ATTACHMENT 2 (e)

Course Specifications



Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

Urban Design Project-3 Neighborhood Design (PL470)

January 2016



Course Specifications

Institution	King Saud University	Date of Report: September 2015			
College/Department : Urban Planning					

A. Course Identification and General Information

1. Course title and code:							
Urban Design Project-3: Neighborhood Design (PL470)							
2. Credit hours: 4							
3. Program(s) in which the course is offered							
(If general elective available in many programs in	dicate this rather than list	programs)					
B.Sc. in Urban Planning (Urban Design Trac	k).						
4. Name of faculty member responsible for the co	ourse:						
Dr. Ziad A Alameddine							
5. Level/year at which this course is offered: Leve	el 9						
6. Pre-requisites for this course (if any)							
Urban Renewal Project 2: PL460							
7. Co-requisites for this course (if any)							
None							
8. Location if not on main campus							
9. Mode of Instruction (mark all that apply)							
a. Traditional classroom	What percentage?						
b. Blended (traditional and online)	What percentage?						
c. e-learning $$	What percentage?	40%					
d. Correspondence	What percentage?						
f. Studio $$	What percentage?	60%					
Commonte							

Comments:

Although this course is a studio project based course, however, students are encouraged to use blackboard (Learning Management System). Course instructor has provided important information in the course's page that are necessary for students to carry out various tasks of their individual projects.

B Objectives



1. What is the main purpose for this course?

The objectives of this course are to:

- Introduce students to the principle elements of neighborhood concepts and designs.
- Provide students with opportunities to generate innovative ideas taking into account urban design standards and criteria of neighborhood designs.
- Initiate housing projects proposals that will result in the improvement of socioeconomic welfare of a community.

By the end of the course students should be able to:

- Understand the urban design concepts and issues related to neighborhood design.
- Critically analyze the principles of residential neighborhood urban form and design.
- Aware of the importance of good neighborhood design for the city and the community.
- Develop urban codes, regulations and policies to make good residential space design.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

The course relies heavily on IT and web-based resources. Many examples of residential neighborhood design are analysed and reviewed from all over the world. Students are encouraged to go online and search for urban design examples that reflect the concepts and issues discussed in the course. They are also required to study similar local examples of residential space design and compare them with what they have learnt in the course and found in web reference materials.

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)

The course focuses on developing students' skills, practices and values fundamental to designing successful neighborhoods. It teaches the student neighborhood design process including, data collection and analysis, site analysis, project program preparation, evaluation of alternatives and selection of preferred concept, land use and master plan development. As a practical course, it also focuses on preparing detailed housing clusters/layouts, and on establishing visual and spatial connections between various clusters and other services within the neighborhood. Throughout the duration of the course, the student is to consider urban design criteria as well as other various factors that influence the development of the project.

1. Coverage of Planned Program



Topics Covered	Planned Contact Hours	Actual Contact Hours	Reason for Variations if there is a difference of more than 25% of the hours planned
 Phase1: Project data collection Project goals and objectives. Overview of the project scope and methodology. Study area selection and boundary definition. Site visit, preparation of base map, data collection and presentation of case studies (local and international). 	8 hours (Week 1)	8 hours	None
 Phase2: Existing condition Urban context/land use/ character Site accessibility (vehicular & pedestrian routes). Spatial and visual analysis Identify the target market Determine desired lot areas by the market. 	8 hours (Week 2)	8 hours	None
 Phase3: Site Analysis Visual features (views to be preserved or avoided). Distinctive site features and elements. Topography (site elevation). Analysis of slope inclination. Slope percentages (grades). Soil conditions Hydrology (storm water runoff). Vegetation Environmental impacts (determine sources of pollution, if any). Climatic studies (sun-path and orientation, etc). 	16 hours (Weeks 3&4)	16 hours	None
First Presentation (assessment of Phase 1, 2 & 3).	4 hours (Week 5)	4 hours	None
Sketch Design 1	4 hours (Week 5)	4 hours	None



