



ENVG601

Gateway to the Planning Profession

S1 Day 2014

Dept of Environment & Geography

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General Information

Unit convenor and teaching staff

Unit Convenor

John Merrick

john.merrick@mq.edu.au

Contact via john.merrick@mq.edu.au

311 E8B

by appointment. Send me an email or call to arrange

Program Director, MEnvPlan

Peter Davies

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Contact via peter.davies@mq.edu.au

609 E7A

Credit points

8

Prerequisites

Admission to MEnvPlan and permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description

This unit provides students with an opportunity to undertake a work-integrated project relevant to urban, social and environmental planning. The unit is designed to develop knowledge and skills for a new career path in the planning profession, and where suitable, students may undertake a work-placement across a range of sectors: government, industry, not-for-profit, professional associations, and university research partnerships. In some cases, there may be an opportunity for students to include activities in a current workplace or apply for recognition of prior learning. Students will complete a self-contained project and develop a critical understanding of planning knowledge and ethics through presentations and a reflective journal.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Ability to respond to a project brief or potential policy question with clearly defined objectives, methods and outcomes

Preparation of a professional quality report that may be able to be submitted (with review) for publication in a relevant journal

Opportunity to apply acquired environmental planning knowledge including the integration of theory, cultural and ethical reasoning, community and global engagement perspective.

Applying reflection techniques, demonstrate a deeper understanding of the planning profession, including the role of the planner, the environments in which planning operates, the diverse and changing skills and knowledge required by planners.

A greater understanding of personal career preferences and divergent career paths in national and international terms and specific personal needs in relation to professional development and continuous learning

Scope to develop a sense of community and lifetime networking with fellow students and new professional contacts and role of networking in the professional, governmental and commercial world

Assessment Tasks

Name	Weighting	Due
<u>Assignment 1</u>	15%	March
<u>Assignment 2</u>	25%	Various
<u>Assignment 3</u>	40%	Various
<u>Assignment 4</u>	15%	Various
<u>Assignment 5</u>	5%	Various

Assignment 1

Due: **March**

Weighting: **15%**

Assignments will be based on an agreed Brief for the project or placement. The Brief will form the basis for the student's project or placement.

Assessment criteria for assignment 1: project work plan

1. Understanding of project

The project work plan should reflect the project Brief and set out

- the purpose of the project to be undertaken by the student and its broad scope
- the specific activities to be undertaken by the student
- the approximate timeframe for these and resources to be applied
- any foreseeable risks or potential impediments to completion (including whether ethics approval may be required for any surveys or supporting data)
- the nature of the product to be prepared (description, approximate word length etc)
- whether the presentation about the project is to be made in a workplace or to a student seminar.

2. Written expression and presentation

Criteria to be applied to the assessment of the work plan also include

- written expression, including readability, fluency, grammar, and structure,
- clarity and succinctness, the work plan should be a short document
- presentation, including appropriate use of charts, timelines, diagrams (if and when required)

Note: the circumstances under which projects are undertaken are not always foreseeable and as a result the project work plan may require revision during the course of the project. This is permitted but requires the signature of both a representative of the work place or project and the supervisor at Macquarie.

On successful completion you will be able to:

- Ability to respond to a project brief or potential policy question with clearly defined objectives, methods and outcomes
- Preparation of a professional quality report that may be able to be submitted (with review) for publication in a relevant journal
- Opportunity to apply acquired environmental planning knowledge including the integration of theory, cultural and ethical reasoning, community and global engagement perspective.
- Applying reflection techniques, demonstrate a deeper understanding of the planning profession, including the role of the planner, the environments in which planning operates, the diverse and changing skills and knowledge required by planners.
- A greater understanding of personal career preferences and divergent career paths in

national and international terms and specific personal needs in relation to professional development and continuous learning

Assignment 2

Due: **Various**

Weighting: **25%**

Assessment criteria for assignment 2: literature review

A 2000 word literature review is required. Once the project has been identified, students are required to identify the relevant academic research as well as current policy and any legislation and governance issues which may apply. The literature review is to clearly articulate the issues that are central to the problem under investigation, particularly as it relates to environmental and planning practice and to the planning profession generally, that is how the theory and practice converge.

