GEOP832

Gateway to the Planning Profession

S2 Evening 2019

Department of Geography and Planning

Contents

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General Information

Unit convenor and teaching staff
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By appointment

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Credit points
4

Prerequisites
(Admission to MPlan or MEnvPlan) and 40cp

Corequisites

Co-badged status

Unit description
In this unit students undertake a planning project involving development of, or critical review of, a plan. The planning project may be linked to an internship or student consultancy with a planning employer, or be a personal research project. Examples of plans are spatial plans or policy implementation plans that relate to urban development, social or economic development, and/or environmental planning. Students may be able to include activities in a current workplace as their planning project. The unit is designed to develop knowledge and skills for a new career path in the planning profession across a range of sectors including government, industry, not-for-profit, professional associations and university research partnerships.

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:

In response to a project brief, prepare a detailed project outline and identify the key steps

in its execution

Undertake targeted research, including creative work

Execute problem-solving, critical, analytical and integrative thinking

Utilise written communication skills

Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills

Demonstrate self-management skills, personal judgement and initiative

Exhibit skills in career-building including skills in developing relationships and networks

General Assessment Information

Late Submission Penalty

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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Project outline & key steps	20%	No	22 August 2019
Background report	30%	No	13 September 2019
Empirical report	30%	No	21 October 2019
Final Project Report	20%	No	8 November 2019

Project outline & key steps

Due: **22 August 2019**
Weighting: **20%**

The student will be provided with a Project Brief. In this semester, the Project Brief will require an assessment of Council provided social infrastructure in a suburb in a Local Government Area [LGA].

The first assignment is to prepare an outline and timeline of the key steps involved in completing the work required.

Assessment criteria:

i   The outline clearly identifies the scope of work

ii   The outline provides a logical order in which the work is to be undertaken

iii   A realistic timeline is provided

On successful completion you will be able to:

- In response to a project brief, prepare a detailed project outline and identify the key steps in its execution
- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
- Demonstrate self-management skills, personal judgement and initiative
- Exhibit skills in career-building including skills in developing relationships and networks

Background report

Due: **13 September 2019**
Weighting: **30%**

This assignment will constitute Part 1 of your project report.

It requires a brief demographic profile of the suburb chosen, an overview of relevant literature and an assessment of the adequacy of current uses of the concept of social infrastructure.

Assessment criteria:

i   Choice of demographic data is relevant to the Brief

ii   Clarity of presentation of the overview of the literature

iii   Identification of key issues presented by the demographic data and literature overview.

On successful completion you will be able to:

- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Demonstrate self-management skills, personal judgement and initiative

Empirical report

Due: **21 October 2019**
Weighting: **30%**

This assignment requires the student to collect and assess empirical data about the social infrastructure already in the suburb. The data will be chosen from publicly available sources. This assignment constitutes Part 2 of your report

Assessment criteria:

i   Choice of relevant information from publicly available sources

ii   Effective presentation of the data having regard to the key issues identified in the previous assignment.

iii   Justification of the key shortfalls identified.

On successful completion you will be able to:
- In response to a project brief, prepare a detailed project outline and identify the key steps in its execution
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Demonstrate self-management skills, personal judgement and initiative

Final Project Report

Due: **8 November 2019**
Weighting: **20%**

This assignment presents your full report comprising Parts 1 and 2 already completed and a final section which considers priorities that can be recommended to the local government authority (the Council). The full report will have an executive summary suitable for presentation to elected representatives, a clear structure - evident in the table of contents - and provide a professional response to the requirements of the Brief

Assessment criteria:

i   Quality of case made for proposed priorities

ii   Clarity and completeness of the executive summary

iii   Logical sequencing and structure of the report

iv   Clear simple language and presentation of material.

On successful completion you will be able to:
- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking
- Utilise written communication skills
- Demonstrate self-management skills, personal judgement and initiative
- Exhibit skills in career-building including skills in developing relationships and networks

Delivery and Resources

Class meetings

The class will meet on 8 August 5.0 – 6.0 pm: this a compulsory session. This meeting will

discuss how the workload for this project should be managed, including ways in which some work for Parts 2 and 3 can be done at the same time as preparing Part 1. Remaining meetings to be scheduled to suit student study timetables:

Meeting 2: Discussion about what constitutes social infrastructure and what to include in Part 2 of the report. How to manage quantity and cut the report down to size.

Meeting 3: Discussion about linking the demographic and social profile to social infrastructure needs. What to do about regional infrastructure.

Meeting 4: 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 elected representatives and how this should differ from the report itself.

Students are expected to participate in discussions during these meetings in ways which support a shared understanding of how to accomplish the required work.

Students may contact the unit convenor between meetings by email for advice or assistance.

Required and recommended reading

There is no required text. Topic-related background reading will be required. A starter reading list will be provided.

Technology used and required

Students will have access to Macquarie Library resources and also the support of planning staff.

Unit Schedule

This is a self directed, project based unit where you are expected to work to the plan set out in the first 3 weeks of semester. There are no scheduled classes for this unit, however, there is one required meeting on 8 August and three further meetings to assist and support students will be scheduled.

Learning and Teaching Activities

Meetings

Four meetings will be scheduled. Additional meetings may be arranged by email. Supervisor support will also be available by email

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). 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.)*

Undergraduate students seeking more policy resources can visit the 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).

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 improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

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.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- In response to a project brief, prepare a detailed project outline and identify the key steps in its execution
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
- Demonstrate self-management skills, personal judgement and initiative
- Exhibit skills in career-building including skills in developing relationships and networks

Assessment tasks

- Project outline & key steps
- Final Project Report

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Undertake targeted research, including creative work
- Utilise written communication skills
- Exhibit skills in career-building including skills in developing relationships and networks

Assessment tasks

- Project outline & key steps
- Empirical report
- Final Project Report

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Undertake targeted research, including creative work
- Execute problem-solving, critical, analytical and integrative thinking

Assessment tasks

- Project outline & key steps
- Background report
- Empirical report
- Final Project Report

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- In response to a project brief, prepare a detailed project outline and identify the key steps in its execution
- Undertake targeted research, including creative work

- Execute problem-solving, critical, analytical and integrative thinking
- Demonstrate self-management skills, personal judgement and initiative

Assessment tasks

- Project outline & key steps
- Background report
- Empirical report
- Final Project Report

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- In response to a project brief, prepare a detailed project outline and identify the key steps in its execution
- Utilise written communication skills
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
- Demonstrate self-management skills, personal judgement and initiative

Assessment tasks

- Project outline & key steps
- Background report
- Empirical report
- Final Project Report

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- In response to a project brief, prepare a detailed project outline and identify the key steps

in its execution

- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills

Assessment tasks

- Project outline & key steps

- Background report

- Final Project Report

Changes from Previous Offering

This unit previously offered a choice of topics but this semester offers choice with regard to the area (suburb) to be examined.

The requirement to respond to a consultant-style project brief is intended to provide relevant work experience for graduating planning students.