GEOP8090

Gateway to the Planning Profession

Session 1, In person-scheduled-weekday, North Ryde 2023

Macquarie School of Social Sciences

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
Convenor
Sonia Jacenko
sonia.jacenko@mq.edu.au
Contact via email
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

Where can I find out more about assessment?

Detailed information about each assignment will be availabile on the iLearn page for this unit and the requirements of each assignment will be discussed in class.

All assignments must be submitted by 11:59pm via Turn-it-In on the due date.

Late assessment policy

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 Tasks

Name	Weighting	Hurdle	Due
Response to Brief	10%	No	March 10 (Week 3)
Literature/policy review	30%	No	April 6 (Week 7)
Data collection and analysis	30%	No	May 12 (Week 10)
Final report	30%	No	June 2 (Week 13)

Response to Brief

Assessment Type [1]: Plan
Indicative Time on Task [2]: 15 hours
Due: **March 10 (Week 3)**
Weighting: **10%**

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: **April 6 (Week 7)**
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: **May 12 (Week 10)**
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: **June 2 (Week 13)**

Weighting: **30%**

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

---

[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

How GEOP8090 will be delivered?

GEOP8090 Gateway to the Planning Profession is a scheduled online offering - this means that you are expected to attend the online class at the scheduled time. Class will be delivered by **Zoom video conferencing on Wednesdays 6pm-8pm**. You will find the Zoom link under the Module 1 subject heading in iLearn.

'Gateway' is designed to mirror professional research practice. The scope and delivery of this unit is highly responsive to your needs and the requirements of the Brief to which you are asked to respond.

Class topics will address both the requirements of consultancy reports in general and the specific issue the consultancy report is asked to address. You are expected to participate in the development of both method and content and to cooperate with each other in progressing a discussion of the issues involved.

GEOP8090 provides an opportunity to refresh professional planning knowledge and skills .

There is no reading list as one assignment is to develop a short reference list and apply the content to the report being prepared.

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
- 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). 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

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/.

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.