Students will be provided with a marking rubric and an emphasis will be placed on writing skills.

The review should be written in the academic style.

On successful completion you will be able to:

- Ability to respond to a project brief or potential policy question with clearly defined objectives, methods and outcomes
- Preparation of a professional quality report that may be able to be submitted (with review) for publication in a relevant journal
- Opportunity to apply acquired environmental planning knowledge including the integration of theory, cultural and ethical reasoning, community and global engagement perspective.

Assignment 3

Due: **Various**

Weighting: **40%**

Assessment criteria for assignment 3 : final project product

The final product will vary from project to project and may take the form of a report, a submission, a proposal, an assessment, a review or such other product as set out in the Brief. Included in your final project should be a revised literature review (based on feedback from assignment 2).

The word limit is 8000 for this assignment and should also include your revised literature review (max 2000), an executive summary/abstract, all diagrams, maps, tables etc and references.

Criteria for assessment include

- Consistency with the agreed work plan, including the revised agreed work plan if revision has been necessary
- Written expression, including readability, fluency, grammar, and structure, succinctness
- Clarity of presentation of the purpose of the placement project, tasks undertaken and the results achieved

On successful completion you will be able to:

- Preparation of a professional quality report that may be able to be submitted (with review) for publication in a relevant journal
- Applying reflection techniques, demonstrate a deeper understanding of the planning profession, including the role of the planner, the environments in which planning operates, the diverse and changing skills and knowledge required by planners.

Assignment 4

Due: **Various**

Weighting: **15%**

Assessment criteria for assignment 4: reflective journal

A well conducted work-integrated or work-place project invariably requires flexibility and resourcefulness on the part of the person undertaking the work and may confront that person with hurdles relating to their knowledge and/or skills. It may also require the student to address ethical issues and/or interpersonal issues in the workplace or project environment. One of the aims of this unit is to provide the student with an opportunity to confront any or several of these issues in a safe environment in which there is a resource available to the student in the form of a supervisor (at Macquarie) and/or mentor (in the workplace or on the project team).

The aim of the reflective journal is to assist the student to identify work-related issues encountered, record consideration of options and use of resources to resolve issues and identify knowledge, skills or other learning acquired in the process. Students should attempt to identify skills most applicable to the planning profession and distinguish between generic and profession-specific skills. In other words, articulate their views on the role of planning as experienced by themselves when undertaking the project.

The reflective journal should also record the dates and times of any activity associated with this unit.

On successful completion you will be able to:

- Applying reflection techniques, demonstrate a deeper understanding of the planning

profession, including the role of the planner, the environments in which planning operates, the diverse and changing skills and knowledge required by planners.

- A greater understanding of personal career preferences and divergent career paths in national and international terms and specific personal needs in relation to professional development and continuous learning

Assignment 5

Due: **Various**

Weighting: **5%**

Assessment criteria for assignment 5: CV, portfolio and work readiness activities

The aim of this assessment is to prepare you for a future job as an environmental planner. As part of the assessment you are required to submit an up-dated CV that you would submit for a related job in the environmental or planning field. You are also required to prepare a portfolio of your professional and / or student work that you could bring to a job interview as a demonstration of your skills and experience.

On successful completion you will be able to:

- Applying reflection techniques, demonstrate a deeper understanding of the planning profession, including the role of the planner, the environments in which planning operates, the diverse and changing skills and knowledge required by planners.
- A greater understanding of personal career preferences and divergent career paths in national and international terms and specific personal needs in relation to professional development and continuous learning
- Scope to develop a sense of community and lifetime networking with fellow students and new professional contacts and role of networking in the professional, governmental and commercial world

Delivery and Resources

ENVG601 has a website which is accessible via www.mq.edu.au/iLearn . Here you can get access to unit information, notices, a discussion forum and resources that are posted.

