



# GEOP4080

## PACE: Planning Experience

Session 2, In person-scheduled-weekday, North Ryde 2023

*Macquarie School of Social Sciences*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Kate Lloyd

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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, 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.

Visit [Employability Connect](#) for important information on this unit including required preparation and closing dates for PACE activities.

## 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

## General Assessment Information

### Assignment requirements and submission

Detailed requirements and marking rubrics for each assessment are available from the iLearn site. All written assignments should be submitted [online to Turnitin](#) via the relevant links provided in iLearn. You are **not** required to submit a hardcopy of any assignments or include a cover sheet.

#### Late Assessment Submission Penalty

Unless a Special Consideration request has been submitted and approved, **a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted**, up until the 7th day (including weekends). After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical issue.

This late penalty will apply to non-timed sensitive assessment (incl essays, reports, posters, portfolios, journals, recordings etc). **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs etc) **will only be addressed by the unit convenor in a Special consideration application. Special Consideration outcome may result in a new question or topic.**

### Assessment feedback

All feedback for assignments will be made available online. The grade will be in the form of a letter as consistent with University policy (HD, D, Cr, P, F) alongside written feedback

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Portfolio</a>	30%	No	ongoing
<a href="#">Reflective learning report</a>	30%	No	Week 6 Friday 1st September 11.59pm
<a href="#">Reflective practice and skills plan</a>	20%	No	Week 12 Friday 27th October 11.59pm
<a href="#">Work Placement</a>	0%	Yes	ongoing
<a href="#">Presentation</a>	20%	No	Week 10 Friday 13th October 11.59pm

## Portfolio

Assessment Type <sup>1</sup>: Practice-based task

Indicative Time on Task <sup>2</sup>: 45 hours

Due: **ongoing**

Weighting: **30%**

Students will submit reflections, evidence and outcomes from the workshops in their portfolio.

On successful completion you will be able to:

- Demonstrate understanding of the skills required of the practising planner

## Reflective learning report

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

Indicative Time on Task <sup>2</sup>: 45 hours

Due: **Week 6 Friday 1st September 11.59pm**

Weighting: **30%**

This report will describe what students consider are their most consequential learning(s) from reflective professional practice. Students will describe how they have approached reflective practice (the strategies and methods they have used), key learnings, including insights and critical incidents, of both of (a) planning skills and (b) professional/transferable skills. 3,000 words.

On successful completion you will be able to:

- Demonstrate understanding of the skills required of the practising planner
- Use reflective practice to improve performance in a professional workplace
- Evaluate personal needs for professional development and continuous learning

## Reflective practice and skills plan

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

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

Due: **Week 12 Friday 27th October 11.59pm**

Weighting: **20%**

Students will design ways of developing their capabilities and planning specific and professional/

transferable skills that respond to learning needs, challenges and opportunities identified in the workplace. Approaching professional practice through reflective practice will play a central role. Students will review different approaches to reflective practice and select approaches that they wish to explore while developing their professional skills. Your goal with this assessment is to make sure you have a clear plan for how you will approach your current placement task as an opportunity to develop your employability through planning specific and professional/transferable skills (1,200 words).

On successful completion you will be able to:

- Demonstrate understanding of the skills required of the practising planner
- Use reflective practice to improve performance in a professional workplace
- Evaluate personal needs for professional development and continuous learning

## Work Placement

Assessment Type <sup>1</sup>: Work-integrated task

Indicative Time on Task <sup>2</sup>: 175 hours

Due: **ongoing**

Weighting: **0%**

**This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)**

Students are required to complete 175 hours in a professional planning placement or consulting process to a satisfactory standard in order to pass this course.

On successful completion you will be able to:

- Work effectively in a professional planning environment
- Demonstrate understanding of the skills required of the practising planner
- Use reflective practice to improve performance in a professional workplace

## Presentation

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

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

Due: **Week 10 Friday 13th October 11.59pm**

Weighting: **20%**

Students will create a video presentation that captures their learning experience and skills achieved in their planning placement.

On successful completion you will be able to:

- Demonstrate understanding of the skills required of the practising planner
- Use reflective practice to improve performance in a professional workplace
- Evaluate personal needs for professional development and continuous learning

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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

### Classes

GEOP4080 workshops will run on campus on Mondays for 3 hours (4-7pm) in weeks 2, 4, 6, 8, 10, 12.

### Reading

Required reading (journal articles and chapters) will be listed on iLearn and available via Leganto.

### Technology used and required

All enrolled students have access to the GEOP4080 website via iLearn. iLearn will provide access to unit resources (powerpoint presentations for download) as well as readings, links and forum discussions. Regular access to iLearn is required in order to complete the unit.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](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](#)
- [Assessment Procedure](#)

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

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## 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.