

PLAN105

Introduction to Physical Planning Processes 6 credit hours

Semester: SPRING 2026 Meets: MWF 1:30 PM – 5:00 PM ET
Classroom: AB 004 NEW ROOM
Computer lab: AB 220 / BSU ID card access loaded

Instructor: Associate Professor Lohren Deeg, ASAI. E-Mail: ld EEG@bsu.edu Mobile/Text: 765-730-7585. Office: AB326B. Office Hours: Thursday afternoons 1:30-4:00pm and by appointment

Instructor: Danicia Malone, E-Mail: dancia.malone@bsu.edu Office: AB 330



Course Description

Students learn a number of theoretical and practical tools to record observations and qualitative information that informs a sense of place in order to engage in informed place-making. The lectures, demonstrations, and assignments given in this course will be directly related to the work commonly produced by professional planners.

To better understand the layers and complexities of the built environment, planners employ a number of theoretical and practical tools to record observations and qualitative information that informs a sense of place. Informed place-making is an evidence-based design process. The exercises in this unit will allow you, the emerging planner, to make informed recommendations and proposals for a real site or series of sites. Arguably, planners need to effectively communicate their ideas more clearly than any of the other design professions. The work of planners can reach a vast audience, and therefore, the ability to communicate with all members of your audience is paramount. Your work will need to be understood by everyone ranging from average working citizens to politicians and scholars. Sometimes your work will reach across countries and cultures. The lectures, demonstrations, and assignments given in this course will be directly related to the work commonly produced by professional planners.

Prerequisites: PLAN 100 should be taken prior to or during the same semester as PLAN 105.

Learning Objectives

- Students will engage with a variety of observation, mapping, and assessment techniques for a real site or collection of sites in a chosen community.
- Students will be able to use a variety of techniques and methods to communicate issues regarding a physical planning proposal.
- Students will be able to effectively lay out a visual planning presentation.
- Students will improve their ability to write professional documents. This includes not only the improvement of their aesthetic eye, but also the tone of their writing, learning APA citation style, and learning to use credible sources for research.
- Students will be able to make professional verbal presentations with supporting visual materials for in-person or video platforms.
- Students will learn to utilize a selection of software platforms to visualize spatial orientation, massing, and to create various graphics useful in the planning process.

Software and Hardware

The Department of Urban Planning recommends that **students have access to a laptop** and the following software be installed on your student laptop. Understand that while this will be a significant expenditure, it is a necessary investment in your future education. Purchasing the software is very strongly recommended and using “pirated” software is severely discouraged. The limitations of pirated software will likely decrease your ability to complete assignments and using such software is illegal. You will have ample opportunity to use this software during your time at

Ball State. In fact, many assignments in the Planning department and others will not be able to be completed without this software. Both hardware and software are available for purchase (at a significant discount) at the on-campus Technology Store. Laptops can be checked out for limited periods from Education Resources, lower level of Bracken Library.

Required software includes:

- Microsoft Office for Windows or Mac (through BSU computer store)
- Adobe Creative Suite Design Standard for Windows or Mac (Free through BSU Computer Store) **Photoshop, Illustrator, and InDesign.**
- Trimble Sketchup Make (free version) is a web-based app. Registration with a Trimble ID is required. Use your BSU email address. Pro version of Sketchup is also available for 30-day student trial or is available as a subscription rate per annum for students. **Sketchup Pro 2025 is loaded on our department lab computers in AB220. The free version of Sketchup runs in a browser window.**
- Google Earth Pro, Desktop App version.
- ConceptBoard (web-based digital pin-up space) invitations will be sent by the instructor.
- Web access to Beacon GIS web viewer by SchniederCorp.
- The ability to record an audio/video presentation of your individual screen. This varies by operating system.
- Access to a scanning app via your mobile device (Genius Scan, Apple Notes, CamScanner, Adobe Scan, etc)

<http://cms.bsu.edu/about/administrativeoffices/technologystore/our-software-products>

https://www.bsu.edu/about/administrativeoffices/information-technology/services/digital-tools/adobe-software#accordion_adobecreativecloudsuite

https://sketchup.trimble.com/en/plans-and-pricing/sketchup-free?srsId=AfmBOorcRePedmKlvxmlUQU1NPbE69MD_tUsnMLMYzhyxbDKUrS1JXCX

All assignments should be completed in the current version of the software.

Required and Recommended Readings

1. **Missing Middle Housing by Daniel Parolek**
2. **How to Turn a Place Around: A Placemaking Handbook by Kathy Madden**
3. **Design for Belonging by Susie Wise**
4. 100 Things that I learned in Urban Design School by Matthew Fredrick and Vikas Mehta
5. Walkable City Rules by Jeff Speck
6. Freehand Drawing and Discovery: Urban Sketching and Concept Drawing for Designers by James Richards
7. Drawing and Designing with Confidence by Mike Lin
8. Design Drawing by Francis D.K. Ching
9. Google Sketchup for Site Design by Daniel Tal
10. Urban Design Handbook by Urban Design Associates
11. Site Analysis by Edward T. White
12. Planning in Plain English by Natalie Macris

These titles shall be placed on course reserves with the CAP library and be available for your review. The instructors may place additional resources for your review in the studio and on Canvas.