Required and recommended reading:

There is no required text for ENVG601. It is anticipated that topic-related background reading will be required for each project and assignment.

Technology used and required

Students will continue to have access to Macquarie Library resources and also the support of planning staff. This is a new unit.

Unit Schedule

There are no regular or formal classes. In addition to initial project meetings, students are expected to contact the convenor as or when necessary. Additional small group meetings concerning work-readiness issues, or professional contact functions, will be announced when arrangements are finalised.

Workload Expectation

This Unit is intended to be provided in a flexible way and may involve either a work-integrated project or a project being undertaken by a student already in a planning-related work environment. As an 8 credit point unit, students should aim to apply on average 24 hours a week over the course of the semester. This time will include preparing and undertaking the project, meetings with supervisor, attendance to meetings and other activities on campus, as well as any assessment tasks. The project and all assessments tasks are to be completed within the semester that ENVG601 is offered. Extensions are only available in accordance with the information provided in this unit of study outline.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Duties, responsibilities and expectations

Students must comply with the University's policies. Some of these are outlined below. Students are expected to read and understand these policies. Contact the unit convenor if you are unsure.

ENVG601 may provide opportunities where students are in contact with outside organizations. It is imperative that students behave in an ethical and professional manner.

Grading appeals: You may appeal your result in any assignment. Initial concerns should be raised with the Unit Convener, but formal requests for special consideration or grading appeal should be made in the way prescribed by the university on its websites: – http://www.mq.edu.au/about_us/offices_and_units/student_advocacy_and_support_services/

Academic honesty and plagiarism

Using the work of another person without clearly stating or acknowledging your source is called plagiarism.

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the Handbook of Undergraduate Studies or on the web at: http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

According to this policy, plagiarism includes doing any of the following things in an assignment:

- copying out part(s) of any document, including computer- or internet-based material, without acknowledging the source and putting quotation marks around the copied extract;
- summarising someone else's concepts, experimental results or conclusions without acknowledgment, even if you put them in your own words;
- copying out, or taking ideas from, the work of another student, even if you put the borrowed material in your own words;
- submitting the same or very similar final version of any assignment as a fellow student.

If you are in any doubt whatsoever, please discuss this with the unit convenor. In ENVG601, we adhere to the University's policy (http://www.mq.edu.au/policy/docs/academic_honesty/policy.html):

- always "...state clearly in the appropriate form where [you] found the material on which [you] have based your work", using a consistent referencing system (see notes above on referencing);
- always "...acknowledge the people whose concepts, experiments, or research results [you] have extracted, developed, or summarised, even if [you] put these ideas into your own words";
- always "...avoid excessive [direct quotation] of passages by another author, even when

acknowledged”.

Note: any assignment containing plagiarism will receive fail grades. Extensive plagiarism will result in a mark of zero and may result in the matter being referred to Head of the Division. The University’s plagiarism policy discusses steps staff are obliged to take when it is detected. Please refer to

http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Using the Internet is one aspect of your preparation for assignments which can result in plagiarism. All material accessed from the Internet and used in your assignments must be referenced in exactly the same way as material from books, journal articles or other print media. Plagiarism from Internet-based sources can be detected easily by your markers using web search engines so it is important to take Internet referencing seriously.

Referencing

Correct referencing is vital for ensuring academic honesty in written assessment pieces in ENVG601.

We suggest you follow the referencing guidelines:

*Hay, I. 2002, *Communicating in Geography and the Environmental Sciences*, Oxford University Press, Melbourne.

*Hay, I., Bochner, D. & Dungey, C. 2006, *Making the grade: a guide to successful communication and study*, Oxford University Press, South Melbourne.

Assessment in ENVG601

Assessment of your performance in ENVG601 is based on five components. All components must be completed to receive a passing grade in ENVG601. All students must keep a clean electronic copy of each assignment. A Log of Hours must be submitted with Assessment 4 the Reflective Journal in order for that assignment to be marked.