		1	
Phase 4:		20	None
Development Opportunities and	1 hours		
<u>Constraints</u>	4 nours		
• Potential development zoning according	(Week 6)		
to natural characteristics of the site			
(critical, moderate and optimum			
condition for development).			
• Potential site accessibility.			
• Determine potential movement routes			
inside and outside the site.			
 Potential residential blocks and 			
buildings orientation).			
Urban design Consideration			
• Social Aspects.	4 hours		
• Economic Aspects.	(Week 6)		
• Aesthetics.			
• Safety and security considerations.			
Project Program	0.1		
• Determine project density.	8 hours		
• Determine number of various types of	(Week 7)		
residential units and lot sizes.			
• Determine land use areas percentages			
and parking spaces according to local			
urban codes and regulations.			
Second Presentation (assessment of	1 hours	1 hours	None
Phase 1, 2, 3 & 4).	4 110018	4 nours	None
	(Week 8)		
	4 hours	4 hours	None
Sketch Design 2		i nouis	Ttone
	(Week 8)		
Phase 5:		28 hours	None
<u>Preliminary concepts</u>	4 hours	20 110 115	Tione
• Urban design alternatives and concepts	(Week 9)		
(3 alternatives), indicating: proposed			
project components and program,			
linkages among site uses, connection			
with surrounding areas, areas to be			
preserved, restored or redeveloped,			
building heights and densities.			
• Selection and development of the			
optimal alternative.	241		
<u>Master plan development</u>	24 hours		
• Development of land use plan.	(Weeks 9, 10, 11, 12)		
• Development of detailed master plan.	10,11, 12)		
• Design of road intersections and			
narking areas			



• Design of public spaces, parks, squares and pedestrian walkways.			
 Detailed plans, sections and perspectives of selected areas of the project showing: urban details to various types of roads, footpaths and public spaces. Project general perspective and physical model. 			
Pre-final Presentation	4 hours (Week 12)	4 hours	None
Preparation for Final Submission	16 hours (Weeks 13 & 14)	16 hours	

2. Course components (total contact hours and credits per semester):							
	Lecture	Tutorial	Laboratory	Practical	Other:	Total	
Contact Hours	28			84		112	
Credit						4 credits	

3. Additional private study/learning hours expected for students per week.

Students are expected to spend (4hours) developing their knowledge and work on assignments per week. Students are welcome to see the tutor during office hours to discuss any matter regarding the course.

Tutor's teaching load and office hours schedule is attached at office front door. A copy of schedule is included later in the course file.



°.



4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

Course Learning Outcomes, Assessment Methods, and Teaching Strategy work together and are aligned. They are joined together as one, coherent, unity that collectively articulate a consistent agreement between student learning, assessment, and teaching.

The *National Qualification Framework* provides five learning domains. Course learning outcomes are required. Normally a course has should not exceed eight learning outcomes which align with one or more of the five learning domains. Some courses have one or more program learning outcomes integrated into the course learning outcomes to demonstrate program learning outcome alignment. The program learning outcome matrix map identifies which program learning outcomes are incorporated into specific courses.

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. **Fourth**, if any program learning outcomes are included in the course learning outcomes, place the @ symbol next to it.

Every course is not required to include learning outcomes from each domain.



