



# ENVG851

## Gateway to the Planning Profession

S2 Evening 2015

*Department of Geography and Planning*

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## General Information

Unit convenor and teaching staff

Convenor

Robyn Dowling

[robyn.dowling@mq.edu.au](mailto:robyn.dowling@mq.edu.au)

Contact via [robyn.dowling@mq.edu.au](mailto:robyn.dowling@mq.edu.au)

W3A 417

Tuesday, 2-4pm

Credit points

8

Prerequisites

Admission to MEnvPlan and 40cp

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 across a range of sectors including 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 drawing on their environmental planning knowledge and will be required to prepare a reflective journal of their experience.

## 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:

- Prepare a project brief and identify the key steps in its execution
- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills

Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills  
Demonstrate self-management skills and personal judgement and initiative  
Exhibit skills in career-building including skills in developing relationships and networks

## Assessment Tasks

Name	Weighting	Due
<a href="#">Project Plan</a>	15%	Week 3
<a href="#">Literature Review</a>	25%	Week 6
<a href="#">Final Project Report</a>	45%	Week 12
<a href="#">CV and Project Portfolio</a>	15%	Week 13

### Project Plan

Due: **Week 3**

Weighting: **15%**

#### 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.

On successful completion you will be able to:

- Prepare a project brief and identify the key steps in its execution
- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
- Demonstrate self-management skills and personal judgement and initiative
- Exhibit skills in career-building including skills in developing relationships and networks

## Literature Review

Due: **Week 6**

Weighting: **25%**

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 an academic style.

On successful completion you will be able to:

- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills

## Final Project Report

Due: **Week 12**

Weighting: **45%**

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:

- Undertake targeted research, including creative work

- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Demonstrate self-management skills and personal judgement and initiative

## CV and Project Portfolio

Due: **Week 13**

Weighting: **15%**

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:

- Utilise written communication skills
- Demonstrate self-management skills and personal judgement and initiative
- Exhibit skills in career-building including skills in developing relationships and networks

## Delivery and Resources

**Required and recommended reading:**

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

**Technology used and required**

Students will have access to Macquarie Library resources and also the support of planning staff.

## Unit Schedule

As a project-based unit, there are no set classes for this unit. You are expected to plan your weekly activities in accordance with the project plan. Assessment tasks are milestones that will also structure your time.

If you have not made contact with a staff member about a specific project prior to enrolling in this unit, please contact Robyn Dowling as soon as possible.

## 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](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](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](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/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

## 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](http://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](#)

## 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.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://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.

## **Graduate Capabilities**

### **PG - Capable of Professional and Personal Judgment and Initiative**

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

#### **Learning outcomes**

- Prepare a project brief and identify the key steps in its execution
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
- Demonstrate self-management skills and personal judgement and initiative
- Exhibit skills in career-building including skills in developing relationships and networks

#### **Assessment tasks**

- Project Plan
- Final Project Report
- CV and Project Portfolio

### **PG - Discipline Knowledge and Skills**

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

#### **Learning outcomes**

- Undertake targeted research, including creative work
- Exhibit skills in career-building including skills in developing relationships and networks

#### **Assessment tasks**

- Project Plan
- Final Project Report
- CV and Project Portfolio

### **PG - Critical, Analytical and Integrative Thinking**

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is

the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

### **Learning outcomes**

- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking

### **Assessment tasks**

- Project Plan
- Literature Review
- Final Project Report

## **PG - Research and Problem Solving Capability**

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

### **Learning outcomes**

- Prepare a project brief and identify the key steps in its execution
- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking
- Demonstrate self-management skills and personal judgement and initiative

### **Assessment tasks**

- Project Plan
- Literature Review
- Final Project Report
- CV and Project Portfolio

## **PG - Effective Communication**

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:



## Learning outcomes

- Prepare a project brief and identify the key steps in its execution
- Utilise written communication skills
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
- Demonstrate self-management skills and personal judgement and initiative

## Assessment tasks

- Project Plan
- Literature Review
- Final Project Report
- CV and Project Portfolio

## PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

## Learning outcomes

- Prepare a project brief and identify the key steps in its execution
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills

## Assessment task

- Project Plan