor
413.572.8084, bconz@westfield.ma.edu, Wilson 203,
Food Planning, Political Ecology, and Central America



Timothy LeDoux, Ph.D., Assistant Professor, Campus GIS Coordinator
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Geographic Information Systems, Remote Sensing, and Sustainable Foods



Karl Leiker, Ph.D., Professor
413.572.5342, kleiker@westfield.ma.edu, Wilson 133
Physical Geography, Climatology, Meteorology, and Severe and Unusual Weather



Dristi Neog, PhD Assistant Professor
413.572.5722, dneog@westfield.ma.edu, Wilson 203
Transportation Planning, and



Kathryn (Kate) R. Terzano, Ph.D., Assistant Professor
413.572.8314, kterzano@westfield.ma.edu, Wilson 203
Community, Economic and Neighborhood Development, Urban Design
and Historic Preservation, and Active/Non-Motorized Transportation



Our secretary is **Beverly Zeigler** 413.572.8315, bzeigler@westfield.ma.edu, Wilson 203.

Geography and Regional Planning Facilities

The GARP Department has excellent facilities and equipment for teaching, learning, and research.

Our state-of-the-art Geographic Information System Center is housed in Bates 022 and features 22 computer workstations equipped with the latest GIS and Remote Sensing software. Additional department facilities in Bates Hall include our Physical Geography Laboratory and equipment room with a wide variety of tools for exploring and testing the natural world, including laptop computers, tablet computers, hand-held GPS receivers, streamflow meters, surveying equipment, soil analysis equipment, and meteorological instruments.

The GARP Department maintains Westfield State's automated weather station on the roof of Parenzo Hall with live data available at <http://www.westfield.ma.edu/garp/wsu-weather-station/>.

The gathering space in Wilson 203 is well used by GARP students meeting up with other students or faculty. The five computers located in this office space are equipped with software students need for GARP course work and the large table accommodates hands-on projects, team thinking, or a place to open your own computer. Faculty offices are located around Wilson 203 and friendly faculty members always keep their doors open welcoming students to walk in, sit down, ask questions, or receive help. If faculty members are not present information is posted on office doors about how to contact them or when they will be in the office next. One of the best features is the bowl of snacks that is always located in the center of the office! Informal gatherings here can lead to great conversations and even help with homework.



Regional Planning majors work with community members during a growth management workshop as part of GARP 0391-Senior Seminar.

The Regional Planning Major

Recommended Coursework for the Common Core

The following courses are **recommended** for Regional Planning majors, as part of the **Common Core**

Humanities Section (18 credits, 6 from each area):

English Composition:

ENGL 0101 & 0102 English Composition I and II

Literary and Philosophical Analysis:

PHIL 0102 Introduction to Ethics

PHIL 0110 Philosophy of Science

Appreciation of the Arts:

ART 0104 Design Fundamentals (plus one music, art, or drama by advisement)

Social Science Section

(12 credits, at least 3 must be from U.S. History and Government area):

U.S. History and Government:

POLS 0101 American National Government and/or

POLS 0103 State and Local Government

Social Understanding:

ECON 0101 Principles of Macroeconomics

GARP 0101 World Regional Geography

GARP 0105 Introduction to Community Planning (course for the major)

Mathematical/Applied Analytical Reasoning Section

(12 Credits, 3 must be from Traditional Mathematics area):

Traditional Mathematics:

MATH 0104 Pre-calculus (recommended)

MATH 0108 Elementary Statistics

Applied Analytical Reasoning:

GARP 0246 Quantitative Methods (required for the major)

plus one additional math or science by advisement

Science Section (7 credits; 4 must be a laboratory science)

Laboratory Science:

GARP 0102 Physical Geography with Lab

Allied Science:

GARP 0206 Climate Change

Diversity Section (6 credits, 3 from each area):

Global Diversity:

GARP 0210 Cultural Geography

United States Diversity:

GARP 0204 Housing in America

The Regional Planning Major

Required Major Coursework

Regional Planning Required Core (21 hours):

