



# Gelop832

## Gateway to the Planning Profession

S1 Evening 2017

*Department of Geography and Planning*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Convenor

Alison Ziller

[alison.ziller@mq.edu.au](mailto:alison.ziller@mq.edu.au)

Contact via [alison.ziller@mq.edu.au](mailto:alison.ziller@mq.edu.au)

W3A 428

Please email for an appointment

Credit points

4

Prerequisites

Admission to MPlan or MEnvPlan and 40cp

Corequisites

Co-badged status

Unit description

In this unit students undertake a planning project involving development of, or critical review of, a plan. The planning project may be linked to an internship or student consultancy with a planning employer, or be a personal research project. Examples of plans are spatial plans or policy implementation plans that relate to urban development, social or economic development, and/or environmental planning. Students may be able to include activities in a current workplace as their planning project. 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.

## 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

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.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Project Plan</u>	15%	No	Week 3
<u>Literature Review</u>	25%	No	Week 6
<u>Final Project Report</u>	45%	No	Week 12
<u>CV and Project Portfolio</u>	15%	No	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.

#### Assessment criteria:

- i clarity of scope and achievability in the timeframe
- ii clear sequence of steps to achieve the projected outcomes

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 literature review is required, max 2000 words. 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.

### Assessment criteria:

- i Critical analysis of issues identified in the literature
- ii Demonstrated integrative thinking and problem solving
- iii Clarity of expression and quality of writing skills

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 4000 for this assignment and should also include your revised literature review (max 2000 words), an executive summary/abstract, all diagrams, maps, tables etc and references.

**Assessment criteria:**

- i Consistency with the agreed work plan, including the revised agreed work plan if revision has been necessary
- ii Written expression including readability, fluency, grammar, structure and succinctness
- iii Clarity of presentation of the purpose of the project, tasks undertaken and 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 task is to assist the student prepare an up-dated CV which includes reference to the project accomplished, and a short document that could be included in a portfolio brought to a job interview as a demonstration of the student's skills and experience. Presentation in the portfolio document can make use of visual elements as well as written description. The CV should comprise no more than 2 A4 pages and the project description for the portfolio no more than 4 A4 pages.

**Assessment criteria**

- i Presentation of the project and its outcomes in the CV
- ii Accessibility of the project summary in the portfolio document.

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 Alison ([alison.ziller@mq.edu.au](mailto:alison.ziller@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 Alison 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 Alison 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)

Assessment Policy [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.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 (in effect until Dec 4th, 2017): [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html)

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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://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

## Changes since First Published

Date	Description
16/02/2017	inconsistent word requirements corrected