GEOP4080

Planning Experience

Session 1, Weekday attendance, North Ryde 2020

Department of Geography and Planning

Contents

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
Jessica McLean
jessica.mclean@mq.edu.au

Credit points
30

Prerequisites
Admission to BPlan and (GEOP2080 or GEOP212) and (GEOP3080 or GEOP370) and permission by special approval

Corequisites

Co-badged status

Unit description
This unit provides an off-campus, work-integrated learning experience or student consulting team experience, with a real client, in the planning field. Placements and consultancies may be undertaken across a range of sectors (such as government, industry, non-profit, industry and professional associations). Students use reflective practice to improve their understanding of workplace or client project needs, and their own strengths and weaknesses, to develop their professional skills. Platform skills, including stakeholder analysis and negotiation, are focused on. As far as possible, placements and consulting projects are arranged in accordance with each student's background, skills, experience, professional/academic interests and career aspirations. Students must complete 175 hours on placement or the client project plus attend workshops. Students must submit a Special Permission request to enrol in this unit no later than 1 month prior to the start of semester to enable placements to be arranged.

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:

ULO1: Work effectively in a professional planning environment

ULO2: Demonstrate understanding of the skills required of the practising planner

ULO3: Use reflective practice to improve performance in a professional workplace

ULO4: Evaluate personal needs for professional development and continuous learning

Assessment Tasks

Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult iLearn for revised unit information.

Find out more about the Coronavirus (COVID-19) and potential impacts on staff and students

General Assessment Information

Late Assessment Penalty

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests

Delivery and Resources

Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

Required and recommended reading:

There is no required text for GEOP461. There may be classes in critical thinking and writing that may be useful for your written tasks this semester hosted by Macquarie: https://students.mq.edu.au/support/study/skills-development/workshop-calendar

Unit Schedule

Coronavirus (COVID-19) Update

The unit schedule/topics and any references to on-campus delivery below may no longer be relevant due to COVID-19. Please consult iLearn for latest details, and check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

Wk #	Class date	Workshop topic	Assessments
1	26 February	**Workshop 1** Introduction to unit and assessments Planning, Communication and Ethics	
2	4 March	No class	
3	11 March	**Workshop 2** Overview of placements Project management Planning Careers	
4	18 March	No class	Stakeholder analysis assessment due
5	25 March	No class	
6	1 April	**Workshop 3** Opportunity to talk through assessments and any issues you may be having	
7	8 April	No class	Reflective practice planning due
		MID-SEMESTER BREAK	
8	29 April	No class	
9	6 May	No class	
10	13 May	**Workshop 4** Communication Negotiation Teamwork	
11	20 May	No class	
12	27 May	**Workshop 5** Professional Networking Unit overview and reflection	Reflective learning report due
13	3 June	No class	Job redesign suggestions

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy

- Academic Integrity Policy

- Academic Progression Policy

- Assessment Policy

- Fitness to Practice Procedure

- Grade Appeal Policy

- Complaint Management Procedure for Students and Members of the Public

- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- Getting help with your assignment

- Workshops

- StudyWise

- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

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

If you are a Global MBA student contact globalmba.support@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.

Changes from Previous Offering

The Reflective Journal assessment task has been replaced with a Job Redesign assessment task and the Reflective Learning Report.