



## UNSW Course Outline

# PLAN3008 Planning Practice: Consultation and Communication - 2024

Published on the 18 May 2024

## General Course Information

**Course Code :** PLAN3008

**Year :** 2024

**Term :** Term 2

**Teaching Period :** T2

**Is a multi-term course? :** No

**Faculty :** Faculty of Arts, Design and Architecture

**Academic Unit :** School of Built Environment

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

Planning Practice: Consultation and Communication explores the importance of engaging communities to tap into their grounded experience and tacit knowledge of local social, natural

and built environments. You will draw on real-world experiences of participatory processes to design stakeholder engagement strategies and apply appropriate engagement, consultation, monitoring and evaluation techniques. The communication component of the course builds on this, to help you enhance your skills in presenting and explaining complex planning issues to diverse audiences. You will also learn to effectively engage in adversarial contexts through mediation and negotiation.

Central to the practice year experience, this course guides you through your first role in the planning sector, provokes you to draw upon your own experiences to think more critically about the planning sector's complex and competing objectives, and informs your development as a planning professional. You will bring real world examples of the opportunities and challenges of your professional placement into the classroom, and learn from the diversity of other students' experiences to integrate insights across theory and practice.

## Course Learning Outcomes

Course Learning Outcomes
CLO1 : Critically reflect on the importance of community engagement to inform decisions in professional practice.
CLO2 : Develop community engagement strategies drawn from professional knowledge and theoretical sources.
CLO3 : Discuss strategies for engaging effectively in adversarial contexts through mediation and negotiation.
CLO4 : Communicate planning knowledge verbally and in written form suitable to the breadth of built environment stakeholders.

Course Learning Outcomes	Assessment Item
CLO1 : Critically reflect on the importance of community engagement to inform decisions in professional practice.	<ul style="list-style-type: none"> <li>• Stakeholder Engagement Strategy</li> <li>• Test</li> </ul>
CLO2 : Develop community engagement strategies drawn from professional knowledge and theoretical sources.	<ul style="list-style-type: none"> <li>• Stakeholder Engagement Strategy</li> <li>• Test</li> </ul>
CLO3 : Discuss strategies for engaging effectively in adversarial contexts through mediation and negotiation.	<ul style="list-style-type: none"> <li>• Communicating with Non-experts</li> <li>• Test</li> </ul>
CLO4 : Communicate planning knowledge verbally and in written form suitable to the breadth of built environment stakeholders.	<ul style="list-style-type: none"> <li>• Communicating with Non-experts</li> <li>• Test</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate

# Additional Course Information

## Participation expectations and access to final quiz

Your practice year courses are all about ensuring you have the skills - both hard and soft - to make the most of your work experience over the course of this year and set yourself up for your future career. All of the courses are taught by experienced planning practitioners, and you should treat them as an extension of your work in the office. With this in mind, there is **a clear expectation for these courses that you attend regularly and participate actively in all of the class sessions.**

It is expected that you engage and interact in the online evening sessions. To encourage this, **the final quiz for this course has a participation hurdle tied to it** - meaning active participation in the workshops and online classes in order to gain access to complete the final quiz.

Participation goes beyond just attendance - you need to be thoughtfully and proactively engaged in the discussions that happen during the workshops and online sessions (this includes having your camera on!) You won't be excluded from the quiz if you miss a single session, but if you're repeatedly absent without a reason (or effectively absent - i.e. just sitting in the online session, camera off, not talking), you can be excluded from the final quiz. Given the quiz is worth 30% of your final mark, it's important to make sure this doesn't happen - so be sure to get involved!

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Stakeholder Engagement Strategy Assessment Format: Individual	40%	Due Date: Week 3: 10 June - 16 June
Communicating with Non-experts Assessment Format: Individual	30%	Due Date: Week 9: 22 July - 28 July
Test Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: Week 12: 12 August - 18 August

# Assessment Details

## Stakeholder Engagement Strategy

### Assessment Overview

You will prepare a community engagement strategy, detailing communication methods, roles/responsibilities, challenges/risks, and reporting/evaluation. Grading will be done against assessment criteria accompanied by written feedback.

### Course Learning Outcomes

- CL01 : Critically reflect on the importance of community engagement to inform decisions in professional practice.
- CL02 : Develop community engagement strategies drawn from professional knowledge and theoretical sources.

### Assessment Length

1500 words

### Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## Communicating with Non-experts

### Assessment Overview

You will review the technical details of a recent project and produce a report explaining the process/outcomes to a general audience. Grading will be done against assessment criteria accompanied by written feedback.