GARP 0105 Introduction to Community Planning
GARP 0106 Introduction to Environmental Analysis
GARP 0216 The (Un)Just City
GARP 0219 Land Use & Natural Resource Planning
GARP 0225 Legal Issues in Planning & Zoning
GARP 0315 Site Planning Studio
GARP 0391 Seminar in Urban & Environmental Problems

Regional Planning Methodology (9 hours):

GARP 0244 Introduction to Geographic Information Systems (GIS) (REQ)
GARP 0246 Quantitative Methods (REQ)
GARP 0243 Introduction to Remote Sensing
GARP 0340 Data Collection and Analysis
GARP 0343 Advanced Remote Sensing
GARP 0344 Advanced Geographic Information Systems (GIS)
GARP 0360 Field Methods

Planning Concentrations (choose one)

Urban Planning and Social Justice (9 hours by advisement):

GARP 0204 Housing in America
GARP 0213 Travel & Tourism Planning - OR—GARP 0218 Recreation Geography
GARP 0215 Economic Geography
GARP 0217 Global Issues
GARP 0239 Food Planning
GARP 0252 Cities of the Global South
GARP 0305 Regional Geography of New England
GARP 0314 Transportation Geography
GARP 0317 Special Topics
GARP 0350 Internship
GARP 0352 Planning Green Sustainable Cities
GARP 0399 Independent Study

-OR-

Environmental Planning (9 hours by Advisement):

GARP 0206 Climate Change
GARP 0230 Meteorology or GARP 0331 Severe and Unusual Weather
GARP 0236 Environmental Analysis II
GARP 0238 Environmental Impact Analysis
GARP 0245 Sustainable Energy
GARP 0250 Political Ecology
GARP 0251 Water Resource Planning & Management
GARP 0311 Regional Geography of Latin America & the Caribbean
GARP 0317 Special Topics
GARP 0350 Internship
GARP 0399 Independent Study

Minors in Geography & Regional Planning

The GARP department offers four minors for students, all of which require 18 credit hours of coursework. In addition, the GARP department supports an interdisciplinary minor in Commercial Recreation and Tourism. The minors are:

- Minor in GIS
- Minor in Cultural Geography
- Minor in Applied Geography
- Minor in Regional Planning, and
- Minor in Commercial Recreation and Tourism.

Geographic Information Systems Minor

Geographic Information System (GIS) is a technology that manages, analyzes, and disseminates geographic knowledge. GIS links location to information (such as people to addresses, buildings to parcels, or streets within a network) and layers that information to show how it all interrelates. GIS is used to redraw boundaries, model population growth and distribution, target sites in market analysis, and develop distribution networks and evacuation plans for community preparedness. GIS helps planners, environmental scientists, biologists, and business owners to make site location decisions and solve urban and environmental problems. A background in GIS provides opportunities in federal and state agencies such as the Department of Environmental Protection, the Water Resources Authority, the Fish and Wildlife Service, the National Park Service, the Bureau of Land Management, the United States Forest Service, and the Environmental Protection Agency.

The private sector employs professionals trained in GIS in database creation, applications development, sales and marketing, software development and training, data conversion, and project management. GIS specialists may be employed by petroleum companies, utilities, and multinational corporations. GIS professionals hold the following titles: Cartographic Technician, GIS Analyst, System/Database Administrator, GIS Sales Specialist, and GIS Software Engineer.

Note requirements for this minor are under review, See Prof. LeDoux (W203B) for details.

Required Core courses for admission to the GIS minor - 10 Credits:

- GARP 0101 - World Regional Geography Credits: 3
- GARP 0102 - Physical Geography with Laboratory Credits: 4 **or**
- GEOL 0101 - Physical Geology with Laboratory Credits: 4
- MATH 0104 - Pre-Calculus Credits: 3 or
- MATH 0108 - Elementary Statistics Credits: 3 or
- MATH 0105 - Calculus I Credits: 4

Required courses - 12 Credits:

- GARP 0244 - Introduction to Geographic Information Systems Credits: 3
- GARP 0246 - Quantitative Methods for Social and Physical Science Credits: 3
- GARP 0344 - Advanced Geographic Information Systems Credits: 3
- MGMT 0107 - Software Applications in Management Credits: 3

Plus two of the following - 6 Credits:

- GARP 0222 - Site Planning Studio Credits: 3
- GARP 0242 - Computer Mapping Credits: 3
- GARP 0243 - Introduction to Remote Sensing Credits: 3

Applied Geography Minor

The Applied Geography minor includes courses related to site location analysis and application. It requires six courses from the following, under advisement.