	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge:		
1.2	Outline urban design considerations for residential projects (CLO).	Lectures & group discussions	Second presentation.
2.0	Cognitive Skills:		
2.1	Analyse complex urban settings and identify all forces that have influence on those settings (PLO 2-1). Analyze project site and urban context (CLO).	Lectures and presentations	First presentation.
2.2	Summarize projects opportunities and constraints using qualitative and/or quantitative analysis (PLO 2-2).	Lectures and presentations	First presentation. Sketch Design 1.
2.3	Compose scenarios and prepare design alternatives to complex urban situations (PLO 2-4).	One to one interaction with students in studio	Second presentation. Final Jury
2.4	Develop design solutions to urban design problems (PLO 2-5). Design concept/Master plan (CLO).	One to one interaction with students in studio	Pre-final presentation. Final Jury
3.0	Interpersonal Skills & Responsibility:	·	
3.1	Demonstrate work and time management capabilities (PLO3-3).	Lectures	Continuous assessment in studio. Submission of assignments on time. Pre-final presentation
3.2	Demonstrate competence in urban design and urban planning processes and ability to accommodate complex requirements through the design processes (PLO 3-4). Illustrate neighborhood project design process (CLO).	Lectures	First presentation. Final Jury.
4.0	Communication, Information Technology, Num	nerical Skills:	
4.1	Demonstrate oral, written and visual presentation abilities to convey designs and planning ideas to peers, professional and public audiences (PLO 4-1).	Lectures & presentations	Final Jury. Final report.
4.2	Illustrate advanced IT skills at various projects stages (PLO 4-2).	Visual presentations	Continuous assessment in studio. Sketch design 2. Pre-final presentation
4.3	Calculate density, floor area ratio, land and built areas required for the projects (PLO 4-3). Determine project program (CLO).	Lecture	Sketch Design 1. Second presentation.
5.0	Psychomotor:	·	·
5.1	Employ graphical skills to illustrate design and planning ideas (PLO 5-1).	Lectures & presentations Final Jury	Continuous assessment in studio. Sketch design 2. Final Jury.
5.2	Produce scaled model to visualise project designs and concepts (PLO 5-2).	Lectures	Final Jury.



Suggested Guidelines for Learning

Outcome Verb, Assessment, and

NOF Learning Domains	Suggested Verbs
Knowledge	list, name, record, define, label, outline, state, describe, recall, memorize, reproduce, recognize, record, tell, write
Cognitive Skills	estimate, explain, summarize, write, compare, contrast, diagram, subdivide, differentiate, criticize, calculate, analyze, compose, develop, create, prepare, reconstruct, reorganize, summarize, explain, predict, justify, rate, evaluate, plan, design, measure, judge, justify, interpret, appraise
Interpersonal Skills & Responsibility	demonstrate, judge, choose, illustrate, modify, show, use, appraise, evaluate, justify, analyze, question, and write
Communication, Information Technology, Numerical	demonstrate, calculate, illustrate, interpret, research, question, operate, appraise, evaluate, assess, and criticize
Psychomotor	demonstrate, show, illustrate, perform, dramatize, employ, manipulate, operate, prepare, produce, draw, diagram, examine, construct, assemble, experiment, and reconstruct

Suggested verbs not to use when writing measurable and assessable learning outcomes are as follows:								
Consider	Maximize	Continue	Review	Ensure	Enlarge	Understand		
Maintain	Reflect	Examine	Strengthen	Explore	Encourage	Deepen		

Some of these verbs can be used if tied to specific actions or quantification. Suggested assessment methods and teaching strategies are:

According to research and best practices, multiple and continuous assessment methods are required to verify student learning. Current trends incorporate a wide range of rubric assessment tools; including web-based student performance systems that apply rubrics, benchmarks, KPIs, and analysis. Rubrics are especially helpful for qualitative evaluation. Differentiated assessment strategies include: exams, portfolios, long and short essays, log books, analytical reports, individual and group presentations, posters, journals, case studies, lab manuals, video analysis, group reports, lab reports, debates, speeches, learning logs, peer evaluations, self-evaluations, videos, graphs, dramatic performances, tables, demonstrations, graphic organizers, discussion forums, interviews, learning contracts, antidotal notes, artwork, KWL charts, and concept mapping.

Differentiated teaching strategies should be selected to align with the curriculum taught, the needs of students, and the intended learning outcomes. Teaching methods include: lecture, debate, small group work, whole group and small group discussion, research activities, lab demonstrations, projects, debates, role playing, case studies, guest speakers, memorization, humor, individual presentation, brainstorming, and a wide variety of hands-on student learning activities.



