

**Overview |** The SCARP Planning Studio is an eight-month partnership between graduate students and public, private and non-profit organizations. It is a required course in the second year of the two-year professionally accredited UBC Master of Regional and Community Planning Program. Partners gain from the project deliverables (applicable to ongoing work) as well as the ideas, interaction and connection with potential future employees. Students benefit from working through real-world planning problems with committed partners.

Teams of students are assigned to projects that are aligned with their skills, interests and experience. They are expected to bring a high degree of professionalism, a strong work ethic, and a commitment to pursuing the needs and objectives of project partners.

**Faculty Support |** Three faculty members – one full-time professor, one part time professor and a professional consultant – provide guidance and support to the student teams over the course of the project. Together these instructors have over 60 years of experience successfully leading students through a variety of projects in partnership with municipal governments, community groups and organizations, and private firms. The instructors help to ensure the teams are conducting themselves with professionalism, delivering high quality products on time and in line with partner expectations. Other faculty are drawn in as necessary to support the teams on various areas of planning specialization.

**Studio Projects |** The Planning Studio is intended to provide students with rigorous, positive and engaged experiences in real-world planning issues and professional work

scenarios. Distinct from internships, studio projects are more akin to consultant assignments or joint ventures between SCARP and the partner organization. While the projects will necessarily entail a research component, they are expected to be more involved and hands-on – including some level of creative output, independent analysis or stakeholder engagement depending on the needs of the partners.

Through the studio environment, students benefit from learning not just through their own project but by witnessing and contributing to the iterative processes of their classmates. For this reason, effort is made to have a broad mix of projects with different types of partners and covering a diversity of topics and challenges. While each team undertakes a single project from September – April, proposals for multi-year projects that lend themselves to a phased approach are encouraged. Most projects will be located in Metro Vancouver but some could be regional, national or international in scope as long as they are well suited to studio objectives.

Past project partners included municipal governments, think-tanks, private planning firms, non-governmental organizations and ad-hoc community organizations. Please see [blogs.ubc.ca/scarpstudio/](https://blogs.ubc.ca/scarpstudio/) for past projects and partners.

## Partner Contributions |

To confirm mutual commitment, reinforce the caliber of deliverables expected through the studio, and to defray some of the costs associated with studio work (local travel, participatory materials, printing, etc.) and hosting studio events: public sector and NGO partners are required to pay a fee of \$3,000/team; \$6,000 for private sector firms; and \$12,000 for international partners.

## Project Ownership and Outputs

Partners guide and own all research and data collected by student teams. The final product is typically in the form of a report, but can also employ a variety of media, depending on the intended audience and the reciprocal benefits to students and project partners. Project output is at a quality suitable for wide public dissemination in accordance with the strategic needs of project partners. Dissemination of project outputs occurs with the consent of project partners.

## Project Description/ Request for Proposals |

**Organizations interested in partnering with the SCARP Planning Studio are encouraged to discuss project ideas with one of the following studio leads.**

Dr. James Connolly: [jconnoll@mail.ubc.ca](mailto:jconnoll@mail.ubc.ca)

Clare Mochrie: [cmochrie@globalframeworks.com](mailto:cmochrie@globalframeworks.com)

Prospective partners are also asked to submit a brief description in the form of an RFP with the following sections.

1. **Project Abstract** – Title and overview of the project, including the main objectives, target audience, key stakeholders and anticipated impacts.
2. **Background** – Relevant context on the issues to be addressed and the reasons why the project is being initiated. Please include links/attachments of any key reference documents.
3. **Partner Profile** – Overview of the partner organization, mission and interest in the proposed project. Please also provide name, position and contact for the project lead and/or primary point person, i.e. the individual that the students will report to on a regular basis and who will provide feedback to the student team.
4. **Scope of Work** – Definition of the geographical, demographic and/or temporal scope as well as an outline of the main outputs that would contribute to the partner's goals for the project. The student team will undertake a more detailed scoping of work in response to the RFP and in collaboration with the project partner at the outset of the project and this will form part of the Project Proposal.
5. **Deliverables** – There are four main written deliverables required with the following approximate dates.
  - a. Project Proposal/  
RFP response (mid-October)
  - b. Interim Report (early December)
  - c. Draft Final Report (early March)
  - d. Final Report (early April)

Student teams will present their Proposal to the partners only. Presentations of all interim reports with a Q&A will be in early December. We will host a public presentation in late March or early April where students will present their reports, posters and a 5-minute summary of their work.

If there are additional deliverables anticipated for the proposed project, please indicate these along with when they would ideally be expected. These will be discussed and confirmed with the Studio Faculty and student team at the outset of the project.
6. **Required Skills and Experience** – Students are selected and matched to projects based on their interests, backgrounds, skills and experience. To assist with this process, please outline any specific skills and/or experience that would be required to execute the proposed project. These capacities may be technical in nature (i.e. GIS) or relate to soft skills (i.e. experience working in specific community settings).
7. **Project Costs** – A portion of the partner contribution fee is used to cover minor expenses associated with local travel, materials, printing, etc. Please indicate any significant *additional* expenses anticipated for the proposed project.