- GARP 0101 - World Regional Geography Credits: 3
- GARP 0102 - Physical Geography Credits: 4
- GARP 0105 - Introduction to Community Planning Credits: 3
- GARP 0213 - Travel and Tourism Planning Credits: 3
- GARP 0215 - Economic Geography Credits: 3
- GARP 0216 - The (Un)Just City Credits: 3
- GARP 0230 - Meteorology Credits: 3
- GARP 0243 - Introduction to Remote Sensing Credits: 3
- GARP 0246 - Quantitative Methods for Social and Physical Science Credits: 3
- GARP 0314 - Transportation Geography Credits: 3
- GARP 0317 - Special Topics in Geography and Planning Credits: 3
- GARP 0320 - Intermediate Meteorology Credits: 3
- GARP 0330 - Climatology Credits: 3
- GARP 0332 - Geomorphology Credits: 3
- GARP 0340 - Data Collection and Analysis Credits: 3
- GARP 0344 - Advanced Geographic Information Systems Credits: 3

Cultural/Regional Geography Minor

The Cultural-Regional Geography minor involves a specialization in a particular region of the world and requires the following along with an additional course under advisement.

- GARP 0101 - World Regional Geography Credits: 3
- GARP 0102 - Physical Geography Credits: 4
- GARP 0210 - Cultural Geography Credits: 3
- GARP 0212 - Political Geography Credits: 3
- GARP 0330 - Climatology Credits: 3

Regional Planning Minor

The minor in Regional Planning is tailored to the particular interests of the student. (Please note: Environmental Science majors cannot minor in Regional Planning.)

- GARP 0105 Introduction to Community Planning
- GARP 0106 Introduction to Environmental Analysis

One course from:

- GARP 0244 Introduction to Geographic Information Systems (GIS)
- GARP 0246 Quantitative Methods
- GARP 0243 Introduction to Remote Sensing
- GARP 0340 Data Collection and Analysis
- GARP 0343 Advanced Remote Sensing
- GARP 0344 Advanced Geographic Information Systems (GIS)
- GARP 0360 Field Methods

And three courses, with advisement, from the Regional Planning major core or concentrations.

Commercial Recreation and Tourism Minor

The Economics and Management, Movement Science, and Geography and Regional Planning Departments offer an interdisciplinary minor in Commercial Recreation and Tourism. A full description of the requirements for this minor is included in the Commercial Recreation and Tourism Interdisciplinary Minor in the Economics and Management section of the Bulletin.

Required

MRKT 0251 - Introduction to Commercial Recreation and Tourism

MOVP 0330 - Sports Promotion Credits

One of the following:

GARP 0213 - Travel and Tourism Planning

GARP 0218 - Recreation Geography

Three courses from the list below - 9 Credits, to be selected with the approval of the minor advisor:

ECON 0322 - The Economics of Sports

GARP 0317 - Special Topics in Geography and Planning

MGMT 0221 - Business Management: A Survey of Organizational Development and Management

Principles

MGMT 0241 - Business Law I

MGMT 0350 - Special Topics in Business Management

MOVR 0296 - Special Topics

MRKT 0231 - Marketing Management

MRKT 0336 - Fundamentals of Retailing

MRKT 0353 - Resort Management

Learning Outcomes

To prepare students to be professional planners, the GARP department has established 18 learning outcomes for students to master over the course of their four-year undergraduate education. Each individual course emphasizes different combinations of these learning outcomes, and work in higher level courses builds on the introduction and exposure students receive to these areas in introductory level course. In GARP 0391– Senior Seminar, students reflect on their knowledge, skills, and ethical foundation as they prepare a portfolio to highlight their work in

Planning Knowledge

1. Students know and understand historical and contemporary planning, including fundamental concepts, key figures, theories, and current best practices.
2. Students interpret case laws relevant to the field of urban and regional planning and apply established case law to realistic hypothetical situations.
3. Students understand the history of human settlements and are able to identify the social, cultural, economic and political forces that shape the built and natural environments and influence resource management.
4. Students identify and understand the scientific theories and processes of the physical environment and the natural world.
5. Students understand the relationships of scientific theories and concepts to human behavior and development.
6. Students appreciate the different scales and flows of people and materials, including comprehension of global, regional, and local systems.

