

GUIDE TO FORMING AND RUNNING YOUR PLANNING STUDENT ORGANIZATION (PSO)

Including Information on Working with Chapters

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INTRODUCTION

What's this manual about?

It outlines a method for setting up and running a Planning Student Organization (PSO) at your school that will be recognized by the local chapter of the American Planning Association (APA). It also suggests activities that your PSO can become involved with on its own, and others that may involve the local APA chapter. Finally, it lists people and organizations that can assist you with running your PSO and then describes the various subunits of APA and related organizations in detail.

We already have a student organization. Why should we form a PSO and get involved with APA and the chapters?

Your existing organization can probably be easily structured to receive APA chapter certification. Working through a PSO with your local chapter can provide you with the following:

Leadership Experience: While supporting the planning profession through legislative action, public relations, and committee work, students can gain valuable recognition and experience as leaders within APA both through the chapter and through APA's Student Representatives Council.

Professional Enrichment: Chapters help with internships and mentoring programs, and with visitation programs such as brown bag lunches with practicing planners. Students can also develop valuable professional skills such as grant writing, conference planning, formal presentation planning, and newsletter production while assisting the chapter.

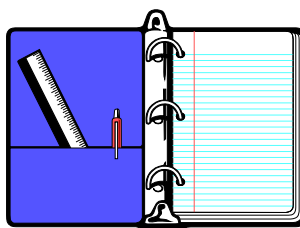
Networking Opportunities: Chapters and PSOs work together to develop mixers and other social outlets for meeting professional planners.

Academic Influence: A chapter-certified PSO will provide a formalized voice for planning students in university affairs, including the accreditation process.

Fun: Chapter-sponsored activities provide enjoyable, professionally rewarding social alternatives to academic functions.

What does my APA Student Membership include?

It includes *Planning*, APA's monthly magazine; "The New Planner" which is the thrice-yearly student-produced online publication for and about students in planning; reduced registration fees for APA conferences and seminars; access to the APA Job Market at the National Conference; and discounts on publications from APA's Planners Book Service. Student members are also members of APA chapters, and receive all regular chapter services. The New Professional membership category with reduced membership fees is available only to APA student members upon graduation.



What do services from the local chapter include?

The services provided by individual chapters to students vary, but all chapters send newsletters and sponsor seminars, conferences, and social events, many of which are offered to students free or at low cost. Many chapters also provide student awards, scholarships, and internships, and most chapter newsletters regularly contain listings of internships and other employment opportunities.

What is the Student Representatives Council?

The SRC is made up of planning student leaders from across the nation. They work together to develop ways that APA can best address the needs of APA Student Members. The SRC accomplishes this by coordinating student involvement in APA and representing the interests of planning students to the APA Board of Directors.

The SRC Chair also sits on the APA Board of Directors as an advisory (non-voting) member. The Chair, six Regional Representatives, and the Past Chair compose the SRC Executive Committee. The remainder of the SRC is made up of delegates, termed Student Representatives, who are selected by PSOs. The Chair is elected by the selected Student Representatives. The Regional Representatives are selected during the SRC Business Meeting at the annual National Planning Conference.

The primary responsibility of the Regional Representatives is to communicate with PSOs about national APA news, to relay the activities and concerns of students in their region to the rest of the Executive Committee and to APA, and to encourage certification of new PSOs.

Past accomplishments of the SRC include the following:

- Keeping registration fees at conferences affordable to students
- Coordinating a student session at the national conference.
- Providing opportunities for students to network with planning professionals
- Securing more student involvement in the accreditation process for planning schools

For more information on the SRC, contact APA's Leadership Affairs Coordinator at 312-786-6391.

PLANNING STUDENT ORGANIZATION GUIDELINES

PSOs are organizations of 10 or more APA Student Members. They are intended to help develop strong working relationships between students and their respective chapters, and to foster a sense of community between planning students nationally and even internationally.

PSOs also provide an organizational structure through which students can make their needs and concerns known to APA National, and provide a framework through which they can address their respective academic departments.

