



# GEOP851

## Gateway to the Planning Profession

S2 Evening 2016

*Department of Geography and Planning*

### Contents

---

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	7

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

### Unit convenor and teaching staff

Convenor

Donna Houston

[donna.houston@mq.edu.au](mailto:donna.houston@mq.edu.au)

Contact via [donna.houston@mq.edu.au](mailto:donna.houston@mq.edu.au)

W3A 418

Please email for an appointment

### 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

## General Assessment Information

### A Note on the difference between 600 and 800 level unit offerings in Gateway to the Planning Profession

GEOP851 Gateway to the Planning Profession and GEOP601 Gateway to the Planning Profession are offered in the same mode, there are no formal classes and students will work with the unit convenor, other academics and (where applicable) planning professionals to develop and carry out their projects. There will be some variations to the *marking rubrics and criteria* handed out for 600-level and 800-level students to reflect the different expectations for students working at each level. All students enrolled in Gateway are encouraged to produce professional quality work to the highest standards.

## Assessment Tasks

Name	Weighting	Due
<u>Project Plan</u>	15%	Week 3
<u>Literature Review</u>	25%	Week 6
<u>Final Project Report</u>	45%	Week 12
<u>CV and Project Portfolio</u>	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

### Getting Started

This is a self-directed unit where you are required to undertake a substantive planning related project relevant to your studies and to your career aspirations. To get the most out of this unit, it is important to plan early. **Please get in contact with Donna ([donna.houston@mq.edu.au](mailto:donna.houston@mq.edu.au)) before the beginning of the semester in which you plan to take the unit.** Please note that some projects will require a partner agreement, insurance and ethics clearances. It is a good idea to come into this unit with some idea about what you plan to do!

### 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

This is a self directed, project based unit where you are expected to work to the plan set out in the first 2 weeks of semester. There are no scheduled classes for this unit. You are encouraged to investigate possible topics before semester begins. This can involve developing a planning-related project in your workplace; developing a planning based project based on an area where you would like to enhance your planning knowledge; working with local council or planning consultants to develop a project; consulting with academic in Geography and Planning about potential projects. Please get in contact with Donna to discuss your ideas **before the beginning of the first week of semester!** There is no shortage of planning issues and projects to work on - the purpose of the 'Gateway' unit is to tailor a unit to suit your own interests.

Individual and group 'catch-ups' will be scheduled with Donna throughout the semester to discuss your progress.

## 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)

**New Assessment Policy in effect from Session 2 2016** [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html). For more information visit [http://students.mq.edu.au/events/2016/07/19/new\\_assessment\\_policy\\_in\\_place\\_from\\_session\\_2/](http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/)

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

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

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.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](#).

## 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://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources 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