Planning Skills

7. Students master the scientific method, including conceptualizing problems and supplying evidence to effectively develop and critically evaluate hypotheses.
8. Students develop strong communication skills and are able to tailor the use of text, graphics, and oral presentations to effectively relay information to a variety of audiences.
9. Students gain practical experience through internships, research projects, and applied fieldwork courses.
10. Students master quantitative analysis including applying statistical and other analytic techniques, including GIS and other geospatial technologies, to the definition, understanding, and evaluation of alternatives for planning and natural resource issues.

Learning Outcomes (cont.)

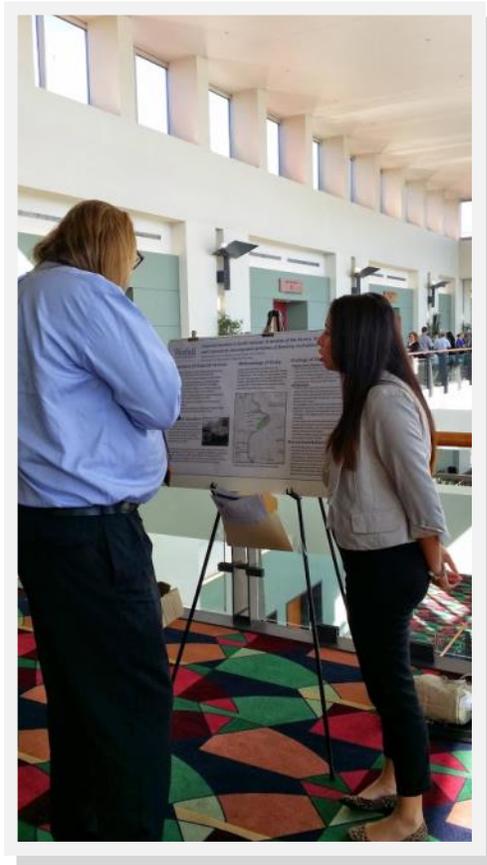
Planning Values & Ethics

13. Students understand the ethics of professional practice and behavior, including being familiar with the AICP Code of Ethics.

14. Students practice critical self-reflection, examining their framework for decision-making and evaluating it against professional standards.

15. Students articulate a meaningful vision of a just society, including issues of equity within generations—across the lines of gender, race, age, class, sexuality, and ethnicity—and across generations.

16. Students recognize the multicultural aspects of society and demonstrate an awareness of the need for inclusive decision-making in planning, especially with regard to historically marginalized populations.



A Regional Planning major presenting an independent study project at the Southern New England American Planning Association conference.

Academic Advising

The faculty in the GARP Department is here to serve you. We pride ourselves on being accessible and ready to assist you in making the important academic, professional, and social decisions that you will face as you progress through our program. Students should note that they are required to see their advisers once each semester during registration. The adviser must approve the course schedule in order for the student to register. Each faculty member posts regular office hours. If these hours are not conducive for you, special arrangements can be made.

In GARP advising is an active partnership. You take on responsibility for the path of your education, becoming familiar with the University and major requirements, but your adviser is there to help along the way. The adviser can provide advice concerning your planned course of study (both core and electives) during registration, and when applying to graduate schools. The adviser can provide specific information on the requirements for graduation, special programs, and individual courses. Use your adviser as a sounding board when you are making decisions about activities and your future.

International and Domestic Exchange Programs

The GARP department faculty fully support students spending a semester abroad or at a different campus within the United States. These are opportunities to immerse yourself in another place — learning about another culture, meeting diverse people, and becoming aware of your own world view. We will work with you to make such exchanges possible, considering course substitutions and supporting your applications. Contact the office of International Programs, located in Parenzo 130, for more information.