Forming a PSO

Steps students follow to form a PSO and receive Chapter certification are detailed on the PSO certification form that may be requested by contacting APA Leadership Affairs Coordinator at 312-786-6391.

Selection of Officers

I. ALL PSOs MUST SELECT A STUDENT REPRESENTATIVE TO SERVE ON APA'S STUDENT REPRESENTATIVES COUNCIL (SRC). THE STUDENT REPRESENTATIVE'S RESPONSIBILITIES INCLUDE THE FOLLOWING:

A. Maintaining contact with the SRC Executive Committee through your Regional Representative:

Let Regional Rep know what activities are going on in your PSO or at your school, and what concerns or ideas students have about APA and SRC projects;

Respond to queries and post notices circulated by APA and the SRC;

Attend SRC Business Meetings at the APA National Planning Conference when possible — or appoint a proxy;

Vote in the annual APA election for SRC Chair.

B. Ensuring continuity of the PSO:

Obtain annual APA certification of the PSO;

Notify the chapter and APA Council Programs Manager of your address, and phone, fax, and e-mail numbers, including any changes during the summer or at the end of school terms;

Work with the school faculty to ensure a repository for PSO records;

Advertise and recruit APA Student Members;

Arrange for selection of new Student Representative at the end of term, and ensure that the new representative's name, address, etc., is forwarded to APA and the chapter.

C. Communicating with others in APA:

Contribute articles to "The New Planner" as well as chapter and division newsletters

Attend chapter meetings

II. ALL PSOs MUST SECURE COOPERATION OF A FACULTY ADVISER WHO IS AN APA MEMBER. THE FACULTY ADVISER'S RESPONSIBILITIES INCLUDE THE FOLLOWING:

A. Assisting with support for the PSO within the school administration, such as:

Securing space and permission for meetings; and

Securing storage areas for items such as meeting supplies and minutes and other PSO records.

B. Assisting with support for and continuity of the PSO within the chapter and APA, such as:

Signing off on APA Student Memberships prior to forwarding them to APA National; and

Signing off on PSO Member lists prior to forwarding them to the chapter.

III. ALL PSOs MUST SELECT A SECRETARY TO HANDLE PSO RECORD-KEEPING.

Records of meetings, projects, bills, etc., which the Secretary handles, should stay with the department from year to year, so that future classes can benefit from your experiences. Choose as secretary for your PSO someone who is reliable, organized, a good listener and capable of extracting the important information from a conversation. Be sure to supply the secretary with a binder for notes that will remain with the department.

Depending on the level of intricacy of your meetings, the Secretary may take notes on some or all of the following information at meetings:

Type of meeting

Date, time, and location

List of those present and absent

Approval and/or amendments to previous meeting minutes

Record of reports from standing and special committees

General matters

Record of proposals, resolutions, motions, seconding, and final disposition, and summary of the discussions; also record of vote

Time of adjournment

Nomination of submission and transcriber's name.

Finances and Fundraising

Ask your chapter about exchanging fees for services that your PSO can provide, such as the following:

- Chapter Newsletter Production
- Assistance at Chapter Meetings & Conferences
- Chapter Administration

Raise money offering social events, movies, or t-shirt sales:

Have a competition for a design for your PSO T-shirt. Invite other departments' students to submit entries as well. Everyone will learn about planning while working on the design.

When soliciting for alumni contributions, suggest that they consider donating a subscription to *Planning* magazine, the *Journal of the American Planning Association*, or Planning Advisory Service for the PSO; or they may wish to donate APA membership for a student or students.

PSO ACTIVITIES

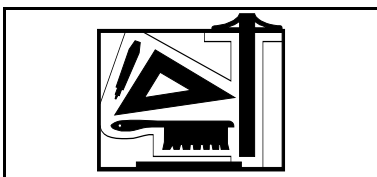
PSO/School Activities

CREATE VISIBILITY ON CAMPUS: How many times have you told someone your major (after your name and hometown) only to have them wrinkle up their nose, cock their head and ask, "What's that?" or "What do you plan?" Does your campus have a central location where organizations are allowed to put up posters or displays? You can also organize activities around World Town Planning Day held in November each year. The AICP staff in Washington, D.C., has more information on this program (202-872-0611). Does your school have Earth Day activities? Show your fellow students how planners work to preserve the environment. Your PSO can send a letter to the editor of the school paper. The possibilities are endless. Open your eyes and look for ways to promote planning and your PSO.

