



GEOP601

Gateway to the Planning Profession

S1 Day 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>	5
<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

Contact via donna.houston@mq.edu.au

W3A 418

Please email for an appointment

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 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
- 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

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:

- Undertake targeted research, including creative work
- 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 collaborative skills including negotiation, teamwork and interpersonal 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:

- Undertake targeted research, including creative work
- 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

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

New Assessment Policy in effect from Session 2 2016 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/

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

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/

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) 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

IT Help

For help with University computer systems and technology, visit 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

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Exhibit skills in career-building including skills in developing relationships and networks

Assessment tasks

- Final Project Report
- CV and Project Portfolio

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

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

- Final Project Report
- CV and Project Portfolio

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcome

- Exhibit skills in career-building including skills in developing relationships and networks

Assessment task

- CV and Project Portfolio

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them

competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Prepare a project brief and identify the key steps in its execution
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Exhibit skills in career-building including skills in developing relationships and networks

Assessment tasks

- Project Plan
- Literature Review
- Final Project Report

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

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
- 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

Assessment tasks

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

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

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
- Utilise written communication skills
- Exhibit skills in career-building including skills in developing relationships and networks

Assessment task

- Final Project Report

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Undertake targeted research, including creative work
- 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

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

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's

historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Undertake targeted research, including creative work
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
- Exhibit skills in career-building including skills in developing relationships and networks

Assessment task

- CV and Project Portfolio

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

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 task

- CV and Project Portfolio