Internships

Internships in Regional Planning and GIS (Geographic Information System) are available through the GARP department. To qualify students must be Junior or Senior Regional Planning majors and have an overall GPA of 3.0 or higher. Students in other majors with an interest in Regional Planning and GIS and a 3.0 GPA may also apply for an internship. Such experiences are very valuable — they can help you determine an area of concentration within planning and they give you experience for your resume. Openings vary from semester to semester, but have included positions with:

- ◇ municipal planning departments,
- ◇ municipal conservation commissions,
- ◇ Pioneer Valley Planning Council (Regional Planning Agency),
- ◇ non-profit Community Development Corporations (CDCs),
- ◇ environmental organizations, and
- ◇ private sector firms.

Forty-five hours in the field or at the internship site equals one academic hour of credit. Thus, an internship counting as a course, would require a total of 45 hours x 3 CR = 135 hours in the semester. Students may apply for any number of internship credit hours from one to fifteen over the course of their tenure at Westfield State. Many students choose to do several internships with a different focus to gain a broad perspective on the regional planning field. For example, a student may choose to intern at an environmental engineering agency one semester and at an urban planning or GIS agency another semester. Students can choose to work with an Internship Coordinator on a summer placement in other parts of the state. Most internships are not compensated, but there are some that pay hourly rates.

Speak with your adviser, or one of the GARP Internship Coordinators, about your interest in an internship. The process involves an application; meeting with the Internship Coordinator; interviewing with the potential Site Supervisors; and signing a contract outlining the expectations of work. Final evaluations are completed by the student-intern and the Site Supervisor. More detailed information is available in the GARP Internship Handbooks (GIS & Regional Planning).

Clubs & Student Participation on GARP Committees

The **Environmental Planning Club** is a great opportunity for environmentally conscience students to get involved with the Westfield community and to get the chance to experience the outdoors with people who share your interests. The club is primarily student run and is supported by the GARP department professors. Activities include local hikes and maintenance and expansion of the nature trails located behind Ely Center. The club works with local organizations such as the Westfield River and Watershed Association and Habitat for Humanity on projects around the Westfield area. The club also works with campus administrators and other student groups to increase environmental awareness on campus. The Environmental Planning club is an easy and fun way to make a difference on and off campus.

Regional Planning majors can participate in the decision-making for the department by volunteering to serve on department committees. The following opportunities exist:

- ◇ GARP Curriculum Committee (2 student positions);
- ◇ GARP Marketing, Recruitment & Student Activities Committee (2 student positions); and
- ◇ Regional Advisory Board (2 student positions).

We encourage students to get involved with the department! Your perspective is needed as decisions on curriculum and extra-curricular activities are made. If you are interested in serving let the department chair know. More information on the charge of each committee is available through the department chair.

Scholarship & Research Opportunities

Our faculty members are involved in a wide variety of research activities. At times, there are opportunities for students to work with faculty contributing to literature reviews; assisting with the design and implementation of survey instruments; or analyzing data for patterns and findings. If you are interested in such work let the department chair know, and s/he can direct you further. You may also want to pursue your own research idea. This could work well as an independent study. Speak with your adviser or the department chair about your idea and they can direct you on finding a faculty sponsor.

Regional Planning students have traditionally presented their research, generated either from independent studies or completed as part of a class, at these annual conferences:

- ◇ Southern New England American Planning Association Conference held in the fall;
- ◇ New England Environmental Research Symposium, Bridgewater State College held in late fall;
- ◇ Northeastern Recreation Research Symposium held in the spring; and
- ◇ Massachusetts Undergraduate Research Conference, UMass Amherst, held in late spring.

Presenting at conferences means you get to polish your presentation skills and interact with others in your field of study. We encourage students to take advantage of these opportunities and work with students to obtain funding for the educational expenses.

Also important to know, the GARP department offers a \$1,000 cash graduation award, the Stephanie P. Kelly Award. Seniors can apply for this award during their last spring semester. The department chair sends an email announcement about the process and application due date. The award criteria includes both scholastic performance and community involvement, and the choice is made by a vote of the GARP faculty, after review of the applications received.

Civic Engagement & Community Based Projects



Students in GARP 0239 Food Planning worked with Gardening the Community in Springfield, MA.