5. Sch	edule of Assessment Tasks for Students During the Ser	nester	
	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Continuous assessment in class	Weeks 1-14	10%
2	First presentation	Week (5)	10%
3	Sketch Design-1	Week (5)	5%
4	Second presentation	Week (8)	10%
5	Sketch Design-2	Week (8)	5%
6	Pre-final presentation	Week (12)	15%
7	Project final report	Week (15)	5%
8	Final Jury 35% Project model 5%	Week (15)	40%

The course instructor has developed and applied direct PLOs based CLOs assessment method using rubric. PLOs were mapped to CLOs and then to specific students' presentations, sketch designs and Juries. The table above indicates the distribution of grades to various assessments. The CLO assessments were aggregated to provide PLO benchmark. The actual benchmark set by the DUP Accreditation Committee is 70% and above for all studio projects courses.

A rubric was used in the Final Project Jury by jury members to assess specific PLOs based CLOs (see matrix below). The results for this assessment were aggregated and included in the course report in the section related to "course learning outcome assessment". The results were analysed and recommendations were made.

Final Jury Urban Design Project 3 (PL470) Neighborhood Design



First Semester 1436-1437

College of Architecture and Planning

Jury Member Name:

Coordinator – Dr. Ziad Alameddine

	Assessment of PLOs based CLOs								
			The	student must demoi	nstrate the ability to	:	1		
	Students' Names	Compose scenarios and prepare design alternatives to complex urban situations (PLO 2-4) 10%	Develop design solutions to urban design problems (PLO 2-5) 10%	Demonstrate competence in urban design and urban planning processes (PLO 3-4) 5%	Demonstrate oral, written and visual presentation abilities (PLO 4-1) 5%	Employ graphical skills to illustrate design and planning ideas (PLO 5-1) 5%	Produce scaled model to visualize project designs and concepts (PLO 5-2) 5%	Total Grade 40%	Remarks
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									



Assessment of PLOs based CLOs

The student must demonstra	te the ability to:				
Compose scenarios and	Exceptional (A/A+) 9-10	Proficient (B/B+) 8-8.5	Marginal (C/C+) 7-7.5	Poor (D/D+) 6-6.5	Very weak (F) 0-5.5
prepare design alternatives	□ 3 outstanding project	3 satisfactory project	2 satisfactory project	1 satisfactory project	Unsatisfactory project
to complex urban situations.	alternatives presented.	alternatives presented.	alternatives presented.	alternative presented.	alternative presented.
(PLO 2-4): total 10 grades	□ Alternatives are given in- □ Alternatives are given		□ Alternatives show	One alternative shows	Not consistent with
	depth thinking and highly	good thought and	moderate consistency with	little consistency with	analytical studies and urban
	analytical studies and urban	with analytical studies and	urban design	urban design	design considerations.
	design considerations.	urban design considerations.	considerations.	considerations.	
	The selected alternative	□ The selected alternative	□ The selected alternative	The selected alternative	The selected alternative
	reflects more than 90% of the	reflects 80-89% of the	reflects 70-79% of the	reflects 60-79% of the	reflects 0-59% of the
	selection criteria.	selection criteria.	selection criteria.	selection criteria.	selection criteria.
	Exceptional (A/A+) 9-10	Proficient (B/B+) 8-8.5	Marginal (C/C+) 7-7.5	Poor (D/D+) 6-6.5	Very weak (F) 0-5.5
to urban design problems.	Design concept, master plan	Design concept, master	Design concept, master	Design concept, master	Design concept, master
(PLO 2-5): total 10 grades	and land use plan are given in-	plan and land use plan are	plan and land use plan are	plan and land use plan are	plan and land use plan are
	depth thought in reflecting	given good thought in	given moderate thought in	given little attention in	given no attention in reflecting
	analytical studies and urban	reflecting analytical studies	and urban design	and urban design	analytical studies and urban
	design considerations.	considerations.	considerations.	considerations.	design considerations.
	🗌 No design errors.	□ No major design errors.	☐ 1-2 design errors.	3-4 design errors.	☐ 5 & above crucial errors.
	Exemplary effort is made to	An effort is made to	Modest effort is made to	Slight effort is made to	\Box No effort is made to
	illustrate detailed outline to	illustrate detailed outline to	illustrate detailed outline to	illustrate detailed outline to	illustrate detailed outline to
	design of urban spaces	and design of urban spaces	and design of urban spaces	and design of urban spaces	buildings blocks, lot shapes and design of urban spaces
				and design of discriptices.	
Demonstrate	Exceptional (A/A+) 4.5-5	Proficient (B/B+) 4-4.25	Marginal (C/C+) 3.5-3.75	Poor (D/D+) 3-3.25	Very weak (F) 0- 2.75
competence in urban design	Outstanding evidence of in-	Good evidence of	□ Moderate evidence of	Little evidence of	□ No evidence of
and urban planning	depth understanding to all project	understanding to all project	moderate understanding to	understanding to all project	understanding to all project
accommodate complex					
requirements through the the design development process		□ A good sequence to the design development	An acceptable sequence to the design development	Contused sequence to the design development	No sequence to the design development process leading
design processes.	leading to the final solution.	process leading to the final	process leading to the final	process leading to the final	to the final solution.
(PLO 3-4): total 5 grades	_	solution.	solution.	solution.	
	□ All aspects of the project	\square 1 aspect of the project	2 aspects of the project	3 aspects of the project	Unclear project process
	process are clear.	process is unclear.	process are unclear.	process are unclear.	and completely off track.