CONTRIBUTE TO "THE NEW PLANNER": You may contribute to "The New Planner", the online APA student newsletter, in a variety of ways. For contact information for the editor of "The New Planner," call the APA Leadership Affairs Coordinator at 312-786-6391.

RECRUIT NEW APA STUDENT MEMBERS. The more members you have as participants, the more programs and projects you are likely to accomplish. Plan your first organizational meeting early; make sure it is both useful and fun. Send all potentially interested students a welcome letter (or place one in their box at school), letting them know what the PSO does, and notifying them of the first meeting. Post meeting notices or posters in prominent places. Get Student Membership packets from APA Book Service Assistant at 312-431-9100 (APA, 122 S. Michigan Ave., Suite 1600, Chicago, IL 60603-6107).

ORGANIZE COMMUNITY SERVICE PROJECTS: Something as simple as cleaning up a trashy vacant lot can make a difference. Some experiences can be an education. Students may learn first hand the difficulties of finding shelter in a city with a lack of affordable housing while working at a homeless shelter. You shouldn't have to look far to identify a need. Student organizations have earned local recognition for what they have accomplished.



CREATE OR SUPPLEMENT A PLANNING LIBRARY OR STUDIO: Collect plans, brochures from consulting firms, staff reports, minutes from planning commission meetings, etc. Identify what your members need and encourage all members to pick up an extra copy whenever they come across something useful or interesting.

MONITOR LOCAL PLANNING ISSUES: Make sure that you know what's going on in your community. As a PSO activity, you could attend a local Planning Commissioners' meeting and then meet afterwards to discuss your thoughts and reactions. Start a clipping file or post articles on current planning issues on a bulletin board for all to see.

PSO/Chapter Activities

The Student Representative should contact the Chapter President as soon as possible after election to discuss how the PSO and chapter can work together. The following are only some of the options PSO members have:

ATTEND CHAPTER MEETINGS/CONFERENCES: Try to attend as many of the chapter meetings as possible; post notices at school and share rides. You may even want to offer to host a chapter meeting or conference at your school. If you find that it is extremely difficult for students to make it to chapter meetings, try to send a representative or invite a member of the Chapter Executive Committee to come and speak to your organization about chapter activities. Most chapters offer reduced registration fees to students for many of their meetings and conferences.



SERVE ON A CHAPTER COMMITTEE: Serving on a chapter committee is an excellent way to serve your chapter, get to know other members, develop your skills and become familiar with planning issues in your area. Tell your Chapter President that you're interested.

INVITE THE CHAPTER PRESIDENT OR OTHER MEMBERS TO SPEAK TO YOUR PSO: This will help students become aware of real-world planning issues and chapter activities at both the local and national level; you may want to organize a student/chapter social at the same time.

ASSIST WITH THE CHAPTER NEWSLETTER: Do you have graphic design, word processing, editing, proof-reading, or writing skills? Offer to help with the chapter newsletter. Your skills lie elsewhere? Offer to fold and stamp. Your PSO should contribute a page or a column on a regular basis. Let other chapter members know what's going on in your program. Does your curriculum offer a class that would be of interest to practitioners? Publicize it in the newsletter!

HELP WITH CONFERENCE ORGANIZATION: Many chapters give free or reduced registration in return for assistance with local conference administration. Your PSO may also want to share your ideas about what you would like to see at chapter or regional conferences and seminars.

WORK WITH THE CHAPTER TO DEVELOP AN INTERNSHIP OR MENTORING PROGRAM: A mentor contributes time and information to the professional development of a student. Your school may already have a program, but your PSO might want to work with the chapter to advertise for it or otherwise supplement it.

SEEK RESEARCH ADVICE AND ASSISTANCE: Consider asking chapter members for advice on topics of local relevance. Some chapters even offer small amounts of monetary support for projects that benefit the chapter or a majority of its members.

PARTICIPATE IN LETTER WRITING CAMPAIGNS: Make your PSO's voice heard on important planning issues. Contact your Chapter Legislative Committee for information on current legislative issues in your area. Your Chapter President can tell you who to call. If you are interested in national issues, send APA's Policy Department (1776 Massachusetts Ave., NW; Washington, DC 20036) a list of students' and professors' names, addresses and fax numbers to receive information of interest. Call the department directly at 202-872-0611 for more information.

Lists of Sample Chapter Programs for Students

(This list is published both to help students become aware of programs that occur now or have occurred in the past with their own chapters, and to give them ideas for other possible programs. Procedures for getting new programs started are self-evident for many of them. For other ideas, contact APA Council Programs Manager).

I. INTERNSHIP/MENTORING/NETWORKING PROGRAMS:

Following are some examples of current or past activities conducted by chapters:

Connecticut Chapter: placed interns, in conjunction with Central Connecticut State University



Hawaii Chapter: A Day with a Planner "shadowing program"; professionals made a half-day commitment during which they sponsored one or more students; students observed typical work days, including meetings with staff and clients, and were offered mini-interviews with people within the organization; simple questionnaire was sent to professionals from the chapter's roster, requesting their area of specialization and the number of students they could sponsor; responses were matched to interested students.

Missouri Chapter: a position called the Intern Network Head; chapter members contacted this person with internship openings: consistently more internships available than students to fill them.

New Jersey Chapter: sponsorship of a professional/student social event annually.

New Mexico Chapter: sponsorship of professional/student mixers at planning programs in New Mexico, and a student outreach/networking program; publication of the NMAPA Network Directory.

Northern New England Chapter: a student intern program.

Utah Chapter: assisted the University of Utah with its student/practicing planner outreach program.

How to start a mentoring program

Starting a mentoring program within your chapter is as easy as following the Hawaii Chapter's model. A simpler idea is to invite several professional members of your chapter to share their career path with students either at a regular chapter meeting or at your PSO meetings. Invite professionals from both private practice and public service, and try to get exposure to current work in a range of areas, such as research, urban design, environmental planning, housing, zoning administration, etc.



II. CHAPTER ADMINISTRATIVE AND NEWSLETTER ASSISTANCE

Following are some examples of past and present activities within chapters:

Illinois Chapter: newsletter published at the University of Illinois, Champaign; also rebated chapter dues to students who ran the Professional Speaker Series.

Iowa Chapter: offered assistance for Chapter Newsletter Editor from an Iowa State student.

Minnesota Chapter: hired an intern to assist with chapter administration.

Virginia Chapter: published student columns from each of four institutions in its newsletter.

III. CHAPTER SCHOLARSHIPS, COMPETITIONS, AND AWARDS

Following are some examples of past and present activities with chapters:

Arizona Planning Association: offered scholarships to students from each of the state's four planning degree programs in addition to one minority student scholarship; funds raised by the Chapter Professional Development Committee.

California Chapter: California Planning Roundtable, a think tank not affiliated with the chapter, but all members were required to be APA members--sponsored the Richard Munsel Memorial Scholarship; students were asked to write a paper on planning law or theory with winning author receiving a scholarship.

Georgia Chapter: offered scholarships to two students, one in an accredited program, and one in a related program.

Hawaii Chapter: held a student essay contest.

Illinois Chapter: awarded fellowships to the outstanding student from each accredited Masters program.

Indiana Chapter: awarded a scholarship to a student attending Ball State University and supported students' attendance at the annual APA national conference.

Kansas Chapter: assisted with funding for students attending chapter conferences and the APA national conference.

Kentucky Chapter: reduced rates for chapter conferences.

New York Metro Chapter: sponsored an annual presentation of the best studio work from area schools.

Oregon Chapter: offered a small research grant to students; applicants were to have identified a topic which was timely, important and related to planning issues in Oregon and/or the Pacific Northwest; results possibly published in the Oregon Planner's Journal; also presented student awards annually at the chapter Conference.

Pennsylvania Planning Association: provided two scholarships to students attending accredited universities.

Texas Chapter: provided scholarships for students in both accredited and non-accredited programs in planning.

Virginia Chapter: offered reduced conference rates to all students and free registration to those who volunteer to help with the conference. (Availability varies based on the needs of the Host Committee.)

Washington Chapter: offered two scholarships annually, based on academic achievement, financial need and professional contribution, to full-time students enrolled in accredited planning programs at the University of Washington and Eastern Washington University.



IV. MEETINGS, CONFERENCES, AICP REVIEW, AND OTHER WORKSHOPS

Following are current or past activities of chapters:

California Chapter: held AICP exam review through UC Davis, UC Irvine and Cal Poly Pomona.

Connecticut Chapter: worked with Central Connecticut State university to hold workshops.

Florida Chapter: included a student panel in its annual conference; local Sections held joint meetings with University student organizations.

Indiana Chapter: sponsored AICP exam review through Ball State University.

Mississippi Chapter: held at least one event per year at the University of Mississippi; supplied speakers for the University when asked.

New Jersey Chapter: sponsored an annual lecture at Rutgers University and a student/professional mixer.

New York Upstate Chapter: held some Board Meetings at Cornell to meet students and to answer questions about APA and planning.

Ohio Planning Conference: cosponsored sessions and classes with accredited universities.

Oregon Chapter: offered reduced fees for students to take continuing education course work.

Tennessee Chapter: worked with accredited schools to develop Chapter programming.

Texas Chapter: offered student discounts for conferences.

This is just a sample of what chapters and student organizations have done. With support from APA and your chapter, your PSO can make a difference in the lives of students at your school and others in your community, as well as in the planning profession at large.

ABOUT THE AMERICAN PLANNING ASSOCIATION

The American Planning Association is a nonprofit public interest and research organization representing more than 30,000 practicing planners, elected and appointed officials, and concerned citizens involved with urban, suburban, and rural planning issues. Much of APA's membership is directly employed by state and local government agencies or as consultants to these governments. Our members are involved on a day-to-day basis in formulating planning policies and in preparing the land use regulations designed to implement these policies. APA has an active Policy program, addressing a range of community and economic development issues as well as environmental concerns. APA's objective is to encourage planning that will contribute to public well-being by developing communities and environments that meet the needs of people and society more effectively.



The organization is composed of 46 chapters. Each APA member is automatically a chapter member. APA members may also join any of 17 divisions for specialized planning interests (e.g., environment, transportation, economic development, urban design).

APA staff is located in two offices. APA's Chicago office handles operations, member services, publications, promotions, council programs, organizational governance and research. Primary staff contacts for APA member information and address changes are in APA's Membership department at 312-431-9100. In the Washington, D.C., office, staff deals with government affairs, media relations, and AICP, 202-872-0611. Information on all APA services and programs, including those summarized below, may be found on the APA website at www.planning.org.

Services Provided to Student Members of APA

From APA National, student members currently receive: *Planning* magazine, monthly; "The New Planner" (APA's online magazine for and about planning students) three times yearly; a student awards program (sponsored by the American Institute of Certified Planners); student programs and events at the annual APA National Conference, including Job Connection; and registration discounts on National Conference registration. APA also provides administrative support to the Student Representatives Council (SRC), which is a part of the governing structure of APA.

I. ANNUAL APA NATIONAL PLANNING CONFERENCES

Discounts on registration are offered to students. In addition, student members who volunteer to work one day during the conference receive free registration. An official student hotel is usually made available with lower rates than that of the official conference hotel. Student programming and social events are also offered. For information on the student volunteer program at the National Conference, contact the APA Conference Coordinator at 312-431-9100.

II. SCHOLARSHIPS

APA staff administers minority fellowships, the undergraduate minority fellowship, and the Charles Abrams Scholarship. For further information, contact the APA Customer Service Coordinator in the Membership Department at 312-431-9100.

III. PUBLICATIONS

All members receive APA's monthly magazine, *Planning*. In addition, Student Members may log in to the APA website to access the student online publication, "The New Planner."

IV. JOB CONNECTION

This is a jobs service provided at each National Planning Conference. It allows employers to interview potential employees, including students, and offers an online listing of jobs in planning and allied professional fields.

V. PLANNING ADVISORY SERVICE

This service is funded by subscription fees and primarily serves local government planning agencies by presenting technical advice, analyzing existing practice, exploring emerging problems and assessing new techniques. In addition to providing a number of publications, PAS also answers more than 4,000 inquiries each year. Check with your department or local planning agency to see if they subscribe. If you have done research that you feel may be of help to professional planners, contact PAS at 312-431-9100.

VI. PLANNERS BOOK SERVICE

The Book Service, online at www.planning.org, offers a selection of more than 600 books and reports published by APA Planners Press and others. Members of APA receive discounts.

VII. DIVISIONS

APA Divisions provide APA members with an opportunity to join others with common interests. Divisions offer a variety of activities and services to their members, including: newsletters, workshops and meetings, policy development and implementation, and liaison work with related organizations. Many offer discounts to student members. For further information on division membership, contact APA Chicago at 312-431-9100.

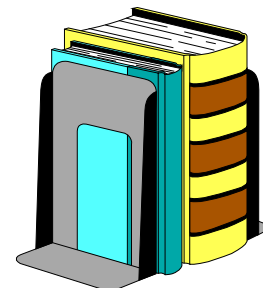
APA Publications

PLANNING

Planning magazine keeps its readers up to date on the major ideas driving the field of planning, the major projects it has produced, its leaders, and the techniques it has refined.

"THE NEW PLANNER"

"The New Planner" is the online student newsletter produced by a planning program at a school chosen by a bidding process. Issues include articles on planning issues, written by students, information on APA, interviews with APA leadership and other information of interest to planning students.



JOURNAL OF THE AMERICAN PLANNING ASSOCIATION

The *Journal* is the largest circulation broad-spectrum planning publication devoted to planning research and theory. This publication is not included in your membership, but as a member you may subscribe at a discounted rate. This is an excellent source for high quality articles, book reviews, abstracts, bibliographies and titles of other journals in planning related fields.

JOBMART

This newsletter, published 22 times per year (every 2 weeks — except in July and August), lists vacancies in the planning field. For subscription information, contact the Job Services Manager, 312-431-9100.

Your PSO may wish to subscribe to the Journal and/or JobMart as part of the PSO Planning Library.

ABOUT THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS

AICP is the professional institute of APA concerned with requirements for certification of professional planners, ethics, professional development, planning education, and the standards of practice. Certified planners are skilled at finding solutions to current community problems in ways that will carry a community toward long-term goals.

In order to take the AICP exam, which is offered once per year, a planner must (1) be a member of APA; (2) be engaged in professional planning, either currently or in the past, as defined by AICP; and (3) have completed a combination of education and experience outlined by the AICP commission.



Planning students who aspire to AICP certification should become familiar with the certification requirements while still in school so that they can make course work and professional planning experience decisions that will be most conducive to gaining certification.

For certification information, choose one of the following options:

- Visit the AICP certification pages on APA's website: www.planning.org/certification
- Call AICP's Information Line: 1-800-954-1669. When prompted, please speak clearly and leave your name, address, and daytime phone number. An application will be mailed to you promptly. This service is also available 24 hours a day, 7 days a week.
- E-mail AICP@planning.org
- Call or write the Washington, D.C., office: American Institute of Certified Planners, 1776 Massachusetts Avenue, N.W., Suite 400, Washington DC 20036 (202-872-0611).

AICP Student Project Award

The American Institute of Certified Planners recognizes outstanding achievements that contribute to advances in the field of planning. Awards are presented at the National Planning Conference to a student or group of students in an accredited planning curriculum for an outstanding paper or class project. No more than three awards are given. The award categories are: the project that best demonstrates the contribution of planning to contemporary issues and; the project best applying the planning process.

Selection criteria include innovativeness, transferability, quality, implementation, and comprehensiveness.

To request a Student Project Award nomination packet, please call 202-872-0611.

AICP Outstanding Student Award

The purpose of the award is to recognize outstanding attainment in the study of planning by a student who is being graduated from an accredited program during the academic year of the award.