Our faculty seek out ways the department can work with local change efforts, so Regional Planning majors have many opportunities for civic engagement (CE). **GARP0219 Land Use and Natural Resource Planning**, is a University designated CE course, with a major community project as part of the curriculum. Each spring students in the course engage in a planning effort guided by a local partnering agency. Past efforts have included conducting a Walkability Analysis in the Churchill neighborhood of Holyoke for the Food and Fitness Committee, and completing a housing conditions survey of South Holyoke for the Holyoke Planning Department. Many other courses include community-based projects, service-learning components, and/or student research projects for community organizations. Some examples include students in **GARP 0239 Food Planning**, working for Grow the Community, an urban farming advocacy group in Springfield, or students in **GARP 0204 Housing in America**, working for the Greater Springfield Habitat for Humanity. Some students coordinate their Senior Seminar research project with community organizations, producing work that assists local planning efforts. The GARP Department is committed to actively supporting community based planning initiatives, and applying the resources of the department to local efforts of neighborhood improvement.

Graduate School

Planning For Graduate School

The undergraduate experience in planning provides an overall education in the fundamental theories, laws, and practices of the field of regional planning. Beyond the basic instructional level, the curriculum is structured to provide the opportunity for students to plan and prepare for advanced training in a specialty area in graduate school. This is important because most notices for planning jobs give preference to candidates with the master's degree. For this reason RP majors are encouraged to think about the possible specialty areas they will pursue. Graduate school provides training in specialty areas including urban design, community development, housing, and transportation. A graduate degree will give you an added marketable edge. Our track record for placing students in graduate programs is excellent. Recent graduates of the RP Program have attended universities such as the University of Massachusetts at Amherst and Boston, Portland State University, Central Connecticut State University, SUNY Albany, Clemson University, University of Maryland, and the University of South Carolina.

Preparation for Graduate School

The GARP Department strongly recommends that majors interested in graduate school take the following courses: GARP0344 Geographic Information Systems, ENGL0392 Business and Technical Writing, POLS0204 Introduction to Public Administration, and other courses by advisement.

What Else Can You Do?

It is strongly recommended that you take several research methods classes to practice report writing. You will learn to improve your writing by revising each draft and submitting a final report after receiving feedback on your drafts.

Students should also seek to work with professors on projects. Projects and fieldwork will require time outside the classroom, but prove to be valuable experiences in a professional career. Attendance at professional conferences is possible as well. Check the expertise of the faculty and work with the one who shares your interests.

Graduate Study in Regional Planning

The following suggestions will help those who are considering graduate school:

1. **Speak with planners:** Seek out professional planners in your community. Ask the planners about their work, educational experience, and graduate alma mater.
2. **Review the ASCP Guidebook:** The Association of Collegiate Schools of Planning (ACSP) annually publishes, and makes available through their website (<http://www.acsp.org/>), a guidebook on schools with degrees in planning. This is very useful as it has school profiles that you can search by location or area of expertise. Spend some time perusing this guidebook.
3. **Consult Websites:** Visiting the websites of planning programs can give you a good sense of what your graduate school experience may be like. Pay particular attention to the research and teaching interests of individual faculty members and which focus areas or concentrations are available for students. Find programs by looking through the ACSP guide of planning degrees.
4. **Visit schools:** Visit some programs even before you start applying. Before choosing a program to attend, visit several that have admitted you. You should arrange a schedule beforehand with the program director, so that your time on campus will be productive. Part of your time should be spent with the faculty whose interests parallel your own. Try to arrange appointments with them through the program chairperson or secretary. You should also attempt to

meet students in the program.

5. **Get counseling:** Seek advice from a career counselor at Westfield and your advisor.

Requirements for Admission to Graduate Schools

Every school has different requirements for graduate study. Consult the Graduate Bulletin as well as department brochure for the exact requirements. In general, however, the school will have a minimum GPA required (generally, 3.0/4.0 minimum) and will likely require that students take and submit their GRE scores. (The GRE is a standardized test used for graduate school admissions, similar to how the ACT and SAT are used for undergraduate admissions.) The department may have additional requirements that must be met prior to full admission to a program. Courses in statistics, economics and computer literacy may be necessary. Students can also obtain information about graduate programs at the Ely Library. The Internet serves as a source of information. Almost every graduate program will have a website that contains program descriptions, faculty research expertise and course information.

