



## COURSE OUTLINE

# ENP460 Planning Practicum

Course Coordinator: Silvia Tavares (stavares@usc.edu.au) School: School of Law and Society

2021 | Session 8

USC Sunshine Coast

**BLENDED  
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

*Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.*

## 1. What is this course about?

### 1.1. Description

You are placed in planning organisations in which staff commit to a mentoring program supporting you while you work for a period of 4 weeks (160 hours). Before your placement, you will consider what issues need to think about while on placement. These issues will then be reconsidered in post placement sessions in which students share their experiences with each other. The course will build your skills as a reflective practitioner in the planning discipline and familiarise you with workplace practices' you need to think about while on placement.

### 1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Tutorial/Workshop 1</b>	6hrs	Not applicable	Not Yet Determined
<b>Fieldwork</b>	160hrs	Not applicable	Not Yet Determined

### 1.3. Course Topics

- Town Planning and Urban Design practice
- Practicum/internship requirements and experience
- Reflective planning practice
- Professional time management
- PIA Code of conduct

## 2. What level is this course?

400 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

## 3. What is the unit value of this course?

24 units

#### 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Apply theoretical and technical planning skills to unfamiliar circumstances	Engaged
2	Work in a diverse employment situation requiring application of planning theory, knowledge and skills and reflect on personal values, professional practice and legal and theoretical perspectives	Engaged
3	Critique plans, planning tools and built environment proposals	Engaged
4	Demonstrate behaviour and knowledge of personal and professional ethical standards	Ethical

#### 5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

##### 5.1. Pre-requisites

ENP355, ENP336, ENP365, ENP311, ENP411 and enrolled in Program AR406

##### 5.2. Co-requisites

Not applicable

##### 5.3. Anti-requisites

Not applicable

##### 5.4. Specific assumed prior knowledge and skills (where applicable)

You must demonstrate that you have completed a substantial part of the BRUP program so you may reflect on your experiences linking both theory and practice to critique your own knowledge and level of achievement.

#### 6. How am I going to be assessed?

##### 6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

##### 6.2. Details of early feedback on progress

Timely and detailed feedback is provided for each assessment. Feedback is provided both within text and general comments to build scholarly skills. Students are able to seek feedback through face-to-face discussion with the course coordinator. Tutorials will include extended discussion and review of the assessment task requirements and scope

##### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Plan	Individual	30%	1000 - 1500 words	Week 2	Online Assignment Submission
All	2	Journal	Individual	50%	2500 - 3000 words	Week 9	Online Assignment Submission
All	3	Oral and Written Piece	Individual	20%	750 - 1000 words	Week 9	In Class
All	4	Code of Conduct	Individual	0%	n/a	Throughout teaching period (refer to Format)	To Supervisor

**All - Assessment Task 1:** Set of Criteria for assessing learning experience

<b>GOAL:</b>	To discuss why reflective practice is important; and To develop a set of criteria based on knowledge gained in planning theory and professional practice which can then be used to reflect on your practicum experience.	
<b>PRODUCT:</b>	Plan	
<b>FORMAT:</b>	Working as a reflective practitioner - Derivation of a set of criteria for discussing various aspects of professional practice in your learning journal, based on the criteria listed in the learning journal assessment guide.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1	The extent to which you consider the importance of reflective practice 1 4
	2	The extent to which your criteria reflect theoretical ideas about “good practice” 1 2 3
	3	Consideration of the influence of institutional context for the organisation (e.g. legal requirements, organisational structure and role of the planner in a public institution or in a private consultancy) 2 4
	4	Consideration of the influence of theory on tasks carried out during your practicum. 1 2

**All - Assessment Task 2:** Learning Journal

<b>GOAL:</b>	To apply planning theory, knowledge and skills to reflect on your experience gained in the practicum from an ethical, legal and theoretical perspective.	
<b>PRODUCT:</b>	Journal	
<b>FORMAT:</b>	You will complete a diary of daily activities and a reflexive report analysing the implications of your experience in terms applying knowledge gained at University. You will maintain a diary while working in the planning organisation. Reflections about practice may include commentary on links between practice and theory, the influence of the institutional context on the nature of planning and insights about your experience and observations. Assessment will also be influenced by the verbal mentor reports which will be used to structure particular discussions in the post placement workshop.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1	Links to planning theory and other core planning knowledge and skills 1 2 3 4
	2	Understanding of organisation’s institutional context and other influences on the planning role. 1 2 4
	3	Verbal mentor report 4
	4	Learning journey insights 1 2 3 4
	5	Presentation and quality of syntax 4

**All - Assessment Task 3:** Post placement presentation and discussion

<b>GOAL:</b>	To discuss and compare experiences in the practicum to present highlights and issues	
<b>PRODUCT:</b>	Oral and Written Piece	
<b>FORMAT:</b>	Talk for 10-15 minutes about the highlights of your experience and any issues that arose. You will make a Post Placement verbal presentation and participate in discussions about the student experiences. Your group will then discuss any issues raised in the workshop. Topics may be drawn from mentor reports, lecturer’s observations of students working, and student summary and prioritisation of issues.	

CRITERIA:	No.	Learning Outcome assessed	
	1	Coherence of your discussion about issues raised in learning journals and by planning mentors	1 2 4
	2	Ideas for future application when working as a planner (e.g. Council practice).	1 2 3
	3	Awareness of the general ethical and public responsibilities of the planner based on discussion about various issues faced by you while on the practicum	2 4
	4	Personal insights into the link between your education and work as planners	1 2 3 4

#### All - Assessment Task 4: Code of Conduct

<b>GOAL:</b>	This task enables you to become familiar with the code of conduct for your discipline and work within its guidelines during a work integrated learning (WIL) experience		
<b>PRODUCT:</b>	Code of Conduct		
<b>FORMAT:</b>	During your WIL experience you are required to complete the required hours of work experience. To be eligible to pass, you are required to complete the internship satisfactorily according to the criteria below. See blackboard for your discipline specific Code of Conduct.		
CRITERIA:	No.		Learning Outcome assessed
	1	Behaviour that is in accordance with the discipline code of conduct	1 2 4
	2	Adherence to the discipline code of conduct	4
	3	Completion of the required hours	2

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

### 8.2. Specific requirements

Nil

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

#### 10.2. Assessment: Additional Requirements

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct.

#### 10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

#### 10.4. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

#### 10.5. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

#### 10.6. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

#### 10.7. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.8. General Enquiries

### In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)