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Statement

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Attendance

Absences will be excused for the following: funeral and bereavement leave, jury duty, late course addition, military absences, observance of religious holidays, pregnancy leave, student-athletes participating in University- or department-approved activities, and university advisories.

- Students may encounter other circumstances (e.g. car accidents, job interviews) that result in course absences. Only faculty members can excuse these absences and adjustments are at the discretion of the instructor. Where possible, and with sufficient documentation, faculty should support student educational activities.

- In general, students are expected to notify all their instructors once they anticipate being absent for any reason (e.g., funeral) or as soon as possible after the absence begins (e.g., unexpected injury or illness). The student may need to provide documentation (with confidential information redacted when appropriate) to each instructor if requested.

You will be marked absent if you are more than 20 minutes late.

Two (2) or more unexcused absences may result in a lowering of the semester grade.

Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

<https://www.bsu.edu/about/freedom-of-expression>

<https://www.bsu.edu/about/beneficence>

Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu. As your instructors, we are mandatory reporters under the Title IX policy and required to report any information we receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant chooses to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.

- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

University Grade Appeal Policy

If you believe you received a final course grade that does not reflect your performance due to

fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar.

Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

Generative AI Statement

Some Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission
You may use generative AI applications for some work submitted in this course. You will be informed as to when, where, and how these tools are permitted to be used, along with guidance for attribution. Any use outside of this permission constitutes a violation of Ball State University's Student Academic Ethics Policy.

The Learning Center

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on "Navigate" in the Academic Tools section, or just go directly to bsu.navigate.eab.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center. Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Writing Center

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing. The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Basic Needs Hub

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

The Counseling Center

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found here.

The Speaking Center

The Speaking Center is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message. The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this direct link to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Canvas Accessibility

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#).

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most

circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading Ball State's FERPA and Privacy and Protection.

Video Conferencing Recording

In this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability and visual camera. If you have concerns, please discuss these options with us.

Plagiarism Detection

The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

Course Participation Expectations

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication.
- It is recommended that you log into your Canvas course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments, quizzes, tests, and any other activities by the stated due dates.

Feedback Policy

Verbal feedback during class presentations and pin-ups will be given. Written mark-ups will be provided in digital pin-ups via Conceptboard and in Canvas. Grades will only be given and be visible in Canvas. Contact instructors directly if you have questions or concerns about your performance in class.

Late Assignment Policy

- All assignments are due by the time on the due dates indicated.
- Assignments posted after the indicated due dates will be subject to a decreased letter grade for each day late, per Canvas settings.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a backup plan, such as visiting a local library or borrowing a peer's computer.
- Canvas will not accept assignments for grading after 11:59 pm EST/EDT on the final day of class / semester end.

Assignment Submission Policy

- All assignments are typically submitted as PDFs to Canvas unless otherwise indicated in the assignment description. Exceptions may include PPT files or SKP files submitted via OneDrive or other platforms.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module.

Grading Policy

- It is our policy that appropriate evaluation of your academic performance is an integral part of your learning experience.
- In the absence of mistakes, fraud, bad faith, or incompetence, we will be the key decision-maker on the assignment of grades.

Engagement Expectations

To support a respectful and engaging academic community that encourages the free exchange of ideas and civil discourse, we will follow these ground rules:

- Respect different perspectives. Share your ideas and let others share theirs.
- Challenge ideas, not people. Disagree respectfully. No personal attacks or put-downs. Focus on exploring ideas critically and constructively.
- Listen to understand. Stay curious, ask questions to understand, and give others space to speak.
- Assume good intentions. Approach discussions with curiosity and compassion.
- Keep it private. What is shared in class stays in class. Do not share others' words or work without permission.
- Be respectful. Avoid hurtful language, stereotypes, or content that may demean others. Keep feedback constructive.

Course Schedule

To support a learning experience that is responsive to the needs, interests, and pace of our class community, the course schedule may shift over the semester. The most current version of the schedule will always be available on Canvas. We encourage you to check Canvas regularly for updates and contact us if you have any questions.

Subject to Change Statement

This syllabus is subject to change in the event of extenuating circumstances.

Recommended Supplies

USB Jump Drive, Ball State OneDrive account, external hard drive
Sketchbook
Large Clipboard or Portable Drawing Board
Roll of Tracing Paper
Drafting Tape or Drafting Dots
Rolling Ruler / Parallel Glider

Circle Template
Mini triangle
Scales (architectural and engineering)
Knead-able Eraser or White Plastic Eraser
Mechanical Pencil or Red Col-Erase pencil
Pentel 'sign' pens, Pilot Fine-liners

We will provide a number of pencils, pens, tape, and markers in the studio space. However, if you would like your own set for long term personal use, we recommend:

AD Chartpak Markers (1 each):

- Chrome Orange P62
- Blueberry P96
- Yellow Green P38
- Goldenrod P46
- Life Red P80
- Sky Blue P103
- Slate Green P18
- Beige P137 or Buff P139
- Pale Cherry P148
- Desert Tan P146
- Emerald Green P21
- Violet Light P215
- Moss Green P27 or Apple Green P28
- Willow Green P120
- Cool Gray #3 P183
- Cool Gray #6 P186
- Extra Black P99

Alternatively, given online sales and markdowns, feel free to examine the "Landscape Set 25" or "Architects Set 25" and add any missing colors. For example, Sky Blue is not in the Architect set.