Submitting your assignments:

All assignments in ENVG601 must be submitted via iLearn on the due date outlined in the project Brief. A hard copy must be submitted to the to the ENVG601 assignment box located in the reception area of the Faculty of Science Student Centre (E7A102) within 2 working days of the due date. The Faculty of Science Student Centre is on the ground floor at the western end of building E7A, and opens from 9.00am to 5.00pm on Monday to Friday. There is also an afterhours drop box at the southern entrance (Wally’s Walk) to E7A . PLEASE NOTE: YOU MUST SUBMIT ASSIGNMENTS BOTH ELECTRONICALLY (THROUGH ILEARN) AND IN HARD COPY (through the Science Centre)

Assignment Cover Sheet – Completion on-line and downloading

Written assignments must be submitted with a Cover Sheet and you are required to fill out your cover sheet on-line at the following address and download for submission:

http://web.science.mq.edu.au/undergraduate_programs/current/assignments_and_coversheets/

All students must complete the details on the Cover Sheet and sign the declaration regarding academic honesty.

Extensions and Late penalties:

Extensions will be granted only in unforeseen or exceptional circumstances and only by the unit convenor (Dr John Merrick). Written evidence of illness or misadventure will normally be the only grounds on which extensions will be given. Students must submit a request for special consideration with the required evidence. Please contact Dr Merrick as soon as you can and submit the request quickly through the correct system online. Dr Merrick can only approve an extension through the special consideration process. Essays submitted after the due date and without extension will be penalised one mark per day late. Late essays will not be accepted once marked essays have been returned. Please talk to (or email) the unit convenor about any circumstances that affect your assignments before the due date. The submission dates for each of the assignments will be determined as part of the project brief. An assignment's date of submission will be determined by the date and time it is uploaded and accepted into iLearn.

ASSIGNMENTS MUST BE UPLOADED AS WORD DOCUMENTS, unless other provisions are made.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

University Policy on Special Consideration: The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. The University's special consideration policy has been instituted to support students who experience serious and unavoidable

disruption such that they do not reach their usual demonstrated performance level.

Details of the Special Considerations Policy, and how to apply for special consideration, are available at http://www.mq.edu.au/policy/docs/special_consideration/policy.html

If you are having trouble with this unit

If you are having trouble with any aspect of ENVG601, you should discuss the matter with the Unit Convener. If you require extensions for assignments, please do not leave it to the last moment, and please recognise that you need to provide appropriate documentation. The University provides excellent health and counselling services on-campus and also significant disability support if required.

Writing Skills: Macquarie University offers units intended to assist with assignment writing – see http://www.ling.mq.edu.au/support/writing_skills/index.htm

Feedback and unit evaluation

In this unit you will receive a range of verbal and written feedback on your assessment tasks. To monitor how successful we are in providing quality teaching and learning, the Department of Environment and Geography also seeks feedback from students. One of the key formal ways students have to provide feedback is through unit and teacher evaluation surveys. The feedback is anonymous and provides the Department with evidence of aspects that students are satisfied with and areas for improvement. Students enrolled in earlier versions have contributed to its development through modifications to the online role play.

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Access and equity information

The Department of Environment & Geography aims to ensure equal opportunity for all students to access the School's services. Please feel free to contact any member of staff about these issues.

General Grievances

Procedures are available for the confidential airing of student problems or grievance concerning the Department of Environment & Geography. Any issue of concern to students in the Department will be considered.

Students with Disabilities

Macquarie University provides a range of Academic Student Support Services. Details of these services can accessed at students.mq.edu.au/home/

Equal Opportunity

The Department has a policy of equal opportunity. The Department takes issues such as harassment and discrimination very seriously as they impinge on equal opportunity. If you feel you are not enjoying equal opportunity please contact Paul Beggs (Head of Department) or Peter

Davies, Director, Master of Environmental Planning (E7A608 x7220).

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.