Career Opportunities in Regional Planning

- Local governments employ about 64 percent of urban and regional planners.
- Employment is projected to grow 16 percent during the 2010-2020 decade.
- Jobs are located in many different types of communities, from cities where planners focus on revitalization and population growth, to suburbs where planners address housing and transportation challenges.
- Concerns about sustainability and the environment will increase the need for planners with knowledge of related issues.
- Job prospects will be best for those with a master's degree; bachelor's degree holders with additional skills in GIS or mapping may find entry-level positions, but advancement opportunities are limited.

(Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Urban and Regional Planners)

Jobs in urban and regional planning are expected to increase as fast as the average for all jobs over the next decade, according to the federal Bureau of Labor Statistics (BLS). According to the BLS, urban and regional planners held over 40,000 jobs in 2010 with a project growth by about 16% (6,000 jobs) in the next 10 years.

There is a growing demand for planners with expertise in areas such as the environment, the economy, transportation and energy production. Opportunities are best in areas undergoing rapid growth such as the west, southwest, and southeast, and inner city areas needing preservation and redevelopment. Demand also exists for planners in states that mandate master plans, such as Florida, Vermont, and Virginia.

College Resources for the Regional Planner

Finding a job is an obvious goal of your college career in regional planning. This section highlights the most useful items currently available at WSU and elsewhere for finding information you need to

job hunt, research prospective employers, create resumes and portfolios, interview for a job, or negotiate your salary. For additional assistance, consult the WSU Career Services in Ely, or the Library Reference staff.

WSU Career Services (572-5206)

Located on the 1st floor of Lammers Hall (offices A108-A114) the center offers career and graduate school counseling to WSU students and access to a comprehensive career planning and graduate school resource center.

Ely Library (572-5231)

Ely Library has an extensive collection of career guidance materials, ranging from career selection to how to write a resume to job hunting. Good collection for browsing.

Try these subject headings in a computer search:

Planners--Employment

Regional planning--Vocational guidance

Employment--resumes

American Planning Association (<http://www.planning.org/>)

The APA provides a variety of resources for students and job seekers in the field of planning. Consult the 'Jobs and Practice' section for advice on career development, lists of current jobs, salary information and resume submission.

ACSP: Choosing a Career in Urban and Regional Planning (pamphlet) as well as http://www.acsp.org/education_guide/education_and_careers_in_planning

Additional Books (in Ely)

Becoming an Urban Planner: A Guide to Careers in Planning and Urban Design by Michael Bayer, Nancy Frank and Jason Valerius. Wiley, 2010.

The Complete Idiot's Guide to Green Careers by Barbara Parks and Jodie Helmer. Alpha. 2009.

Internet Sources for Job Leads

A wide range of internet sites are useful for finding jobs in planning and related fields. Here are a few of the popular sites.

<http://www.planetizen.com/jobs>

Planetizen is a web resource and forum for planners.

<http://www.idealists.org>

Idealist is a website listing jobs, internships, and volunteer opportunities for people interested in social and environmental issues.

Massachusetts APA; Connecticut APA, and Rhode Island APA.

<http://www.apa-ma.org/category/jobs>

<http://www.ccapa.org/employment/>

http://www.rhodeislandapa.org/?page_id=268

Journal Sources for Job Leads

Here are a few examples of the kinds of journal titles helpful for identifying available positions. Use these titles to find position postings or to identify potential employers. This list is intended to give you a flavor of the types of journals that make good sources of job leads, and is by no means comprehensive.

Commerce Business Daily. U.S. Dept. of Commerce.

Earth Work. Student Conservation Center.

Historic Preservation News. National Trust for Historic Preservation.

Planning. American Planning Association.

Professional Geographer.

URISA Marketplace. current listings of GIS/AM/FM positions and projects.

Interviewing and Writing Resumes

Internet Resources

<https://owl.english.purdue.edu/owl/section/6/>

The Online Writing Lab for Purdue University has tips for job search writing – including cover letters and resumes.

