



# GEOP8090

## Gateway to the Planning Profession

Session 2, Special circumstance 2020

*Department of Geography and Planning*

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#### 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.

#### Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff Alison Ziller <a href="mailto:alison.ziller@mq.edu.au">alison.ziller@mq.edu.au</a>
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

## General Assessment Information

Submission of each assignment should be via Turn-it-in.

Unless a special consideration request <https://students.mq.edu.au/study/my-study-program/special-consideration> 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.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Response to Brief</u></a>	20%	No	17/08/2020
<a href="#"><u>Literature/policy review</u></a>	30%	No	14/09/2020
<a href="#"><u>Data collection and analysis</u></a>	30%	No	12/10/2020
<a href="#"><u>Final report</u></a>	20%	No	28/10/2020

### Response to Brief

Assessment Type <sup>1</sup>: Plan

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **17/08/2020**

Weighting: **20%**

500 word response setting out the steps and stages to be undertaken to acquit the Brief

On successful completion you will be able to:

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

### Literature/policy review

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 50 hours

Due: **14/09/2020**

Weighting: **30%**

1500 word literature/policy review (Part 1 of report as required in the project Brief)

On successful completion you will be able to:

- Apply research skills to contemporary planning issues

- Exercise problem-solving, critical, analytical and integrative thinking skills in the field of planning
- Communicate findings in written forms for diverse audiences

## Data collection and analysis

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 50 hours

Due: **12/10/2020**

Weighting: **30%**

2000 word data analysis (Part 2 of report as required in the project Brief)

On successful completion you will be able to:

- Apply research skills to contemporary planning issues
- Exercise problem-solving, critical, analytical and integrative thinking skills in the field of planning
- Communicate findings in written forms for diverse audiences

## Final report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 31 hours

Due: **28/10/2020**

Weighting: **20%**

4500 word final report combining literature/policy review, data collection/analysis plus overall findings and recommendations

On successful completion you will be able to:

- Communicate findings in written forms for diverse audiences
- Apply skills in self-management, personal judgement and initiative

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

There are four meetings with the course convenor for this unit. The first meeting is compulsory. The remaining meetings are advisory and will be scheduled to suit student timetables

## 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](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>).

## 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](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.