1 set of the 24 piece (minimum) Prismacolor Colored Pencils

• Note: The 24 set should be considered a ‘minimum’ for a range of environmental and material colors. You are free to expand on this set on your own or purchase a larger set if you wish.

Karen’s Art Mart in the village has a small set of Copic markers labeled “CAP First Year” as well.

Where to Buy

Karen’s Art Mart (In University Village).

Amazon, Staples, Blick, Michaels, Hobby Lobby, Jo-Ann Fabrics

A few colors are also available by the piece in the CRC.

<http://www.dickblick.com>

<http://www.cheapjoes.com/>



Sample imagery from class demonstrations and workflows using Sketchup and Adobe software, by instructor Lohren Deeg ASAI.

MYBALLSTATE.BSU.EDU

This website and / or mobile app is your launch point for all campus notices, Email, Canvas, and OneDrive cloud storage.

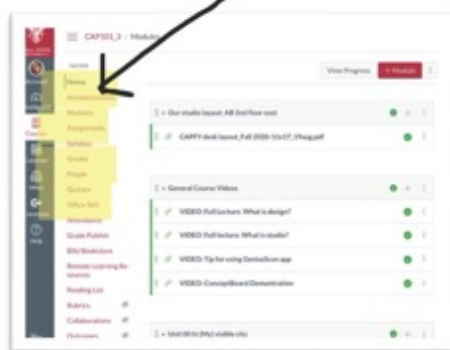


CANVAS MOBILE

Canvas has a wonderful mobile interface for iOS and Android users. You can upload work from your phone or tablet directly into assignments that we create. It looks like this on the app store:



CANVAS DESKTOP



Course outline will be in the "modules" tab. All assignments will be cross-referenced there, and will also appear on their own in the Assignments tab and appear on your calendar. All of my Announcements will be sent as emails to your BSU email address.

CONCEPTBOARD

From time to time we will conduct digital pin-ups in Concept-board. There is no app to download, and it views in any browser window, *although it is a little slow and buggy on a phone*. There is no need to sign in or make an account, I will send you a unique link for each board that I create. Watch this YouTube video for an orientation to the basic commenting tools in the interface. <https://youtu.be/2iYae8zCMAI>



You will likely see other users in there at the same time – comments and new material shows up in real time.

GENIUS SCAN, ADOBE SCAN, APPLE SCAN

These apps have powerful filters for scanning your 2D work quickly and efficiently. Save your scans to your camera roll, upload it to cloud storage, or email to yourself. However, for final portfolio quality work, there is no substitute for a flatbed scanner, of which there are many available in our library system.



ADOBE CAPTURE

Adobe Capture allows you to capture color schemes, make quick cut outs, quick vector images, and other cool stuff. Use your BSU.edu email address to make an Adobe ID when you sign up for Adobe products.



computer recommendations

Laptop Specs:

- CPU/Processor: Multicore Processors (4 Cores Recommended, 10 Cores optimal)
- Storage: 32 GB or more of free space on a Solid State drive (SSD)
- Memory/RAM: 32 GB recommended, 64 GB optimal.
- GPU: GPU with DirectX 12 support (feature level 12_0 or later), 4 GB of GPU memory for 4k displays and greater
- Screen Resolution: 1280 x 800 at 100% scaling, or 1920 x 1080 at 150% scaling; 8, 16, and 32-bit color all supported. A 1920 x 1080 display or higher is recommended.
- Mouse: A 3-button, scroll-wheel mouse.
- Students MUST buy a 1TB external solid-state drive (preferred) or a 1TB flash drive.

The department provides a number of computer stations in a teaching lab. However, a laptop computer is recommended for all urban planning students.

The mobility and flexibility of using a laptop is ideal in the studio, classroom, library, and your residence where you can take notes, do research, compose graphics, build digital models, or access GIS data. The department recommends a Windows PC over a Mac. If you want to purchase a Mac, you will need to install Windows using Parallels Desktop. For technical support, purchases, or hardware repair, visit Ball State Technology Store.

Recommended software

Microsoft Office for PC or Mac (Office 365 Pro Plus is now available for free download for BSU students via webmail).

Adobe Creative Cloud: Photoshop, Illustrator, InDesign, Acrobat (Available free for enrolled students)

Antivirus Software: Free antivirus software from Microsoft Security Essentials.

ArcGIS Software (free access provided through the university).

Sketchup Pro: Available for a 12-month subscription at a higher-ed student rate.

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