Demonstrate oral. written	Exceptional (A/A+) 4.5-5	Proficient (B/B+) 4-4.25	Marginal (C/C+) 3.5-3.75	Poor (D/D+) 3-3.25	Very weak (F) 0- 2.75
and visual presentation abilities to convey design and planning ideas to peers, professional and public audiences.	Mastery of oral presentation in discussing project ideas to peer. No verbal mistakes.	Good oral presentation in discussing project ideas to peer. 1-2 minor verbal mistakes.	Satisfactory oral presentation with little hesitation in discussing project ideas to peer. 3-4 minor verbal mistakes.	Poor oral presentation with hesitation in discussing project ideas to peer. 5-6 verbal mistakes.	Completely off track in discussing project ideas to peer. Many verbal mistakes.
(PLO 4-1): total 5 grades	 Outstanding visual presentation of written report. No error. 	Good visual presentation of written report. 1-2 errors.	Satisfactory visual presentation of written report. 3-4 errors.	Poor visual presentation of written report. 5-6 errors.	Major error in visual presentation of written report. More than 6 errors.
	Exceptional (A/A+) 4.5-5	Proficient (B/B+) 4-4.25	Marginal (C/C+) 3.5-3.75	Poor (D/D+) 3-3.25	Verv weak (F) 0- 2.75
 Employ graphical skills to illustrate design and planning ideas. (PLO 5-1): total 5 grades 	Outstanding drawing presentation. No error in using colors to reflect concepts and land uses.	Good drawing presentation. Minor error in using colors to reflect concepts and land uses.	Moderate drawing presentation. Some error in using colors to reflect concepts and land uses.	Poor graphical skills are employed. Error in using colors to reflect concepts and land uses.	Very poor graphical skills are employed. Bad use of colors to reflect concepts and land uses.
	Excellent general perspective and detailed perspectives, plans and sections of project are presented.	Good general perspective and detailed perspectives, plans and sections of project are presented.	Satisfactory general perspective and detailed perspectives, plans and sections of project are presented. One item missing	Poor general perspective and detailed perspectives, plans and sections of project are presented. 1-2 items missing.	Unsatisfactory general perspective and detailed perspectives, plans and sections of project are presented. 2 items or more missing.
	Drawing legend and symbols used are clear and widely recognized in the field of specialization. No error in symbol use.	Drawing legend and symbols used are clear and recognized in the field of specialization. No error in symbol use.	Drawing legend and symbols used are clear and recognized in the field of specialization. Error in using one of symbols.	Drawing legend and symbols used are slightly recognized in the field of specialization. Error in using 2-3 symbols.	Drawing legend and symbols used are not clear and unrecognized in the field of specialization. Major error in symbols.
	Project title, course information, drawing name, scale bar and North direction well displayed on drawings. No items missing.	Project title, course information, drawing name, scale bar and North direction displayed on drawings. No items missing.	Project title, course information, drawing name, scale bar and North direction modestly displayed on drawings. 1 item missing.	Project title, course information, drawing name, scale bar and North direction displayed on drawings. 2-3 items missing.	Project title, course information, drawing name, scale bar and North direction poorly displayed on drawings. 4 items & more missing.
Produce scaled model to	Exceptional (A/A+) 4.5-5	Proficient (B/B+) 4-4.25	Marginal (C/C+) 3.5-3.75	Poor (D/D+) 3-3.25	Very weak (F) 0- 2.75
visualize project designs and concepts. (PLO 5-2): total 5 grades	 Excellent and accurate scaled model with no errors in representing design concept. 	 Accurate scaled model with no errors in representing design concept. 	☐ Scaled model with minor errors with 1 error in representing design concept.	 Scaled model with 2-3 errors in representing design concept. 	 Inaccurate scaled model with 4 errors and more in representing design concept.
	☐ Careful attention is given to designing building blocks, public spaces, pavements and parking areas.	Attention is given to designing building blocks, public spaces, pavements and parking areas.	Moderate attention is given to designing building blocks, public spaces, pavements and parking areas. Error in 1 item.	☐ Slight attention is given to designing building blocks, public spaces, pavements and parking areas. Error in 2-3 items	No scaled model presented.