### Course Learning Outcomes

- CL03 : Discuss strategies for engaging effectively in adversarial contexts through mediation and negotiation.
- CL04 : Communicate planning knowledge verbally and in written form suitable to the breadth of built environment stakeholders.

### Assessment Length

500 words (+ graphics)

### Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

# Test

## Assessment Overview

You will be tested on course material and your reflections on practice year experiences. Grading will be done against assessment criteria accompanied by written feedback.

## Course Learning Outcomes

- CL01 : Critically reflect on the importance of community engagement to inform decisions in professional practice.
- CL02 : Develop community engagement strategies drawn from professional knowledge and theoretical sources.
- CL03 : Discuss strategies for engaging effectively in adversarial contexts through mediation and negotiation.
- CL04 : Communicate planning knowledge verbally and in written form suitable to the breadth of built environment stakeholders.

## Assessment Length

90 mins (5x short answer)

## Submission notes

Submit by 'week 13'

## Assignment submission Turnitin type

This is not a Turnitin assignment

# General Assessment Information

For assessment tasks in this course, you may use AI-based software to research and prepare prior to writing your assessment. You are permitted to use standard editing and referencing functions in word processing software in the creation of your submission (note: this is limited to spelling and grammar checking and reference citation generation). You must not use any functions that generate or paraphrase or translate passages of text, whether based on your own work or not. Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

## Grading Basis

Standard

## Requirements to pass course

***The final quiz for this course has a participation hurdle tied to it*** - this means that you need to participate actively in the workshops and online classes to be able to gain access to complete the final quiz. Participation goes beyond just attendance - you need to be thoughtfully and proactively engaged in the discussions that happen during the workshops and online sessions (this includes having your camera on!) You won't be excluded from the quiz if you miss a single session, but if you're repeatedly absent without a reason (or effectively absent - i.e. just sitting in the online session, camera off, not talking), you can be excluded from the final quiz. Given the quiz is worth 30% of your final mark, it's important to make sure this doesn't happen - so be sure to get involved!

## Course Schedule

Teaching Week/Module	Activity Type	Content
Week 0 : 20 May - 26 May	Lecture	Online class Tuesday 6-8pm
Week 1 : 27 May - 2 June	Lecture	Online class Tuesday 6-8pm
Week 2 : 3 June - 9 June	Lecture	Online class Tuesday 6-8pm
Week 6 : 1 July - 7 July	Workshop	In-person workshop Tuesday 2 July (1-5pm) and Wednesday 3 July (9am-5pm)
Week 7 : 8 July - 14 July	Lecture	Online class Tuesday 6-8pm
Week 8 : 15 July - 21 July	Lecture	Online class Tuesday 6-8pm
Week 9 : 22 July - 28 July	Workshop	Online class Tuesday 6-8pm

## Attendance Requirements

You are expected to be regular and punctual in attendance at all classes for the School of Built Environment courses in which you are enrolled. If and where individual courses have specific attendance requirements, these will be stated in the course outline.

If you do not attend, engage, or participate in scheduled class activities, including lectures, tutorials, studios, labs, etc, you run the risk of failing a course.

If illness or unexpected and beyond your control circumstances prevent you from completing a task on time, or substantially disturb your assessment performance, you should apply for [Special Consideration](#), as soon as practicable, accompanied by appropriate documentation.

No special consideration will be provided if you miss out on essential course information and materials, or if you miss assessment tasks and deadlines due to unexplained absences or an unapproved lack of attendance.

You may be advised by the Course Convenor to withdraw from the course if significant learning activities are missed.

## Course Resources

### Course Evaluation and Development

We encourage and support students to maintain regular contact with the course convenor to provide informal feedback throughout the course. For specific issues or detailed feedback, please arrange a meeting with the course convenor via email.

In this course there is an option for students to provide anonymous feedback via the course's Moodle page, which is directly sent to the convenor. As a final step, students are invited to share their insights and experiences by completing the MyExperience survey. The feedback gathered each year is integral to the continuous enhancement and development of the course.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Ryan van den Nouwelant		ABL H13		EMAIL FOR APPOINTMENT	No	Yes

## Other Useful Information

### Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;

- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- **Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- **Collusion:** Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- **Duplication ("self-plagiarism"):** Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your



study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

### **Use of AI for assessments**

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

## **Submission of Assessment Tasks**

### **Turnitin Submission**

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au)

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on

Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

## **Late Submission Penalty**

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

## **School Contact Information**

beadmin@unsw.edu.au