



Gelop8090

Gateway to the Planning Profession

Session 1, Weekday attendance, North Ryde 2020

Department of Geography and Planning

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Disclaimer

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General Information

Unit convenor and teaching staff

Convenor

Fiona Miller

fiona.miller@mq.edu.au

Contact via Email

By appointment only

Credit points

10

Prerequisites

Admission to MPlan and 80cp at 8000 level

Corequisites

Co-badged status

Unit description

Planning is a professional practice and this unit is designed to assist students develop skills for a career in the planning profession. The unit requires students to prepare a substantial and well researched report in response to a Brief issued by a hypothetical planning agency. The student will prepare a work plan, apply knowledge of planning systems to a particular issue, and respond to the expressed requirements of the hypothetical client. In undertaking this work the student will apply research skills, identify and confront ethical issues, and practice writing for a non-specialist audience.

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: Prepare a detailed project outline in response to a planning Brief and document the key steps in its execution

ULO2: Apply research skills to contemporary planning issues

ULO3: Exercise problem-solving, critical, analytical and integrative thinking skills in the field of planning

ULO4: Communicate findings in written forms for diverse audiences

ULO5: Apply skills in self-management, personal judgement and initiative

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

Assignment Submission All students must keep an electronic copy of all assignments (preferably as a PDF) submitted for assessment. All assignments must be submitted via Turnitin. You will be able to access the result of the Turnitin scan and be able to review your assignments in light of this result. Not everything that Turnitin picks up as comparable to other work is plagiarised. Use this process constructively to ensure you are referencing correctly and effectively.

Late Penalties and Grading 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.

Each assignment will be marked and commented upon before it is returned to you. Feedback will include a mark, a grade, extensive in-text comments, overall comments and a detailed rubric.

Further Guidance on Assessments More detailed instructions, rubrics and marking criteria for all assessments, as well as some samples of assessments, will be available on iLearn.

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

This is a self-directed, project based unit where you are expected to work to the plan set out at the beginning of semester around a Project Brief. There are no timetabled classes for this unit, however, we will meet as a group and individually (either face-to-face or Zoom) throughout the semester. There are four scheduled meetings: we will meet in first week of semester (compulsory) and then three more times throughout the course of the semester in relation to the

main steps in the project in order to discuss your progress.

Students are expected to participate in discussions during these meetings in ways which support a shared understanding of how to accomplish the required work in response to the Project Brief. Students may contact the unit convenor between meetings by email for advice or assistance.

There is no required text. Topic-related background reading will be required. A starter reading list will be provided. Direction to key data sources will be available via iLearn.

Students will make use of resources provided by Macquarie Library, Department of Geography and Planning staff, and made available via iLearn.

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

Week	Topic
1	Introduction This a compulsory session. This meeting will discuss how the workload for this project should be managed. Unit orientation Discussion of assessments Outline of project brief
5	Discussion of relevant literature and policy How to conduct review How to manage content and size of report
8	Discussion of relevant data and sources How to analyse and present data
11	Discussion of final report How to write key components of final report Discussion about criteria for determining priorities and factors to consider with regard to social benefits, costs and other factors. How to write an executive summary for a specific audience.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](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) (<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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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

This unit has been redesigned since it was last offered and now has a new delivery format and new assessment tasks.