GEOP832

Gateway to the Planning Profession

S1 Evening 2019

Department of Geography and Planning

Contents

Disclaimer

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General Information

Unit convenor and teaching staff
Miriam Williams
miriam.williams@mq.edu.au
Contact via email
6 First Walk, Room 431
By appointment

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:

Prepare a project brief 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 Brief & Plan	15%	No	5pm Friday Week 4 to iLearn
Literature & Approach	30%	No	5pm Friday Week 7 to ilearn
Descriptive Outline	15%	No	5pm Friday Week 9 to iLearn
Final Project Report	40%	No	5pm Friday Week 12 to iLearn

Project Brief & Plan

Due: **5pm Friday Week 4 to iLearn**
Weighting: **15%**

SUBMISSION: Turnitin via the GEOP832 iLearn site

Your first task is to establish a project brief & plan. The project brief will:

1. Clearly identify the topic that you will be working on

2. Explain the purpose for the study and its broader context

3. Identify some specific aims, objectives or questions that you plan to investigate

4. Discuss the specific research activities that need to be undertaken to achieve your goals within the agreed timeframe.

5. Identify the nature of the product to be prepared and if you plan to present your work to external stakeholders

The detailed assessment criteria and information guide will be available on the iLearn site for this course.

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Literature & Approach

Due: **5pm Friday Week 7 to ilearn**
Weighting: **30%**

SUBMISSION: Turnitin via the GEOP832 iLearn site

This assignment has two components: a literature review and a discussion of methods and approaches. The combined word length for the two sections of this assignment is 2000 words. Please ensure that you have discussed the literature and methods for your project with the convenor.

Literature review (approximately 1000-1200 words). Once the project has been identified, you are required to identify the relevant academic research as well as current policy and any legislation and governance issues which may apply. The purpose of the literature review is to clearly articulate the issues that are central to the problem under investigation, particularly as it relates to environmental and planning practice and to the planning profession generally.

Discussion of methods & approaches (approximately 800-1000 words) It is also important for you to consider methodological issues in the context of the project. In the previous assignment, you will have already considered your data needs for the project. This section should describe and justify the methodological approaches taken (desktop survey; site analysis; interviews with stakeholders, etc) and consider strategies for analysing the data.

Students will be provided with a marking rubric and an emphasis will be placed on writing skills. Please check iLearn for supporting material.

This assessment task should be written plain English and must incorporate appropriate references from academic sources (other 'grey literature' sources from government and industry can also be included).

The detailed assessment criteria and information guide will be available on the iLearn site for this course.

On successful completion you will be able to:
- Undertake targeted research, including creative work
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- Utilise written communication skills

- Demonstrate self-management skills, personal judgement and initiative

Descriptive Outline

Due: **5pm Friday Week 9 to iLearn**
Weighting: **15%**

SUBMISSION: Turnitin via the GEOP832 iLearn site

In this task you will write a descriptive outline of your final report. The word limit for this task is 800 words. The descriptive outline will include the following:

1. An updated paragraph explaining the purpose of the project (200 words)
2. Revised aims, objectives or questions (100 words)
3. A draft table of contents that clearly identify the structure of your report (500 words)*.

The draft table of contents is the most substantive part of this task. It will clearly identify different sections of your report and provide a brief synopsis (2-3 sentences) describing what each section is about. The purpose of this task is to get you thinking about the final product, the overall structure, and the logical ordering of information.

*Although most students choose the final research output to be in the form of a written report, in some instances, students opt for a different type of final research output (GIS map, design project, etc). If this applies to you, you will need to discuss with the course convenor ways to adapt this part of the assignment into a 500 word draft synopsis of the final research output of the project.

The detailed assessment criteria and information guide will be available on the iLearn site for this course.

On successful completion you will be able to:
- Prepare a project brief 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: **5pm Friday Week 12 to iLearn**
Weighting: **40%**

SUBMISSION: Turnitin via the GEOP832 iLearn site

The final product will vary from project to project and may take the form of a report, a submission, a proposal, an assessment, a review or such other product as set out in the Brief. Included in your final project should be a revised literature review and method discussion (based on feedback from assignment 2).

The word limit is 4000 for this assignment and should also include your revised literature review (max 2000 words), an executive summary/abstract, all diagrams, maps, tables etc and references.

The detailed assessment criteria and information guide will be available on the iLearn site for this course.

On successful completion you will be able to:

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- Execute problem-solving, critical, analytical and integrative thinking
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Delivery and Resources

Getting Started

This is a self-directed unit where you are required to undertake a substantive planning related project relevant to your studies and to your career aspirations. To get the most out of this unit, it is important to plan early. **Please get in contact with Miriam Williams (miriam.williams@mq.edu.au) before the beginning of the semester in which you plan to take the unit.**

Required and recommended reading

There is no required text. It is anticipated that topic-related background reading will be required for each project and assignment. Additional resources will be provided on the iLearn site for this course.

Technology used and required

Students will have access to Macquarie Library resources and also the support of planning staff. This unit is supported in iLearn, where supplemental materials have been compiled.

Unit Schedule

This is a self directed, project based unit where you are expected to work to the plan set out in the first 2 weeks of semester. There are no scheduled classes for this unit, however, we will meet as a group and individually throughout the course of the semester to discuss your progress. You are encouraged to investigate possible topics before semester begins. This can involve developing a planning-related project in your workplace; developing a planning based project based on an area where you would like to enhance your planning knowledge; working with local council or planning consultants to develop a project; and consulting with an academic in Geography and Planning about potential projects. Please get in contact with Miriam to discuss your ideas **before the beginning of the first week of semester**! There is no shortage of planning issues and projects to work on - the purpose of the 'Gateway' unit is to tailor

a unit to suit your own interests.

Learning and Teaching Activities

Regular meetings

Regular group meetings and individual meetings either face-to-face contact or telephone calls as required. In some cases web-based communication via Skype or similar services will be appropriate.

Regular emails

Regular emails between students and their mentor to discuss details of the research.

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

- Prepare a project brief 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 Brief & Plan
- 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 Brief & Plan
- Descriptive Outline
- 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 Brief & Plan
- Literature & Approach
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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

- Prepare a project brief and identify the key steps in its execution
- Undertake targeted research, including creative work
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Assessment tasks

- Project Brief & Plan
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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

- Prepare a project brief and identify the key steps in its execution
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- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills
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Assessment tasks

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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

- Prepare a project brief and identify the key steps in its execution
- Demonstrate collaborative skills including negotiation, teamwork and interpersonal skills

Assessment task

- Project Brief & Plan