D. Student Academic Counseling and

Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

- Students are welcome to discuss any issue related to the project with the tutor. On top of his teaching load, the tutor has to leave 6 office hours schedule for students to come and discuss their project design with the tutor.
- The schedule is attached on the tutor's office door.

E. Learning Resources

1. List Required Textbooks

2. List Essential References Materials (Journals, Reports, etc.)

- Chapin, Ross 2011 " Pocket Neighborhoods: Creating Small-scale Community in a Largescale World" The Tauton Press.
- Joseph De Chiara, Julius Panero, Martin Zelnik 1995: "Time-saver standards for housing and residential development" McGraw-Hill, <u>Architecture</u> 1114 pages
- Ron Kasprisin (2011): "<u>Urban Design: The Composition of Complexity</u>"

3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)

4. List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)

- PLACES FOR PEOPLE AN URBAN DESIGN PROTOCOL FOR AUSTRALIAN CITIES available online at: <u>http://www.urbandesign.gov.au/downloads/files/INFRA1219_MCU_R_SQUARE_URBAN</u> PROTOCOLS_1111_WEB_FA2.pdf
- Watsonville Community Development Department 2001"Watsonville Livable Community Residential Design Guidelines"

http://cityofwatsonville.org/download/permitforms/community%20development%20residential%20de sign%20guideli

5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)

• One Studio



2. Computing resources (AV, data show, Smart Board, software, etc.)

- Learning Management System (Black-Board)
- Podium, data show and smart board.

3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

- Library
- Internet

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching

• Course & Staff evaluation questionnaires

2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor

- Council departmental meeting discussions
- 3 Processes for Improvement of Teaching
 - Attending teaching improvement workshops when held by the University's Skills Development Deanship.

4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)

• Check marking of a sample of students' projects and reports.

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5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

 Establishing a group discussion between the Head of the Department and all urban design project tutors where studio courses are reviewed and methods of assessment are recommended.

Signature:	Date Report Completed: January 2015
Received by:	Dean/Department Head
Signature:	Date: