



SCARP MCRP

Indigenous Community Planning Handbook

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[ALSO CONSULT SCARP’S MCRP GRADUATE STUDENT HANDBOOK](#)

**KNOWLEDGE IN ACTION
PLANNING IN PARTNERSHIP**



x^wməθk^wəyəm
**Musqueam
Indian Band**



What to expect

Through this specialized concentration, you will be provided with some crucial theory, skills, knowledge, and capacity to support Indigenous communities in achieving their own aspirations for land stewardship, cultural revitalization, strong governance, health and well-being.

Our mission is grounded in community- and land-based learning; emphasizes mutual and transformative learning; and integrates these principles with grounding in Indigenous ways of being, knowing, and doing.

Pursuant to these values, what this actually looks like is a more hands-on immersive approach to community planning. While an essential part of planning is partnership, listening, and knowledge-sharing, in ICP you will learn to immerse yourself in a community's practices, values, and priorities, in stewardship of their needs.

Your First Year

The first year of ICP lays the foundation of knowledge that you'll apply in second-year practicums and beyond. It is a busy year filled with courses and assignments. You can expect to be on campus for class 3 to 4 days per week, depending on course schedules. While scheduling changes year to year, generally students complete 5-6 courses (12-15 credits) each semester.

In first year, many ICP students work part time, and find that 10-15 hours a week is manageable. Of course, you will have to figure out what works best for you. If you've been away from School for a few years you may want to be cautious at first with time management.

The majority of MCRP courses do not have exams during the exam period. Most assignments due after the end of courses are in the form of take-home assignments or essays. As such, SCARP courses often finish prior to the official end of the UBC term. Check in with Maggie Low to see what this could mean for potential travel plans.

Courses

The first year of ICP is made up of a number of required courses for MCRP as well as a few ICP-specific courses.

Courses vary greatly depending on the instructor and course content, however, first year classes generally require students to complete a wide variety of assignments including research essays, reflective essays, group projects, presentations, and facilitation of class discussions.

Since students enter the MCRP program from a wide variety of academic and professional backgrounds, you may find the content in required first year courses to be quite broad. If you are looking to gain specific skills or knowledge related to planning, it's often a good idea to find electives within and outside of SCARP.





Your Second Year

Second year in ICP is quite different from first year: you will dedicate much less time to required courses (there will at this point be far fewer left to take) and a lot of time on practicum projects. Depending on course scheduling and electives, you can expect to be on campus 1 or 2 times per week for class. The rest of the time is spent working on practicum work or travelling to your chosen community.

Many second-year students work part-time during the school year. If you have employment during your second year, it is important that your schedule is flexible to accommodate practicum-related travel and community visits. Depending on community expectations, you may be required to complete practicum work further into the month of December, meaning that unlike in your first year, you may not have as long of a Winter break.

Most of you will have completed all of their course requirements by the end of April in second year. You can opt to graduate in May or wait until November to maintain student status and take electives during the summer of your second year.

MCRP's Internship Program as an ICP Student

You are required to complete an internship. Internships must comprise a minimum of 80 hours (equivalent to two weeks of full-time work), though most MCRP students seek paid internship work that spans the entire summer between the first and second year of study.

Due to the specific focus of the ICP concentration, there are additional guidelines within which student internships must fit. You may conduct your internship with any of the following, with supervisor discretion depending on your previous experience:

- An Indigenous community (urban or reserve) or Indigenous organization;
- An Indigenous-serving organization (e.g. BC Housing, which provides housing for Indigenous peoples, Indigenous Services Canada, Fisheries and Oceans Canada), as long as the focus of the internship is on working with Indigenous people and/or communities;
- An Indigenous planning consultant;
- A non-Indigenous planning consultancy whose work is predominantly with Indigenous communities;
- A non-Indigenous organization with a mission to decolonize/indigenize (e.g. The Vancouver Board of Parks and Recreation; municipalities with a stated mission to decolonize their practice; First Nations Health Authority, etc.); or
- Other opportunities that arise related to the decolonizing of planning in Canada or internationally, at the discretion of the chairs of the ICP concentration, and depending on students' prior experience.





ICP students have completed internships with the following communities and organizations:

- Urban Native Youth Association
- EcoPlan International
- M'akola Development Services
- EcoTrust
- Musqueam Indian Band
- Department of Fisheries and Oceans
- First Nations Health Authority
- Natural Resources Canada
- BC Aboriginal Child Care Society
- Urban Systems Consulting
- Indigenous Garden, UBC Farm
- Surrey Aboriginal Friendship Centre
- BC Housing Non-Profit Housing Association
- BC Housing
- Aboriginal Housing Management Association
- Vancouver Aboriginal Child and Family Services Society
- Beringia Community Planning

While there is no requirement to remain in the Lower Mainland during the summer between first and second year, most of the resources available to assist students in finding internships, and most of SCARP's connections for networking, are based in BC. Students wishing to complete their internship elsewhere will likely need to conduct their own search and start the process early. One final consideration for ICP students leaving the Lower Mainland for their internships is that some practicum activities begin in the summer between first and second year, and although it is not a requirement for students to remain in the Lower Mainland, it is a good idea to let your faculty advisor and practicum instructor know ahead of time so accommodations can be made.

[More information on internships](#)

Practicum

The Practicum is a foundational requirement for students in ICP and is when the majority of practical learning occurs. Students, usually in pairs, work on a project in partnership with an Indigenous community for a period of eight or more months. Most often, students work with communities on a Comprehensive Community Planning (CCP) process, although students have also worked on land use planning, community health and wellness plans, governance, housing, and language plans.

The practicum experience varies greatly depending on each student and community partnership. This section provides a general outline of what you might expect, but isn't a guarantee as to how the year might play out.

PRACTICUMS USING COMPREHENSIVE COMMUNITY PLANNING

Comprehensive Community Planning (CCP) is a planning process developed by and for Indigenous peoples. First started in B.C., Indigenous communities all across Canada have used community-driven CCP processes to create long-term plans for their nations. ICP students benefit by learning from Musqueam who completed the Musqueam Comprehensive Community Plan in 2011. In February 2013, Musqueam's CCP was recognized by and included on UN Habitat's website as a Best Practice plan for sustainable community development.

While ICP students have worked on a range of projects during their practicum, most often students work with communities on a CCP process. For more information on CCP, please see the following resources:

- [CCP Website](#)
- [CCP Toolkit by Indigenous Services Canada](#)
- [CCP Toolkit - Finding Bimadizowin \(The Good Life\) - Nishnawbe Aski Development Fund \(NADF\)](#)





STRUCTURE OF PRACTICUM

You will be paired together to form a student partnership. Each student partnership is then partnered with a host Indigenous community for the entirety of the practicum.

All ICP students attend the practicum course (the combined courses PLAN 526 and PLAN 528B), taught by the Practicum Instructor.

Each student pair also is assigned a Practicum Supervisor. The Practicum Supervisor is the point of contact for each specific project and provides support and guidance to the students as they progress through practicum. Most student pairs and practicum supervisors meet once or twice a month over the phone or in person for a check-in.

SCHEDULE OF PRACTICUM

Summer:

- Generally, practicum projects start informally during the summer between first and second year. Early in the summer students will either be interviewed or asked to complete a survey about their individual work habits, personality, desired partnership outcomes, and professional goals. This helps the ICP Faculty Team decide on how students will be paired together, and which communities each pair will work with.
- Once paired together and assigned a community to work with, students will complete two assignments before the practicum officially starts in September:
 1. Student Partnership Agreement
In this document you and your partner reflect on your individual values, learnings, and work styles and detail how you plan to work together as a pair.
 2. Community Learning Agreement
You begin to work with your community partner during the summer (not necessarily through in-person visits, but at least engaging in preliminary phone or video calls). In partnership with community, you draft a Community Learning Agreement outlining the terms of the working relationship between host Nation and students, and is intended to guide the student-community relationship.

Fall and Winter:

- The vast majority of practicum work occurs from September to April (however some practicums may continue past April if requested by the host community and neither student in the pair plans to graduate in May).
- The schedule for each pair during this time will vary depending on the timeline for the project, but will consist of a small amount of class hours, lots of independent and team work, and travel to and from community.





- In addition to the work required for each community project during this time, you are also required to complete a number of assignments as part of PLAN 543. These include:
 - ✓ Professional portfolio
 - ✓ Reflective essay;
 - ✓ Video/creative project;
 - ✓ Final presentation.

PRACTICUM PRESENTATIONS

Towards the middle or end of April, student pairs present their practicum work to members of the host communities, SCARP faculty, friends and family. Normally, these presentations are held at the Musqueam Cultural Centre in the morning, followed by a lunch. Due to COVID-19 restrictions, the 2019/2020 practicum students completed their presentations via Zoom.

LOGISTICS

Travel:

You will travel to rural and remote communities as part of your practicum experience. Generally, you may make 5-8 trips between September and April, however, this varies greatly depending on the host community.

The duration of community visits also varies according to each community and student pair. Generally, if you are working with communities located closer to Vancouver you may visit more often, but only for a few hours at a time. If you are working with communities that are further away you may find you visit for longer, a week or more.

Accommodations:

During community visits, you may be housed in a variety of situations based on the community they are working with. In the past, students have stayed with community members. However most frequently students stay at nearby hotels, motels, or Airbnbs. Food, accommodation, travel costs, are covered by host communities (usually via funding from Indigenous Services Canada), with the exception of the first visit, which is paid for by SCARP.

