



## UNSW Course Outline

# PLAN3010 Planning Practice: Professional Reflections - 2024

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## General Course Information

Course Code : PLAN3010

Year : 2024

Term : Term 3

Teaching Period : T3

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

In this course, you will reflect on your professional experience, consolidate your appreciation of the complexity of planning and development practices, and develop more nuanced insights into the theoretical underpinnings of city planning. You will debate contemporary planning issues,

informed by both your studies and work experience; integrating both your academic and professional networks. You will also be given unprecedented opportunity to integrate your professional and academic networks, through course components that you will undertake with your employer, and share with your peers and their employers.

Central to the practice year experience, this course will guide you through your first role in the planning sector, provoke you to draw upon your own experiences to think more critically about the planning sector's complexity and competing objectives, and inform 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
CL01 : Synthesise complex information to address multi-scalar challenges and perspectives shaping space and place
CL02 : Critically reflect on the social, economic and political context of professional planning
CL03 : Conduct independent research relevant to the planning discipline and profession
CL04 : Apply principles of praxis to integrate professional and theoretical expertise

Course Learning Outcomes	Assessment Item
CL01 : Synthesise complex information to address multi-scalar challenges and perspectives shaping space and place	• Critical reflections portfolio
CL02 : Critically reflect on the social, economic and political context of professional planning	• Shared reflections with employer • Critical reflections portfolio
CL03 : Conduct independent research relevant to the planning discipline and profession	• Practice issues and research need • Critical reflections portfolio
CL04 : Apply principles of praxis to integrate professional and theoretical expertise	• Shared reflections with employer • Practice issues and research need • Critical reflections portfolio

## Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate

# Learning and Teaching in this course

In this course you will reinforce and extend your understanding of content from introductory courses, with reference and application to your work placement. You will explore the complexity of planning policies, processes and practices and reflect on your professional experience. The course will incorporate contributions from your employer, and complement the full-time workload of the practice year. You will engage through a blend of in-person and online components, regular evening classes and a one-off intensive workshop, and live and asynchronous learning activities.

## Additional Course Information

### Participation expectations and final presentation

Reflection with your peers is an important aspect of this course. As such, the 'presentation' assessment task has a participation hurdle attached to it. Failure to participate in class could result in this presentation not being assessed.

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 presenting 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 presentation. Given the presentation 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
Critical reflections portfolio Assessment Format: Individual	50%	Due Date: Week 10: 11 November - 17 November
Shared reflections with employer Assessment Format: Individual	30%	Due Date: Week 12: 25 November - 01 December
Practice issues and research need Assessment Format: Individual	20%	Due Date: Week 4: 30 September - 06 October

# Assessment Details

## Critical reflections portfolio

### Assessment Overview

You will prepare a 3000-word portfolio critically reflecting on your work experience. Using specific examples, you will outline how, as a planner, you have applied lessons learnt throughout the year. Instructions for a suggested structure will be provided. It will be marked using a rubric and you will receive written feedback.

### Course Learning Outcomes

- CL01 : Synthesise complex information to address multi-scalar challenges and perspectives shaping space and place
- CL02 : Critically reflect on the social, economic and political context of professional planning
- CL03 : Conduct independent research relevant to the planning discipline and profession
- CL04 : Apply principles of praxis to integrate professional and theoretical expertise

### Assessment Length

3000

### Assignment submission Turnitin type

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

### Generative AI Permission Level

#### No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

## Shared reflections with employer

### Assessment Overview

With assistance from your employer, you will prepare and present a summary of your practice year, including key contributions, challenges, lessons learnt and future ambitions. The 15-minute presentation will be made to the class and other employers. It will be marked using a rubric and you will receive written feedback.

### Course Learning Outcomes

- CL02 : Critically reflect on the social, economic and political context of professional planning

- CL04 : Apply principles of praxis to integrate professional and theoretical expertise

#### **Assessment Length**

10 minutes

#### **Assignment submission Turnitin type**

This is not a Turnitin assignment

#### **Generative AI Permission Level**

##### **No Assistance**

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

### **Practice issues and research need**

#### **Assessment Overview**

You will reflect on your practice year, identifying two instances where you felt you could not find satisfactory answers. In 1000 words you will outline the contexts, knowledge gaps and alternative research avenues you might use to answer your research problem. It will be marked using a rubric and you will receive written feedback.

#### **Course Learning Outcomes**

- CL03 : Conduct independent research relevant to the planning discipline and profession
- CL04 : Apply principles of praxis to integrate professional and theoretical expertise

#### **Assessment Length**

1000

#### **Assignment submission Turnitin type**

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

#### **Generative AI Permission Level**

##### **Planning/Design Assistance**

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show

your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. 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.

For more information on Generative AI and permitted use please see [here](#).

## General Assessment Information

### Grading Basis

Standard

### Requirements to pass course

*The final presentation for this course has a participation hurdle tied to it* - this means that you need to participate actively in the online classes for the presentation to be assessed.

Participation goes beyond just attendance - you need to be thoughtfully and proactively engaged in the discussions that happen during the online sessions (this includes having your camera on!)

You won't be excluded from presenting 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. Given the presentation is worth 30% of your final mark, it's important to make sure this doesn't happen - so be sure to get involved!

### Supplementary Assessment Information

In this course, a supplementary assessment may be offered at the end of term, after results for the course are finalised, to students who satisfy the following conditions:

- your final result is between 45-49FL;
- your failure of the course is not due to misconduct or lateness (and no other misconduct incidents or academic matters under review);
- you have not failed the course in previous years; and
- you have attempted all assessment tasks in the course and met all attendance requirements if and as specified.

Your Course Convener will contact eligible students via email at the end of term.

A satisfactory grade for the supplementary assessment will result in a final mark/grade for the

course of 50PS. An unsatisfactory grade for the supplementary assessment will result in no change to your original mark/grade for course. Once you have agreed to complete the supplementary assessment, you will have no further recourse to an appeal or a request for a review of results.

## Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Online Activity	Certainty
Week 2 : 16 September - 22 September	Online Activity	Interest
Week 3 : 23 September - 29 September	Online Activity	Power
Week 4 : 30 September - 6 October	Online Activity	Rigour
Week 7 : 21 October - 27 October	Online Activity	Clarity
Week 8 : 28 October - 3 November	Online Activity	Evidence
Week 9 : 4 November - 10 November	Online Activity	Implementation
Week 10 : 11 November - 17 November	Online Activity	Accountability
Week 12 : 25 November - 1 December	Workshop	

## 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	Yes	Yes

## Other Useful Information

### Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

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

### 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

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](#).

**Important note:** UNSW has a "fit to sit/submit" rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination

or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

## **School Contact Information**

beadmin@unsw.edu.au