GEOP8090

Gateway to the Planning Profession

Session 2, Special circumstances 2021

Macquarie School of Social Sciences

Contents

Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of units with mandatory on-campus classes/teaching activities.

Visit the MQ COVID-19 information page for more detail.

General Information

Unit convenor and teaching staff
Convenor/Lecturer
Donna Houston
donna.houston@mq.edu.au
Contact via Email
Room 419, 25B Wally's Walk
By appointment

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

Handing in your assessment tasks

You are required to submit your assessment tasks by the time and date provided in this Unit Guide via the Turnitin link provided in iLearn. Allow enough time to submit your assignment as the deadline is final. Please keep an electronic copy of your assignment and a record of your submission for reference.

Late assessments

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 marks out of 100 credit will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline.

Assessment Tasks

Name	Weighting	Hurdle	Due
Response to Brief	20%	No	23:59 on 13/08/21
Literature/policy review	30%	No	23:59 on 03/09/21
Data collection and analysis	30%	No	23:59 on 08/10/21
Final report	20%	No	23:59 on 05/11/21

Response to Brief

Assessment Type [1]: Plan
Indicative Time on Task [2]: 15 hours
Due: **23:59 on 13/08/21**
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 [1]: Report

Indicative Time on Task [2]: 50 hours
Due: **23:59 on 03/09/21**
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 [1]: Report
Indicative Time on Task [2]: 50 hours
Due: **23:59 on 08/10/21**
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 [1]: Report
Indicative Time on Task [2]: 31 hours
Due: **23:59 on 05/11/21**
Weighting: **20%**

4500 word final report combining literature/policy review, data collection/analysis plus overall findngs 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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[1] 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.

[2] 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

GEOP8090 will be taught **online** via **Zoom video-conferencing**. Class time is scheduled between **2:00-4:00pm on Wednesdays** and will comprise a mix of mini-lectures, small group discussions, writing workshops, presentations and feedback. You are expected to attend the workshops and the Zoom sessions will not be recorded.

The GEOP8090 **iLearn site** contains additional resources in the 'Assessment' folder and under the weekly topic headings. Please make sure that you regularly check the iLearn page and your Macquarie University student email for updates and information regarding this unit.

Unit readings can be accessed via **Leganto**. The Leganto link is located in the top right panel of the GEOP8090 iLearn main page. Please contact Donna if you are having trouble accessing the readings as they are essential to your assignments and to the class discussions.

Unit Schedule

Week 1: *Introduction to Gateway to the Planning Profession*

Week 2: *Responding to the brief*

Week 3: *Feedback and consultation on the project brief (assignment due)*

Week 4: *Preparing a planning report 1: literature/policy reviews*

Week 5: *Preparing a planning report 2: site and context*

Week 6: *Feedback and consultation on the literature review (assignment due)*

Week 7: *Preparing a planning report 3: assessment and analysis*

Week 8: *Presenting work in progress: feedback on assessment and data analysis*

Week 9: *Data analysis assessment due, no class*

Week 10: *Writing the final report 1: findings and recommendations*

Week 11: *Writing the final report 2: what is professional quality presentation?*

Week 12: *Feedback and consultation on the final report draft, findings and recommendations*

Week 13: *Final report due, no class*

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). 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

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

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/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.

Unit information based on version 2021.03 of the Handbook