The criteria are to be established by the Department Head and colleagues. It should give priority to the quality of work in the student's courses in planning and to the promise of success as a professional planner. One student enrolled in each accredited degree program may be recommended.

Please contact the Washington, D.C., office at 202-872-0611 for a nomination packet.

A certificate of the award will be sent to the Department Head for presentation to the student.

AICP Faculty Liaison

PURPOSE OF THE AICP FACULTY LIAISON

The faculty liaison's basic job is to promote professional planning concerns at the planning school and to assist Planning Student Organizations in maintaining continuity. (Note: The AICP Faculty Liaison may also act as the PSO Faculty Adviser, but this is up to the PSO and the faculty to determine.) The Liaison's responsibilities cover five areas: outreach, AICP exam preparation, continuing education, ethics, and APA/AICP organizational ties. The position was created by the AICP Commission to strengthen the attention to professional planning concerns/issues in academic curricula; to increase the involvement of planning practitioners in the education area and of educators in the practice area, in part through joint activities with the local APA chapter; and to strengthen efforts pertaining to the mutual interests of planning programs and the AICP/APA National office.



WHAT YOU CAN EXPECT FROM YOUR FACULTY LIAISON

The APA/AICP Faculty Liaison program outlines a number of suggestions to help a liaison implement the goals that it has set forth. As with any appointed office, the quality of service provided depends on the individuals involved. These guidelines are meant to give you some idea of what you can reasonably expect of your liaison, and to provide suggestions for improving interaction between your PSO and local chapter, facilitated by the Faculty Liaison.

In the area of outreach, the Faculty Liaison should work to strengthen the program's professional practice curriculum. Students should be encouraged to participate in any awards competitions sponsored by the local chapter. For those students attending PAB-accredited programs, the Liaison should encourage participation in the AICP Outstanding Student Project competition and in the annual AICP Outstanding Student Award program. Students, as well as faculty, should be encouraged to become members of APA — and, when qualified, of AICP — and to participate in chapter and section activities. Your Faculty Liaison should be a familiar face at chapter events.

In order to help students prepare for the AICP examination, Faculty Liaisons should act as advocates for students in requesting library purchases of relevant materials for exam preparation. A list of these materials is available from the AICP office at 202-872-0611.

In order to serve the continuing education needs of professionals in the local chapter, the Faculty Liaison is encouraged to plan activities such as classes, continuing education courses and workshops in coordination with the chapter Professional Development Officer (PDO). Faculty Liaisons should identify courses within a school's curriculum, which have relevance to local practitioners and publicize these courses to them. Having practitioners in the classroom can be extremely beneficial to other students, especially those who have not yet practiced in the profession. If you have not had any "pros" in your classes, ask your Faculty Liaison how you can help market classes in your curriculum. Your Faculty Liaison should also help acquaint you to your local chapter and its programs. Don't be afraid to ask!

Are students in your program aware of the APA Ethical Principles and the AICP Code of Ethics and Professional Conduct? If not, talk to your Faculty Liaison. As the official advocate for these very important principles, he or she should facilitate discussions in the classroom or during PSO meetings. Contact AICP at 202-872-0611 to find out who your Faculty Liaison is.

ABOUT THE ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING

ACSP is a consortium of university programs offering credentials in urban and regional planning. The ACSP promotes education, research, service, and outreach in the United States and throughout the world. It seeks to strengthen the role of planning education in colleges and universities through publications, conferences, and community engagement as well as through participation in the accreditation process.

Find more information at the ACSP website at: www.uwm.edu/org/acsp.

ABOUT THE PLANNING ACCREDITATION BOARD

PAB accredits programs in North America leading to a bachelor's and master's degree in planning. The PAB's principal assignments are to evaluate and reach decisions regarding applications for accreditation, and to discuss and propose appropriate policy changes to enhance the role of accreditation in furthering academic excellence. The planning accreditation process is a cooperative undertaking sponsored jointly by three organizations: AICP; ACSP; and APA.

For more information check the PAB website at: www.netins.net/showcase/pab.