<https://career.berkeley.edu/Tools/Interviewing.stm>

The University of California, Berkeley's career center web page. This site has some excellent advice for the job seeker.

Published Resources

There are many published resources available that will help you in your job search. A few possibilities are listed below but many others may be useful. Check the Ely library or your local library before purchasing one.

101 Great Answers to the Toughest Interview Questions by Ron Fry. Cengage Learning PTR, 2009.

How to Build the Ultimate LinkedIn Profile in Under an Hour by Andrew Macarthy. CreateSpace Independent Publishing Platform, 2013.

Knock 'em Dead Resumes: How to Write a Killer Resume that Gets You Job Interviews by Martin Yate, CPC. Adams Media, 2012.

Alumni Profiles

Scott Alfonse '86

*Director, Environmental Stewardship Department
City of New Bedford, MA*

In my job I oversee a department responsible for the assessment and cleanup of City-owned hazardous waste sites, providing technical support for the New Bedford Conservation Commission, undertaking energy efficiency projects, and assisting other City departments with environmental compliance issues. I love playing role in addressing long-standing and complex environmental issues in a city where I grew up, live and where I have many friends and family members. My most significant accomplishment has been helping New Bedford build a successful program in assessing, cleaning up, and redeveloping Brownfield sites.

Sarah White '06

*Hazard Mitigation Planner, Massachusetts Emergency Management Agency
(MEMA)
Framingham, MA*

My primary responsibilities are to prepare and implement the Massachusetts State Hazard Mitigation Grant Program. In doing that, I work with State agencies, Cities, Towns, and others to help their communities be more sustainable in the face of disaster damages and impacts. I also conduct and coordinate the development, maintenance, and updates of the State Hazard Mitigation Plan, which includes the maintenance of GIS Databases and related maps for presentation of hazard vulnerability and risk. For my job, the most important thing is to be flexible and resourceful. In this position we have to work in pre- and post- disaster environments, which are unpredictable. It is important to be able to take in all the relevant information, weed out the unnecessary stuff, and remember the lessons that each experience gives you. I feel so rewarded for having the opportunity to really make a difference in times of need. I received a letter of commendation from Governor Deval Patrick for my work in the State Emergency Operation Center during the MWRA water emergency in May 2010.

Alvin Allen '05

*Senior Planner
City of Springfield, MA*

My job is to enforce the guidelines of six local historic districts, maintain the integrity of streetscapes through site plan review, recommend proper land uses by the city's zoning ordinance, and create computer based maps to display city zoning and local historic district boundaries. The most satisfying thing about my job is meeting influential people. I am excited and proud to make positive impacts in the city where I was born and raised. Being able to come back and work here is truly a blessing, as this is my home. My current job priority is managing the re-creation of our city's sixteen neighborhood plans; including providing a forum for a neighborhood & civic group leaders to identify problems and possible solutions to work toward over the next decade.

Appendix

Recommended Class Schedule

Fall Semester 1st Year

GARP0101 World Regional Geography
GARP0105 Introduction to Community Planning

Core Classes (3)

English Comp.
Math Pre-calculus
Art Design Fundamentals

Spring Semester 1st Year

GARP 0102 Introduction to Physical Geography w/ Lab
GARP 0106 Introduction to Environmental Analysis

Core Classes (3)

English Composition II
American National Government
Music/Art/Drama

Fall Semester 2nd Year

GARP 0244 Intro to GIS
GARP 0216 (Un)Just City

Core Classes (3)

Principles of Macroeconomics
State and Local Government
Introduction to Ethics

Spring Semester 2nd Year

GARP 0344 Advanced GIS
GARP 0246 Quantitative Methods

Core Classes (3)

Math/Science
Philosophy of Science
Sociology

Fall Semester 3rd Year

GARP 0225 Legal Issues in Planning & Zoning
GARP 0222 Site Planning Studio
Begin minor course work
Finish core

Spring Semester 3rd Year

GARP 0219 Land Use Planning
GARP Concentration Coursework
Minor course work

Fall Semester 4th Year

GARP Concentration Coursework
Minor Coursework
Internship/Independent Study

Spring Semester 4th Year

GARP 0391 Senior Seminar
Internship
Finish Concentration/minor