Reimbursements:

The cost of travel and accommodation are currently covered by the host nation (often with funding from Indigenous Services Canada), with the exception of the first trip which is paid for by the ICP program.

While all expenses will eventually be reimbursed, you will likely be responsible for arranging your travel logistics, bookings, and the purchase of some project supplies. (See the Graduate Student Handbook for more details on how and when to arrange reimbursement.) Some costs will likely need to be paid upfront. While not mandatory, this generally means that having a credit card and bank accounts that can be used for such purposes is helpful. If you have any concerns regarding practicum expenses, please do not hesitate to speak with ICP Co-Chairs or your Practicum Supervisor. Submit reimbursement claims for anything covered by the ICP program to finance@scarp.ubc.ca.

Important note: Each community will have its own method for students to claim expenses, so be sure to ask at the start of the project and always keep all of your receipts!





Facilities for ICP and for Indigenous Students

At SCARP

ICP ROOM

On the first floor of WMAX there is a small room designated for ICP students. This room contains a long meeting table surrounded by chairs, a number of lockers, and a white-board. The room is intended for use by all ICP students but it is common courtesy to give priority to second year ICP students who use this room to work on their practicum projects with their student partners.

Elsewhere at UBC

XWI7XWA LIBRARY

The Xwi7xwa Library is the only Aboriginal branch of an academic library in Canada and is known for its unique Aboriginal classification system, librarians and staff who are knowledgeable about the Indigenous context, Indigenous collections, and a unique architecture that represents an interior Salish pit-house².

The Xwi7xwa Library a great place to find research materials and resources for ICP work.

The Xwi7xwa Library is located next to WMAX and can be accessed by the stairs or through the First Nations Longhouse.

[More information](#)

FIRST NATIONS LONGHOUSE

The First Nations Longhouse is a community hub and a “home away from home” for many Aboriginal students at UBC. The Longhouse is located right next to WMAX. Here students can find resources, support from Elders and other community members, meals, gathering spaces, and events.

[More information](#)

At the Longhouse, you’ll also find UBC’s new [Indigenous Student Collegium](#). This program is focused on helping students find community at UBC through connections with an Indigenous elder or professor, meet ups, and the opportunity to take part in cultural practices.





Other resources for Indigenous Students

UBC has a number of resources and supports in place for Indigenous students. The [UBC Vancouver Indigenous Portal](#) offers a great starting place for where to find information on UBC's commitment to Indigenous engagement and resources for Indigenous students.

Through the Portal, you will find information on UBC's new Indigenous Student Collegium. This program is focused on helping students find community at UBC through connections with an Indigenous elder or professor, meet ups, and the opportunity to take part in cultural practices.

Indigenous Initiatives at UBC's Centre for Teaching Learning and Technology (CTLT) develops and offers programming, resources, and consultations focused on Indigenous engagement in curriculum, pedagogy, classroom climate, and professional development⁴. For more information, visit <https://indigenousinitiatives.ctlt.ubc.ca/>.

ICP Resource List

The [ICP Resource List](#) is a collective and collaborative resource by and for ICP students. This list includes books, articles, websites, tools, videos, and more, that ICP students might find helpful during their time at SCARP, particularly during Practicum. The list has open-editing access so please feel free to add resources that you think other ICP students may benefit from!

Other places of significance to

Visit on Campus

- [FIRST NATIONS HOUSE OF LEARNING](#) (BASED IN THE UBC LONGHOUSE)
- [INDIAN RESIDENTIAL SCHOOL HISTORY AND DIALOGUE CENTRE](#)
- THE [MORRIS AND HELEN BELKIN ART GALLERY](#) (THE BELKIN)
- MUSQUEAM HOUSE POSTS (AND [TOUR THEREOF](#))
- [MUSEUM OF ANTHROPOLOGY](#) (FREE WITH STUDENT CARD, DISCOUNT AT CAFÉ)
- [NITOBE MEMORIAL GARDEN](#)
- XWĆÍĈƏSƏM THE [INDIGENOUS HEALTH RESEARCH AND EDUCATION GARDEN](#) (IHREG) (AT UBC FARM)





CP-Related Events

Comprehensive Community Planning Workshop

Each year in the fall, Indigenous Services Canada (ISC) organizes a workshop for CCP coordinators and community advocates from Indigenous communities across B.C. and Canada. The workshop is hosted by an Indigenous community in B.C. and is spread out over 2-3 days filled with workshops and group activities. Each year, 3-5 second-year students are able to attend to volunteer their time as helpers, and to sit in on some of the workshops.

CIP Conference

The Canadian Institute of Planners Conference takes place every summer. Students receive discounted pricing for registration. Learn more at cip-icu.ca.

